



COVID-19 Workspace Safety Plan

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

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

Department / Faculty	Central Human Resources
Facility Location	6190 Agronomy Road, Vancouver BC
Proposed Re-opening Date	Reopening for essential tasks
Workspace Location	6 th Floor, TEF 3

Introduction to Your Operation

1. Scope and Rationale for Opening

Central HR, under the leadership of the VP HR, provides a vital service to the UBC community. The main units within central HR include: Faculty Relations, Central Advisory Services including Employee Relations, Total Compensation, Health & Wellbeing, Office of the VP HR, and Workplace Learning and Engagement. These units are largely headed up by a Managing Director. Together, these units support the ongoing operations and obligations of the University as it relates to its approximately 11,000 staff and 6,000 faculty.

Central Human Resources is located on the 6th Floor of TEF 3 – a UBC Properties Trust building - and is primarily accessed via two elevators in the common lobby on the north-east side of the building. The two elevators connect to all floors of the building. Two stairwells also connect all levels of the building and will remain open and accessible in order to meet fire regulations; however, each stairwell will operate on a one-way basis (unless in the case of an emergency). Elevators may contain a max. of two persons at a time. Physical distancing should be adhered to in elevators; safe spots are indicated on the ground. Staff are required to use a swipe card to enter the common lobby area, to activate an elevator, and to enter the main HR office area. Guests are required to call the person they wish to access via a call station outside of the building.

The 6th floor in TEF 3 contains several distinct areas. These physical areas, summarised, are:

- The main entry to the 6th floor and central HR Service Centre;
- The reception area, computer training room, and washrooms;
- The Frank Eastham multipurpose room;
- The west facing kitchen and meeting rooms;
- The main HR office area including individual offices, meeting rooms and two photocopier rooms; and
- The east facing kitchen.



At this time, it is proposed that the physical space on the 6th floor of TEF 3 be utilised by approved central HR staff up to maximum occupancy levels for in-office activities as required.

Any work or tasks that can be performed remotely should continue to be performed remotely in accordance with UBC's remote working policies.

An outline of how each area will be used, follows.

- The central HR Service Centre
 - Due to its physical proximity to the entry of the floor, the service centre will remain closed. This area will only be used as thoroughfare. If Service Centre staff are required on site, alternative work spaces will be provided.
- The reception area, computer room and washrooms
 - The reception will remain closed, the reception area will act as a thoroughfare with signs asking staff to refrain from using any furniture. Space will be sectioned off to use as a washroom "overflow/waiting" area. The computer room will not be utilised for HR training sessions at this time. The washrooms will remain open with a max of two people at a time per washroom.
- The Frank Eastham multipurpose room
 - The multipurpose room (Room 610), is the largest meeting space on the 6th floor. This space will be utilised and will have a max occupancy of six people
- The west facing kitchen and meeting rooms
 - The west facing kitchen will remain open for minimal use. The maximum occupancy for the west facing kitchen is two people. Each individual meeting room differs in size. Each meeting room will have signs that will indicate max occupancy levels.
 - All communal utensils will be removed
- The main HR office area including individual offices, meeting rooms and two photocopier rooms.
 - This is the main area considered by this plan (below) and will re-open with max occupancy levels.
 - The max occupancy for each of the photocopier rooms is one person at a time.
- The east facing kitchen
 - This will remain open for minimal use. The max occupancy for the east facing kitchen will be two people. Signs will ask staff to refrain from using any furniture.
 - All communal utensils will be removed

The main office area on the 6th floor of TEF 3 contains a total of 105 workstations. Four of these are located in the Service Centre, which will remain closed. There are seven drop-in workstations which will be closed for use. There are 13 workstations located within single occupancy office spaces and can be used solely by those who occupy them. There are four office spaces that are shared, containing 12 workspaces. There are 69 workstations within either single or double occupancy cubicles. Workspaces are approximately 12 square ft (24 square ft for double occupancy; no partition in between). Partitions



between cubicles come to a height of 46 inches. No shared/double occupancy spaces will be occupied by more than one person at a time.

To ensure physical distancing is maintained, a scheduling process for the 69 cubicle workstations and 12 shared office space workstations will be implemented centrally (within the Office of the VP HR admin team) to ensure no concurrent workspace use on any given workday. The contact for the Office of the VP HR admin team is hr.admin@ubc.ca and the process to obtain approval is laid out within this document.

The maximum occupancy for the main HR office space is 20% of the 81 workstations (excluding closed workspaces and single occupancy offices).

Therefore, maximum occupancy for the floor equates to 29 people (including single offices), or 28% of the total available workstations on the floor.

All team members are required to complete: [Preventing Covid-19 Infection in the Workplace](#) training prior to any on-site activity.

All unnecessary visitors are discouraged from entering TEF3, including relatives (e.g., parents, children), and friends of staff. Exceptions may include: couriers, IT Services, building maintenance/service personnel, campus mail and Safety & Risk Services staff.

This draft plan will be reviewed and approved by Senior HR leadership and the VP HR.

Section #1 – Regulatory Context

2. Federal Guidance

[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

[BC COVID-19 Data](#)

[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](#)



4. WorkSafeBC Guidance

[WorkSafeBC: COVID-19 and returning to safe operation - Phases 2 & 3](#)

[WorkSafeBC: COVID-19 and returning to safe operation; reducing the risk – Phase 2](#)

[WorkSafeBC: COVID-19 Safety Plan](#)

[WorkSafeBC: guidance on how to create effective barriers](#)

[WorkSafeBC: Entry Check for Workers](#)

[WorkSafeBC: Entry Check for Visitors](#)

[WorkSafeBC Protocol: Offices](#)

[WorkSafeBC: Inspections during COVID-19 FAQ's for employers](#)

[WorkSafeBC Protocols: Post-Secondary Education](#)

5. UBC Guidance

[UBC Safety & Risk Services](#)

[UBC Employee COVID-19 PPE Guidance](#)

[COVID-19 Campus Rules](#)

[Guidelines for Preparing for Reoccupancy](#)

[Guidelines for Safe Washroom Reoccupancy](#)

[Space Analysis and Reoccupancy Planning Tool](#)

[Ordering Critical Personal Protective Equipment](#)

[UBC Facilities COVID-19 website - Service Level Information](#)

[UBC Employees 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](#)

[UBC Cleaning Standards & Recommendations for Supplementary Cleaning](#)

[UBC Signage](#)[COVID-19 Safety Plan Addendum: Required Non-Medical Masks](#)

6. Professional/Industry Associations

N/A

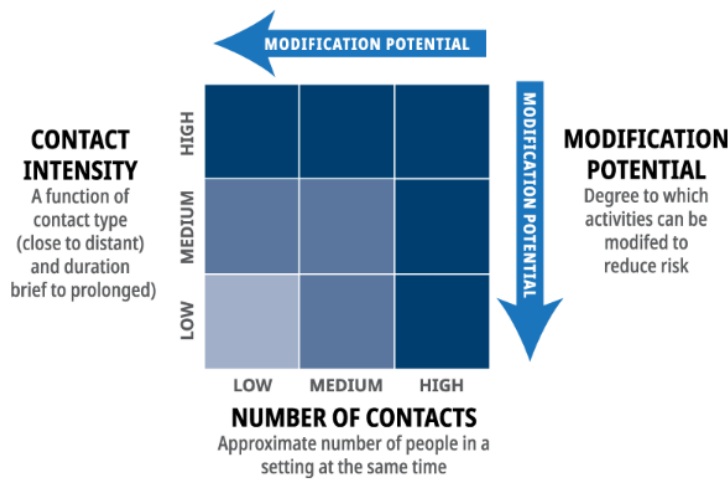
Section #2 - Risk Assessment

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 will 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

During normal operations the 6th floor contains 105 workstations within close proximity to each other, can accommodate visitors to the Service Centre, contains a 45-person capacity multipurpose room, various meeting rooms, and a 12-station training room.

Potential close/brief contact locations are:

- Elevators
- Waiting area
- Hallways
- Stairwells

Potential closer/prolonged contact locations are:

- Visitors to the Service Centre
- Kitchen
- Lunchroom; kitchenette, lounge area, dining area
- Mailroom



- Washrooms
- Adjacent workstations
- Meeting rooms
- At photocopiers
- Training room
- Stairwells

High-touch / frequently touched surfaces are:

- Elevator buttons
- Suite entry door x2
- Interior room/meeting door handles
- Washroom fitments; door handles & locks in each cubicle, flush buttons, handbasin faucets, exit door.
- Kitchen fitments; Fridge, Microwave, coffee maker, garbage containers, water cooler.
- Office equipment: photocopier 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)

Where workstations are within 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 workstations. The schedule will be administered centrally by the VP HR admin team.

Reasons staff may need to be onsite may include (but are not limited to): use of stable internet connection for high priority meetings and workshops, printing, if staff are having technical issues with their home equipment, to deposit cheques, to receive/pick up mail, to carry out mandated in-person meetings with unionised staff and union officials, where staff need to refer to hard-copy files as part of their work, filing etc.

The process for requesting access to the 6th floor to work will be:

- Staff member will need to obtain approval from their supervisor first (via email) outlining reasons/justification for needing to work on-site.
- The staff member's supervisor will approve or deny the request. In doing so, the supervisor will verify that the staff member has completed the online re-entry course and that they hold acknowledgement from the staff member that the site-specific safety plan has been received, read, and understood by the staff member.
- The staff member will email the Office of the VP HR admin team via hr.admin@ubc.ca requesting access and attaching approval from their supervisor at least 2 working days before the requested date.



- The Office of the VP HR admin team will check the entry schedule for that day, taking into account the max occupancy limits as outlined in this document. The admin team member will provide an approval or denial via email.
- Staff members that usually work in a single occupancy office will only need approval from their supervisor or Managing Director, they should also schedule time with the admin team, for floor capacity and in case of emergency.
- Reminders will be sent to use the BC self-assessment tool at <https://bc.thrive.health/>. The reminders will be sent the day before the team member is scheduled to be on site. Staff will be asked to use the tool the day they are scheduled to be at TEF, and before arrival. Anyone experiencing symptoms should follow the guidance provided in the self-assessment tool.

The in-person HR Service Centre will remain closed, accepting queries only through the email address and phone (callers will be directed to a department contact directly through our auto-attendant).

For comparison, there are usually anywhere between 75 and 100 people working in the 6th floor workspace at any given time during office hours (8:30-4:30, Mon-Fri). When the building was open to the public, the HR Service Centre utilised five front line staff members who rotated on a schedule to occupy the four desks directly outside of the elevators; here, members of the public could come up to the 6th floor and ask receive assistance. The Frank Eastham room has a capacity of about 45 people (depending on seating arrangements), and is very frequently used for across campus workshops and large format meetings. The meeting rooms are very popular for not only 6th floor workers but also are used by IRP and the 5th floor. The Training room can accommodate one trainer and 12 trainees and is used frequently for FMS and HRMS training for administrators across campus.

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

- A survey was circulated to all VPHR employees about their workplace preferences, the results reviewed by the VPHR and the Managing Directors.
- All employees who intend to work on site directed to complete the “Prevention of Covid-19 Infection in the Workplace” training.
- Draft plan developed by Anton de Bruyn and Kailey Patton with consultation with Mike Vizsolyi, and reviewed by 6th Floor local safety team members (Michael Penney & Sacha Oddstad).
- Presented to the UBC HR Managing Directors (Alex Bayne, Lindi Frost, Michelle Berner, and Doug Thorpe-Dorward) for feedback and revision.
- Approved by VPHR Marcia Buchholz.
- Managers receive information about the plan and how it affects their team members, and then present/cascade to their team.



- Hardcopy of plan posted on our safety wall on the 6th floor outside the main lunchroom/kitchen.
- Soft copy distributed to all HR members through HR This Week newsletter and posted to the hr.ubc.ca website.

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

Supervisors will receive information via email from the Office of the VP HR about the plan and how it impacts their team members. This then can be communicated/cascaded to team members. Supervisors are strongly encouraged to make check-ins available via regular team meetings and provide feedback to the Office of the VP HR. Information will also be disseminated via regular portfolio communications (such as the “HR This Week” newsletter), and JOHSC meetings and communications.

Supervisors are encouraged to disseminate information from UBC Wellbeing: <https://wellbeing.ubc.ca/>

11. Plan Publication

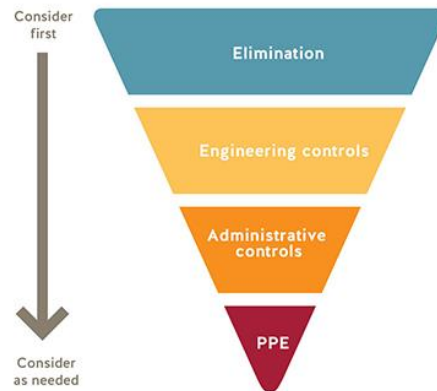
Describe how you will publish your plan ONLINE and post in HARD COPY at your workplace for employees and for others that may need to attend site

The final plan will be made available online on the UBC HR website, so as to meet the obligations of the portfolio to notify and communicate this safety plan with any potential visitors or contractors to the site. Physical copies will be printed and attached to the health and safety board on the 6th floor. PDF copies will be emailed from the Office of the VP HR admin team to all MDs to be cascaded to managers/supervisors and teams. A link to the plan will be made available in the HR This week Newsletter. The Office of the VP HR admin team will provide a copy to staff members who request it.

Staff members who plan to seek access to the 6th floor (via the process outlined above), will provide email confirmation to their supervisor/manager that they have received, read, and understood the contents of the safety plan and completed the “Preventing Covid-19 Infection in the Workplace” training.

Section #3 – Hazard Elimination or Physical Distancing

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



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

- Where possible, workers are instructed to work from home.
- Anybody who has travelled internationally, been in contact with a clinically confirmed case of COVID-19 or is experiencing “flu like” symptoms must stay at home.
- All staff are aware that they must maintain a physical distance of at least 2 meters from each other at all times
- Do not touch your eyes/nose/mouth with unwashed hands
- When you sneeze or cough, cover your mouth and nose with a disposable tissue or the crease of your elbow, and then wash your hands
- All staff are aware of proper handwashing and sanitizing procedures for their workspace
- Supervisors and managers must ensure large events/gatherings (> 50 people in a single space) are avoided
- Management must ensure that all workers have access to dedicated onsite supervision at all times.
- 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 the 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 the 2m physical distancing cannot be maintained

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

Any work or tasks that can be performed remotely should continue to be performed remotely in accordance with UBC’s remote working policies.

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 reschedule workers (e.g. shift start/end times) in order to limit contact intensity; describe how you may group employees semi-permanently to limit exposure, where necessary

N/A – all HR employees work standard business hours.

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

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

As outlined above, the 6th floor has been split into six main physical areas. The use of each area has been considered above. The main office area will have a maximum 28% max occupancy limit, including single offices. 20% is the max occupancy on any given day of the 81 shared workstations. A number of factors were considered in coming to these max occupancy levels, including existing use of physical space, size of through fares, size of the 6th floor in total, facilities provided (e.g. photocopy rooms, kitchens, washrooms, meeting rooms), proximity of VP HR units to each other, number and size of workstations and office space, type of work each unit within the VP HR portfolio undertakes, and number and use of drop-in workspaces. Operations of the portfolio have generally continued as normal during the pandemic - most roles within the VP portfolio can undertake work remotely.

Occupancy for meeting rooms has been based on size. Max occupancy allows for individuals to sit comfortably at least 2m away from another person, and wear a non-medical mask as per Section #3 – Elimination of Hazards or Physical Distancing as well as are laid out in Appendix A of the [UBC Covid-19 campus rules](#).

The 6th floor plan is attached to this document.

**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

- Staff members who plan to seek approval to work from TEF 3 will provide email confirmation to their supervisor/manager that they have received, read, and understood the contents of the safety plan and completed the “Preventing Covid-19 Infection in the Workplace” training.
- All thoroughfares less than 2m in width will be signposted with a general rule of yield and keep right.
- The centrally administered scheduling process will ensure the max occupancy limit of 20% of total open workstations and/or no side by side workstation use.
- Casual use furniture for social uses will be marked as closed where appropriate.
- Maximum occupancy for photocopy rooms is one person at a time.
- Maximum occupancy for kitchens is two people at a time.
- Washrooms are signposted with max occupancy levels; a waiting area, with space for appropriate physical distancing, will be established for those waiting to use the washrooms.
- Meeting rooms that are small are signposted with max occupancy of one person.

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 personnel must check their health status by using the BC self-assessment tool at: <https://bc.thrive.health/>. Anyone experiencing symptoms should follow the guidance in the self-assessment tool. 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.
- If personnel develop or display symptoms (described above), they will self-isolate while they wait for their test results so they do not potentially spread illness to others. Those who get diagnosed with COVID-19 will self-isolate for at least 10 days from when their symptoms started.
- 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 preceding criteria apply. UBC and 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 student employees who have questions or concerns about their personal health as related to safety in the workplace, including questions around COVID-19. Absences due to illness will be tracked as per standard procedures for each unit.

18. Prohibited Worker Tracking

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

- Staff who are absent due to illness will be noted as per regular procedures.
- HR will take any further direction from the Vancouver Coastal Health regarding any specific cases.

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

- As the TEF3 building is owned by UBC Properties Trust, all work related to cleaning and sanitization in TEF 3 is contracted out to a professional cleaning company which includes frequent disinfecting of commonly touched surfaces, cleaning of the washrooms daily, and weekly sanitizing of floors.
- Signage in building communal areas is provided by UBC Properties Trust and complies with UBC standards. Signage within the VPHR offices is provided by Risk Services.
- Staff will have access to cleaning supplies for their individual workstations, such as alcohol wipes and surface disinfectant.
- Users of meeting rooms are requested to use disinfectant products (provided in each meeting room) after their meetings. Signage will be put up to advise how to clean AV equipment.
- Cleaning and disinfectant products are in the kitchen to allow for additional cleaning / disinfectant as required (after touching microwave or coffee maker or kettle etc.)
- Signage will remind staff and visitors to wash hands thoroughly throughout the day.
- Those staff and visitors who will access the 6th floor of TEF will be expected to wear a non-medical mask (as defined by the [UBC Covid-19 campus rules](#)), at all times where physical distancing cannot be maintained. This includes hallways/walkways, stairways, building



entryways, washrooms, kitchens, meeting spaces, photocopy rooms, and any other high-traffic areas where physical distancing cannot be maintained for extended periods of time.

- Please see Section #3 – Hazard Elimination or Physical Distancing for exceptions to non-medical mask usage, as well as are laid out in Appendix A of the [UBC Covid-19 campus rules](#).
- There will be a supply of non-medical masks available to staff who wish to use them during on-site or on-campus work. Non-medical masks do not need to be returned, however, as they are reusable, staff are expected to reuse the non-medical mask for any future onsite work and follow the care and washing instructions.
- Staff members are expected to follow updates around Covid-19 campus rules, the UBC non-medical mask policy and best practices on non-medical mask use on the [SRS Website](#).

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 high touch, shared, items (e.g.: printers, coffee maker, kettle, meeting room AV equipment) have been assigned cleaning supplies and clear signage as to frequency that this equipment must be cleaned (i.e. between each use).

All staff members working on-site will only be permitted to use standard equipment (computers, desk chairs, monitors, mouse, telephones, etc.) that is normally provisioned to them and sharing of workspaces and equipment is prohibited. All designated “Drop-In” workstations have been closed and shared equipment distributed to specific individuals (laptops).

All furniture generally used for casual social use (seating in informal areas, such as the meeting waiting room and kitchen areas) have either been marked as not to be used, or some seating has been designated as appropriately physically distant.

21. Partitions or Plexiglass installation

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

- Please see *Worksafe’s “Designing Effective Barriers” guidance*
- Please see *Building Operations guidance on the purchase and installation of plexiglass*
- If you will not use partitions or plexiglass, state N/A

Not applicable.

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

Managing Directors will circulate/cascade within their respective units. Supervisors/managers will collect confirmation that each employee has received, read, and understood the safety plan.

Hardcopies will also be posted on the safety board outside the main lunch room, as well as circulated in the HR This Week newsletter.

A staff member's supervisor should be the first point of contact for any questions/concerns. If a staff member is not comfortable contacting their supervisor, the MD of the unit should be contacted. Staff members can also confidentially email ready.ubc@ubc.ca. MD's will escalate to VP as needed and inform admin team for tracking.

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

Preventing Covid-19 Transmission in the Workplace training completion certificates will be submitted to an employee's supervisor. The Office of the VP HR admin team will periodically run report 910 and alert MD's/supervisors if there is any outstanding training required of employees.

[Employees can access the training here.](#)

Employees have been advised of the training course through email communications such as the HR This Week newsletter.

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 VP HR admin team will be responsible for the maintenance of all signage on the 6th floor.
- At minimum, signage will be located at the entry of all six physical areas on the 6th floors outlining:
 - Whether the space is closed or open and if open, for what use;
 - Occupancy limits for the area/room;
 - Instructions on cleaning of the space once it has been used (meeting rooms);
 - Yield information;
 - Do not touch signs on furniture not being used at this time;
 - Hand washing instructions in the east facing kitchen and washrooms;
 - Reminders for staff to adhere to physical distancing; and



- Walking directions in corridors or small thoroughfare spaces.

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

- Revised emergency procedures for the 6th floor of TEF 3 can be found in the Building Emergency Response Plan. This has been updated and amended in light of Covid-19. Responsibility for the BERP lies with the Office of the VP HR admin team who have been briefed on the changes to this document.
- If a staff member experiences Covid-19 like symptoms whilst working on-site, the staff member will report this to their supervisor. The staff member may call UBC First Aid at 2-4444 if needed. The supervisor will advise the MD responsible for the staff member's unit. The staff member will leave the site immediately if feeling unwell. The staff member will be directed to utilise the BC Self-Assessment Tool.
- If a potential Covid-19 incident is reported, the MD is responsible for connecting with SRS for advice on next steps.
- Information on contact tracing can be found on the [BCCDC website](#).
- UBC COVID-19 exposure information can be found on the SRS webpage.
- If there was a confirmed positive incident, SRS would defer to the government response protocols and rely on their direction. UBC would provide assistance 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

- The Office of the VP HR is responsible for monitoring and reviewing the plan with input from the MDs.
- When/if new or revised direction is provided by SRS, the University, the Provincial Health Officer, or WorkSafeBC the plan will be reviewed and updated accordingly.
- The plan will remain valid and will be updated as required throughout the Provincial reopening plan.
- When monitoring and reviewing the plan, feedback from staff, supervisors, JOHSC, the MDs, the University, and new or additional advice from the provincial health officer will be considered and addressed.
- Staff are encouraged to provide feedback to their supervisor(s) or to the JOHSC or by emailing ready.ubc@ubc.ca
- Any changes to the safety plan will be communicated via the same channels as the original safety plan including new physical copies being printed and distributed on notice boards on-site.



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

Supervisors are responsible for any additional safety training for their team, for current members or by providing orientation and training to new members.

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, however, there will be a supply of non-medical masks available to staff who wish to use them during on-site or on-campus work, as per UBC's mask use policy. Masks are not to be returned, however, as they are reusable, staff are expected to reuse the mask for any future onsite work and follow the care and washing instructions.

Section #7 – Non-Medical Masks

29. Non-Medical Masks

Describe your plan to inform faculty and staff on the wearing of non-medical masks

- 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 the 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 the 2m physical distancing cannot be maintained



Section #8 - Acknowledgement

30. Acknowledgement

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

This plan has been made available to staff via the channels contained herein. Any staff member working on-site will first provide email confirmation to their immediate supervisor that they have received, read, and understood the contents of the plan.

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

Date _____
Name (Manager or Supervisor) _____
Title _____



Faculty and Staff Occupying Workspace

Name	Email	Confirmation of Understanding
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>



Appendix A

Please attach any maps, pictures, departmental policies or risk assessments applicable UBC Guidance documents, where necessary, and other regulatory requirements referred to in document.

Date	Version	Writer	Change Description	Approved By
2020.10.15		Kailey Patton, Office Manager, Anton de Bruyen, Advisory Associate and Abby Yellen, EA to the VP HR	Draft for approval	 Marcia Buchholz Vice-President, Human Resources
2020.11.10		Abby Yellen, EA to the VP HR	Worker screening additions	 Marcia Buchholz Vice-President, Human Resources