

# 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	UBC Vantage College
Facility Location	Orchard Commons, 6363 Agronomy Road
Proposed Re-opening Date	August 17, 2020
Workspace Location	6363 Agronomy Road

## Introduction to Your Operation

### 1. Scope and Rationale for Opening

The Orchard Commons wing on 6363 Agronomy Road is home to the academic and administrative offices of Vantage College (Levels 2, 3 and 4), as well as the SHHS Housing Desk (Level 2), the Sexual Violence Prevention & Response Office (SVPRO) (Level 4), Student Health Services (Level 1), and 21 classrooms managed by UBC Scheduling Services. This COVID-19 Building Safety Plan addresses the operational needs and supports of Vantage College and as such applies to all Vantage faculty, staff and teaching assistants.

While those who can work remotely must continue to do so, for this first phase of our planning we are seeking to provide assistance for Vantage College faculty, staff and teaching assistants who wish to resume limited work activities within Orchard Commons. Whilst all of the Vantage programs will be delivered fully online in the 2020 Winter Term 1, some Vantage team members have expressed interest in using the Orchard Commons space, given restrictions within their work-at-home environments. This may include the access to personal and/or shared office spaces and/or access to select Orchard Commons classrooms (specifically, rooms 1001 and 4018, which are bookable through Classroom Services for the purposes of lecture recordings: <https://learningspaces.ubc.ca/recording-and-livestreaming-classrooms>).

The plan includes a review of Vantage College operational activities and directives to ensure effective controls are in place to prevent the infection from COVID-19.

**A gradual re-start does not mean a return to normal workplace conditions. Time spent at the workplace must still be kept to a minimum.** This is likely to continue until the Provincial Government declares that the pandemic is over and that regular workplace activities can resume. All faculty, teaching assistants and staff must adapt their behaviour, and their work, to ensure a safe

resumption of limited work activity. All Vantage members are expected to comply with the latest guidelines and the hygiene rules. The health and safety of all of our team members is our #1 priority.

This document will be regularly reviewed and updated per mandated government and University requirements provided here: <https://covid19.ubc.ca/>.

This plan has been reviewed by our Local Health and Safety Committee,, our Safety and Risk Services Representative, our Facility Manager and the Director of Custodial Services. The Vantage College Principal, Academic Director and Director, Finance & Operations have reviewed and endorsed this plan.

## Section #1 – Regulatory Context

### 2. Federal Guidance

- 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’s Restart Plan: “Next Steps to move BC through the pandemic”
- BCCDC’s Infection Prevention and Control for COVID-19: Interim Guidance for Outpatient and Ambulatory Care Settings.
- BC COVID-19 Go-Forward Management Strategy

### 4. WorkSafeBC Guidance

- 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

- [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](#)

## 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 category.

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

- Given that this is phase 1 of our resumption plan, the contact intensity is set as “low”. Our full team size of permanent members is 62 members (12 staff, 5 student workers and 45 faculty). In addition, approx. 25 teaching assistants will be appointed. Operational and student services staff/student workers are expected to continue their work remotely.
- **Capacity in the Vantage College spaces at any one time (over 3 floors) is not expected to exceed 15 individuals.** All Vantage programs are being delivered online; there will be no in-person contact with the students in our programs (all of whom are international students). All support services are being provided virtually and the Vantage College main office remains closed.
- Those requiring access to their workspace will work independently. **The capacity limit in shared office spaces is 1 individual.** Those sharing workspaces are expected to coordinate access with their respective office partner.
- If multiple colleagues will be in the office at the same time, meeting rooms 2031 and 2037 will be available. Employees will be using personal computer devices whilst in the office.

## 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)

- Under normal operations, Vantage College employs 12 staff, 5 student workers, 45 faculty and approx. 25 teaching assistants. For this phase of our planning, we potentially anticipate up to 15 faculty and teaching assistants returning to limited on-campus use of their offices at any one time. These faculty and teaching assistants require access to on-campus space to prepare online materials for WT1. Shared teaching assistant spaces are the Vantage College “Learning Lab” (Level 3) and the “Vantage Commons” (Level 2) spaces.
- **Our two work hub spaces - the Vantage College “Learning Lab” (room 3061, level 3) and the Vantage College “Commons” (room 2002, level 2) - have been assigned maximum occupancy ratings (based on COVID social distancing requirements). The maximum occupancy in the Vantage Learning Lab is 4; the maximum occupancy in the Vantage Commons is 10.** Occupancy limits are posted outside these respective spaces. Details on how physical distancing will be managed are provided later in the plan.
- Occupants are not to exceed these designated occupancy ratings and must use administrative measures (such as scheduling) to maximize utilization of those spaces.

## 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.

- Vantage College employees have been engaged about the development and content of this plan through various meetings including:
  - Vantage faculty & staff meeting (June 25, 2020)
  - Vantage leadership team (July 20, 2020)
  - Local Health & Safety Committee (July 22, 2020)
  - Vantage Academic Executive Committee (July 23, 2020)
- Vantage faculty & staff members were given the opportunity to review this plan and provide any feedback and their endorsement.

## 10. Risk Level Determination (H/M/L)

Identify the COVID-19 risk category (High / Medium / Low) pre-mitigations for your operation using the BC COVID-19 Go Forward Management Strategy Risk Matrix

- Given the set capacity limits as described above, this plan is considered low-risk.

## 11. Worker Health

Detail how all Supervisors have been notified on appropriate Workplace Health measures and support available and how they will communicate these to employees

- Supervisors will be responsible for ensuring that all employees who will be working in-person will have received proper training on all safety protocols prior to beginning in-person work, as outlined in this Safety Plan.
- All Vantage employees (both those working in-person and remotely) will receive a copy of this plan by email.
- Employees will also be reminded of resources available to them at <https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive>

## 12. 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 our detailed COVID-19 Safety Plan will be posted online to UBC's SRS website and on the Vantage College website. On each floor where there are employees, a hard copy of the final plan will be posted on Health and Safety boards. All Vantage employees (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 hand washing and sanitizing procedures for their workspace.
- Supervisors and managers must ensure large events/gatherings (> 50 people in a single space) are avoided.
- Management must ensure that all workers have access to dedicated onsite supervision at all times.
- All staff wearing non-medical masks are aware of the risks and limitations of the face covering they have chosen to wear or have been provided to protect against the transmission of COVID-19. See [SRS](#) website for further information.

#### **13. Work from Home/Remote Work**

Detail how/which workers can/will continue to work from home (WFH); this is required where it is feasible

- All Vantage College faculty, teaching assistants and staff who can work remotely will continue to work remotely. This plan exclusively addresses those team members without adequate, dedicated workspace at home and needing office access. Such requests must be requested through an exemption process and are subject to the approval of the Vantage College Principal and/or Academic Director.

#### **14. Work Schedule Changes/Creation of Work Pods or Crews or Cohorts**

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

- Appendix 1 is a listing of all personnel who may wish to sporadically come into the workplace. **To establish a daily schedule of personnel on site, all members are required to book their visit hours to the work premises by emailing Katherine Riddell, Operations Administrator, with a cc: to Susanne Schmiesing, Director of Finance and Operations by no later than noon the day prior.**

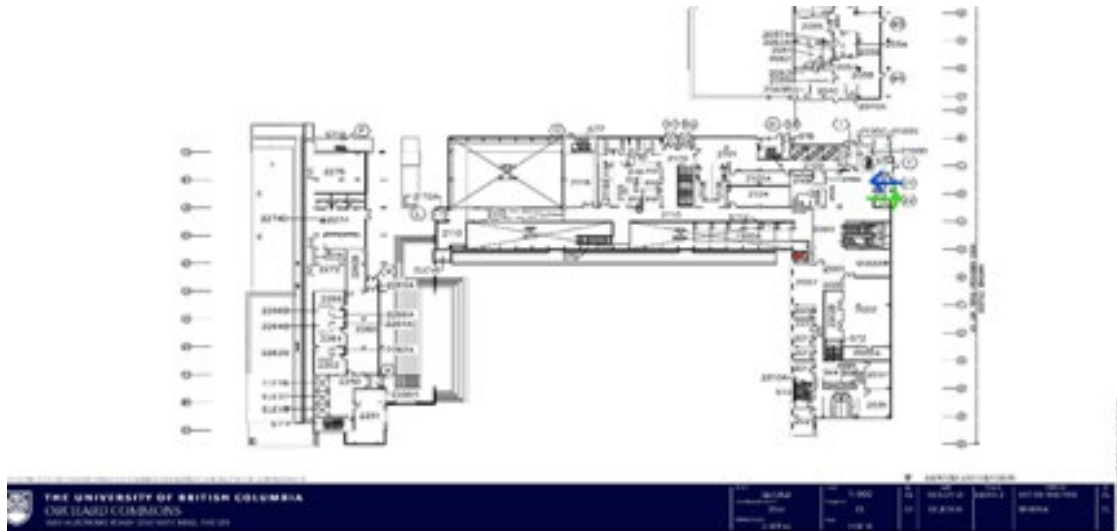
#### **15. Spatial Analysis: Occupancy limits, floor space, and traffic flows**

Using UBC building key plans:

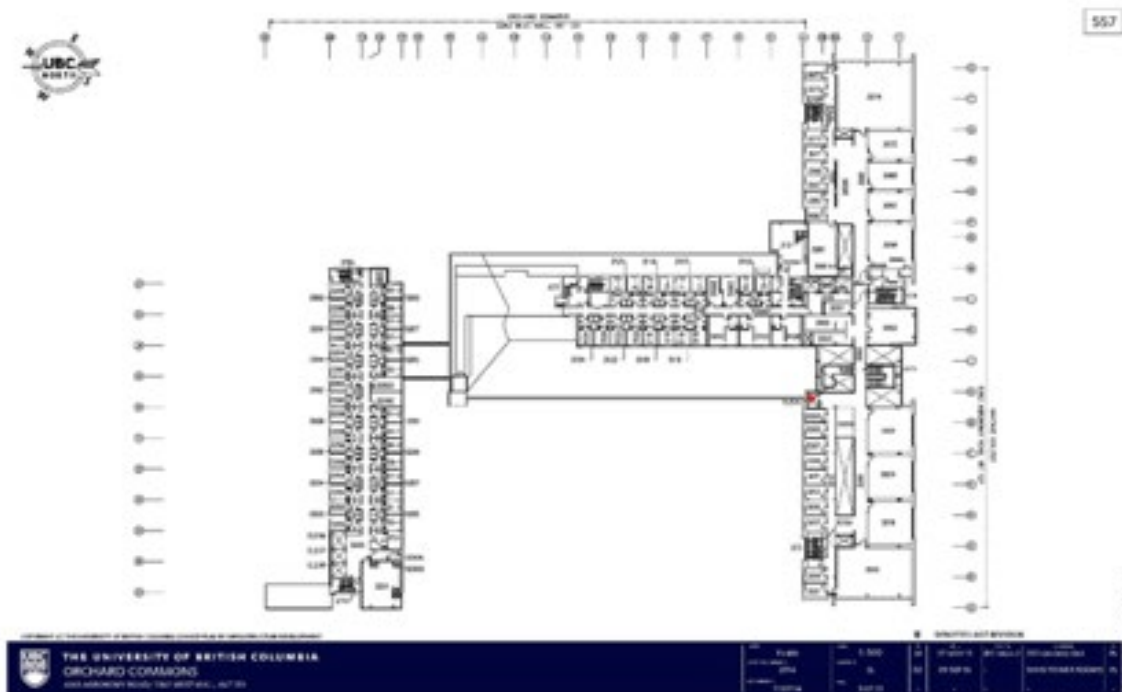
- 1) Identify and list the rooms and maximum occupancy for each workspace/area;
- 2) Illustrate a 2 metre radius circle around stationary workspaces and common areas; and
- 3) Illustrate one-way directional traffic flows

- Red dot = maximum 1 person in elevator
- Blue arrow = building entry door
- Green arrow = building exit door

Orchard Commons - Second Floor:

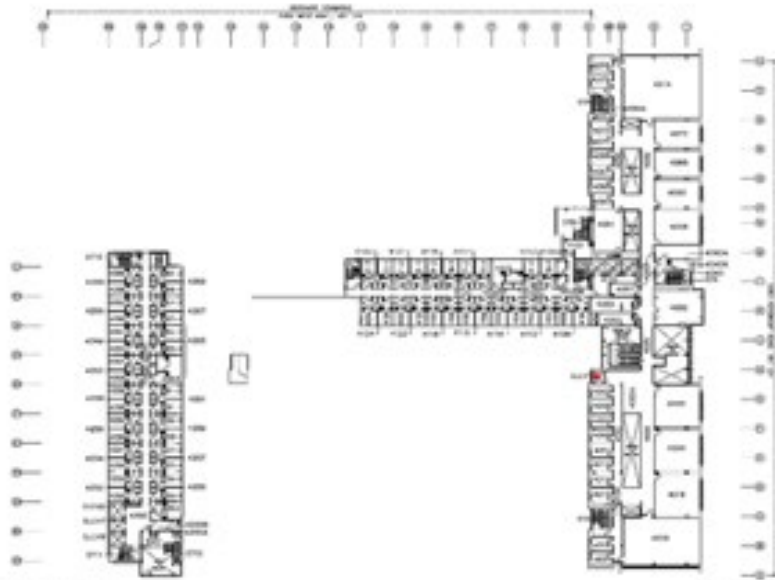


Orchard Commons – Third Floor:



Orchard Commons – Fourth Floor:





THE UNIVERSITY OF BRITISH COLUMBIA  
 ORCHARD CONTRACT  
 4100 KENNEDY ROAD (2ND FLOOR) V7V 1X2

NO.	DESCRIPTION	DATE	BY	APP'D.
1	ISSUED FOR PERMIT	11/11/11	[Signature]	[Signature]
2	ISSUED FOR CONSTRUCTION	11/11/11	[Signature]	[Signature]
3	ISSUED FOR OCCUPANCY	11/11/11	[Signature]	[Signature]

11/11/11

## **16. Accommodations to maintain 2 metre distance**

Please detail what accommodations/changes you have made to ensure employees can successfully follow the rule of distancing at least 2 metres from another employee while working

- Staff will follow institutional policies as described in “UBC Employee COVID-19 Physical Distancing Guidance”. A minimum 2 metres (six feet) will be maintained between individuals. This applies regardless of whether employees are in an office or any common or shared space. The number of persons allowed in specific spaces is defined based on adherence to social distancing requirements and must not be exceeded.
- Building Entrance (6363 Agronomy Road)
  - Vantage team members have programmed card access and can enter the building via entrances that are equipped with card scanners.
- Elevators – The Vantage College elevator has been assigned maximum occupancy ratings (maximum capacity of 1) and corresponding signage has been posted at the elevator doors on all 4 levels. Whenever possible, usage of elevators should be prioritized for those with accessibility needs or transporting materials to prevent bottlenecks in the building.
  - Occupants are not to exceed these temporary occupancy ratings.
- Staff will follow posted traffic flow decals, including directionality of stairwells
- Areas / rooms that are shared in any fashion should be sanitized at the start, and the end, of every usage period. See section on “Sanitization of surfaces”.
- Offices and open concept workstations
  - As per University and provincial directives, work that can be done remotely (i.e. from home) should continue to be done remotely. As a result, the use of Vantage College offices and open concept workstations should continue to be limited to the greatest extent possible based on an exemption process.
  - Vantage College office spaces will not exceed 1 person (at a time).
  - Offices and workstations that are shared in any fashion should be sanitized at the start, and the end, of every usage period. Cleaning protocols are noted later in the plan.
- Common Kitchen (Level 2)
  - Occupants will not be permitted to use the common kitchen space located on Level 2 in Vantage College to ensure adherence to social distancing requirements and reduce the risk of contamination when working in the building. Fridges, kettles and other shared kitchen spaces, appliances, and equipment will not be permitted to be used
- Washrooms (Levels 2, 3 and 4)
  - Occupants using washrooms must strictly adhere to social distancing requirements and stay more than 2 metres (6 feet) from one another.
  - Multiple occupant-rated washrooms are restricted to a maximum of two occupants (at one time).

- Meetings
  - According to University directives, face-to-face meetings are discouraged and should be avoided whenever possible (until post-pandemic normalization).
  - Virtual meetings should be arranged whenever possible.

### **17. Transportation**

Detail how you are able to (or not) apply UBC's COVID-19 vehicle usage guidelines to the proposed operational model - if you cannot apply these guidelines, please describe alternative control measures

- We have reviewed the [UBC Employees COVID-19 Use of Shared UBC Vehicles guidance document](#) and it is not applicable as we will not be using vehicles.

### **18. Worker Screening**

Describe how you will screen workers: 1) exhibiting symptoms of the common cold, influenza or gastrointestinal; 2) to ensure self-isolation if returning to Canada from international travel; and 3) to ensure self-isolation if clinical or confirmed COVID-19 case in household or as medically advised.

- Until UBC or the province provides greater guidance, our screening process will include front and back entry door signage for both workers or visitors/guests that prohibits entry if any of the above 3 criteria apply.
- The following sign will be posted on the staff entry doors (front and back): [WorkSafeBC: Entry Check for Workers](#)
- If staff are unwell and exhibiting any symptoms that may suggest a COVID-19 infection, they must NOT return to the workplace. They must complete the BC self-assessment tool (<https://bc.thrive.health/>) and follow instructions.

### **19. Prohibited Worker Tracking**

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

- Employees feeling ill, with any common cold, influenza or COVID-19-like symptoms, will be asked to stay home and isolate for 10 days following the onset of symptoms or until symptoms resolve.
- Absence tracking will be utilized to track any workers who cannot attend work due to one or more of the three categories of restriction (as defined by Worksafe).

## Section 4 – Engineering Controls

### 20. Cleaning and Hygiene

Detail your cleaning and hygiene plan, including identification for hand-washing stations and the cleaning regimen required to be completed by departmental staff for common areas/surfaces (BOPS Custodial has limitations on cleaning frequency, etc.)

- Custodial standards will follow industry best practices as outlined here: [Building Operations COVID-19 website](#).
- Custodial Services will clean the designated washrooms on each floor and high touch point areas in main corridors, elevators and stairways once per day and once during the evening shift.
- Signage will identify designated washrooms and hand washing stations.
- Workstations, desktops and personal items are not cleaned by Custodial Services. Each employee will clean their workstation when they arrive that day and when they leave with disinfectant provided by Vantage College (70% ethanol in spray bottles). Employees will follow the guidance provided in SRS' High-Touch Point guidance document.
- Employees will wash their hands before and after contacting high touch surfaces and any shared equipment. If there is no immediate access to soap and water, use hand sanitizer.
- A hand sanitizer dispensing station is located inside the Orchard Commons entrance (Agronomy Road). Custodial Services will refill this dispenser regularly.

### 21. Equipment Removal/Sanitation

Detail your appropriate removal of unnecessary tools/equipment/access to areas and/or adequate sanitation for items that must be shared that may elevate risk of transmission, such as coffee makers, kettles, shared dishes and utensils

- Fridge and microwaves will be taped off to prohibit use.
- Kettles, coffee makers, and other shared items will be tucked away to prohibit use. Signage will be placed on cabinets indicating these items may not be used.
- Water coolers will be taped off.
- Water fountains will be taped off.
- Printers, scanners and photocopiers will be cleaned by employees prior to use.
- Workstations and personal items are to be cleaned upon arrival and before leaving for the day.

### 22. Partitions or Plexiglass installation

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

- The use of partitions or plexiglass is not required for our operations in phase 1 of this plan.

## Section 5 – Administrative Controls

### 23. Communication Strategy for Employees

Describe how your unit has or will communicate the risk of exposure to COVID-19 in the workplace to your employee and the safety controls in place to reduce such risk.

- The final copy of our detailed COVID-19 Safety Plan posted online to SRS website and on the Vantage College website and will be disseminated electronically to all Vantage College members.
- Supervisors (the Academic Director for all teaching and instructional members, and the Director of Finance and Operations for all staff and student workers) will communicate self screening protocols to workers by email, online or phone. Signage will be posted. Expectations are that employees will notify the respective supervisors if they are ill and that, if ill, they will not come into the workplace.
- Only approved employees will be returning to the workplace; following an established schedule. Written procedures and protocols for mitigating risk will be posted; when workers need to raise questions or concerns, they can do so to the Academic Director (for all teaching and instructional members, and the Director of Finance and Operations for all staff and student workers) will follow-up in order to respond to or escalate them appropriately to the Principal.

### 24. Training Strategy for Employees

Detail how you will mandate, track and confirm that all employees successfully complete the **Preventing COVID-19 Infection in the Workplace** online training; further detail how you will confirm employee orientation to your specific safety plan

- Before returning to work all employees must complete UBC's 'Preventing COVID-19 Infection in the Workplace' online training module (<https://wpl.ubc.ca/>).
- Once completed, all individuals must send proof of completion to Katherine Riddell, Operations Administrator, who will retain a copy within personnel files. (This includes faculty who have already provided this proof to their academic 'home department.')
- Existing signage related to screening as outlined in question 25 will be in place at the work entrance of each Library (WorkSafeBC: Entry check for Workers and Visitors).

## 25. Signage

Detail the type of signage you will utilize and how it will be placed (e.g. floor decals denoting one-way walkways and doors)

The following signs are provided by UBC and will be put up by Vantage College employees:

- [Entry Checklist](#) to be posted on all Orchard Commons entrances, as well on entry doorways to all Vantage College space
- [Washroom Occupancy limit](#) (for Designated washrooms)
- [Please do not use](#) signs for washrooms not in use
- [Please do not use this sink](#) for sinks external to washrooms that are not designated handwashing stations
- [Please do not use](#) for fridge/microwave/coffee maker.
- [Elevator limit signage](#)
- [One Way](#) directional signage
- [Keep right](#) signage for hallways, stairs.

Floor decals and tape have been provided by our facility manager.

In the event any additional signage is required we will refer to the templates provided on All signage templates on [Safety & Risk Services COVID-19 website](#) or on [WorkSafeBC COVID-19 – Resources](#) website. If required Vantage College specific signs will be created.

## 26. Emergency Procedures

Recognizing limitations on staffing that may affect execution of emergency procedures, detail your strategy to amend your emergency response plan procedures during COVID-19. Recognizing limitations on staffing that may affect execution of emergency procedures, detail your strategy to amend your emergency response plan procedures during COVID-19. Also describe your approach to handling potential COVID-19 incidents

- In the event of an emergency, employees working on site will go to the established Muster Area, as indicated in the Vantage College BERP.
- If the designated floor warden or muster captain is not on site, the staff working in the space should report to Firefighters that the building is cleared.
- If there is an immediate threat to personal health and safety, workers will contact Campus Security and call 911.
- If a worker or visitor becomes ill in the workplace, workers will follow established protocols and contact Campus First Aid (for staff or faculty) or 911 for non-staff students; the person calling will inform Campus First Aid of 911 if the distressed person is experiencing COVID-like symptoms.
- Staff who exhibit any symptoms of COVID-19 will leave campus immediately.
- The following [amendment](#) provided by SRS shall also be followed.

### **27. Monitoring/Updating COVID-19 Safety Plan**

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

- According to University directives, monitoring of compliance with COVID-19 safety plans will occur at the supervisor levels as described. Vantage College will continue to follow the university's accountability structure as laid out in the University safety policy.
- This plan will remain valid and updated for the next 12-18 months. Updates will be required if there are changes to the proposed operational model, occupancy levels not already noted, or shifts in provincial directives. All updates to plans will be reviewed by our JOHSC.
- As the plan is updated, the version on the website and any posted hard copies will be updated. All employees will receive a copy of the new plan either electronically or in hard copy. Occupants who have concerns about compliance, or have any related questions, should discuss with the Academic Director (for all teaching and instructional members, and the Director of Finance and Operations for all staff and student workers) who will follow-up in order to respond to or escalate them appropriately to the Principal.
- All concerns will be received, reviewed and addressed following WorkSafeBC and UBC HR requirements to support staff. UBC HR processes and support mechanisms are outlined here: <https://www.hr.ubc.ca/covid-19/>.

### **28. Addressing Risks from Previous Closure**

Describe how you will address the following since the closure: staff changes/turnover; worker roles change; any new necessary training (e.g. new protocols); and training on new equipment

- Where necessary, faculty, staff and learners will be trained on proper disinfection of shared materials or equipment for infection control.
- All employees working on site will be required to complete UBC's COVID-19 Safety Training online module.

## **Section #6 – Personal Protective Equipment (PPE)**

### **29. Personal Protective Equipment**

Describe what appropriate PPE you will utilize and how you will/continue to procure the PPE

- PPE is not anticipated to change for workers from pre-COVID-19 timeframe. Following the information provided in the UBC Employee [COVID-19 PPE Guidance](#), PPE is not required since a 2 metre distance will be adhered to at all times.
- The usage of non-medical masks does not alleviate the requirement to adhere strictly to social distancing measures put in place by the university. The use of PPE (such as gloves and masks) is a matter of personal choice.

## Section #7 - Acknowledgement

### 30. Acknowledgement

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

- This document Safety Plan must be read and understood by all employees who will be working at the Vantage College Facility. Supervisors will be responsible for ensuring this.

I acknowledge that this Safety Plan has been shared with all Vantage College faculty, teaching assistants, staff and student workers and will be made available as a shared document. Vantage team members can either provide a signature or email confirmation that they have received, read and understood the contents of the plan.

**Date**

July 21, 2020

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**Name/Title**

Dr. Joanne Fox (signed), Principal

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