



Faculty of Arts: Academic Advising Local COVID-19 Safety Plan

This plan is an intermediate/unit or local 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	Arts Academic Advising Services/Faculty of Arts
Facility Location	Buchanan D First floor 111, 112, Meekison
Proposed Re-opening Date	Gradual start with only 4 people
Workspace Location	See Appendix B

Introduction to Your Operation

1. Scope and Rationale for Opening

Scope and Rationale for Opening: Template for UNIT level plan

Operational activity within the Department of Arts Academic Advising Services requires access to select offices. During the COVID-19 shutdown, many students have not had the same advising opportunities. Thus, it is essential that the Department of Arts Academic Advising Services open to some limited access for specific 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: Buchanan D. The spaces include: Rooms 111, 112, and the AISA space in Meekison. All of these spaces are necessary to conduct on-site support for the academic mission of the university.

To maintain the occupancy limits for Stage 1, 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 Arts Academic Advising Services for Stage 1 will be:

- 11 in room 111 out of 22 of pre-COVID-19 amount
- 8 in room 112 out of 15 of pre-COVID-19 amount, and
- 2 in the AISA space in Meekison

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.



Anticipated to start on 04 / 19 / 2021, but all staff of Arts Academic Advising who can work off-campus must continue to do so in Stage 1 and Stage 2.

1. **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
- Gerald Vanderwoude gerald.vanderwoude@ubc.ca
- Ana Policzer ana.policzer@ubc.ca
- Nick Smolinski nick.smolinski@ubc.ca

2. **Plans Complete for Stage 2** (~67% occupancy). Unit-level safety plans are to be directed to

- nick.smolinski@ubc.ca
- ready.ubc@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.

3. Minor updates or changes to Safety Plans should be directed to

- nick.smolinski@ubc.ca.

Please clearly highlight specific areas of your document which have been updated.

For new operational activities, and projects consider an addendum to your main plan.

All Final Intermediate Safety Plan approvals are issued in writing through the Dean of Arts and the Dean of Arts Safety Plan Review team.

Section #1 – Regulatory Context

2. Federal Guidance

- [Government of Canada: “Hard-surface disinfectants and hand sanitizers \(COVID-19\): List of disinfectants with evidence for use against COVID-19”](#)

3. Provincial and Sector-Specific Guidance

- [BC’s Restart Plan: “Next Steps to move BC through the pandemic”](#)
- [Provincial post-secondary education/institution resources studying during covid-19](#)
- [Provincial post-secondary-education/institution resources go forward guidelines.pdf](#)
- [BCCDC BC Centre for Disease Control: COVID -19 symptoms](#)



<ul style="list-style-type: none">• BC Thrive Self Assessment Tool - covid19
4. WorksafeBC Guidance
<ul style="list-style-type: none">• COVID-19 and returning to safe operation – Phase 2• WorksafeBC Motion Picture Television Production• Worksafe COVID-19 Safety Plan• Worksafe: Designing Effective Barriers• Worksafe: Entry Check for Workers• Worksafe: Entry Check for Visitors• WorkSafeBC Protocol: Offices (New)• WorkSafeBC Protocols: Post-Secondary Education (New)• WSBC health checks requirements page (New)
5. UBC Guidance
<ul style="list-style-type: none">• UBC Campus Rules• Guidelines for Preparing for Reoccupancy(New)• Guidelines for Safe Washroom Reoccupancy(New)• Space Analysis and Reoccupancy Planning Tool(New)• UBC Employee COVID-19 PPE Guidance• UBC SRS COVID-19 Site• UBC SRS health-safety-COVID-19 guidance site• UBC SRS COVID-19 Safety Planning Site• UBC SRS COVID-19 Safety Planning Templates and Resources• UBC SRS Physical Distancing Guidance• UBC SRS Meetings and Training Guidance• UBC PPE & Ordering Critical Supplies• UBC SRS Planning Communications Resources - Signage• Workplace Physical distancing Planning Tool and Signage Kit(New)• UBC Building Operations Custodial Considerations• UBC Cleaning Standards & Recommendations for Supplementary Cleaning [PDF]• UBC Preventing the Spread of COVID-19 ONLINE TRAINING• UBC Classroom Safety Planning(New)• UBC Teaching & Learning Spaces Safety Plan• UBC Student Resources Site – COVID-19• UBC SRS covid-19 self-assessment requirements FAQ (New)• Ready UBC
6. Professional/Industry Associations



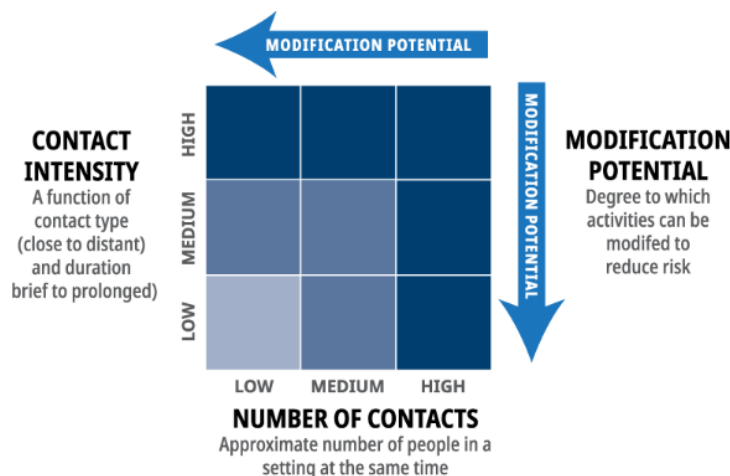
- [AAPS COVID-19 Update: UBC's Mask Policy](#)

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 Unit/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

1. Occupants are required to maintain a minimum of 2 metres safe physical distance at all times.
2. 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](#)
3. 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.
4. 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)

1. As mentioned above, we are reducing the number of people in the buildings to reduce contact between people. Individual units will be asked to provide a list of approved occupants when submitting their safety plan for approval.
2. 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**
- Pre-COVID 19 occupancy numbers:
 - Buchanan D Room 111
 - Main: 4 in cubical work stations, 2 at front counter/opening to hallway
 - D111B: 2
 - D111C: 2
 - D111D: 2
 - D111E: 2
 - D111F: 2
 - D111G: 2
 - D111H: 2
 - Nook: 2
 - Buchanan D Room 112:
 - Reception: 2
 - D112A: 1
 - D112B: 2
 - D112C: 2
 - D112D: 2
 - D112E: 2
 - D112F: 2
 - Meekison Lounge:
 - D140A: 2
 - D141: 1

COVID-19 Measures – Limited Operations:

- **Low** – Faculty & Staff Offices: reduced number of persons in office
- **Reduced** COVID 19 occupancy numbers:
 - Buchanan D Room 111
 - Main: 2 in cubical work stations, 1 at front counter/opening to hallway
 - D111B: 1
 - D111C: 1
 - D111D: 1
 - D111E: 1
 - D111F: 1
 - D111G: 1
 - D111H: 1
 - Nook: 1



- Buchanan D Room 112:
 - Reception: 0
 - D112A: 1
 - D112B: 1
 - D112C: 1
 - D112D: 1
 - D112E: 1
 - D112F: 1
- Meekison Lounge:
 - D140A: 1
 - D141: 1

9. 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 and complete Appendix E regarding operational risk assessment, mitigation strategies and checklist.**

10. 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

1. 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 unit-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.
2. Formal JOHSC review of this Safety Plan will occur within 30 days of research resumption activities.
3. Expectations of workers is outlined in Appendix B and has been emphasized during the communication of this faculty safety plan.



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

1. 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
2. Supervisors are encouraged to disseminate information from [UBC Wellbeing](#) and [UBC Occupational Preventative Health](#)

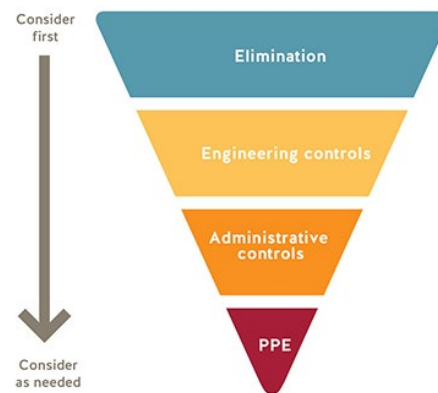
12. Plan Publication

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

1. This plan has been posted on the operational Unit's departmental website with an alert noting its availability.
2. Additionally, hardcopies have been posted on Health and Safety boards and in the main departmental office and at/near the **worksite** entry. A QR code or other note indicating the address/location where it is available can also be used.

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](#)
- [Employees are required to wear masks in UBC Buildings. See section 7, point 30](#)
- All staff are aware that they must maintain a physical distance of at least 2 metres 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 any multi-person events/gatherings are avoided as to reflect directives announced by the PHO since November 2020 through February 2021.
- 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 designate supervisors 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 employees, students and visitors will follow the requirements around mask-wearing described in:
 - a. <https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/>
 - b. <https://riskmanagement.sites.olt.ubc.ca/files/2020/07/COVID19-Campus-Rules.pdf>
- Unit Intermediate and Unit/Workspace plans will detail any further requirements for the use of non-PPE masks for staff within their specific workspace(s). See Appendix I. Masks do not necessarily require to be of medical grade.
- **See Section 7** in this document for information on the use required use of non-PPE masks
- **See Section 6** in this document for information Personal Protective Equipment (PPE)

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

1. Most faculty and staff **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.
2. Exceptions that will be considered and thoroughly reviewed with individual safety plans:
 - Academic/Research resumption: Preparing and recording lectures, labs (instructional and research).
 - Services that directly support the resumption of research, teaching and learning
 - Approved F2F teaching: Classes where on campus instruction is determined essential
 - Some public venues and revenue generating units: Museums, Performing Arts Spaces (theatres) and Art Galleries.
 - Administrative units: Administrative offices
3. Health and safety must be considered for employees working from home, including resources for ergonomic health and general wellbeing.
4. **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](#)
5. **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](#)



6. Some faculty and staff have been approved for occasional access to their individual offices to carry out necessary research and teaching activities on campus. They will have access, **Monday to Friday, 8:00 am to 6:00 pm.**
7. Moving forward, the Head can approve 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
 - Gerald Vanderwoude Gerald.Vanderwoude@ubc.ca
 - Ana Policzer ana.policzer@ubc.ca
 - Nick Smolinski nick.smolinski@ubc.ca
8. 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 online or video lectures, so long as the occupant caps are observed and all safety protocols are observed.
9. 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.
10. 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.
11. See: [UBC SRS Meetings and Training Guidance](#)
12. 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, masks must be on and time be kept to a minimum. A reminder that in person meetings can only occur if deemed essential and non UBC personnel are generally not permitted to attend.

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 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

1. 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.
2. 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.
3. 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).
4. 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**
5. 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.

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

Using UBC building keyplans, Arts Academic Advising has detailed the following attached floorplans in Appendix B with:

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



- *Please contact - Ana Policzer ana.policzer@ubc.ca if you require assistance with acquiring your floor plans or spatial analysis.
 - Office Considerations at the Unit level:
 - Office occupancy parameters: limit of 1 person per room at a time. These occupancy limits will also be posted on the door of each shared office space by [04/30/2021]. 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. Arts Academic Advising shared offices are:
 - Buchanan D Room 111
 - Main, D111B, D111C, D111D, D111E, D111F, D111G, D111H, and Nook.
 - Buchanan D Room 112:
 - D112A, D112B, D112C, D112D, D112E, and D112F.
 - Meekison Lounge:
 - D140A, and D141.
- These offices will be sign-posted with the maximum occupancy of 1 by [04/30/2021]

Building/Facility Consideration

- 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 2m physical distancing is able to be maintained between occupants in spaces.
- Our unit does not need to use stairways to access the office space, but will follow the posted Buchanan D signage for ascending (of course this will not apply in an emergency, such as a fire) and descending stairs. (note: to try and create a habit, where possible, keep this consistent within the unit, 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 usually labelled with a decal on the front surface, 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

- Face mask required posted at entrances to buildings or facility
- Elevator (maximum of 1 occupant + caregiver if and when required)
- 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 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](#)

- Building Sign and Confirmation of Daily Self-Assessment
- Building occupants and visitors are required to sign-in to UBC buildings, confirming they meet the requirements for entry. This can be achieved through a sign-in/sign-out station or an Arts AIR site with a QR code and digital form. Sign-in/sign-out requirement and confirmation of daily self-assessment procedure must be clearly indicated at entrance.

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.
- In addition to the above, 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.
- **No visitors** are permitted in the building, including relatives (e.g., parents, children), friends or other **non UBC personnel**

Common Space



- Use of common rooms (e.g., locally-assigned classrooms and meeting rooms, social spaces, lunch rooms) will remain closed until further notification and guidance by the Faculty of Arts.
- Unit/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. 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

1. 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](#)
2. Do not congregate in common areas. Minimize social interactions in the building. Maintain physical distance of a minimum of 2 metres at all times.
3. All employees, students and visitors will follow the requirements around mask-wearing described in section 7, point 30. Physical distancing is still required when wearing a non-medical mask.
 - a. <https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/>
 - b. <https://riskmanagement.sites.olt.ubc.ca/files/2020/07/COVID19-Campus-Rules.pdf>
4. No in-person group meetings, social events, lectures or other gatherings shall take place until further notice.

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

1. Where applicable see: [UBC Guidance for Shared Vehicles FINAL.pdf](#)
2. Public Transit Considerations see: [Translink Rider Guide](#)
3. Ride share and carpool guidance see: [3. Ride share and carpool guidance see: http://www.bccdc.ca/Health-Info-Site/Documents/Carpooling.pdf](#)

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.

Before coming to work, all personnel must check their health status. Personnel experiencing any symptoms of COVID-19 must not come to work:

Key symptoms of COVID-19 include:	Other symptoms can also include:
Fever (link)	Sore throat
Chills	Loss of appetite
Cough or worsening of chronic cough	Extreme fatigue or tiredness
Shortness of breath or difficulty breathing	Headache
Loss of sense of smell or taste	Skin rashes, discoloration of fingers or toes
	Nausea and vomiting
	Diarrhea

1. 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](#)
2. Personnel must inform supervisor and/or Responsible Faculty Member (RFM) if they will not be attending work.
3. Anyone with a positive COVID-19 diagnosis can only return to work, or resume in-person UBC activities on UBC Premises, after 10 days have passed since the start of symptoms and the fever is gone. Additional information: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/selfisolation>. Personnel who have been in contact with a person confirmed or presumed to have COVID-19 should call 811 and follow the advice of Public Health. Personnel will be referred to the [BC Thrive Self Assessment Tool](#) or 811 to determine if they require testing and/or medical care.
4. 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
5. 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



6. 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. [UBC Entry Check Sign](#) (New)
 - b. [Worksafe: Entry Check for Workers](#)
 - c. [Worksafe: Entry Check for Visitors](#)
7. 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.
8. **Active Self-Assessment and Screening Requirements For All Employees (New)**
 - a. As to WorkSafeBC requirement, supervisors are to verify that employees have performed a daily self-assessment. See below.
 - b. Supervisors (or designate): Will verify daily self-assessment of all employees: Steven Dreger
 - A written health check declaration completed by workers before entry.
 - An online health check form completed by workers before entry. (check online forms daily to ensure compliance) [See an example of an online form by clicking here.](#)
 - A verbal check in, done either in person, virtually, or by phone with every worker, confirming that the worker has completed their daily health check.
 - UBC Active Self-Assessment and Screening Guidelines and Responsibilities See: <https://srs.ubc.ca/covid-19/health-safety-covid-19/frequently-asked-questions-covid-19-self-assessment-requirements/>
9. 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.

19. Prohibited Worker Tracking

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

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



Section 4 – Engineering Controls

20. Cleaning and Hygiene

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

1. 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](#)
2. 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 \[PDF\]](#)
3. 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)
4. Personnel must wash their hands regularly and avoid direct contact with one another and always maintain a minimum physical distance of 2 meters
5. UBC Building Operations additional online resources: <http://facilities.ubc.ca/covid-19/covid-custodial-services/>

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

1. 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.
2. Protocol and training will be developed in coordination with area technicians.
3. 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.
4. All laptops brought on campus should be wiped down by its user with disinfectant upon arrival and at departure.
5. Take care to review equipment manual and manufacturers recommendations for sensitive equipment cleaning measures. Ready.ubc@ubc.ca can be contacted for guidance too.

22. 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 as building access is heavily reduced. Moving forward 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:

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

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.

1. Dissemination of this Plan to the JOHSC
Once this plan is complete, it will be distributed to the Arts 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 the approval.
2. 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, departments can 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. Everyone must know and understand their responsibilities — and those of others. The roles and responsibilities of the employees will also be covered (see sections below **24** and **appendix C**).
3. 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.

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

1. 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 employees will send a copy of the completion certificate to the unit administrator. See link below:
2. Preventing COVID-19 Infection in the Workplace course - <https://wpl.ubc.ca/browse/srs/courses/wpl-srs-covid>
3. 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**.
4. Be familiar with the UBC Covid-19 Campus Rules which are listed here: [UBC Campus Rules](#)

25. Signage

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

The units/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, WorkSafeBC, and from Building Operations. Building Operations has also sent out approved floor tape and decals to all of the individual units.

Required Signage:

1. Signs that state the maximum occupancy of all occupied spaces and common rooms
2. Use of tape to block-off rooms and classrooms that are off-limits
3. Use of UBC supplied tape and floor signage to direct traffic through high flow areas
4. Signs to remind people to adhere to physical distancing guidelines
5. Floor signs to mark of 2 m spaces where people might line up (if required)
6. Sign regarding equipment cleaning procedure, disposal of clean up material and who to contact to replenish the supplies.

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.

1. **Building Emergency Response Plans (building emergency response plan)** within the individual units 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/>

2. **Emergency Response**

During the COVID-19 pandemic, the workplace has been redefined as on campus and at home. All accidents or incidents that occur during work time, whether on campus or when working from home, need to be reported in a timely manner. Ensure to report accidents and incidents to your supervisor as soon as possible and enter this into [UBC CAIRS](#).

- **In the event of an Emergency:** call **911** (fire, police, ambulance)
- **What to do in the event of a medical emergency**
 - A medical emergency can be comprised of any number of things, think heart attacks, broken bones, loss of consciousness etc. If you find yourself in a medical emergency situation:
 - Call 911 immediately
 - Clearly answer any questions the phone operator asks you
 - Then call 604-822-4444 or 2-4444 (UBC landlines) as the Occupational First Aid team will likely arrive on scene before an ambulance
 - If you are unsure about whether a situation requires the emergency services follow the above steps. It is better to be safe than sorry.



- **What to do if a faculty or staff member is injured**

- All employees (faculty, staff and student-staff) are covered by the Occupational First Aid Program.
- If an employee requires first aid, think minor cuts and bruises, sprained ankles, pulled muscles etc., you should:
 - Call 604-822-4444 or 2-4444 (UBC landlines) as soon as possible
 - Clearly answer any questions the phone operator asks you
 - Reassure the patient until the Occupational First Aid team arrives

- **What to do if a student or visitor is injured**

- Students and visitors are not covered by the Occupational First Aid Program.
- If a student or visitor requires first aid they should:
 - Attend UBC Student Health Services in the UBC Hospital (Students only)
 - Go to Urgent Care at the UBC Hospital – 2211 Wesbrook Mall (Open Everyday 8am-10pm)
 - Call 911 for an ambulance

3. 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 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](#)
 - Supervisors can refer to: <https://srs.ubc.ca/covid-19/health-safety-covid-19/covid-19-infections/>
 - Direct people who are unsure about what they should do to the [BC Thrive Self Assessment Tool](#)
4. [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.



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 the next 12-18 months

Every two weeks during UBC Stage 1, the individual units 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.

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

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

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

1. 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.
2. PPE can include: N95 or other respirators, gloves, goggles and face shields, isolation gowns, etc.
3. SEE: [UBC SRS - personal protective equipment guidance](#)
4. **Clear distinctions must be made between non-medical, non-PPE masks as described in section 7, point 30 and PPE requirements which should be clearly defined in unit specific written Safe Work Procedures (SWP)**



Section #7 – Masks (non-PPE, non-medical)

30. Masks (non-PPE) (*New)

Describe your plan to inform faculty and staff on the wearing of masks (non-PPE)

1. All employees, students and visitors will follow the requirements around mask-wearing described in:
 - a. See: <https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/>
 - b. See: <https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf>.
2. **Office Spaces for Arts Academic Advising**

Effective September 16, 2020 UBC implemented a policy whereby students, faculty, staff and visitors are required to wear non-medical/non-ppe masks in common indoor spaces on campus. Regarding use of masks in office spaces:

 - Masks are not required when working in a sole occupant office or enclosed room. Individually assigned cubicles in open concept workspaces have been designated to ensure they are 2m apart or have appropriate physical barriers. Therefore, while occupying an assigned workspace, users have the option to remove their mask when seated or while engaged in activities where the physical distancing requirement is met.
 - Masks are not required in internal office hallways that have been designated as one way, yield to others, or able to meet physical distancing requirements.
 - As per UBC's policy, non-medical/non-ppe masks must be worn:
 - When travelling through building corridors and shared spaces
 - Any other time that 2m physical distancing cannot be maintained
3. **See: Appendix I COVID-19 Safety Plan Addendum - Required Non-Medical Masks**
4. **See: BCCDC Face masks PDF (link)** for information on different kinds of masks
5. **See Section 6** in this document for information Personal Protective Equipment (PPE)
6. **Clear distinctions must be made between non-medical, non-PPE masks and PPE requirements which should be defined in unit specific Safe Work Procedures (SWP)**





Section #8 - Acknowledgement

31. 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

Unit or Department

Date

Name

Title

Arts Academic Advising

13-April-2021

Susanne Goodison

Director



Appendix A: Faculty of Arts Unit and Building List

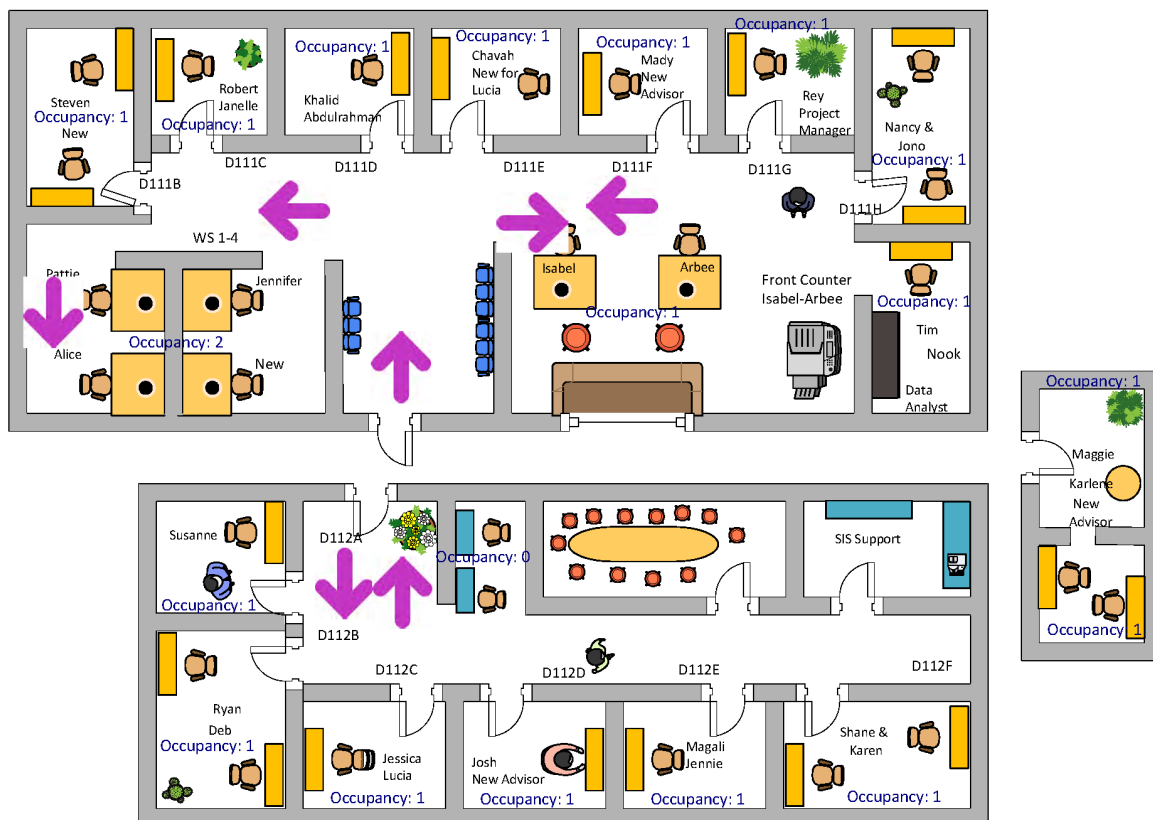
Unit	Building
Arts Academic Advising	Buchanan D

Appendix B: Floorplans

Department: Arts Academic Advising

Building: Buchanan D

Floor level: 1st





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 Department 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 Unit or Department Heads and Directors

- Must take the required UBC COVID-specific training course or the unit specific training if the former is unavailable; they must submit a confirmation of the completion of training via email to the Department 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 Units, 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.

See section 3, point 18.8 for Active Self-Assessment & Screening Information and Responsibilities

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">• Enable two metre physical distancing; pinch-points must be addressed and carefully managed.• Use of plexiglass barriers wherever possible• Reduction of high touch points or increased cleaning• Use of cohort groups, where appropriate• Enable and encourage increased hand hygiene• Strict non-admittance to anyone with symptoms
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">• Enable two metre physical distancing• Reduction of high touch points or increased cleaning• Enable and encourage increased hand hygiene• Strict non-admittance to anyone with symptoms
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">• Enable two metre physical distancing• Reduction of high touch points or increased cleaning



		<ul style="list-style-type: none">• Enable and encourage increased hand hygiene• Strict non-admittance to anyone with symptoms
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">• Enable two metre physical distancing• Use of plexi-glass barriers wherever possible• Reduction of high touch points or increased cleaning• Enable and encourage increased hand hygiene• Strict non-admittance to anyone with symptoms
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">• Work with HR for individual accommodations• Encourage work from home arrangements• Enable two metre physical distancing• Reduction of high touch points or increased cleaning• Enable and encourage increased hand hygiene• Strict non-admittance to anyone with symptoms
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">• Reduction of high touch points or increased cleaning• Strict non-admittance to anyone with symptoms• Limiting of non-essential contacts in space• Strict non-admittance to anyone with symptoms

Any questions about whether or not an activity/unit is considered higher risk can be directed to 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

Operation/Activity	General Office Use for the purpose of operations/student advising (non-in person)
Location	Buchanan D D111, D112, Meekison D140/141
Frequency	Mon – Fri, 8 – 6 PM
Risk Considerations	
<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 checked="" 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:

- Occupied spaces are primarily single user occupancy except in D111 main open area where dividers are located and 2m safe distance can be maintained.
- Occupants limits posted on doors
- Post signage at the entrance, reminding occupants to check for symptoms before entering buildings. Occupants will do daily self-assessments and follow guidance of BC self-assessment tool or 811. Supervisors will confirm daily completion.
- Post signage to maintain physical distancing measures of 2 metres at all times
- Post signage reminding occupants of regular hand hygiene
- UBC non-PPE masks are required in buildings and common areas guidance is in effect. Specific area guidance is in section 30 of this document.
- UBC covid-19 training required to be completed by all occupants
- Kitchens and other common shared areas are all closed at this time
- UBC custodial services is scheduled to clean all common touched surface cleaning daily



- There are no tasks outside of regular “office duties.”?
- No students or members of the public will visit the facility at this time.

The plan and activity will be monitored and appropriate steps will be taken if the risk level is observed to change or new or increased activity is anticipated.



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 the academic year, 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 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 ft² (18.6 m²) of floor space to provide adequate space for physical distancing. A typical faculty office at UBC is 120 ft² and in older buildings they may be up to 150 ft². 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 ft² 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, and 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 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](https://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms) the most common symptoms of COVID-19 include:

Key symptoms of COVID-19 include:	Other symptoms can also include:
Fever (link)	Sore throat
Chills	Loss of appetite
Cough or worsening of chronic cough	Extreme fatigue or tiredness
Shortness of breath or difficulty breathing	Headache
Loss of sense of smell or taste	Skin rashes, discoloration of fingers or toes
	Nausea and vomiting
	Diarrhea

COVID-19 symptoms can range from mild to severe. This list may change as the Provincial Health Authority & BCCDC learns more. See: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-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 potential pinch points where people may gather in proximity

Mask Requirement on Campus

Outline how your unit will implement and adhere to the mask requirement as indicated in the UBC Campus Rules. The requirement to wear non-PPE masks indoors recognizes that transmission is reduced when face masks are worn in conjunction with physical distancing and other safety practices. For more information, including details about exceptions, please refer to the [UBC COVID-19 Campus Rules](#) and [UBC Non-Medical Masks FAQs](#).

- Also See: Appendix I

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 needs if required and safety measures 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 safety concerns to site supervisor, staff or faculty
- training and communication details

See: Off Campus Learning below*

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 whose 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

*COVID-19 Off-Campus Learning Safety Plan Template

N/A

General Covid-19 Safety Measures

Employees and students will:

- Self-assess prior to their visit (and not attend if experiencing [COVID-19 symptoms](#)) See: [BC Thrive Self-Assessment Tool](#)
- Arrive at their pre-booked entry time (if applicable)
- Provide contact information for contact tracing (note: already completed as part of arranging visit)
- Wear masks throughout their entire visit



- Sanitize hands upon entry to the site/museum/gallery
- Keep personal items with them at all times
- Remain at least 2m away from all other site occupants/employees/visitors
- Follow floor markers and signage to ensure physical distancing, directional flow, and additional COVID-19 measures

The Faculty of Arts has implemented the following measures, per the “Covid-19 Safety Precautions” section of its website (<https://www.arts.ubc.ca/ubc-arts-and-covid-19/>)

- Require all visitors to self-assess for symptoms before coming to the site
- Require visitors to wear face masks
- Require visitors and staff to maintain 2m distance at all times
- Installed a hand sanitation station at the entry
- Implemented stringent cleaning practices throughout the space

Off-Campus Site Safety Plan

Covid-19 information is available here: N/A

Transportation

Students will be responsible for their own transportation to and from the venue.

Employees of UBC will individually travel by own vehicle or by transit to and from the venue.

- Public Transit Considerations see: [Translink Rider Guide](#)
- Where applicable see: [UBC Guidance for Shared Vehicles FINAL.pdf](#)
- Ride share and carpool guidance see: [3. Ride share and carpool guidance see: http://www.bccdc.ca/Health-Info-Site/Documents/Carpooling.pdf](#)

Off-Campus Emergency Response Procedures/Plan

Emergency - In the event of an Emergency call 911 (ambulance, police, fire)

Report incidents to: Steven Dreger, Susanne Goodison, CAIRS

If an employee or student begins to exhibit the symptoms of COVID-19

- Affected employee or student should immediately isolate themselves from others
- For emergencies call 911
- Non-emergencies call 811 and follow the instructions of the health advisor.
- Consider avoiding public transport if you are advised to go leave the venue to self-isolate

Attendance and Participant Headcount

Instructor will check students in attendance against the class list at the beginning/end of class and keep a record.



Communication of Concerns

Students will be advised they can discuss any safety concerns with their instructor or supervisor

Students can also contact ready.ubc@ubc.ca if they have any safety concerns.

Training

Before attending in-person classes, all students must complete UBC's COVID-19 Student Safety Training course in Canvas (<https://canvas.ubc.ca/enroll/NJD8YF>).

All attendees should be made familiar with the content of this safety plan

Appendix I: COVID-19 Safety Plan Addendum: Required Non-Medical/Non PPE Masks

Purpose

The following section provides guidance for incorporating appropriate text regarding non-medical/non-ppe mask requirements into your approved COVID-19 Safety Plan.

As part of UBC's commitment to the health and safety of our community, and the responsibility we all share in preventing the potential for COVID-19 transmission, students, faculty, staff, and visitors are required to follow [UBC COVID-19 Campus Rules](#) when on our campuses. These rules include the requirement to wear non medical/non-ppe masks in common indoor spaces.

Common indoor spaces include hallways, stairways, building entryways, washrooms, common areas in residences and other high-traffic areas (except as set out in an approved COVID-19 Safety Plan).

The requirement to wear non-medical/non-ppe masks indoors recognizes that transmission is reduced when face masks are worn in conjunction with physical distancing, and other safety practices. For more information, including details about exceptions, please refer to the [UBC COVID-19 Campus Rules](#) and [UBC Non-Medical Masks FAQs](#)

Responsibilities

COVID-19 Safety Plan Owner

The COVID-19 Safety Plan Owner is responsible for reviewing and implementing information related to UBC's non-medical/non-ppe mask requirement in their workplace safety plan.

Instructions

1. Update your COVID-19 safety plan to reflect that the wearing of non-medical/non-ppe masks is required in all common indoor spaces on UBC Premises unless an exception applies. See [UBC COVID-19 Campus Rules](#) and [UBC non-medical masks FAQs](#) for further information.



2. Review other work areas (e.g., offices, cubicles, labs) and determine whether the wearing of /non-ppe masks is required in those areas. Note: if physical distancing is maintained, non-ppe masks are not mandatory in the work area, especially if people are seated. See [UBC non-medical masks FAQs](#) for further information.

3. Update your COVID-19 Safety Plan to provide specific instructions on when non-ppe masks are required (e.g., common indoor spaces) and when non-medical masks may not be required (e.g., personal workstation, teaching lab/studio). If non-ppe masks are not required in an area of the work place, detail the controls in place (e.g., physical distancing, approved barrier, approved personal protective equipment) to mitigate the requirement for non-ppe masks.

If you require assistance or have additional questions not addressed in the [UBC non-medical masks FAQs](#) contact ready.ubc@ubc.ca.

Options for Updates to COVID-19 Safety Plans regarding Non-Medical/Non-PPE Masks

Non-ppe Masks Required to be Worn at all Time

A COVID-19 Safety Plan may require non-medical masks to be worn indoors at all times unless there is an exception as outlined in the COVID-19 Campus Rules. A sample statement could include:

Effective September 16, 2020 UBC implemented a policy whereby students, faculty, staff and visitors are required to wear non-medical masks in common indoor spaces on campus. As physical distancing cannot be maintained in our workspace, non-medical masks must be worn at all time unless you are exempt as outlined in the COVID-19 Campus Safety Rules.

Non-PPE Masks Not Mandatory When Physical Distancing or Approved Barriers are in Place

A COVID-19 Safety Plan may provide additional exceptions to the non-medical/non-ppe mask requirement if physical distancing or approved barriers are in place throughout the workplace. Below are some sample statements that may apply to your workspace.

Office Spaces

Effective September 16, 2020 UBC implemented a policy whereby students, faculty, staff and visitors are required to wear non-medical/non-ppe masks in common indoor spaces on campus. Regarding use of masks in office spaces:

- Masks are not required when working in a sole occupant office or enclosed room. Individually assigned cubicles in open concept workspaces have been designated to ensure they are 2m apart or have appropriate physical barriers. Therefore, while occupying an assigned workspace, users have the option to remove their mask when seated or while engaged in activities where the physical distancing requirement is met.
- Masks are not required in internal office hallways that have been designated as one way, yield to others, or able to meet physical distancing requirements.



- As per UBC's policy, non-medical/non-ppe masks must be worn:
 - When travelling through building corridors and shared spaces
 - Any other time that 2m physical distancing cannot be maintained

General Teaching Spaces

Effective September 16, 2020 UBC implemented a policy whereby students, faculty, staff and visitors are required to wear non-medical/non-ppe masks in common indoor spaces on campus.

Regarding use of nonmedical masks in classrooms:

- Classrooms capacities have been reduced so that designated seats are 2m apart. Therefore, while in classrooms, students and other classroom users have the option to remove their mask when seated in designated seats, or while engaged in activities in a classroom where the physical distancing requirement is met.
- Faculty and instructors are not required to wear a mask in classrooms while physically distanced (2m) from students and other classroom users.
- As per UBC's policy, non-medical/non-ppe masks must be worn:
 - When travelling through building corridors and shared spaces
 - While entering or exiting classrooms
 - Within classrooms while moving to a seat, or at any other time that 2m physical distancing cannot be maintained.

Research Spaces

Effective September 16, 2020 UBC implemented a policy whereby students, faculty, staff and visitors are required to wear non-medical/non-ppe masks in common indoor spaces on campus. Regarding use of nonmedical masks in shared research spaces:

- Masks are not required when working in a sole occupant research space or enclosed room.
- Shared research spaces have been designated to ensure occupants are working 2m apart or have appropriate physical barriers. Therefore, while in a shared research space, users have the option to remove their mask while engaged in activities where the physical distancing requirement is met.
- As per UBC's policy, non-medical/non-ppe masks must be worn:
 - When travelling through building corridors and shared spaces
 - While entering or exiting research spaces or while moving from an assigned research location, or at any other time that 2m physical distancing cannot be maintained

Workshops

Effective September 16, 2020 UBC implemented a policy whereby students, faculty, staff and visitors are required to wear non-medical/non-ppe masks in common indoor spaces on campus.

Regarding use of nonmedical masks in shared workshops:



- Non-medical/non-ppe masks are not required when working in a sole occupant workshop or enclosed room.
- Workstations in shared workshops have been designated to ensure they are 2m apart or have appropriate physical barriers. Therefore, while in a shared workshop, users have the option to remove their mask while engaged in activities where the physical distancing requirement is met.
- As per UBC's policy, non-medical/non-ppe masks must be worn:
 - When travelling through building corridors and shared spaces
 - While entering or exiting workshops or while moving from your assigned workshop location, or at any other time that 2m physical distancing cannot be maintained

Appendix [J]: COVID-19 Workspace Safety Plan Document Revision

Date	Version	Writer	Change Description	Approved By
2021.02.10	Version 3	Nick Smolinski Safety and Environment Advisor	Directions to units throughout, Active Self – Assessment updates, Emergency response and overall, Updates to links	