**COVID-19 Workspace Safety Plan**

***Use of this template:*** *All light italicized grey font is instructional and must be removed before the final copy is approved. Management of the workspace must review and approve of this plan. Any modification of the requirements outlined in this template must contact UBC Safety & Risk Services for approval.*

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 |  |
| Facility Location | *(building name and address)* |
| Proposed Re-opening Date |  |
| Workspace Location |  |

**Contents**

[Introduction to Your Operation 4](#_Toc51855782)

[1. Scope and Rationale for Opening 4](#_Toc51855783)

[Section #1 – Regulatory Context 4](#_Toc51855784)

[2. Federal Guidance 4](#_Toc51855785)

[3. Provincial and Sector-Specific Guidance 4](#_Toc51855786)

[4. WorkSafeBC Guidance 5](#_Toc51855787)

[5. UBC Guidance 5](#_Toc51855788)

[6. Professional/Industry Associations 5](#_Toc51855789)

[Section #2 - Risk Assessment 5](#_Toc51855790)

[7. Contact Density (proposed COVID-19 Operations) 6](#_Toc51855791)

[8. Contact Number (proposed COVID-19 Operations) 7](#_Toc51855792)

[9. Employee Input/Involvement 7](#_Toc51855793)

[10. Worker Health 7](#_Toc51855794)

[11. Plan Publication 7](#_Toc51855795)

[Section #3 – Hazard Elimination or Physical Distancing 8](#_Toc51855796)

[12. Work from Home/Remote Work 8](#_Toc51855797)

[13. Work Schedule Changes/Creation of Work Pods or Crews or Cohorts 9](#_Toc51855798)

[14. Spatial Analysis: Occupancy limits, floor space, and traffic flows 9](#_Toc51855799)

[15. Accommodations to maintain 2 metre distance 9](#_Toc51855800)

[16. Transportation 10](#_Toc51855801)

[17. Worker Screening 10](#_Toc51855802)

[18. Prohibited Worker Tracking 10](#_Toc51855803)

[Section #4 – Engineering Controls 10](#_Toc51855804)

[19. Cleaning and Hygiene 10](#_Toc51855805)

[20. Equipment Removal/Sanitation 11](#_Toc51855806)

[21. Partitions or Plexiglass installation 11](#_Toc51855807)

[Section #5 – Administrative Controls 11](#_Toc51855808)

[22. Communication Strategy for Employees 11](#_Toc51855809)

[23. Training Strategy for Employees 11](#_Toc51855810)

[24. Signage 12](#_Toc51855811)

[25. Emergency Procedures 12](#_Toc51855812)

[26. Monitoring/Updating COVID-19 Safety Plan 12](#_Toc51855813)

[27. Addressing Risks from Previous Closure 13](#_Toc51855814)

[Section #6 – Personal Protective Equipment (PPE) 13](#_Toc51855815)

[28. Personal Protective Equipment 13](#_Toc51855816)

[Section #7 – Non-Medical Masks and Face Coverings 13](#_Toc51855817)

[29. Non-Medical Masks and Face Coverings 13](#_Toc51855818)

[Section #8 - Acknowledgement 13](#_Toc51855819)

[30. Acknowledgement 13](#_Toc51855820)

[Appendices 15](#_Toc51855821)

[Appendix A: Title 15](#_Toc51855822)

[Appendix [X]: COVID-19 Workspace Safety Plan Document Revision 16](#_Toc51855823)

## Introduction to Your Operation

|  |
| --- |
| 1. Scope and Rationale for Opening |
| *Describe what service and activity types/levels you are requesting to open by facility and date.* *What is your rationale for opening?* *Who has vetted and approved your draft plan within your department or faculty?**Briefly describe what services you intend to offer. How would the service levels differ from normal operations, and describe the phasing, if you would have different levels of ramp-up.* |
| The following risks are considered in accordance with <https://srs.ubc.ca/covid-19/safety-planning/determining-safety-plan-risk/>* 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
* 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
* Risk #3 – The workplace or activity is indoors with no building ventilation system and access to outdoor air is not available (e.g. openable windows)
* Risk #4 – Employees/students/visitors have frequent contact with high-touch surfaces (service counters, card payment machines)
* Risk #5 –  The activity involves people who are at higher risk of severe illness (i.e., older adults or those with chronic health conditions)
* 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

Note: Applicable risk factors (from above) are listed may be subject to change based on COVID-19 developments and Campus operations, and will be addressed as part of the monitoring requirements.*Outline applicable risks under this Plan. You may note any qualifiers, and unit responsibilities assigned for communication and mitigations/controls.**E.g. Department Unit A – Applicable Risks – 1, 2, 5. Department Unit A will communicate risks and controls in their Plan.* |

##

## Section #1 – Regulatory Context

|  |
| --- |
| 2. Federal Guidance |
| *List any specific federal COVID-19 regulatory guidance used in developing the plan** [Government of Canada: “Hard-surface disinfectants and hand sanitizers (COVID-19): List of disinfectants with evidence for use against COVID-19”](https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html)
 |
| 3. Provincial and Sector-Specific Guidance |
| *List any sector-specific provincial COVID-19 regulatory guidance used in developing the plan** [BC’s Restart Plan: “Next Steps to move BC through the pandemic”](https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/gdx/bcs_restart_plan_web.pdf)
* [BC COVID-19 Self Assessment Tool](https://bc.thrive.health/)
 |
| 4. WorkSafeBC Guidance |
| *List any WorkSafeBC COVID-19 regulatory guidance used in developing the plan** [COVID-19 and returning to safe operation - Phases 2 & 3](https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation)
* [WorkSafeBC COVID-19 Safety Plan](https://www.worksafebc.com/en/resources/health-safety/checklist/covid-19-safety-plan?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f)
* [WorkSafeBC: Designing Effective Barriers](https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-designing-effective-barriers?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f)
* [WorkSafeBC: Entry Check for Workers](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-entry-check-workers?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f)
* [WorkSafeBC: Entry Check for Visitors](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-entry-check-visitors?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f)
* [WorkSafeBC Protocol: Offices](https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/offices)
* [WorkSafeBC Protocols: Post-Secondary Education](https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/education-advanced)
 |
| 5. UBC Guidance |
| *List any specific UBC COVID-19 guidance tools used in developing the plan** [COVID-19 Campus Rules](https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf).
* [Guidelines for Preparing for Reoccupancy](https://srs.ubc.ca/files/2020/06/5.-Guidelines-for-Preparing-for-Re-Occupancy.pdf)
* [Guidelines for Safe Washroom Reoccupancy](https://srs.ubc.ca/files/2020/06/6.-Guidelines-for-Safe-Washroom-Re-Occupancy.pdf)
* [Space Analysis and Reoccupancy Planning Tool](https://srs.ubc.ca/files/2020/06/8.-Space-Analysis-Re-Occupancy-Planning-Tool.pdf)
* [UBC Employee COVID-19 PPE Guidance](https://riskmanagement.sites.olt.ubc.ca/files/2020/09/COVID-19-PPE-Guidance_Sept2020_final.pdf)
* [Ordering Critical Personal Protective Equipment](https://srs.ubc.ca/covid-19/health-safety-covid-19/working-safely/personal-protective-equipment/)
* [UBC Employee COVID-19 Use of Shared UBC Vehicles Guidance](https://riskmanagement.sites.olt.ubc.ca/files/2020/04/Guidance-for-Shared-Vehicles-FINAL.pdf)
* [Building Operations COVID-19 website](http://facilities.ubc.ca/covid-19/) - Service Level Information
* [UBC Employees COVID-19 Essential In-person Meetings/Trainings Guidance](https://riskmanagement.sites.olt.ubc.ca/files/2020/04/Guidelines-for-Meetings-Trainings-FINAL.pdf)
* [Workplace Physical distancing Planning Tool and Signage Kit](https://srs.ubc.ca/covid-19/safety-planning/communications-resources/)
* [UBC Facilities COVID-19](http://facilities.ubc.ca/covid-19/) information
* [UBC Entry Check Sign](https://riskmanagement.sites.olt.ubc.ca/files/2020/06/Entry-Check-Red.pdf)
* [Preventing COVID-19 Infection in the Workplace training course](https://wpl.ubc.ca/)
* [UBC Cleaning Standards & Recommendations for Supplementary Cleaning](https://riskmanagement.sites.olt.ubc.ca/files/2020/08/Guidelines_cleaning_spaces_V_8_final.pdf)
* [UBC Classroom Safety Planning](https://learningspaces.ubc.ca/covid-19-gts-classroom-safety-planning)

  |
| 6. Professional/Industry Associations |
| List any specific industry association (or counterpart) guidance used in developing the plan |

## Section #2 - Risk Assessment

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

Prior to opening or increasing staff levels:

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

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



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

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

|  |
| --- |
| 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 |
| * *Most, if not all, activities will trigger a medium or high without mitigation*
 |
| 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) |
| * *Provide general range (L to H) of normal occupancy in non-COVID-19 operations and then show proposed COVID-19 density. Present a comparison for context – pre-COVID versus post-COVID plan*
 |
| 9. Employee Input/InvolvementDetail 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 |
| * *E.g. Staff meetings, town halls, email feedback*
* *Ensure a cross-section of your employee groups were engaged in identifying risks/protocols*

*Suggested language: The plan was presented to X faculty and staff, including front line staff, at a (e.g. Town Hall/staff meeting/via email) on X date for questions and feedback.* *The applicable JOHSC(s) will review the plan either prior to submission or within 30 days of submission, and the plan will be revised as necessary.*  |
| 10. Worker HealthDetail how all Supervisors have been notified on appropriate Workplace Health measures and support available and how they will communicate these to employees |
| *As part of the safety plan training,* *all plans will need to specify how* *workers will be reminded of Workplace Health measures and supports available to them. Information can be found at* [*https://wellbeing.ubc.ca/*](https://wellbeing.ubc.ca/%20)  *for more information.* |
| 11. Plan PublicationDescribe 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 |
| * *Final plans must be posted to a website (as applicable) and in hardcopy (e.g. Health and Safety boards), where appropriate. The hardcopy posting is geared more to those who may have limited to no computer access and those entering the space. An alert noting the plan availability and link to this final posting site must be included on the main site(s) of your department or faculty.*

*Suggested language: “Final plans will be posted to XX website and to Health and Safety boards in hardcopy.”* |

## 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.
* All staff are aware that they must maintain a physical distance of at least 2 meters from each other at all times
* Do not touch your eyes/nose/mouth with unwashed hands
* When you sneeze or cough, cover your mouth and nose with a disposable tissue or the crease of your elbow, and then wash your hands
* All staff are aware of proper handwashing and sanitizing procedures for their workspace
* Supervisors and managers must ensure large events/gatherings (> 50 people in a single space) are avoided
* Management must ensure that all workers have access to dedicated onsite supervision at all times.
* All staff wearing non-medical masks are aware of the risks and limitations of the face-covering they have chosen to wear or have been provided to protect against the transmission of COVID-19. See [SRS](https://srs.ubc.ca/covid-19/) website for further information.

|  |
| --- |
| 12. Work from Home/Remote WorkDetail how/which workers can/will continue to work from home (WFH); this is required where it is feasible |
| * *Outline who remains working remotely and who you’ve requested back to work and why (e.g. Five M&P/AAPS staff will continue to work from home)*
 |
| 13. Work Schedule Changes/Creation of Work Pods or Crews or CohortsFor those required/wanting to resume work at UBC, detail how you are able to reschedule workers (e.g. shifted start/end times) in order to limit contact intensity; describe how you may group employees semi-permanently to limit exposure, where necessary |
| * *E.g. Certain staff groups work full-time shifts one week, and off for two weeks*
* *Please indicate if weekend work is contemplated because this is outside of current service levels for Building Operations.*
 |
| 14. Spatial Analysis: Occupancy limits, floor space, and traffic flowsDescribe or use UBC building key plans (or do both, where appropriate) to identify and list the rooms and maximum occupancy for each workspace/area, explaining your methodology for determining occupancy |
| *If you elect to use Narrative Representation** *Describe how you came up with your occupancy numbers*
* *Describe your direction flows, where appropriate, such as one-way flows or separate worker entry/exit*
* *Describe your physical distancing spacing locations to reflect 2 metre spacing around stationary workspaces and common areas*

*If you elect to use Key plans Representations – hand-drawn representations are acceptable** *Illustrate occupancy for each room*
* *Illustration direction flows with arrows, where appropriate, such as one-way flows or separate worker entry/exit*
* *Illustrate your physical distancing spacing locations to reflect 2 metre spacing around stationary workspaces and common areas. Please note that in a UBC key plan, a door frame is roughly 3 feet – you can double the door frame scale to apply a ~2 metre (6 feet) radius to your stationary spaces and within common areas.*

*If you would like to use building key plans, please contact* *records.section@ubc.ca**.* |
| 15. Accommodations to maintain 2 metre distancePlease 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  |
| * *E.g. Use of only credit card machines; prop internal (only NON-FIRE) doors open; use only electronic documents provided; eliminate tasks requiring workers to be within 2 metres of each other*
* *Consider closing lunch rooms and meeting rooms*
* *Please see UBC guidance on Washrooms. How will you manage usage of the bathrooms so as not to exceed occupancy and physical distancing standards (e.g. locking stalls, putting every other sink “out-of-order”)?*
 |
| 16. TransportationDetail 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 |
| * *See UBC Employee COVID-19 Use of UBC Vehicles Guidance*
* *If you are not using UBC-owned vehicles, please write N/A*

*Suggested language: Department/Office/Unit X has a total of A vehicles owned by Y. SRS’ COVID-19 guidance on UBC vehicle use has been reviewed. Only one person will be permitted per vehicle in accordance with this guidance.* |
| 17. Worker ScreeningDescribe 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 their household or as medically advised |
| * *Until UBC or the province provides greater guidance, your screening process, at minimum, must include front and back entry door signage for both workers or visitors/guests that prohibits entry if any of the above 3 criteria apply. UBC and WorkSafeBC provides such signage, as below:*
	+ [[UBC Entry Check Sign](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-entry-check-workers?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f)](https://riskmanagement.sites.olt.ubc.ca/files/2020/06/Entry-Check-Red.pdf)
	+ [WorkSafeBC: Entry Check for Workers](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-entry-check-workers?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f)
	+ [WorkSafeBC: Entry Check for Visitors](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-entry-check-visitors?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f)
 |
| 18. Prohibited Worker TrackingDescribe how you will track and communicate with workers who meet categories above for worker screenings |
| * *Outline your record-keeping process for those workers who meet one or more of the screening categories*
* *A suggestion would be to utilize the Personal Absence Tracker (PAT) system and make clear notations in the comments; if you do not use PAT, please explain your system of prohibited worker tracking*

*Suggested language: PAT 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 WorkSafeBC).* |

## Section #4 – Engineering Controls

|  |
| --- |
| 19. Cleaning and HygieneDetail your cleaning and hygiene plan, including identification for hand-washing stations and the cleaning regimen required to be completed by your departmental staff (i.e. non-Building Operations) for common areas/surfaces |
| * *Assume custodial standards apply – please see* [*Building Operations COVID-19 website*](http://facilities.ubc.ca/covid-19/)
* *Highlight anything above the standard regime and who was consulted from Building Operations*
* *If departmental staff will be cleaning, outline who and when – refer UBC COVID-19 Guidance on Cleaning Standards and Recommendations for Supplementary Cleaning*
* *Prior to Safety Plan submission, please confirm that you are able to procure the necessary cleaning supplies required going forward as there are currently limitations on some types of cleaning supplies. Contact the University Procurement team at* *critical.supply@ubc.ca*
 |
| 20. Equipment Removal/SanitationDetail your appropriate removal of unnecessary tools/equipment/access to areas and/or adequate sanitation for items that must be shared that may elevate the risk of transmission, such as coffee makers, kettles, shared dishes and utensils.  |
| * *Consider the assignment of key pieces of equipment and label with the name of the assigned employee*
* *If equipment cannot be individually assigned, then consider and explain your sanitation regime (or reference it above)*
* *Dishes and utensils may be cleaned and sanitized in the dishwasher with a hot rinse cycle or washed with hot soapy water*
 |
| 21. Partitions or Plexiglass installationDescribe any inclusion of physical barriers to be used at public-facing or point-of-service areas |
| * *Please see* [*WorkSafeBC’s “Designing Effective Barriers” guidance*](https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-designing-effective-barriers?lang=en)
* *Please see* [*Building Operations guidance*](http://facilities.ubc.ca/covid-19/building-administrators-package-for-covid-19/) *on the purchase and installation of plexiglass*
* *If you will not use partitions or plexiglass, state N/A*
 |

## Section #5 – Administrative Controls

|  |
| --- |
| 22. Communication Strategy for EmployeesDescribe how you have or will communicate the risk of exposure to COVID-19 in the workplace to your employee, the conduct expectations for the employee's physical return to work around personal hygiene (including use of non-medical masks), the familiarization to contents of this plan, including how employees may raise concerns and how you will address these, and how you will document all of this information exchange |
| * *Outline the expectations for all employees returning to the workplace (see UBC Workplace Rules)*
* *Communication of this safety plan and acknowledgement by employees (e.g. sign-off that they have reviewed the Safety Plan, or meeting attendance tracked where Safety Plan contents were reviewed) – essentially, confirm employee has read the Safety Plan or was present to learn about it*
* *Elaborate as to your process for how an employee would raise concerns*
* *All processes must be documented*
 |
| 23. Training Strategy for EmployeesDetail how you will mandate, track and confirm that all employees successfully complete the [**Preventing COVID-19 Infection in the Workplace**](https://wpl.ubc.ca/browse/srs/courses/wpl-srs-covid) online training; further detail how you will confirm employee orientation to your specific safety plan |
| * *You must ensure that everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at your workplace*
* *All processes must be documented*

*Suggested language: “All employees will be required to complete UBC’s ‘Preventing COVID-19 Infection in the Workplace’ online training module. Supervisors will be responsible for tracking staff completion as well as site-specific training.”* |
| 24. SignageDetail the type of signage you will utilize and how it will be placed (e.g. floor decals denoting one-way walkways and doors) |
| * *Please see signage templates on* [*Safety & Risk Services COVID-19 website*](https://srs.ubc.ca/covid-19/communications-resources/)
* *Please see signage templates on* [*WorkSafeBC’s COVID-19 – Resources*](https://www.worksafebc.com/en/forms-resources#sort=%40fcomputeditemdatefield343%20descending&f:language-facet=[English]&tags=Covid-19|a96b6c96607345c481bb8621425ea03f) *website*
* *Indicate which signs you will use*
* *Contact your Building Operations Facilities Manager for approved floor tape and decals*
 |
| 25. Emergency Procedures Recognizing limitations on staffing that may affect the 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 |
| * *Have designated staff review BERP and/or all returning staff must be familiar with the content on the buildings wall mounted emergency procedures (Specifically: Predesignated Meeting Area, pull station, fire extinguishers and exit routes. Provide documented evidence of the education and training of the returning staff.*
* *Other suggested language (chose what applies based on your operations) to discuss the approach to handling potential COVID-19 incidents (where symptoms may be suspect):*
* *For individuals presenting COVID-19-like symptoms, the direction to employees is to call UBC First Aid at 2-4444*
* *Suspected positive incidents or exposure concerns are to be reported to the Supervisor. Further incident reporting information can be found on the* [*SRS webpage*](https://srs.ubc.ca/covid-19/health-safety-covid-19/reporting-covid-19-exposure/)*.*
* *Direct people who are unsure about what they should do to the* [*BC Self Assessment Tool*](https://bc.thrive.health/)
	+ [*OPH Programs and Services*](http://www.hr.ubc.ca/wellbeing-benefits/workplace-health/occupational-preventive-health/) ***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 PlanDescribe 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) - the plan must remain valid and updated for next 12-18 months |
| * *Suggestion is to include a statement regarding your frequency of review and what might otherwise trigger a review or change to your plan (e.g. higher building occupancy, shift in provincial phases, or simply a standard review cycle, such as every other month) for up to 18 months*
* *See Appendix [X]: COVID-19 Workspace Safety Plan Document Revision*
 |
| 27. Addressing Risks from Previous ClosureDescribe 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 |
| * *How have you adapted to new risks in terms of training for existing and new staff?*
* *Does your training plan specifically address changes to your business, such as staff taking on new roles or responsibilities, e.g. regular disinfection?*
 |

## Section #6 – Personal Protective Equipment (PPE)

|  |
| --- |
| 28. Personal Protective EquipmentDescribe what appropriate PPE you will utilize and how you will/continue to procure the PPE |
| * *See UBC Employee COVID-19 PPE Guidance*
* *See UBC Ordering Critical Personal Protective Equipment*
* *Prior to Safety Plan submission, please confirm that you are able to procure the necessary PPE supplies required going forward as there are currently limitations on some types of PPE supplies. Contact the University Procurement team at* *critical.supply@ubc.ca*

*Suggested Language (where appropriate): “PPE is not anticipated to change for workers from the pre-COVID-19 timeframe.” OR “PPE is not required for this type of work.”* |

## Section #7 – Non-Medical Masks

|  |
| --- |
| 29. Non-Medical Masks Describe your plan to inform faculty and staff on the wearing of non-medical masks |
| * *See* [*Using Non-Medical Masks*](https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/) *website for the most up to date information*
* ***Suggested language for Overarching Portfolio Plans:***

*“All staff in portfolio will follow the requirements around mask-wearing described in*[*https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/*](https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/)*and*[*https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf*](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).”*
	+ *Intermediate and Unit/Workspace/Local Safety Plans will utilize the* [*COVID-19 Safety Plan Addendum: Required Non-Medical Masks*](https://riskmanagement.sites.olt.ubc.ca/files/2020/09/COVID19-Safety-Plan-Addendum_Required-Non-Medical-Masks_6.0_Final.pdf) *document as a guidance tool on how to incorporate NMMs into the plans and the workplace.*
 |

## Section #8 - Acknowledgement

|  |
| --- |
| 30. AcknowledgementThe plan must demonstrate approval by the Administrative Head of Unit, confirming: 1) the Safety Plan will be shared with staff and how; 2) staff will acknowledged receipt and will comply with the Safety Plan. |
| * *A template is offered below as a guide but can take many forms. As a possible way to document Safety Plan receipt and understanding by your employees, please feel free to use the template language below under your own departmental/faculty letterhead.*
 |

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.

|  |  |
| --- | --- |
| **Date** |  |
| **Name** (Manager or Supervisor) |  |
| **Title** |  |

**Faculty and Staff Occupying Workspace**

|  |  |  |
| --- | --- | --- |
| Name | Email | Confirmation of Understanding |
|  |  | ☐ |
|  |  | ☐ |
|  |  | ☐ |

# Appendices

## Appendix A: Title

*Please attach any maps, pictures, departmental policies or risk assessments applicable UBC Guidance documents, where necessary, and other regulatory requirements referred to in the document.*

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Version | Writer | Change Description | Approved By |
| 2020.MM.DD |  | First, Last Name,Role | Briefly Identify | VP/Dean/Head of Unit |