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/

<table>
<thead>
<tr>
<th>Department / Faculty</th>
<th>Financial Operations &amp; Operational Excellence</th>
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<tbody>
<tr>
<td>Facility Location</td>
<td>Wesbrook Satellite Office 5958 Webber Lane</td>
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<td></td>
<td>Wesbrook Village</td>
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<tr>
<td>Proposed Re-opening Date</td>
<td>17th August 2020</td>
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<tr>
<td>Workspace Location</td>
<td>CRU 8</td>
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Introduction to Your Operation

Scope and Rationale for Opening

Financial Operations, Accounts Payable satellite office is located in CRU8, 5958 Webber Lane, Wesbrook Village, Point Grey Campus, UBC. The suite is accessed via a common lobby on the north east side of the building which has card swipe access to enter the building and the same to enter the suite. One upward stairwell off the lobby as well as an elevator are the only accesses to the suite. The ground floor of the building comprises shops and restaurants, with the second floor being commercial offices and personal services as well as 2 UBC offices. Four further floors are residential.

The suite has an entrance lounge area, with entry to a corridor running the length of the suite, access to workstations are on the left of the main corridor, with one small meeting room on the east corner, a larger meeting room/lunch room on the south west corner with entry to the kitchen on the west wall.

Emergency exit from the suite is via the kitchen to a common stairwell.

The two internal meeting rooms are reduced to 1 occupant and 2 occupants each for the larger meeting room and 2 occupants for the lunch room, whilst the lounge area is also reduced to 2 seated occupants at any time.

The layout of workstations in the suite includes 48” partitions between occupants and most are approximately 66” square. There are no glass partitions between workstations/personnel. There are 41 workstations in all.

Wesbrook Village, is our satellite office, typically housing Accounts Payable staff, the goal is to maintain sufficient physical distancing with between 40 to 45% daily occupancy.

The rationale for opening this office is to allow for a more efficient work flow for staff. The work itself involves reading incoming scanned receipts, invoices and other back up documents for payables and
raising of cheques. The set up in the office allows more efficient work space and equipment as well as access to photocopiers as necessary for paper records.

Additionally, as we prepare for the introduction of Workday working from the office enables the team an opportunity to prepare and train together, providing opportunities for informal training and issue resolution on the new system pre- and post- implementation.

The opening plan has been vetted and approved by Shelly Morrison, Senior Director of Supply Management and Financial Operations.
## 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

<table>
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<td><a href="https://srs.ubc.ca/covid-19/">https://srs.ubc.ca/covid-19/</a></td>
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<td>UBC Safety &amp; Risk Services</td>
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<td>UBC Employee COVID-19 PPE Guidance</td>
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<th>5. Professional/Industry Associations</th>
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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.

![Risk Assessment Diagram]

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 operations** - where do people congregate; what job tasks require close proximity; what surfaces are touched often; what tools, machinery, and equipment do people come into contact with during work.

During normal operations the space can accommodate 41 people

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 photocopier

High-touch / frequently touched surfaces are:
- Lobby entrance door handle
- Elevator buttons
- Suite entry door
- 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 (number of people present in the setting at the same time)

Changes/improved cleaning regime implemented during COVID-19 Operations

During COVID-19 operations:
- Occupancy for meeting rooms, lunchroom, kitchen has been reduced to 1 for the meeting room 4 for lunchroom and 2 for kitchen
- Segregation of staff workstations to enable distancing implemented, 12 staff present on any day
- 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

- We have a trained JOHSC and LST member for VPFO, and communicates information from that source.
• Shelly Morrison is EOC member for VPFO and 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 (to FinOps) 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
Describes 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 (photocopiers, 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 around 40 to 45% 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
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

[https://covid19.ubc.ca/](https://covid19.ubc.ca/)

We feature this link in our weekly or bi-weekly newsletter, 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 2 notice boards in the suite for staff to refer to.

All staff will receive a copy via email for their personal records/file and ease of reference.
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

Wesbrook contains 41 workstations in total: due to adequate spacing needs 2 of these need to be de-commissioned in the short term.

**Working in the office breakdown:**
Accounts Payable staff on a rotational basis will work in the office (11 CUPE2950 & 2 M& P) whilst the remainder will work from home on any alternate day. Most employees will be able to achieve 4 or 5 days per two week period.

**Duty Manager Rotation**: One duty manager will be on duty each day

**Appendix B** – list of office attendees on rotational basis

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. In order to do so we have initiated a 2/3 day per week rota that enables 2 m distancing where no-one will be in adjacent desks on the same day. **Appendix A & B** detail how this will be strictly managed.

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 from the lobby via North East elevator or stairwell to the suite’s swipe card entry.

**Exit**: Workers leaving will leave via the kitchen emergency exit door to the emergency stairwell, exiting the building on the south side walkway.

**Main entry corridor**: Staff will require to walk back and forth along the principle corridor to access workstations, kitchen and washrooms. Washrooms are located outside of the suite in the common hallway area and are used by all tenants on this floor. 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.

**Tributary corridors**: Staff will need to be aware of oncoming traffic and stand back to allow others to pass at maximum distance.

**Appendix A** – current floorplan

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 limited ability to sit to eat, dining area is strictly limited to 2 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 Maple meeting room is out of commission as a meeting room and is being used solely as a dining area for 2 diners as it opens to the dining area and will create more capacity for diners.
- The Willow meeting room is small and restricted to 1 occupant.
- Washrooms are limited to 2 occupants with one middle stall blocked off in the ladies and separation in the gents, no touch hand towel dispensers, no touch faucets installed and automatic no touch openers are already installed.
- Reallocation of staff to workstations more distant from each other improves the ability to maintain physical distancing.
- Photocopier if located in the main corridor and users should be aware of passing traffic to ensure maximum distancing
- Entrance to the Maple room/lunchroom/Kitchen will be via the glass door to Maple where the line of sight is sufficient to see if anyone occupancy rates are full, also to ensure that anyone exiting the kitchen can do so whilst maintaining distancing.
- Exit from Maple room/lunchroom/Kitchen will be via the principle doorway at the end of the kitchen (see floor plan Appendix A) separate entrance and exit will avoid collision and passing too close

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

Financial Operations do not make use of company vehicles, however there are two manual vehicles: a trike and a bicycle for common use. During this time use of these will be prohibited.

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.
- If the worker is at home and sick, they are advised to take the BC Thrive Self-Assessment Tool and follow it’s recommendations.
- If the worker has come to work and is feeling ill, they should inform their supervisor/manager, call first aid, complete the BC Thrive Self-Assessment Tool and follow it’s 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 Wesbrook is by contracted out to a professional cleaning company 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 FinOps for their use in maintaining their own hard surfaces’ cleanliness.
• Users of the Willow meeting room 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
- Professional cleaning company 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 in this venue |  |  |  |  |  |  |  |

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### 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 Wesbrook 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 required to take the mandatory training: [https://wpl.ubc.ca/browse/srs/courses/wpl-srs-covid](https://wpl.ubc.ca/browse/srs/courses/wpl-srs-covid)
  and expected to confirm to their manager and JOHSC member that they have completed the training.
- This will be tracked against their employee training record, certificates will be retained in soft copy.
- 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 corridor.
- 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. 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 kitchen 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 (Ingeborg Brown) 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.

Date: July 2020
Name (Manager or Supervisor): Shelly Morrison
Title: Director Supply Management & Financial Operations

Faculty and Staff Occupying Workspace (See Appendix B)

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Confirmation of Review</th>
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<tbody>
<tr>
<td>Shelly Morrison</td>
<td><a href="mailto:Shelly.morrison@ubc.ca">Shelly.morrison@ubc.ca</a></td>
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</table>
Appendix A - Floorplan

- Enter only
- Exit only
- Two diners only
- Stay right in corridors
- Stay right in passageway
- One occupant

Productivity Plan:

- All 24/7
- Occasional staff
- In-person only

Leadership Plan:

- All 24/7
- All staff
- In-person only

Mental Health Plan:

- Summer 2020
- All staff
- In-person only
Appendix B – List of employees attending the office on rotational basis

List kept on file for reference of contacts
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