



COVID-19 Workspace Safety Plan – Unit Level

This plan requires the review of the operational activities in your workspace to ensure effective controls are in place to prevent the transmission of COVID-19. Management and supervisory staff are responsible for developing and updating this document to meet current government mandated requirements.

<https://covid19.ubc.ca/>

Department / Faculty	<u>Geography / Faculty of Arts</u>
Facility Location	<u>1984 West Mall</u>
Proposed Date for Stage 2	<u>Sep 1, 2020</u>
Workspace Location	<u>Geography Building, 1984 West Mall</u>

Introduction to Your Operation

1. Scope and Rationale for Stage 2

Access to offices and other teaching/work spaces is a priority during Stage 2 of the Resumption of Research process. This plan proposes to allow more occupants to be able to work in the Geography Building.

Research, teaching and operational activities within the Department of Geography require access to specialized equipment in select offices and labs. Many of our teaching faculty also require equipment/resources that are located on campus. During the COVID-19 shutdown, the productivity of many faculty members and graduate students has been adversely affected, delaying project completion, and career progression for faculty and thesis research and writing for graduate students. Thus, it is essential that the Department of Geography open to more access for faculty, staff, graduate students and other members of the community including post-doctoral research fellows and sessional instructors.

Anticipated to start in September, all Department of Geography faculty, staff, and research personnel who can work off campus must continue to do so in Stage 2. The Stage 2 cap of 67% (or 2/3) normal occupancy is anticipated to rise to 30 occupants of single-person offices and 26 occupants of shared spaces (allowing for safe social distancing) out of a total of 147 occupants pre-COVID 19. Occupants will adhere to a strict schedule which allows for social distancing both within the building and within offices. Occupants require workspace to record lectures, teach, continue research, write, offer staff services-things that cannot be done at home.

Complete stage 2 (up to 67%) unit level safety plans are to be directed to ready.ubc@ubc.ca with a CC to nick.smolinski@ubc.ca . Additional 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 Steering Committee
- UBC Executive.



Section #1 – Regulatory Context

2. Federal Guidance
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • 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 • BC Thrive Self Assessment Tool - covid19
4. Worksafe BC Guidance
<ul style="list-style-type: none"> • COVID-19 and returning to safe operation – Phase 2 • Worksafe COVID-19 Safety Plan • Worksafe: Designing Effective Barriers • Worksafe: Entry Check for Workers • Worksafe: Entry Check for Visitors • WorkSafeBC Protocol: Offices: https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/offices (New) • WorkSafeBC Protocols: Post-Secondary Education: https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/education-advanced (New)
5. UBC Guidance
<ul style="list-style-type: none"> • COVID-19 Campus Rules: https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf (New) • Guidelines for Preparing for Reoccupancy: https://srs.ubc.ca/files/2020/06/5.-Guidelines-for-Preparing-for-Re-Occupancy.pdf (New) • Guidelines for Safe Washroom Reoccupancy: https://srs.ubc.ca/files/2020/06/6.-Guidelines-for-Safe-Washroom-Re-Occupancy.pdf (New) • Space Analysis and Reoccupancy Planning Tool: https://srs.ubc.ca/files/2020/06/8.-Space-Analysis-Re-Occupancy-Planning-Tool.pdf (New) • UBC Employee COVID-19 PPE Guidance • UBC SRS COVID-19 Site: https://srs.ubc.ca/covid-19/ • UBC Mask Policy: https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/ • 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



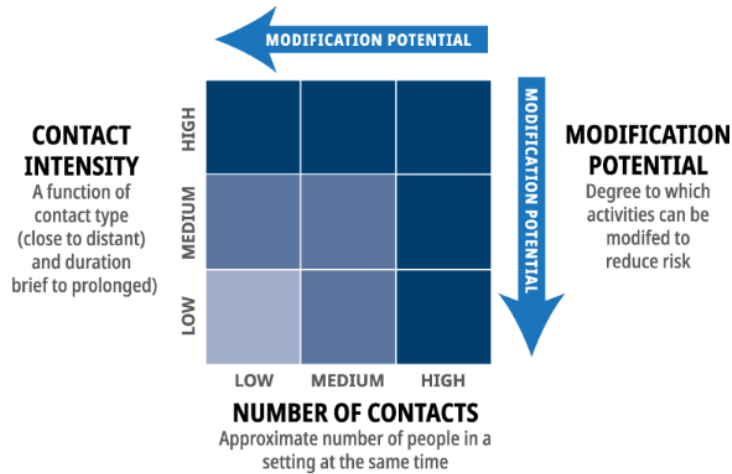
<ul style="list-style-type: none"> • Workplace Physical Distancing Planning Tool and Signage Kit: https://srs.ubc.ca/covid-19/safety-planning/communications-resources/ (New) • UBC Building Operations Custodial Considerations • UBC OK Guidance Supplementary Cleaning.pdf • UBC Preventing the Spread of COVID-19 ONLINE TRAINING • UBC Teaching & Learning Spaces Safety Plan • UBC Student Resources Site - covid19 • Ready UBC • Faculty of Arts Parent Plan: www.arts.ubc.ca/ubc-arts-and-covid-19/ •
6. Professional/Industry Associations
None

Section #2 - Risk Assessment

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

The Department of Geography has conducted a risk assessment using the following approach to determine activity level risk by identifying both the Department’s contact intensity and contact number, as defined below:

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



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

- Physical distancing measures – measures to reduce the density of people
- Engineering controls – physical barriers (like Plexiglas or stanchions to delineate space) or increased ventilation
- Administrative controls – clear rules and guidelines
- Personal protective equipment – like the use of respiratory protection

7. Contact Density (proposed COVID-19 Operations)

Describe the type of contact (close/distant) and duration of the contact (brief/prolonged) under COVID operations - where do people congregate; what job tasks require close proximity; what surfaces are touched often; what tools, machinery, and equipment do people come into contact with during work

- Occupants are required to maintain a minimum of 2 metres safe physical distance at all times.
- Most contact outside of individual offices is brief contact with surfaces such as door handles, bathroom facilities, and the copier. These high-touch surfaces and areas will be regularly cleaned by UBC Custodial staff. Any Geography specific equipment (such as copiers and scanners) will be cleaned by individual users before and after each use.
- Offices in Geography Building – Users will clean personal spaces before and after every use and will maintain physical distancing measures at all time with a limited occupancy of up to 3 persons per room if there is adequate physical distancing. Strict scheduling of office use is controlled by Head/Administrator to ensure physical distancing.
- Access to common rooms, lounges and kitchens will not normally be provided.
- The Geography elevator will take a maximum of 1 person at one time. Avoid use if possible with better option to use stairs.
- Stairwells – in hallways and stairwells, please walk on the right. *Right of Way* must be observed, meaning be respectful to those already moving in the hallway before proceeding.



- Washrooms – In Geography, there should be only two people at one time using the washrooms. Please respect occupancy guidelines and wait outside until washrooms are available.
- Entrances/Exits – Please use hand sanitizer available at every entrance in the Geography Building. At building entry please use disabled access button to minimize touching of shared surfaces.

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 same time)

As mentioned above, we are reducing the number of people in the building to 56 in order to reduce contacts between people: Stage 2 up to 67% (maximum occupancy pre-COVID is 147).

Each office will be occupied by one user only at a time. Shared spaces may have additional occupants only if physical distancing of 2 metres radius can be maintained at all times. Strict scheduling of office use is controlled by Head/Administrator to ensure physical distancing.

Normal Operations:

- ***High*** – Faculty & Staff Offices: ***1 – 4 people in office***
- ***High*** – Graduate student Offices – up to 12 people in office
- *List of offices with pre-COVID 19 occupancy numbers will be included in Appendix C.*

COVID-19 Measures Limited Operations:

- ***Low*** – Faculty, Staff and Graduate Student offices: ***reduced number of persons in office***
- *List of offices with reduced post -COVID 19 occupancy numbers will be included in Appendix C.*

****See attached floorplans for proposed reduced post-COVID-19 occupancy*

9. Employee Input/Involvement

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

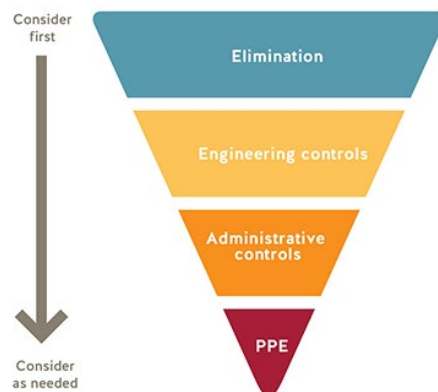
- The Geography Stage 2 Safety Plan has been drafted by the co-chair of the Safety Committee and will have the plan reviewed by faculty and staff for further comments. The resumption of research policies will be then distributed to employees during this time via email to solicit further feedback.
- Formal JOHSC review of this Safety Plan will occur within 30 days of research resumption activities.



<ul style="list-style-type: none"> • Expectations of workers is outlined in Appendix B and has been emphasized during the communication of this faculty safety plan.
<p>10. Worker Health</p> <p>Detail how all Supervisors have been notified on appropriate Workplace Health measures and support available and how they will communicate these to employees</p> <p>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:</p> <ul style="list-style-type: none"> • Weekly team meetings • Team email broadcasts • One-on-one meetings with direct supervisors • JOHSC Meetings & Communications <p>Supervisors are encouraged to disseminate information from UBC Wellbeing and UBC Occupational Preventative Health</p>
<p>11. Plan Publication</p> <p>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</p> <p>This plan will be posted to the Departmental website. Additionally, hardcopies will be posted on Health and Safety boards and in the main departmental office. An alert noting the plan availability and link to this final posting will be included on the main site of the Geography Department webpage.</p>

Section #3 – Hazard Elimination or Physical Distancing

Coronavirus is transmitted through contaminated droplets that are spread by coughing or sneezing, or by contact with contaminated hands, surfaces or objects. UBC’s goal is to minimize COVID-19 transmission by following the safety hierarchy of controls in eliminating this risk, as below.



The following general practices shall be applied for all UBC buildings and workspaces:



- Where possible, workers are instructed to work from home.
- Anybody who has travelled internationally, been in contact with a clinically confirmed case of COVID-19 or is experiencing “flu like” symptoms must stay at home. See: [BCCDC BC Centre for Disease Control: COVID -19 symptoms](#)
- All staff are aware that they must maintain a physical distance of at least 2 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 large events/gatherings (> 50 people in a single space) are avoided
- Management must ensure that all workers have access to dedicated onsite supervision at all times. During periods where supervisors are away a designate supervisor must be appointed. All workers must be aware of who their supervisor is and all designates must be aware of all their supervisory responsibilities (e.g. in the case of emergencies, CAIRS, etc.)
- 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://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf>.
- Workspace plans will detail any further requirements for the use of non-PPE masks for staff within their specific workspace(s). 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)
- Occupants will be made familiar with the information and resources on the [UBC SRS working safely on campus site](#).

12. Work from Home/Remote Work

Detail how/which workers can/will continue to work from home (WFH); this is required where it is feasible

- Most faculty and staff in Stage 2 will continue to work from home wherever possible, most of the time. Most faculty, staff and any students that are participating in classes will also continue to work/learn remotely.
- Health and safety must be considered for employees working from home, including resources for ergonomic health and general wellbeing.



- **Resources for Supervisors** will include:
 - General Wellbeing resources
 - [UBC Wellbeing campaigns and initiatives - Thrive](#)
 - Ergonomics for home guide
 - [Ergonomics-for-Home-Offices.-Supervisor-Guide.pdf](#)
- **Resources for staff working from home** will include:
 - Working from Home – Set Up Guide
 - [UBC HR Wellbeing Working From Home Temporary Set up.pdf](#)
 - Fitting in Movement – Guide
 - [UBC HR Wellbeing Fitting in Movement.pdf](#)
- Some Faculty, staff and graduate students 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**.
- Moving forward, the Head can approve of more requests for office use so long as the 67% max is respected and all safety protocols are observed. 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
- Some teaching-stream faculty and research-stream faculty who are teaching during Stage 2 (67%) for whom conditions make it impossible to provide classes from home will be permitted to use their office for lectures, so long as the occupant caps are observed and all safety protocols are observed.
- Teaching-stream faculty or research-stream faculty who require access to on-campus space to prepare materials for the fall (e.g., making videos for online course production) will also be accommodated by the Head where possible.
- Stage 2 will maintain online meeting protocol where ever possible. Exception to this guidance occurs where an in-person meeting is determined to be operationally essential and would require appropriate precautions and a space that can accommodate a minimum of 2 metres distance between participants.
- See: [UBC SRS Meetings and Training Guidance](#)
- Where exemptions have been given for a faculty member to access his or her office, they must not have guests in the office during Stage 2.



13. Work Schedule Changes/Creation of Work Pods or Crews or Cohorts

For those required or wanting to resume work at UBC, detail how you are able to rescheduling of workers (e.g. shifted start/end times) in order to limit contact intensity at any given time at UBC; describe how you may group employees semi-permanently to limit exposure to specialized workers, if applicable

- Staff and graduate students will only return to designated facilities to carry out work they are unable to do from home. Limited on campus activity must be approved by the unit Administrator in advance and follow all safety plan protocols.
- Access to any workspace in Geography will be restricted to **8:00 am to 6:00 pm, Monday to Friday**, to ensure custodial worker crew scheduling and access to sanitise facilities freely without added risk of contacting any Geography staff, faculty or graduate students.
- All workers returning to campus are based in individual offices, studios or facilities that possess adequate engineering controls to considerably limit contact intensity. (see attached floorplans).
- Any worker who is alone in the building will follow the work alone policy of the department through established remote monitoring and check-in procedures at the beginning, during and end of each shift. See: [UBC SRS Work Alone Page](#)
- During Stage 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.

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

Using UBC building key plans, we have detailed the following attached floorplans* with:

- 1) An illustrated 2-metre radius circle around stationary workspaces; and
- 2) Additional information including hand sanitizing stations, worker entry check signs, etc. (see Legend)

**Go to Appendix A for more recommendations.

Office Considerations

Occupancy limits will be posted on the door of each single or shared office/lab space by August 31, 2020. Strict scheduling of office use is controlled by Head/Administrator to ensure physical distancing.

Building/Facility Considerations

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



- All accessible rooms will be sign-posted with the maximum occupancy based on available floor space to allow for 2 metres physical distancing (these include washrooms and elevators)
- Stairwells are wide enough to enable users to keep safe distance away. Keep to the right when using stairs. (NB this will not apply in an emergency, such as a fire)
- Elevators should only be used for heavy loads and accessibility needs; limited to 1 occupant, with appropriate signage
- Place tape or markings 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
- Doors to multi-person washrooms (Rm 104, 145, 243, 245) will be propped open to minimize high touch surfaces and maximize air flow. At a maximum, two persons will use the washroom at a time.

Points of Access to Building and Access Control

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

Undergraduate / Graduate Learning and Teaching Spaces

- Classrooms and meeting rooms that are bookable within units will be closed off (with tape) for Stage 2.

Anticipated Start-Up and Building/Facility Maintenance Issues Arising

- The Geography building was open during Stage 1 so all water line flushing and other required services have been completed.

Signage and Directional Guides

- Elevator (maximum of 1 occupant + caregiver if and when required) - done
- Stairwells that are busy or very tight (for directionality) – not necessary
- Physical distancing signage must be posted at entrances and/or hallways - done
- Narrow hallways should be designated one-way with appropriate signage on the floor and at eye level – not necessary



- 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 – done](#)
- Post signage within the units to inform everyone of the measures in place

Hand Sanitizer Stations

- Hand sanitizer stations are placed inside of building entrances (by Rm 101, 107, 117, 125, 146). These are managed by Building Operations. Please phone Trouble Calls 822-2173 to replenish supplies.
- Hand sanitizers will be placed by entrances to all shared labs/multi-user facilities (to be provided by PI or facility manager), subject to availability. These will be monitored and replenished by Department Administrator (contact sandy.lapsky@ubc.ca).

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 (e.g. 10 minutes for grabbing a book) will be provided by Head's approval on a case-by-case basis.
- Graduate student offices will be used as decided by the Head. Strict scheduling is done to ensure proper physical distancing.

15. Accommodations to maintain 2 metre distance

Please detail what accommodations/changes you have made to ensure employees can successfully follow the rule of distancing at least 2 metres from another employee while working

Common Physical Distancing Protocols (Everyone)

- Physical distancing is required at all times with research personnel spaced by at least 2 metres.
- See: [UBC SRS PHYSICAL DISTANCE GUIDANCE](#)
- No visitors are permitted in the buildings during Stage 2, including relatives (e.g., parents, children), friends of faculty, or research personnel.
- All elevators are limited to 1 occupant.
- When stairwells are not sufficiently wide to allow for cross-directional traffic with appropriate social distancing, they will be clearly marked as single-direction. Follow directions in buildings. ***Right of Way*** must be observed, meaning give right of way to those already moving in the hallway before entering or proceeding.
- Do not congregate in common areas. Minimize social interactions in the building. Maintain physical distance of a minimum of 2 metres at all times.
- Effective Wednesday, September 16, 2020, UBC students, faculty, staff and visitors are required to wear non-medical masks, when indoors on our campuses. The requirement to wear non-medical masks indoors recognizes that transmission is reduced when face masks are



worn in conjunction with physical distancing and other safety practices. More information can be found on the “Using non-medical masks” page: <https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/>

- No in-person group meetings, social events, lectures or other gatherings shall take place until further notice.

Offices

- People in common areas must also adhere to physical distancing.
- Temporary short access to offices (e.g. 10 minutes for picking up a book) will be provided by head’s approval on a case-by-case basis.

Administration Spaces

- Front offices will not be open during Stage 2.

Common Spaces / Hallways / Washrooms / etc.

- Use of common rooms (e.g., locally-assigned classrooms and meeting rooms, social spaces, lunch rooms) will remain closed during Stage 2.
- Department-bookable classrooms will be blocked off from access for Stage 2.
- Shared lunch rooms and spaces for eating will not be provided or open during Stage 2; faculty and staff are asked to bring in non perishable bagged lunches, eat outside when possible or in their individual offices.

16. Transportation

Detail how you are able to (or not) apply UBC's COVID-19 vehicle usage guidelines to the proposed operational model - if you cannot apply these guidelines, please describe alternative control measures

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

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

17. Worker Screening

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

- Before coming to campus, 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. See: [BCCDC BC Centre for Disease Control: COVID -19 symptoms](#) Personnel must inform supervisor and/or Responsible Faculty Member (RFM).
- Individuals displaying symptoms of COVID-19 (described above) must remain at home and isolated until they have been confirmed COVID-free by testing or have been symptom free for the length of time recommended by the BCCDC. Personnel who have been in contact with a person confirmed or presumed to have COVID-19 must also self-isolate as per provincial health



guidelines. Personnel will be referred to the [BC Thrive Self Assessment Tool](#) or 811 to determine if they require testing and/or medical care.

- Anyone returning from outside of Canada must follow the directions of the quarantine act, which specifies 14 days of self-isolation, regardless of whether or not they are experiencing COVID-19 symptoms. Anyone exposed to a traveler must also self-isolate for 14 days. Supervisors cannot give personnel in quarantine work that would require them to break the quarantine.
- New researchers arriving from international destinations are required to self-quarantine for 14 days prior to beginning research. Supervisors cannot give personnel in quarantine work that would require them to break the quarantine.
- Every entry door will include signage for those authorized to use the building that prohibits entry if any of the above criteria apply. The signage will either copy, or will directly use the WorksafeBC signage, as below:
 - a. [Worksafe: Entry Check for Workers](#)
- Workers will be encouraged to use the [Thrive BC Self-Assessment Tool](#) to monitor themselves for symptoms of COVID19 or other concerns prior to work attendance.
- The supervisor will be responsible to ensure the workers who are ill do not return to work until they are well and cleared to do so.

18. Prohibited Worker Tracking

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

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

Section 4 – Engineering Controls

19. Cleaning and Hygiene

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

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



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

20. Equipment Removal/Sanitation

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

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

21. Partitions or Plexiglass installation

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

Physical barriers to be used at public-facing or point-of-service areas are not required for Stage 2. Any such barriers will refer to:

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

Section 5 – Administrative Controls

22. Communication Strategy for Employees

Describe how your unit has or will communicate the risk of exposure to COVID-19 in the workplace to your employee and the safety controls in place to reduce such risk.



Dissemination of this Plan to the JOHSC

Once this plan is complete, it will be distributed to the FoA JOHSC for review. Not only will this give the worker representatives on the committee a chance to preview the document, but it will give them the opportunity to provide further suggestions for improvement. The JOHSC will review the plan within 30 days of approval.

Communication of the Plan to Employees

To communicate the risk of exposure to COVID-19 in the workplace to the employees, the Department of Geography will disseminate this unit-level plan via e-mail. As a follow-up, we will hold a town hall or zoom meeting to reiterate the risks and hazards of COVID-19, and the ways they are mitigated in the overall return to research planning. The roles and responsibilities of the employees will also be covered (see section **23** and **Appendix B**).

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

23. Training Strategy for Employees

Detail how you will mandate, track and confirm that all employees successfully complete the **Preventing COVID-19 Infection in the Workplace** online training; further detail how you will confirm employee orientation to your specific safety plan

- The Preventing COVID-19 Infection in the Workplace online training course has been developed and is mandatory for all employees in the Department of Geography regardless of when they are scheduled to return to work on campus. All approved occupants and employees will send a copy of the completion certificate to Dept Administrator. See link below:
- <https://wpl.ubc.ca/browse/srs/courses/wpl-srs-covid>
- ALL approved occupants and employees will receive a copy of this plan via email. A zoom meeting will be scheduled to review the content and attendance of that review/training session will be recorded. Please ensure to take the time to highlight **Appendix B: Responsibilities**.
- Additional Guidance to consider: [UBC SRS Meetings and Training Guidance](#)
- Be familiar with the UBC Covid -19 Campus Rules which are listed here: <https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf> (New)

24. Signage



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

- The Department of Geography will utilize the signage from the [Safety & Risk Services COVID-19 website](#), the [Worksafe's COVID-19 – Resources](#) website, WorkSafe BC, and from Building Operations. Building Operations has also sent out approved floor tape and decals to all of the departments.

Required Signage:

- Signs that state the maximum occupancy of common rooms
- Use of tape to block-off rooms and classrooms that are off-limits
- Signs to remind people to adhere to physical distancing guidelines
- Floor signs to mark of 2-metre spaces where people might line up (if needed)
- Sign regarding equipment cleaning procedure and disposal of clean up material.
- Signs to promote handwashing

25. Emergency Procedures

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

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

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

Handling Potential COVID-19 Incidents:

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



- Direct people who are unsure about what they should do to the [BC Thrive Self Assessment Tool](#)
- [UBC OPH \(Occupational Preventative Health\) Services](#) remain available to all staff, faculty, and paid students who have questions or concerns about their health and safety in the workplace, including questions around COVID-19.

26. Monitoring/Updating COVID-19 Safety Plan

Describe how you will monitor your workplace and update your plans as needed; detail how employees can raise safety concerns (e.g. via the JOHSC or Supervisor) - plan must remain valid and updated for the next 12-18 months

Every two weeks during UBC Stage 2, the Department of Geography will analyze their monitoring information 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 Dept. Administrator or Head. For the policy on monitoring compliance, and managing non-compliance, see Appendix E.

27. Addressing Risks from Previous Closure

Describe how you will address the following since the closure: staff changes/turnover; worker roles change; any new necessary training (e.g. new protocols); and training on new equipment

Technical staff will work closely with the Local Safety Team and the Administrator to assess any risks at our facilities and propose ways to mitigate those risks.

Returning staff will be required to attend orientations and new training on procedures and protocols outlined in this Safety plan.

- Returning staff will be required to review BERPs and new protocols outlined in this Safety plan.

Section #6 – Personal Protective Equipment (PPE)

28. Personal Protective Equipment

Describe what appropriate PPE you will utilize and how you will/continue to procure the PPE

- We are not anticipating any new PPE requirements due to COVID-19
- Effective Wednesday, September 16, 2020, UBC students, faculty, staff and visitors are required to wear non-medical masks, when indoors on our campuses. The requirement to wear non-medical masks indoors recognizes that transmission is reduced when face masks are worn in conjunction with physical distancing and other safety practices. More information can be found on the “Using non-medical masks” page: <https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/>.
- 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.
- PPE can include: N95 respirators, gloves, goggles and face shields, isolation gowns, etc.



- SEE: UBC SRS - personal protective equipment guidance: <https://srs.ubc.ca/covid-19/health-safety-covid-19/personal-protective-equipment/>

Section #7 – Masks (non-PPE)

29. Masks (non-PPE) (New)

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

- All employees, students & visitors will follow requirements around mask-wearing described in:
- See: <https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/>
- See: <https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf>.
- Unit Intermediate and unit/workspace plans will detail any further requirements for the use of non-medical masks for staff within their specific workspace(s).
- See: Appendix F COVID-19 Safety Plan Addendum - Required Non-Medical Masks
- See: BCCDC Face masks PDF (link) for information on different kinds of masks
- See Section 6 in this document for information Personal Protective Equipment (PPE)

Section #8 - Acknowledgement

29. Acknowledgement

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

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 Brett Eaton

Title Associate Dean, Research and Graduate Studies, Faculty of Arts

Department Geography

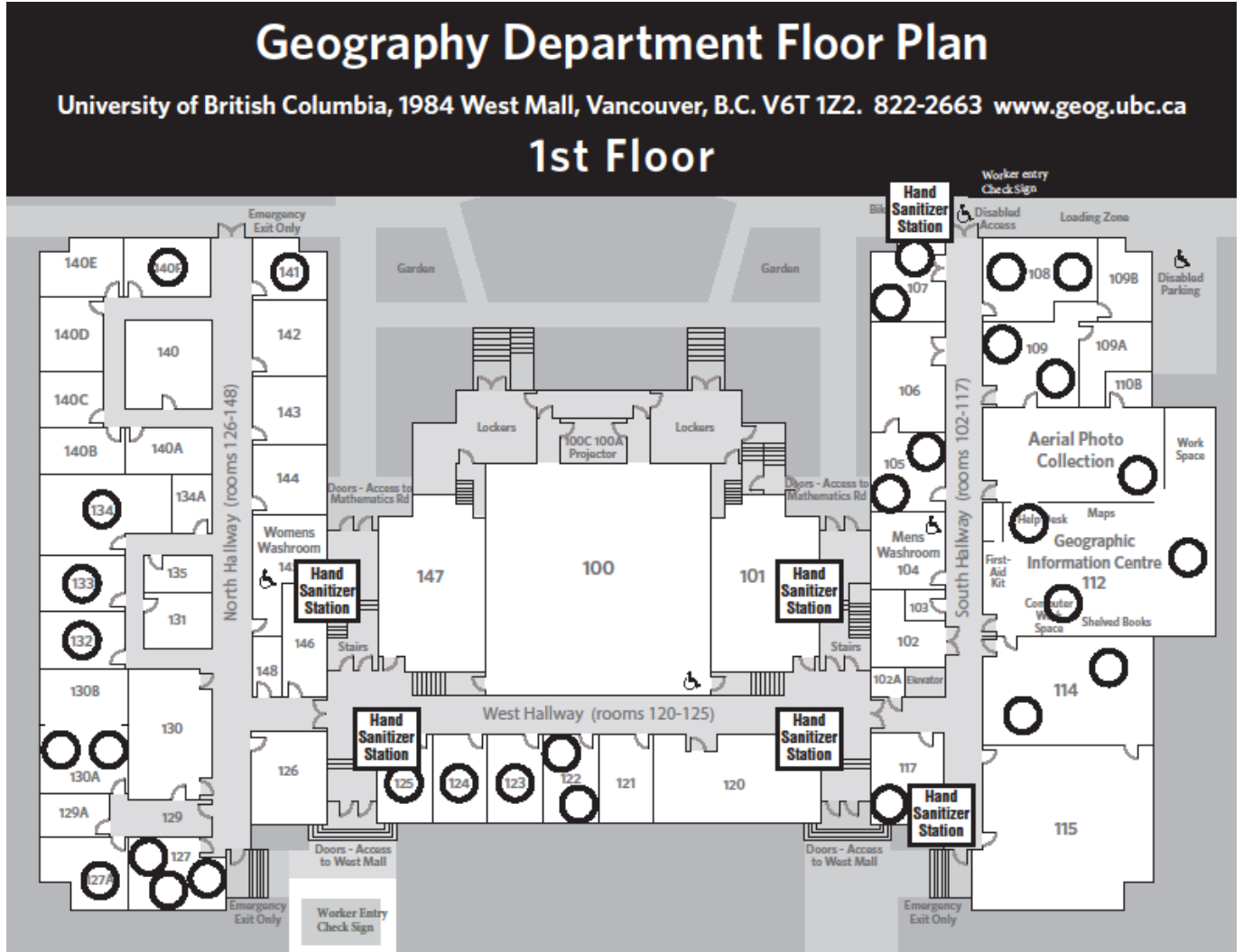
Date _____

Name Geraldine Pratt

Title Professor and Head



Appendix A: Floorplans for Geography Building in the Department of Geography

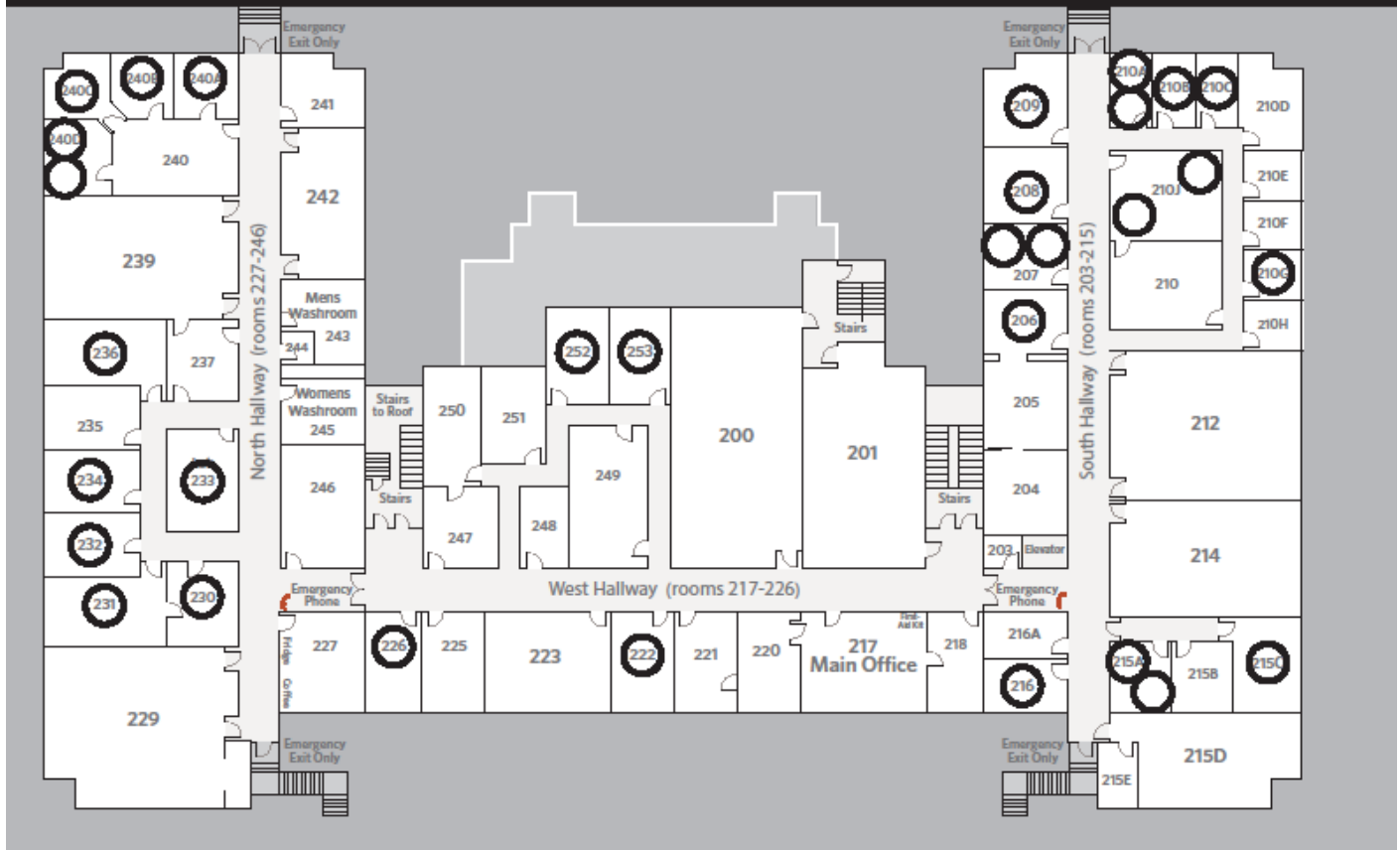




Geography Department Floor Plan

University of British Columbia, 1984 West Mall, Vancouver, B.C. V6T 1Z2. 822-2663 www.geog.ubc.ca

2nd Floor





Appendix B: 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 possibility to work from home.
- Teaching-stream faculty and research-stream faculty who are teaching during Stage 1 / Stage 2 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 or Stage 2.
- Individual faculty members will be responsible for developing return-to-on-campus-research plans for their own research spaces. These will be reviewed and approved by department heads / directors. Heads and directors are encouraged to consult with their JOHSC.
- When an employee is concerned about the rules for Stage 1 or Stage 2, they should follow the standard WorkSafeBC reporting guidelines (address the concern in writing to their supervisor first). However, they may also report concerns confidentially to Head.

Responsibility of Department Heads and Directors

- Must take the required UBC COVID-specific training course.



- 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 approving designated Responsible Faculty Member safety plans for their workspaces that ensure physical distancing and safe working practices, and for making it clear that they must enforce the measures taken
- 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 designated Responsible Faculty Members

- Responsible for developing a laboratory safety plan for their space, and communicating this to all group members. This will be reviewed and approved by department heads or directors prior to restarting research in the lab.
- Responsible for ensuring that their trainees take the mandatory UBC COVID-specific training course, as well as taking it themselves
- Responsible for posting on the doors to their lab areas the maximum number of occupants. Where a lab is shared by multiple PIs, this maximum occupancy must be agreed upon. In the event that it is not agreed upon, then the head or director can impose a limit.
- Responsible for scheduling shifts / rotations of researchers during Stage 2 as needed to ensure that physical distancing can be practiced. Where a lab is shared by multiple PIs, this schedule must be agreed upon. In the event that it is not agreed upon, then the head or director can decide the schedule.
- Trainees and staff may not have the same comfort level or ability to return to work and anyone can choose to defer their return to on-campus work, at their own discretion. Supervisors have a duty to recognize and accommodate each situation individually.
- Ensure the availability of gloves, lab coats and other necessary PPE

Responsibility of Faculty of Arts

- Work together with Departments and Institutes to develop safe working plans at each stage
- Coordinate safety plans across shared buildings
- Review and approve department / institute safety plans (ADR with subset of ROCR committee)
- 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 C: List of Offices, Occupants and Occupancy

Single Occupancy Offices in Geography Building

Rms 123, 124, 127A, 132, 133, 134, 141, 208, 209, 210B, 210C,
215C, 216, 221, 222, 226, 232,
234, 235, 236, 240A, 240B, 240C, 241, 252, 253 (total = 26)

Total Pre-Covid Occupancy = 40

Used during COVID occupancy = 26

Multi Occupancy Offices in Geography Building (maximum number in brackets)

Office Number	Pre-Covid Occupancy	COVID occupancy
105	4	1
107	2	2
108	4	3
109A	4	2
109B	4	1
112	4	3
114	12	4
117	5	1
121	2	
126	4	1
127	5	2
129A	2	1
130A	4	3
206	2	1
207	4	1
210	4	2
210A	3	1
210D	5	1
210E	2	1
210F	2	1
210G	3	1



210H	2	1
215A	4	2
215B	4	1
215E	2	1
217	3	
231	2	1
233	3	3
240D	2	1
247	3	1
Total	106	44



Appendix D: Geography BERP

BERP (Building Emergency Response Plan) + amendment

<https://files.workspace.ubc.ca/MyDevice/s/570/2049238c-6592-4b80-b2b3-e85bf419f56a>



Appendix E: 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 Responsible Faculty Member (RFM) and 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) within a lab/research space to the Head/Director.
- The Head/Director must investigate the situation without delay by contacting the appropriate people. This could be research staff, trainees, PI or RFM. 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 lab/research 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 F: COVID-19 Safety Plan Addendum – Required Non-medical masks

Purpose

The following document provides guidance for incorporating appropriate text regarding non-medical 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 nonmedical 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 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: <https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf> and UBC Non-Medical Masks FAQs: <https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/>.

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 mask requirement in their workplace safety plan.

Instructions

1. Update your COVID-19 safety plan to reflect that the wearing of non-medical masks is required in all common indoor spaces on UBC Premises unless an exception applies. See UBC COVID-19 Campus Rules: <https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf> and UBC non-medical masks FAQs: <https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/> for further information.



2. Review other work areas (e.g., offices, cubicles, labs) and determine whether the wearing of nonmedical masks is required in those areas. Note: if physical distancing is maintained, non-medical 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-medical 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-medical masks are not required in an area of the workplace, detail the controls in place (e.g., physical distancing, approved barrier, approved personal protective equipment) to mitigate the requirement for non-medical 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 Masks

Non-Medical Masks Required to be Worn at all Times

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-Medical 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 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 masks in common indoor spaces on campus. Regarding use of non-masks in office spaces:



- Non-medical 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 non-medical mask when seated or while engaged in activities where the physical distancing requirement is met.
- Non-medical 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 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 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 nonmedical 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 non-medical mask in classrooms while physically distanced (2m) from students and other classroom users.
- As per UBC's policy, non-medical 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 masks in common indoor spaces on campus. Regarding use of nonmedical masks in shared research spaces:

- Non-medical 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 non-medical mask while engaged in activities where the physical distancing requirement is met.



- As per UBC's policy, non-medical 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 masks in common indoor spaces on campus.

Regarding use of nonmedical masks in shared workshops:

- Non-medical 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 non-medical mask while engaged in activities where the physical distancing requirement is met.
- As per UBC's policy, non-medical 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 G: COVID-19 Workspace Safety Plan Document Revision

Date: November 13, 2020

Version 2

Writer: Sandy Lapsky, Dept. Administrator

Change Description: Updated mask requirements

Approved by: Gerry Pratt, Head, Geography Dept.