



COVID-19 Workspace Safety Plan

Vice-President Finance and Operations (VPFO) Administrative Workspaces

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

<https://covid19.ubc.ca/>

Department / Faculty	<u>VPFO Administrative Workspaces Plan</u>
Facility Location	<u>1958 Main Mall. See appendices for additional locations</u>
Proposed Re-opening Date	<u>Continuously open for essential work</u>
Workspace Location	<u>6th Floor, Walter C. Koerner Library. See appendices for additional locations</u>

Introduction to Your Operation

1. Scope and Rationale for Opening

The Administrative Workspaces Intermediate COVID-19 Safety Plan covers the Point Grey campus only and falls under the Vice-President, Finance and Operations parent plan. The VPFO Administrative areas have been providing on-going essential operations both on-campus and remotely.

Administrative activities outside of operational requirements will continue remotely until further direction is received from the University. Administrative staff that are required to be on-site will complete the mandatory [Preventing COVID-19 Infection in the Workplace](#) training and will receive a site-specific briefing from their supervisor or designate.

The Administrative Workspaces are low risk office environments and covers the following portfolios and their associated workspaces:

Finance: Comptroller; Finance & Operational Excellence; and, Treasury
Operations & Advising: Communications & Engagement; Human Resources

The primary workspaces are:

- Koerner Library 6th floor
 - administrative space with combination of offices, separated cubicles and open workspaces
- TEF 3 - 5th Floor
 - administrative space with combination of offices, separated cubicles and open workspaces
- Old Administration Building Rm 224



- administrative space with combination of offices, separated cubicles and open workspaces
- University Services Building Rm (0072,0075,1029)
 - administrative space with combination of offices, separated cubicles and open workspaces
- Donald Rix Rm 336
 - administrative space with combination of offices, separated cubicles and open workspaces
- Wesbrook Village [see associated child plan for locations]
- Feric Building [see associated child plan for locations]
- Gerald McGavin Building RM 200
- Campus Energy Centre [see associated child plan for locations]

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

Applicable risk factors (from above) are listed by unit, and may be subject to change based on Covid-19 developments and Campus operations, and will be addressed as part of the monitoring requirements. Unit/Site specific plans will account for controls to specific risk assessments.

1. Comptroller – Applicable Risks: #3
2. Finance & Operational Excellence – Applicable Risks: #3
3. Treasury – Applicable Risks: #3
4. Communications & Engagement – Applicable Risks: #3
5. Human Resources – Applicable Risks: #3

See appendices for associated Child Plan(s).

Staff in the VPFO Comptroller, Finance & Operations, Treasury, Communications & Engagement and Human Resources have reviewed and provided information and input in the development of this plan.



The University Administrative Units Joint Occupational Health & Safety Committee (JOHSC) will review the plan within 30 days of submission and updated as necessary. If an employee is concerned about any aspects of this plan, they should speak with their supervisor or a member of their JOHSC.

Section #1 – Regulatory Context

2. Federal Guidance

Specific federal COVID-19 regulatory guidance used in developing the plan

- [Government of Canada: “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-10”](#)

3. Provincial and Sector-Specific Guidance

Sector-specific provincial COVID-19 regulatory guidance used in developing the plan

- [BCCDC COVID-19 Data](#)
- [BC COVID-19 Go-Forward Management Strategy](#)
- [BC’s Restart Plan: “Next Steps to move BC through the pandemic”](#)

4. WorkSafeBC Guidance

WorkSafeBC COVID-19 regulatory guidance used in developing the plan

- [COVID-19 and returning to safe operation – Phase 2](#)
- [WorkSafeBC COVID-19 Safety Plan](#)
- [WorkSafeBC: Designing Effective Barriers](#)
- [WorkSafeBC: Entry Check for Workers](#)
- [BC COVID-19 Self-Assessment Tool](#)

5. UBC Guidance

Specific UBC COVID-19 guidance tools used in developing the plan

- [UBC Employee COVID-19 PPE Guidance](#)
- [Ordering Critical Personal Protective Equipment](#)
- [Building Operations COVID-19 website - Service Level Information](#)
- [UBC Employees COVID-19 Essential In-person Meetings/Trainings Guidance](#)
- [Workplace Physical Distancing Planning Tool and Signage Kit](#)
- [UBC Facilities COVID-19 information](#)
- [Preventing COVID-19 Infection in the Workplace training course](#)
- [Working Safely on Campus Guidance Documents](#)

6. Professional/Industry Associations

Specific industry association (or counterpart) guidance used in developing the plan

None



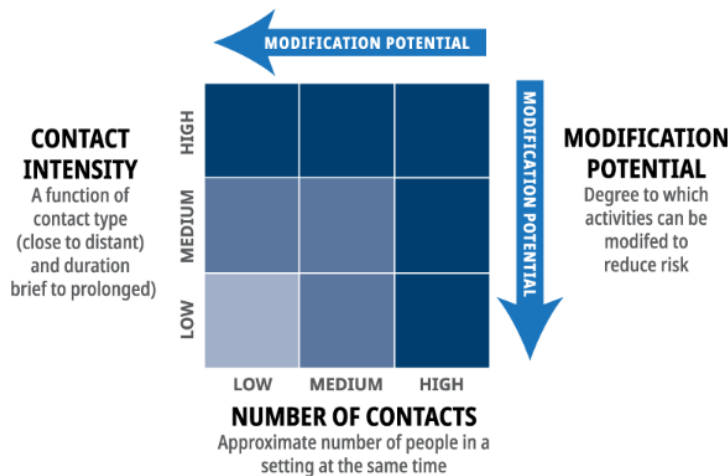
Section #2 - Risk Assessment

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

Prior to opening or increasing staff levels:

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

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



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

- Physical distancing measures – measures to reduce the density of people
- Engineering controls – physical barriers (like Plexiglas or stanchions to delineate space) or increased ventilation



- Administrative controls – clear rules and guidelines
- Personal protective equipment – like the use of respiratory protection

7. Contact Density (proposed COVID-19 Operations)

Describe the type of contact (close/distant) and duration of the contact (brief/prolonged) under COVID operations - where do people congregate; what job tasks require close proximity; what surfaces are touched often; what tools, machinery, and equipment do people come into contact with during work

Potential close/brief contact locations are:

- Lobby
- Elevators
- Reception area
- Hallways

Potential closer/prolonged contact locations are:

- Kitchen
- Mailroom
- Washrooms
- Adjacent workstations
- Meeting rooms
- Photocopiers

High-touch / frequently touched surfaces are:

- Lobby entrance door handle
- Elevator buttons
- Suite entry door
- Interior room door handles
- Washroom - door handles & locks in each cubicle, flush buttons, hand basin faucets, exit door.
- Kitchen - fridge, microwave, coffee maker, garbage containers, water cooler.
- Office equipment – photocopier/printer panel.

8. Contact Number (proposed COVID-19 Operations)

Describe the number of contacts in your proposed COVID-19 operational setting (# of people present in setting at same time)

The following will apply to all units under the VPFO Administrative Areas. Specific units will be required to describe any further specifics to their area.

- Where assigned workstations are within the 2m distance and the assigned staff are needed on site for some percentage of their duties, workers are scheduled to prevent concurrent occupancy of side by side work stations. The result is a reduction of contact opportunities between people in office spaces and in common spaces.
- Individual meeting rooms will have room occupancy limits posted to ensure that physical spacing is possible at all times.
- If a job or task requires close proximity, the unit manager will do a risk assessment and if needed, a PPE risk assessment in accordance with UBC PPE guidance on COVID-19.



- During COVID-19 operations: Staffing will be 25% - 30% of normal occupancy. The result is a reduction of contact opportunities between people in office spaces and in common spaces.
- Essential operational areas and functions that are not spatially constrained may maintain a higher number of staff on site.

9. Employee Input/Involvement

Detail how you have met the MANDATORY requirement to involve frontline workers, Joint Occupational Health and Safety Committees, and Supervisors in identifying risks and protocols as part of this plan

- This plan has been developed by selected staff members with regular involvement of the senior leadership team of the VPFO Office
- This plan will be presented to staff on (date) for questions and feedback
- The [University Administrative Units JOHSC](#) will review the plan within 30 days of submission and the plan will be revised as necessary.

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 unit managers and supervisors are required to know about Workplace Health measures and supports available, and are responsible for communicating it to their staff. Information can be found at:

- <http://www.hr.ubc.ca/wellbeing-benefits/living-well/mental-health/>
- <https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive>

Note: This is also covered under the Mandatory UBC “Preventing Covid-19 Infection in the Workplace” training which is required to be completed before returning to campus. Those already on campus are required to completed within 30 days of notification by their supervisor.

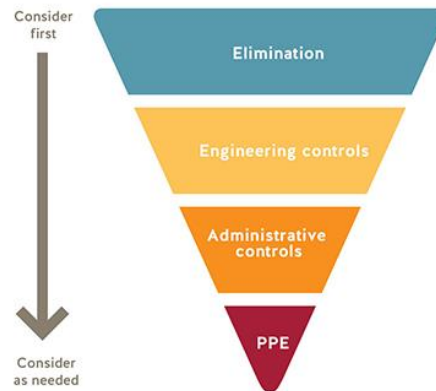
11. Plan Publication

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 final copy of this COVID-19 Safety Plan will be posted on the Vice-President Finance & Operations website.
- A hard copy of the final plan will be posted on Health and Safety boards where available.
- All staff in the VPFO Administrative areas (both those working in-person and remotely) will receive a copy of this plan by email.

Section #3 – Hazard Elimination or Physical Distancing

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



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

- Where possible, workers are instructed to work from home.
- Anybody who has travelled internationally, been in contact with a clinically confirmed case of COVID-19 or is experiencing “flu like” symptoms must stay at home.
- All staff are aware that they must maintain a physical distance of at least 2 meters from each other at all times
- Do not touch your eyes/nose/mouth with unwashed hands
- When you sneeze or cough, cover your mouth and nose with a disposable tissue or the crease of your elbow, and then wash your hands
- All staff are aware of proper handwashing and sanitizing procedures for their workspace
- Supervisors and managers must ensure large events/gatherings are avoided
- Management must ensure that all workers have access to dedicated onsite supervision at all times.
- All staff wearing non-medical masks are aware of the risks and limitations of the face covering they have chosen to wear or have been provided to protect against the transmission of COVID-19. See [SRS](#) website for further information.
 - Effective Wednesday, September 16, 2020, UBC students, faculty, staff and visitors are required to wear non-medical masks, when indoors on our campuses.
 - 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.

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



- All VPFO Admin Areas staff not required to provide essential service on campus will continue to work remotely.
- Staff who cannot work remotely or require office access to fulfill their duties and responsibilities must consult with their supervisor for approval prior to returning.

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

For those required/wanting to resume work at UBC, detail how you are able to rescheduling of workers (e.g. shifted start/end times) in order to limit contact intensity; describe how you may group employees semi-permanently to limit exposure, where necessary

- The supervisor or office manager will work with returning staff members to create a regular schedule and ensure that physical distancing is maintained at all times.
- No employee is to return to work on-campus without approval from their supervisor.
- No weekend work on site is contemplated.

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

Describe or use UBC building key plans (or do both, where appropriate) to identify and list the rooms and maximum occupancy for each workspace/area, explaining your methodology for determining occupancy

Local unit specific safety plans are required to note/describe key plans, occupancy limits, traffic flow, and 2m physical distancing (around stationary workspaces and common areas). Areas include:

- Koerner Library 6th floor Appendix A
- TEF 3 - 5th Floor Appendix B [done by FIN OPS]
- Old Administration Building Rm 224 Appendix C; linked to the OAB plan
- University Services Building Rm (0075, 0072, 1029) Appendix D
- Donald Rix Rm 336 Appendix E
- Wesbrook Village Rm (see associated child plan) Appendix F
- Feric Building Rm (TBD as ISC not moving there right now; but should be in identified FIN OPS & Excellence child plan) Appendix G
- Gerald McGavin Building -Rm 200 Appendix H
- Campus Energy Centre (see associated child plan) Appendix I

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

General Physical Distancing Protocols (Everyone)

- 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 will be consulted and discussed for implementation strategies (see: [UBC Employee COVID-19 Physical Distancing Guidance](#)).
- No unnecessary visitors are permitted in the buildings, including relatives (e.g., parents, children), friends of staff. Exceptions include: couriers, IT, campus mail, customers requiring assistance (unable to be done online).



- Staff are to follow the building plans (including traffic flow and signage). Staff are encouraged to contact the appropriate facility or building manager for more information as needed.
- Staff are to not congregate in common areas, and minimize social interactions in the building.
 - Common/Lunch areas have been reduced to a limited number of staff as outlined in site-specific safety plans.
- Washrooms capacity is posted outside the main door. Refer to the [UBC Washroom Guidance](#) document.
- Nonessential in-person group meetings, social events, lectures or other gatherings shall not take place until further notice.
- Non-essential business travel is not permitted at this time, but will be revisited in future.

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

- Not applicable

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 staff must check their health status. Staff 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.
- Staff should refer to the [BC Health Self-Assessment Tool](#) to determine if they require testing and/or medical care.
- Individuals displaying symptoms of COVID-19 (described above) must remain at home and call 811, isolated until they have been confirmed COVID-free by testing or have been symptom free for at least 14 days.
- Staff who have been in contact with a person confirmed or presumed to have COVID-19 must also self-isolate as per provincial health guidelines.
- [WorkSafeBC: Entry Check for Workers](#)
- [WorkSafeBC: Entry Check for Visitors](#)

18. Prohibited Worker Tracking

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

- PAT 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).
 - 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

Detail your cleaning and hygiene plan, including identification for hand-washing stations and the cleaning regimen required to be completed by your departmental staff (i.e. non-Building Operations) for common areas/surfaces

- Custodial standards apply – please see [Building Operations COVID-19 website](#)
- Supervisors are responsible to ensure that their staff are trained in appropriate cleaning protocols for their desk spaces, including cleaning high contact surfaces, such as photocopiers, lunch rooms, other shared equipment, doorknobs and other common areas within their areas.
- Staff are advised to wash their hands. Hand washing instructions have been posted at sink locations.
- As applicable, cleaning supplies are provided to clean all surfaces first thing in the morning, after the lunch hour and at the end of the day.
- Meetings (though primarily conducted virtually) will be maintained by the applicable organizer, both before and after the meeting, in accordance with [Meeting Room Cleaning Document](#).
- Procurement of the necessary cleaning supplies required going forward, has been confirmed with University Procurement team at critical.supply@ubc.ca

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

All units/areas will be accountable for the following as applicable:

- Any utensils used need to be put into the dishwasher which is to be turned on at the end of every day and emptied once the dishes are cleaned
- If there is no dishwasher, staff are asked to bring their own dishes and utensils from home
- Cleaning supplies are provided for all surface cleaning
- Dish soap is also provided for any hand cleaning of utensils
- Any additional chairs in common areas have been removed. Those in use are placed 2 meters apart.

Unit specific equipment will be outlined in the respective site-specific Safety Plans.

21. Partitions or Plexiglass installation

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

Each unit/location will address this in their respective safety plans and in consultation with:

- [WorkSafeBC's "Designing Effective Barriers" guidance](#)
- [Building Operations guidance](#) on the purchase and installation of plexiglass.



Section #5 – Administrative Controls

22. Communication Strategy for Employees

Describe how you have or will communicate the risk of exposure to COVID-19 in the workplace to your employee, the conduct expectations for the employee's physical return to work around personal hygiene (including use of non-medical masks), the familiarization to contents of this plan, including how employees may raise concerns and how you will address these, and how you will document all of this information exchange

- UBC [COVID-19 Campus Safety Rules](#) have been communicated to all staff working on-campus.
- Information on the use of non-medical masks can be found with SRS [here](#).
- All workers are to receive the policies for staying home when sick.
- Signage has been posted at the workplaces, including occupancy limits and effective hygiene practices.
- Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.
- Full COVID-19 Safety Plan is communicated online and in local areas.
- JOHSC will review COVID-19 Safety Plans within 30 days.
- Each unit and/or area will have their own specific Safety Plan that is expected to be communicated to all staff per requirements of posting online and hard copy. The applicable JOHSC and local safety team will review the plan either prior to submission or within 30 days of submission, and the plan will be revised as necessary.
- Staff will be encouraged to discuss any questions, concerns or suggestions for improvements with the Supervisor, JOHSC representative, or Local Safety Team.

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

- All employees are required to complete UBC's 'Preventing COVID-19 Infection in the Workplace' online training module.
 - All staff currently working remotely are required to complete the COVID-19 training course before returning to the office.
 - Staff who have continued working are expected to take the course as soon as possible upon it becoming available.
- Supervisors will be responsible for tracking staff completion, as well as any applicable site-specific training identified in the local unit specific safety plans.

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)

- Building Operations Facilities Manager or Building Manager will be contacted for approved floor tape and decals per [Safety & Risk Services COVID-19 website](#).
 - Specific signage details, as applicable, can be found in the local unit specific safety plans.



- At minimum, signage will be cover:
 - Occupancy limits for rooms, common spaces, elevators and washrooms
 - Yield information for hallways and stairwells if applicable
 - Requirement for self monitoring & not to enter if experiencing COVID-19 symptoms or required to quarantine/self-isolate
 - Instructions on hand washing next to sinks
 - Physical distancing guidelines

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

- Emergency Procedures can be referred to relevant Building Emergency Response Plans, amended with COVID-19 changes.
- For individuals presenting COVID-19-like symptoms, the employees may call UBC First Aid at 2-4444.
- Suspected positive incidents or exposure concerns are to be reported to the Supervisor. Further incident reporting information can be found on the [SRS webpage](#).
- 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.
- If there was a confirmed positive incident, UBC would defer to the government response protocols and rely on their direction. UBC would assist as requested.

26. Monitoring/Updating COVID-19 Safety Plan

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

- Each unit is required to monitor and review the Plan to their unit specific work.
- Reviews will be conducted upon feedback by staff, responses to incidents, changes to operations.
- Monitoring will be done in collaboration with Managers, Supervisors, Workers, Local Safety Teams and the Joint Occupational Health & Safety Committee as applicable.
- Staff advised to raise any concerns with their supervisors or JOHSC members so that these can be addressed.

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

- Units will manage, monitor and modify, as needed, workplace COVID-19 Safety Plans when risks are identified as part of the operating process. Units propose changes to process and/or training



for employees as and when needed. This Plan will be amended accordingly, and subsequent local plans will follow.

- All staff are required to complete UBC mandatory training. Any site/work specific training will be referred to local unit specific safety plans as applicable.
- If a change to the worker role becomes necessary for continued operation, training in the new protocols of the job must be included (including full documentation of the training). If their worker role changes, the details will be included in the location site-specific safety plan as applicable.

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

- PPE is not required for this type of work.

Section #7 - Acknowledgement

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

- This plan has been made available and shared with staff via email and hardcopy orientation. Staff can either provide a signature or email confirmation that they have received, read and understood the contents of the plan. Unit Managers are responsible for communicating this Safety Plan and any local specific plans as applicable.

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

Date _____
 Name (Manager or Supervisor) _____
 Title _____

Faculty and Staff Occupying Workspace

Name	Email	Confirmation of Understanding
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[Appendix A: Koerner Library - 6th Floor Work Location - Additional Safety Plan Information](#)

[Appendix B: TEF3 – 5th Floor Work Location - Additional Safety Plan Information](#)

[Appendix C: Old Administration Building Work Location - Additional Safety Plan Information](#)

[Appendix D: University Services Building – Rm \(0072, 0076, 1029 \) Work Location - Additional Safety Plan Information](#)

[Appendix E: Wesbrook Village – Rm \(see associated child plan \) Work Location - Additional Safety Plan Information](#)

[Appendix F: Feric Building Work Location - Additional Safety Plan Information](#)

[Appendix G: Donald Rix Work Location - Additional Safety Plan Information](#)

[Appendix H: Gerald McGavin Work Location – Additional Safety Plan Information](#)

[Appendix I: Campus Energy Centre Work Location – Additional Safety Plan information](#)

All parent plans are centrally located at: <https://srs.ubc.ca/covid-19/covid-19-safety-plans/>

Child and intermediate plans are posted on department websites. Any team member or guest wanting to access any of these buildings can contact their Manager to confirm the safety plan.

NOTE: All buildings have Building Emergency Response Plans [BERP] and each team member will be provided the BERP for their location.

Introduction

The Donald Rix building is located at 336-2389 Health Sciences Mall. The office space is used by several of the Safety & Risk Services units. The area is accessed from the main 3rd level building corridor via 4 doors. One door leads directly into the boardroom (344), while the other 3 doors lead into the mainly open concept office space with a small number of single occupancy offices, each separated from the main room by floor to ceiling walls and doors. The main room (336) is a relatively large area with workstations separated into cubicles by 48 inch high dividers, and open to a kitchenette / lunch room and printer/copy



room. Doors off of room 336 contain a small meeting room (335), the boardroom (344) and a storage room. Since functions within the Donald Rix location of SRS have been deemed 'crucial' by UBC, this office has been staffed to provide coverage for the Point Grey Campus throughout the public health emergency and never fully closed. We did comply with UBC directives to work remotely where possible, and in doing so have reduced the number of staff that report to work at any given time. The same is noted for HR as a crucial service, providing support to front line staff on site for Building OPS and Financial Operations; HR staff is located at USB and TEF3-5th floor. Staff will follow the protocols and building accesses noted in the respective child plans for those buildings.

Contact density (proposed COVID-19 Operations)

Potential close/brief contact locations are:

- Printer room
- Kitchenette
- Hall ways
- Entry/exit main doors

Potential closer/prolonged contact locations are:

- Meeting rooms
- Lunch room
- Adjacent workstations

High touch surfaces: AV system (in meeting rooms), meeting room chairs and tables, kitchenette surfaces, photocopiers, door handles, and light switches.

Contact Number (proposed COVID-19 Operations)

- 10-13 employees present in the space during normal operational hours. This number represents 25%- 33% of the total number of employees.
- Employees working onsite will be determined based on operational need and considering the proximity of assigned workstations.
- Onsite attendance will be limited to pre-scheduled days and times, unless urgent and extenuating circumstances warrant otherwise.

Hazard Identification

Employees that may come into contact at a distance shorter than 2 m

- High use pinch point to the kitchenette and photocopy room
- Desks that are in close proximity to each other (specifically hotel desks)
- Public interactions at front desk (reception)
- Occupational First Aid responders providing emergency assistance
- Delivery of in-person training courses



Other hazards:

- Surfaces touched by multiple employees (high touch surfaces)

Risk Level Determination (H/M/L)

LOW RISK (low number of contacts, brief contact)

Work from Home/Remote Work

- Majority of the staff have been working from home and will continue to do so at this time. This includes majority of staff from the Prism group, Environmental Protection and Health and Safety.
- All staff who come in are scheduled so as not to exceed 33% at any time in that work space.
- The schedule of staff working from the office was created to cover daily key operational aspects for the department (see below).

Work Schedule changes

- A daily schedule keeps track of every employee coming into the office and was created based on grouping and operational needs

Spatial Analysis: Occupancy limits

- 1) Identify and list the rooms and maximum occupancy for each workspace/area;
 - Office area – maximum 8 – 10 people
 - Photocopy room – 1 person at a time
 - Kitchenette – 4 people (3 seated, one standing)
 - Meeting room 335 – 3 people
 - Meeting room 344 – 8 maximum
 - USB 0072- 2 people maximum
 - All other meetings rooms in the locations will follow the listed protocol for the buildings
- 2) The lobby, bathrooms and elevators are managed by SDM Realty.
 - There will be one main entrance into the office and three exit doors. The flow will be unidirectional wherever possible. Where this is not practical, a system of yielding to oncoming traffic by the person most able to make space has been instituted.

Accommodations to maintain 2-metre distance

- Schedule allocation is based on staff being seated at appropriate physical distances (2 m apart).
- Removed/relocated chairs in the meeting and lunch rooms to ensure 2 m distance can be accommodated.
- Removed hotel desks to create wider access route to the kitchenette and printer room.
- Installed a barrier shelving unit atop the reception desk to allow for physical distancing between individuals entering 336 and the workstation occupant.



- Within the barrier, established a closed cupboard to house campus mail as close as possible to the main office entrance to limit the need for Campus Mail to transit through the office space in the course of their duties.

Partitions or Plexiglass Installation

- A barrier has been created over the front reception desk to allow for physical distancing; i.e. a closed cube has been installed for campus mail close to the door to reduce them coming into the office.
- Most desks have pre-existing partitions that serve as barriers.

PPE Requirements

- PPE is only used by First Aid staff when responding to calls. These staff have been trained in the use and limitations of PPE.
- All PPE purchasing is done through the critical supply process.
- No other PPE is required for Donald Rix personnel, or any other location listed in this plan.