COVID-19 Workspace Safety Plan

This plan requires the review of the operational activities in your workspace to ensure effective controls are in place to prevent the transmission of COVID-19. Management and supervisory staff are responsible for developing and updating this document to meet current government mandated requirements. https://covid19.ubc.ca/

Department / Faculty	UBC Student Housing & Community Services
Facility Location	2440 West Mall
Proposed Re-opening Date	*Open (No Closure)*
Workspace Location	*Warehouse, Carpentry Shop, Parking Area*

Introduction to Your Operation

1. Scope and Rationale for Opening
UBC Student Housing & Community Services has had on-going residents in various buildings, operations have been re-aligned but not closed. Health & Safety standards have been arranged and altered as Public Health information has become available. These alterations in health and safety approaches have been vetted and approved through local working committees, safety representatives, and departmental leads. As a result, we have been able to keep all parts of our organization operational without closure, including our warehouse, Facilities office, various Building Service work areas, and work-shops. This plan has been vetted by the Director of SHCS and SHCS OH&S

Section #1 – Regulatory Context

2. Federal Guidance
Public Health Agency of Canada http://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html
3. Provincial and Sector-Specific Guidance
BC CDC Guidelines for Hotel Operators: https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-hotel-sector.pdf BC CDC Guidelines for cleaning and disinfecting: http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/cleaning-and-disinfecting BC Construction Safety Association https://www.bccsa.ca/
4. Worksafe BC Guidance
WorksafeBC guidelines for Construction Industry http://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-industry-information/construction

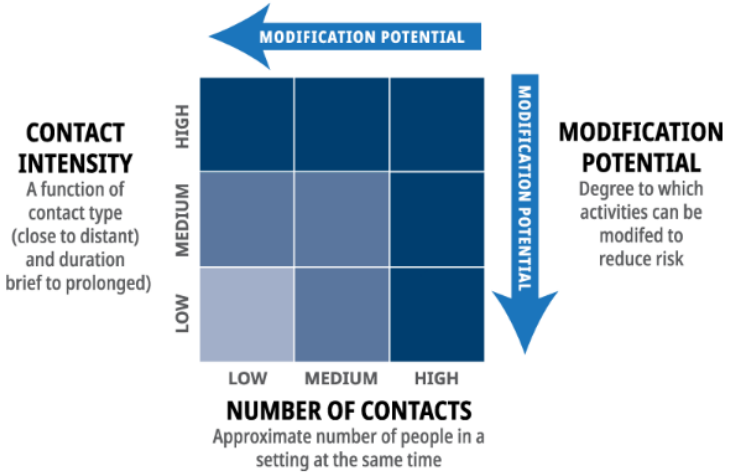
Workplace Exposure https://www.worksafebc.com/en/resources/about-us/guides/preventing-exposure-to-covid-19-in-the-workplace?lang=en Workplace Accommodations https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/accommodation
5. UBC Guidance
Safety and Risk Services https://srs.ubc.ca/covid-19/ Cleaning and disinfecting https://riskmanagement.sites.olt.ubc.ca/files/2020/04/SRS-OHS-SWP-001-General-Surface-Cleaning_final.pdf
6. Professional/Industry Associations
BC Construction Safety Association https://www.bccsa.ca/

Section #2 - Risk Assessment

As an employer, UBC has been working diligently to follow the guidance of federal and provincial authorities in implementing risk mitigation measures to keep the risk of exposure as low as reasonably achievable. This is most evident in the essential service areas that have remained open on campus to support the institution through these unprecedented times. These areas have been very active with respect to identifying and mitigating risks, and further re-evaluating the controls in place using the following risk assessment process.

Prior to opening or increasing staff levels:
Where your organization belongs to a sector that is permitted to open, but specific guidance as to activities under that sector are lacking, you can use the following risk assessment approach to determine activity level risk by identifying both your organization's or activity's contact intensity and contact number, as defined below:

1. What is the contact intensity in your setting pre-mitigation – the type of contact (close/distant) and duration of contact (brief/prolonged)?
2. What is the number of contacts in your setting – the number of people present in the setting at the same time? As a result of the mass gatherings order, over 50 will fall into the high risk.



One or more steps under the following controls can be taken to further reduce the risk, including:

- Physical distancing measures – measures to reduce the density of people
- Engineering controls – physical barriers (like Plexiglas or stanchions to delineate space) or increased ventilation
- Administrative controls – clear rules and guidelines
- Personal protective equipment – like the use of respiratory protection

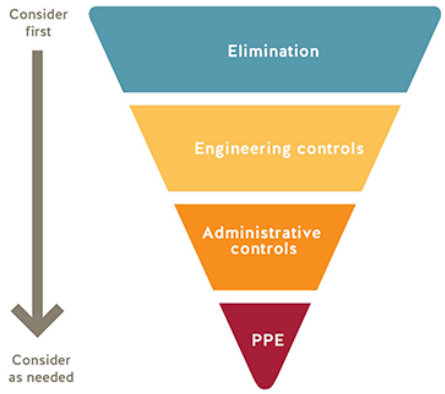
7. Contact Density (proposed COVID-19 Operations) Describe the type of contact (close/distant) and duration of the contact (brief/prolonged) under COVID operations - where do people congregate; what job tasks require close proximity; what surfaces are touched often; what tools, machinery, and equipment do people come into contact with during work
○ Meeting Rooms – staff asked to meeting proposed occupancy limit ○ Break areas – staff asked to meet proposed occupancy limit and have staggered break times ○ Transaction areas – barriers in place ○ Loading and unloading areas ○ Vehicle access/parking area – staggered start and finish times and distancing measures ○ Sign in – staggered start and finish times with multiple spaces available ○ Team Toolbox meetings – outdoor meetings at different time slots ○ Multi-Trade work requests – timing done to not overlap ○ Overlapping transaction counter product requests – no access allowed to small spaces ○ Receiving deliveries - consistent ○ Issuing deliveries at various sites, including residence suites – drop off areas arranged and warning given ○ Shared repair tools – proper cleaning of equipment in high touch point cleaning process and hygiene reveiwed ○ Shared common desktop computer(s) – cleaning and disinfecting with single users ○ Pens on desk – own pens used ○ Shared vehicles – Shared Vehicle Cleaning protocols, no employees in vehicle at same time ○ Shared machinery (fork lift, pallet jack, dollies)- equipment cleaning process

8. Contact Number (proposed COVID-19 Operations) Describe the number of contacts in your proposed COVID-19 operational setting (# of people present in setting at same time)
Maximum 20 during vehicle access/sign in. Takes place in spaces that accommodate up to 20 in a distancing manner. Staggered starts with other groups. In the past closer to 35/40 staff would overlap. Standard settings for common tasks and spaces involve 3-5 staff members.
9. Employee Input/Involvement Detail how you have met the MANDATORY requirement to involve frontline workers, Joint Occupational Health and Safety Committees, and Supervisors in identifying risks and protocols as part of this plan
○ Plans in draft form were presented to the JOHSC ○ Supervisors have been onsite and engaged in the adjustment of protocols since March 2020 ○ Supervisors were trained in April 2020 on PPE use, calling in sick, high touch points disinfecting, shared vehicle cleaning and protocols, shared equipment cleanings and protocols. ○ Staff were engaged in creating a required two step risk assessment course that was then provided to all staff
10. Risk Level Determination (H/M/L) Identify the COVID-19 risk category (High / Medium / Low) pre-mitigations for your operation using the BC COVID-19 Go Forward Management Strategy Risk Matrix
Risk level has been determined as low with staff numbers being limited and areas they can work being lowered in occupancy with signage, change of schedules, barriers, and education.
11. Worker Health Detail how all Supervisors have been notified on appropriate Workplace Health measures and support available and how they will communicate these to employees
In person, email, or through online training we have reviewed with: • Supervisors have been trained on Elevated High Touch Disinfecting Procedures • Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed. • Supervisors have been trained on the two-step risk assessment process for maintenance requests • Supervisors have been trained and made aware of the shared vehicle and tools/machinery cleaning process Supervisors are expected to insure staff are trained on these items by reviewing on site, in real life situations. They are also expected to make sure they are following these procedures or clarifying concerns they may have in the training portions. • Bi-Weekly Toolbox meetings for updates, information sharing, Q&A
12. Plan Publication Describe how you will publish your plan ONLINE and post in HARD COPY at your workplace for employees and for others that may need to attend site
• Plans to be posted on the UBC Covid-19 Safety Plan web site via IT and Communications when available

- Printed plans are included on safety boards and in the relevant work spaces

Section #3 – Hazard Elimination or Physical Distancing

Coronavirus is transmitted through contaminated droplets that are spread by coughing or sneezing, or by contact with contaminated hands, surfaces or objects. UBC's goal is to minimize COVID-19 transmission by following the safety hierarchy of controls in eliminating this risk, as below.



The following general practices shall be applied for all UBC buildings and workspaces:

- Where possible, workers are instructed to work from home.
- Anybody who has travelled internationally, been in contact with a clinically confirmed case of COVID-19 or is experiencing "flu like" symptoms must stay at home.
- All staff are aware that they must maintain a physical distance of at least 2 meters from each other at all times
- Do not touch your eyes/nose/mouth with unwashed hands
- When you sneeze or cough, cover your mouth and nose with a disposable tissue or the crease of your elbow, and then wash your hands
- All staff are aware of proper handwashing and sanitizing procedures for their workspace
- Supervisors and managers must ensure large events/gatherings (> 50 people in a single space) are avoided
- Management must ensure that all workers have access to dedicated onsite supervision at all times.
- All staff wearing non-medical masks are aware of the risks and limitations of the face covering they have chosen to wear or have been provided to protect against the transmission of COVID-19. See SRS website for further information.

13. Work from Home/Remote Work Detail how/which workers can/will continue to work from home (WFH); this is required where it is feasible
• All staff are required to do crucial work and tasks on site • Manager's when capable, have been able to work remotely but have been required to be on site for a minimum of 3 days a week to provide support and supervision for crucial staff
14. Work Schedule Changes/Creation of Work Pods or Crews or Cohorts For those required or wanting to resume work at UBC, detail how you are able to rescheduling of workers (e.g. shifted start/end times) in order to limit contact intensity at any given time at UBC; describe how you may group employees semi-permanently to limit exposure to specialized workers, if applicable
○ Altering start times has limited staff counts in sign in spaces, parking areas, and during break times ○ Flexible break areas around campus have also mitigated occupancy levels ○ Limited employee numbers in positions have not required maintaining a rotating schedule for warehouse or carpentry shop use. Maximum employees are 3-4 in each space.
15. Spatial Analysis: Occupancy limits, floor space, and traffic flows Using UBC building key plans: 1) Identify and list the rooms and maximum occupancy for each workspace/area; 2) Illustrate a 2 metre radius circle around stationary workspaces and common areas; and 3) Illustrate one-way directional traffic flows
○ Back of house transaction space has a maximum occupancy of 4 people ○ Parking area has a maximum occupancy of 20 people ○ Carpentry shop has a maximum occupancy of 4 people ○ Yielding through 'waiting' spaces is being used to control cross traffic, as multiple egress points are not available ○ 2 metre distancing signs in all spaces have been deployed
16. Accommodations to maintain 2 metre distance Please detail what accommodations/changes you have made to ensure employees can successfully follow the rule of distancing at least 2 metres from another employee while working
○ Separate back of house access point has been identified for transaction counter ○ There has been a barrier put up to not enter small transaction space, and has been extended out to the warehouse ○ A buzz in system is being used to allow limited vendors into the parking area ○ Separate washrooms have been identified to reduce the number of users for each
17. Transportation

Detail how you are able to (or not) apply UBC's COVID-19 vehicle usage guidelines to the proposed operational model - if you cannot apply these guidelines, please describe alternative control measures
○ Staff walk to 2440 to start their days ○ Staff have their own vehicles that they drive independently ○ Where support is needed for deliveries, they attend in separate vehicles ○ A cleaning protocol has been put in place where a vehicle is shared between shifts, ie. Day time to evening shift staff.
18. Worker Screening Describe how you will screen workers: 1) exhibiting symptoms of the common cold, influenza or gastrointestinal; 2) to ensure self-isolation if returning to Canada from international travel; and 3) to ensure self-isolation if clinical or confirmed COVID-19 case in household or as medically advised
○ Required worksafe BC signage is posted at each site for workers and visitors upon entry, stressing non entry if meeting any check box ○ Staff have been reminded to call in sick if they are unwell ○ Staff are able to use an additional 10 days if they have 0 accrued sick time remaining ○ Sick workers should report supervisor who calls first aid even with mild symptoms ○ If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911. ○ Clean and disinfect any surfaces that the ill worker has come into contact with. ○ Workers and Supervisors have been made aware and trained on these protocols ○ Clean and disinfect any surfaces that the ill worker has come into contact with
19. Prohibited Worker Tracking Describe how you will track and communicate with workers who meet categories above for worker screenings
○ Sick workers are recorded in timesheets by their supervisor and in payroll tracking systems ○ If a worker is sick for more than 3 days, it is flagged by a supervisor to a manager ○ Managers are required to call and email the staff member to gain insight on the situation and advise on next steps ○ When required the information is passed via time sheets to payroll and HR for tracking ○ OH&S informed if needed

Section 4 – Engineering Controls

20. Cleaning and Hygiene Detail your cleaning and hygiene plan, including identification for hand-washing stations and the cleaning regimen required to be completed by departmental staff for common areas/surfaces (BOPS Custodial has limitations on cleaning frequency, etc.)

- Washrooms are easily accessible to practice hand hygiene
- Hand sanitizer is available in the transaction spaces, carpentry shop, offices, break rooms, and for every vehicle and workspace
- Staff trained and follow the Safe Work Procedure for Cleaning and Disinfecting as well as the Elevated High Touch Point Disinfecting procedure
  - Elevated High Touch Point Procedure and Checklist (Attached)
  - https://riskmanagement.sites.olt.ubc.ca/files/2020/04/SRS-OHS-SWP-001-General-Surface-Cleaning_final.pdf
- High touch points in common areas disinfected regularly
  - Office daily
  - Transaction counter after each interaction
  - Staff break area, before and after each break
  - Washroom Daily
  - Shared vehicle high touch points are disinfected daily
- SHCS products are ordered by area managers and replenished via SHCS Purchasing and consultation with OH&S

21. Equipment Removal/Sanitation

Detail your appropriate removal of unnecessary tools/equipment/access to areas and/or adequate sanitation for items that must be shared that may elevate risk of transmission, such as coffee makers, kettles, shared dishes and utensils

- Workers generally have their own set of tools and equipment assigned to them
- Some tools and equipment are not used frequently enough or are of large enough scale to have to be shared. In those cases and shared equipment and tools disinfecting procedure has been created that uses an approved Covid-19 disinfectant. This is used prior to usage of equipment (attached)
- Similar to shared equipment and tool protocols, a shared vehicle procedures has been created, which also includes disinfecting procedure prior to usage (attached)
- Require workers to bring their own dishes and utensils, shared items from break rooms have been put away.

22.Partitions or Plexiglass installation

Describe any inclusion of physical barriers to be used at public-facing or point-of-service areas

- Partitions are not considered required in these areas as staff occupancy limits reduce risk of close contact in the warehouse, carpentry shop (as needed)
- Instead of partitions, small work spaces are limited in occupancy or prohibited from accessing
- Signage is posted to limit occupancy of break rooms, meeting spaces
- Though not public facing, barriers to increase/further transaction space and prevent small space entry have been put in place
- Non UBC staff are not permitted in unless vetted in advance and buzzed into the space in a controlled situation

Section 5 – Administrative Controls

23. Communication Strategy for Employees

Describe how your unit has or will communicate the risk of exposure to COVID-19 in the workplace to your employee and the safety controls in place to reduce such risk.

- Changed operations to accommodate new safety measures have been communicated in tool box meetings, 1 on 1 with supervisors
  - Work tasks have been re-assigned to limit contact
  - Staff have been asked to not congregate in common areas and during common times, like end of day
  - Start and end times have been staggered
  - Different entry points have been given to staff
  - Denying unnecessary and unannounced/non-essential visits
- Additional information has been printed in safety areas and reviewed with supervisors and staff on site, including safety plans
- Staff have been made aware of where additional information is available on Covid-19
- Online course to familiarize with two step risk assessment when entering suites has been made live
- Worker are encouraged to communicate concerns to their supervisor who would then vet with manager's
- Safety plan has been printed and posted in safety area. Once finalized and approved, the official document will be shared with all SHCS staff and posted in the SHCS Warehouse Safety area, and carpentry shop. These will also be posted and available online when capable. Attendance to be taken for this meeting to be taken and confirmed.

24. Training Strategy for Employees

Detail how you will mandate, track and confirm that all employees successfully complete the **Preventing COVID-19 Infection in the Workplace** online training; further detail how you will confirm employee orientation to your specific safety plan

- Online canvas courses will allow us to track completion of courses by the staff member
- Entry point signage outlines guidelines to enter a work space
- Posting of a safety plan with a drawing to allow immediate access to information is available on site\
- Guidelines and safety plan has been presented to all workers and reviewed
- Online availability is pending IT posting for course availability

25. Signage

Detail the type of signage you will utilize and how it will be placed (e.g. floor decals denoting one-way walkways and doors)

- Signage is posted upon entry to space and throughout 2440, taken from WorkSafe BC or UBC specific signs created with Work Safe BC guidelines
  - Work Safe BC Visitor/Worker Entry
  - 2 metre distancing signage
  - Distancing signage in transaction spaces
  - Hand Hygiene poster at washrooms and throughout
  - Occupancy limit posters for each area
  - PPE poster and guidelines
  - Cover cough poster
  - Keep it clean and high touch point poster

26. Emergency Procedures

Recognizing limitations on staffing that may affect execution of emergency procedures, detail your strategy to amend your emergency response plan procedures during COVID-19.Recognizing limitations on staffing that may affect execution of emergency procedures, detail your strategy to amend your emergency response plan procedures during COVID-19. Also describe your approach to handling potential COVID-19 incidents

- Fire safety plans are posted in all work spaces
- Adjusted work schedules and occupancy limits allows for maintaining of fire safety plan procedures in the event of an emergency
- Two step risk assessment allows for early identification of resident Covid-19 issues, which are followed up with by management and SRS
- An approved access guide has been created for these resident suites with PPE usage for appropriate cleaning and maintenance attendance, approved by SRS
- Workers reporting symptoms:
    - Sick workers should report supervisor who calls first aid even with mild symptoms
    - If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911.
    - Clean and disinfect any surfaces that the ill worker has come into contact with.
    - Workers and Supervisors have been made aware and trained on these protocols
    - Clean and disinfect any surfaces that the ill worker has come into contact with.

27. Monitoring/Updating COVID-19 Safety Plan

Describe how you will monitor your workplace and update your plans as needed; detail how employees can raise safety concerns (e.g. via the JOHSC or Supervisor) - plan must remain valid and updated for next 12-18 months

- Local Safety Team and JOHCS meetings have representatives from the staffing side to raise any concerns
- SHCS OH&S has regular contact and meetings with manager's and supervisors regarding new developments and requirements
- Staff are encouraged to discuss directly any concerns with their supervisor to be brought to operational management attention or at LST/JOHCS meetings

28. Addressing Risks from Previous Closure

Describe how you will address the following since the closure: staff changes/turnover; worker roles change; any new necessary training (e.g. new protocols); and training on new equipment

- No new roles or responsibilities have been taken up
- New staff members have not been hired
- Training for existing has included increased safety and steps when completing previously existing essential duties
- Training for additional steps and safety measures have been done via procedure guides, on site review with supervisors. They have included:
    - Two step risk assessment, when reviewing work requests and entering a working area
    - High touch point disinfecting procedures –completed by Building Service staff vs. task completing staff
    - Shared vehicle and equipment cleaning procedures

Section #6 – Personal Protective Equipment (PPE)

29. Personal Protective Equipment Describe what appropriate PPE you will utilize and how you will/continue to procure the PPE
• Gloves and safety glasses / goggles are offered to all staff to use while in the work place • Masks are provided as noted for the task and as per the SDS. Some SHCS staff have their own masks as per the demands of their job. Masks meet or exceed N-95 performance • Sanitizing stations are provided where hand washing is not readily available • Disinfecting products and procedures are provided for Shared vehicles/equipment and high touch point areas • Poster from SDS in each work area that outlines the effectiveness and limitations of PPE • All products are replenished through SHCS Purchasing and Warehouse staff

Section #7 - Acknowledgement

30. Acknowledgement Plan must demonstrate approval by Administrative Head of Unit, confirming: 1) the Safety Plan will be shared with staff and how; 2) staff will acknowledged receipt and will comply with the Safety Plan.

I acknowledge that this Safety Plan has been shared with staff both through email and will be made available as a shared document. Staff can either provide a signature or email confirmation that they have received, read and understood the contents of the plan.

Date	June 10, 2020
Name (Manager or Supervisor)	Ricky Biring
Title	Facilities Coordinator

Faculty and Staff Occupying Workspace

Name	Email	Confirmation of Understanding
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Appendix

- September 2020 Addendum: Required Non-Medical Masks
- PPE Poster
- High Touch Point Disinfecting Checklist
- Sick Provision Guidance re: covid-19
- Shared Tool Procedures
- Shared Vehicle Procedures
- Two-step Risk Assessment Process
- Covid Safety Plan 2440 West Mall

THE UNIVERSITY OF BRITISH COLUMBIA

Student Housing & Community Services
The University of British Columbia
Vancouver Campus
Marine Drive Bldg. 6
2205 Lower Mall
Vancouver, BC Canada V6T 1Z4

COVID-19 Safety Plan Addendum: Required Non-Medical Masks

Effective September 16, 2020 UBC implemented a university-wide policy across UBC-V and UBC-O whereby students, faculty, staff, and visitors are required to wear non-medical masks in common indoor spaces.

Approved by: Andrew Parr, AVP, Student Housing & Community Services

Signature: _____ Date: September 30, 2020

Purpose

In accordance with the COVID-19 Campus Rules, and the Required Non-Medical Mask Addendum, the following document has been developed to outline Student Housing and Community Services (SHCS) incorporation, and use of non-medical masks.

Scope

This addendum is applicable to all UBC-V approved SHCS COVID-19 Safety Plans, including: Bookstore & Campus Mail, Conferences & Accommodations, Student Housing, Parking & Access, Food Services, and Child Care.

Required Mask Wearing in SHCS

- ✓ SHCS staff are required to wear non-medical masks when in common indoor spaces on campus including; common hallways, stairways, building entryways, washrooms, common areas in residences and other high-traffic areas.

- ✓ SHCS staff visiting or working in SHCS indoor locations/offices that are not considered to be their "home location/office", are required to wear a mask upon entering that space and during their time in that work area.

Mask Exceptions in SHCS

SHCS staff working in SHCS locations/offices that are considered to be their "home location/office" are not required to wear a mask upon entering that space, unless the approved safety plan for their work area requires mandatory mask usage (eg. Food Services).

Lunch or Breakroom Mask Exceptions

- Masks are not required when seated 2 m apart while eating or drinking during a break.
- Note: The maximum capacity for a break space must be posted and not exceeded.

Office Space Mask Exceptions

- Masks are not required when working in a sole occupant office or enclosed room.
- Individually assigned cubicles in open concept workspaces have been designated to ensure they are 2m apart or have appropriate physical barriers. Therefore, while occupying an assigned workspace, users have the option to remove their non-medical mask when seated or while engaged in activities where the physical distancing requirement is met.
- Non-medical masks are not required in internal office hallways that have been designated as one way, yield to others, or able to meet physical distancing requirements.
- As per UBC's policy, non-medical masks must be worn:
    - When travelling through building corridors and shared spaces.
    - Any other time that 2m physical distancing cannot be maintained.

Workshop Exceptions

- Non-medical masks are not required when working in a sole occupant workshop or enclosed room.
- Workstations in shared workshops have been designated to ensure they are 2m apart or have appropriate physical barriers. Therefore, while in a shared workshop, users have the option to remove their non-medical mask while engaged in activities where the physical distancing requirement is met.
- As per UBC's policy, non-medical masks must be worn:
    - When travelling through building corridors and shared spaces.
    - While entering or exiting workshops or while moving from your assigned. workshop location, or at any other time that 2m physical distancing cannot be maintained.

Medical Exceptions

- It is important to recognize not all members of the campus community are able to wear a mask safely.
- Some members of SHCS may have medical conditions that prevent them from wearing a mask. Treat mask-exception situations with respect, kindness, and an open mind.
- If you have a medical condition or concern that prevents you from wearing a mask as prescribed, please speak with your manager. They will work with you to find an appropriate solution.

Support and Additional Info

- Connect with your SHCS manager for guidance and support regarding masks.
- Share your experiences, ideas and suggestions with your Local Safety Teams and Joint Occupational Health and Safety Committee members.
- For more information, including details about exceptions, please refer to the COVID-19 Campus Rules (attached) and the Non-Medical Mask FAQs found on the Safety & Risk Services webpage.