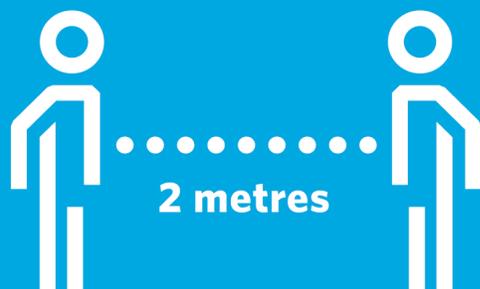




# COVID-19 SAFETY PLANNING FRAMEWORK

DECEMBER 2020 | VERSION 2.0



# COVID-19 Safety Planning Framework

DECEMBER 2020 | VERSION 2.0

## CONTENTS

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<b>1.0</b>	<b>Background</b>	<b>3</b>
1.1	A Timeline of COVID-19 at UBC	4
<b>2.0</b>	<b>Building the Framework</b>	<b>6</b>
2.1	Framework Scope	6
2.2	Guiding Principles	7
2.3	Regulatory Framework	8
2.4	Provincial Guidance	8
2.5	Prioritizing Critical Work	9
2.6	Campus Rules	10
2.7	Organizational Practices	11
<b>3.0</b>	<b>Developing COVID-19 Safety Plans</b>	<b>13</b>
3.1	Mitigation Principles	14
3.2	Safety Plan Development & Support	18
3.3	Approval of COVID-19 Safety Plans	19
3.4	Continual Improvement	21
<b>4.0</b>	<b>References</b>	<b>22</b>
4.1	Federal and Provincial Resources	22
4.2	University of British Columbia	23
<b>5.0</b>	<b>Appendices</b>	<b>24</b>
5.1	Appendix I: Version Control	25
5.2	Appendix II: COVID-19 Safety Planning Steering Committee Terms of Reference	26
5.3	Appendix III: Resumption Planning and Coordination Committee Terms of Reference	28
5.4	Appendix IV: Guiding Principles – Research Resumption	30

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# 1 Background

[COVID-19 is a respiratory disease](#) caused by a new coronavirus called SARS-CoV-2. The virus was first learned of in 2019, and the outbreak of the disease is now considered by the [World Health Organization as a Global Pandemic](#).

Limiting the spread of COVID-19 has been critical to the Public Health response to COVID-19 in British Columbia (B.C.). The [B.C. Centre for Disease Control](#) (BCCDC) states the following about how the disease is spread: *“Respiratory diseases, like influenza and COVID-19, are spread by liquid droplets that come out of the mouth and nose when a person coughs, sneezes, and sometimes, when a person talks or sings. These droplets usually land one to two metres away, but they can land on another person if they are close by. Diseases can spread if droplets with the virus enter the body through the eyes, nose or throat. COVID-19 can also spread by touch. If droplets are left on objects and surfaces after an infected person sneezes, coughs on, or touches them, other people may become infected by touching these objects or surfaces, and then touching their eyes, nose or mouth.”* Read more on [How the Virus Spreads](#).

This safety planning document outlines the framework used to keep UBC community members safe during the pandemic and is the foundation for a phased reopening of UBC. The goal is to resume university activities and services under current safety guidelines from the Provincial Health Officer, Health Authorities, Ministry of Advanced Education and WorkSafeBC.

Achieving a “new normal” for the UBC community will be an iterative process. UBC will need to continue to adjust as more becomes known about COVID-19 and updated public health guidance reflects this, including the possibility of reinstating curtailment measures should the situation regarding the COVID-19 pandemic change. Accordingly, this framework document should be viewed as a living document that reflects the most current direction for UBC to safely operate.

# A Timeline of COVID-19 at UBC

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January 29, 2020	UBC mobilizes the Infectious Diseases Information and Advisory Committee (IDIAC) to monitor news reports of COVID-19 in Canada. At the time of mobilization, the risk to British Columbians is considered <a href="#">low</a> .
March 11, 2020	The <a href="#">World Health Organization</a> declares the COVID-19 outbreak a global pandemic. The UBC Crisis Management Team (CMT) is activated.
March 12, 2020	Health officials recommend against all non-essential travel outside of the country, including to the United States. Anyone who chooses to travel outside of the country is asked to self-isolate for 14 days once they return home. UBC Faculty & Students who are overseas are urged to return home, and domestic students were allowed to travel home at their discretion. Within a few weeks, the Federal Government imposes mandatory quarantine rules on Travellers returning to Canada.
March 16, 2020	<a href="#">UBC moves final assessments online</a> . Arrangements are made to facilitate remote teaching & work arrangements. The UBC Bookstore prepares to close and services on campus prepare to provide online alternatives. UBC cancels events with over 50 patrons in response to the <a href="#">Provincial Health Order</a> .
March 18, 2020	B.C.'s Public Safety Minister declared a province-wide state of emergency to support the Provincial Health Officer and Minister of Health's response to the COVID-19 pandemic. Travel between the US-Canada Border is restricted. FAQs for <a href="#">students</a> and <a href="#">faculty and staff</a> are updated with new information regarding Student Housing and UBC Food Services.
March 19, 2020	UBC Emergency Operations Centre (EOC) is activated. <a href="#">Research is curtailed</a> , and all non-essential work on campus is to cease until further notice. Exemptions for critical research are granted. See Appendix IV: Guiding Principles – Research Resumption
March 20, 2020	UBC temporarily <a href="#">closes the library</a> , and provisions are made to reduce facility teams on campus. Food Services modify open outlets to comply with the Provincial Health Order. The Infection Prevention and Control Working Group is mobilized to support essential services on campus.
March 21, 2020	Non-Essential Businesses, such as day spas, hair and beauty salons, and tattoo parlours close in B.C.

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## A TIMELINE OF COVID-19 AT UBC

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March 25, 2020	UBC announces <a href="#">Term 1 of Summer Session</a> (running May 11 - June 18) at UBC Vancouver, Okanagan and Robson Square Campus' will be online. Plans begin to move more classes for the <a href="#">Summer Term 2</a> online, and those that have practical components begin to be redesigned.
March 26, 2020	UBC chooses not to hold in-person spring graduation ceremonies. UBC commits to holding a postponed ceremony when it is safe, but in the interim, graduations are <a href="#">virtual</a>
May 1, 2020	The UBC Crisis Management Team is stood down. Within a week, the Research Resumption Steering Committee is operational.
May 11, 2020	<a href="#">Fall Term delivery</a> is confirmed to be online with selected smaller classes conducted in-person, adhering to physical distancing and other public health requirements
May 19, 2020	<a href="#">B.C.'s Four (4) Stage Restart plan</a> is announced. Post-secondary education in-person classes for 2020/21 are identified as a component of Phase 3. Businesses that were closed in March begin to open. The <a href="#">Provincial Health Order</a> states there must be a COVID-19 Safety Plan in place. UBC readies itself to re-open services and axillary units identified in Phase 2 of the plan.
May 20, 2020	UBC Restart (Safety Planning) Steering Committee assembles to review COVID-19 safety plans.
June 17, 2020	UBC hosts a virtual graduation ceremony for the class of 2020
June 18, 2020	<a href="#">COVID-19 Campus Rules</a> are released to guide UBC members as they study, visit and conduct their business at UBC.
June 24, 2020	Phase 3 of B.C. Restart Plan is announced. By June 29, 2020, a <a href="#">UBC Broadcast</a> outlines the plan for the safe phased-in re-occupancy of our campuses. Those who can are encouraged to continue to work remotely.
August 12, 2020	B.C. continues to prioritize the resumption of educational activities in the province. The Education Minister announces a restart of K1-12 classes in September, with students in class from September 10. Teachers will return on Sept 8.
September 3, 2020	A <a href="#">Broadcast</a> announces that for the Winter Session, Term 2, programming will be delivered online, with face-to-face instruction planned in programs requiring practical or experiential learning.
September 9, 2020	Fall Term of 2020 begins.

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# 2 Building the Framework

## 2.1 Framework Scope

UBC's framework for COVID-19 safety planning is focused on protecting our community within the activities and spaces over which we have governance or legal responsibility. This framework applies to:

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**PEOPLE IN UBC-CONTROLLED SPACES:**

UBC students, faculty and staff

Vendors, contractors and volunteers

Members of the public including alumni, visitors, and guests

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**UBC-GOVERNED ACTIVITIES:**

Research, teaching, learning and ancillary services

Recruitment, stewardship and engagement events

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**UBC-CONTROLLED SPACES:**

Campus property controlled by UBC (e.g., housing, retail, libraries, museums, parking structures);

Space leased by UBC as a tenant (e.g., Robson Square)

Common areas of buildings where UBC-owned space is leased to tenants.

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People, activities and spaces that fall outside the scope of this framework include UBC-owned space leased to tenants not subject to UBC governance (e.g., UBC Alma Mater Society, fraternity houses, third party retail and services, Alumni Association); and on-campus services not managed by UBC (e.g., B.C. Transit).

# COVID-19 GUIDING PRINCIPLES

THE PRINCIPLES TO GUIDE SAFETY PLANNING, INCLUDING DECISION MAKING AND PRIORITY SETTING, DURING THE COVID-19 PANDEMIC, ARE:

1. The University will place the health and wellbeing of students, staff, faculty above all other considerations, and be mindful of public safety in its decisions.
2. The University's safety planning will be anchored in the health and safety guidance from BC's Provincial Health Officer, health authorities, WorkSafeBC requirements, and UBC's Health and Safety Policy.
3. UBC will use a coordinated and phased approach to resuming or increasing on-campus activities.
4. Approval of COVID-19 safety plans should be at the most knowledgeable administrative level, with notification to the next higher level. Higher-risk plans should be escalated for higher-level approval.
5. Phased reopening of campus activities/facilities may need to be reversed and stricter curtailment conditions imposed in response to public health direction or changes to the situation on our campuses.
6. The University will provide as much certainty as possible to faculty, students and staff by making and communicating decisions as early as possible.
7. The University will reflect on lessons learned to continually improve the safety of activities on campus.



## 2.3 Regulatory Framework

Within B.C., the Provincial Health Officer; the B.C. Centre for Disease Control and the B.C. Ministry of Health are leading a coordinated response to COVID-19. The public health response is led by regional health authorities. WorkSafeBC is responsible for ensuring that employers can demonstrate their ability to provide a safe working environment for their employees.

### MANDATE AT UBC

UBC's [Health and Safety Policy](#) describes the university's commitment to, and responsibility for, providing a healthy and safe workplace, teaching, and research environments. Guided by this policy, UBC is implementing a coordinated safety planning response on its campuses and learning sites.

## 2.4 Provincial Guidance

UBC continues to take direction from the B.C. Provincial Government as we plan and consider next steps. Protective measures that will be required of post-secondary institutions are described in the [B.C. COVID-19 Go-Forward Management Strategy](#) and the [B.C. COVID-19 Go-Forward Management Checklist](#).

A Go-Forward Guidelines Steering Committee – representing B.C.'s research universities, teaching universities, institutes and colleges – has worked with the Ministry of Advanced Education, Skills and Training to develop general occupational health and safety practice standards and guidelines for the post-secondary sector.

Other sectors represented on campus (e.g., unit/workspace/local care, libraries, museums) will follow the standards of practice for their sector, as identified in BC's Restart Plan and the BC COVID-19 Go-Forward Management Strategy. For more information – [see Section 4: Resources](#)

In addition to B.C. Government and WorkSafeBC requirements for reopening, some UBC workspaces fall under other regulations and guidance. This may include federal guidance, sector-specific guidance and professional or guidance from relevant regulatory bodies, depending on the industry/sector.

## 2.5 Prioritizing Critical Work

Within B.C., the Provincial Health Officer, the B.C. Centre for Disease Control and the B.C. Ministry of Health are leading a coordinated response to COVID-19. Regional responses are led by Vancouver Coastal (UBC Vancouver) and Interior Health (UBC Okanagan). WorkSafeBC is responsible for ensuring that employers can demonstrate their ability to provide a safe working environment for their employees.

UBC has developed a framework to prioritize work in response to COVID-19, in keeping with health and safety requirements for reopening in Phases 2, 3 and 4 of B.C.'s Restart Plan. Overall, prioritization will be based on the following categories:

### **1. ACADEMIC AND RESEARCH RESUMPTION**

Examples: Teaching, labs (instructional and research), research services, research field stations

*See Appendix IV: Guiding Principles – Research Resumption*

### **2. SERVICES THAT DIRECTLY SUPPORT THE RESUMPTION OF RESEARCH, TEACHING AND LEARNING**

Examples: Libraries, classrooms, housing, medical clinics, student counselling, child care

### **3. REVENUE GENERATING UNITS**

Examples: Museums, art galleries, gardens, outdoor spaces

### **4. UNIVERSITY ANCILLARY SERVICES**

Examples: Athletics, recreation

### **5. ADMINISTRATIVE UNITS**

Examples: Administrative offices

## 2.6 Campus Rules

UBC has developed [COVID-19 Campus Rules](#) to ensure the health and safety of our community. Following these rules will help prevent the COVID-19 virus from spreading. Put simply, UBC members must:

1. Assess themselves daily for symptoms of COVID-19 before coming to campus and follow any instructions given to them from Public Health authorities.
2. Stay home if feeling unwell.
3. If symptoms present themselves, or if coming into contact with a person with COVID-19, use the [B.C. self-assessment tool](#) and follow the instructions provided.
4. Stay physically distant as much as possible.
5. Wear a non-medical mask in common, indoor spaces.

The complete [COVID-19 Campus Rules document](#) includes all rules, explanations on ensuring compliance and detail on mask exceptions.

### GOVERNANCE

Both UBC's campuses and all other locations under UBC's control ("UBC Premises") and all UBC activities that take place on UBC Premises with the following exception: *these rules do not govern student residents while they are in student residences operated by Student Housing and Community Services in Vancouver and Student Housing and Hospitality Service in Kelowna*. Separate rules will apply to these students while they are in residence. These rules do apply to student residents when they are elsewhere on UBC Premises.

### COMPLIANCE TO THE RULES

The [UBC Health and Safety Policy](#) assigns responsibility to the Administrative Head of Unit or designate for ensuring that all university safety protocols are followed.

### DEVELOPMENT & APPROVAL OF THE RULES

The development of the rules is a collaborative approach between Student Services, the Provost's Office, the COVID-19 Safety Planning committees, Safety & Risk Services, UBC Legal Counsel and UBC Human Resources. Any changes to the COVID-19 Campus Rules must be approved by the UBC Executive.

## 2.7 Organizational Practices

UBC is implementing a range of measures that will support our community to follow safe practices to reduce the likelihood of COVID-19 transmission. This includes:

- Requiring employees and students to complete the return-to-campus online training course most applicable to their role and area;

### UBC VANCOUVER

- [Employee Course](#)
- [Student Course](#)

### UBC OKANAGAN

- [Employee Course](#)
- [Student Course](#)

- Ensuring easy access to handwashing facilities, hand sanitizer stations and surface cleaning products;
- Conducting in-person site visits to review instructional signage, hygiene stations, and traffic-flow in buildings.
- Supporting people to work from home wherever possible and to meet by phone or videoconference;
- Implementing HR policies that support a low threshold for people to stay off-campus if they are sick;
- Continuing to follow provincial orders and guidance on mass gatherings; currently, this means no UBC events with more than 50 patrons, including sporting events, concerts, etc.;
- Providing guidelines for the safe use of UBC-owned assets, e.g. shared UBC vehicles;
- Meeting cleaning standards for COVID-19 set by both ISSA Canada and the Association for Higher Education Facilities Officers (APPA) Leadership in Educational Facilities;
- Supporting units in acquiring personal protective equipment (PPE) (if required following a risk assessment and included in the unit safety plan);
- Providing ongoing communication and education for the UBC community through a dedicated [COVID-19 website](#) and regular UBC updates

# SIGNPOSTING EXPECTATIONS ON CAMPUS

PRINTABLE SIGNAGE, SAFETY PLANNING TOOLS AND COMMUNICATION  
RESOURCES ARE AVAILABLE AT [SRS.UBC.CA/COVID-19](https://srs.ubc.ca/covid-19)



**Do your part**

Please follow UBC Campus Rules to keep our community safe.

- Assess yourself daily for COVID-19 symptoms before coming to campus. Visit [www.ubc.ca](https://www.ubc.ca) for a list of symptoms.
- If you are ill or showing symptoms, stay home and get tested.
- If you have been exposed to someone with COVID-19 or have symptoms, please visit <https://bc.thrive.health> to complete the self-assessment tool or call HealthLine BC at 8-1-1 and follow the instructions provided.
- Maintain physical distance (2 metres apart) from others as much as possible.
- Non-medical masks are required when in common indoor areas on our campuses.

For the complete list of COVID-19 Campus Rules, visit [www.ubc.ca/ubc/covid19campusrules](https://www.ubc.ca/ubc/covid19campusrules).



**Please do not enter this workplace if you:**

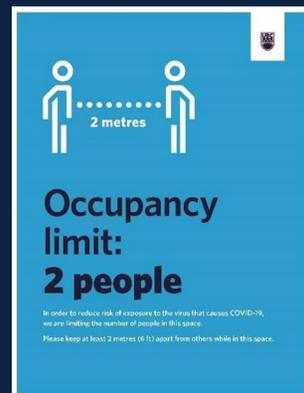
Have any of the following symptoms:

- Fever
- Chills
- New or worsening cough
- Shortness of breath
- New muscle aches or headache
- Sore throat

Have travelled outside of Canada within the last 14 days.

Are a close contact of a person who tested positive for COVID-19.

If you are displaying symptoms of COVID-19, please visit [bc.thrive.health](https://bc.thrive.health) or call HealthLine BC at 8-1-1.



**Occupancy limit:  
2 people**

In order to reduce risk of exposure to the virus that causes COVID-19, we are limiting the number of people in this space.

Please keep at least 2 metres (6 ft) apart from others while in this space.



**Wash your hands**

Wash your hands often with soap and water for 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.

When to wash your hands:

- When you arrive at work
- Before and after going on a break
- After using the washroom
- After handling food or other materials that have come into contact with the public
- Before and after handling shared tools and equipment
- Before and after using masks
- Before and after using personal protective equipment

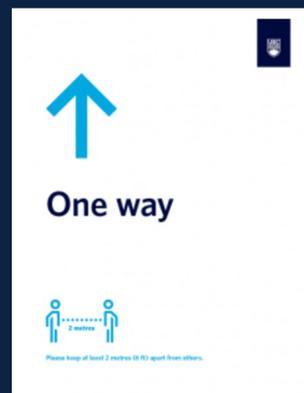


**Non-medical mask required**

Non-medical masks are required when in common indoor areas on our campuses.

Keep a physical distance of 2 metres between yourself and others.

Visit [www.ubc.ca/covid19](https://www.ubc.ca/covid19) for more information.



**One way**

Please keep at least 2 metres (6 ft) apart from others.

# 3 Developing COVID-19 Safety Plans

As an employer, UBC is required by [Ministerial Order](#) to “develop a plan to ensure that the risk of transmission of SARS-CoV-2 at workplaces is minimized (hereinafter referred to as the “COVID-19 Safety Plan” for the purposes of this Order)”. This means that every academic, research or operational/central unit at UBC must create one or more COVID-19 safety plans, depending on the scope and scale of their operations.

It is recognized that safety plans will need to be revised as provincial health orders and WorkSafeBC requirements change, and as a community, UBC learns from its practices and experience.

Safety plans will be posted on Departmental/Unit/Portfolio websites and be available on-site by request. All campus users will be expected to follow the safety protocols established for UBC Premises.

For all activities that occur at locations not owned, managed or controlled by UBC, the authority governing that site will guide the safety planning.

## GENERAL GUIDANCE:

1. Shared spaces need to be coordinated amongst building tenants or occupants;
2. For those in leased space, coordination with the building management company will be required; and
3. For those under University Leases, a safety plan will be required (as provincially required) but developed in coordination with the Property Manager on the Vancouver campus and with Campus Operations and Risk Management on the Okanagan campus.

## SAFETY PLAN CATEGORIES

UBC safety plans will be developed for three organizational levels for activities at Point Grey, Robson Square and Okanagan\* locations:

**OVERARCHING PLAN** - a plan required for units led by a VP or Dean (e.g., Faculty of Dentistry or VP Academic)

**INTERMEDIATE PLAN** - a plan for a unit, team or service, as determined by the responsible VP or Dean (e.g., the Dentistry Clinic or Enrolment Services)

**UNIT/WORKSPACE/LOCAL PLAN** - a site-specific plan to guide faculty, students, staff and visitors as determined by the responsible Administrative Head of Unit and the responsible VP or Dean (e.g., continuing education provided by the Dentistry clinic or Enrolment Services Advising within Enrolment Services)

*\*Okanagan campus is using two organizational level plans.*

Highly-complex faculties or VP portfolios will require plans at all three levels to ensure consistency and efficiencies in plan development across all operational components. It is anticipated that moderately-complex faculties or VP portfolios may not require an intermediate plan.

## 3.1 Mitigation Principles

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. Employers are instructed by [WorkSafeBC](#) to apply the hierarchy of controls as an effective approach to COVID-19 safety. The hierarchy of controls is a system for controlling risk in the workplace that involves eliminating or reducing risks through controls ranked from the most effective and highest level of protection to lesser levels of protection.

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### CRITICAL CONTROLS

Self-assess daily. Visit [www.bccdc.ca](http://www.bccdc.ca) for a list of symptoms.

If you are ill or showing symptoms, stay home and get tested.

Visit <https://bc.thrive.health> or call HealthLink B.C. at 8-1-1 and follow the instructions provided when needed.

### 3.1 MITIGATION PRINCIPLES

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**CONTACT DENSITY AND INTENSITY**      Physical distancing of 2 metres as much as possible.

Reduce occupancy and time spent on campus.

Work remotely.

Facilitate online learning.

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**ENGINEERING CONTROLS**                      Use of physical barriers (e.g., Plexiglas barriers).

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**ADMINISTRATIVE CONTROLS**                Rules and guidelines to reduce the likelihood of transmission in the setting (e.g., stay away if sick; communicating good hand hygiene practices and respiratory etiquette; reduced hours of operation).

Create one-way systems for the flow of people and increase physical space between seating.

Reduce contact with high-touch surfaces and increase cleaning.

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**PERSONAL PROTECTIVE EQUIPMENT (PPE)**      PPE will be provided to employees if and where it is required to perform work safely and only if the risk is still present after implementing the controls above.

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**USE OF NON-MEDICAL MASKS**                Combined with physical distancing and frequent hand washing, non-medical masks are required when in common, indoor areas on our campuses.

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## HIGH RISK CATEGORIES – PRE-MITIGATION

The information in [Table 1: Risk Considerations & Mitigation – UBC Vancouver](#) 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 (Vancouver campus) or the Resumption Planning and Coordination Committee (Okanagan campus) if they are an Overarching or Intermediate plan. Submitting high-risk unit/workspace/local level plans for review is encouraged, but at the discretion of the Dean or Unit Head. All required risk mitigations must be implemented in order for the activity to be considered to have low residual risk.

Examples of activities and spaces assessed as low risk include parking structures, landscaping work, and most activities held in outdoor spaces. Examples of activities and spaces assessed as higher risk include those with sustained contact interaction and intensity (e.g., UBC housing and dining) and those involving minors (e.g., summer camps).

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

**Table 1: Risk Considerations & Mitigation - UBC Vancouver**

RISK CONSIDERATION	CONTEXT	IMPORTANT RISK MITIGATION
<p><b>Risk #1</b> - 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 (e.g., The Museum of Anthropology, UBC Bookstore, the Belkin Gallery)</p>	<p>The risk of COVID-19 introduction and spread is presumed to be greater as the number of contacts increases</p>	<ul style="list-style-type: none"> <li>- Enable two metre physical distancing; pinch-points must be addressed and carefully managed.</li> <li>- Use of Plexiglas barriers wherever possible</li> <li>- Reduction of high touch points or increased cleaning</li> <li>- Use of cohort groups, where appropriate</li> <li>- Enable and encourage increased hand hygiene</li> <li>- Strict non-admittance to anyone with symptoms</li> </ul>
<p><b>Risk #2</b> - Prolonged close interaction with others not in the usual cohort of colleagues; if contact lasts for more than 15 minutes and transient in nature<sup>1</sup> (e.g., The Student Recreation Centre)</p>	<p>Person-to-person spread is more likely with prolonged contact</p>	<ul style="list-style-type: none"> <li>- Enable two metre physical distancing</li> <li>- Reduction of high touch points or increased cleaning</li> <li>- Enable and encourage increased hand hygiene</li> <li>- Strict non-admittance to anyone with symptoms</li> </ul>
<p><b>Risk #3</b> - The workplace or activity is indoors and windows cannot be opened (e.g., some classroom and meeting spaces)</p>	<p>A confined indoor space is presumed to have greater risk</p>	<ul style="list-style-type: none"> <li>- Enable two metre physical distancing</li> <li>- Reduction of high touch points or increased cleaning</li> <li>- Enable and encourage increased hand hygiene</li> <li>- Strict non-admittance to anyone with symptoms</li> </ul>
<p><b>Risk #4</b> - Employees/students/visitors have frequent contact with high-touch surfaces (e.g., Student Housing)</p>	<p>A higher frequency of contact with high-touch surfaces (e.g., service counters, card payment machines) is presumed to have greater risk</p>	<ul style="list-style-type: none"> <li>- Enable two metre physical distancing</li> <li>- Use of Plexiglas barriers wherever possible</li> <li>- Reduction of high touch points or increased cleaning</li> <li>- Enable and encourage increased hand hygiene</li> <li>- Strict non-admittance to anyone with symptoms</li> </ul>
<p><b>Risk #5</b> - 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)</p>	<p>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</p>	<ul style="list-style-type: none"> <li>- Work with HR for individual accommodations</li> <li>- Encourage work from home arrangements</li> <li>- Enable two metre physical distancing</li> <li>- Reduction of high touch points or increased cleaning</li> <li>- Enable and encourage increased hand hygiene</li> <li>- Strict non-admittance to anyone with symptoms</li> </ul>
<p><b>Risk #6</b> - 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 (e.g., Childcare Facilities, summer day camps)</p>	<p>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</p>	<ul style="list-style-type: none"> <li>- Reduction of high touch points or increased cleaning</li> <li>- Strict non-admittance to anyone with symptoms</li> <li>- Limiting of non-essential contacts in space</li> <li>- Strict non-admittance to anyone with symptoms</li> </ul>

<sup>1</sup> PHAC. Updated Public Health Management of Cases and Contacts Associated with Coronavirus Disease 2019. (10 Apr 2020).

## 3.2 Safety Plan Development & Support

On the Vancouver campus all categories of COVID-19 safety plans will be supported in their development by the Safety & Risk Services (SRS) team under the VP, Finance and Operations portfolio. On the Okanagan campus, development of COVID-19 safety plans will be supported by the Resumption Planning and Coordination Committee (RPCC).

The SRS and RPCC roles include:

- Managing plan workflow according to defined priorities
- Distributing resource materials to units
- Providing advice with respect to the development of plans
- Communicating any updates to requirements to plan owners
- Advancing plans, where appropriate, to the Safety Planning Steering Committee for review

### RESOURCES FOR DEVELOPING SAFETY PLANS

Each faculty or department will be assigned a dedicated resource team: SRS Associate and Advisor/Manager on the Vancouver campus and RPCC member on the Okanagan campus, to provide guidance and support. Resources are also posted online for departments to access:

**UBCV**      [Visit the SRS COVID-19 Safety Planning Site](#)  
or contact [ready.ubc@ubc.ca](mailto:ready.ubc@ubc.ca) to be assigned a resource

**UBCO**      [Visit the COVID-19 Resumption Planning Site](#)  
or contact [ready.ok@ubc.ca](mailto:ready.ok@ubc.ca) to be assigned a resource

### 3.3 Approval of COVID-19 Safety Plans

There are clearly-defined paths to approval for each category of a COVID-19 safety plan on the UBC Vancouver campus (see below *Table 2: Safety Planning Process Table - UBC Vancouver*) and the UBC Okanagan campus (see [Okanagan-specific table](#)).

Vice Presidents (VPs) and Deans are responsible for assessing the relative urgency to reopen or resume the various activities in their portfolios. They will determine the order of safety plans within their portfolio to be submitted for review and approval, which will in turn be prioritized in accordance with the prioritization regime outlined above.

All Intermediate High Risk and Overarching plans will be submitted to the COVID-19 Safety Plan Steering Committee for UBC Vancouver and the Research Resumption and Coordination Committee for UBC Okanagan for review. The Steering Committee does not have authority to approve plans; rather, its role is to provide expert analysis, regulatory review and the identification of risks in the safety plan for consideration and response by the approval authority. UBC safety plans will be developed for three organizational levels for activities at Point Grey, Robson Square and Okanagan\* locations:

**THE EXECUTIVE TEAM AND/OR THE PRESIDENT** reviews Overarching plans (Faculty/VP), as well as the high-risk Overarching plans for UBC Okanagan, and will approve high risk Intermediate and unit/workspace/local plans as required; and

**THE DEAN OR VP** approves Intermediate plans (Department/Division/Unit), and notifies the Provost (Dean) or President (VP); and

**THE ADMINISTRATIVE HEAD OF UNIT** approves Unit/workspace/local plans (site-specific), and notifies the Dean or VP

*\*Okanagan campus is using two organizational level plans.*

Highly-complex faculties or VP portfolios will require plans at all three levels to ensure consistency and efficiencies in plan development across all operational components. It is anticipated that moderately-complex faculties or VP portfolios may not require an intermediate plan.

**Table 2: Safety Planning Process Table – UBC Vancouver**

SAFETY PLAN LEVEL	EXPECTED LEVEL OF DETAIL	PROCESS
<p><b>Faculty/VP — Overarching Plan</b></p> <p><i>Includes the Faculties of UBC Vancouver, Robson Square, and all VP portfolios. Note that UBC Okanagan will prepare a campus-wide plan</i></p> <ol style="list-style-type: none"> <li>Faculty Example: Faculty of Arts</li> <li>VP Example: VPFO</li> </ol>	<ol style="list-style-type: none"> <li>Lays out expectations for information to be included in intermediate or unit/workspace/ local plans.</li> <li>Focuses on Faculty/VP-adopted principles, policies and approaches to the key elements under the safety planning categories</li> <li>May reference UBC-wide COVID-19 HR policies to its overall scope of operations</li> </ol>	<ol style="list-style-type: none"> <li>Endorsed by Dean or VP, who submits to <a href="mailto:ready.ubc@ubc.ca">ready.ubc@ubc.ca</a> (assigned to a file coordinator)</li> <li>May have revisions undertaken as advised by a file coordinator</li> <li>COVID-19 Safety Planning Steering Committee (SPSC) reviews relative to PHO orders and WorkSafeBC guidelines</li> <li>Returned to Dean or VP, who will address outstanding gaps and submit to <a href="mailto:ready.ubc@ubc.ca">ready.ubc@ubc.ca</a> for preparation of dossier, UBC Executive agenda request, and transmission to President’s Office by SPSC co-chairs</li> <li>UBC Executive will review as required</li> <li>Approved and updated plan (signed and dated) must be provided to Safety and Risk Services for archiving</li> </ol>
<p><b>Department/School/Division/Unit — Intermediate Plan</b></p> <p>Examples:</p> <ol style="list-style-type: none"> <li>School of Music</li> </ol>	<ol style="list-style-type: none"> <li>Adds more detail than the higher level overarching plan, focusing on policies or specific direction that would apply to each “unit/workspace/local” location</li> <li>May reference Department COVID-19 policies or expectations as they relate to their particular scope of operations</li> </ol>	<ol style="list-style-type: none"> <li>Endorsed by Administrative Head of Unit, and responsible Dean or VP, plan submitted to <a href="mailto:ready.ubc@ubc.ca">ready.ubc@ubc.ca</a> (and assigned to a file coordinator)</li> <li>SPSC reviews relative to PHO orders and WorkSafeBC guidelines and assesses or confirms the degree of risk associated with the activity</li> <li>Returned to Administrative Head of Unit, who can address outstanding gaps</li> <li>Dean or VP for approval unless considered of higher risk (see below) by the responsible Dean/VP</li> <li>In the case of higher risk plans, the plan is submitted by responsible Dean or VP to <a href="mailto:ready.ubc@ubc.ca">ready.ubc@ubc.ca</a> for preparation of dossier, UBC Executive agenda request, and transmission to President’s Office by SPSC co-chairs</li> <li>UBC Executive will review as required</li> <li>Approved and updated plan (signed and dated) must be provided and retained by the appropriate Dean/VP</li> </ol>
<p><b>Site-Specific — Unit/Workspace/Local plan</b></p> <p>Examples:</p> <ol style="list-style-type: none"> <li>Restricted music recital rooms in different locations</li> <li>Campus Energy Centre</li> </ol>	<ol style="list-style-type: none"> <li>High-level site-specific details</li> <li>Description of how an entity will do something versus just a checklist or statement that it will be done</li> <li>The practical application of higher-level commitments or guidance as outlined in the Faculty (Overarching) or Department/Unit (Intermediate) plans</li> </ol>	<ol style="list-style-type: none"> <li>Approval by Administrative Head of Unit unless the activity/unit is assessed as high- risk (see below) as determined by the responsible Dean/VP in consultation with the Administrative Head of Unit</li> <li>In the case of higher risk unit/workspace/local plans, the safety plan is submitted to the responsible Dean or VP for approval</li> <li>It is encouraged that the Dean/VP submit the high risk safety plans to <a href="mailto:ready.ubc@ubc.ca">ready.ubc@ubc.ca</a> and the SPSC for review and consultation</li> <li>Approved and updated plan (signed and dated) must be provided and retained by the appropriate Dean/VP</li> </ol>

## POSTING APPROVED COVID-19 SAFETY PLANS IN THE WORKPLACE

WorkSafeBC requires every employer to develop a [COVID-19 safety plan](#) that assesses the risk of exposure at their workplace and implements measures to keep their workers safe. In accordance with the [order of the Provincial Health Officer](#), this plan must be posted at the workplace and on the employer's website, if available. Because of the range and diversity of UBC's activities and facilities, this will require the development of separate COVID-19 safety plans for multiple academic units, centrally- administered units and ancillary services, buildings and workspaces.

[Click to View Approved Overarching Plans at UBC Vancouver](#)

[Click to View Approved Overarching Plans at UBC Okanagan](#)

## 3.4 Continual Improvement

UBC aims to continually improve the suitability, adequacy and effectiveness of safety plans. Once safety plans are approved and implemented, site visits will be conducted by Safety & Risk Services in Vancouver and Health, Safety and Environment in the Okanagan, in partnership with the [Joint Occupational Health & Safety Committees](#) and [Local Safety Teams](#).

Site visits will utilize a checklist and incorporate:

- Worker feedback
- Regulatory updates (Public Health, Government of BC, WorkSafeBC etc.)
- University updates (protocols, guidance documents etc.)

Information gathered will be used to develop a report outlining recommendations, suggestions and resources to assist with maintaining compliance. The Administrative Head of Unit will be responsible for updating the safety plan, and implementing changes as required.

# 4 References

## FEDERAL & PROVINCIAL REFERENCES

SOURCE	TITLE
PHAC	<a href="#">Public Health Agency of Canada: Guidance for post-secondary institutions during the COVID-19 pandemic</a> <a href="#">Hard-surface disinfectants and hand sanitizers (COVID-19)</a>
B.C. GOV	<a href="#">B.C.'s Response to COVID-19</a> <a href="#">Letter Declaring the State of Emergency - COVID-19</a> <a href="#">Orders of the Provincial Health Officer</a> <a href="#">B.C.'s Restart Plan: "Next Steps to move B.C. through the pandemic"</a> <a href="#">B.C. COVID-19 Symptoms Self-Assessment Tool</a> <a href="#">COVID-19 Go-Forward Guidelines for B.C.'s Post-Secondary Sector</a>
WorkSafeBC	<a href="#">COVID-19 Safety Plan</a> <a href="#">OHS guideline G3.3 (COVID-19 Safety Plan)</a> Protocols: <ul style="list-style-type: none"><li>- <a href="#">Phase 1</a></li><li>- <a href="#">Phase 2 and 3</a></li></ul> <a href="#">Protocols: Post-Secondary Education</a> <a href="#">COVID-19 information and resources</a> <a href="#">Poster: Entry Check for Workers</a> <a href="#">Poster: Entry Check for Visitors</a>
BCCDC	<a href="#">About COVID-19</a> <a href="#">COVID-19 Language Guide</a> <a href="#">Information for Employers and Businesses</a>

## UNIVERSITY OF BRITISH COLUMBIA REFERENCES

TYPE	TITLE
Information	UBC's COVID-19 Landing Page: <a href="https://covid19.ubc.ca">covid19.ubc.ca</a> <a href="#">Safety &amp; Risk Services: COVID-19</a> Find your Faculty or Department Safety Plan <ul style="list-style-type: none"> <li>- <a href="#">UBC Vancouver</a></li> <li>- <a href="#">UBC Okanagan</a></li> </ul>
Policies	<a href="#">SC1: UBC's Health and Safety Policy</a>
Rules	<a href="#">COVID-19 Campus Rules</a>
Resources & Guidance	<a href="#">UBC Employees COVID-19 Essential In-person Meetings/Trainings Guidance</a> <a href="#">UBC Classroom Safety Planning</a> <a href="#">UBC Employee COVID-19 PPE Guidance</a> <a href="#">Guidelines for Preparing for Reoccupancy</a> <a href="#">Guidelines for Safe Washroom Reoccupancy</a> <a href="#">Space Analysis and Reoccupancy Planning Tool</a> <a href="#">Ordering Critical Personal Protective Equipment</a> <a href="#">UBC Employee COVID-19 Use of Shared UBC Vehicles Guidance</a> <a href="#">UBC Facilities COVID-19 website</a> - Service Level Information <a href="#">UBC Cleaning Standards &amp; Recommendations for Supplementary Cleaning</a>
Signage & Communication	<a href="#">UBC Signage</a> <a href="#">Workplace Physical distancing Planning Tool and Signage Kit</a>
Training - Vancouver	<a href="#">Preventing COVID-19 Infection in the Workplace training course</a> <a href="#">UBCV COVID-19 Student Safety Training</a>
Training - Okanagan	<a href="#">Preventing COVID-19 Infection in the Workplace (UBCO)</a> <a href="#">UBCO COVID-19 Student Safety Training</a>
Safety Plan Templates	<a href="#">COVID-19 Workspace Safety Plan template [WORD]</a> <a href="#">COVID-19 Workspace Safety Plan Amendment Document [WORD]</a> <a href="#">COVID-19 Safety Plan Addendum: Required Non-Medical Masks</a>

# 5 Appendices

APPENDIX I:	Version Control	25
APPENDIX II:	COVID-19 Safety Planning Steering Committee Terms of Reference	26
APPENDIX III:	UBCO Resumption Planning and Coordination Committee Terms of Reference	28
APPENDIX IV:	Guiding Principles – Research Resumption	30

## APPENDIX I: VERSION CONTROL

<b>DATE</b>	<b>VERSION</b>	<b>CHANGE DESCRIPTION</b>	<b>AUTHORIZATION</b>
December 17, 2020	2.0	Provincial & UBC updates incorporated into the document.	Executive Director, Safety & Risk Services
July 7, 2020	1.0	Document Inception	Executive Director, Safety & Risk Services

## APPENDIX II: COVID-19 SAFETY PLANNING STEERING COMMITTEE TERMS OF REFERENCE

### TERMS OF REFERENCE

Workgroup Name	<b>COVID-19 Safety Planning Steering Committee</b>
Workgroup Type	Ad Hoc Steering Committee (COVID-19-related only)
Co-Chairpersons	Executive Director, Safety & Risk Services (SRS) Vice-Provost and Associate Vice-President, Enrolment & Academic Facilities
Endorsing Sponsor(s)	Vice President, Finance and Operations Vice-President, Research & Innovation
Objectives	<ul style="list-style-type: none"> <li>To provide a forum and process regimen for UBC academic and operational units to leverage in developing, vetting and seeking approval of their COVID-19 Safety Plans within the regulatory context of WorkSafeBC, the Provincial Health Officer, and UBC-specific requirements</li> <li>To identify potential risks and implications stemming from specific re-occupancy plans for UBC Executive's consideration</li> <li>To provide strategic guidance as to UBC-specific re-occupancy prioritization in the context of provincial guidance</li> <li>To recommend alignment of resources with identified UBC priorities for Safety Plan and re-occupancy</li> </ul>
Formation Authority	UBC's Safety & Risk Services under Policy SC1, Occupational and Research Health and Safety Policy
Timeframes, Reporting	The Co-Chair(s) are responsible for scheduling meetings, where frequency and duration will be based on demand. Meeting notes will be at the direction of the co-chair(s). Report to and advise Deans, VPs, and the UBC Executive, as appropriate.
Membership	<ul style="list-style-type: none"> <li>Executive Director, Safety &amp; Risk Services (SRS)</li> <li>Director, Occupational &amp; Research Health and Safety, SRS</li> <li>{<i>UBC-Okanagan Liaison Member</i>}, Director, Campus Operations &amp; Risk Management</li> <li>Associate Vice-President, Facilities</li> <li>Director, Supply Management &amp; Financial Operations, Finance</li> <li>Director, Environmental Protection, SRS</li> <li>Vice-Provost/Associate VP, Enrolment &amp; Academic Facilities</li> <li>Senior Learning Space Planner, Infrastructure Development</li> <li>Director, Academic Initiatives, Office of the VP, Academic</li> <li>Interim Executive Director, Employee &amp; Labor Relations</li> </ul>
Staff Support	Emergency & Continuity Planning Advisor, Emergency Management, SRS Occupational Health & Safety Associate, SRS
Specific Responsibilities	<ul style="list-style-type: none"> <li>To identify the requisite content and detail for Safety Plans to satisfy WorkSafeBC, the Provincial Health Officer's and UBC's requirements</li> <li>To provide a guidance toolkit for departments/units, including reference documents on operational constraints, communications, required training, spatial analysis, and reoccupancy workforce expectations</li> <li>To support the Office of the VP External in the development of campus-wide communications pertaining to the COVID-19 Safety Plan development process and expectations for re-occupancy</li> </ul>

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- To undertake a review of submitted Safety Plans (master, intermediate, and worksite specific plans) and to advise the appropriate approval authority of the results (i.e., Dean or VP)
  - Upon completion of the review, submit all master plans and high-risk intermediate COVID-19 safety plans to the UBC Executive for review and approval

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Approval From Endorsing  
Sponsors

x \_\_\_\_\_

Date

x \_\_\_\_\_

Date

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## APPENDIX III: UBCO COVID-19 RESUMPTION PLANNING AND COORDINATION COMMITTEE TERMS OF REFERENCE

### Terms of Reference

#### UBCO COVID-19 Resumption Planning and Coordination Committee (RPCC)

The University of British Columbia has developed a comprehensive plan for the phased-in resumption of activities as the situation regarding COVID-19 continues to evolve. The plan is based on the following guiding principles developed by the university that are consistent with the guidance and direction of the provincial government, the Provincial Health Officer and public health agencies.

### Guiding Principles

- The health and well-being of faculty, students and staff is paramount
- The orders, notices and guidance of the Provincial Health Officer will be followed
- Permission to conduct on-campus research, scholarship, and administrative or operational activities will be limited to those who require on-site resources and cannot work remotely
- There will be a phased and coordinated approach across each campus
- Phased resumption of activity may need to be reversed and stricter curtailment conditions imposed in response to public health guidance or changes to the situation on our campuses
- If an employee has a concern about returning to work, they will have an opportunity to discuss that with their supervisor, Human Resources, and their employee group as appropriate
- Equity will be considered in evaluating how to plan and conduct research resumption.

### Mandate

The Research Resumption and Coordination Committee (RPCC) will report to the UBCO senior leadership (Provost, Deputy Vice Chancellor, VP Research and Innovation, AVP Finance and Operations, and Director, Strategic Initiatives) and provide advice and recommendations in the following areas:

Governance, Process, and Coordination – Recommend process and structures to UBCO senior leadership that allow for the efficient review, coordination, and approval of research, academic, operational, and administrative resumption activities.

Guidelines, standards, and communications – Approve draft communications, resumption templates and toolkits for units, including reference documents on operational constraints, solutions, and required training.

Resumption applications – Review all resumption plans/applications, ensure coordination of phased resumption planning between academic, research, operational, and administrative spaces, and ensure alignment to UBC Guiding Principles. Make recommendations to senior leadership for approval.

Health and Safety – Provide advice to senior leadership where public health requirements can be maintained and where action is required to ensure health and safety is paramount.

Campus to campus alignment and efficiencies - Liaise with the COVID-19 Health and Safety Steering Committee, Vancouver campus to ensure alignment and create resource efficiencies where possible.

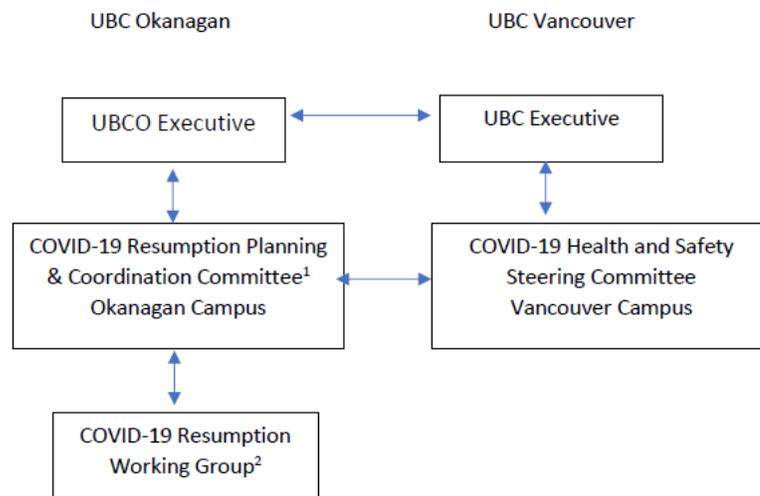
### Resumption Planning and Coordination Committee Membership

- Chief Librarian & Associate Provost, Learning Services
- Associate Dean, Research, School of Engineering
- Dean FHSD (Faculty rep)
- Associate Vice Principal, Research
- Director, Business Operations
- Integrated Planning and Chief Budget Officer
- Executive Director, Human Resources
- Director, Campus Operations and Risk Management (**co-chair**)
- AVP Students (interim)
- Director, University Relations
- Provost and Vice-President Academic (**co-chair**)
- Deputy Registrar

### Meeting and Reporting Frequency

Meetings to be held weekly or as needed. Weekly reports to the UBCO executive for approval and/or information

### Communication and Support



### Approval Process

The resumption approval process is detailed on [UBCO's COVID-19 Resumption](#) website.

## APPENDIX IV: GUIDING PRINCIPLES – RESEARCH RESUMPTION

The development of guiding principles for a phased resumption of on-campus research, scholarship and creative activities has been an interactive process led by the Office of the Vice-President Research and Innovation and shaped by broad consultation, including eight virtual town halls that were attended by over 950 faculty members across our two campuses.

The COVID-19 guiding principles for prioritizing critical research to resume on campus are:

- The health and well-being of faculty members, students and staff is paramount
- The orders, notices and guidance of the Provincial Health Officer will be followed
- Permission to conduct on-campus research and scholarship can only be granted to those who require on-campus resources and cannot work remotely
- There will be a phased and coordinated approach across each campus
- Phased resumption of activity may need to be reversed and stricter curtailment conditions imposed in response to public health guidance or changes to the situation on our campuses
- If an employee has a concern about returning to work, they will have an opportunity to discuss with their supervisor, Human Resources and their employee group, as appropriate
- Equity will be considered in evaluating how to plan and conduct research resumption

UBC research will adopt a gradual approach to resumption over the summer months. Conducting on-campus research and scholarship will be limited to those who require on-campus resources and cannot conduct this work remotely. In keeping with public health guidelines, the majority of faculty and research staff will need to continue working remotely wherever possible.

The timing and sequence of research resumption will reflect four priorities:

- Ensure the health and safety of our local and broader community
- Maintain the welfare of research animals
- Ensure the sustainability and safety of critical research resources, data and reagents that are difficult to replace
- Assist researchers in maintaining or obtaining research funding to cover staff salaries and other priorities