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 | Integrated Service Centre & Integrated Renewal Project
---|---
Facility Location | Feric Building, 2601-2665 East Mall V6T 1Z4
---|---
Proposed Re-opening Date | 24th August 2020
Workspace Location | Feric: basement level, level 1 and level 2
---|---

Introduction to Your Operation

Scope and Rationale for Opening

Finance’s Integrated Renewal Project and future Integrated Service Centre is located in the Feric building, at 2601 – 2665 East Mall, Point Grey Campus, UBC. The basement suite housing ISC is accessed via a common lobby on the south side of the building, the ground and upper levels are accessed via the same. There are two stairwells at the south end of the building and two at the north end of the building. There is one main common kitchen/lunch room area on the 2nd level and one small kitchenette will be developed in the basement level. One small elevator is available for those with disabilities or difficulty with stairs, it is capable of one passenger only. From the basement it is feasible to exit directly into the west side ground level parkade, from the south end exit can be via the fire escape at the bottom of both stairwells, likewise the north stairwells have emergency exits which may be used as exclusive exits whilst entrance will be via the principle main entrance on the south side.

The building has a large open entrance space with stairwells running off to the left, an unused/unmanned reception area and meeting rooms to the left and right. A row of individual rooms and meeting rooms run along the east wall whilst the left hand side of the building requires a half flight of stairs to a similar run of separate rooms and meeting spaces. Climbing to the next level there is a repeat of the lower floor plan on the east side. Each of these rooms have been fitted with approx. 3 small workstations as well as a small meeting table. During this distancing time each room would be suitable for 2 persons only. Some larger rooms are fitted with more stations but at least a 50% reduction would be required, in some instances more due to the smaller than average workstation. Each level of the building: Lower level, first floor and upper floor have both male and female washrooms all will be reduced to 50% of normal capacity or one person. There are already wall mounted hand sanitizer stations upon entrance to the building.

Emergency exit from the basement suite is via one direct emergency exit or via 2 doors to the external exit. The upper floors emergency exit is via one of the 4 stairwells situated at the North East, North West, South East and South West corners of the building.
This space is typically occupied by Integrated Renewal Project staff who are currently 100% working from home. Due to the nature of the work and the go live date of 1st November 2020 for the new systems there is a desire to have 23 Finance Subject Matter Experts use the space as well as some other Financial Operations, Operational Excellence staff and Integrated Service Centre staff. Estimated daily occupancy of the space will be approximately 30%.

The rationale for opening this office is to allow collaboration and informal learning through conversation during training sessions, sharing examples and scenarios which is not feasible when working from home independently through the training sessions. The training is required as we move to introduce the new Workday platform. The plan is vetted and approved by the Director of Integrated Service Centre.
Section #1 – Regulatory Context

1. Federal Guidance


   https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html


2. Provincial and Sector-Specific Guidance

   http://www.bccdc.ca/health-info/diseases-conditions/covid-19/data

   BC COVID-19 Data


   BC COVID-19 Go-Forward Management Strategy


   BC’s Restart Plan: “Next Steps to move BC through the pandemic”

3. WorkSafe BC Guidance


   WorkSafe BC: COVID-19 and returning to safe operation; reducing the risk – Phase 2


   WorkSafe BC: COVID-19 Safety Plan


   WorkSafe BC: guidance on how to create effective barriers; (i.e. maintaining 2m distancing and installing plexiglass at front counter)


   WorkSafe BC: Entry Check for Workers


   WorkSafe BC: Entry Check for Visitors


   WorkSafe BC: Frequently Asked Questions (FAQ) for Employers
<table>
<thead>
<tr>
<th>4. UBC Guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="https://srs.ubc.ca/covid-19/">https://srs.ubc.ca/covid-19/</a></td>
</tr>
<tr>
<td>UBC Safety &amp; Risk Services</td>
</tr>
<tr>
<td>UBC Employee COVID-19 PPE Guidance</td>
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</tbody>
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<table>
<thead>
<tr>
<th>5. Professional/Industry Associations</th>
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<tr>
<td>N/A</td>
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</table>
Section #2 - Risk Assessment

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

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

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

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

- Physical distancing measures – measures to reduce the density of people
- Engineering controls – physical barriers (like Plexiglas or stanchions to delineate space) or increased ventilation
- Administrative controls – clear rules and guidelines
- Personal protective equipment – like the use of respiratory protection
6. Contact Density (proposed COVID-19 Operations)
Describe the type of contact (close/distant) and duration of the contact (brief/prolonged) **under COVID-19 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 COVID-19 operations the space can accommodate 80 people plus visitors in meeting rooms,
Potential close/brief contact locations are:
- Lobby
- Elevator
- Lounge area
- Hallways

Potential closer/prolonged contact locations are:
- Kitchen
- Lunchroom
- Washrooms
- Adjacent workstations
- Meeting rooms
- At photocopiers

High-touch / frequently touched surfaces are:
- Lobby entrance door handle
- Elevator buttons
- Interior room 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.

7. Contact Number (proposed COVID-19 Operations)
Describe the number of contacts in your setting

During COVID-19 operations:
- Occupancy for meeting rooms 2 people, lunchroom 10 people, kitchen 1 person
- Segregation of staff workstations to enable distancing implemented
- Increased cleaning schedule
- Distribution of disinfecting products at high touch areas in kitchen and around the room for staff to use

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

- The trained JOHSC and LST member for VPFO, and communicates information from that source.
- We have an EOC member for VPFO who communicates information from that source
- DOC members initiate Email messaging, virtual management meetings and weekly newsletters for staff members to ensure they are informed of protocols for safe operations pointing staff to UBC COVID-19 response with a plethora of information to maintain safety
- Managers input and review of draft plan
• Notices to alert community of reduced passenger count in elevators.
• Notices to alert community of one stairwell UP and the other DOWN.
• Directional signage to indicate traffic flow (wall mounted)
• Notices in washrooms to increase frequency and method of handwashing.
• Notices to alert users to 2 occupants in washrooms at any time.
• Consultation meeting and a soft copy of Safety Plan to all staff prior to finalization
• Posting hardcopy of Safety Plan on noticeboard, softcopy in SharePoint
• Staff will take the mandatory Health and Safety training and their certificate will be included in their personnel file
• Participation in the training will be monitored by monthly reports via HR for new hires
• Staff will be given the opportunity to provide consultation and feedback on the Safety Plan and raise concerns on an ongoing basis

9. Hazard Identification
Describe what COVID-19 specific hazards exist in your workplace
Employees not maintaining the 2m distance at the following spaces:
• Elevator
• Kitchen equipment
• Photocopier
• Washrooms
• Corridors
• High touch surfaces by multiple employees (photocopiiers, filing cabinet drawers)
• Collaborative work involving brief consultation with a colleague

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
• Due to safe distancing practices and spread of staff around the suite, posting of communication and consistent communication with staff on-site as well as a duty manager on roster risk is deemed low pre-& post Safety Plan completion.
• Density will be approx. 40% on any given day.

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

UBC COVID-19 strategy https://covid19.ubc.ca/ is included as a link in each weekly or bi-weekly newsletter to staff and they are requested to peruse the site to keep informed of any changes and review the resources available to them there, these include links to WorkSafe BC, Province of BC, Government of Canada and World Health Organization informational resources. Posters and information have been posted around the suite and in the washrooms to remind staff of safety protocols. Supervisors will support and remind staff to review the materials and stay informed. Communications pertaining to workplace health measures can be delivered during Team meetings.

12. Plan Publication
<table>
<thead>
<tr>
<th>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</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="https://covid19.ubc.ca/">https://covid19.ubc.ca/</a></td>
</tr>
<tr>
<td>We refer/link to the plan on our website, refer/link to it on our SharePoint site and post notices of where the plan (softcopy) can be found as well as having a hard copy on notice boards for staff to refer to.</td>
</tr>
<tr>
<td>All staff will receive a copy via email for their personal records/file and ease of reference.</td>
</tr>
</tbody>
</table>

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. (See addendum E)
- 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.
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

Feric offices would be a supplementary space for Finance & Operational Excellence to utilize during Workday Training periods as it is typically used as project space and project workers remain working from home.
The Integrated Service Centre will be located in this venue and expectation is that only during training period those workers may access this venue for training sessions.

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

We wish to offer the opportunity for people to resume working in the office for training purposes. In order to do so we are able to initiate a 2/3 day per week rota that enables 2 m distancing where no-one will be in adjacent desks on the same day. A spreadsheet will be maintained to strictly manage office attendance.

15. Spatial Analysis: Occupancy limits, floor space, and traffic flows
Using UBC building keyplans:
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

Entry: Workers entering will do so via the building’s main entrance on the South Side
Exit: Workers leaving will leave via one of the 4 stairwells or from the basement emergency exit
Main entry corridor: Signage is displayed to alert staff to remain on the right hand side when traversing all corridors. The main corridor is insufficiently wide to accommodate 2m therefore staff will be required to stand aside to let other’s pass.

Appendix A. – current floorplans for each level

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 are encouraged to use the stairwell rather than the elevator which can only accommodate one passenger.
- Lunch room has reduced occupancy to sit to eat, dining area is strictly limited 6 diners and 1 kitchen area user. Staff will undertake a disinfection process on surfaces prior to and after dining. Staff are encouraged to eat at their own workstation rather the lunch room
- The meeting rooms will all be reduced occupancy of 2 with the largest at 4.
- Washrooms are limited to 50% of standard occupancy or one person.
- At photocopiers users should be aware of passing traffic to ensure maximum distancing
### 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.

N/A use of UBC vehicles is not required.

### 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.

- [Worksafe BC: Entry Check for Workers](#)
- [Worksafe BC: Entry Check for Visitors](#)
- Signage is posted in the suite for viewing by Workers and Visitors.
- Workers are required to self-monitor their health and advise supervisors/managers of any suspected illness and advised to take the BC Thrive Self-Assessment tool and follow it’s recommendations.
- If the worker has come to work and begins to feel ill they should inform their supervisor/manager, call first aid, completed the BC Thrive Self-Assessment Tool and follow its recommendations.
- Workers intending to travel outside of Canada will be required to inform their manager of their intent and to make arrangements, including time off, for a self isolation period of 14 days upon their return to Canada.
- Workers must confirm to their manager that they are asymptomatic prior to returning to the office environment.
- Workers exposed via a contact/relative will be required to inform their manager and self isolate for 14 days.
- Workers medically advised to avoid contact (whether due to illness or vulnerable conditions) are expected to work from home.

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

- Workers who are exhibiting symptoms and are self-monitoring at home will submit sickness absence reports via PAT and be recorded as on sick leave.
- Workers who have been in contact with a household member or other close contact with a person who is a confirmed COVID-19 case will be offered the opportunity to self isolate at home with work / equipment provided to enable a WFH status, with work assigned accordingly. Alternatively, if unable to work from home, they will be required to use sickness absence time.
- HR will confirm UBC’s policy whereby an employee travels outside of Canada and is in self isolation upon return yet is unable to WFH or cannot be assigned suitable work to WFH during that 14-day period (leave of absence/sick leave/vacation).
PAT is used to record absences and the reporting tools therein allow us to track via commentary the type of absence being taken and ability to WFH during self monitoring / self isolation.

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.)

- All cleaning in Feric is UBC Building Operations and includes frequent disinfecting of commonly touched surfaces.
- Staff have access to cleaning supplies for their workstations with paper towels and disinfectant being supplied by the unit for their use in maintaining their own hard surfaces’ cleanliness.
- Users of the meeting rooms are requested to use disinfectant peripherals such as keyboard and mouse after using.
- Cleaning and disinfectant products are in the kitchen to allow additional cleaning / disinfectant as required (after touching microwave or coffee maker or kettle etc.)

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

- UBC Building Operations will add high touch equipment (photocopiers, and kitchen equipment) to their daily cleaning regime when doing door handles etc.
- Staff are required to disinfect kitchen equipment, tables and chairs after use / touch
- Shared dishes / utensils are put through the dishwasher daily. Staff are requested to bring their own supply of dishes/utensils to avoid using common supplies whenever possible.

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

There are no public facing facilities used in this venue
### 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.

- Employees will receive an email with the plan and informed that a hard copy is posted on the noticeboard in the kitchen as well as available in soft copy in SharePoint.
- Employees will be advised that there are opportunities to raise questions or concerns via their manager.
- Managers will then feed these via the JOHSC member who will collate and escalate it to the DOC/ senior leadership/SRS to address and initiate any changes/improvements/consultation with WorkSafe BC etc.
- A record will be retained of any questions/concerns raised and appropriate responses communicated.
- Addendums to the Feric Safety Plan will be published via the same channels as previously.

#### 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.

- All employees will be sent the training link: UBC Covid-19 Training and expected to confirm to their manager and JOHSC member that they have completed the training.
- Employees will be encouraged to clean their personal spaces and equipment daily prior to commencing their day (note: cleaning staff enter the building after hours).

#### 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)

- Paper signs from above links will be posted in the lobby, elevators, reception area, on notice boards, kitchens & bathrooms.
- Directional arrows will be indicated in signs on walls of main corridors.
- Instruction on handwashing placed in washrooms and in kitchen.
- Signage to indicate number of staff in each of the spaces is posted.

#### 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.
• Currently emergency response will remain unchanged.
• Evacuation from the building will proceed as normal with additional awareness to proceed with caution whilst attempting to maintain distancing as far as possible.
• Roll call upon evacuation will be completed by the duty manager using the assigned list.
• Potential COVID-19 incidents: Incidents to be reported to the manager of the staff member’s unit. Manager will follow up by reviewing potential close contacts, connect with JOHSC member, who will initiate the reporting process via SRS. Advice on next steps will be coordinated via SRS. If JOHSC member is unavailable the manager will connect directly with SRS.

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 JOHSC or Supervisor) - plan must remain valid and updated for next 12-18 months

• Employees will receive an email with the plan and informed that a hard copy is posted on the noticeboard as well as available in soft copy in SharePoint.
• Employees will be advised that there are opportunities to raise questions and safety concerns via their manager.
• Managers will then feed these via the JOHSC member who will collate and escalate it to the DOC/ senior leadership/SRS to address and initiate any changes/improvements/consultation with WorkSafe BC etc.
• A record will be retained of any questions/concerns raised and appropriate responses communicated.
• Addendums to the Safety Plan will be published via the same channels as previously.
• The Safety Plan will be valid and updated as required through the following 12 to 18 month period (from July 2020).

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

• Training, hiring, terminations and new roles have been managed remotely to a large extent.
• Limited requirement for on-site presence.
• Some functions require on-site physical presence but have been managed by those typically present without the need to call in workers who remain working from home. This is expected to continue.
• Where training is required person to person, technology will be employed for example as far as possible: use of video or Zoom calling to demonstrate a function and vice versa to demonstrate ability to execute the trained function.

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

• Disinfectant solutions available for use on hard surfaces (see Appendix C)
• No PPE such as masks or gloves are required based on the nature of the work
### Section #7 - 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 acknowledge receipt and will comply with the Safety Plan.

- I acknowledge that this Safety Plan has been shared with staff both through email and will be made available as a shared document on notice boards and in SharePoint.
- Staff can provide an email confirmation that they have received, read and understood the contents of the plan.

<table>
<thead>
<tr>
<th>Date</th>
<th>14 Aug 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name (Manager or Supervisor)</td>
<td>Harjot Guram</td>
</tr>
<tr>
<td>Title</td>
<td>Director of ISC</td>
</tr>
</tbody>
</table>

### Faculty and Staff Occupying Workspace (See Appendix B)

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Confirmation of Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harjot Guram</td>
<td><a href="mailto:Harjot.guram@ubc.ca">Harjot.guram@ubc.ca</a></td>
<td>☐</td>
</tr>
</tbody>
</table>
Appendix A – Floorplan
Level 1

**Note:** Colours in the following drawings have no bearing on office use under COVID-19 operations and pertain only to pre-COVID-19 operational use of space.
Appendix B – List of groups who may attend the office on rotational basis

Occupants of this building are expected to come for these groups:

ISC
IRP
Strategic Sourcing
Procurement Partners
Buyers

On a strict rotational / space allocation basis
Appendix C – Disinfectant brand and Hand sanitizer brand
Appendix D – Notice to Workers

Help prevent the spread of COVID-19

Please do not enter this workplace if you:

- Have any of the following symptoms:
  - Fever
  - Chills
  - New or worsening cough
  - Shortness of breath
  - New muscle aches or headache
  - Sore throat
- Have travelled outside of Canada within the last 14 days
- Are a close contact of a person who tested positive for COVID-19

If you are displaying symptoms of COVID-19, refer to HealthLink BC at 811.

worksafebc.com

WORKSAFE BC