COVID-19 Workspace Safety Plan – Unit Level

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/

<table>
<thead>
<tr>
<th>Department / Faculty</th>
<th>ECONOMICS (VSE) / Faculty of Arts</th>
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</thead>
<tbody>
<tr>
<td>Facility Location</td>
<td>See Appendix A for all buildings</td>
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<tr>
<td>Proposed Re-opening Date</td>
<td>JULY 1, 2020</td>
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<tr>
<td>Workspace Location</td>
<td>See Appendix A for floorplans of all workspaces</td>
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Introduction to Your Operation

1. Scope and Rationale for Opening

Research within the Vancouver School of Economics (VSE) requires specialized equipment and a secure computer laboratory that can only be accessed at UBC. Many of our teaching faculty also require equipment/resources that are located on campus. During the COVID-19 shutdown, the productivity of most research groups has been adversely affected, delaying graduation times, grant-mandated project completion, and career progression. Thus, it is essential that the VSE open to restart the research mission.

This plan proposes to open the following buildings and workspaces (Iona Building – Room #020 (Secure computer lab), 1st, 2nd, 3rd, 4th floor – See Appendix A). All of these workspaces are necessary to conduct on-site research and teaching, including (preparation for online courses in T1).

To maintain the UBC Research Resumption Committee-mandated cap of 33% (or 1/3) normal occupancy in accordance with Stage 1 of the Research Resumption planning, the services within each building and facility will be staffed at reduced levels (20 faculty, 7 Grad students). Anticipated to start in July, all VSE faculty, staff, and research personnel who can work off campus must continue to do so in Stage 1. The Stage 2 cap is anticipated to rise (estimates of 40 faculty, 10 staff and 25 Grad students returning at this stage), starting approximately 30 days following the start of Stage 1 subject to provincial COVID-19 restart guidance. At the moment, the timing of these stages is fluid and will align with provincial guidance.

Updated August 21, 2020
Section #1 – Regulatory Context

2. Federal Guidance


3. Provincial and Sector-Specific Guidance

- BC’s Restart Plan: “Next Steps to move BC through the pandemic”
- Provincial post-secondary-education/institution resources go forward guidelines.pdf

4. Worksafe BC Guidance

- COVID-19 and returning to safe operation – Phase 2
- Worksafe COVID-19 Safety Plan
- Worksafe: Designing Effective Barriers
- Worksafe: Entry Check for Workers
- Worksafe: Entry Check for Visitors

5. UBC Guidance

- UBC Employee COVID-19 PPE Guidance
- UBC SRS health-safety-covid-19 guidance site
- Ordering Critical Personal Protective Equipment
- Building Operations Notice – COVID-19 Custodial Considerations
- UBC Cleaning Standards & Recommendations for Supplementary Cleaning [PDF]

6. Professional/Industry Associations

None

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.

The VSE has conducted a risk assessment using the following approach to determine activity level risk by identifying both the School’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

- High-touch surfaces and areas will be regularly cleaned by UBC Custodial staff. Any VSE specific equipment, tools, or machinery will be cleaned by individual users after each use and by area technical staff daily.
- See UBC's Guide to Supplemental Cleaning
- VSE Computer Labs, Offices, & Studios (Room #020 (Secure computer lab), Offices in 1st, 2nd, 3rd, 4th floor – See Appendix A) – Users will clean personal studios and offices regularly and maintain physical distancing measures of one person per room.
- VSE Common Room (VSE Lobby (Rm 130), Undergrad Lounge (Rm 030), BIE lounge (Rm 300), Quite Study (Rm 239), During Stage 1 of the Resumption of Research process, all common rooms will remain closed.
- VSE Kitchen (Room#222) during Stage 1 - all kitchens and lounges will remain closed.

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)
As mentioned above, we are reducing the number of people in the buildings and labs to (8 faculty and 4 Grad students) in order to reduce contacts between people. To avoid risks associated with working alone, high risk work areas will have at least two people provided that there is sufficient space to allow for physical distancing.

As a general rule, each workspace will be occupied by one user only (staff/student/faculty) at a time, unless otherwise noted in the attached floorplans. Where user contact is required for area technical staff assistance, this contact will be brief and occur in a suitable facility area using established physical distancing measures, PPE and cleaning protocols.

**Normal Operations:**

- **H** – VSE Faculty Offices (1st, 2nd, 3rd, 4th Floor): 1 persons per room
- **H** – VSE Secure computer lab (Room 020): 1-2 persons

**COVID-19 Measures Limited Operations:**

- **L** – VSE Faculty Offices (1st, 2nd, 3rd 4th Floor): 1 persons per room
- **L** – VSE Secure computer lab (Room 020): 1 persons

***See attached floorplans (Appendix A) for proposed COVID-19 density and directions on proposed flow through.***

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.

- VSE Director and VSE Administrator drafted the organizational document on which this plan is based. The VSE Senior Management members include (Patrick Francois and Angela Tardif), and representatives from the Joint Occupational Health and Safety Committee.
- All members solicited input from the groups they represented, and details included in this plan reflect input and guidance from this diverse cross-section of VSE Research faculty and VSE Grad students who use the Secure Data room 020. The back to work policies were then distributed to employees during this time via (email) to solicit further feedback. Formal JOHSC review of this Safety Plan has occurred/will occur within 30 days of research resumption activities.
- Expectations of workers is outlined in Appendix B and has been emphasized during the communication of this faculty safety plan.

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

- Based on the measures outlined in this plan, the VSE operations are considered to be low risk, post mitigation. The measures outlined in this plan will be evaluated through feedback from users and assessed by staff, then adjusted as necessary.

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

All Supervisors have been informed on appropriate Workplace Health measures and supports for staff mental and physical health, to be made available as they return to campus. Check in’s and supports will also be made available via the following channel:

- Team email broadcasts
- One-on-one meetings with direct supervisors or VSE Director and Administrator.

Supervisors are encouraged to disseminate information from UBC Wellbeing and UBC Occupational Preventative Health

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

The Workplace Safety plan has been emailed to the individuals who are approved to return to Iona and they have read and agreed to the terms in the Workplace Safety plan. A hard copy on the worksite and online copy can be made available upon request. A copy will be posted on the ECON website.

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. See: BCCDC BC Centre for Disease Control: COVID-19 symptoms
• All staff are aware that they must maintain a physical distance of at least 2 meters from each other at all times. See: UBC PHYSICAL DISTANCE GUIDANCE
• 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. During periods where supervisors are off-site, a designate supervisor must be appointed. All workers must be aware of who their supervisor is and all designates must be aware of all their supervisory responsibilities (e.g. in the case of emergencies, CAIRS, etc.)
• Occupants will be made familiar with the information and resources on the UBC SRS working safely on campus site.

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 UBC SRS non-medical mask limitations page 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

• Most faculty, staff and students will continue to work from home. Exceptions have been granted for cases where research personnel do not have the possibility to work from home; approval was decided by Patrick Francois. VSE Faculty will require occasional access to their individual offices and related specialised Research facilities opened during stage one to carry out necessary creative research and practice on campus. They will be phased in for return to their individual workspaces in early July during stage two and have access, Monday to Friday, 8:00 am to 6:00 pm.)
• Some teaching-stream faculty and research-stream faculty who are teaching during Stage 1 / Stage 2 for whom conditions make it impossible to provide classes from home have been permitted to use their office for lectures; approval was decided by Patrick Francois. (Instructors teaching in summer T1 and T2.)
• Teaching-stream faculty or research-stream faculty who require access to on-campus space to prepare materials for the fall (e.g., making videos for online course production) have also been accommodated by Patrick Francois where possible.
• Health and safety must be considered for employees working from home, including resources for ergonomic health and general wellbeing.

• **Resources for Supervisors** will include:
  General Wellbeing resources
  UBC Wellbeing campaigns and initiatives - Thrive
  Ergonomics for home guide
  Ergonomics-for-Home-Offices.-Supervisor-Guide.pdf

• **Resources for staff working from home** will include:
  Working from Home – Set Up Guide
  UBC HR Wellbeing Working From Home Temporary Set up.pdf
  Fitting in Movement – Guide
  UBC HR Wellbeing Fitting in Movement.pdf

• In-person group meetings, events or lectures will not be organized in Stage 1.

• Stage 2 will maintain online meeting protocol where ever possible. Exception to this guidance occurs where an in-person meeting is determined to be operationally essential and would require appropriate precautions and a space that can accommodate a minimum of 2 metres distance between participants.

• See: UBC SRS Meetings and Training Guidance

• Where exemptions have been given for a faculty member to access his or her office, they must not have guests in the office during Stage 1 or Stage 2.

• Individual faculty members will/have developed return-to-on-campus-research plans for their own research spaces. These will be/have been reviewed and approved by Patrick Francois, in consultation with their JOHSC.

### 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

- Staff and graduate students will only return to designated facilities to carry out work they are unable to do from home.
- Access to any workspace in VSE will be restricted to **8:00 am to 6:00 pm, Monday to Friday**, to ensure custodial worker crew scheduling and access to sanitise facilities freely without added risk of contacting any VSE staff, faculty or graduate students.
- All workers returning to campus are based in individual offices, studios or computer lab facilities that possess adequate engineering controls to considerably limit contact intensity. (see attached floorplans).
- Any worker who is alone in the building will follow the work alone policy of the department through established remote monitoring and check-in procedures at the beginning, during and end of each shift.
• During Stage 2, scheduling will be introduced to increase the number of people with access to the building without compromising the ability to maintain physical distancing. It is the responsibility of VSE to ensure scheduling is performed in Iona.
• The mode of data collection / The mode of data collection / sign-in will be available via a departmental shared UBC Arts ISIT developed general email/accessible Air calendar. That data will be available in case there is a need for occupant tracking in case of emergencies or contact tracing. The detailed approaches to sign in/sign out protocols are described in Appendix C.

15. Spatial Analysis: Occupancy limits, floor space, and traffic flows

Using UBC building keyplans, we have detailed the following attached floorplans* with:

1) An illustrated 2-metre radius circle around stationary workspaces; and
2) Illustrated one-way directional traffic flows.
3) Additional information including hand sanitizing stations, etc. (see Legend)

-9 stand alone hand sanitizer stations have been ordered through building operations, but are backordered due to the high worldwide demand. We have a dozen - 1 litre hand sanitizers for the applicable faculty offices and secure computer data lab 020.

**See attached floorplans in Appendix A

Laboratory/Office Considerations

Laboratory or office occupancy parameters of one person in the room at all times. Occupancy limits and signage will also be posted on the door of each room by Angela Tardif and Caroline Gatchalian.

Building/Facility Considerations

Common areas (lunchrooms, lounges, study space, admin, teaching spaces, bathrooms, elevators)
• All accessible rooms will be sign-posted with the maximum occupancy based on available floor space to allow for 2m physical distancing.
• Identify stairwells marked for ascending or descending between floors (of course this will not apply in an emergency, such as a fire)
• Elevators should only be used for heavy loads and accessibility needs; limited to either 1 or 2 occupants, based on elevator size, with appropriate signage
• Place tape or markings on the ground to indicate where workers should stand while lining up to enter the elevator. Ensure adequate space is provided for those exiting the elevator
• When common office machines are used (e.g., copier, scanner) they must be wiped down by the user with disinfectant prior to and following use
Where possible, only one person will use the washroom at a time. Occupied/unoccupied door signage will be used.

Where washrooms leads to formation of a line-up, markings spaced 2 m apart should be on the floor.

Individuals choosing to wear non-medical face masks or face coverings in common areas or labs must understand the risks and limitations of such masks, and that they don’t replace physical distancing. UBC Safety and Risk Services (SRS) states, as per the BCCDC recommendations, that: “Departments or units that choose to provide non-medical masks or face coverings to UBC Members (faculty, staff or students) must inform the recipients of the risks and limitations of non-medical mask usage.” For more information, see:

Points of Access to Building and Access Control

- Access to the Iona building is provided using key cards and the buildings will remain locked during Stages 1 and 2.

Undergraduate / Graduate Learning and Teaching Spaces

- Classrooms and meeting rooms that are bookable within units will be closed off (with tape) for Stage 1.

Anticipated Start-Up and Building/Facility Maintenance Issues Arising

- The Iona building was not open during the research curtailment. It must be cleared by UBC Facilities in anticipation for greater building occupancy with regards to water line flushing and other required services

Signage and Directional Guides (provide specifics of what signs go where in your space. See Appendix A for directional guides)

- Elevators (maximum of either 1 or 2 occupants, based on elevator size)
- Stairwells that are busy or very tight (for directionality)
- Physical distancing signage must be posted at entrances and/or hallways
- Narrow hallways should be designated one-way with appropriate signage on the floor and at eye level
- A Worker Entry Check sign will be posted at every entrance that describes the symptoms of COVID-19 and other self-declaration items, and prohibits entry for any personnel that may meet one of the three criteria
- Post signage within the units to inform everyone of the measures in place
- See: Worksafe: Entry Check for Workers or UBC's Entry Check for Workers

Hand Sanitizer Stations
• Hand washing/sanitizing stations have been placed inside of building entrances (130B, 130C).

• Hand sanitizers should be considered near the entrance to all shared labs/multi-user facilities (to be provided by PI or facility manager), subject to availability.

• Hand sanitizing stations should be considered at locations where propping the doors interferes with a building’s airflow/temp stability subject to availability.

Offices
• Single occupancy office space is to be used only in the case of special exemptions awarded by the head or director. These are exclusively for very special situations.

• Temporary short access to offices (e.g., 10 minutes for grabbing a book) will be provided by head’s approval on a case-by-case basis.

• Graduate student/trainee offices will not be used in Stage 1 except where special exemptions are awarded by Patrick Francois. In Stage 2, some office use will be allowed, but it will be on rotation to ensure proper physical distancing.

Shared Facilities (e.g., BGMX Lab, Shops)
• Access to facilities must be controlled by the facility manager/supervisor
• Each facility must have a sign that indicates the maximum number of people that can be inside at a time
• Access to some facilities will be restricted to appointments made by email.
• Users MUST comply with procedures or access/services will be denied
• All shared tools, computer keyboards, and other high-contact areas must be wiped down with disinfectant prior to and following use.
• If required, visits to the workplace to deliver samples (e.g., industrial partners) should be prearranged, staggered, and safety protocols should be communicated before entry into the workplace (e.g., email and/or signage posted to entrance). Keep a record of delivery visitors to the workplace. This record will be kept secure by the receptionist who handles VSE delivery requests

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

Common Physical Distancing Protocols (Everyone)
• Physical distancing is required at all times with research personnel spaced by at least 2 m. Where physical distancing is not possible, then UBC guidelines for these situations should be followed - see: UBC Employee COVID-19 Physical Distancing Guidance. Examples include repairs to equipment that require two people. The personnel must contact SRS for guidance on appropriate PPE where physical distancing cannot be maintained.
• See: UBC SRS PHYSICAL DISTANCE GUIDANCE
• No unnecessary visitors are permitted in the buildings during Stage 1 or Stage 2, including relatives (e.g., parents, children), friends of faculty, or research personnel. Exceptions include: couriers, industry representatives dropping off samples for analysis, other researchers on campus accessing equipment
• All elevators are limited to either 1 or 2 occupants, based on elevator size.
• When stairwells are not sufficiently wide to allow for cross-directional traffic with appropriate social distancing, they will be clearly marked as single-direction. Follow directions in buildings.
• Do not congregate in common areas. Minimize social interactions in the building.
• Use of non-medical masks or other safety devices is guided by BC Health guidelines. Medical masks are not currently required unless the particular task required them pre-COVID. Personnel who choose to wear masks must still comply with physical distancing requirements. Those who wear masks must wash and dispose of them properly. Use of other PPE, such as lab coats and eye protection, should follow UBC ‘Safety and Risk Services’ (SRS) Guidelines, linked here UBC PPE GUIDANCE
• No in-person group meetings, social events, lectures or other gatherings shall take place until further notice.

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<tbody>
<tr>
<td>Lab Name</td>
<td>RFM</td>
<td>Research Personnel</td>
<td>Stage 1 capacity</td>
<td>Stage 2 capacity</td>
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<tr>
<td>FDZ-IAB Data Access Point - Secure data room/lab 020</td>
<td>-Davide Alonzo(lab manager)</td>
<td>Sam Gyetvay (Stage 1) Dongxiao Zhang (Stage 1) Catherine van der List (Stage 1) Dr. Florian Hoffman (Stage 1)</td>
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• Occupancy of the 020 secure data room and shared office spaces inside of them will be restricted by the designated lab manager Davide Alonzo so that all research personnel Florian Hoffman, Sam Gyetvay, Dongxiao Zhang, Catherine Van Der List can work 2 m apart. Only one person will occupy the secure data lab at a time. Davide Alonzo will access the secure data room, enter the computer password, wipe down the keyboard and exit the room. After Davide leaves the room, the data user who booked the space will enter the secure data room. The maximum occupancy of room 020 must be posted on the door.
• While practicing physical distancing, it is important to ensure that research personnel are not working alone in labs where this is normally prohibited. The lab manager will ensure individuals sign-in and sign-out based on the booking request.
- People in common areas must also adhere to physical distancing.

**Offices**
- Faculty office use is by exemption from Patrick Francois only.
- Student / post-doc offices will not be used in Stage 1 except where an exceptional case has been approved by Patrick Francois. They may be used for storing personal belongings while Grad researchers are working in the lab.
- People in common areas must also adhere to physical distancing.
- Temporary short access to offices (e.g. 10 minutes for picking up a book) will be provided by head or director’s approval on a case-by-case basis.

**Administration Spaces**
- Front offices will not be open during Stage

**Common Spaces / Hallways / Washrooms / etc.**
- Use of common rooms (e.g., locally-assigned classrooms and meeting rooms, social spaces, lunch rooms) will be controlled carefully by departments. These must be organised to encourage physical distancing of 2 M and signage/markers must be in place. Occupancy limits should be at the entrance. Cleaning and sanitization protocols must be posted.
- Department-bookable classrooms should be blocked off from access for Stage 1 unless there is a need to keep them open. See above regarding protocols.

**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

All workers will adhere to the [UBC Employee COVID-19 Use of UBC Vehicles](#) Guidance, including only one person per vehicle.

**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

Before coming to work, all personnel must check their health status. Personnel experiencing any symptoms of COVID-19 must not come to work:
- Fever
- Chills
- Cough or worsening of chronic cough, Shortness of breath
- Sore throat
- Runny nose
- Loss of sense of smell or taste
- Headache
COVID-19 symptoms can range from mild to severe. This list may change as the Provincial Health Authority & BCCDC learns more. See: BCCDC BC Centre for Disease Control: COVID-19 symptoms

- Personnel must inform supervisor and/or Responsible Faculty Member (RFM) if they will not be attending work.
- Individuals displaying symptoms of COVID-19 (described above) must remain at home and isolated until they have been confirmed COVID-free by testing or have been symptom free for the length of time recommended by the BCCDC. Personnel who have been in contact with a person confirmed or presumed to have COVID-19 must also self-isolate as per provincial health guidelines. Personnel will be referred to the BC Thrive Self Assessment Tool or 811 to determine if they require testing and/or medical care.
- Anyone returning from outside of Canada must follow the directions of the quarantine act, which specifies 14 days of self-isolation, regardless of whether or not they are experiencing COVID-19 symptoms. Anyone exposed to a traveler must also self-isolate for 14 days. Supervisors cannot give personnel in quarantine work that would require them to break the quarantine.
- New researchers arriving from international destinations are required to self-quarantine for 14 days prior to beginning research. Supervisors cannot give personnel in quarantine work that would require them to break the quarantine.
- Every front and back entry door will include signage for both workers and visitors/guests that prohibits entry if any of the above criteria apply. The signage will either copy, or will directly use the WorksafeBC signage, as below:
  - Worksafe: Entry Check for Workers
  - Worksafe: Entry Check for Visitors
- Workers will be encouraged to use the Thrive BC Self-Assessment Tool to monitor themselves for symptoms of COVID19 or other concerns prior to work attendance.
The supervisor will be responsible to ensure the workers who are ill do not return to work until they are well and cleared to do so. Please contact your HR Advisor or Faculty Relations Senior Manager with further questions.

19. Prohibited Worker Tracking
Describe how you will track and communicate with workers who meet categories above for worker screenings

- The primary method for communication with the workers will be via e-mail.
- To assist with Worker Screening UBC PAT (personnel absence tracker) will be utilized to track any workers who cannot attend work due to one or more of the three categories of restriction (as defined by Worksafe).

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.)

- The standard UBC custodial standards will apply. Custodial crews will clean the building outside of research hours (after 6 PM).
- See: UBC Custodial Services - keeping your facility clean and sanitized page
- Disinfectant wipes will be provided and placed next to the computer keyboard. All users must wipe down the keyboard and mouse prior to and after use. Contact the receptionist for additional disinfectant wipe supplies.
- See: UBC Cleaning Standards & Recommendations for Supplementary Cleaning [PDF]
- Personnel must wash their hands regularly, not touch their face with their hands and avoid direct contact with one another. They must always maintain a minimum physical distance of 2 meters
- UBC Building Operations additional online resources: http://facilities.ubc.ca/covid-19/covid-custodial-services/

21. Equipment Removal/Sanitation
Detail adequate sanitation for items that must be shared that may elevate risk of transmission- Kitchen and common areas will be closed.

- In room 020, common surfaces around computer, computer key board and mouse need to be wiped regularly with disinfectant. Supplies will be made available by the receptionist so that this disinfection can be done by users.
- All laptops brought on campus should be wiped down by its user with disinfectant upon arrival and at departure.
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.

Dissemination of this Plan to the JOHSC
Once this plan is complete, it will be distributed to the FoA JOHSC for review. Not only will this give the worker representatives on the committee a chance to preview the document, but it will give them the opportunity to provide further suggestions for improvement.

Communication of the Plan to Employees
To communicate the risk of exposure to COVID-19 in the workplace to the employees, the VSE will disseminate this faculty-level plan via e-mail.

As a follow-up, the Director and Administrator will conduct a meeting with the individuals granted access in phase one; outline the risks and hazards of COVID-19, and the ways they are mitigated in the overall return to research planning. For the other researchers, staff and Grad student (who are not under the research and teaching exemption access) we will send a message indicating access has been granted for a subset of researchers as a trial (phase one). Phase one will begin soon and we will extend access when we can to other researchers who wish to work in their offices and agree to the health and safety measure in the COVID-19 safety plan. Only 60% of the total faculty, students and staff will be able to return to work in Phase 2, and we will ask for their reasoning for returning and make a decision based on the 60% restriction.

Communication of Worker’s Concerns
- Workers can raise health & safety concerns with their supervisor/responsible Faculty Member. Their supervisor/responsible faculty member should investigate the issue and try to mitigate without delay. The Iona Local Safety Team (LST), Faculty of Arts Joint Occupational Health & Safety Committee (JOHSC), Faculty of Arts Safety Advisor can also be contacted to assist in resolving the issue.
- Safety & Risk Services can be contacted to provide guidance.
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

- When the Preventing COVID-19 Infection in the Workplace online training course has been developed, it will be mandatory for all employees in the VSE regardless of when they are scheduled for physical return to work. [https://wpl.ubc.ca/browse/srs/courses/wpl-srs-covid](https://wpl.ubc.ca/browse/srs/courses/wpl-srs-covid)
- All research faculty and students who have been granted access to the Iona building during phase one, will send an email to the Director stating they have read, understand and will follow all the best-practices documents and links provided in this COVID-19 safety plan document. Once the email has been received by the Director, access to the designated work area will be granted.
- For the graduate students and faculty member entering the secure data lab 020, the lab manager (Davide Alonzo), will ensure everyone knows, agrees to and understands all the safety protocols required for their access.
- The lab manager will be clearly briefed on the COVID-19 safety plan and the expectations of his role pertaining to users of secure data lab 020.
- A written record of the training and agreement to the terms in the COVID-19 safety plan, will be kept in the employees file at the VSE.
- Additional Guidance to consider: UBC SRS Meetings and Training Guidance
- Be familiar with the UBC Covid-19 Campus Rules which are listed here: [UBC COVID-19 Campus Rules.pdf](https://wpl.ubc.ca/browse/srs/courses/wpl-srs-covid)

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)

- The VSE will utilize the signage from the Safety & Risk Services COVID-19 website, the Worksafe’s COVID-19 – Resources website, WorkSafe BC, and from Building Operations. Building Operations has also sent out approved floor tape and decals to all of the departments. Required Signage:
  - Signs that state the maximum occupancy of common rooms
  - Use of tape to block-off rooms and classrooms that are off-limits
  - Use of tape and floor signage to direct traffic through high flow areas
  - Signs to remind people to adhere to physical distancing guidelines
  - Floor signs to mark of 2 m spaces where people might line up (if needed)
COVID-19 Safety Plan: Vancouver School of Economics (VSE)

- Signed Access Agreement on lab doors indicating maximum occupancy
- Checklist of items that require disinfection at the end of each shift. This should include switches, keyboards and mice of communal computers, desk tops, etc.

### 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. Also describe your approach to handling potential COVID-19 incidents.

All of the BERPs within the VSE have been updated to accommodate the reduced staffing levels. When the designated Fire Wardens are not scheduled to work, all ‘Responsible Persons’ will be certified Fire Wardens and will be responsible for BERP protocols. They will also have access to lists of the research personnel and laboratory rooms that are occupied each day. A comprehensive document that provides safety and emergency contacts as well as an emergency response plan must be publicly available both online and as a hard copy.

- Interim floor wardens will be trained by taking the UBC online floor warden training course: [https://srs.ubc.ca/training-and-general-education-courses/safety-programs-training/](https://srs.ubc.ca/training-and-general-education-courses/safety-programs-training/)

#### Handling Potential COVID-19 Incidents:

- Suspected positive incidents or exposure concerns are to be immediately reported to the Supervisor.
- You can contact **UBC Occupational First Aid 604 822 4444** for immediate assistance.
- Contact **Safety and Risk Services at 604-822-2029** or email **ready.ubc@ubc.ca** and a safety expert will provide guidance on any immediate follow-up measures.
- Further COVID-19 incident reporting information can be found on the [SRS responding to/reporting-covid-19-exposure site](https://srs.ubc.ca/training-and-general-education-courses/safety-programs-training/).
- Direct people who are unsure about what they should do to the [BC Thrive Self Assessment Tool](https://srs.ubc.ca/training-and-general-education-courses/safety-programs-training/).
- **UBC OPH (Occupational Preventative Health) Services** remain available to all staff, faculty, and paid students who have questions or concerns about their health and safety in the workplace, including questions around COVID-19.

### 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. Supervisor or Director/Administrator) - plan must remain valid and updated for the next 12-18 months.

Every two weeks during UBC Stage 1, and every month during UBC Stage 2, the Department of VSE will analyze their monitoring information (sign-in/sign-out sheets) and will update the plans as necessary.
Employee feedback on this plan directly to their Supervisor or confidentially to Patrick Francois and Angela Tardif. For the policy on monitoring compliance, and managing non-compliance, see Appendix E.

### 28. Addressing Risks from Previous Closure
Describe how you will address the following since the closure: worker roles change; any new necessary training (e.g. new protocols).

- Grad research students and faculty using room 020 will work closely with Davide Alonzo to assess any risks and propose ways to mitigate those risks. Further, :
- Returning staff will be required to attend orientations and new training on procedures and protocols outlined in this Safety plan.
- Returning staff will be required to review BERPs and new protocols outlined in this Safety plan.

### 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

- We are not anticipating any new PPE requirements due to COVID-19
- Where COVID-19-specific PPE may be required, the PI or Responsible Faculty Member (RFM) will consult with SRS to do a PPE risk assessment in accordance with UBC guidance on COVID-19 PPE
- Please review the Procurement of Critical Supply Document for information on procurement processes
- Where an employee makes the personal choice to wear a non-medical or home made mask in the workplace they will be informed of the risks limitations associated with this kind of equipment (see: [UBC Employee PPE Guidance](#) and/or [UBC working safely - non medical masks](#))

### Section #7 - Acknowledgement

#### 30. Acknowledgement

The following must be signed by the Administrative Head of Unit and the Dean confirming that: 1) the Safety Plan will be shared with staff by email and as a shared document; and 2) that staff will acknowledge 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.
## Faculty of Arts

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## Department

<table>
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<tr>
<th>Date</th>
<th>Name: Patrick Francois</th>
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Appendix A: Floorplans for Buildings in the Department of DEPT

The VSE is located in the Iona buildings on campus at UBC-V;
See annotated floorplans below.
Appendix B: Responsibilities of Each Worker Group

Employee Responsibilities

- Before coming to work, all personnel must check their health status. Personnel experiencing any symptoms of COVID-19 (cough, sneezing, shortness of breath, loss of sense of smell/taste, sore throat, tiredness, fever) must not come to work.
- Individuals displaying symptoms of COVID-19 (described above) must remain at home and isolated until they have been confirmed COVID-free by testing or have been symptom free for the length of time recommended by the BCCDC. Personnel who have been in contact with a person confirmed or presumed to have COVID-19 must also self-isolate as per provincial health guidelines. Personnel will be referred to the BC Health Self-Assessment tool to determine if they require testing and/or medical care: https://bc.thrive.health/.
- All work that can be done off campus must continue to be done off campus. Data processing, writing manuscripts, writing grant proposals, creating presentations, studying, ordering of lab supplies, online library research, computations, etc. should be done from home. Exceptions may be considered for cases where research personnel do not have the possibility to work from home.
- Teaching-stream faculty and research-stream faculty who are teaching during Stage 1 / Stage 2 for whom conditions make it impossible to provide classes from home can apply to use their office for lectures; approval is decided by their head/director.
- Teaching-stream faculty or research-stream faculty who require access to on-campus space to prepare materials for the fall (e.g., making videos for online course production) should be accommodated by the head/director where possible as long as it will be done in a safe manner consistent with physical distancing requirements.
- In-person group meetings, events or lectures cannot be organized in Stage 1.
- Where exemptions have been given for a faculty member to access his or her office, they must not have guests in the office during Stage 1 or Stage 2.
- Individual faculty members will be responsible for developing return-to-on-campus-research plans for their own research spaces. These will be reviewed and approved by department heads / directors. Heads and directors are encouraged to consult with their JOHSC.
- When an employee is concerned about the rules for Stage 1 or Stage 2, they should follow the standard WorkSafeBC reporting guidelines (address the concern in writing to their supervisor first). However, they may also report concerns confidentially to Patrick Francois and Angela Tardif.

Responsibility of Department Heads and Directors

- Must take the required UBC COVID-specific training course.
- Responsible for communicating the safety plan of the unit to faculty and research personnel.
COVID-19 Safety Plan: Vancouver School of Economics (VSE)

- Responsible for ensuring that signage is in place throughout the common spaces of the building. This signage is in place to ensure physical distancing and cleaning protocols are practiced in common areas (e.g., elevators, social rooms, lunch rooms, bathrooms, stairwells), department offices (e.g., main office, mail room), and shared facilities that are under their purview
- Responsible for approving designated Responsible Faculty Member safety plans for their workspaces that ensure physical distancing and safe working practices, and for making it clear that they must enforce the measures taken
- Responsible for putting hand sanitizer at key points (e.g., near entrances, entrances to shared instrument facilities) for personnel, if not supplied by building operations

Responsibility of designated Responsible Faculty Members
- Responsible for developing a laboratory safety plan for their space, and communicating this to all group members. This will be reviewed and approved by department heads or directors prior to restarting research in the lab.
- Responsible for ensuring that their trainees take the mandatory UBC COVID-specific training course, as well as taking it themselves
- Responsible for posting on the doors to their lab areas the maximum number of occupants. Where a lab is shared by multiple PIs, this maximum occupancy must be agreed upon. In the event that it is not agreed upon, then the head or director can impose a limit.
- Responsible for scheduling shifts / rotations of researchers during Stage 2 as needed to ensure that physical distancing can be practiced. Where a lab is shared by multiple PIs, this schedule must be agreed upon. In the event that it is not agreed upon, then the head or director can decide the schedule.
- Trainees and staff may not have the same comfort level or ability to return to work and anyone can choose to defer their return to on-campus work, at their own discretion. Supervisors have a duty to recognize and accommodate each situation individually.
- Ensure the availability of gloves, lab coats and other necessary PPE

Responsibility of Faculty of Arts
- Work together with Departments and Institutes to develop safe working plans at each stage
- Coordinate safety plans across shared buildings
- Review and approve department / institute safety plans (ADR with subset of ROCR committee)
- Help heads and directors deal with issues of non-compliance and offer confidential reporting of non-compliance
- Address patterns of non-compliance in a manner consistent with UBC policy
Appendix C: Sign In/Sign Out Protocols

Iona Building – 020 Secure Data Room and Faculty offices

A. Secure Data Room
   1. An excel spreadsheet with date, time and user name entering and leaving 020 will be managed and maintained by Davide Alonzo (PhD student). Davide will manage access to the secure data room space and computer.
   2. Each of the 4 users of the space will have their own sign in sheet and pen. These sheets will be placed at one of the 4 partitioned workstations in room 020. Hand sanitizers will be placed beside each individual sign-in sheet. Each time a user enters and exits a room, the individual will need to sign-in, sign-out and write down the date and time. We will also have the individuals place their phone number at the top of their individual sign-in/sign-out sheet.

B. Faculty and 1 Grad Student office
   1. Faculty and Davide will need to email (Patrick and Angela) when they arrive and depart their office at Iona. The date, time and faculty/student name will be entered on a spreadsheet by the receptionist for tracking purposes.
   2. Each of the 8 faculty and 1 Grad student will have their own sign-in/sign-out sheet and pen. The sign-in/sign-out sheets will be posted on the exterior of their office door. Hand sanitizers will be placed in each office. Each time the faculty and Davide enter and exits their office they will need to sign-in, sign-out and write down the date and time.

Appendix E: Monitoring Compliance and Managing Non-Compliance

Monitoring Compliance:

- Overall compliance will be monitored by inspection of sign in logs, key card access, and periodic checks by Responsible Faculty Member (RFM) and temporary safety staff.

Managing Non-Compliance:

- Research personnel should report any safety concerns (e.g., crowding of a space, failure to complete a necessary cleaning protocol) within a lab/research space to the Head/Director.
- The Head/Director must investigate the situation without delay by contacting the appropriate people. This could be research staff, grad students, trainees, PI or RFM. They may also seek advice from UBC Safety & Risk Services.
- As part of the investigation, it may be advisable, though not always feasible, to do visual inspection of the lab/research space in question.
- If a claim about non-compliance is substantiated, the Head/Director will consult with Human Resources, Faculty Relations, Safety & Risk Services, and other units to determine an appropriate response. The response could include:
  - Suspension of access to on-campus facilities;
  - Curtailment of the type or location of activity that can be undertaken on campus;
  - Depending on the nature and severity of the non-compliance, suspension or other employment-related discipline.

Resumption of activity can only occur with the agreement of the Head/Director who investigated the complaint, and only when that person is satisfied that the conditions leading to the non-compliance have been resolved.
Appendix F: Resumption of Teaching and In-Person Learning on Campus

Safety Protocols for all Faculty of Arts Learners

The Faculty of Arts is committed to the health, safety, and well-being of our learners, faculty, staff. This document provides guidelines for Faculty of Arts Learners who will be returning the UBC Point Grey Campus for in-person education activities (meetings and/or teaching/learning activities) in academic learning spaces that cannot be offered online.

The guidelines below must be followed to prevent and control the spread of COVID-19. Throughout the current COVID-19 global outbreak, UBC has taken direction on infection prevention from the Provincial Health Office (PHO), the BC Centre for Disease Control (BCCDC) and Vancouver Coastal Health (VCH), and continues to do so. This guidance can be expected to evolve as these agencies continually monitor accumulating scientific evidence to determine how best to prevent the spread of COVID-19.

Visit COVID19.ubc.ca for more information about UBC’s response to COVID-19, including frequently asked questions.

Be familiar with the UBC Covid -19 Campous Rules which are listed here: COVID-19 Campus Rules.pdf

SAFETY PROTOCOLS

In order to continue our activities in a safe and conscientious manner, we are implementing protocols to ensure we can safely learn and work on campus (in-person) while doing our part to limit the spread of COVID-19.

GENERAL PREVENTION OF EXPOSURE TO COVID-19

The following information is being shared with anyone who is resuming on campus (in-person) educational activities:

Physical Distancing:

- Limit close contact by keeping at least two metres away from one another.
- Obey all directional markings on doors and floors. These include occupancy signage, floor markers and directional guides. They are there to prevent accidental proximity. Where passages, hallways or stairs are narrow and will not allow a 2 metre distance to be safely maintained, be considerate of others and give right of to those already in motion through that space.
- On-site attendance should be limited to required in-person educational activities only. Other activities should continue to be done from home, whenever possible.
• When outside of your home, practice physical distancing.
• If you are ill, have flu like symptoms or have a fever or cough, you must stay home.
• Avoid crowded places and non-essential gatherings.
• Greet people with a wave instead of a handshake.
• All persons on site must maintain 2 metres distance at all times from anyone who is not a member of their household. In the event that other safety considerations require two people to be in close proximity to complete a given task, the educational program will provide further guidance.

To prevent accidental lapses in physical distancing on site, the number of people occupying given spaces in the buildings must be limited. Based on the Provincial Health Officer and WorkSafeBC requirements, occupancy guidelines have been developed for all educational spaces. The exact number of people allowed in a space will depend on a number of factors including the layout of the space and the circulation needs of the activities associated with that space.

• Anyone accessing buildings on-site is encouraged to take special care when navigating entrances/exits, corridors, and blind corners. If the maximum occupancy for an indoor space has been reached and another person attempts to enter the space, those already in the space should politely communicate this to the person attempting entry.
• Assess your health before attending on-site (in-person) activities
• Do not attend on campus (in-person) activities if you feel unwell and alert your instructor or program staff as soon as possible. We recommend that learners use the BC COVID-19 Symptom Self-Assessment Tool on a daily basis and/or before leaving your home to participate in any on campus (in-person) activities.

If you are experiencing any symptoms of COVID-19, you must self-isolate and contact 811. Contact tracing will be done by the Provincial Public Health Authority.

The symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold. According to the BCCDC, the most common symptoms of COVID-19 include:

• Fever (see below)
• Chills
• Cough or worsening of chronic cough
• Shortness of breath
• Sore throat
• Runny nose
• Loss of sense of smell or taste
• Headache
• Fatigue
• Diarrhea
• Loss of appetite
• Nausea and vomiting
• Muscle aches

While less common, symptoms can also include:

• Stuffy nose
• Conjunctivitis (pink eye)
• Dizziness, confusion
• Abdominal pain
• Skin rashes or discoloration of fingers or toes

COVID-19 symptoms can range from mild to severe. This list may change as the Provincial Health Authority & BCCDC learns more. See: BCCDC BC Centre for Disease Control: COVID-19 symptoms

If a member of your household has symptoms of COVID-19, do not return to on campus activities.

If you have traveled within the past 2 weeks outside of Canada, or to a high-risk region within Canada, follow current provincial guidelines for self-quarantine before returning to on-site activities.

Hand Sanitizing:

• Please review the location of hand hygiene stations in the on campus learning spaces you will be accessing.
• These are commonly placed near the main entrances to buildings and by the elevators, and hand washing with soap and water can be practiced in washrooms.
• Sanitize your hands when entering the building and before leaving. Frequently wash your hands or use a hand sanitizer station throughout the day.
• Greet people with a wave instead of a handshake.
• Avoid touching your face except immediately after hand washing.
• Cough or sneeze into your own arm.
• Exchange learning documents electronically where possible to reduce physical contact.
Maintain a Clean and Sanitized Environment:
- Avoid sharing personal equipment and tools where not required.
- Follow instructions given related to shared spaces or equipment. This may include cleaning with disinfectant after use, ensuring that any points of contact or potential contamination are covered.

Personal Protective Equipment:
- PPE requirements will be identified if required for your task.
- Tasks that do not normally require PPE will not be supplied with masks, unless a particular site/Health Authority requires it.
- For tasks requiring PPE, appropriate equipment will be provided.

***The Faculty of Arts asks all users to be respectful of students, faculty and staff wearing masks.

Emergency Procedures:
- In the event of an emergency, standard site emergency procedures are to be followed, while adhering, as best as possible, to physical distancing practices.
- Call emergency response in case of urgent medical or safety situations:
  - Fire, Police, or Ambulance: 911
  - UBC Hospital Urgent Care (8:00 a.m. – 10:00 p.m.): 604-822-7662
  - Campus Security (For an Emergency call 911): 604-822-2222
- Training
- All learners will be expected to complete any required training developed by the University.

Safety Concerns
- All learners are encouraged to discuss safety concerns with their TA, Instructor, Local Safety Team, Faculty of Arts JOHSC or Safety Advisor.
- COMPLIANCE MONITORING
- Occupants who have concerns about compliance, or have any related questions, can contact members of their Local Safety Team (LST) or a member of the Faculty of Arts Joint Occupational Health and Safety Committee.

Additional UBC Support Resource for Students: [UBC Student Resources Site - COVID19](#)