Faculty of Arts COVID-19 Safety Plan

Vancouver School of Economics (VSE)

This plan is based in a faculty level operational and workspace safety plan for the Faculty of Arts and applies to the Vancouver School of Economics (VSE). The operational activities in our workspace have been reviewed to ensure effective controls are in place to prevent the transmission of COVID-19. Management and supervisory staff are responsible for developing and updating each unit 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>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Location</td>
<td>Iona Building, 6000 Iona Dr, UBC-V, Vancouver BC</td>
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<tr>
<td>Proposed Re-opening Date</td>
<td>July 1, 2020</td>
</tr>
<tr>
<td>Workspace Location</td>
<td>See Appendix B for floorplans of all workspaces</td>
</tr>
</tbody>
</table>

Introduction to Your Operation

1. Scope and Rationale for Opening

Faculty of Arts Operational Safety Plan

The Faculty of Arts includes 25 academic departments, schools and institutes, with faculty members conducting research that is funded by SSHRC, CIHR and NSERC. The majority of our research, teaching and operational activities can be broadly classified into the Social Sciences, the Humanities, and the Creative and Performing Arts, with a smaller number of research activities falling into the Natural Sciences category. As a result, the unit Heads and Directors will have the responsibility to develop detailed plans for all their buildings, and this document will lay out the detailed principles to which the heads and directors will adhere. The Dean’s Office will support the heads and directors in the process of developing appropriate safety protocols and estimating the safe building occupancy levels.

Using numbers from the 2019W academic year, the faculty employs more than 1223 faculty members (including 580 tenured/tenure track faculty members and 95 post-doctoral fellows) and 622 staff members. We also have 1602 PhD students and 3061 Masters students enrolled in our graduate programs.

In Stage 1, or Resumption of Research, each of the research units within the Faculty of Arts will open only those buildings and facilities that are necessary to conduct on-site research. This includes, but is not limited to, basic laboratory operation, instrument facilities, support facilities, and custodial service. To maintain the UBC Research Resumption Committee-mandated cap of 33% (or 1/3) normal occupancy per the Stage 1 of the Research Resumption planning, the services within each building and facility will be staffed at reduced levels. A Faculty of Arts Resumption of Research Parent Plan was approved by UBC in May 2020.

Anticipated to start in June, all faculty, staff, and personnel who can work off-campus must continue to do so in Stage 1. The Stage 2 cap is anticipated to limit occupancy to allow for 2-metre physical
distancing, (a rough guide is 67%, or 2/3, of normal occupancy) starting approximately 30 days following the start of stage 1 subject to provincial COVID-19 restart guidance. At the moment, the timing of these phases continues to be fluid and will align with provincial guidance.

A Faculty-Level Safety Plan was developed in August 2020 to address the next stage of occupancy (post Stage 1 Resumption of Research) which includes a potential employee occupant increases and Resumption of Teaching stages.

Access to offices and other teaching/workspaces will become a priority during Stage 2 of the Resumption of Research process. Detailed Unit level or child plans and access schedules will be developed for those spaces, using the lessons learned during Stage 1 as a guide. See the next stage and scheduling guidelines in Appendix G.

In addition, Return to Teaching and F2F, or face to face teaching plans, will need to be developed for approved units in Arts that requires face to face contact applying appropriate safety protocols planning for the first term. For resumption of teaching and in-person learning See Appendix H.

Scope and Rationale for Opening: Template for UNIT level plan

Research, teaching and operational activity within the Vancouver School of Economics (VSE) requires access to specialized equipment in select offices and labs. Research 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 many faculty members has been adversely affected, delaying project completion, and career progression. Thus, it is essential that the VSE open to some limited access for specific research activity and build future access activity on this plan moving forward.

This plan proposes to open a very limited amount of spaces at the Iona Building – Room #020, 031 (Secure computer labs), Lower, 1st, 2nd, 3rd, 4th, 5th floors, (see Appendix B). All of these spaces are necessary to conduct on-site research or support the academic mission of the university.

To maintain the occupancy limits for Stage 2, occupancy limits have been calculated to allow for 2-metre physical distancing between employees. “Pinch Points” such as entry ways, common areas, hallways & stair cases have been considered when planning the occupancy limits. Measures to maintain physical distancing have been outlined in section 7 & 8 of this document.

Approved occupants of VSE for Stage 2 will be 60% (or 2/3) of normal occupancy pre-COVID-19. We currently have 25 faculty, 7 staff and 10 Grad students.

Anticipated to start in September, all VSE faculty, staff, and research personnel who can work off campus must continue to do so in Stage 2.

The Stage 3 cap is anticipated to rise to 100% occupancy (69 faculty, 17 staff and 132 Grad students returning at this stage). At the moment, the timing of these stages is fluid and will align with provincial guidance.
Refer to resources: [https://srs.ubc.ca/files/2020/06/8.-Space-Analysis-Re-Occupancy-Planning-Tool.pdf](https://srs.ubc.ca/files/2020/06/8.-Space-Analysis-Re-Occupancy-Planning-Tool.pdf); [UBC Employee COVID-19 Physical Distancing Guidance](https://srs.ubc.ca/files/2020/06/3.-Employee-COVID-19-Physical-Distancing-Guidance.pdf) [PDF]. If you would like to use building keyplans, please contact records.section@ubc.ca.

**Plans Complete for Stage 1** (~33% occupancy). Unit-level safety plans are to be directed to the Faculty of Arts Safety Plan Review Team:

- Brett Eaton: brett.eaton@ubc.ca
- Gerald Vanderwoude: gerald.vanderwoude@ubc.ca
- Ana Policzer: ana.policzer@ubc.ca
- Nick Smolinski: nick.smolinski@ubc.ca

**Plans Complete for Stage 2** (~67% occupancy). Unit-level safety plans are to be directed to ready.ubc@ubc.ca with a CC to nick.smolinski@ubc.ca. Please clearly highlight specific areas of your document where you require guidance or additional review. Additional plan review will occur at the Faculty of Arts level with approval from the Dean of Arts. In addition, plans may require further review by:

- The UBC COVID-19 Safety Planning Steering Committee
- UBC Executive.

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### 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 studying during covid-19
- Provincial post-secondary-education/institution resources go forward guidelines.pdf
- BCCDC BC Centre for Disease Control: COVID-19 symptoms
- BC Thrive Self Assessment Tool - covid19

**4. WorksafeBC Guidance**

- COVID-19 and returning to safe operation – Phase 2
- WorkSafeBC Motion Picture Television Production
- WorkSafe COVID-19 Safety Plan
- WorkSafe: Designing Effective Barriers
- WorkSafe: Entry Check for Workers
- WorkSafe: Entry Check for Visitors
- WorkSafeBC Protocol: Offices (New)
- WorkSafeBC Protocols: Post-Secondary Education (New)
- WSBC health checks requirements page (New)
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

- Occupants are required to maintain a minimum of 2 metres safe physical distance at all times.
- Most contact outside of individual offices is brief contact with surfaces such as door handles, bathroom facilities, and the copier. These high-touch surfaces and areas will be regularly cleaned by UBC Custodial staff. Any unit specific equipment (such as copiers and scanners) will be cleaned by individual users before and after each use. See UBC’s Guide to Supplementary Cleaning.
- VSE Computer Labs, Offices, & Studios - Rooms #001, 020, 031 (Secure computer lab), and Offices in Lower, 1st, 2nd, 3rd, 4th, 5th floor – (See Appendix B) are required to clean high touch points in personal offices before and after every use and maintain physical distancing measures at all times with a limited occupancy of one person per room. VSE Common Room -
VSE Lobby (Rm 130), Undergrad Lounge (Rm 030), BIE lounge (Rm 300) and Quite Study (Rm 239) remain closed.
- VSE Kitchen (Room#222) remains 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 the same time)

As mentioned above, we are reducing the number of people in the buildings and labs to 25 faculty, 7 staff and 10 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.

Faculty of Arts recommends that each office will be occupied by one user only (staff/faculty) at a time. Shared spaces may have additional occupants only if physical distancing of 2 metres radius between work stations can be maintained at all times, or there are adequate physical barriers separating workstations, and ‘pinch points’ in common spaces will not be overburdened.

Normal Operations:
- **High** – VSE Faculty & Staff Offices (Lower, 1st, 2nd, 3rd, 4th Floor): 1 person per room
- **High** – VSE Secure Computer lab (Room 001, 020, 031): 1-4 persons per room
- **High** – VSE Grad Hubs (Room 334, 341, 435, 441, 062): 15-20 persons
- **High** – VSE Pre-Doc Offices (Room 053): 6-8 persons

COVID-19 Measures Limited Operations:
- **Low** – VSE Faculty & Staff Offices (Lower, 1st, 2nd, 3rd, 4th Floor): 1 person per room
- **Low** – VSE Secure Computer lab (Labs 001, 020, 031): 1-2 person per room
- **Low** – VSE Grad Hubs (Room 334, 341, 435, 441, 062): 5 – 10 persons
- **Low** – VSE Pre-Doc Offices (Room 053): 2-4 persons

***See attached floorplans (Appendix B) for proposed COVID-19 density and directions on proposed flow through. See Appendix E for operational risk assessment, mitigation strategies and checklist.

***Operational Risk – In addition to contact density and contact number in buildings planned operational activities and access scenarios need to be evaluated in terms of risk level. Please see and complete appendix E regarding operational risk assessment, mitigation strategies and checklist.
- 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.

### 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 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 [Joint Occupational Health and Safety Committee](#).
- All members solicited input from the groups they represent. The 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 001, 020 and 031. 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 within 30 days of research resumption activities.
- Expectations of workers are outlined in Appendix C and have been emphasized during the communication of this Faculty Safety Plan.

### 10. 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 channels:

- 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](#).

### 11. 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 Building. They have read and agreed to the terms in the plan. A hard copy on the worksite and online copy can be made available upon request. Still, a copy of this plan will be posted on the ECON website.

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**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 hand washing 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 employees, students and visitors will follow the requirements around mask-wearing described in:

- Unit Intermediate and Unit/Workspace plans will detail any further requirements for the use of non-PPE masks for staff within their specific workspace(s). Masks do not necessarily require to be of medical grade.
- See Section 7 in this document for information on the use required use of non-PPE masks
- See Section 6 in this document for information Personal Protective Equipment (PPE)

### 12. 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 and staff in Stage 1 continued to work from home wherever possible, most of the time. In Stage 2 most faculty, staff and any students that are participating in classes will continue to work/learn remotely.
- Exceptions have been granted for cases where research personnel do not have the possibility to work from home. In these cases, approval was decided by Patrick Francois. VSE Faculty require occasional access to their individual offices and related specialised Research facilities opened during Stage 1 to carry out necessary creative research and practice on campus. They have been phased in for return to their individual workspaces in early July during Stage 2 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.
- Teaching-stream faculty or research-stream faculty who require access to on-campus space to prepare materials for the Fall Term (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
  - Ergonomics for home guide
- **Resources for staff working from home** will include:
  - Working from Home – Set Up Guide
    - [UBC HR Wellbeing Working From Home Temporary Set up.pdf](https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf)
  - Fitting in Movement – Guide
• Some Faculty and staff have been approved for occasional access to their individual offices opened during Stage 1 to carry out necessary research and teaching activities on campus. They will have access, Monday to Friday, 8:00 am to 6:00 pm.

• In-person group meetings, events or lectures have not been organized in Stage 1. Stage 2 will maintain online meeting protocol wherever 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 have developed return-to-on-campus-research plans for their own research spaces. These have been reviewed and approved by Patrick Francois, in consultation with their JOHSC.

• Moving forward, the Head can approve of more requests for office use so long as physical distancing of 2 metres can be achieved and is managed by the hierarchy of controls, and safety plans should be updated as required. Ongoing and additional approved occupants lists and floor plans require to be forwarded to the Faculty of Arts Safety Plan Team for record keeping:
  - Brett Eaton brett.eaton@ubc.ca
  - Gerald Vanderwoude Gerald.Vanderwoude@ubc.ca
  - Ana Policzer ana.policzer@ubc.ca
  - Nick Smolinski nick.smolinski@ubc.ca

13. 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 schedule 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 will only return to their offices to carry out limited work they are unable to do from home. Limited on campus activity must be approved by the unit Administrator in advance and follow all safety plan protocols.

• Access to any office in will be restricted to 8:00 am to 6:00 pm, Monday to Friday, to ensure custodial worker crew scheduling and access to sanitize facilities freely without added risk of contacting any staff or faculty occupants.

• All workers returning to campus are based in individual offices, studios or 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 and procedure of the department/unit through established remote monitoring and check-in procedures at the beginning, during and end of each shift. See: UBC SRS Work Alone Page.
• During Stage 1 and stage 2, scheduling will also be used where required in any shared spaces without compromising the ability to maintain physical distancing.
• 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 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 D.

14. Spatial Analysis: Occupancy limits, floor space, and traffic flows
In addition to the below, the Faculty of Arts are looking for spaces that could be turned into a bookable study space for students on campus, with physical distancing & cleaning guidelines/expectations set up in the space. This work is currently ongoing and will be completed in consultation with the UBC Facilities team, as well as Units proposing face-to-face teaching within their plans.

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 have been included (see Legend).

9 stand alone hand sanitizer stations have been ordered through building operations. We have a dozen - 1 litre hand sanitizers for the applicable faculty offices and secure computer data labs 001, 020 and 031.

**See attached floorplans in Appendix B

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 2metres physical distancing. In Stage 1 occupancy should be maintained as 1 wherever possible. Stage 2 must ensure the 2 M physical distancing is able to be maintained between occupants in spaces.
• Identify stairwells marked for ascending or descending between floors, which 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 UBC supplied floor tape or UBC supplied floor decals 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
• Washrooms will be single-person only in stage 1 and can increase to additional occupants if 2 m safe distance can be accommodated. Where washrooms lead 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: https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf

UBC Safety Risk Services

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 Stage 1 and Stage 2.
• To minimize high touch surfaces, interior doors that can be safely propped open without violating fire codes, will be propped open. DO NOT prop open fire doors open which are labelled with a decal indicating FIRE DOOR as this is a violation of building fire code.

Undergraduate / Graduate Learning and Teaching Spaces
• Classrooms and meeting rooms that are not bookable within units will be closed off (with signage) for Stage 1 and Stage 2

General Classrooms
• Although local teaching spaces may be closed consider the resources available through UBC Learning Spaces who offer dynamic teaching spaces across campus. General classroom and learning facilities are bookable and are supported through the classroom services safety plan.
• See: UBC Learning Spaces - gts classroom safety planning
• See: UBC Learning Spaces Covid-19 Safety Plan PDF

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 building services such as HVAC and custodial scheduling.

- The lead time at this point is a minimum of 5 business days. All unit level child plans that are submitted with the Faculty of Arts Safety Plan Review Committee will be notified by the Faculty of Arts when UBC facilities confirms their building or facility is clear for entry.

**Signage and Directional Guides**

- Face mask required posted at entrances to buildings or facility.
- Elevators (maximum of either 1 or 2 occupants, based on elevator size)
- Stairwells that are busy or very tight for ascending and descending
- Physical distancing signage must be posted at entrances and/or hallways
- Narrow hallways and halls that do not allow for 2 metres distancing can be designated to one way or can be two-way with the appropriate signage on the floor and at eye level. Right of Way must be observed, meaning be respectful to those already moving in the hallway before proceeding.
- 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. See: Worksafe: Entry Check for Workers or UBC’s Entry Check for Workers
- Post signage within the units to inform everyone of the measures in place

**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 also should be considered at locations where propping the doors interferes with a building’s airflow/temp stability and or fire doors. Individual hand sanitizing station will be supplied by the unit. Contact Unit Administrator if the supply needs topping up.

**Offices**

- Single occupancy office space is to be used only for those offices listed in this plan, as decided by the head.
- Temporary short access to offices not listed in this plan (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 offices use will be allowed, but on rotation to ensure proper physical distancing.
Shared Facilities (e.g., TA hubs, 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.

15. 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 metres. Where physical distancing cannot be maintained, the UBC guidelines for these situations should be followed. This would apply, for example, to repairs to equipment that require two people. In these cases, the personnel must contact SRS for guidance on appropriate PPE.
- 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 1 occupant and 1 caregiver where applicable.
- 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. Maintain physical distance of a minimum of 2 meters at all times.
- All employees, students and visitors will follow the requirements around mask-wearing described in:
  
  
- 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](#).

- Unit Intermediate and Unit/Workspace plans will detail any further requirements for the use of non-PPE masks for staff within their specific workspace(s). Masks do not necessarily require to be of medical grade.
- **See Section 7** in this document for information on the use required use of non-PPE masks
- **See Section 6** in this document for information Personal Protective Equipment (PPE)
- No in-person group meetings, social events, lectures or other gatherings shall take place until further notice.

**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 Stage2 unless there is a need to keep them open. See above regarding protocols.

### Labs

<table>
<thead>
<tr>
<th>Lab Name</th>
<th>RFM</th>
<th>Research Personnel</th>
<th>Stage 1 capacity</th>
<th>Stage 2 capacity</th>
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<tbody>
<tr>
<td>Economics BIE Students Computer Lab (Room 001)</td>
<td>Matt Lowe</td>
<td>Carlos Perez Cavero (Matt Lowe’s pre-doc RA) (Stage 1)</td>
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- Occupancy of lab 001 will be restricted by the designated lab manager Matt Lowe. Only one designated research personal will use the room – Carlos Perez Cavero, making protocols for physical distancing within the room unnecessary.
- Carlos will decide when he uses the room, and will sign in and sign out of the building and lab electronically on each occasion. The maximum occupancy (1) must be posted on the door.
- Carlos will adhere to 2m physical distancing in the common spaces outside the room (i.e. corridors where there may be others who have access to other rooms off the same corridor) and to non-medical mask protocol (see section 29 and Appendix I for guidance).
- Carlos is also expected to wipe down bench surfaces, workstations and used equipment prior to and after use with sanitizing wipes (SteriWipes) provided by the VSE. Enough wipes should be used for the treated surface to remain visibly wet for 30 seconds, then let it dry.
Secure data room/lab 020

- Occupancy of the room/lab 020 secure data room and shared office spaces inside of them will be restricted by the designated lab manager Ali Karimirad, 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. Ali Karimirad will access the secure data room, enter the computer password, wipe down the keyboard and exit the room. After Ali 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 offices use is by exemption from Patrick Francois only.
- Grad TA hub/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.
- Some Grad TA hubs/offices will be used in Stage 2 with previous approval of Patrick Francois and Angela Tardif. Grad students using 1-person occupancy rooms will need to sign in/sign out when entering and leaving the building using the VSE online system.
- Two large Grad TA hub/offices (room 341 and 334) will be used in Phase 2 and will be shared among Grad Students. The shared offices will be prepared with appropriate signage to allow physical distancing by identifying usable stations, marking off every second station, and using a paper tracking sheet in each station. The Grad students will use a paper sheet located at the station to sign-in/sign-out when entering and leaving the room. They will also wipe down each station before and after usage.
- People in common and shared areas must 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.

16. 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.
Public Transit Considerations see: Translink Rider Guide

17. 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:

<table>
<thead>
<tr>
<th>Key symptoms of COVID-19 include:</th>
<th>Other symptoms can also include:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fever (link)</td>
<td>Sore throat</td>
</tr>
<tr>
<td>Chills</td>
<td>Loss of appetite</td>
</tr>
<tr>
<td>Cough or worsening of chronic cough</td>
<td>Extreme fatigue or tiredness</td>
</tr>
<tr>
<td>Shortness of breath or difficulty breathing</td>
<td>Headache</td>
</tr>
<tr>
<td>Loss of sense of smell or taste</td>
<td>Skin rashes, discoloration of fingers or toes</td>
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<tr>
<td></td>
<td>Nausea and vomiting</td>
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<tr>
<td></td>
<td>Diarrhea</td>
</tr>
</tbody>
</table>

- 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](http://www.bccdc.ca)
- Personnel must inform supervisor and/or Responsible Faculty Member (RFM) if they will not be attending work.
- Anyone with a positive COVID-19 diagnosis can only return to work, or resume in-person UBC activities on UBC Premises, after 10 days have passed since the start of symptoms and the fever is gone. Additional information: [http://www.bccdc.ca/health-info/diseases-conditions/covid-19/selfisolation](http://www.bccdc.ca/health-info/diseases-conditions/covid-19/selfisolation). Personnel who have been in contact with a person confirmed or presumed to have COVID-19 should call 811 and follow the advice of Public Health. Personnel will be referred to the [BC Thrive Self Assessment Tool](https://bcthrive.ca/) 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
  a. [UBC Entry Check Sign](https://www.worksafebc.com) (New)
b. Worksafe: Entry Check for Workers

c. 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.

1. Active Self-Assessment and Screening Requirements For All Employees (New)

   a. As to WorkSafeBC requirement, supervisors are to verify that employees have performed a daily self-assessment. See below.

   b. Supervisors (or designate): Will verify daily self-assessment of all employees:
   - A written health check declaration completed by workers before entry.
   - An online health check form completed by workers before entry. (check online forms daily to ensure compliance) See an example of an online form by clicking here.
   - A verbal check in, done either in person, virtually, or by phone with every worker, confirming that the worker has completed their daily health check.


   - 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.

18. Prohibited Worker Tracking

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

1. The primary method for communication with the workers will be via e-mail.

2. 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**

19. 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 wipes supplies.

See: UBC Cleaning Standards & Recommendations for Supplementary Cleaning [PDF]

Faculty and staff in office spaces that are typically shared will be required to wipe down surfaces before and after use with a disinfectant. Necessary training and supplies will be provided by the unit. (see link above)

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/

### 20. 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

- Common surfaces for high touch tools and equipment including hand tools, keyboards, controllers, etc. will require to be wiped down before use and after use, every session with disinfectant by the user/occupant. Supplies will be made available so that this disinfection can be done by users. Protocol and training will be developed in coordination with area technicians.
- In rooms 001, 020 and 031, common surfaces around computer, computer keyboard 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.
- Used wipes or clean up rubbish must be appropriately deposited of in lined garbage bins in the hallway for disposal by custodial. Custodial Services will not clean/sanitize specialised equipment. This is the responsibility of the unit and users.
- All laptops brought on campus should be wiped down by its user with disinfectant upon arrival and at departure.
- Take care to review equipment manual and manufacturers recommendations for sensitive equipment cleaning measures. Ready.ubc@ubc.ca can be contacted for guidance too.

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

Physical barriers to be used at public-facing or point-of-service areas are not required for Stage 1. Individual unit plans will be required to outline how they will use barriers in their department level safety plan. Any such barriers will refer to:

- WorkSafeBC guidance - designing-effective-barriers
- UBC Building Operations cleaning, sanitization and plexi-barriers
- Front desk is open two days a week in Phase 2.

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**Section 5 – Administrative Controls**
### 22. 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. The JOHSC will review the plan within 30 days of approval.

#### Communication of the Plan to Employees
To communicate the risk of exposure to COVID-19 in the workplace to the employees, the Department will disseminate this unit-level plan via e-mail. As a follow-up, we will hold a town hall or zoom meeting to reiterate the risks and hazards of COVID-19, and the ways they are mitigated in the overall return to research planning. On a worksite, everyone has varying levels of responsibility for workplace health and safety. You should know and understand your responsibilities — and those of others. The roles and responsibilities of the employees will also be covered (see sections below and appendix C).

#### Communication of Worker’s Concerns
- Workers can raise health & safety concerns with their supervisor. Their supervisor should investigate the issue and try to mitigate without delay. The Local Safety Team (LST) for your specific unit, Faculty of Arts Joint Occupational Health & Safety Committee (JOHSC), Faculty of Arts Safety Advisor can also be contacted.
- Safety & Risk Services can be contacted to provide assistance in resolving the issue.
- Workers may also report concerns confidentially to the department administrator.

### 23. 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

- The Preventing COVID-19 Infection in the Workplace online training course has been developed and is mandatory for all employees in the Department regardless of when they are scheduled to return to work on campus. All approved occupants and employees will send a copy of the completion certificate to the unit administrator. See link below:
  - https://wpl.ubc.ca/browse/srs/courses/wpl-srs-covid
- ALL approved occupants and employees will receive a copy of this plan via email. A zoom meeting will be scheduled to review the content and attendance of that review/training session will be recorded. Please ensure to take the time to highlight Appendix C: Responsibilities.
- Additional Guidance to consider: UBC SRS Meetings and Training Guidance
- Be familiar with the UBC Covid -19 Campus Rules which are listed here: COVID-19 Campus Rules (New)

### 24. 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 units/departments in the Faculty of Arts will utilize the signage from the [Safety & Risk Services COVID-19 website](https://riskmanagement.sites.olt.ubc.ca/), the [Worksafe’s COVID-19 – Resources website](https://www.worksafebc.ca/coronavirus), WorkSafe BC, and from Building Operations. Building Operations has also sent out approved floor tape and decals to all of the individual units.

**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)
- Sign regarding equipment cleaning procedure and disposal of clean up material.

### 25. 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.

1. Building Emergency Response Plans (building emergency response plan) within the individual units will be 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. See interim floor warden training link below. 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 at the work site.

   The UBC BERP amendment June 2020 will be included: [https://riskmanagement.sites.olt.ubc.ca/files/2020/06/BERP-Amendment-June-2020.pdf](https://riskmanagement.sites.olt.ubc.ca/files/2020/06/BERP-Amendment-June-2020.pdf)

   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/)

2. **Emergency Response**
   During the COVID-19 pandemic, the workplace has been redefined as on campus and at home. All accidents or incidents that occur during work time, whether on campus or when working from home, need to be reported in a timely manner. Ensure to report accidents and incidents to your supervisor as soon as possible and enter this into [UBC CAIRS](https://cairs.ubc.ca).
In the event of an Emergency: call 911 (fire, police, ambulance)

What to do in the event of a medical emergency
- A medical emergency can be comprised of any number of things, think heart attacks, broken bones, loss of consciousness etc. If you find yourself in a medical emergency situation:
  - Call 911 immediately
  - Clearly answer any questions the phone operator asks you
  - Then call 604-822-4444 or 2-4444 (UBC landlines) as the Occupational First Aid team will likely arrive on scene before an ambulance
  - If you are unsure about whether a situation requires the emergency services follow the above steps. It is better to be safe than sorry.

What to do if a faculty or staff member is injured
- All employees (faculty, staff and student-staff) are covered by the Occupational First Aid Program.
- If an employee requires first aid, think minor cuts and bruises, sprained ankles, pulled muscles etc, you should:
  - Call 604-822-4444 or 2-4444 (UBC landlines) as soon as possible
  - Clearly answer any questions the phone operator asks you
  - Reassure the patient until the Occupational First Aid team arrives

What to do if a student or visitor is injured
- Students and visitors are not covered by the Occupational First Aid Program.
- If a student or visitor requires first aid they should:
  - Attend UBC Student Health Services in the UBC Hospital (Students only)
  - Go to Urgent Care at the UBC Hospital – 2211 Wesbrook Mall (Open Everyday 8am-10pm)
  - Call 911 for an ambulance.

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 for employees of UBC.
- 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/covid-19/health-safety-covid-19/covid-19-infections/)
• Direct people who are unsure about what they should do to BC Thrive Self Assessment Tool on (https://bc.thrive.health/covid19/en)

• 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.

3. Links and Contacts: Potential COVID-19 Incidents

• In an Emergency call 911
• Does an employee of UBC require help? 604 822 4444 (UBC First Aid)
• Call UBC Safety & Risk Services for advice 604 822 2029 or Ready UBC: ready.ubc@ubc.ca
• Trouble Calls for custodial service 604 822 2173 or submit a service request online with FM
• Occupational & Preventive Health: oph.info@ubc.ca or 604 827 4713
• Self Assessment Tool: https://bc.thrive.health/covid19/en
• See the FoA Safety Plan: https://www.arts.ubc.ca/ubc-arts-and-covid-19/

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 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 F.

27. 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

• Grad research students and faculty using lab/room 020 will work closely with Ali Karimirad to assess any risks and propose ways to mitigate those risks.
• Carlos Perez Cavero using lab/room 001 will work closely with Matt Lowe to assess any risks and propose ways to mitigate those risks.
• 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)

28. Personal Protective Equipment
Describe what appropriate PPE you will utilize and how you will/continue to procure the PPE
Faculty of Arts COVID-19 Safety Plan

- We are not anticipating any new PPE requirements due to COVID-19. If tasks require the use of PPE outside of what is normally required, a safe work procedure will document the risk analysis of the task steps, and include details for mitigation using the hierarchy of controls. It will be the supervisor’s responsibility to ensure that persons are trained in new work procedures.
- PPE can include: N95 respirators, gloves, goggles and face shields, isolation gowns, etc.
- Please review the Procurement of Critical Supply Document for information on procurement processes.
- See: UBC SRS - personal protective equipment guidance
- Where an employee makes the personal choice to wear a non-medical or homemade 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 – Masks (non-PPE)

29. Masks (non-PPE) (*New)
Describe your plan to inform faculty and staff on the wearing of masks (non-PPE)

Research Spaces
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 nonmedical masks in shared research spaces:
- Non-medical masks are not required when working in a sole occupant research space or enclosed room.
- Shared research spaces have been designated to ensure occupants are working 2m apart or have appropriate physical barriers. Therefore, while in a shared research space, 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 research spaces or while moving from an assigned research location, or at any other time that 2m physical distancing cannot be maintained
- All employees, students and visitors will follow the requirements around mask-wearing described in:
- Unit Intermediate and Unit/Workspace plans will detail any further requirements for the use of non-medical masks for staff within their specific workspace(s).
- Suggested Instruction for Intermediate or Unit/Workspace/Local Safety Plans: Using the COVID-19 Safety Plan Addendum: Required Non-Medical Masks please edit your existing plan and add to your Appendix Bs necessary.
- See: Appendix I COVID-19 Safety Plan Addendum - Required Non-Medical Masks
- See: BCCDC Face masks PDF (link) for information on different kinds of masks
Section #8 - 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.

The Faculty of Arts COVID-19 Parent Safety Plan has been endorsed by Dr. Gage Averill – Dean, Faculty of Arts.

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

Date

Name

Title

Unit or Department

Date

Name

Title

Department Head or Director – Patrick Francois
## Appendix A: Faculty of Arts Unit and Building List

<table>
<thead>
<tr>
<th>Unit</th>
<th>Building</th>
<th>Unit</th>
<th>Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts Academic Advising</td>
<td>Buchanan D</td>
<td>Department of History</td>
<td>Buchanan Tower</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Ponderosa E</td>
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<tr>
<td>Arts Co-op Program</td>
<td>Buchanan C</td>
<td>The Department of Linguistics</td>
<td>Totem Field Studios</td>
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<td></td>
<td>Buchanan Tower</td>
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<td></td>
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<td></td>
<td>Stores Rd. Annex</td>
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<tr>
<td>Arts Communications</td>
<td>Buchanan D</td>
<td>Department of Philosophy</td>
<td>Buchanan E</td>
</tr>
<tr>
<td>Arts Culture and District</td>
<td>Buchanan Tower</td>
<td>Department of Political Science</td>
<td>Buchanan C</td>
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<td>Arts ISIT</td>
<td>Buchanan C</td>
<td>Department of Psychology</td>
<td>D T Kenny Building</td>
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<td>CIRS (level 4 south)</td>
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<td></td>
<td>Audain Art Centre (level 4 south)</td>
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<td>Stores Rd. Annex</td>
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<tr>
<td>Arts Financial Group</td>
<td>Jack Bell Building</td>
<td>The Department of Sociology</td>
<td>Anthropology &amp; Sociology Building</td>
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<tr>
<td>Arts One Program</td>
<td>IK Barber Learning Centre</td>
<td>The Department of Theatre and Film</td>
<td>Frederic Wood Theatre + office wing</td>
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<td></td>
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<td></td>
<td>Dorothy Somerset Studios</td>
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<td>BC Binning Studios</td>
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<td>Theatre Film Production Building (ARTS1)</td>
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<td>Arts Undergraduate Society</td>
<td>Buchanan C</td>
<td>Development and Alumni Engagement</td>
<td>Mary Bollert Hall</td>
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<tr>
<td>BC Journals</td>
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<td>CK Choi</td>
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<tr>
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<td>Cognitive Systems</td>
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<td>Morris and Helen Belkin Art Gallery</td>
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<td>Dean Of Arts Office</td>
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<td>Dept of Art History, Visual Art and Theory</td>
<td>Audain Art Centre</td>
<td>Pacific Affairs</td>
<td>CK Choi</td>
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<td>Department of Asian Studies</td>
<td>Asian Centre</td>
<td>Vancouver School of Economics</td>
<td>Iona Building</td>
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<tr>
<td>Department of Central, Eastern and Northern European Studies (CENES)</td>
<td>Buchanan C</td>
<td>School of Information (iSchool)</td>
<td>IK Barber Learning Centre</td>
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<tr>
<td>Department of Classical, Near Eastern &amp; Religious Studies C</td>
<td>Buchanan C</td>
<td>UBC Graduate School of Journalism (JWAM)</td>
<td>Sing Tao Building</td>
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<td>Buchanan Tower</td>
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<td>English Language and Literatures Department</td>
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<td>School of Music</td>
<td>Music Building</td>
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<td></td>
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<td>Chan Centre</td>
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<tr>
<td>Department of First Nations and Indigenous Studies</td>
<td>Buchanan E</td>
<td>School of Public Policy and Global Affairs</td>
<td>CK Choi</td>
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<td></td>
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<td>Liu Institute</td>
</tr>
<tr>
<td>Department of French, Hispanic &amp; Italian Studies</td>
<td>Buchanan Tower</td>
<td>School of Social Work</td>
<td>Jack Bell Building</td>
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<tr>
<td>The Department of Geography</td>
<td>Geography Building</td>
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<tr>
<td></td>
<td>Ponderosa West</td>
<td></td>
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</tbody>
</table>
Appendix B: Floorplans of Buildings in the VSE

The Vancouver School of Economics is located in the Iona buildings on campus at UBC-V; See annotated floorplans below.
Appendix C: 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.

• Must take the required UBC COVID-specific training course or the department specific training if the former is unavailable; they must submit a confirmation of the completion of training via email to the Dept Administrator.

• Teaching-stream faculty and research-stream faculty who are teaching during Stage 1 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 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.
• 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 another necessary PPE’s.

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 D: Sign In/Sign Out Protocols

Iona Building – Secure Data Rooms, Faculty, Staff and Grad Student offices

A. BIE Computer Lab Room 001

1. An Excel spreadsheet with date, time, phone number, and user name entering and leaving room 001 will be managed and maintained by Matt Lowe (lab manager). In practice, this will just be a shared Excel sheet (over Dropbox) that Carlos signs whenever he enters and whenever he exists the room.

2. He will use a lab computer to sign in/sign out. As per the equipment sanitation protocols, this lab computer will be sanitized before signing in and after signing out.

3. Hand sanitizer will be placed at the entrance for Carlos to use upon entering and upon leaving 001.

B. Secure Data Room 020

1. An excel spreadsheet with date, time and user name entering and leaving rooms 020/031 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.

C. Secure Data Room 031

1. The four separate secure data rooms (sub-rooms) are used by different occupants and there is a maximum of 1 person per room at a time.

2. There is a sign-in/sign-out sheet in each room that must be filled out by each occupant in the four sub-rooms.

3. All equipment and countertops must be wiped down prior to and after use.

4. Only one person can occupy the hallway in room 031 at a time. Masks must be worn in the hallway of room 031 if there is more than occupant using the sub-rooms.

D. Faculty and Staff
1. Faculty and Staff will use the new VSE online system to sign-in/sign out when entering or leaving the building. They can access the online form via a QR code poster located in the main lobby/entrance of Iona building or via direct access to the online page.

E. Grad Student offices/TA hubs
1. Grad Students will use the VSE online system to sign-in/sign out when entering or leaving the building.
2. Grad Students using shared TA hubs will also sign a paper sheet placed in the shared offices/TA hubs to indicate date, time and user name entering and leaving the room.
3. All equipment and countertops must be wiped down prior to and after use.

Appendix E: Determining Operational and Activity Risk

The Safety Plans developed for all UBC departments/units will mitigate the risk of transmission of COVID-19 by introducing appropriate measures as recommended by public health and WorkSafeBC. The plans reflect the currently available evidence and expert opinion, and are subject to change as new information on transmissibility, epidemiology, and effectiveness of public health and risk mitigation measures is made available.

Risk levels may vary and approval processes will be adjusted accordingly. The assessed residual risk, following implementation of planned mitigation, will determine the appropriate level of approval (i.e., department/school head/director or managing director/executive director/AVP; dean/VP, or UBC Executive).

The below information is intended to serve as a guide for risk assessment and the planning of mitigation strategies.

Activities are considered high risk if they meet any three risk considerations, and must be advanced for further review to the COVID-19 Safety Planning Steering Committee. All required risk mitigations must be implemented in order for the activity to be considered to have low residual risk

<table>
<thead>
<tr>
<th>Risk</th>
<th>Context</th>
<th>Risk Mitigation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Risk #1 — Higher proportion of individuals from outside of the UBC community visit the campus/unit; if</td>
<td>The risk of COVID-19 introduction and spread is presumed to be greater as the number of contacts increases</td>
<td>• Enable two metre physical distancing; pinch-points must be addressed and carefully managed.</td>
</tr>
</tbody>
</table>
| Employees or staff are exposed to more than 10 random people in a day; or if the unit is public facing | Use of plexiglass barriers wherever possible  
Reduction of high touch points or increased cleaning  
Use of cohort groups, where appropriate  
Enable and encourage increased hand hygiene  
Strict non-admittance to anyone with symptoms |
|---|---|
| Risk #2 – Prolonged close interaction with others not in the usual cohort of colleagues; if contact lasts for more than 15 minutes and transient in nature | Person-to-person spread is more likely with prolonged contact  
Enable two metre physical distancing  
Reduction of high touch points or increased cleaning  
Enable and encourage increased hand hygiene  
Strict non-admittance to anyone with symptoms |
| Risk #3 – The workplace or activity is indoors and windows cannot be opened | A confined indoor space is presumed to have greater risk  
Enable two metre physical distancing  
Reduction of high touch points or increased cleaning  
Enable and encourage increased hand hygiene  
Strict non-admittance to anyone with symptoms |
| Risk #4 – Employees/students/visitors have frequent contact with high-touch surfaces | A higher frequency of contact with high-touch surfaces (e.g., service counters, card payment machines) is presumed to have greater risk  
Enable two metre physical distancing  
Use of plexi-glass barriers wherever possible  
Reduction of high touch points or increased cleaning  
Enable and encourage increased hand hygiene  
Strict non-admittance to anyone with symptoms |
| Risk #5 – The activity involves people who are at higher risk of severe illness (i.e., older adults or those with chronic health conditions) (e.g., some alumni events) | COVID-19 can cause more severe illness among people who are 65 and over, and those who have compromised immune systems or other underlying medical conditions  
Work with HR for individual accommodations  
Encourage work from home arrangements  
Enable two metre physical distancing  
Reduction of high touch points or increased cleaning |
Operational/Activity Risk Checklist

In addition to contact density and contact number in buildings planned operational activities and access scenarios need to be evaluated in terms of risk level. The below information is intended to serve as a guide for risk assessment and the planning of mitigation strategies.

Activities are considered high risk if they meet any three risk considerations, and must be advanced for further review to the COVID-19 Safety Planning Steering Committee. All required risk mitigations must be implemented in order for the activity to be considered to have low residual risk.

<table>
<thead>
<tr>
<th>Operation/Activity</th>
<th>Location</th>
<th>Frequency</th>
<th>Risk Considerations</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Risk #1 – Higher proportion of individuals from outside of the UBC community visit the campus/unit; if employees or staff are exposed to more than 10 random people in a day; or if the unit is public facing</td>
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<td></td>
</tr>
<tr>
<td>☐ Risk #2 – Prolonged close interaction with others not in the usual cohort of colleagues; if contact lasts for more than 15 minutes and transient in nature</td>
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</tr>
<tr>
<td>☐ Risk #3 – The workplace or activity is indoors and windows cannot be opened</td>
<td></td>
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</tr>
<tr>
<td>☐ Risk #4 – Employees/students/visitors have frequent contact with high-touch surfaces</td>
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</tr>
<tr>
<td>☐ Risk #5 – The activity involves people who are at higher risk of severe illness (i.e., older adults or those with chronic health conditions) (e.g., some alumni events)</td>
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</tbody>
</table>

Any questions about whether or not an activity/unit is considered higher risk can be directed to ready.ubc@ubc.ca for clarification. See checklist below.
☐ Risk #6 – The activity involves people who are not able or likely to follow hygiene practices such as washing hands frequently, respiratory etiquette, and identifying when they are feeling ill and staying home

Mitigation and Protocols:

*Post signage at the entrance, asking people to check for symptoms before entering*
*Install plexi-glass barrier and demark 2 m waiting zones on floor.*
Appendix F: 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 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) to the Head/Director.
- The Head/Director must investigate the situation without delay by contacting the appropriate people. 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 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 G: Faculty of Arts Office Use and Next Stage Protocol

As we approach September, the demands for access to offices for a range of scholarly activities (including teaching, research, and graduate supervision) will quickly ramp up. The following protocol describes how Units in the Faculty of Arts can increase the level of access to our buildings while maintaining a safe working environment.

Maximum daily occupancy limits not to exceed 67%
Unit Heads / Directors can approve an access schedule that gives access to:
- 67% of all workers occupying individual offices (which typically includes most faculty members, some staff, some post-doctoral fellows, and a few graduate students), and
• 50% of all workers occupying shared offices (which typically includes staff, post-doctoral fellows, visitors and graduate students), provided that safe physical distancing in each shared office can be maintained at 50% occupancy. This will result in under 2/3’s occupancy of all offices in each Unit.

For example, consider Unit XXX with:
• 30 faculty members and 4 staff members and 2 post-docs in individual offices, and
• 50 graduate students, 4 post-docs, 6 staff and 10 visitors
On any given day of the work week, the Head / Director of XXXX can grant access to 24 people in individual offices, and to 35 people in shared offices, resulting in an occupancy rate of 55%.

Basic access for all workers
It is reasonable to expect that most members of the community will want some basic level of access to their offices. We recommend that the Head / Director develop an access schedule that grants every worker a basic level of office access of two days per week.

For example, in Unit XXX, this translates to 12 faculty, 1 staff and 1 post-doc per day having access to their individual offices, and 20 graduate students, 2 post-doc, 2 staff and 4 visitors per day having access to their shared spaces. This translates to a 40% occupancy rate on a daily basis.

Discretionary access for priority workers
Some workers will need additional access to their office space for a variety of reasons. The Unit Head / Director will prioritize requests for additional access, and will – at their discretion – grant additional days of access to the highest priority requests up to the maximum allowed occupancy noted above.

In the example of Unit XXX, the Head could grant access to an additional 10 workers assigned to individual offices and an additional 7 people assigned to shared office space.

Scheduling worker access
The schedules for access must be carefully planned, submitted to the Faculty of Arts, and rigorously adhered to; for safety reasons, no deviation from the set schedule can be permitted at this time, and violations will result in a revocation of access for all violators.

The task of scheduling worker access given the wide array of obligations and working styles will be quite difficult, and means that only limited flexibility will be possible. We recommend a two-step approach in which everyone is assigned a basic level of access, and then high priority access requests are added to the schedule as availability permits. To allocate the basic access, we recommend that all people rank the
following basic schedule options in rank order for most preferred (1) to least preferred (5). (in order to reduce the potential for viral spread, all access days will be sequential, except for option E):

- A: Monday and Tuesday
- B: Tuesday and Wednesday
- C: Wednesday and Thursday
- D: Thursday and Friday
- E: Friday and Monday

Once the basic level of access has been assigned, then the Head / Director can review additional access requests, and approve as many of them as can be accommodated without exceeding the daily occupancy limits described above.

An excel scheduling tool has been developed and distributed to help generate a schedule that uses this two-step approach, and which helps track to the total approved occupancy level. The tool includes several example entries to illustrate how to complete the schedule.

One-on-one meetings
One of the fundamental purposes of coming to the university is to conduct one-on-one meetings with various individuals. This is a key component to mentoring graduate students and to maintaining research collaborations. As much as possible, these meetings should take place online. However, in those cases where an in-person meeting is required, they must take place in spaces that are sufficiently large to permit safe physical distancing. For an in-person one-on-one meeting, the meeting room should have at least 200 ft² (18.6 m²) of floorspace to provide adequate space for physical distancing. A typical faculty office at UBC is 120 ft² and in older buildings they may be up to 150 ft² Single-occupant staff offices are often smaller. This means that most staff and faculty offices on campus are not sufficiently large for in-person meetings. Rooms smaller than 200 ft² must not be used for in-person meetings. All in-person meetings must be scheduled in advance and approved by the Unit Head/Director. In-person meetings must not increase the total Unit occupancy above 67%.
Appendix H: 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, and staff. This document provides guidelines for Faculty of Arts Learners who will be returning to 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 Campus 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:

<table>
<thead>
<tr>
<th>Most common symptoms of COVID-19 include:</th>
<th>While less common, symptoms can also include:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fever</td>
<td>Stuffy nose</td>
</tr>
<tr>
<td>Chills</td>
<td>Conjunctivitis (pink eye)</td>
</tr>
<tr>
<td>Cough or worsening of chronic cough</td>
<td>Dizziness, confusion</td>
</tr>
<tr>
<td>Shortness of breath</td>
<td>Abdominal pain</td>
</tr>
</tbody>
</table>
COVID-19 symptoms can range from mild to severe. This list may change as the Provincial Health Authority & BCCDC learns more. See: [http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms](http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-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](#)
Points to Consider for developing a Teaching Safety Plan

Health & Safety Plan
A safety plan requires to be developed for all in person classes that will be taught on campus. The safety plan is required to detail how in-person learning activities can be modified and what actions will be taken to effectively mitigate COVID-19 risks. Plans should include:

- risk assessment of activities (see appendix E)
- identify all controls in place
- identify appropriate facility/space considerations (enough space for 2 m physical distancing)
- outline physical distancing strategies
- outline safe movement through facility - building and classroom
- outline cleaning and sanitization protocols
- provide student self assessment strategy
- outline training plan and program monitoring
- outline a clear path to communicate safety concerns
- outline amended emergency procedures
- scheduling considerations

Teaching and Learning Space Occupancy and Safe Distance
Teaching and learning spaces must be assessed for space and capacity to adequately accommodate occupants with a 2-metre safe distance. In addition, consider if this spatial requirement can be maintained throughout any tasks or activities that will be performed.

- identify space to accommodate a safe 2 metres distance between students, faculty and staff
- identify any potential pinch points where people may gather in proximity

Mask Requirement on Campus
Outline how your unit will implement and adhere to the mask requirement as indicated in the UBC Campus Rules. The requirement to wear non-PPE masks indoors recognizes that transmission is reduced when face masks are worn in conjunction with physical distancing and other safety practices. For more information, including details about exceptions, please refer to the UBC COVID-19 Campus Rules and UBC Non-Medical Masks FAQs.

- Also See: Appendix I

General Classrooms
- Consider the resources available through UBC Learning Spaces who offer dynamic teaching spaces across campus. General classroom and learning facilities are bookable and are supported through the classroom services safety plan.
Off Campus Learning
Any in person learning activities that require to be planned off campus must have a safety plan in place that assesses COVID-19 risk in that environment and how the risks will be mitigated. These should include:

- rationale for off campus learning
- identify any off campus in-door or out-door safety risks
- identify how will physical distancing and any other COVID-19 safety measures will be maintained
- confirm if a site safety plan available from the off-campus location (i.e. Gallery, Museum)
- consider any special requirements in the site safety plan that will require to be met (i.e. limited occupancy)
- outline transportation needs if require dand safety measures if shared vehicles will be used
- provide off campus emergency response procedures
- outline how attendance and participant headcount will be administered
- provide clear path to communicate any safety concerns to site supervisor, staff or faculty
- training and communication details

Equipment and Tools
Consider if there are there any equipment and tools that will be required for the class and will these be rented or need to be shared on campus:

- how will these be used considering COVID-19 risks and mitigation strategies
- set up of individual work stations
- scheduling for users
- sanitization and cleaning protocol

Supplementary Cleaning
Outline how supplementary cleaning will be handled, the protocol and who’s responsibility this will be.

- See: UBC Cleaning Standards & Recommendations for Supplementary Cleaning [PDF]

Training, Plan Communication and Monitoring
Employees and Students are required to complete UBC Covid -19 safety training online in addition to any in house safety training. They also are required to understand the COVID -19 Campus Rules.

- Training Link for Employees of UBC: https://wpl.ubc.ca/browse/srs/courses/wpl-srs-covid
- The complete UBC Covid -19 Safety Rules are listed here: COVID-19 Campus Rules.pdf
In addition consider how the overall plan will be communicated, distributed and reviewed.

- online or zoom based training sessions
- electronic distribution of safety plan and other safety guidance
- confirm how safety plan measures will be monitored for compliance

Self Screening Information
How will the required self screening (BC Thrive Self Assessment Tool - covid19) be communicated and how will students complete this before coming to campus.

Support Facilities, Traffic Flow and Emergency Procedures

- identify support facilities (washrooms)
- identify traffic flow in the building and teaching space
  - Entry and Exits into building and classroom
  - Traffic flow considering other building occupants
  - Traffic flow and any movement in the classroom
- provide clear building emergency procedures.
  - Describe how your procedures will be amended due to reduced staffing.
  - How will emergency procedures be communicated to students?
  - Describe how a potential COVID-19 exposure would be handled.

Student Academic Support
Consider how your units can support students, especially when it comes to face to face teaching, and how they will be encouraged to stay home (even with mild symptoms). How can we appease their worries about missing class (and falling behind with their unit).

- Online learning
- Class make up or studio make up options
Appendix I: COVID-19 Safety Plan Addendum: Required Non-Medical Masks

Purpose

The following document provides guidance for incorporating appropriate text regarding non-medical mask requirements into your approved COVID-19 Safety Plan.

As part of UBC’s commitment to the health and safety of our community, and the responsibility we all share in preventing the potential for COVID-19 transmission, students, faculty, staff and visitors are required to follow UBC COVID-19 Campus Rules when on our campuses. These rules include the requirement to wear nonmedical masks in common indoor spaces.

Common indoor spaces include hallways, stairways, building entryways, washrooms, common areas in residences and other high-traffic areas (except as set out in an approved COVID-19 Safety Plan).

The requirement to wear non-medical masks indoors recognizes that transmission is reduced when face masks are worn in conjunction with physical distancing and other safety practices. For more information, including details about exceptions, please refer to the UBC COVID-19 Campus Rules and UBC Non-Medical Masks FAQs

Responsibilities

COVID-19 Safety Plan Owner

The COVID-19 Safety Plan Owner is responsible for reviewing and implementing information related to UBC’s non-medical mask requirement in their workplace safety plan.

Instructions

1. Update your COVID-19 safety plan to reflect that the wearing of non-medical masks is required in all common indoor spaces on UBC Premises unless an exception applies. See UBC COVID-19 Campus Rules and UBC non-medical masks FAQs for further information.

2. Review other work areas (e.g., offices, cubicles, labs) and determine whether the wearing of nonmedical masks is required in those areas. Note: if physical distancing is maintained, non-medical masks are not mandatory in the work area, especially if people are seated. See UBC non-medical masks FAQs for further information.
3. Update your COVID-19 Safety Plan to provide specific instructions on when non-medical masks are required (e.g., common indoor spaces) and when non-medical masks may not be required (e.g., personal workstation, teaching lab/studio). If non-medical masks are not required in an area of the workplace, detail the controls in place (e.g., physical distancing, approved barrier, approved personal protective equipment) to mitigate the requirement for non-medical masks.

If you require assistance or have additional questions not addressed in the UBC non-medical masks FAQs contact ready.ubc@ubc.ca.

Options for Updates to COVID-19 Safety Plans regarding Non-Medical Masks

Non-Medical Masks Required to be Worn at all Time
A COVID-19 Safety Plan may require non-medical masks to be worn indoors at all times unless there is an exception as outlined in the COVID-19 Campus Rules. A sample statement could include:

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. As physical distancing cannot be maintained in our workspace, non-medical masks must be worn at all time unless you are exempt as outlined in the COVID-19 Campus Safety Rules.

Non-Medical Masks Not Mandatory When Physical Distancing or Approved Barriers are in Place
A COVID-19 Safety Plan may provide additional exceptions to the non-medical mask requirement if physical distancing or approved barriers are in place throughout the workplace. Below are some sample statements that may apply to your workspace.

Office Spaces
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 non-masks in office spaces:

- Non-medical 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.

**General Teaching Spaces**
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 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 nonmedical 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 non-medical mask in classrooms while physically distanced (2m) from students and other classroom users.
• As per UBC’s policy, non-medical 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.

**Research Spaces**
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 nonmedical masks in shared research spaces:
• Non-medical masks are not required when working in a sole occupant research space or enclosed room.
• Shared research spaces have been designated to ensure occupants are working 2m apart or have appropriate physical barriers. Therefore, while in a shared research space, 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 research spaces or while moving from an assigned research location, or at any other time that 2m physical distancing cannot be maintained
Workshops
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 nonmedical masks in shared workshops:
- 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.
Appendix [J]: COVID-19 Workspace Safety Plan Document Revision

<table>
<thead>
<tr>
<th>Date</th>
<th>Version</th>
<th>Writer</th>
<th>Change Description</th>
<th>Approved By</th>
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<tr>
<td>2020.10.05</td>
<td>Version 2</td>
<td>Nick Smolinski Safety and Environment Advisor</td>
<td>Updated mask requirements</td>
<td>Gage Averill Dean of Arts</td>
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