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	Centre for Teaching, Learning & Technology
Facility Location	*Irving K. Barber Learning Centre, 1961 East Mall, Vancouver, BC V6T 1Z1* *See appendices for additional locations*
Proposed Re-opening Date	*Staggered*
Workspace Location	*1st and 2nd floor, Irving K. Barber Learning Centre* *See appendices for additional locations*

Introduction to Your Operation

1. Scope and Rationale for Opening
The Centre for Teaching, Learning and Technology (CTLT) Administrative Workspaces Intermediate COVID-19 Safety Plan falls under the Vice-President Academic parent plan.   The health and safety of staff, as well as those we support in the university community, are of paramount concern and will be in the forefront of every decision we make in relation to both remote and on-campus work. This includes both physical health and mental health.   CTLT supports faculty, TAs, students and academic staff. Pre-COVID our services included in-person consultations, workshops, and meetings, as well as phone-in support through the LT Hub and our various teams, with our staff working primarily on-campus at one of three locations covered by this plan: • Irving K Barber Learning Centre (IKBLC), Rm 102   • Irving K Barber Learning Centre (IKBLC), Rm 214   • The University Services Building (USB), Rm 1170   Since the move off-campus we have adapted our in-person work to a virtual environment while continuing to offer phone-in and videoconference support, with all of our staff working remotely. While those who can work remotely shall continue to do so at this time, for this first phase of our planning we are seeking to provide accommodations to a limited number of staff members who need to resume limited on-campus work activities. A gradual re-start does not mean a return to normal workplace conditions. Time spent at the workplace will be kept to a minimum. All team members must adapt their behaviour, and their work, to ensure a safe resumption of limited work activity.

For this phase of resumption, we plan to open our USB offices only at this time as the USB has an approved safety plan and the CTLT office in the USB can easily be organized for adequate social distancing. Our plan is to re-open our CTLT office in the USB starting the week of Sept. 21st, 2020.

There are a few staff who work in non-CTLT spaces within other units (i.e., in Klinck with IT staff and in Buchanan C with Arts ISIT staff). Under the umbrella of this plan, these individuals may work in appropriate, assigned space in CTLT offices only. In future, with an approved safety plan for these other units and spaces, and approval from both those CTLT and their located units, these staff may be able to work in their regular workspaces.

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

- Risk #1 – A 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 location, and may be subject to change based on Covid-19 developments and campus operations, and will be addressed as part of the monitoring requirements. An appendix with site-specific details will account for controls to specific risk assessments.

- IKBLC, 1st floor - Applicable Risks: Risk #3
- IKBLC, 2nd floor - Applicable Risks: Risk #3
- USB - Applicable Risks: Risk #3, but windows can open in many of the spaces.

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

CTLT staff provided feedback on this plan and that has been incorporated into this document. This plan has been reviewed by our Safety and Risk Services file coordinator, and our Facility Manager, and the Academic Director of CTLT. The Provost and Vice-President Academic, UBC Vancouver has reviewed and endorsed this plan. The University Administrative Unit JOHSC will review the plan within 30 days of approval, and the plan will be revised as necessary.

Please see the appendices for site-specific child plans.

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"](#)
- [Government of Canada: "Coronavirus disease (COVID-19): Awareness resources](#)

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 - Phases 2 & 3](#)
- [WorkSafeBC COVID-19 Safety Plan](#)
- [WorkSafeBC: Designing Effective Barriers](#)
- [WorkSafeBC: Entry Check for Workers](#)
- [WorkSafeBC: Entry Check for Visitors](#)
- [BC COVID-19 Self Assessment Tool](#)
- [WorkSafeBC Protocol: Offices](#)
- [WorkSafeBC Protocols: Post Secondary Education](#)

5. UBC Guidance

- [Guidelines for Preparing for Reoccupancy](#)
- [Guidelines for Safe Washroom Reoccupancy](#)
- [Space Analysis and Reoccupancy Planning Tool](#)
- [UBC Employee COVID-19 PPE Guidance](#)
- [Ordering Critical Personal Protective Equipment](#)
- [UBC Employee COVID-19 Use of Shared UBC Vehicles Guidance](#)
- [Building Operations COVID-19 website](#) - Service Level Information
- [UBC Employees COVID-19 Essential In-person Meetings/Training Guidance](#)
- [Workplace Physical distancing Planning Tool and Signage Kit](#)
- [UBC Facilities COVID-19 information](#)
- [Preventing COVID-19 Infection in the Workplace training course](#)
- [UBC Cleaning Standards & Recommendations for Supplementary Cleaning](#)
- [UBC Entry Check Sign](#)

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 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

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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

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- Potential close/brief contact locations are:
    o Lobby / Building entrances
    o Elevators
    o Stairwells
    o Reception area
    o Hallways
- Potential closer/prolonged contact locations are:
    o Kitchen
    o Washrooms
    o Adjacent workstations
    o Meeting rooms

- o Photocopiers
- High-touch / frequently touched surfaces are:
  - o Building entrance/exit door handles
  - o Elevator buttons
  - o Stairwell handles
  - o Office entry door
  - o Interior room door handles
  - o Washroom - door handles & locks in each cubicle, flush buttons, hand basin faucets and soap dispensers, exit door.
  - o Kitchen - fridge, dishwasher, microwave, coffee maker, kettle, toaster, garbage containers, water cooler.
  - o 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 the same time)

- The following will apply to all CTLT work sites. Details specific to each location are included in the Appendices.
  - o 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.
  - o Individual meeting rooms will have room occupancy limits posted to ensure that physical spacing is possible at all times. In-person meetings with visitors outside of CTLT staff are not permitted at this time.
  - o 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.

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 was created with input from our Senior Management team and the CTLT Health, Safety & Wellbeing Committee (membership from all our teams).
- It was shared with members of CTLT via email from the Academic Director and Senior Manager, Planning & Operations. Feedback was requested through these channels.
- Individuals who return to the office will have an opportunity to talk through this plan with their supervisors, providing feedback and concerns.
- The University Administrative Unit JOHSC will review the plan within 30 days of submission, and the plan will be revised as necessary.
- As resumption plans for our other CTLT locations are finalized and new appendices are drafted, an updated copy of this plan and the new appendices will be circulated for input from CTLT staff.

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

Check-ins and supports will be made available via the following means:
- Email communication from the Academic Director and/or Senior Manager, Planning and Operations;
- Updates to regulations via email by the Senior Manager, Planning and Operations; and
- Monthly team meetings and bi-monthly all-staff meetings, which are all currently online
- Supervisors are encouraged to disseminate information from:
    - 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.

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

A copy of this plan:
- Will be posted to the CTLT website
- Will be shared via email to all staff as an attachment
- Shared with staff via our monthly emailed internal newsletter (*Digest*)
- Stored on CTLT intranet (teamshare)
- Hardcopies will be available at reception and on the Health and Safety boards at our various spaces
- Emailed to ready.ubc@ubc.ca

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.
- 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.

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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

- During this stage, most of our staff can and will continue to work from home. This plan outlines the ongoing changing needs of our unit and will be updated as we receive more direction from the University around return-to-campus work. Currently, there are a few staff who, due to a variety of reasons, are experiencing significant challenges that impact their productivity while working from home. Some of these challenges include space, noise, connectivity, dependent care, etc. Staff requests to work on campus due to such challenges will be reviewed and approved by the CTLT Academic Director on a case-by-case basis.

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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. shifted start/end times) in order to limit contact intensity; describe how you may group employees semi-permanently to limit exposure, where necessary

- A maximum of 25% of staff who normally work in each space will be allowed to work in the office each day, based on the ability to maintain physical distancing. No one will share a workspace.
- All individuals returning to campus are based in individual offices or workstations that possess adequate engineering controls, including workspace dividers, to considerably limit contact intensity.

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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

- Please see appendices for local site-specific key plans that indicate designated entry and exit points, occupancy limits, traffic flow and 2m physical distancing.

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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 will follow institutional policies as described in [UBC Employee COVID-19 Physical Distancing Guidance](). A minimum of 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.
- No unnecessary visitors are permitted in the offices, including relatives (e.g., parents, children), friends of staff. Exceptions include couriers, IT, campus mail, and building operations staff.
- 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.
- Washroom capacities are posted outside the main door of each washroom. Refer to the [UBC Washroom Guidance]() document.
- Staff are to follow all posted traffic flow decals, including directionality of stairwells and elevator capacity limits
- Nonessential in-person 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

- 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 shared vehicles.

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 the household or as medically advised

- We will include entry door signage for individuals that prohibits entry if any of the above 3 criteria apply. We will use the following signage:
  [Worksafe: Entry Check for Workers]()
- Before coming to work, all staff must check their health status and fill out a Qualtrics survey daily. Staff experiencing any symptoms of COVID-19 (cough, sneezing, shortness of breath, loss of sense of smell/taste, severe headache, sore throat, tiredness, fever) must not come to work. Personnel must inform their supervisor if they will not be in the office on their scheduled day(s).
- Individuals displaying symptoms of COVID-19 (described above) must remain at home and isolated until they have been confirmed COVID-free by testing or have been

symptom-free for the length of time recommended by the BCCDC. Personnel who have been in contact with a person confirmed or presumed to have COVID-19 must also self-isolate as per provincial health guidelines. Personnel will be referred to the BC Health Self-Assessment Tool or 811 to determine if they require testing and/or medical care.

- Anyone returning from outside of Canada must follow the directions of the quarantine act, which specifies 14 days of self-isolation, regardless of whether or not they are experiencing COVID-19 symptoms. Anyone who has been in close contact with an individual who has travelled outside Canada may not return to the physical workplace for 14 days after the exposure. Supervisors cannot give personnel in quarantine work that would require them to break the quarantine.
- 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.

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18. Prohibited Worker Tracking
Describe how you will track and communicate with workers who meet categories above for worker screenings

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- The primary method for communication with staff will be through email.
- PAT will be utilized to track any workers who cannot attend work due to exhibiting symptoms of the common cold, influenza or gastrointestinal issues; managers will track those who are self-isolating while continuing to work remotely.

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

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- Custodial standards will follow industry best practices as outlined here: Building Operations COVID-19 website.
- Custodial Services will clean the designated washroom and high touch point areas in main corridors, elevators and stairways once per day and once during the evening shift.
- If there is any additional required cleaning (e.g. high-touch surfaces), staff will be designated to clean these items and cleaning solutions will be provided.
- Signage will identify designated washrooms and handwashing stations.
- Hand sanitizer is available at all entrances, in the kitchen and in the photocopy area. Staff have been informed they must use sanitizer or wash their hands upon entering these common spaces. Signs have been posted as reminders. We have ordered a large supply of hand sanitizer.
- Staff are instructed to wipe down their personal workstations at the beginning of each day. We currently have a large supply of sanitizing wipes.
- Personnel must wash their hands regularly in either the kitchen or bathroom sink and avoid contact with one another.

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 the risk of transmission, such as coffee makers, kettles, shared dishes and utensils

- All work locations will be accountable for the following as applicable:
    - Printers, scanners and photocopiers will be cleaned by employees prior to use.
    - Workstations and personal items are to be cleaned upon arrival.
    - Communal drinking and eating supplies (utensils, cups, plates, bowls, etc) will be removed.
    - Chairs from the lunchroom will be removed.
    - Signage and sanitizers for common equipment (coffee maker, kettle, photocopier) will be provided.
    - All laptops brought on campus should be wiped down by their users with disinfectant upon arrival.

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

- Each site-specific plan will address this 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

Dissemination of this Plan to the JOHSC: Once this plan is complete, it will be distributed to the University Administrative Units JOHSC for review. Not only will this give the worker representatives on the committee a chance to preview the document, but it will give them the opportunity to provide further suggestions for improvement.

Communication of the Plan to Employees: To communicate the risk of exposure to COVID-19 in the workplace to the employees, the CTLT will disseminate this plan via e-mail to all staff. As a follow-up, the CTLT will hold multiple town hall sessions to reiterate the risks and hazards of COVID-19, and the ways they are mitigated in this return to campus work plan. The roles and responsibilities of the employees will also be covered (see sections below).

Communication of Worker's Concerns: Individuals who will be returning to campus work (and others) can communicate their concerns to their supervisor, members of the CTLT Senior Management Team, or University Administrative Unit JOHSC.

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 will be required to complete UBC's Preventing COVID-19 Infection in
  the Workplace online training module. No staff members will be allowed to return to
  on-campus work without completing this module.
- Supervisors and the Senior Manager, Planning and Operations, will be responsible for
  tracking staff completion as well as site-specific training.
- All staff returning to the office will confirm to their supervisors they have read and
  understood this safety plan. They will be given the opportunity to ask any questions
  that they have before confirming.

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)

CTLT will use the signage from the Safety & Risk Services COVID-19 website, the
Worksafe's COVID-19 – Resources website, WorkSafe BC, and from Building
Operations. Building Operations has also sent out approved floor tape and decals to all of the
departments.

Required signage:

1. Floor decals denoting one-way walkways and doors
2. Entry only and exit only door signage
3. Maximum numbers in communal spaces
4. Suggestions around not congesting in hallways
5. Prohibited criteria for entering the office and how to track if you decide to go home
6. Signs that state the maximum occupancy of common rooms
7. Use of tape and floor signage to direct traffic through high flow areas
8. Signs to remind people to adhere to physical distancing guidelines

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

1. Each cohort will have a cohort coordinator, who will take the Supervisory safety online training module (https://wpl.ubc.ca/browse/srs/mandatory/courses/wpl-srs-supert) and the floor warden training module (https://wpl.ubc.ca/browse/srs/epc/courses/wpl-srs-fwtc)
2. Cohort coordinators must not be asked to come to campus to solely to fulfill their role as a floor warden.
3. All staff returning to campus will follow the building occupants section of the BERP Amendment: https://ready.ubc.ca/get-informed/emergency-plans/,
4. Physical distancing is not required during an emergency evacuation

Any health and safety incidents, including COVID-19 related, will be reported to the cohort coordinator as well as to the supervisor(s) of staff involved.

For COVID-19 incidents on campus,
- For individuals presenting COVID-19-like symptoms, the direction to employees is to call UBC First Aid at 2-4444
- Suspected positive incidents are to be reported to the Supervisor and documented by the Manager, HR & Admin in CAIRS as well as by emailing ready.ubc@ubc.ca
- UBC COVID-19 exposure information can be found on the SRS webpage: https://srs.ubc.ca/covid-19/health-safety-covid-19/#Reporting%20COVID-19%20exposure
- Direct people who are unsure about what they should do to the BC Self-Assessment tool: https://bc.thrive.health/
- 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) - this plan must remain valid and updated for the next 12-18 months

- According to University directives, monitoring of compliance with COVID-19 safety plans will occur at the supervisor levels as described in UBC's Safety Planning Framework document. The CTLT 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, resumption in additional CTLT work locations on campus, occupancy levels not already noted, or shifts in provincial directives. All updates to the plan will be reviewed by the University Administrative Units 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 their manager or supervisor.
- 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/.

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

- All CTLT staff are computer-based, so training of new staff can be done remotely. This safety plan, along with the [Preventing COVID-19 Infection in the Workplace](#) mandatory training module, will be added to our current onboarding process.

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

- We are not anticipating any new PPE requirements due to COVID-19

Section #7 – Non-Medical Masks

29. Non-Medical Masks

Use of non-medical masks

- All CTLT staff will follow the requirements around mask-wearing described in https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/ and https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf. For this phase of resumption, staff returning to the office will be scheduled to ensure that physical distancing is maintained at all times between workstations; therefore, non-medical masks will not be required at this time when staff are working or having a virtual meeting at their workstation. Masks will be require anytime a staff member leaves their desk.

Section #8 - Acknowledgement

30. Acknowledgement
The plan must demonstrate approval by the Administrative Head of the 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 plan has been made available and shared with staff via email. Staff can either provide a signature or email confirmation 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 _____

Appendix A - University Services Building, 2nd Floor

Additional Safety Plan Information

Contact density (proposed COVID-19 Operations)
CTLT offices in USB can be set up with physical distancing and administrative controls to ensure density is at safe levels.

Individuals working at USB will be assigned single-person workstations that are further than 6ft from each other. Workstations will also be separated by either a 5' high physical, not plexiglass barrier or located in separate office spaces.

- Potential close/brief contact locations are:
    - Lobby / Building entrances
    - Elevators
    - Stairwells
    - Reception area
    - Hallways

- Potential closer/prolonged contact locations are:
    - Kitchen
    - Photocopier room

- High-touch / frequently touched surfaces are:
    - Building entrance/exit door handles
    - Elevator buttons
    - Stairwell handles
    - Office entry door
    - Interior room door handles
    - Washroom - door handles & locks in each cubicle, flush buttons, hand basin faucets and soap dispensers, exit door.
    - Kitchen - fridge, microwave, coffee maker, kettle, toaster, garbage containers, water cooler.
    - Office equipment – photocopier/printer panel.

No job tasks require close proximity. Contact is most likely to occur in hallways. We have instructed staff to follow one-way directions in all USB hallways, and yield to others already in common spaces, if necessary.

Contact Number (proposed COVID-19 Operations)
During non-COVID-19 operations, the USB space can hold 28 people. We will reduce this to 25-30% of full occupancy or a maximum of 8 people in the office at any one time.

Individuals will be in the office a maximum of 3 days per week (Tues, Wed and Thurs). Currently, we are expecting 5 people maximum on these days

Individuals will be assigned workstations or single-occupancy offices more than 2 metres apart. Each workspace will be occupied by one user only.

Work Schedule Changes/Creation of Work Pods or Crews or Cohorts
USB guiding procedures:
- Individuals will be assigned a workspace for their use only. Individuals in different cohorts will have different workspaces.
- Individuals will be assigned days of the week to work in the office.
- No in-person meetings, events or workshops will be organized.
- No one other than CTLT staff approved to be in the USB offices will be allowed in the space. Exceptions include couriers, IT, campus mail, and building operations staff.
- Staff who require occasional access to CTLT spaces will continue to connect with the Senior Manager, Planning & Operations and the Administrative Coordinator.
- For safety reasons, all office space is accessible between 7:00 am and 6:00 pm only.
- No weekend work on site is expected.

Spatial Analysis: Occupancy limits, floor space, and traffic flows
Since we are looking at voluntary re-occupancy, we are reducing the numbers to ensure no employee is physically located less than 2 metres apart. We have also added signage in our common spaces. Directional flow into and out of our spaces is based on the Building Operations Safety Plan. Within CTLT, we have created a directional map that minimizes contact between individuals, based on workstation and office location.

Using UBC key plans, we have detailed the following, attached below.

1. Highlighted max occupancy of common spaces and hand sanitizing stations
2. Illustrated one-way directional traffic flows and sanitizing stations

USB 1172. Individuals in workstations with some wall panels for density control. Most of these have functioning windows allowing for better ventilation. (these are labelled 1-12 on keyplan below)

USB offices 1173, 1174, 1175, and 1177. One individual in each of these offices (these are labelled 14-17).

USB 1178, 1181, and large pod next to 1181 will be available for individuals to book for zoom calls (these are labelled 13, 18, and 19)

See CTLT keyplan at the end of Appendix A

Building/Facility Considerations

The USB building safety plan outlines traffic directions for the building. CTLT staff can enter USB through either the north entrance or far south entrance but will need to use the north staircase to access the second floor. The entrance to the CTLT offices will be through the "main" entry door (1044). Staff will leave the CTLT office space via the south, internal staircase. If the elevator is needed for office exit, individuals will ensure the "bridge" between the CTLT

office space and the elevator is empty as they will need to walk counter to the prescribed traffic flow. At this point, we do not anticipate staff returning to the office to need the elevator.

Accommodations to maintain 2-metre distance

The floors in the CTLT office space have directional tape to ensure all staff are aware of the proper traffic flow to maximize physical distancing.

We have a gender-neutral single-stall washroom. Signage has been posted indicating no more than 1 person at a time may use the space.

In our kitchen at USB, we have provided maximum occupancy signage (2 people max) and distancing guidelines on the floor. We have also put up signage and informed all staff they must use their own utensils and kitchen-ware and must store these in their workspaces. We will pack away the items from the communal cupboards and no common use utensils will be available. Staff will be instructed to wash their hands before touching any shared surfaces and surface sanitizer will be available to wipe down shared surfaces.

We have 2 boardrooms that could be converted into individual workstations. No in-person meetings will be scheduled for these or other spaces.
Common areas (admin, bathrooms, elevators)

- The kitchen has a limit of 2 people
- All accessible rooms will be sign-posted with the maximum occupancy based on available floor space to allow for 2m physical distancing.
- Elevators should only be used for heavy loads and accessibility needs; limited to 1 occupant with appropriate signage (already in place with USB building plan)
- When common office machines are used (e.g., copier, scanner) they must be wiped down by the user with a disinfectant prior to and following use. Sanitizing materials will be available next to the printer.

Partitions or Plexiglass installation

The use of partitions or plexiglass is not required for our operations in USB.