VICE-PRESIDENT FINANCE AND OPERATIONS

COVID-19
Workspace Safety (Overarching) Plan

THE UNIVERSITY OF BRITISH COLUMBIA

Summary of Document Changes

See Appendix D for detailed updates. A summary of changes is listed below:

Date	Version	Writer	Change Description	Approved By
01/18/2021	3.0	MH	Purpose: Minor administrative/text changes - **3. Provincial and Sector-Specific Guidance**: BC Post-secondary resource content was updated - **5. UBC Guidance**: Student COVID-19 course link added - **17. Worker Screening** Text added about Daily Self-Assessments as required by the PHO - **18. Prohibited Worker Tracking**: Changed from PAT to WorkDay - **24. Signage**: Non-medical mask signs added to the required list. - **25. Emergency Procedures**: Link to the SRS FAQ page about Contact Tracing added - **Appendix B: VPFO Staff Locations**: New buildings added to the SRS list. - **Appendix C: Locations Roles, Responsibilities and Accountability:** Workers are not required to produce a negative COVID-19 test before returning to work. Text removed. - **Appendix D** Title Change: COVID-19 Workspace Safety Plan Document ~~Revision~~ Change Log. This summary table was added to the beginning of the document.	Peter Smailes
09/29/2020	2.0	PN	Purpose: Modified the document based on the "CSP Amendment" document. - **1. Scope and Rationale for Opening** – Risk considerations added to the plan, instructions for Intermediate plans to list applicable items specific to their operation. - **4. WorkSafeBC Guidance**; Hyperlink to Post-Secondary Education added - **5. UBC Guidance**: Hyperlinks added or updated - and updated with new or changed hyperlinks: - **6. Professional/Industry Associations (New)** Text Added: To be listed out in individual Intermediate and Unit/Workspace/Local Plans - **17. Worker Screening** – a) UBC Entry Check Sign (New) - **20. Equipment Removal/Sanitation** – dishes can be used if there is a dishwasher or washed with hot soapy water - **25. Emergency Procedures** – additional expectations added for those on-site to familiarize themselves with BERP requirements specific to their building. - **26. Monitoring/Updating COVID-19 Safety Plan** New: Appendix D: COVID-19 Workspace Safety Plan Document Revision - **Section #7 - Non-Medical Masks**: (new) - **Appendix D: COVID-19 Workspace Safety Plan Document Revision** (new)	Peter Smailes
07/28/2020	1.0	PN	First Version of the plan published	Peter Smailes

Contents

Introduction to Your Operation

1. Scope and Rationale for Opening

The Vice-President Finance and Operations (VPFO) portfolio houses many services essential to the University and majority of the departments within the portfolio have remained open on campus throughout the pandemic. The VPFO includes the following departments that provide crucial services to the University community:

- Building Operations
- Energy & Water Services
- Infrastructure Development
- Comptroller
- Finance & Operational Excellence
- Treasury
- VPFO Human Resources
- VPFO Communications & Engagement
- Safety & Risk Services

While many of these departments have remained operational on campus, they have done so at reduced levels while at campus to meet physical distancing requirements.

As outlined in the COVID-19 Guiding Principles, the following principles are being used by the campus to guide decision-making and processes related to a staged resumption of any on-site activities:

1. The health and well-being of staff, and the public is paramount.
2. The orders, notices and guidance of the Provincial Health Officer (PHO), Health Authorities and WorkSafeBC will be followed.
3. Approval of on-site activities will only be granted to those who require on-site resources, or are required to provide on-site services and cannot conduct this work remotely. All activities that can continue remote work must do so.
4. There will be a staged and coordinated approach across each building and site.
5. Staged resumption of activity may need to be reversed and stricter curtailment conditions imposed in response to public health guidance or changes to the public health situation at any particular site.
6. Equity and personal circumstances will be considered in evaluating how to plan and conduct resumption of on-site activities.
7. All Unit leadership, management and supervisory staff must know their roles, responsibility and accountability for ensuring compliance with their units COVID-19 Safety Plan (CSP). (See Appendix C: Roles, Responsibility and Accountability)

The following risks are considered in accordance with https://srs.ubc.ca/covid-19/safety-planning/determining-safety-plan-risk/

- 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
- 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
- Risk #3 – The workplace or activity is indoors and windows cannot be opened
- Risk #4 – Employees/students/visitors have frequent contact with high-touch surfaces (service counters, card payment machines)
- Risk #5 – The activity involves people who are at higher risk of severe illness (i.e., older adults or those with chronic health conditions)
- 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

Note: Applicable risk factors (from above) are listed may be subject to change based on Covid-19 developments and Campus operations, and will be addressed as part of the monitoring requirements.

Intermediate and Unit/Workspace/Local plans are to outline applicable risks under this plan. If risks are identified, units are responsible for assigning mitigations/controls and communicating these risks to those affected.

The Vice-President, Finance & Operations will review and provide final approval prior to the submission of this VPFO level safety plan to the COVID-19 Safety Planning Steering Committee. Intermediate and Unit/Workspace/Local plans for the portfolio will be or have been created as outlined in Appendix A: Overarching, Intermediate and Unit/Workspace/Local Safety Plans for the VPFO Portfolio.

Department / Faculty	Vice-President Finance & Operations
Facility Location(s)	*Multiple (refer to intermediate and Unit/Workspace/Local plans)*
Proposed Re-opening Date	*Not applicable as many departments within VPFO never closed)*
Workspace Location(s)	*Multiple (refer to intermediate and Unit/Workspace/Local plans)*

Section #1 – Regulatory Context

2. Federal Guidance
   - [Coronavirus disease (COVID-19): Awareness resources](#)
   - [Government of Canada: "Hard-surface disinfectants and hand sanitizers (COVID-19): List of disinfectants with evidence for use against COVID-19"](#)

3. Provincial and Sector-Specific Guidance
   - [BC Centre for Disease Control](#)
   - [BC COVID-19 Go-Forward Management Strategy](#)
   - [BC's Restart Plan: "Next Steps to move BC through the pandemic"](#)
   - [BC COVID-19 Self-Assessment Tool](#)
   - [BC Post-secondary studies during COVID-19](#) *[Updated, Jan.2021]*

4. WorkSafeBC Guidance
   - [Guide to reducing the risk of COVID-19](#)
   - [COVID-19 Safety Plan](#)
   - [COVID-19 Forms and Resources](#)
   - [COVID-19 and returning to safe operation – Phase 2](#)
   - [WorkSafeBC COVID-19 Safety Plan](#)
   - [WorkSafeBC: Designing Effective Barriers](#)
   - [WorkSafeBC: Entry Check for Workers](#)
   - [WorkSafeBC: Entry Check for Visitors](#)
   - [WorkSafeBC Protocol: Offices](#)
   - [WorkSafeBC Protocols: Post-Secondary Education](#)

5. UBC Guidance
   - [COVID-19 Campus Rules](#)
   - [Guidelines for Preparing for Reoccupancy](#)
   - [Guidelines for Safe Washroom Reoccupancy](#)
   - [Space Analysis & Reoccupancy Planning Tool](#)
   - [UBC Employee COVID-19 Physical Distancing Guidance](#)
   - [UBC Employee COVID-19 PPE Guidance](#)
   - [Ordering Critical Personal Protective Equipment](#)
   - [UBC Employee COVID-19 Use of Shared UBC Vehicles Guidance](#)
   - [UBC Facilities COVID-19 website](#) - Service Level Information

- [UBC Employee COVID-19 Essential In-person meetings/trainings guidance](#)
- [Workplace Physical distancing Planning Tool and Signage Kit](#)
- [Preventing COVID-19 Infection in the Workplace training course](#)
- [Student Services: Campus Safety During COVID-19 & training courses](#) *[new, Jan.2021]*
- [UBC Cleaning Standards & Recommendations for Supplementary Cleaning](#)
- [UBC Classroom Safety Planning](#)
- [UBC Signage](#)
- [COVID-19 Safety Plan Addendum: Required Non-Medical Masks](#)

6. Professional/Industry Associations

- To be listed out in individual Intermediate and Unit/Workspace/Local Plans

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 such as though in the VPFO portfolio that have remained open on campus to support the institution through these unprecedented times. These areas have been very active with respect to identifying and mitigating risks, and further re-evaluating the controls in place using the following risk assessment process.

Prior to opening or increasing staff levels:

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

1. What is the contact intensity in your setting pre-mitigation – the type of contact (close/distant) and duration of contact (brief/prolonged)?
2. What is the number of contacts in your setting – the number of people present in the setting at the same time? As a result of the mass gatherings order, over 50 will fall into the high risk.
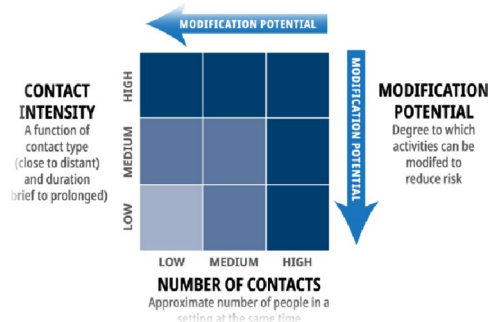
One or more steps under the following controls can be taken to further reduce the risk, including:

- Physical distancing measures – measures to reduce the density of people
- Engineering controls – physical barriers (like plexiglass 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)

Individual units are responsible for having COVID-19 Safety Plans (CSP) that identify:

- the type and duration of contact where people congregate;
- the jobs that require close proximity;
- the surfaces that are touched most often;
- tools, machinery and equipment that are high contact points.

8. Contact Number (proposed COVID-19 Operations)

- All units shall aim to reduce the physical density of staff working at static sites as needed to maintain physical distancing.
- Essential operational areas and functions that are not spatially constrained may elect to maintain a higher number of staff on site. The ability to physically distance, particularly at pinch points, shall be the determinative factor.
- Details for each location are located in their respective Intermediate and Unit/Workspace/Local CSPs.

9. Employee Input/Involvement

- This plan will be presented to VPFO staff, including front line staff via email, for questions and feedback. Specific units may use other means of communication to ensure these plans are known and accessible.
- The BOPS-Custodial, BOPS-Municipal, BOPS-Trades, Energy and Water Services, Facilities and UADM JOHSCs will review this plan and feedback will be incorporated where possible.
- Staff will be encouraged to email or discuss any questions, concerns or suggestions for improvements with their supervisor, their JOHSC representative, or the office of the Vice-President Finance and Operations.

10. Worker Health

- All units are to inform supervisors on appropriate Workplace Health measures and supports for staff mental and physical health. Check in's and supports can be made available via the following channels:

- o Regular team meetings
- o Portfolio and departmental communications and, one-on-one meetings with direct supervisors
- o JOHSC Meetings & Communications
- Supervisors are encouraged to disseminate information from UBC Wellbeing: https://wellbeing.ubc.ca/

11. Plan Publication

- Final plans will be posted to the VPFO and Departmental websites. Additionally, hardcopies will be posted on Health and Safety boards and in the main departmental offices. An alert noting the plan availability and link to this final posting will be included on the main sites of both the individual departments and the VPFO.

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.
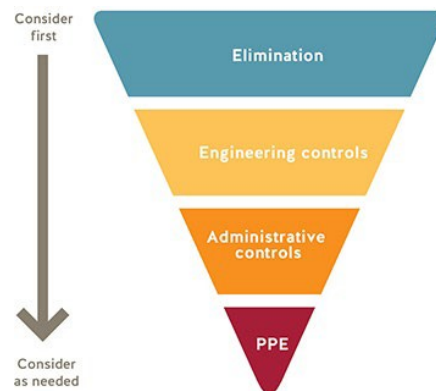
The following general practices shall be applied for all UBC buildings and workspaces until guidance from Public Health Authorities allows otherwise:

- Where possible, workers are instructed to work from home.
- Anybody who has travelled internationally, been in contact with a clinically confirmed case of COVID-19 or is experiencing "flu like" symptoms must stay at home.

- All staff are aware that they must maintain a physical distance of at least 2 metres from each other unless otherwise permitted by safe work procedures.

- 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.
- Ensure all staff are aware of proper handwashing and sanitizing procedures for their workspace
- Supervisors and managers must ensure large events/gatherings (> 50 people in a single space) are avoided or follow the Guidance for Essential In-person meetings.
- Management must ensure that all workers have access to onsite supervision at all times.
- All staff wearing non-medical masks are aware of the risks and limitations of the face covering they have chosen to wear or have been provided with to limit the dispersion of respiratory droplets. See SRS website for further information.

12. Work from Home/Remote Work

- All work that can be done off campus must continue to be done off campus in all the respective units under VPFO in accordance with UBC telecommuting guidelines and safety considerations
- Home ergonomic set up resources are provided by WHS http://www.hr.ubc.ca/wellbeing-benefits/workplace-health/ergonomics/ergonomics-resources/
- Most meetings can be held virtually though Zoom or phone.
- When on site, appropriate safety measures will be taken as described in other areas of this document. Specific unit workspace details will be outlined in intermediate or Unit/Workspace/Local CSPs.

13. Work Schedule Changes/Creation of Work Pods or Crews or Cohorts

- A schedule will be outlined for each individual unit that enables physical distancing. This can include a rotating schedule of staff for administrative areas.
- For shift workers, scheduling will be required to limit contact intensity. Scheduling employees into dedicated groups (sometimes called cohorts) can also help to limit exposure and facilitate contact tracing.
- Workers needing to enter buildings other than their primary work location to carry out assigned tasks must adhere to the safety plan and relevant signage in place for that workspace.
- The UBC guidance for shared UBC vehicles will be followed.
- Units that work weekends as part of their schedule will need to be explicitly identified in the intermediate and Unit/Workspace/Local plans.

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

- Refer to SRS Guidelines for Re-occupancy and Space Analysis and Re-occupancy Planning Tool can be used by the individual units to determine occupancy for their areas
- Each department will take responsibility for mapping their buildings to identify traffic flow,

building entry/exits, elevators, staircase usage, etc. Departments will utilize the "UBC Building Administrators package" provided by UBC Facilities to implement signage for occupancy limits, traffic flows and/or behavioral expectations/reminders.

- Buildings are encouraged to limit public entry where possible.

15. Accommodations to maintain 2 metre distance

The following physical distancing protocols must be followed by all units within the VPFO portfolio:

- Physical distancing is required at all times with personnel spaced by at least 2 m. Where physical distancing is not possible, then UBC guidelines for these situations should be followed - see: UBC Employee COVID-19 Physical Distancing Guidance.
- Supervisors shall consider alternative mitigation strategies in accordance with the hierarchy of hazard control if physical distancing cannot be maintained.
- No unnecessary visitors are permitted in the buildings, including relatives (e.g., parents, children), friends of staff. Exceptions may include: couriers, IT Services, building maintenance/service personnel, campus mail and Safety & Risk Services staff.
- When stairwells are not sufficiently wide to allow for cross-directional traffic with appropriate physical 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.
- No nonessential in-person group meetings, social events, or other gatherings shall take place until further notice.
- Non-essential business travel is prohibited at this time. What is considered essential shall be determined by the staff and their supervisor. This directive will be revisited in future.

16. Transportation

- All units within VPFO will adhere to the UBC Employees COVID-19 Use of shared UBC Vehicles Guidance

17. Worker Screening

- Before coming to work, all personnel must check their health status. Personnel experiencing any new or worsening symptoms of COVID-19 (cough, sneezing, shortness of breath, loss of sense of smell/taste, sore throat, tiredness, fever) must not come to work.
- Intermediate plans will detail the process used by Supervisors to verify that employee health checks have been completed. See SRS site on Self-Assessment Requirements. *[new, Jan.2021]*
- Individuals displaying symptoms of COVID-19 (described above) must remain at home and isolated until they have been confirmed COVID-free by testing and 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.

- 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.
- Every front and back entry door has signage for both workers and visitors/guests that prohibits entry if any of the above 3 criteria apply. WorkSafeBC provides such signage, as below:
    a. UBC Entry Check Sign
    b. WorkSafeBC: Entry Check for Workers
    c. WorkSafeBC: 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. OPH programs and services remain available to all staff, faculty, and paid students who have questions or concerns about their personal health as related to safety in the workplace, including questions around COVID-19.

18. Prohibited Worker Tracking

- WorkDay 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 WorkSafeBC). *[Updated, Jan.2021]*
    1) Exhibiting symptoms of the common cold, influenza or gastrointestinal
    2) Self-isolation if returning to Canada from international travel
    3) Self-isolation if clinical or confirmed COVID-19 case in household or as medically advised

Section #4 – Engineering Controls

19. Cleaning and Hygiene

- The standard UBC custodial standards will apply – see Facilities COVID-19 website.
- Personnel must wash their hands regularly and avoid contact with one another.
- Personal desktops and items will not be cleaned by custodial staff and individuals are asked to maintain a clean workplace by disinfecting any shared areas or equipment before and after use as well as when visibly soiled.
- Individuals are asked to sanitize their hands when entering the building and beginning work and to frequently wash hands or use hand sanitizer throughout the day. In addition, the following practices are recommended.
    o Greeting people with a wave instead of a handshake
    o Avoiding touching your face except immediately after hand washing
    o Coughing or sneezing into your arm
    o Proving training materials in electronic form to avoid the passing of documents between participants
- Hand washing will be carried out:

- o Upon arriving to work
- o Upon arrival to and departure from work site or building
- o Prior to beginning a new job/task throughout the day
- o Before and after handling shared tools and equipment
- o Before and after using Personal Protective Equipment
- o Before and after going on a break
- o After using the washroom
- o After sneezing or coughing
  - ▪ Note: If workers sneeze or cough, they will cover their mouth and nose with a disposable issue or the crease of their elbow and then wash their hands
- o When hands are visibly dirty
- o Before and after food prep or eating
- o After handling items that have come into contact with the public

20. Equipment Removal/Sanitation

- If microwaves or other cooking equipment are being used, there must be signage and training to reinforce cleaning protocols (e.g. users disinfecting the handles and buttons) and there must be supplies available there for this purpose.

- Dishes and utensils may be cleaned and sanitized in the dishwasher with a hot rinse cycle or washed with hot soapy water

- If there is no dishwasher, staff should be asked to bring their own dishes and utensils from home

- Units may consider preventing the use of common food preparation equipment if they think it is unsafe.

- Units are to consider if equipment can be individually assigned and labelled with the name of the assigned employee. If not, it must be accompanied with a sanitation regimen.

- Indoor drinking water fountains have been restricted.

21. Partitions or Plexiglass installation

- Each unit will address partitions or plexiglass installation in their Unit/Workspace/Local plans using WorkSafeBC's "Designing Effective Barriers" guidance and Building Operations guidance on the purchase and installation of plexiglass.

Section #5 – Administrative Controls

22. Communication Strategy for Employees

- <u>Dissemination of this Plan to the Municipal, Trades, Custodial, E&W, Facilities and UADM JOHSC</u>
  - o This plan will be distributed to the JOHSCs mentioned above for review. This will give the worker representatives on the committee an opportunity to preview the document and provide further suggestions for improvement. This pre-review process will be

documented in the respective JOHSC meeting minutes.

- Communication of the- Plan to the VPFO Employees
    - o To communicate the mitigation of COVID-19 exposure risks in the workplace to the employees, the VPFO will disseminate this VP level plan to the portfolio leadership via email. Once received, Unit leadership is responsible for determining the optimal means of communication for their workplace. They will need to consider dissemination of intermediate or Unit/Workspace/Local-level plans to employees who are considered "embedded" or report to a different department than in which they sit. Information on the risk of workplace exposure to COVID- and conduct expectations for upon return to work on campus around personal hygiene is covered in the mandatory training course that everyone will be expected to complete: Preventing COVID-19 Infection in the Workplace.
    - o COVID-19 Campus Rules apply to all UBC employees.
- Communication of Worker's Concerns
    - o Employees can raise concerns through their supervisor or JOHSC worker representative. In addition, WorkSafeBC Right to Refuse unsafe work will also be followed.

23. Training Strategy for Employees

- All employees will be required to complete UBC's "Preventing COVID-19 Infection in the Workplace" online training module. Supervisors will be responsible for tracking staff completion as well as site-specific training.
- Site-specific training will be identified, provided and documented by the supervisor.

24. Signage

- The VPFO will utilize the signage from the Safety & Risk Services COVID-19 website, the WorkSafeBC's COVID-19 – Resources website, and from Building Operations regarding approved floor tape and decals.
- Required Signage:
    - o Entry door signage to remind staff of the self-monitoring requirements and not to enter if experiencing COVID-19 symptoms or if meeting the requirements for quarantine/self-isolation.
    - o Signage indicating the use of non-medical masks. *[updated, Jan.2021]*
    - o Signs that state the maximum occupancy of common rooms.
    - o Use of tape to block off rooms and classrooms that are off limits.
    - o Use of tape and floor signage to direct traffic through high flow areas.
    - o Signs to remind people to adhere to physical distancing guidelines.
    - o Floor signs to mark off 2m spaces where people might line up (if needed).
    - o Checklist of items that require disinfection at the end of each shift.

25. Emergency Procedures

- Emergency Procedures
    - Units are expected to update their Building Emergency Response Plan (BERP) with the BERP Amendment.
    - Units can designate interim floor wardens to perform this task after they have completed online training, which will take approximately 15-20 minutes. These individuals should be those that are currently working on campus. Staff must not be asked to come to campus to solely to fulfill their role as a floor warden.
    - Units are to consider that with fewer people on campus, building occupants should be reminded on what to do and where to go when the fire alarm rings. Have designated staff review BERP and/or all returning staff must be familiar with the content on the buildings wall mounted emergency procedures (Specifically: Predesignated Meeting Area, pull station, fire extinguishers and exit routes. Provide documented evidence of the education and training of the returning staff

- Handling Potential COVID-19 Incidents:
    - Suspected positive incidents or exposure concerns are to be reported to the Supervisor. Further incident reporting information can be found on the SRS webpage. Information on contact tracing can be found on the SRS site: FAQ Infections & Contact Tracing . *[updated, Jan.2021]*
    - Direct people who are unsure about what they should do to the BC Self-Assessment Tool.
    - OPH programs and 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.

26. Monitoring/Updating COVID-19 Safety Plan

- Intermediate and Unit/Workspace/Local plans will need to be updated regularly. Units are to establish the frequency of review and what might trigger a review (shift in provincial phases, higher building occupancy, a standard review cycle).
- Employees can raise concerns through their supervisor or JOHSC representative.
- See Appendix D: COVID-19 Workspace Safety Plan Document Revision

27. Addressing Risks from Previous Closure

- Where staff are asked to take on new roles or responsibilities, there must be documented training for these new tasks.

Section #6 – Personal Protective Equipment (PPE)

28. Personal Protective Equipment

- Each location will determine their PPE needs relative to the job risk assessment and this will be reflected in their appropriate appendix.
- Where COVID-19-specific PPE may be required, the supervisor will do a PPE risk assessment in accordance with UBC guidance on COVID-19 PPE using the UBC Ordering Critical Personal Protective Equipment.

Section #7 – Non-Medical Masks

29. Non-Medical Masks

- All staff in portfolio with follow the requirements around mask-wearing described in https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/ and https://srs.ubc.ca/covid-19/campus-rules.
- 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. Intermediate and Unit/Workspace/Local 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.
- Intermediate and Unit/Workspace/Local Safety Plans will utilize the COVID-19 Safety Plan Addendum: Required Non-Medical Masks document as a guidance tool on how to incorporate NMMs into the plans and the workplace.

Section #8 – Acknowledgement

30. Acknowledgement

- The following must be signed by the Heads of unit within the VPFO portfolio to (1) confirm that it will be shared with the Departments, (2) to detail the method in which it will be shared, and (3) to acknowledge receipt and compliance with the Safety Plan.

I acknowledge that this Safety Plan has been shared with staff both through email and will be made available as a shared document. Staff can either provide a signature or email confirmation that they have received, read and understood the contents of the plan.
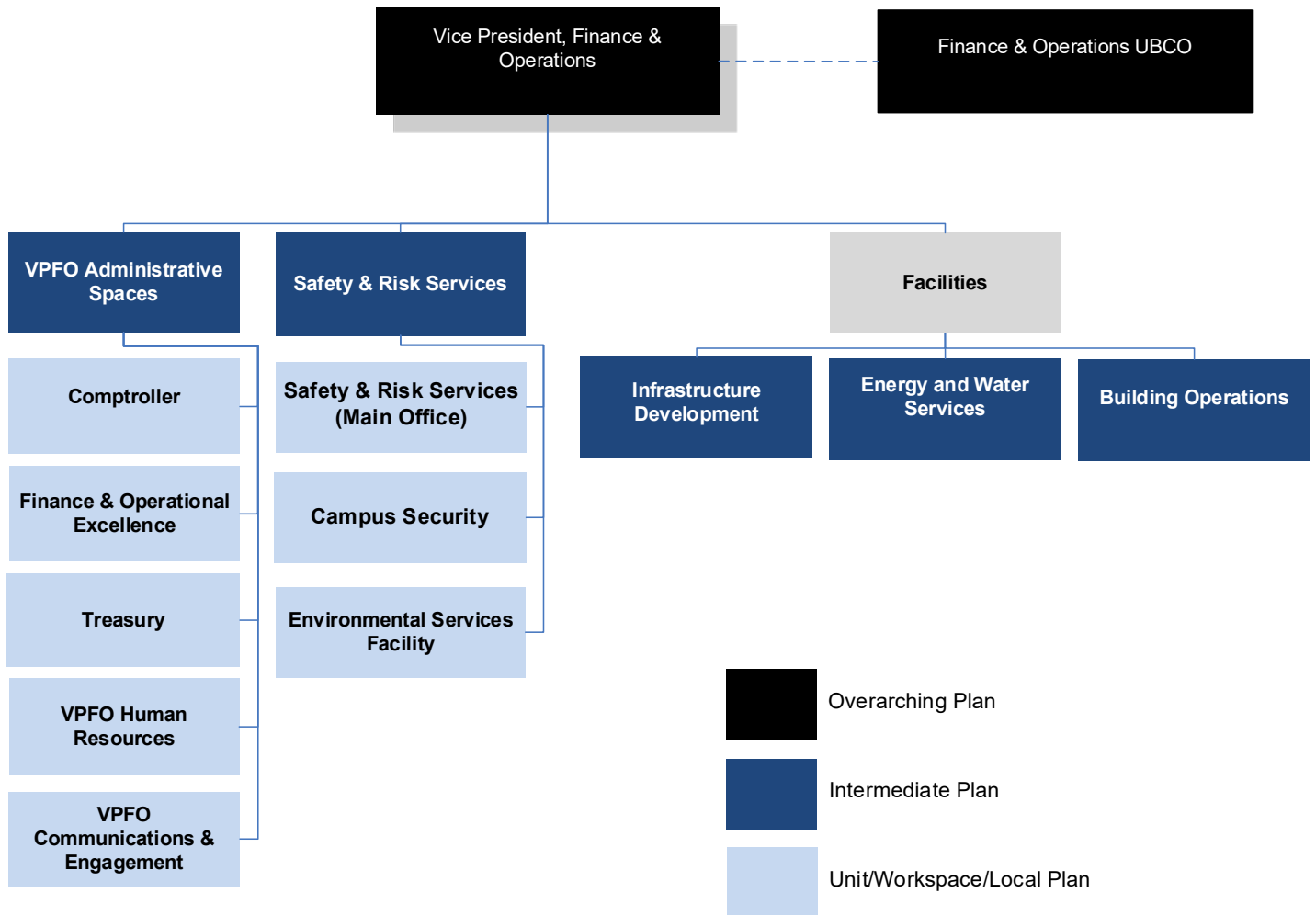
Date:	January 18, 2021
Name (Head of Portfolio):	Peter Smailes
Title:	Vice-President Finance & Operations (VPFO)

VPFO Heads of Unit

Name	Email	Confirmation of Understanding
Sandy Zarka	sandy.zarka@ubc.ca	☒
Rae Ann Aldridge	raeann.aldridge@ubc.ca	☒
John Metras	john.metras@ubc.ca	☒
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Yale Loh	yale.loh@ubc.ca	☒
Chris Freek	chris.freek@ubc.ca	☒
Karen Oyhenart	karen.oyhenart@ubc.ca	☒

Appendix A: Overarching, Intermediate and Unit/Workspace/Local Safety Plans for VPFO Portfolio

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                    │ Vice President, Finance &│ ------ │ Finance & Operations UBCO│
                    │       Operations         │        │                         │
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VPFO Administrative Spaces	Safety & Risk Services		Facilities	
Comptroller	Safety & Risk Services (Main Office)	Infrastructure Development	Energy and Water Services	Building Operations
Finance & Operational Excellence	Campus Security			
Treasury	Environmental Services Facility			
VPFO Human Resources				
VPFO Communications & Engagement				

Legend:

- ■ (Black) Overarching Plan
- ■ (Dark Blue) Intermediate Plan
- ■ (Light Blue) Unit/Workspace/Local Plan

Note: All Heads of Unit are responsible for the development or communication of safety plans for their departments / buildings

In situations where staff are located in a building where they are not the primary controller/owner of that space. It is the Heads of Unit responsibility to ensure that the staff member has read through and acknowledged the safety plan for their worksite.

Please refer to **Appendix B: VPFO Staff Locations** and **Appendix C: VPFO Roles, Responsibilities and Accountability** for more information

Appendix B: VPFO Staff Locations

Department/Unit	Building Locations
VPFO Administrative Areas	
Comptroller	Walter C. Koerner Library University Services Building Brock Hall Fred Kaiser Building David Strangway Building Earth Sciences Building The University Market Place Ponderosa Annex F
Finance & Operational Excellence	Technology enterprise Facility (TEF 3) Forest Engineering Research Institute of Canada (FERIC) The University Market Place Donald Rix Building (TEF 2)
Treasury	Old Administration Building Gerald McGavin Building (TEF 1) Walter C. Koerner Library Forest Engineering Research Institute of Canada (FERIC) University Services Building
VPFO Human Resources	Walter C. Koerner Library University Services Building
VPFO Communications & Engagement	Walter C. Koerner Library Donald Rix Building (TEF 2)
Safety & Risk Services	
Safety & Risk Services *[updated, Jan.2021]*	Donald Rix Building (TEF 2) Environmental Services Facility (ESF) University Services Building UBC Hospital (SRS Training/Radiation Protection Lab) West Mall Swing Space Wesbrook Building
Campus Security	Main Office (Bookstore) Irving K. Barber Learning Centre Pharmaceutical Sciences Building Life Sciences Centre Museum of Anthropology Sauder School of Business Henry Angus Building

Department/Unit	Building Locations
Facilities	
Infrastructure Development	Campus & Community Planning 1
	Campus & Community Planning 2
	University Services Building
Energy & Water Services	Centre For Interactive Research on Sustainability (CIRS)
	Campus Energy Centre
	Thunderbird Residence- Building C1
	Bioenergy Research and Demonstration Facility (BRDF)
Building Operations	University Services Building
	Campus & Community Planning 2
	Lower Mall Research Station
	UBC Life Building
	Header House Lower Mall
	Technology Enterprise Facility (TEF 3)
	Student Union Building

Appendix C: Roles, Responsibilities and Accountability

Responsibility of Vice President Finance and Operations Office
- Responsible for developing these plans for approval by UBC Executive.
- Work together with Departments to develop safe working plans.
- Coordinate safety plans across shared buildings.
- Review and approve department safety plans.
- Have regular meetings where Safety Plan updates/review is a standing agenda item.

Responsibility of Heads of Unit (HU)
- Must take the required Preventing COVID-19 Infection in the Workplace training course.
- Responsible for the development or communication of safety plans for their departments / buildings (in conjunction with building administrators and the joint occupational health and safety committees). All developed plans must incorporate the guidelines outlined in this document.
- In situations where staff are located in a building where they are not the primary controller/owner of that space, it is the responsibility of the HU to ensure that the staff member has read through and acknowledged receipt of the safety plan for their worksite.
- 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 site-specific safety plans relevant to their areas that ensure physical distancing and safe working practices, and for making it clear that supervisors/managers must enforce the measures taken.

Responsibility of Supervisors and Managers
- Responsible for ensuring that their space either has a site-specific plan or has access to a plan that includes their specific location and communicate this to all personnel.
- In situations where staff are located in a building where they are not the primary controller/owner of that space, it is the manager or supervisor responsibility to ensure that the staff member has read through and acknowledged receipt of the safety plan for their worksite.
- Responsible for ensuring that their personnel take the mandatory Preventing COVID-19 Infection in the Workplace training course, as well as taking it themselves, prior to a physical return to work.
- Responsible for posting occupancy limitations on the doors or entrance area to their work areas.

- Where a workspace is shared by multiple groups, this maximum occupancy must be agreed upon by all supervisors/managers.
- Responsible for scheduling shifts / rotations of personnel as needed to ensure that physical distancing can be practiced and that the workspace.
- Acknowledge that all employees may not have the same comfort level or ability to return to work and there is a duty to understand each situation.
- Ensure the availability of all necessary PPE prior to assigning tasks requiring it.

Employee Responsibilities
- Employees who are continuing or resuming work on campus must take the Preventing COVID-19 Infection in the Workplace training course.
- 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 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. *[updated, Jan.2021]*
- All work that can be done off campus must continue to be done off campus.
- Through communication from their Manager/Supervisor, all employees must know the location of the safety plans for their spaces. All identified health and safety issues should be brought to the supervisor's attention. All employees are encouraged to consult with their JOHSC, where needed. However, they may also report concerns confidentially to the following email address: ready.ubc@ubc.ca. This email is monitored by Safety & Risk Services, and health and safety assistance will be provided.
- In situations where staff are located in a building where they are not the primary controller/owner of that space, employees are responsible for reading through and acknowledging the safety plan for their worksite.
- Prioritization of personnel within a work location will be determined by the supervisor/manager and approved by the Heads of Unit.

Note: Groups with a working relationship to the organization outside of the purview of the VPFO will be responsible for developing their own safety plans. This includes: UBC Properties Trust, UBC Investment Management Trust, and the Integrated Renewal Project (IRP).

Appendix D: COVID-19 Workspace Safety Plan Document Change Log

Information on this change log is summarized at the beginning of the document: Summary of Document Changes. Updated text is **bolded and blue** below. Further explanation in brackets.

Date/ Version	Change Log

01/18/2021
V 3.0
	Purpose: Minor administrative/text changes
	
	- 3. Provincial and Sector-Specific Guidance
	    • BC Post-secondary studies during COVID-19: **Site content updated October 9, 2020**
	- 5. UBC Guidance
	    • **Link to the** Student Services: Campus Safety During COVID-19 & training courses **added to the plan due to SRS teaching labs**
	- 17. Worker Screening
	    • New Text Added: **Intermediate plans will detail the process used by Supervisors to verify that employee health checks have been completed. See** SRS site on Self-Assessment Requirements.
	- 18. Prohibited Worker Tracking
	    • ~~PAT~~ **WorkDay** 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 WorkSafeBC).
	- 24. Signage
	    • New Text Added to the "Required Signage" list: **Signage indicating the use of non-medical masks.**
	- 25. Emergency Procedures Under "Handling Potential COVID-19 Incidents"
	    • Suspected positive incidents or exposure concerns are to be reported to the Supervisor. Further incident reporting information can be found on the SRS webpage. **Information on contact tracing can be found on the SRS site:** **FAQ Infections & Contact Tracing**.
	- Appendix B: VPFO Staff Locations
	    • Text Added to the SRS Building List: **West Mall Swing Space and Wesbrook Building**
	- Appendix C: Roles, Responsibilities and Accountability
	    • **Text removed:** *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.*
	- Appendix D:
	    • Title Change: COVID-19 Workspace Safety Plan ~~Document Revision~~ Document Change Log
	    • **A summary was added to the beginning of the document that hyperlinks to the Updated Appendix.**

09/29/2020
V2.0
	Purpose: Modified the document based on the "CSP Amendment" document.
	
	- 1. Scope and Rationale for Opening – **Risk considerations added to the plan.**
	  Intermediate and Unit/Workspace/Local plans are to outline applicable risks under this plan. If risks are identified, units are responsible for assigning mitigations/controls and communicating these risks to those affected.
	- 4. WorkSafeBC Guidance;
	    • WorkSafeBC Protocols: Post-Secondary Education **(New)**
	- 5. UBC Guidance updated with new or changed hyperlinks:
	    • WorkSafeBC Protocols: Post-Secondary Education **(New)**
	    • COVID-19 Campus Rules **(Updated)**
	    • Workplace Physical distancing Planning Tool and Signage Kit **(New)**
	    • Preventing COVID-19 Infection in the Workplace training course **(New)**
	    • UBC Cleaning Standards & Recommendations for Supplementary Cleaning **(New)**
	    • UBC Classroom Safety Planning **(New)**
	    • UBC Signage **(New)**

- • COVID-19 Safety Plan Addendum: Required Non-Medical Masks (New)
- - 6. Professional/Industry Associations (New)
  - • Text Added: To be listed out in individual Intermediate and Unit/Workspace/Local Plans
- - 17. Worker Screening
  - • a) UBC Entry Check Sign (New)
- - 20. Equipment Removal/Sanitation
  - • ~~If there is no dishwasher, staff should be asked to bring their own dishes and utensils from home~~ Dishes and utensils may be cleaned and sanitized in the dishwasher with a hot rinse cycle or washed with hot soapy water
- - 25. Emergency Procedures
  - • Units are to consider that with fewer people on campus, building occupants should be reminded on what to do and where to go when the fire alarm rings. ~~Include information on the location of the wall mounted Emergency Procedure Key Plans and the Building Emergency Response Plan.~~ Have designated staff review BERP and/or all returning staff must be familiar with the content on the buildings wall mounted emergency procedures (Specifically: Predesignated Meeting Area, pull station, fire extinguishers and exit routes. Provide documented evidence of the education and training of the returning staff
- - 26. Monitoring/Updating COVID-19 Safety Plan
  - • Text Added: See Appendix D: COVID-19 Workspace Safety Plan Document Revision
- - Section #7 - Non-Medical Masks
  - • Entire Section is new
- - Appendix D: COVID-19 Workspace Safety Plan Document Revision
  - • Entire Section is new

07/28/2020 V1.0	First Version of the plan published