



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	<u>ECONOMICS (VSE) / Faculty of Arts</u>
Facility Location	<u>Iona Building, 6000 Iona Dr, UBC-V</u>
Proposed Re-opening Date	<u>July 1, 2020</u>
Workspace Location	<u>Iona 300/301 - See Appendix A</u>

Introduction to Your Operation

1. Scope and Rationale for Opening

At UBC, there are approx. 340 General Teaching Space (GTS) classrooms that are scheduled and shared across all Faculties. These General Teaching Spaces (GTS) classrooms are spread across 43 buildings and managed centrally by the Learning Spaces Team from Infrastructure Development. This inventory is separate from departmentally scheduled classrooms that are managed by academic departments.

This plan outlines the COVID-19 safety plan for all GTS rooms to support in-person academic teaching, as well as ad hoc bookings (e.g. trainings, meetings) that are approved [January 14, 2021]. With UBC primarily offering online courses, many instructors are also interested in using existing classrooms with recording capabilities to pre-record content for their classes. Stage 1 of the Safety Plan has a very small percentage of classroom use for face-to-face classes with most classrooms only being scheduled for one class (or student cohort) per day – no back-to-back classes scheduled. Additional classrooms will be used for other purposes, such as recording/livestreaming of classes, designated study spaces, and some University Administrative functions. In total, approx. 20% of the classroom inventory can be in use during Stage 1. [August 20, 2020]. We expect that classroom activities could scale up to 50% under this plan and still fall under Stage 1. [December 1, 2020]. Stage 2 of this plan will be implemented when classrooms are scheduled back-to-back. Stage 2 will necessitate traffic and corridor management, additional signage and communication, and other considerations to be determined.

By reviewing the square footage and furniture layout of each classroom and marking 2 metre spacing between seats to determine recommended occupancy, the Learning Space team has revised the allowable occupancy of all General Teaching Space at UBC Point Grey Campus. This methodology was reviewed by UBC Safety & Risk Services and Vancouver Coastal Health. Revised occupancy for GTS is attached in Appendix A.

For in-person educational activities located on the UBC Vancouver (Point Grey) Campus, intermediate safety plans that include traffic flows, building entry and exits, elevators and staircase usage, and specific building keyplans have been submitted, reviewed and approved by the



respective Dean. [August 20, 2020]

This General Teaching Space safety plan is a child plan that has been produced with input from the Learning Space Advisory Committee and the Facilities JOHSC and will be referenced as part of intermediate level Faculty safety plans that have in-person teaching in GTS. Many of the worker and communication parts of the safety plan will be embedded in the Faculty intermediate plans and appear as “not applicable” in this plan.

The Learning Space team has received a package with supplies to carry out physical distancing protocols. This includes floor decals and coloured marking tape selected by Building Operations to prevent the damaging of surfaces and floors. The products in the package will be used to implement plans for circulation, direction, queuing, and layout within the classrooms. Signage resources are available on the SRS website or have been customized for GTS classrooms. In Stage 2, the Learning Space team will work with the building administrators to designate space for waiting outside classrooms. [August 20, 2020]

This plan does not cover Restricted classrooms, defined as classrooms that are scheduled and managed at the department level. Those rooms, as well as teaching laboratories, will be covered by departmental plans but should be aligned with the GTS safety plan.

Effective September 16, 2020 UBC implemented a policy whereby students, faculty, staff and visitors are required to wear non-medical masks in common indoor spaces on campus. Regarding use of masks in classrooms:

- Classrooms capacities have been reduced so that designated seats are 2m apart. Therefore, while in classrooms, students and other classroom users have the option to remove their masks when seated in designated seats, or while engaged in activities in a classroom where the physical distancing requirement is met.
- Faculty and instructors are not required to wear a mask in classrooms while physically distanced (2m) from students and other classroom users.
- Masks must be worn per UBC’s mask policy:
 - When travelling through building corridors and shared spaces
 - While entering or exiting classrooms
 - Within classrooms while moving to their seat, or at any other time that 2m physical distancing cannot be maintained [September 17, 2020]



Section #1 – Regulatory Context

2. Federal Guidance
<i><u>Government of Canada: “Hard-surface disinfectants and hand sanitizers (COVID-19): List of disinfectants with evidence for use against COVID-19”</u></i>
3. Provincial and Sector-Specific Guidance
List any sector-specific provincial COVID-19 regulatory guidance used in developing the plan http://www.bccdc.ca/health-info/diseases-conditions/covid-19/colleges-universities BC’s Restart Plan: “Next Steps to move BC through the pandemic” 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-k-12-schools.pdf
4. Worksafe BC Guidance
COVID-19 and returning to safe operation – Phase 2 Worksafe COVID-19 Safety Plan
5. UBC Guidance
http://facilities.ubc.ca/covid-19/covid-custodial-services/ https://srs.ubc.ca/covid-19/health-safety-covid-19/working-safely/ https://srs.ubc.ca/covid-19/communications-resources/ Campus Rules & Safety Training Safety & Risk Services (ubc.ca) [September 17, 2020] ..
6. Professional/Industry Associations
https://www.acha.org/documents/resources/guidelines/ACHA_Considerations_for_Reopening_IHEs_in_the_COVID-19_Era_May2020.pdf Flexspace social distancing solutions - https://members.flexspace.org/node/1908046 .(Notre Dame, Pace University, California Polytechnic State University)

Section #2 - Risk Assessment

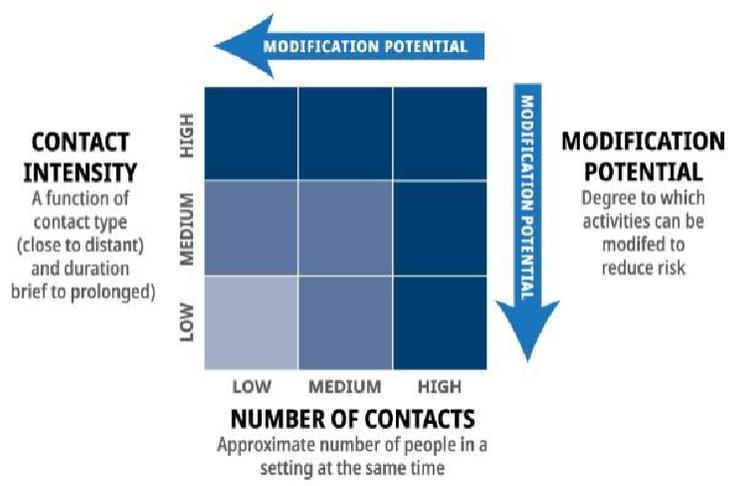
As an employer, UBC has been working diligently to follow the guidance of federal and provincial authorities in implementing risk mitigation measures to keep the risk of exposure as low as reasonably achievable. This is most evident in the essential service areas that have remained open on campus to 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

- In person teaching in larger classrooms with an instructor and a small group of students. The students will be physically distanced and discouraged from moving about the classrooms and using equipment or boards.
- Stage 1: with lower usage, each classroom will be used by a single section or cohort to minimize contact with other students.



- Stage 2: As the number of in-person sections increases, there will be multiple sections sharing one room. Efforts will be made to avoid back to back scheduling to avoid student crowding in corridors. If this cannot be avoided, the **class will empty first while students wait outside in designated line-up area [August 20, 2020]**
- Access to classrooms after 5pm will be limited to allow for cleaning.
- High contact areas are student tables and chairs. For the instructor, AV equipment will be a high touch area.
- Students will only access the building at the scheduled times for the lecture, will follow floor signage and go directly to the classroom and leave the classroom/building after the lecture.

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)

- The number will depend on the approved course sections that will take place in-person on campus.
- There will be up to 25 rooms designated for instructors to record on-line content. This will have a maximum of 3 people per session.
- For 2020W Term 1 and 2, approx. 10% of the classroom inventory will be used for face-to-face academic sections. An additional 10% of classrooms will be used for functions such as course recording, study spaces, and other functions. [August 20, 2020].
- Typically classroom density is between 1-2sq metres per student. For COVID-19 operations, the space is approx. 8 sq metres per student based on the ability to maintain physical distancing.

IONA 300/301 – Hybrid lecture and labs/discussion groups in Summer 2021

- Classes/Labs with in-person portion of a maximum occupancy of 22 persons (20 students, 1 TA, Instructor) present in setting at same time.
- During the labs, students will be working in groups of 4 with 2 in-person and 2 online members. Members working in person will keep a minimum of 2m apart and use masks at all times.
- Normal Operations Occupancy: 103 persons
- COVID-19 Measures Limited Operations: 22 persons

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

This plan was at the Learning Space Advisory Committee on June 17th and feedback was incorporated. This committee has representatives from all Faculties and Senior Administrative staff. On June 18, the plan was also presented and reviewed at the Facilities JOHSC, which is the designated JOHSC for classrooms. Cleaning protocols were developed in consultation with Building Operations, Safety and Risk Services Infection Control staff, and the support team from UBC IT Audio Visual.

The plan is continually reviewed and updated as needed. Changes are noted with dates. [August 20, 2020]

- VSE Director and VSE Administrator have 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 Faculty of Arts Dean’s Office Covid-19 Safety Plan Review Team.
- The details included in this plan reflect input and guidance from VSE Faculty who will use Room 300 and 301. The back to work policies were then distributed to faculty during this time via email to solicit further feedback.

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 Determination Pre-COVID is moderate to high pre-mitigation. Mitigation procedures have centered around reducing contacts and lowering intensity, although the period of time is still relatively prolonged. [August 20, 2020]
- Risks pre-mitigation: prolonged close interaction among students and activities indoors.
- Considered to be low risk post mitigation, with respect to the current state of BC.
- The following hybrid classes and labs/discussion groups have been approved by Ready and Faculty of Arts Dean’s Office Covid-19 Safety Plan Review Team. The classes/labs will take place on Mondays, Wednesdays and Fridays in Summer Term 1:

ECON 326-921 (Lecture) – Mondays from 12:00 pm to 3:00 pm and Fridays from 4:00 pm to 7:00 pm;

ECON 326-L01 (Lab) – Wednesdays 1:00 pm to 2:00 pm;

ECON 326-I02 (Lab) – Fridays from 1:00 pm to 2:00 pm.

In order to mitigate the risks, the following strategies will be used:

- All participants will self-assess daily: Thrive BC Self-Assessment Tool (and will not attend if experiencing **COVID-19 symptoms**)
- All occupants will keep a minimum of 2 meters apart during the classes/labs and should sit only in the designated seats/tables marked with a sit-here signage. *See Appendix A – GTS Classroom Layout.*
- All employees, students and visitors will follow the requirements around mask-wearing described in:
 - <https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/>
 - <https://riskmanagement.sites.olt.ubc.ca/files/2020/07/COVID19-Campus-Rules.pdf>
- Windows will remain open whenever possible during classes and labs.
- Hand sanitizer stations will be available at the entrance and exit of the building and classroom 301. Students must sanitize their hands upon their entrance and exit of the classroom. The tables/seats used by students will be marked with a “sit here” sign and will be regularly cleaned by UBC Custodial.



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

- Not applicable. Details to be found in departmental plans.

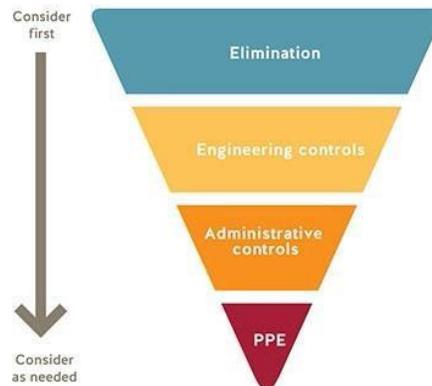
12. Plan Publication

Describe how you will publish your plan ONLINE and distribute information at your workplace for employees and for others that may need to attend site.

This Safety Plan will be posted on the Learning Spaces Website and links to the plan will be on the Scheduling Services webpage and also on signage posted in each classroom. The plan will be [referenced in](#) any department teaching plan, where the instructors will be scheduled into GTS. [The link to the plan](#) will also be emailed by Scheduling Services to any instructor that is scheduled into any GTS, prior to the start of [each academic term](#).

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

Not applicable. Details to be found in departmental plans.

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

Not applicable. Details to be found in departmental plans.

15. Spatial Analysis: Occupancy limits, floor space, and traffic flows
Using UBC building keyplans:

- 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

- Please refer to Appendix B for individual room keyplans.
- Occupancy of Iona 300 and 301 rooms were individually assessed and site checked.
- All rooms are chosen using max enrolment sizes provided by the department. This ensures the spaces are large enough to allow physical distancing for each registered student plus an instructor and TA, if applicable. [August 20, 2020]
- Using room plans, created from as-built drawings in AutoCAD, capacity is based on each student having a 2 metre diameter circle, with no overlap. In the future, if the 2m distancing requirement is relaxed, we will review and change occupant limits.
- In rooms with movable furniture, furniture was moved to create the highest occupancy limit while maintaining the 2m distancing and sufficient aisle space for moving into and around the room.
- Floors will be marked with tape and decals to indicate where students can sit, and where instructors can stand and roam.
- Any one-way flow traffic within the classroom will be marked
- Classrooms with more than 1 door may be marked for “enter” or “exit”.
- Faculty, staff, students will enter and leave academic teachings spaces in single file maintaining 2 metres physical distance requirements [August 20, 2020]



- The number of students have been limited in all rooms.
- In Stage 2, when classrooms are scheduled back to back, space for students to line up or wait before entering a classroom will be marked in the corridor. [August 20, 2020]
- Room occupancy limits will be posted in each classroom
- Floor plan layouts will be posted in each classroom

IONA 300/301 – Hybrid lecture and labs/discussion groups in Summer 2021

- All students will meet the TA in front of the Iona building before the classes/labs. The TA will give them access to the building. Upon their entrance each student will sanitize their hands and check-in to the VSE webpage using the QR Code available at the Lobby. Then, students will follow the TA to the Iona 300/301 rooms using west stairs to the 3rd floor in accordance to traffic flow signs.
- All employees, students and visitors will follow the requirements around mask-wearing described in:
 - See: <https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/>
 - See: <https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf>.
- Students will maintain a distance of 2-metres and use masks at all time.
- Before attending in-person classes/labs, all students must complete UBC's COVID-19 Student Safety Training course on Canvas (<https://canvas.ubc.ca/enroll/NJD8YF>).
- Students will be advised they are not allowed to stay inside the building after class or in between classes/labs and will follow all traffic signage.

General Teaching Spaces

Effective September 16, 2020 UBC implemented a policy whereby students, faculty, staff and visitors are required to wear non-medical/non-ppe masks in common indoor spaces on campus.

Regarding use of nonmedical masks in classrooms:

- Classrooms capacities have been reduced so that designated seats are 2m apart. Therefore, while in classrooms, students and other classroom users have the option to remove their mask when seated in designated seats, or while engaged in activities in a classroom where the physical distancing requirement is met.
- Faculty and instructors are not required to wear a mask in classrooms while physically distanced (2m) from students and other classroom users.
- As per UBC's policy, non-medical/non-ppe masks must be worn:
 - When travelling through building corridors and shared spaces
 - While entering or exiting classrooms
 - Within classrooms while moving to a seat, or at any other time that 2m physical distancing cannot be maintained.

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

- Floors or tables will be marked at locations where students can sit keeping 2m distance
- Instructor area at front of room will be marked with tape
- Any directional traffic flow will be marked.
- Preference for in-person teaching will be given to classrooms that are larger and well ventilated with fresh air; advisable to open windows especially when it's not too hot/noisy. [August 20, 2020]

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

Not applicable for classrooms. Class field trips will be covered by the departmental intermediate or child safety plans. [August 20, 2020]

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

Until UBC or the province provides greater guidance, your screening process, at minimum, must include front and back entry door signage for both workers or visitors/guests that prohibits entry if any of the above 3 criteria apply. Worksafe provides such signage, as below:

- [Worksafe: Entry Check for Workers](#)
- [Worksafe: Entry Check for Visitors](#)

The Learning Space team will coordinate building door signage with building users.

Students taking part in face-to-face classes, or attending campus for other reasons, now need to directly confirm to their instructor/UBC representative that they have completed a self-assessment for symptoms of COVID-19 before arriving at their class. Please use the BC self-assessment tool at <https://bc.thrive.health/>. Anyone experiencing symptoms should follow the guidance provided in the self-assessment tool. Please note that the requirement to actively self-assess is ongoing. We will provide further updates as we receive them. [December 1, 2020]



19. Prohibited Worker Tracking

Describe how you will track and communicate with workers who meet categories above for worker screenings

Not applicable. Details to be found in departmental plans.

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.)

- Building Operations (<http://facilities.ubc.ca/covid-19/covid-custodial-services>) will provide enhanced classroom cleaning once a day (usually evening) that will include wiping down of high touch surfaces (door handles, table tops, hand rails)
- It is recommended that all learners, staff and faculty wash their hands with soap and warm water for 30 seconds before and after leaving an academic learning space, or make use of nearby hand sanitizer stations. [August 20, 2020]
- Hand sanitizer stations will be available at any building entrances that are open and signage will be posted to remind student to wash hands or use hand sanitizer. In Stage 2, additional hand sanitizer stations will be provided. [August 20, 2020]
- The lectern and AV equipment (high touch points) will be wiped down by AV technicians or classroom stewards each morning before classes begin as part of their daily check of AV equipment.
- Cleaning procedure for AV Technician:
 - Using Cleaning wipes, wipe AV Equipment (Crestron touch panel or wall control panels, keyboard & mouse, doc cam etc.) on the lectern
 - Wipe lectern countertop
 - Clean belt pack, lav mic capsule and cable, replace windscreen (properly dispose of used windscreen)
- Lay belt pack/lav mic on lectern for instructor to use [July 15, 2020]

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

- Extra tables and chairs will be removed, where feasible.
- All whiteboard markers will be removed. Instructors will bring their own.
- Instructors can also be encouraged to bring their own AV equipment covers (e.g. Glad press and Seal)



22. Partitions or Plexiglass installation
Describe any inclusion of physical barriers to be used at public-facing or point-of-service areas

- Not applicable

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.

Not applicable. Details to be found in departmental plans.

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

Not applicable. Details to be found in departmental plans.

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)

- Occupancy signage with layout in all classrooms.
- Where applicable, directional tape on the floor.
- Tape to mark instructional area if needed.
- Signage for instructor station – details about cleaning.
- Enter/Exit designated doors if more than 1
- No food/drink sign
- Decals to indicate which seats can be occupied [August 20, 2020]
- In Stage 2, add signage on doors advising students not to enter until previous class has exited [August 20, 2020]
- In Stage 2, add signage and/or decals in corridors to indicate waiting areas [August 20, 2020]

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



- Emergency procedures that are part of intermediate or child plans will apply.
- **BERP will be updated under each intermediate or child plan.**
- **Call 911 in emergencies (fire, ambulance, police)**
- **For individuals presenting COVID-19-like symptoms:**
- **Affected employee or student should immediately isolate themselves from others**
- **The direction to employees is to call UBC First Aid at 2-4444**
- **Affected individuals can call 811 and follow the instructions of the health advisor.**
- UBC COVID-19 exposure information can be found on the [SRS webpage](#)
- Direct people who are unsure about what they should do to the [BC Self Assessment tool](#) [August 20, 2020]
- Classroom users (instructors or the person responsible for the room booking) will be provided with a classroom safety information package prior to their booking. The package outlines the responsibilities of the room user in the event of an emergency and should be reviewed prior to using the classroom. A hardcopy of the classroom safety information package will also be provided in each classroom, to be kept on the instructor table or lectern [December 4, 2020]
- The classroom safety information packages contain:
 - Emergency Contacts
 - COVID-19 Safety Plan information: Building Safety Plan Summary, Floor/Building Safety Plan Diagram, GTS Classroom Safety Plan Summary, Classroom Physical Distancing Diagram
 - Instructor Emergency Information: Responsibilities, Emergency Procedures, Automated Emergency Defibrillator Location, Building Emergency Procedure Key Plans [December 4, 2020]

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

- Review and update 1) in first month of operation, 2) [as plans for upcoming academic terms are identified](#) [January 14, 2021] and 3) as the regulatory guidance changes.
- Any concerns or questions can be sent to the Learning Space email – learning.spaces@ubc.ca and will be addressed by Learning Space team. Alternately, concerns could be escalated to the Learning Space Advisory Committee, c/o [Kate Carr](#), Exec Asst to Pam Ratner.

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

- N/A

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

- Not applicable.

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.

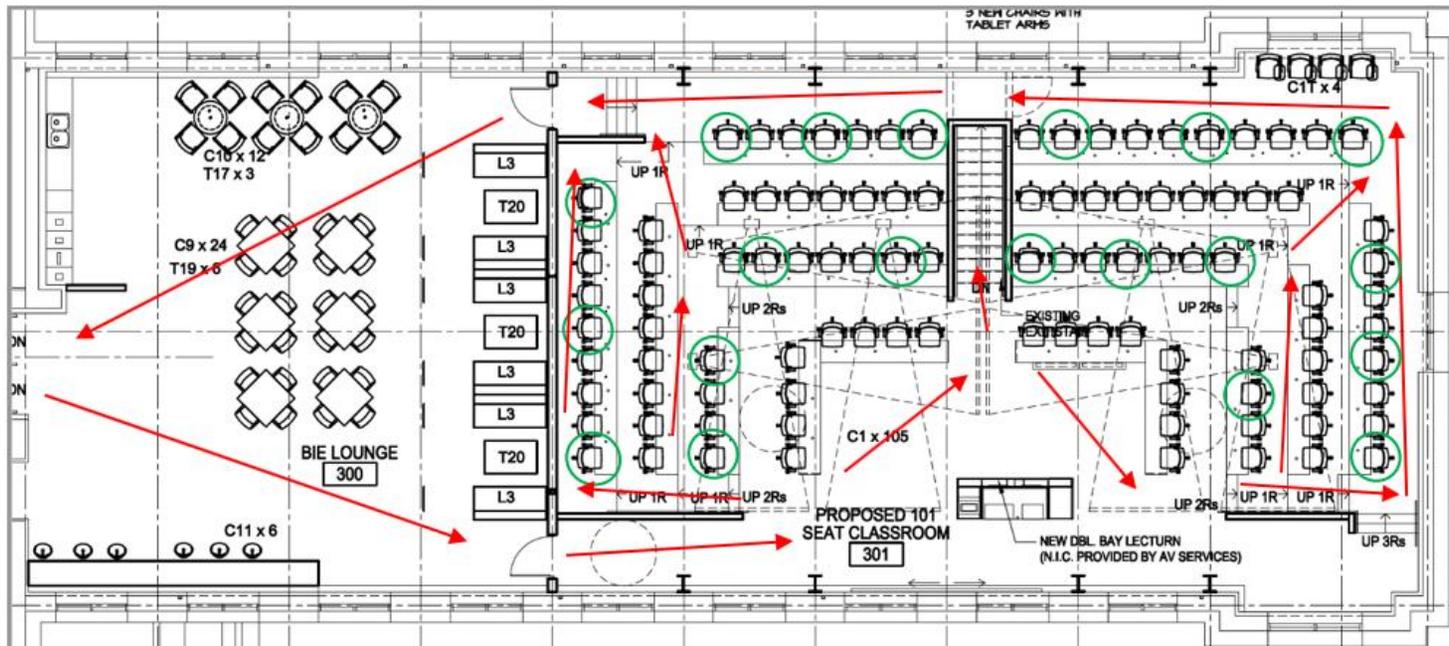
I acknowledge that this Safety Plan has been shared with staff both through email and will be made available as a shared document. Staff can either provide a signature or email confirmation that they have received, read and understood the contents of the plan.

Date _____
Name (Manager or Supervisor) _____
Title _____

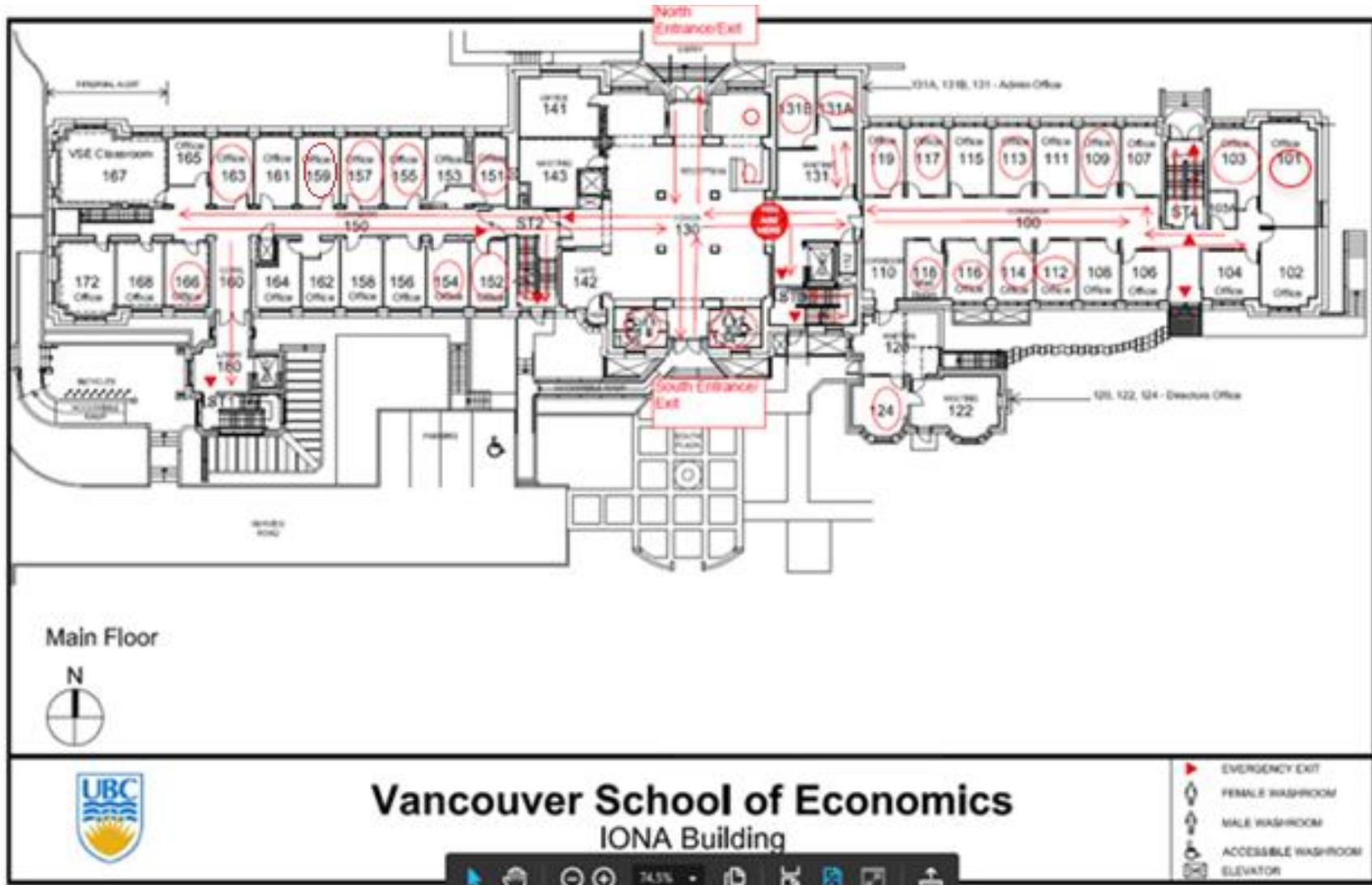
Faculty and Staff Occupying Workspace

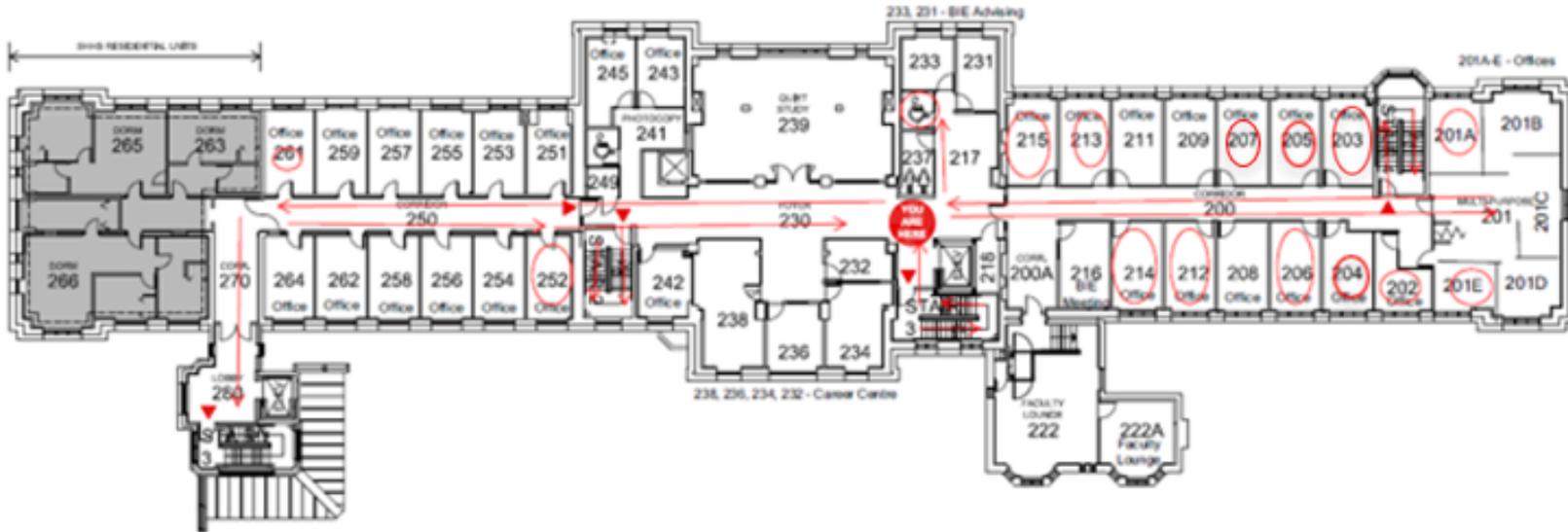
Name	Email	Confirmation of Understanding
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Appendix A: GTS Classroom Layouts



Appendix B: Iona Building Floorplans





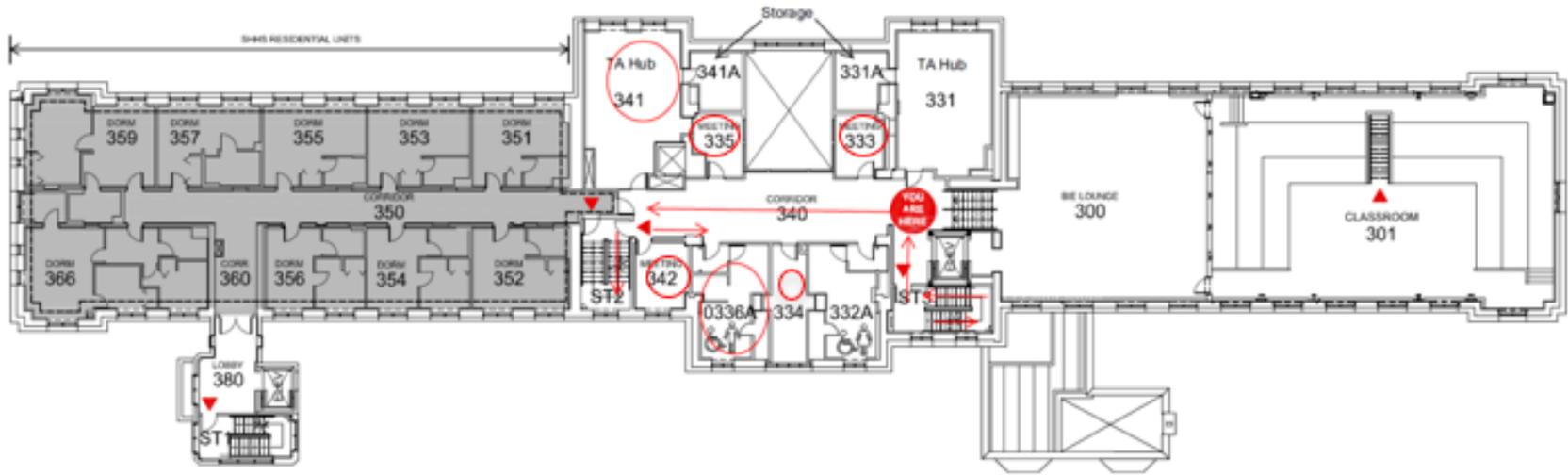
Second Floor



Vancouver School of Economics

IONA Building

-  EMERGENCY EXIT
-  FEMALE WASHROOM
-  MALE WASHROOM
-  ACCESSIBLE WASH-ROOM
-  ELEVATOR



Third Floor



Vancouver School of Economics

IONA Building

-  EMERGENCY EXIT
-  FEMALE WASHROOM
-  MALE WASHROOM
-  ACCESSIBLE WASHROOM
-  ELEVATOR

