

# Executive Briefing Note (COVID-19): Faculty of Arts – Reopening Request Summary

<b>Executive Action/Decision Requested</b>	1. For Decision re: Faculty of Arts COVID-19 Parent Safety Plan approval
<b>Endorsement</b>	EOC Directors: Rae Ann Aldridge and Pam Ratner COVID-19 Safety Planning Steering Committee, and Dr Gage Averill – Dean, Faculty of Arts
<b>Authorship</b>	Faculty of Arts
<b>Date</b>	8/25/2020
<b>Decision required no later than</b>	9/1/2020

## Reopening Facts

<input checked="" type="checkbox"/> Under current Provincial Restart BC Phase	<input checked="" type="checkbox"/> Safety Plan complete
<input checked="" type="checkbox"/> Revenue-generating entity	<input checked="" type="checkbox"/> Feedback from students/parents received
<input checked="" type="checkbox"/> Teaching/Learning outcome	<input type="checkbox"/> External Approval received: _____ (e.g. external regulatory entity, such as VCH)
<input checked="" type="checkbox"/> Community Engagement & Service	<input type="checkbox"/>

## Reopening Rationale and Scope

### Rational

The Faculty of Arts includes 25 academic departments, schools and institutes, including faculty members conducting research. The majority of our research, teaching and operational activities can be broadly classified into the Social Sciences, the Humanities, and the Creative and Performing Arts, with a smaller number of research activities falling into the Natural Sciences category. The Faculty of Arts began their safety planning at the beginning of the pandemic based on the Research priorities set by the University. A Research Safety Plan was approved in June. As school term is about to begin and the province has moved into Phase 3 of their re-start plan, the Faculty invites departments to use the Parent Plan as a guide when developing their own unit-specific safety plan.

### Operational Model

- Regardless of planning stage, those who can work from home are asked to continue to do so
- The Faculty of Arts have created a Safety Planning & Research Committee, who meet regularly and review requests within the department. Their mission is to support the faculty’s safe return to campus in alignment with UBC’s guidance.
- Work supporting critical research and teaching outcomes on campus is given priority for approval
- Public facing entities such as the art galleries, museums, performance spaces all have safety plans that have been approved by the executive as they continue to welcome guests to campus
- In buildings where occupancy is shared between the Faculty of Arts and other entities at UBC, meetings are being held between stakeholders to ensure occupancy is not overloaded and the plans will be communicated to our partners.
- Arts have developed guidance for units proposing face-to-face teaching and experiential learning.
- Expectations for experiential learning will be included in the unit specific plans
- Individual units have been supplied guidance to create return-to-campus safety plans

## Considerations

- Opening the public facing performance areas, museums and galleries invites visitors to campus beyond the UBC community
- The Faculty is aware the not all home circumstances are conducive for effective work, research or study. Whilst still being encouraged to work from home wherever possible, individual circumstances may be reviewed at a department level.
- Where required, for example in our performance spaces, Vancouver Coastal Health is engaged to review and put forward recommendations to strengthen safety plans and ensure UBC is aligned to Provincial health recommendations.
- Facilities: Spaces will require requests to UBC facilities teams
- Impact to Campus: increases presence for on-site research and educational sessions
- Resumption of some in-person educational activities is critical to meet accreditation standards and graduation timelines



## Faculty of Arts COVID-19 Safety Plan

This plan is a faculty level operational and workspace safety plan for the Faculty of Arts. Individual unit-level plans will be based on this template. A unit-level 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 each unit document to meet current government-mandated requirements. <https://covid19.ubc.ca/>.

Department / Faculty	Faculty of Arts
Facility Location	Building Name and Floors See Appendix A
Proposed Re-opening Date	Ongoing from Research, phased as required
Workspace Location	See <b>Appendix B</b> for individual floorplan.

### Introduction to Your Operation

#### 1. Scope and Rationale for Opening

##### Faculty of Arts Operational Safety Plan

The Faculty of Arts includes 25 academic departments, schools and institutes, with faculty members conducting research that is funded by SSHRC, CIHR and NSERC. The majority of our research, teaching and operational activities can be broadly classified into the Social Sciences, the Humanities, and the Creative and Performing Arts, with a smaller number of research activities falling into the Natural Sciences category. As a result, the unit Heads and Directors will have the responsibility to develop detailed plans for all their buildings, and this document will lay out the detailed principles to which the heads and directors will adhere. The Dean’s Office will support the heads and directors in the process of developing appropriate safety protocols and estimating the safe building occupancy levels.

Using numbers from the 2019W academic year, the faculty employs more than 1223 faculty members (including 580 tenured/tenure track faculty members and 95 post-doctoral fellows) and 622 staff members. We also have 1602 PhD students and 3061 Masters students enrolled in our graduate programs.

In Stage 1, or Resumption of Research, each of the research units within the Faculty of Arts will open only those buildings and facilities that are necessary to conduct on-site research. This includes, but is not limited to, basic laboratory operation, instrument facilities, support facilities, and custodial service. To maintain the UBC Research Resumption Committee-mandated cap of 33% (or 1/3) normal occupancy per the Stage 1 of the Research Resumption planning, the services within each building and facility will be staffed at reduced levels. A Faculty of Arts Resumption of Research Parent Plan was approved by UBC in May 2020.

Anticipated to start in June, all faculty, staff, and personnel who can work off-campus must continue to do so in Stage 1. The Stage 2 cap is anticipated to limit occupancy to allow for 2-metre physical distancing, (a rough guide is 67%, or 2/3, of normal occupancy) starting approximately 30 days



following the start of stage 1 subject to provincial COVID-19 restart guidance. At the moment, the timing of these phases continues to be fluid and will align with provincial guidance.

A Faculty-Level Safety Plan was developed in August 2020 to address the next stage of occupancy (post Stage 1 Resumption of Research) which includes a potential employee occupant increases and Resumption of Teaching stages.

Access to offices and other teaching/workspaces will become a priority during Stage 2 of the Resumption of Research process. Detailed Unit level or child plans and access schedules will be developed for those spaces, using the lessons learned during Stage 1 as a guide. **See the next stage and scheduling guidelines in Appendix G.**

In addition, Return to Teaching and F2F, or face to face teaching plans, will need to be developed for approved units in Arts that requires face to face contact applying appropriate safety protocols planning for the first term. **For resumption of teaching and in-person learning See Appendix H.**

**This plan was developed by the Faculty of Arts and includes guidance for departments to create their own unit level plan.**

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#### Scope and Rationale for Opening: Template for UNIT level plan

Research, teaching and operational activity within the Department of [Unit Name Here] requires access to specialized equipment in select offices and labs. Many of our teaching faculty also require equipment/resources that are located on campus. During the COVID-19 shutdown, the productivity of many faculty members has been adversely affected, delaying project completion, and career progression. Thus, it is essential that the Department of [Unit Name Here] open to some limited access for specific research activity and build future access activity on this plan moving forward.

This plan proposes to open a very limited amount of spaces in the following building(s): [Building Name(s) Here]. The spaces include: [Specific Areas or Rooms]. All of these spaces are necessary to conduct on-site research or support the academic mission of the university.

To maintain the occupancy limits for [Stage 1 or 2 here], occupancy limits have been calculated to allow for 2-metre physical distancing between employees. “Pinch Points” such as entry ways, common areas, hallways & stair cases have been considered when planning the occupancy limits. Measures to maintain physical distancing have been outlined in section 7 & 8 of this document. Approved occupants of [Unit Name Here] for Stage [1 or 2] will be [NUMBER OF APPROVED OCCUPANTS] out of [TOTAL OF OCCUPANTS] (pre-COVID-19).

Refer to resources: <https://srs.ubc.ca/files/2020/06/8.-Space-Analysis-Re-Occupancy-Planning-Tool.pdf> ; [UBC Employee COVID-19 Physical Distancing Guidance \[PDF\]](#)

*If you would like to use building keyplans, please contact [records.section@ubc.ca](mailto:records.section@ubc.ca).*



Anticipated to start on [MM / DD/ YYYY], all Department of [Unit Name Here] faculty and staff who can work off-campus must continue to do so in Stage 1 and Stage 2.

**Plans Complete for Stage 1** (~33% occupancy). Unit-level safety plans are to be directed to the Faculty of Arts Safety Plan Review Team:

- Brett Eaton                    [brett.eaton@ubc.ca](mailto:brett.eaton@ubc.ca)
- Gerald Vanderwoude       [gerald.vanderwoude@ubc.ca](mailto:gerald.vanderwoude@ubc.ca)
- Ana Policzer                   [ana.policzer@ubc.ca](mailto:ana.policzer@ubc.ca)
- Nick Smolinski                [nick.smolinski@ubc.ca](mailto:nick.smolinski@ubc.ca)

**Plans Complete for Stage 2** (~67% occupancy). Unit-level safety plans are to be directed to [ready.ubc@ubc.ca](mailto:ready.ubc@ubc.ca) with a CC to [nick.smolinski@ubc.ca](mailto:nick.smolinski@ubc.ca) . Please clearly highlight specific areas of your document where you require guidance or additional review. Additional plan review will occur at the Faculty of Arts level with approval from the Dean of Arts. In addition, plans may require further review by:

- The UBC COVID-19 Safety Planning Steering Committee
- UBC Executive.

## Section #1 – Regulatory Context

2. Federal Guidance
<ul style="list-style-type: none"> <li>• <a href="#">Government of Canada: “Hard-surface disinfectants and hand sanitizers (COVID-19): List of disinfectants with evidence for use against COVID-19”</a></li> </ul>
3. Provincial and Sector-Specific Guidance
<ul style="list-style-type: none"> <li>• <a href="#">BC’s Restart Plan: “Next Steps to move BC through the pandemic”</a></li> <li>• <a href="#">Provincial post-secondary education/institution resources studying during covid-19</a></li> <li>• <a href="#">Provincial post-secondary-education/institution resources go forward guidelines.pdf</a></li> <li>• <a href="#">BCCDC BC Centre for Disease Control: COVID -19 symptoms</a></li> <li>• <a href="#">BC Thrive Self Assessment Tool - covid19</a></li> </ul>
4. Worksafe BC Guidance
<ul style="list-style-type: none"> <li>• <a href="#">COVID-19 and returning to safe operation – Phase 2</a></li> <li>• <a href="#">Worksafebc Motion Picture Television Production</a></li> <li>• <a href="#">Worksafe COVID-19 Safety Plan</a></li> <li>• <a href="#">Worksafe: Designing Effective Barriers</a></li> <li>• <a href="#">Worksafe: Entry Check for Workers</a></li> <li>• <a href="#">Worksafe: Entry Check for Visitors</a></li> </ul>
5. UBC Guidance
<ul style="list-style-type: none"> <li>• <a href="#">UBC Employee COVID-19 PPE Guidance</a></li> <li>• <a href="#">UBC SRS COVID-19 Site</a></li> <li>• <a href="#">UBC SRS health-safety-COVID-19 guidance site</a></li> </ul>



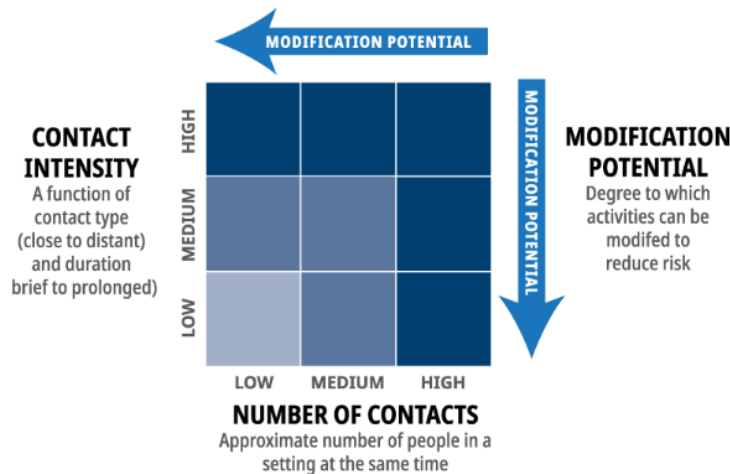
<ul style="list-style-type: none"> <li>• <a href="#">UBC SRS COVID-19 Safety Planning Site</a></li> <li>• <a href="#">UBC SRS COVID-19 Safety Planning Templates and Resources</a></li> <li>• <a href="#">UBC SRS Physical Distancing Guidance</a></li> <li>• <a href="#">UBC SRS Meetings and Training Guidance</a></li> <li>• <a href="#">UBC PPE &amp; Ordering Critical Supplies</a></li> <li>• <a href="#">UBC SRS Planning Communications Resources - Signage</a></li> <li>• <a href="#">UBC Building Operations Custodial Considerations</a></li> <li>• <a href="#">UBC Cleaning Standards &amp; Recommendations for Supplementary Cleaning [PDF]</a></li> <li>• <a href="#">UBC Preventing the Spread of COVID-19 ONLINE TRAINING</a></li> <li>• <a href="#">UBC Teaching &amp; Learning Spaces Safety Plan</a></li> <li>• <a href="#">UBC Student Resources Site – COVID-19</a></li> <li>• <a href="#">Ready UBC</a></li> </ul>
6. Professional/Industry Associations
None

### 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.

UBC has conducted a risk assessment using the following approach to determine activity level risk by identifying both the Department’s **contact intensity**, **contact number**, and any **operational risks** 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

### 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

- Occupants are required to maintain a minimum of 2 metres safe physical distance at all times.
- Most contact outside of individual offices is brief contact with surfaces such as door handles, bathroom facilities, and the copier. These high-touch surfaces and areas will be regularly cleaned by [UBC Custodial staff](#). Any unit specific equipment (such as copiers and scanners) will be cleaned by individual users before and after each use. See [UBC's Guide to Supplementary Cleaning](#)
- Offices – Users will clean high touch points in personal offices before and after every use and will maintain physical distancing measures at all times with a limited occupancy of one person per room.
- Access to common rooms, lounges and kitchens will not normally be provided. Units requesting the use of common rooms, lounges & kitchens must carefully detail how they will ensure areas will be kept hygienic, occupancy limits will be adhered to, and will ensure handwashing/sanitization signage is posted. Users will need to be notified of who to go to for additional cleaning supplies. Areas that cannot be maintained will be closed.



### 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)

As mentioned above, we are reducing the number of people in the buildings to reduce contact between people. Departments will be asked to provide a list of approved occupants when submitting their safety plan for approval.

Faculty of Arts recommends that each office will be occupied by one user only (staff/faculty) at a time. Shared spaces may have additional occupants only if physical distancing of 2 metres radius between work stations can be maintained at all times, or there are adequate physical barriers separating workstations, and 'pinch points' in common spaces will not be overburdened.

#### *Normal Operations:*

- **High** – Faculty & Staff Offices: **1 – 4 people in an office**
- Departments will list the proposed rooms of occupancy with pre-COVID 19 occupancy numbers

#### *COVID-19 Measures Limited Operations:*

- **Low** – Faculty & Staff Offices: **reduced number of persons in office**
- Departments will list the proposed rooms of occupancy with **reduced** post -COVID 19 occupancy numbers

Departments should attach floorplans for proposed COVID-19 density and directions on proposed flow through.

**\*\*\*Operational Risk** - In addition to contact density and contact number in buildings planned operational activities and access scenarios need to be evaluated in terms of risk level. **Please see appendix E for operational risk assessment, mitigation strategies and checklist.**

### 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

- The Faculty of Arts Safety Plan Committee has drafted the organizational document on which this plan is based. The Committee will require anyone submitting a department-specific safety plan to have the plan reviewed by their faculty and staff for further comments. The resumption of research policies will be then distributed to employees during this time via email to solicit further feedback.
- Formal JOHSC review of this Safety Plan will occur within 30 days of research resumption activities.
- Expectations of workers is outlined in Appendix B and has been emphasized during the communication of this faculty safety plan.





### 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

All Supervisors have been informed on appropriate Workplace Health measures and supports for staff mental and physical health, to be made available as they return to campus. Check in's and supports will also be made available via the following channels:

- Weekly staff meetings
- email broadcasts
- One-on-one meetings with direct supervisors
- JOHSC Meetings & Communications

Supervisors are encouraged to disseminate information from [UBC Wellbeing](#) and [UBC Occupational Preventative Health](#)

### 11. Plan Publication

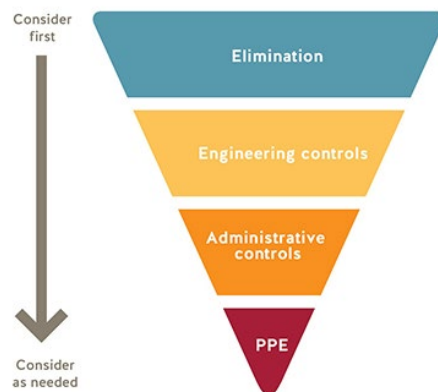
Describe how you will publish your plan ONLINE and post in HARD COPY at your workplace for employees and for others that may need to attend site

This plan has been posted to the following: the Faculty of Arts website ([www.arts.ubc.ca](http://www.arts.ubc.ca)) and the child or unit levels plans will be posted on the Departmental website. Additionally, hardcopies have been posted on Health and Safety boards and in the main departmental office and at/near the **worksite** entry.

An alert noting the plan availability and link to this final posting has been included on the unit-specific and the Faculty of Arts homepages.

## 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: [BCCDC BC Centre for Disease Control: COVID -19 symptoms](#)
- All staff are aware that they must maintain a physical distance of at least 2 meters from each other at all times. See: [UBC PHYSICAL DISTANCE GUIDANCE](#)
- 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. During periods where supervisors are off-site, a designate supervisor must be appointed. All workers must be aware of who their supervisor is and all designates must be aware of all their [supervisory responsibilities](#) (e.g. in the case of emergencies, CAIRS, etc.)
- Occupants will be made familiar with the information and resources on the [UBC SRS working safely on campus site](#).
- 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 [UBC SRS non-medical mask limitations page](#) for further information.

## 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

- Most faculty and staff in Stage 1 **will continue to work from home wherever possible**, most of the time. In Stage 2 most faculty, staff and any students that are participating in classes will also continue to work/learn remotely.
- Exceptions that will be considered and thoroughly reviewed with individual safety plans:
  - 1) Academic/Research resumption: Preparing and recording lectures, labs (instructional and research). Services that directly support the resumption of research, teaching and learning
  - 2) Approved F2F teaching: Classes where on campus instruction is determined essential
  - 3) Some public venues and revenue generating units: Museums, Performing Arts Spaces (theatres) and Art Galleries.
  - 4) Administrative units: Administrative offices
- Health and safety must be considered for employees working from home, including resources for ergonomic health and general wellbeing.



- **Resources for Supervisors** will include:
  - General Wellbeing resources
  - [UBC Wellbeing campaigns and initiatives - Thrive](#)
  - Ergonomics for home guide
  - [Ergonomics-for-Home-Offices.-Supervisor-Guide.pdf](#)
- **Resources for staff working from home** will include:
  - Working from Home – Set Up Guide
  - [UBC HR Wellbeing Working From Home Temporary Set up.pdf](#)
  - Fitting in Movement – Guide
  - [UBC HR Wellbeing Fitting in Movement.pdf](#)
- Some Faculty and staff have been approved for occasional access to their individual offices opened during stage one to carry out necessary research and teaching activities on campus. They will have access, **Monday to Friday, 8:00 am to 6:00 pm.**
- Moving forward, the Head can approve of more requests for office use so long as physical distancing of 2 metres can be achieved and is managed by the hierarchy of controls, and safety plans should be updated as required. Ongoing and additional approved occupants lists and floor plans require to be forwarded to the Faculty of Arts Safety Plan Team for record keeping:
  - Brett Eaton [brett.eaton@ubc.ca](mailto:brett.eaton@ubc.ca)
  - Gerald Vanderwoude [Gerald.Vanderwoude@ubc.ca](mailto:Gerald.Vanderwoude@ubc.ca)
  - Ana Policzer [ana.policzer@ubc.ca](mailto:ana.policzer@ubc.ca)
  - Nick Smolinski [nick.smolinski@ubc.ca](mailto:nick.smolinski@ubc.ca)
- Some teaching-stream faculty and research-stream faculty who are teaching during Stage 1 and stage 2 for whom conditions make it impossible to provide classes from home will be permitted to use their office for lectures, so long as the occupant caps are observed and all safety protocols are observed.
- Teaching-stream faculty or research-stream faculty who require access to on-campus space to prepare materials for the fall (e.g., making videos for online course production) will also be accommodated by the Head where possible.
- In-person group meetings, events or lectures will not be organized in Stage 1. Stage 2 will maintain online meeting protocol where ever possible. Exception to this guidance occurs where an in-person meeting is determined to be operationally essential and would require appropriate precautions and a space that can accommodate a minimum of 2 metres distance between participants.
- See: [UBC SRS Meetings and Training Guidance](#)
- Where exemptions have been given for a faculty member to access their office, they must not have guests in the office during Stage 1. In Stage 2 a safe distance of 2 m must maintained at all times.

**13. 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 schedule 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

- Staff will only return to their offices to carry out limited work they are unable to do from home. Limited on campus activity must be approved by the unit Administrator in advance and follow all safety plan protocols.
- Access to any office in will be restricted to **8:00 am to 6:00 pm, Monday to Friday**, to ensure custodial worker crew scheduling and access to sanitize facilities freely without added risk of contacting any staff or faculty occupants.
- All workers returning to campus are based in individual offices, studios or facilities that possess adequate engineering controls to considerably limit contact intensity. (see attached floorplans).
- Any worker who is alone in the building will follow the **work alone policy and procedure** of the department/unit through established remote monitoring and check-in procedures at the beginning, during and end of each shift. See: [UBC SRS Work Alone Page](#)
- During Stage 1 and stage 2, scheduling will also be used where required in any shared spaces without compromising the ability to maintain *physical distancing*. It is the responsibility of the department administrator to ensure scheduling is performed. The mode of data collection / sign-in will be available via a departmental shared *UBC Arts ISIT developed general email/accessible Air calendar*. That data will be available in case there is a need for occupant tracking in case of emergencies or contact tracing. The detailed approaches to sign in/sign out protocols are described in Appendix C.

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

In addition to the below, the Faculty of Arts are looking for spaces that could be turned into a bookable study space for students on campus, with physical distancing & cleaning guidelines/expectations set up in the space. This work is currently ongoing and will be completed in consultation with the UBC Facilities team, as well as Units proposing face-to-face teaching within their plans.

Using UBC building keyplans, we have detailed the following attached floorplans\* with:

- 1) Entry and Exit points (It is recommended that separate doorways are used to avoid congestion)
- 2) Illustrated directional traffic flows.
- 3) An illustrated 2-metre radius circle around stationary workspaces where occupants are confirmed
- 4) Elevators and Washrooms that will be used.
- 5) Additional information including hand sanitizing stations should be posted at entrances, exits, elevators and at individual offices.

Departments will attach floorplans in Appendix B, as required.



**Office Considerations at the Unit level:**

Office occupancy parameters: limit of [#] person per room at a time. These occupancy limits will also be posted on the door of each shared office/lab space by [MM / DD/ YYYY]. Occupants of shared office space will be required to coordinate their office use with one another to avoid any overlap in the space or with their supervisor. [Unit Name Here] shared offices/labs are [list rooms (be specific)]. These offices will be sign-posted with the maximum occupancy of 1 by [MM/DD/YYYY]

**Building/Facility Considerations**

Common areas (lunchrooms, lounges, study space, admin, teaching spaces, bathrooms, elevators)

- All accessible rooms will be sign-posted with the maximum occupancy based on available floor space to allow for 2 metres physical distancing. In Stage 1 occupancy should be maintained as 1 where ever possible. Stage 2 must ensure the 2 M physical distancing is able to be maintained between occupants in spaces.
- The [North, East, South West] stairwell of [Building Name] will be marked for ascending (of course this will not apply in an emergency, such as a fire). The [North, East, South West] stairwell is descending to exit. (note: to try and create a habit, where possible, keep this consistent within the department, or ensure one way directions are highlighted to occupants during Zoom calls/orientations when familiarizing occupants with the plan)
- Elevators should only be used for heavy loads and accessibility needs; limited to 1 occupant and 1 caregiver as and if required, with appropriate signage.
- Place UBC supplied floor tape or UBC supplied floor decals on the ground to indicate where workers should stand while lining up to enter the elevator. Ensure adequate space is provided for those exiting the elevator
- When common office machines are used (e.g., copier, scanner) they must be wiped down by the user with disinfectant prior to and following use  
Washrooms will be single-person only in stage 1 and can increase to additional occupants if 2 m safe distance can be accommodated.

Points of Access to Building and Access Control

- Access to buildings is provided using key cards and the buildings will remain locked during Stage 1 and Stage 2.
- To minimize high touch surfaces, interior doors that can be safely propped open without violating fire codes, will be propped open. DO NOT prop open fire doors open which are labelled with a decal indicating *FIRE DOOR* as this is a violation of building fire code.



#### Undergraduate / Graduate Learning and Teaching Spaces

- Classrooms and meeting rooms that are not bookable within units will be closed off (with signage) for Stage 1 and Stage 2

#### General Classrooms

- Although local teaching spaces may be closed consider the resources available through UBC Learning Spaces who offer dynamic teaching spaces across campus. General classroom and learning facilities are bookable and are supported through the classroom services safety plan.
- See: [UBC Learning Spaces - gts classroom safety planning](#)
- See: [UBC Learning Spaces Covid-19 Safety Plan PDF](#)

#### Anticipated Start-Up and Building/Facility Maintenance Issues Arising

- The building was not open during the research curtailment. It must be cleared by UBC Facilities in anticipation for greater building occupancy with regards to water line flushing and other required building services such as HVAC and custodial scheduling.
- The lead time at this point is a minimum of 5 business days. All unit level child plans that are submitted with the Faculty of Arts Safety Plan Review Committee will be notified by the Faculty of Arts when UBC facilities confirms their building or facility is clear for entry.

#### Signage and Directional Guides

- Elevator (maximum of 1 occupant + caregiver if and when required)
- Stairwells for ascending and descending
- Physical distancing signage must be posted at entrances and/or hallways
- Narrow hallways and halls that do not allow for 2 metres distancing can be designated to one way or can be two-way with the with appropriate signage on the floor and at eye level. **Right of Way** must be observed, meaning be respectful to those already moving in the hallway before proceeding.
- A Worker Entry Check sign will be posted at every entrance that describes the symptoms of COVID-19 and other self-declaration items, and prohibits entry for any personnel that may meet one of the three criteria. See: [Worksafe: Entry Check for Workers](#) or [UBC's Entry Check for Workers](#)
- Post signage within the units to inform everyone of the measures in place

#### Hand Sanitizer Stations

- Hand washing/sanitizing stations are installed at the entrances and exits of Buildings
- Hand sanitizing stations should be considered at locations where propping the doors interferes with a building's airflow/temp stability and or fire doors. Individual hand sanitizing station will be supplied by the unit. Contact Unit Administrator if the supply needs topping up.



Offices

- Single occupancy office space is to be used only for those offices listed in this plan, as decided by the head.
- Temporary short access to offices not listed in this plan (e.g. 10 minutes for grabbing a book) will be provided by head's approval on a case-by-case basis.
- Graduate student / trainee offices will not be used in Stage 1 except where special exemptions are awarded by the Head.

**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

Common Physical Distancing Protocols (Everyone)

- Physical distancing is required at all times with research personnel spaced by at least 2 metres
- See: [UBC SRS PHYSICAL DISTANCE GUIDANCE](#)
- No visitors are permitted in the buildings during Stage 1, including relatives (e.g., parents, children), friends or other non UBC personnel.
- All elevators are limited to 1 occupant and 1 caregiver where applicable.
- See above in section 14 for directional flow
- Do not congregate in common areas. Minimize social interactions in the building. Maintain physical distance of a minimum of 2 meters at all times.
- **Use of non-medical masks or other safety devices** is guided by BC Health guidelines. Medical masks are not currently required unless the particular task required them pre-COVID. Personnel who choose to wear masks **must** still comply with physical distancing requirements. Those who wear masks must wash and dispose of them properly. Use of other PPE, such as lab coats and eye protection, should follow UBC 'Safety and Risk Services' (SRS) Guidelines, linked here [UBC PPE GUIDANCE](#)
- No in-person group meetings, social events, lectures or other gatherings shall take place until further notice.

Administration Spaces

Common Spaces / Hallways / Washrooms / etc.

- Use of common rooms (e.g., locally-assigned classrooms and meeting rooms, social spaces, lunch rooms) will remain closed during Stage 1.
- Department-bookable classrooms will be blocked off from access for Stage 1
- See section 2, point 7 regarding lunch rooms and common areas. Faculty and staff are encouraged to bring in non perishable bagged lunches, eat outside when possible or in their individual offices.



**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

Where applicable see: [UBC Guidance for Shared Vehicles FINAL.pdf](#)

Public Transit Considerations see: [Translink Rider Guide](#)

**17. Worker Screening**

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

- Before coming to work, all personnel must check their health status. Personnel experiencing any symptoms of COVID-19 must not come to work:
- Fever
- Chills
- Cough or worsening of chronic cough, Shortness of breath
- Sore throat
- Runny nose
- Loss of sense of smell or taste
- Headache
- Fatigue
- Diarrhea
- Loss of appetite
- Nausea and vomiting
- Muscle aches

While less common, symptoms can also include:

- Stuffy nose
- Conjunctivitis (pink eye)
- Dizziness, confusion
- Abdominal pain
- Skin rashes or discoloration of fingers or toes
  
- COVID-19 symptoms can range from mild to severe. This list may change as the Provincial Health Authority & BCCDC learns more. See: [BCCDC BC Centre for Disease Control: COVID -19 symptoms](#)
- Personnel must inform supervisor and/or Responsible Faculty Member (RFM) if they will not be attending work.
- 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 Thrive 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 exposed to a traveler must also self-isolate for 14 days. Supervisors cannot give personnel in quarantine work that would require them to break the quarantine.
- New researchers arriving from international destinations are required to self-quarantine for 14 days prior to beginning research. Supervisors cannot give personnel in quarantine work that would require them to break the quarantine.
- Every front and back entry door will include signage for both workers and visitors/guests that prohibits entry if any of the above criteria apply. The signage will either copy, or will directly use the WorksafeBC signage, as below:
  - a. [Worksafe: Entry Check for Workers](#)
  - b. [Worksafe: Entry Check for Visitors](#)
- Workers will be encouraged to use the [Thrive BC Self-Assessment Tool](#) to monitor themselves for symptoms of COVID19 or other concerns prior to work attendance.
- The supervisor will be responsible to ensure the workers who are ill do not return to work until they are well and cleared to do so. Please contact your [HR Advisor](#) or [Faculty Relations Senior Manager](#) with further questions.

#### 18. Prohibited Worker Tracking

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

- The primary method for communication with the workers will be via e-mail.
- To assist with Worker Screening, UBC PAT (personnel absence tracker) will be utilized to track any workers who cannot attend work due to one or more of the three categories of restriction (as defined by Worksafe).

## Section 4 – Engineering Controls

#### 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 departmental staff for common areas/surfaces (BOPS Custodial has limitations on cleaning frequency, etc.)

- The standard UBC custodial standards will apply. Custodial crews will clean the building outside of research hours (after 6 PM).
- See: [UBC Custodial Services - keeping your facility clean and sanitized page](#)



- Supplementary Cleaning may be required: Surfaces or devices that are not part of Custodial Services procedure but require cleaning or sanitizing by occupants, users or staff between sessions. See: [UBC Cleaning Standards & Recommendations for Supplementary Cleaning \[PDF\]](#)
- Faculty and staff in office spaces that are typically shared will be required to wipe down surfaces before and after use with a disinfectant. Necessary training and supplies will be provided by the unit. (see link above)
- Personnel must wash their hands regularly and avoid direct contact with one another and always maintain a minimum physical distance of 2 meters
- UBC Building Operations additional online resources: <http://facilities.ubc.ca/covid-19/covid-custodial-services/>

#### 20. Equipment Removal/Sanitation

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

- Common surfaces for high touch tools and equipment including hand tools, keyboards, controllers, etc. will require to be wiped down before use and after use, every session with disinfectant by the user/occupant. Supplies will be made available so that this disinfection can be done by users. Protocol and training will be developed in coordination with area technicians.
- Used wipes or clean up rubbish must be appropriately deposited of in lined garbage bins in the hallway for disposal by custodial. Custodial Services will not clean/sanitize specialised equipment. This is the responsibility of the unit and users.
- All laptops brought on campus should be wiped down by its user with disinfectant upon arrival and at departure.
- Take care to review equipment manual and manufacturers recommendations for sensitive equipment cleaning measures. [Ready.ubc@ubc.ca](mailto:Ready.ubc@ubc.ca) can be contacted for guidance too.

#### 21. Partitions or Plexiglass installation

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

Physical barriers to be used at public-facing or point-of-service areas are not required for Stage 1. Individual unit plans will be required to outline how they will use barriers in their department level safety plan. Any such barriers will refer to:

- [WorkSafeBC guidance - designing-effective-barriers](#)
- [UBC Building Operations cleaning, sanitization and plexi-barriers](#)

## Section 5 – Administrative Controls

#### 22. 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.



Dissemination of this Plan to the JOHSC

Once this plan is complete, it will be distributed to the FoA 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. The JOHSC will review the plan within 30 days of approval.

Communication of the Plan to Employees

To communicate the risk of exposure to COVID-19 in the workplace to the employees, the Department will disseminate this unit-level plan via e-mail. As a follow-up, we will hold a town hall or zoom meeting to reiterate the risks and hazards of COVID-19, and the ways they are mitigated in the overall return to research planning. On a worksite, everyone has varying levels of responsibility for workplace health and safety. You should know and understand your responsibilities — and those of others. The roles and responsibilities of the employees will also be covered (see sections below **24** and **appendix B**).

Communication of Worker’s Concerns

- Workers can raise health & safety concerns with their supervisor. Their supervisor should investigate the issue and try to mitigate without delay. The Local Safety Team (LST) for your specific unit, Faculty of Arts [Joint Occupational Health & Safety Committee \(JOHSC\)](#), [Faculty of Arts Safety Advisor](#) can also be contacted.
- [Safety & Risk Services](#) can be contacted to provide assistance in resolving the issue.
- Workers may also report concerns confidentially to the department administrator.

**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

- The Preventing COVID-19 Infection in the Workplace online training course has been developed and is mandatory for all employees in the Department regardless of when they are scheduled to return to work on campus. All approved occupants and employees will send a copy of the completion certificate to the unit administrator. See link below:
- <https://wpl.ubc.ca/browse/srs/courses/wpl-srs-covid>
- ALL approved occupants and employees will receive a copy of this plan via email. A zoom meeting will be scheduled to review the content and attendance of that review/training session will be recorded. Please ensure to take the time to highlight **Appendix C: Responsibilities**.
- Additional Guidance to consider: [UBC SRS Meetings and Training Guidance](#)
- Be familiar with the UBC COVID -19 Campus Rules which are listed here: [COVID-19 Campus Rules.pdf](#)

**24. Signage**

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



- The Departments in the Faculty of Arts will utilize 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:

- Signs that state the maximum occupancy of common rooms
- Use of tape to block-off rooms and classrooms that are off-limits
- Use of tape and floor signage to direct traffic through high flow areas
- Signs to remind people to adhere to physical distancing guidelines
- Floor signs to mark of 2 m spaces where people might line up (if needed)
- Sign regarding equipment cleaning procedure and disposal of clean up material.

## 25. Emergency Procedures

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

All of the BERPs within the Departments will be updated to accommodate the reduced staffing levels. When the designated Fire Wardens are not scheduled to work, all 'Responsible Persons' will be certified Fire Wardens and will be responsible for BERP protocols. See interim floor warden training link below. They will also have access to lists of the research personnel and laboratory rooms that are occupied each day. A comprehensive document that provides safety and emergency contacts as well as an emergency response plan must be publicly available both online and as a hard copy at the work site.

- The UBC BERP amendment June 2020 will be included:  
<https://riskmanagement.sites.olt.ubc.ca/files/2020/06/BERP-Amendment-June-2020.pdf>
- Interim floor wardens will be trained by taking the UBC online floor warden training course:  
<https://srs.ubc.ca/training-and-general-education-courses/safety-programs-training/>

### Handling Potential COVID-19 Incidents:

- Suspected positive incidents or exposure concerns are to be immediately reported to the Supervisor.
- You can contact **UBC Occupational First Aid 604 822 4444** for immediate assistance.
- Contact **Safety and Risk Services** at **604-822-2029** or email [ready.ubc@ubc.ca](mailto:ready.ubc@ubc.ca) and a safety expert will provide guidance on any immediate follow-up measures.
- Further COVID-19 incident reporting information can be found on the [SRS responding to/reporting-covid-19-exposure site](#)
- Direct people who are unsure about what they should do to the [BC Thrive Self Assessment Tool](#)



- [UBC OPH \(Occupational Preventative Health\) Services](#) remain available to all staff, faculty, and paid students who have questions or concerns about their health and safety in the workplace, including questions around COVID-19.

#### **26. 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 the next 12-18 months

Every two weeks during UBC Stage 1, the Departments will analyze their monitoring information (e.g. sign-in sheets) and will update the plans as necessary. Employee feedback on this plan can be sent directly to their Supervisor, to their worker representative on the JOHSC, or confidentially to the department administrator. For the policy on monitoring compliance, and managing non-compliance, see Appendix E.

#### **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

- Our administrator will work closely with faculty and staff to assess any risks at our facilities and propose ways to mitigate those risks. Further, :
- Returning staff will be required to attend orientations and new training on procedures and protocols outlined in this Safety plan.
- Returning staff will be required to review BERPs and new protocols outlined in this Safety plan.



## 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. If tasks require the use of PPE outside of what is normally required, a safe work procedure will document the risk analysis of the task steps, and include details for mitigation using the hierarchy of controls. It will be the supervisor’s responsibility to ensure that persons are trained in new work procedures.
- If an employee makes the personal choice to wear a non-medical or home made mask in the workplace they will be informed of the risks limitations associated with this kind of equipment (see: [UBC Employee PPE Guidance](#) and/or [UBC working safely - non medical masks](#))

## Section #7 - Acknowledgement

### 29. Acknowledgement

The following must be signed by the Administrative Head of Unit and the Dean confirming that: 1) the Safety Plan will be shared with staff by email and as a shared document; and 2) that staff will acknowledge receipt and will comply with the Safety Plan.

The Faculty of Arts COVID-19 Parent Safety Plan has been endorsed by Dr. Gage Averill – Dean, Faculty of Arts.

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.

### Faculty of Arts

Date \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Department \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Title [Department Head or Director] \_\_\_\_\_



## Appendix A: Faculty of Arts Unit and Building List

Unit	Building	Unit	Building
Arts Academic Advising	Buchanan D	Department of History	Buchanan Tower Ponderosa E
Arts Co - op Program	Buchanan C	The Department of Linguistics	Totem Field Studios Buchanan Tower Stores Rd. Annex
Arts Communications	Buchanan D	Department of Philosophy	Buchanan E
Arts Culture and District	Buchanan Tower	Department of Political Science	Buchanan C
Arts ISIT	Buchanan C	Department of Psychology	D T Kenny Building CIRS (level 4 south) Audain Art Centre (level 4 south) Stores Rd. Annex
Arts Financial Group	Jack Bell Building	The Department of Sociology	Anthropology & Sociology Building
Arts One Program	IK Barber Learning Centre	The Department of Theatre and Film	Frederic Wood Theatre + office wing Theatre Film and Production Building (TFPB), BC Binnings, Dorothy Somerset Studios (DSS), Frederic Lasserre, Buchanan Tower, Auditorium Annex, and Telus Studio (Chan Centre)
Arts Undergraduate Society	Buchanan C	Development and Alumni Engagement	Mary Bollert Hall
BC Journals	Anthropology & Sociology Building	Institute of Asian Research	CK Choi
Canadian Literature	Anthropology & Sociology Building	Institute for Gender, Race, Sexuality and Social Justice Humanities 101	Buchanan Tower Buchanan E
Chan Centre For The Performing Arts	Chan Centre Mary Bollert Hall	Media Studies	Wesbrook Building
Cognitive Systems	Iona Building	Morris and Helen Belkin Art Gallery	Belkin Gallery
Creative Writing	Buchanan E	Museum of Anthropology (MOA)	MOA LOA Labs in ANSO
Dean Of Arts Office	Buchanan A Buchanan Tower	ORICE	Mary Bollert Hall
Dept of Anthropology	Anthropology & Sociology Building	Pacific Affairs	CK Choi
Dept of Art History, Visual Art and Theory	Audain Art Centre, BC Binning Studios, Dorothy Somerset Studios, Old Fire Hall, Auditorium Annex A, Lasserre	Vancouver School of Economics	Iona Building
Department of Asian Studies	Asian Centre	School of Information (iSchool)	IK Barber Learning Centre
Department of Central, Eastern and Northern European Studies (CENES)	Buchanan C	UBC Graduate School of Journalism (JWAM)	Sing Tao Building Buchanan Tower
Department of Classical , Near Eastern & Religious Studies C	Buchanan C	School of Music	Music Building Lasserre Building Chan Centre
English Language and Literatures Department	Buchanan Tower	School of Public Policy and Global Affairs	CK Choi Liu Institute
Department of First Nations and Indigenous Studies	Buchanan E	School of Social Work	Jack Bell Building
Department of French, Hispanic & Italian Studies	Buchanan Tower		
The Department of Geography	Geography Building Ponderosa West		



## Appendix B: Floorplans

The Department of [Unit Name] and [Building Name]





## Appendix C: Responsibilities of Each Worker Group

### Employee Responsibilities

- Before coming to work, all personnel must check their health status. Personnel experiencing any symptoms of COVID-19 (cough, sneezing, shortness of breath, loss of sense of smell/taste, sore throat, tiredness, fever) must not come to work.
- 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 to determine if they require testing and/or medical care: <https://bc.thrive.health/>
- All work that can be done off campus must continue to be done off campus. Data processing, writing manuscripts, writing grant proposals, creating presentations, studying, ordering of lab supplies, online library research, computations, etc. should be done from home. Exceptions may be considered for cases where research personnel do not have the possibility to work from home.
- Must take the required UBC COVID-specific training course or the department specific training if the former is unavailable; they must submit a confirmation of the completion of training via email to the Dept Administrator.
- Teaching-stream faculty and research-stream faculty who are teaching during Stage 1 for whom conditions make it impossible to provide classes from home can apply to use their office for lectures; approval is decided by their head/director.
- Teaching-stream faculty or research-stream faculty who require access to on-campus space to prepare materials for the fall (e.g., making videos for online course production) should be accommodated by the head/director where possible as long as it will be done in a safe manner consistent with physical distancing requirements.
- In-person group meetings, events or lectures cannot be organized in Stage 1.
- Where exemptions have been given for a faculty member to access his or her office, they must not have guests in the office during Stage 1.
- When an employee is concerned about the rules for Stage 1, they should follow the standard WorkSafeBC reporting guidelines (address the concern to their supervisor first). However, they may also report concerns confidentially to the Head.



### Responsibility of Department Heads and Directors

- Must take the required UBC COVID-specific training course or the department specific training if the former is unavailable; they must submit a confirmation of the completion of training via email to the Dept Administrator.
- Responsible for communicating the safety plan of the unit to faculty and research personnel.
- Responsible for ensuring that signage is in place throughout the common spaces of the building. This signage is in place to ensure physical distancing and cleaning protocols are practiced in common areas (e.g., elevators, social rooms, lunch rooms, bathrooms, stairwells), department offices (e.g., main office, mail room), and shared facilities that are under their purview
- Responsible for putting hand sanitizer at key points (e.g., near entrances, entrances to shared instrument facilities) for personnel, if not supplied by building operations

### Responsibility of Faculty of Arts

- Work together with Departments and Institutes to develop safe working plans at each stage
- Coordinate safety plans across shared buildings
- Review and approve department / institute safety plans (ADR and ADF)
- Help heads and directors deal with issues of non-compliance and offer confidential reporting of non-compliance
- Address patterns of non-compliance in a manner consistent with UBC policy



## Appendix D: Sign In/Sign Out Protocols

### Building Sign-in and Sign-out Calendar

Sign in/sign out data will be available on an online Air Form set up by Arts ISIT (connect with Arts ISIT for assistance and Gerald Vanderwoude for more information). The Head will oversee sign-in/sign-out documentation for their unit/group. Use of a shared on-line scheduling system is encouraged.



## Appendix E: Determining Operational and Activity Risk

The Safety Plans developed for all UBC departments/units will mitigate the risk of transmission of COVID-19 by introducing appropriate measures as recommended by public health and WorkSafeBC. The plans reflect the currently available evidence and expert opinion, and are subject to change as new information on transmissibility, epidemiology, and effectiveness of public health and risk mitigation measures is made available.

Risk levels may vary and approval processes will be adjusted accordingly. The assessed residual risk, following implementation of planned mitigation, will determine the appropriate level of approval (i.e., department/school head/director or managing director/executive director/AVP; dean/VP, or UBC Executive).

The below information is intended to serve as a guide for risk assessment and the planning of mitigation strategies.

Activities are considered high risk if they meet any three risk considerations, and must be advanced for further review to the COVID-19 Safety Planning Steering Committee. All required risk mitigations must be implemented in order for the activity to be considered to have low residual risk

Risk	Context	Risk Mitigation
Risk #1 – 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	The risk of COVID-19 introduction and spread is presumed to be greater as the number of contacts increases	<ul style="list-style-type: none"> <li>• Enable two metre physical distancing; pinch-points must be addressed and carefully managed.</li> <li>• Use of plexiglass barriers wherever possible</li> <li>• Reduction of high touch points or increased cleaning</li> <li>• Use of cohort groups, where appropriate</li> <li>• Enable and encourage increased hand hygiene</li> <li>• Strict non-admittance to anyone with symptoms</li> </ul>
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	Person-to-person spread is more likely with prolonged contact	<ul style="list-style-type: none"> <li>• Enable two metre physical distancing</li> <li>• Reduction of high touch points or increased cleaning</li> <li>• Enable and encourage increased hand hygiene</li> <li>• Strict non-admittance to anyone with symptoms</li> </ul>
Risk #3 – The workplace or activity is indoors and windows cannot be opened	A confined indoor space is presumed to have greater risk	<ul style="list-style-type: none"> <li>• Enable two metre physical distancing</li> <li>• Reduction of high touch points or increased cleaning</li> </ul>



		<ul style="list-style-type: none"> <li>• Enable and encourage increased hand hygiene</li> <li>• Strict non-admittance to anyone with symptoms</li> </ul>
Risk #4 – Employees/students/visitors have frequent contact with high-touch surfaces	A higher frequency of contact with high-touch surfaces (e.g., service counters, card payment machines) is presumed to have greater risk	<ul style="list-style-type: none"> <li>• Enable two metre physical distancing</li> <li>• Use of plexi-glass barriers wherever possible</li> <li>• Reduction of high touch points or increased cleaning</li> <li>• Enable and encourage increased hand hygiene</li> <li>• Strict non-admittance to anyone with symptoms</li> </ul>
Risk #5 – The activity involves people who are at higher risk of severe illness (i.e., older adults or those with chronic health conditions) (e.g., some alumni events)	COVID-19 can cause more severe illness among people who are 65 and over, and those who have compromised immune systems or other underlying medical conditions	<ul style="list-style-type: none"> <li>• Work with HR for individual accommodations</li> <li>• Encourage work from home arrangements</li> <li>• Enable two metre physical distancing</li> <li>• Reduction of high touch points or increased cleaning</li> <li>• Enable and encourage increased hand hygiene</li> <li>• Strict non-admittance to anyone with symptoms</li> </ul>
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	COVID-19 spread can occur when personal preventive practices are not consistently followed. For example, young children are less likely to be able to carry out these practices	<ul style="list-style-type: none"> <li>• Reduction of high touch points or increased cleaning</li> <li>• Strict non-admittance to anyone with symptoms</li> <li>• Limiting of non-essential contacts in space</li> <li>• Strict non-admittance to anyone with symptoms</li> </ul>

Any questions about whether or not an activity/unit is considered higher risk can be directed to [ready.ubc@ubc.ca](mailto:ready.ubc@ubc.ca) for clarification.

See checklist below.



### Operational/Activity Risk Checklist

In addition to contact density and contact number in buildings planned operational activities and access scenarios need to be evaluated in terms of risk level. The below information is intended to serve as a guide for risk assessment and the planning of mitigation strategies.

Activities are considered high risk if they meet any three risk considerations, and must be advanced for further review to the COVID-19 Safety Planning Steering Committee. All required risk mitigations must be implemented in order for the activity to be considered to have low residual risk

<b>Operation/Activity</b>	
<b>Location</b>	
<b>Frequency</b>	
<b>Risk Considerations</b>	
<input type="checkbox"/>	Risk #1 – 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
<input type="checkbox"/>	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
<input type="checkbox"/>	Risk #3 – The workplace or activity is indoors and windows cannot be opened
<input type="checkbox"/>	Risk #4 – Employees/students/visitors have frequent contact with high-touch surfaces
<input type="checkbox"/>	Risk #5 – The activity involves people who are at higher risk of severe illness (i.e., older adults or those with chronic health conditions) (e.g., some alumni events)
<input type="checkbox"/>	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

#### Mitigation and Protocols:

- e.g.
- Post signage at the entrance, asking people to check for symptoms before entering
  - install plexi-glass barrier and demark 2 m waiting zones on floor.



## Appendix F: Monitoring Compliance and Managing Non-Compliance

### Monitoring Compliance:

- Overall compliance will be monitored by inspection of sign in logs, key card access, and periodic checks by safety staff.

### Managing Non-Compliance:

- Research personnel should report any safety concerns (e.g., crowding of a space, failure to complete a necessary cleaning protocol) to the Head/Director.
- The Head/Director must investigate the situation without delay by contacting the appropriate people. They may also seek advice from UBC Safety & Risk Services.
- As part of the investigation, it may be advisable, though not always feasible, to do visual inspection of the space in question.
- If a claim about non-compliance is substantiated, the Head/Director will consult with Human Resources, Faculty Relations, Safety & Risk Services, and other units to determine an appropriate response. The response could include:
  - Suspension of access to on-campus facilities;
  - Curtailment of the type or location of activity that can be undertaken on campus;
  - Depending on the nature and severity of the non-compliance, suspension or other employment-related discipline.

Resumption of activity can only occur with the agreement of the Head/Director who investigated the complaint, and only when that person is satisfied that the conditions leading to the non-compliance have been resolved.



## Appendix G: Faculty of Arts Office Use and Next Stage Protocol

As we approach September, the demands for access to offices for a range of scholarly activities (including teaching, research, and graduate supervision) will quickly ramp up. The following protocol describes how Units in the Faculty of Arts can increase the level of access to our buildings while maintaining a safe working environment.

Maximum daily occupancy limits not to exceed 67%

Unit Heads / Directors can approve an access schedule that gives access to:

- 67% of all workers occupying individual offices (which typically includes most faculty members, some staff, some post-doctoral fellows, and a few graduate students), and
- 50% of all workers occupying shared offices (which typically includes staff, post-doctoral fellows, visitors and graduate students), provided that safe physical distancing in each shared office can be maintained at 50% occupancy.

This will result in under 2/3's occupancy of all offices in each Unit.

For example, consider Unit XXX with:

- 30 faculty members and 4 staff members and 2 post-docs in individual offices, and
- 50 graduate students, 4 post-docs, 6 staff and 10 visitors

On any given day of the work week, the Head / Director of XXXX can grant access to 24 people in individual offices, and to 35 people in shared offices, resulting in an occupancy rate of 55%.

### Basic access for all workers

It is reasonable to expect that most members of the community will want some basic level of access to their offices. We recommend that the Head / Director develop an access schedule that grants every worker a basic level of office access of two days per week.

For example, in Unit XXX, this translates to 12 faculty, 1 staff and 1 post-doc per day having access to their individual offices, and 20 graduate students, 2 post-doc, 2 staff and 4 visitors per day having access to their shared spaces. This translates to a 40% occupancy rate on a daily basis.

### Discretionary access for priority workers

Some workers will need additional access to their office space for a variety of reasons. The Unit Head / Director will prioritize requests for additional access, and will – at their discretion – grant additional days of access to the highest priority requests up to the maximum allowed occupancy noted above.





In the example of Unit XXX, the Head could grant access to an additional 10 workers assigned to individual offices and an additional 7 people assigned to shared office space.

#### Scheduling worker access

The schedules for access must be carefully planned, submitted to the Faculty of Arts, and rigorously adhered to; for safety reasons, no deviation from the set schedule can be permitted at this time, and violations will result in a revocation of access for all violators.

The task of scheduling worker access given the wide array of obligations and working styles will be quite difficult, and means that only limited flexibility will be possible. We recommend a two step approach in which everyone is assigned a basic level of access, and then high priority access requests are added to the schedule as availability permits. To allocate the basic access, we recommend that all people rank the following basic schedule options in rank order for most preferred (1) to least preferred (5). (in order to reduce the potential for viral spread, all access days will be sequential, except for option E):

- A: Monday and Tuesday
- B: Tuesday and Wednesday
- C: Wednesday and Thursday
- D: Thursday and Friday
- E: Friday and Monday

Once the basic level of access has been assigned, then the Head / Director can review additional access requests, and approve as many of them as can be accommodated without exceeding the daily occupancy limits described above.

An **excel scheduling tool** has been developed and distributed to help generate a schedule that uses this two step approach, and which helps track to the total approved occupancy level. The tool includes several example entries to illustrate how to complete the schedule.

#### One-on-one meetings

One of the fundamental purposes of coming to the university is to conduct one-on-one meetings with various individuals. This is a key component to mentoring graduate students and to maintaining research collaborations. As much as possible, these meetings should take place online. However, in those cases where a an in-person meeting is required, they must take place in spaces that are sufficiently large to permit safe physical distancing. For an in-person one-on-one meeting, the meeting room should have at least 200 ft<sup>2</sup> (18.6 m<sup>2</sup>) of floorspace to provide adequate space for physical distancing. A typical faculty office at UBC is 120 ft<sup>2</sup> and in older buildings they may be up to 150 ft<sup>2</sup> Single-occupant staff offices are often smaller. This means that most staff and faculty offices on campus are not sufficiently large for in-person meetings. Rooms smaller than 200 ft<sup>2</sup> must not be used for in-person meetings. All in-person



meetings must be scheduled in advance and approved by the Unit Head/Director. In-person meetings must not increase the total Unit occupancy above 67%.



## Appendix H: Resumption of Teaching and In-Person Learning on Campus

### Safety Protocols for all Faculty of Arts Learners

The Faculty of Arts is committed to the health, safety, and well-being of our learners, faculty, staff. This document provides guidelines for Faculty of Arts Learners who will be returning the UBC Point Grey Campus for in-person education activities (meetings and/or teaching/learning activities) in academic learning spaces that cannot be offered online.

The guidelines below must be followed to prevent and control the spread of COVID-19. Throughout the current COVID-19 global outbreak, UBC has taken direction on infection prevention from the Provincial Health Office (PHO), the BC Centre for Disease Control (BCCDC) and Vancouver Coastal Health (VCH), and continues to do so. This guidance can be expected to evolve as these agencies continually monitor accumulating scientific evidence to determine how best to prevent the spread of COVID-19.

Visit [covid19.ubc.ca/](https://covid19.ubc.ca/) for more information about UBC's response to COVID-19, including frequently asked questions.

Be familiar with the UBC COVID -19 Campus Rules which are listed here: [COVID-19 Campus Rules.pdf](#)

#### SAFETY PROTOCOLS

In order to continue our activities in a safe and conscientious manner, we are implementing protocols to ensure we can safely learn and work on campus (in-person) while doing our part to limit the spread of COVID-19.

#### GENERAL PREVENTION OF EXPOSURE TO COVID-19

The following information is being shared with anyone who is resuming on campus (in-person) educational activities:

##### Physical Distancing:

- Limit close contact by keeping at least two metres away from one another.
- Obey all directional markings on doors and floors. These include occupancy signage, floor markers and directional guides. They are there to prevent accidental proximity. Where passages, hallways or stairs are narrow and will not allow a 2 metre distance to be safely maintained, be considerate of others and give right of way to those already in motion through that space.
- On-site attendance should be limited to required in-person educational activities only. Other activities should continue to be done from home, whenever possible.



- When outside of your home, practice physical distancing.
- If you are ill, have flu like symptoms or have a fever or cough, you must stay home.
- Avoid crowded places and non-essential gatherings.
- Greet people with a wave instead of a handshake.
- All persons on site must maintain 2 metres distance at all times from anyone who is not a member of their household. In the event that other safety considerations require two people to be in close proximity to complete a given task, the educational program will provide further guidance.

To prevent accidental lapses in physical distancing on site, the number of people occupying given spaces in the buildings must be limited. Based on the Provincial Health Officer and WorkSafeBC requirements, occupancy guidelines have been developed for all educational spaces. The exact number of people allowed in a space will depend on a number of factors including the layout of the space and the circulation needs of the activities associated with that space.

- Anyone accessing buildings on-site is encouraged to take special care when navigating entrances/exits, corridors, and blind corners. If the maximum occupancy for an indoor space has been reached and another person attempts to enter the space, those already in the space should politely communicate this to the person attempting entry.
- Assess your health before attending on-site (in-person) activities
- Do not attend on campus (in-person) activities if you feel unwell and alert your instructor or program staff as soon as possible. We recommend that learners use the BC COVID-19 Symptom Self-Assessment Tool on a daily basis and/or before leaving your home to participate in any on campus (in-person) activities.

If you are experiencing any symptoms of COVID-19, you must self-isolate and contact 811. Contact tracing will be done by the Provincial Public Health Authority.

The symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold. According to the [BCCDC](#) the most common symptoms of COVID-19 include:

- Fever (see below)
- Chills
- Cough or worsening of chronic cough
- Shortness of breath
- Sore throat
- Runny nose



- Loss of sense of smell or taste
- Headache
- Fatigue
- Diarrhea
- Loss of appetite
- Nausea and vomiting
- Muscle aches

While less common, symptoms can also include:

- Stuffy nose
- Conjunctivitis (pink eye)
- Dizziness, confusion
- Abdominal pain
- Skin rashes or discoloration of fingers or toes

COVID-19 symptoms can range from mild to severe. This list may change as the Provincial Health Authority & BCCDC learns more. See: [BCCDC BC Centre for Disease Control: COVID -19 symptoms](#)

If a member of your household has symptoms of COVID-19, do not return to on campus activities.

If you have traveled within the past 2 weeks outside of Canada, or to a high-risk region within Canada, follow current provincial guidelines for self-quarantine before returning to on-site activities.

Hand Sanitizing:

- Please review the location of hand hygiene stations in the on campus learning spaces you will be accessing.
- These are commonly placed near the main entrances to buildings and by the elevators, and hand washing with soap and water can be practiced in washrooms.
- Sanitize your hands when entering the building and before leaving. Frequently wash your hands or use a hand sanitizer station throughout the day.
- Greet people with a wave instead of a handshake.
- Avoid touching your face except immediately after hand washing.
- Cough or sneeze into your own arm.
- Exchange learning documents electronically where possible to reduce physical contact.



Maintain a Clean and Sanitized Environment:

- Avoid sharing personal equipment and tools where not required.
- Follow instructions given related to shared spaces or equipment. This may include cleaning with disinfectant after use, ensuring that any points of contact or potential contamination are covered.

Personal Protective Equipment:

- PPE requirements will be identified if required for your task.
- Tasks that do not normally require PPE will not be supplied with masks, unless a particular site/Health Authority requires it.
- For tasks requiring PPE, appropriate equipment will be provided.

\*\*\*The Faculty of Arts asks all users to be respectful of students, faculty and staff wearing masks.

Emergency Procedures:

- In the event of an emergency, standard site emergency procedures are to be followed, while adhering, as best as possible, to physical distancing practices.
- Call emergency response in case of urgent medical or safety situations:
- Fire, Police, or Ambulance: 911
- UBC Hospital Urgent Care (8:00 a.m. – 10:00 p.m.): 604-822-7662
- Campus Security (For an Emergency call 911): 604-822-2222
- Training
- All learners will be expected to complete any required training developed by the University.

Safety Concerns

- All learners are encouraged to discuss safety concerns with their TA, Instructor, Local Safety Team, Faculty of Arts JOHSC or Safety Advisor.
- COMPLIANCE MONITORING
- Occupants who have concerns about compliance, or have any related questions, can contact members of their Local Safety Team (LST) or a member of the Faculty of Arts Joint Occupational Health and Safety Committee.

Additional UBC Support Resource for Students: [UBC Student Resources Site - COVID19](#)

**[Points to Consider for developing a Teaching Safety Plan](#)**



### Health & Safety Plan

A safety plan requires to be developed for all in person classes that will be taught on campus. The safety plan is required to detail how in-person learning activities can be modified and what actions will be taken to effectively mitigate COVID-19 risks. Plans should include:

- risk assessment of activities (see appendix E)
- identify all controls in place
- identify appropriate facility/space considerations (enough space for 2 m physical distancing)
- outline physical distancing strategies
- outline safe movement through facility - building and classroom
- outline cleaning and sanitization protocols
- provide student self assessment strategy
- outline training plan and program monitoring
- outline a clear path to communicate safety concerns
- outline amended emergency procedures
- scheduling considerations

### Teaching and Learning Space Occupancy and Safe Distance

Teaching and learning spaces must be assessed for space and capacity to adequately accommodate occupants with a 2 metre safe distance. In addition consider if this spatial requirement can be maintained throughout any tasks or activities that will be performed.

- identify space to accommodate a safe 2 metres distance between students, faculty and staff
- identify any pinch points

### General Classrooms

- Consider the resources available through UBC Learning Spaces who offer dynamic teaching spaces across campus. General classroom and learning facilities are bookable and are supported through the classroom services safety plan.
- See: [UBC Learning Spaces - gts classroom safety planning](#)
- See: [UBC Learning Spaces Covid-19 Safety Plan PDF](#)

### Off Campus Learning

Any in person learning activities that require to be planned off campus must have a safety plan in place that assesses COVID-19 risk in that environment and how the risks will be mitigated. These should include:

- rationale for off campus learning
- identify any off campus in-door or out-door safety risks



- identify how will physical distancing and any other COVID-19 safety measures will be maintained
- confirm if a site safety plan available from the off campus location (i.e. Gallery, Museum)
- consider any special requirements in the site safety plan that will require to be met (i.e. limited occupancy)
- outline transportation if required safety needs to be if shared vehicles will be used
- provide off campus emergency response procedures
- outline how attendance and participant headcount will be administered
- provide clear path to communicate any concerns to supervisor, staff or faculty
- training and communication

### Equipment and Tools

Consider if there are there any equipment and tools that will be required for the class and will these be rented or need to be shared on campus:

- how will these be used considering COVID-19 risks and mitigation strategies
- set up of individual work stations
- scheduling for users
- sanitization and cleaning protocol

### Supplementary Cleaning

Outline how supplementary cleaning will be handled, the protocol and who's responsibility this will be.

- See: [UBC Cleaning Standards & Recommendations for Supplementary Cleaning \[PDF\]](#)

### Training, Plan Communication and Monitoring

Employees and Students are required to complete UBC COVID-19 safety training online in addition to any in house safety training . They also are required to understand the COVID -19 Campus Rules.

- Training Link for Employees of UBC: <https://wpl.ubc.ca/browse/srs/courses/wpl-srs-covid>
- The complete UBC Covid -19 Safety Rules are listed here: [COVID-19 Campus Rules.pdf](#)

In addition consider how the overall plan will be communicated, distributed and reviewed.

- online or zoom based training sessions
- electronic distribution of safety plan and other safety guidance
- confirm how safety plan measures will be monitored for compliance

### Self Screening Information

How will the required self screening ([BC Thrive Self Assessment Tool - covid19](#)) be communicated and how will students complete this before coming to campus.





### **Support Facilities, Traffic Flow and Emergency Procedures**

- identify support facilities (washrooms)
- identify traffic flow in the building and teaching space
  - Entry and Exits into building and classroom
  - Traffic flow considering other building occupants
  - Traffic flow and any movement in the classroom
- provide clear building emergency procedures.
  - Describe how your procedures will be amended due to reduced staffing.
  - How will emergency procedures be communicated to students?
  - Describe how a potential COVID-19 exposure would be handled.

### **Student Academic Support**

Consider how your units can support students, especially when it comes to face to face teaching, and how they will be encouraged to stay home (even with mild symptoms). How can we appease their worries about missing class (and falling behind with their unit).

- Online learning
- Class make up or studio make up options