COVID-19 Workspace Safety Plan

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/](https://covid19.ubc.ca/)

<table>
<thead>
<tr>
<th>Department / Faculty</th>
<th>UBC Library / VP Academic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Location</td>
<td>Woodward Library</td>
</tr>
<tr>
<td>Proposed Re-opening Date</td>
<td>Tuesday, October 13(^{\text{th}}) 2020</td>
</tr>
<tr>
<td>Workspace Location</td>
<td>Collections &amp; Technical Services, 3rd Floor</td>
</tr>
<tr>
<td></td>
<td>Mail Room, 1st Floor</td>
</tr>
<tr>
<td></td>
<td>Woodward Library</td>
</tr>
</tbody>
</table>

### Introduction to Your Operation

#### 1. Scope and Rationale for Opening

The Library (Vancouver Campus) has implemented a Materials Pick-Up Service. This service has been operating successfully since July 6, 2020. To build on the provision of access to the Library’s existing physical collections, the Collections and Technical Services (CTS) Unit has reinstated the ordering, receipt and processing of new physical materials to be made available for patron use. The UBC Library supports and partners with all Faculties, Schools and Departments in their research and teaching activities.

### Guiding Principles

- The health and well-being of staff, students and faculty is paramount
- The orders, notices and guidance of the Provincial Health Officer will be followed
- Procedures will be based on recommendations from UBC, COVID-19 UBC Safety Plan Completion Checklist, BC’s Restart Plan, WorkSafeBC and the BC Centre for Disease Control

The Physical Materials Processing Service is conducted at the CTS centralized location in Woodward Library, with distribution of materials to respective branch locations supported by Campus Mail.

There is a significant backlog of physical material (print serial issues, standing orders, print books) that were ordered the previous fiscal year. That material is being received, invoiced, catalogued and sent to branches to ensure these materials are available for the Materials Pick-up Service.
As well, new physical materials are being requested by UBC Faculty as priority resources for use in the delivery of online courses as well as for supporting student and faculty research needs. They are only available in print or physical formats, and are now being acquired for the Materials Pick-up service, or to enable scanning or digitization for delivery via the Library’s Online Course Reserve (LOCR) system or document delivery services.

Staffing is being kept to a minimum, with a maximum of 7 staff onsite at a time. Beginning date of this service was October 13, 2020.

The following risks are considered in accordance with https://srs.ubc.ca/covid-19/safety-planning/determining-safety-plan-risk/:

- Risk #3 – The workplace or activity is indoors and windows cannot be opened
  Employees are indoors, windows do not open in Koerner. Employees primarily work in a space by themselves. Where space is shared there is ample room to physically distance by 2 metres or more.

- Risk #4 – Employees/students/visitors have frequent contact with high-touch surfaces (service counters, card payment machines)
  Employees have frequent contact with books, mail, door handles and table surfaces. Strict cleaning protocols are in place.

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.

All relevant facilities managers have been involved in the development of this safety plan. This plan has been vetted and approved by Adolfo Tarango, Head Technical Services, Kat McGrath and Ellen George, Collection Services Managers, Sheldon Armstrong, Associate University Librarian responsible for Collections & Technical Services, and Jeetender Amritsar, Facilities Manager for the UBC Teal Zone. The UBC Library JOHSC reviewed and approved this plan within 30 days of the physical materials processing service commencing.

Section #1 – Regulatory Context

2. Federal Guidance

We have used guidance from

- BC COVID-19 Go-Forward Management Strategy
- BC’s Restart Plan: “Next Steps to move BC through the pandemic”
- BC Centre for Disease Control Prevention and Risks
- BC COVID-19 Self Assessment Tool

4. Worksafe BC Guidance

We have also consulted:

- COVID-19 and returning to safe operation – Phases 2 & 3
- Worksafe COVID-19 Safety Plan
- Worksafe: Designing Effective Barriers
- WorkSafeBC: Entry Check for Workers
- WorkSafeBC Protocols: Post-Secondary Education
- WorkSafeBC Protocol: Offices
- WorkSafeBC Protocols: Post-Secondary Education

5. UBC Guidance

- COVID-19 Campus Rules
- Guidelines for Preparing for Reoccupancy
- Guidelines for Safe Washroom Reoccupancy
- Space Analysis and Reoccupancy Planning Tool
- UBC Employee COVID-19 PPE Guidance
- Ordering Critical Personal Protective Equipment
- UBC Employee COVID-19 Use of Shared UBC Vehicles Guidance
- UBC Facilities COVID-19 website - Service Level Information
- UBC Employees COVID-19 Essential In-person Meetings/Trainings Guidance
- Workplace Physical distancing Planning Tool and Signage Kit
- Preventing COVID-19 Infection in the Workplace training course
- UBC Cleaning Standards & Recommendations for Supplementary Cleaning
- UBC Classroom Safety Planning
- UBC Signage
- COVID-19 Safety Plan Addendum: Required Non-Medical Masks

6. Professional/Industry Associations

- BCLA’s Back to the Office Guidelines for Staff and Co-workers
- IFLA - COVID-19 and the Global Library Field - Reopening Libraries
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.

- The CTS Library workspaces have a maximum of seven employees at a time (See Question 8 for details). Strict physical distancing and handwashing measures are in place. Gloves continue to be provided to all library staff as is common practice during normal operations. As per UBC’s PPE Guidance document, staff wear a non-medical mask or homemade mask at work.

- Employees are working on their own workstations (which includes a computer, mouse, keyboard, scanning wand and phone). Shared equipment (e.g. photocopier/scanner) are cleaned between each use using the cleaning solution provided and following safe practices for the Germosolve 5 outlined in the [Workplace Hazardous Materials Information (WHMIS) Safety Data Sheet (SDS)](see the yellow SDS link below the Germosolve 5 image).
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)

In Pre-COVID operations, 41 library staff were on site. For the Physical Materials Processing Service, maximum seven staff, or 17% of normal occupancy, are on site per shift, Monday-Friday from 8am-5pm.

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

- Collections & Technical Services Managers have sought input through virtual meetings on our procedures document from relevant groups (table below) impacted by the commencement of this service. These groups consulted with their teams via email.

<table>
<thead>
<tr>
<th>Group Name</th>
<th>Group Description</th>
<th>Number of Members</th>
<th>Consultation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTS Managers</td>
<td>Membership consists of CTS managers who supervise CTS Library staff</td>
<td>6</td>
<td>August 5, 2020</td>
</tr>
<tr>
<td>CTS Staff</td>
<td>Staff members from CTS who will be working on the UBC Physical Materials Service.</td>
<td>35</td>
<td>August 5-14, 2020</td>
</tr>
<tr>
<td>Woodward Library</td>
<td>Head</td>
<td>1</td>
<td>August 2020</td>
</tr>
</tbody>
</table>

Others who have reviewed and/or have been consulted regarding the plan include:

- UBC Library JOHSC.
- Library Facilities.
# 10. Worker Health

Detail how all Supervisors have been notified on appropriate Workplace Health measures and support available and how they will communicate these to employees

- The Physical Materials Processing planning team has consulted the supervisors and the employees who are staffing the service, so they are aware of all measures and supports available.
- There has been communication with Library Facilities to discuss Campus Mail’s role in this safety plan. Campus Mail’s visits to Woodward have increased from 3 times a week in the summer to once a day starting in September. We will continue to have communications with Library Facilities concerning any need to increase Campus Mail deliveries/pickups and how that may require any change to occupancy levels in the mail room.
- Signage is posted throughout CTS and Woodward Library regarding Workplace Health and safety measures.
- Supervisors are responsible for ensuring that all staff who are working on campus have received proper training on all safety protocols prior to beginning work as outlined in this Safety Plan.
- All staff (both those working in-person and remotely) have received a copy of this plan by email.
- Staff will also be directed to [https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive](https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive) for more information regarding supports available to them.

# 11. Plan Publication

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

- The final copy of our detailed COVID-19 Safety Plan have been posted to the UBC Library COVID-19 Safety Plan website [https://services.library.ubc.ca/covid-19-response/safety-plans/](https://services.library.ubc.ca/covid-19-response/safety-plans/).
- Detailed procedures for the CTS Physical Materials Processing *(Appendix A)* have been posted to Confluence.
- At each location where there are employees, a hard copy of the final plan has been posted on Health and Safety boards.
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 metres 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 website for further information.

12. Work from Home/Remote Work

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

- Only CTS employees working on the Physical Materials Processing Service work on campus. There have been no more than seven staff members in the unit at one time.
CTS normally has a staff complement of 41 employees. A rotation of seven employees or 17% of the CTS Unit (or 3% of the total UBC Library workforce), have been working onsite for the Physical Materials Processing Service. All of the employees are CUPE 295. All other CTS Unit employees will remain working remotely.

13. Work Schedule Changes/Creation of Work Pods or Crews or Cohorts
For those required/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; describe how you may group employees semi-permanently to limit exposure, where necessary.

- All shifts are scheduled between the hours of 8am - 5pm, Monday to Friday.
- Where there is more than one employee on site, 2 metre physical distancing procedures apply and cleaning protocols are in place for shared workstations (scanner and printer). All shared workstations have signage indicating cleaning procedures.

14. Spatial Analysis: Occupancy limits, floor space, and traffic flows
Describe or use UBC building keyplans (or do both, where appropriate) to identify and list the rooms and maximum occupancy for each workspace/area, explaining your methodology for determining occupancy.

The CTS team did a detailed walkthrough of the CTS workspace evaluating distance between workstations that would be occupied. All workstations occupied by staff at a time provide greater than 2-metre physical distancing.

Having a maximum of 7 employees at one time in a workspace that was used for 41 provides a safe space to perform work involving moving materials to and from the mailroom between the 1st and 3rd floors while maintaining a physical distance of 2 metres from each other at all times.

Entry and exit to the CTS work area in the Woodward Library are via the rear building service delivery door. Access to the third floor is via the staircase immediately adjacent to the rear building service delivery door or the staff service elevator.

As a result of the Library’s Material Pickup Service COVID-19 Safety Plan, signage is posted for all WD elevators indicating one person at a time.

Key plans are provided in the Appendices for each floor of Woodward and illustrate workstations, traffic flow with entry and exit doors, and nearest washrooms.

Please note that directional flows on floors plans are only included for those library spaces that will have more than one person.
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

**In office space**

- Library staff follow institutional policies as described in “UBC Employee COVID-19 Physical Distancing Guidance”. A minimum 2 metres (six feet) is maintained between individuals.
- Library staff follow the UBC Library COVID-19 Staff Room Safety Procedures *(Appendix B)* when using lunch rooms/staff rooms, fridges, kettles and other shared kitchen spaces, appliances, and equipment.
- Dedicated washrooms (351A and 355A) have been identified to ensure they can be properly cleaned by custodial. Washroom occupancy is restricted to single occupancy.
- Where applicable, elevators are restricted to single occupancy.
- Library staff follow posted traffic flow decals, including directionality of stairwells.
- Meetings rooms are not used for meetings. Meetings between staff working on campus continue to be held virtually.
- Scanning and printing workstations are restricted to one person at a time and cleaned before each use. Procedures for cleaning are posted at each shared workstation.
- The building and office space is not open to members of the public.

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

- The **UBC Employees COVID-19 Use of Shared UBC Vehicles guidance document** has been reviewed and it is not applicable as no staff are using vehicles.

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
● Employees will complete the BC Self-Assessment before leaving for work on-site each day. If they answer ‘no’ to all of the questions, then they will directly confirm to a supervisor (or designate) that they have completed a daily self-assessment for symptoms of COVID-19. If they answer ‘yes’ to any of the questions, they will follow the guidance provided by the BC Self-Assessment Tool and communicate with their supervisor by phone or email if it impacts their ability to attend work in person. Supervisors will keep a record of confirmation on a spreadsheet.

● The following sign will be posted on the entry doors (front and back):
  - Worksafe: Entry Check for Workers
  - Worksafe: Entry Check for Visitors

● If staff are unwell and exhibiting any symptoms that may suggest a COVID-19 infection, they must NOT return to the workplace. They must complete the BC self-assessment tool (https://bc.thrive.health/) and follow instructions.

18. Prohibited Worker Tracking
Describe how you will track and communicate with workers who meet categories above for worker screenings

● Employees feeling ill, with any common cold, influenza or COVID-19-like symptoms are staying home and isolate for 14 days following the onset of symptoms or until symptoms resolve.

● The direct supervisor is using the Library’s internal systems to track any workers who cannot attend work due to one or more of the three categories of restriction (as defined by Worksafe).

Unit Heads report to the Associate University Librarian who reports to the University Librarian. Following this, we reach out to our Safety and Facilities Officer for further direction.
## 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 your departmental staff (i.e. non-Building Operations) for common areas/surfaces

- Custodial Services clean the designated washrooms through the building and high touch point areas in main corridors, elevators and stairways once per day and once during the evening shift.
- Signage identify designated washrooms and hand washing stations.
- Workstations, desktops and personal items are not cleaned by Custodial Services. Each employee/student staff member clean their workstation when they arrive that day with Germosolve 5. Shared workstations, or equipment (photocopiers, phones) are cleaned before use with paper towel and cleaning solution provided.
- Employees wash their hands before and after cleaning shared and personal equipment. If there is no immediate access to soap and water, hand sanitizer is used.
- Book truck handles and surfaces are cleaned, prior to pick up by Campus Mail; surfaces and handles are cleaned upon return to the owning location.

### 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

- Staff are provided with an internal procedures document outlining the steps for daily procedures. This document includes what surfaces need to be sanitized, when and with what disinfectant. Please see Appendix A.
- Staff follow the guidelines listed in the [UBC Library COVID-19 Staff Room Safety Procedures](https://library.ubc.ca/assets/pdf/safety/ubc-library-staff-room-safety-procedures.pdf) (Appendix B) in using the fridge, microwave, kettle, and coffee maker. These procedures are placed on cabinets.
- Water coolers are taped off by UBC Library employees.
- Water fountains are taped off.
- Printers, scanners and photocopiers are cleaned by employees prior to use.
- All mail and parcels delivered to the library for processing are quarantined for 72 hours before materials handling.

### 21. Partitions or Plexiglass installation
Describe any inclusion of physical barriers to be used at public-facing or point-of-service areas

- There are no public facing areas
### Section #5 – Administrative Controls

#### 22. Communication Strategy for Employees
Describe 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

- Only selected workers are returning to the workplace; following an established schedule. These workers have participated in training related to mitigating risk; supervisors have shares and posted written procedures and protocols for mitigating risk; when workers need to raise questions, they raise them to their supervisors or unit heads who follow-up in order to respond to or escalate them appropriately.
- If an employee is working alone, there is a communication protocol to connect with a supervisor on a regular basis.
- Supervisors communicate self screening protocols to workers by email, online or phone. Signage is posted. Expectations are that workers notify supervisors if they are ill and that, if ill, they do not come into the workplace.
- Workers raise health and safety concerns with Supervisors and Unit Heads via email, online or phone. Unit Heads follow-up with Associate University Librarians and other relevant groups to resolve any issues.

#### 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

- All employees are required to complete UBC's 'Preventing COVID-19 Infection in the Workplace' online training module. Supervisors are responsible for tracking staff completion as well as site-specific training.
- Woodward Library is otherwise locked, so only UBC employees with security access to that building are able to enter.
- Existing signage related to screening as outlined in question 25 is in place at the work entrance of Woodward Library (WorkSafeBC: Entry check for Workers and Visitors).
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)

Included in **Appendix C** are Library specific signs which have been put up by UBC Library employees:

- Designated handwashing station
- Designated washroom
- Book truck quarantine sign
- Cleaning instructions for shared workstations

The remaining signs are provided by UBC and will be put up by UBC Library employees:

- [Entry Checklist](#) to be posted on all Library entrances
- [Washroom Occupancy limit](#) (for Designated washrooms)
- [Please do not use](#) signs for washrooms not in use
- [Elevator limit signage](#)
- [One Way](#) directional signage for spaces with more than one employee

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:

- In the event of an emergency, employees working on site will go to the established Muster Area, as indicated in the Woodward Library BERP.
- If the designated floor warden or muster captain is not on site, the staff working in the space should report to Firefighters that the building is cleared.
- If there is an immediate threat to personal health and safety, workers will contact Campus Security and call 911.
- If a worker or visitor becomes ill in the workplace, workers will follow established protocols and contact Campus First Aid (for staff or faculty) or 911 for non-staff students; the person calling will inform Campus First Aid of 911 if the distressed person is experiencing COVID-like symptoms.
- Staff who exhibit any symptoms of COVID-19 leave campus immediately.
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 next 12-18 months,

- The CTS Managers monitor the COVID-19 Safety Plan for the Physical Materials Processing Service weekly for one month after the program is launched, after which time a monthly review will take place for up to 18 months.
- As the plan is updated, the version on the website and any posted hard copies will be updated. All library staff receive a copy of the new plan either electronically or in hard copy.
- Employees may raise concerns through their supervisor, who bring them to the attention of the CTS Managers and the AUL Collections.

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

- The full-time employees who are staffing this service are senior employees who are not new to the organization and their roles will not change. They will be conducting the same work and using existing procedures/workflows and equipment that have been adapted for safety in the COVID-19 environment.
- All employees working on site are required to complete UBC’s COVID-19 Safety Training online module.
- All student staff will receive customized on-site training if and when employed to ensure they are aware of COVID-related procedures as well as their core job duties. The unique COVID-related procedures are found in Appendix A.
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

- Following the information provided in the UBC Employee COVID-19 PPE Guidance, PPE is not required for this service since a 2-metre distance is being adhered to at all times.
- Face shields have already been procured directly by the Library’s Facility Manager and employees interacting with Couriers will be provided with a personal face shield if they are requested, but must be used in conjunction with a non-medical mask. Instructions on how to clean are provided to them.

Section #7 - Acknowledgement

29. Acknowledgement
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 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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Name (Manager or Supervisor)</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Susan Parker</td>
<td>University Librarian</td>
</tr>
<tr>
<td>Name</td>
<td>Email</td>
<td>Confirmation of Understanding</td>
</tr>
<tr>
<td>------</td>
<td>-------</td>
<td>------------------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□</td>
</tr>
</tbody>
</table>
Appendix A

Procedures for Collections & Technical Services
Physical Materials Processing

Planning Approach

The UBC Library supports and partners with all Faculties, Schools and Departments in their research and teaching activities. UBC Vancouver Library is comprised of the following stand-alone branches and units within buildings: Asian; David Lam Library and Canaccord Learning Commons (David Lam Management Research Centre); Education (Scarfe); IKBLC (includes MAA), Koerner; Law; Research Commons (Koerner); Collections & Technical Services (Woodward); Woodward (IRC); Xwi7xwa.

The goal is to provide access to the Library’s physical materials while Library buildings remain closed. Launch date is the first or second week of September, depending on approval.

Planning Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sheldon Armstrong</td>
<td>Associate University Librarian Collections</td>
</tr>
<tr>
<td>Adolfo Tarango</td>
<td>Head, Technical Services</td>
</tr>
<tr>
<td>Kat McGrath</td>
<td>Renewals and Collections Librarian</td>
</tr>
<tr>
<td>Ellen George</td>
<td>Monograph Acquisitions and HSS Collections Librarian</td>
</tr>
</tbody>
</table>

Guiding Principles

- The health and well-being of staff, students and faculty is paramount
- The orders, notices and guidance of the Provincial Health Officer will be followed
- Procedures will be based on recommendations from UBC, COVID-19 UBC Safety Plan Completion Checklist, BC’s Restart Plan, WorkSafe BC and the BC Centre for Disease Control
Employee Safety Protocols

- If working alone, there will be a communication protocol to connect with a supervisor on a regular basis
- Wash hands frequently observing handwashing guidelines posted by sinks. If there is no immediate access to soap and water, use hand sanitizer
- Ensure appropriate Personal Protective Equipment and cleaning supplies are in stock (list below). Contact your direct supervisor if supplies are running low
- Practice physical distancing for all in-library activities
- Face shields will be provided to staff who wish to use them. While physical distancing is paramount, as per UBC’s PPE Guidance document, non-medical or homemade face masks will be worn during your shift. Please see UBC’s guidelines on using a non-medical masks and watch the associated video
- Do not share computer workstations. In situations where this is not possible, keyboards, mouse, and scanning wand must be wiped down between each use with Germosolve 5
- Limit rooms/spaces in use: one washroom defined for use; use of kitchen and kitchen equipment must be within the guidelines stated in the UBC Library COVID-19 Staff Room Safety Procedures (Appendix B) document
- No use of water fountains or water coolers, so be sure to bring water from home
- Limit physical contact with patrons and delivery services. Follow procedures outlined below.
- If you feel ill, with any common cold, influenza or COVID-19-like symptoms, you must stay home and isolate for 10 days following the onset of symptoms or until symptoms resolve

Safety Supplies and Cleaning Protocols
To ensure the safety and health of library staff this plan will require:

- Disinfecting cleaner
- Hand sanitizer
- Gloves
- Face shields*
- Face Masks
- Disinfecting wipes

*Please note that it is the responsibility of employees to clean their face shields daily with the supplies provided (Germosolve 5 and paper towel).

Staff Procedures
Using Shared Workstations and Spaces

The Printers and Scanners are considered shared workstations due to dedicated hardware and software. Before using a shared workstation:

1. Wash/sanitize hands
2. Put on gloves
3. Use spray Germosolve 5 on paper towel (not directly on surface) and wipe down shared surfaces (keyboard, scanning wand, mouse, desensitizer, etc.)
4. Dispose of paper towel in garbage bag
5. Remove gloves and wash/sanitize hands
6. Ensure cleaning solution has dried before using workstation.
Clean the following shared surfaces before using, following the instructions described above. For electrical and electronic devices follow the manufacturers’ instructions and only use the recommended cleaning solutions. Take care around paper surfaces.

- Chair arms
- Counters, desk tops, tables, and other workstations
- Computer keyboards & mice
- Desk tops
- Door handles and latches
- Scanners
- Photocopiers
- Printers
- Tape dispensers
- Staplers

**Delivery of incoming materials**
- Items Campus Mail - see procedures and schedule below
- For other vendors and couriers:
  - Meet in Woodward Library mail room and confirm/sign for delivery of material
  - Bring trucks to CTS work areas, date, and quarantine for 72 hours

**Acquisitions (Monographs and Serials)**
- Wash/sanitize hands
- Select items to be processed from mail opening work area and place on individually assigned book trucks
- When processing complete, place on separate book trucks or shelves
- At end of day, date book trucks or shelves, sanitize truck handles, and move trucks to next processing area

**Cataloguing**
- Wash/sanitize hands
- Select items to be cataloged from holding shelves or trucks from those items that have been quarantined at least 72 hours and place on individually assigned book trucks
- When cataloging complete, place on separate book trucks
- At end of day, date book trucks

**Physical Processing (Marking)**
- Wash/sanitize hands
- Mark and process items dated more than 72 hours earlier
- Place processed items on separate book trucks or bins
- At end of day, date book trucks or bins containing items processed that day
- At end of day, review book trucks and bins of processed items and move to Woodward Library mail room those dated more than 72 hours earlier
- Label book truck or bin “Return to branch name”
- Sanitize book truck handles

**Preservation**
- Wash/sanitize hands
- Select items for mending/treatment that have been quarantined at least 72 hours
COVID-19 Safety Plan Template

- Place mended/treated materials in designated Marking processing area for shipment to Branch
- As needed, and following posted protocols, will use kitchen sink and microwave to prepare paste, and washroom sink to wash brushes

Campus Mail Procedures

They will be delivering on a schedule as follows. Due to the nature of deliveries, the Campus Mail driver’s aren’t able to be at a place at an exact time so they advised they estimate they will be delivering during the below half hour windows. Library staff must be out of these areas at these times to ensure physical distancing can be maintained.

Monday-Friday

- 1:00-1:30pm - Woodward Library Basement Mail Room

For the foreseeable future do not use these other workplace conveniences:

- Canadian Springs or other bottled water dispensers, cutlery, cups, dishes, bowls, etc.
- Do not drink water from the kitchen faucet unless boiled

*Please, for the sake of your safety and others bring your own lunches, bottled water, coffee, and use your own cutlery, plates and bowls.*

Frequent hand washing throughout the day.

Wash your hands frequently, particularly if handling incoming or in process materials. Try not to touch shared surfaces unless you are about to use it for work.

Staffing Plan

In areas where there will be more than one employee on site, strict physical distancing and UBC’s use of PPE guidelines will be in place.
Employee Safety Protocols

- As per UBC’s COVID-19 Campus Rules, employees will wear a non-medical mask while working. Proper use of masks is outlined (Appendix A)
- Signage is posted reminding staff to practice proper physical distancing (Appendix C)
- Signage is posted reminding staff to practice proper hand hygiene (Appendix C)
- Signage indicating the maximum staff room occupancy is posted on the door of the staff room and within the staff room
- Furnishings will be moved or removed to ensure 2 metres distance if staff are using the space
- Ensure appropriate cleaning supplies are in stock (Germasolve 5 disinfecting cleaner and hand sanitizer). Contact your direct supervisor if supplies are running low
- Appliances such as fridge, microwave, and kettle must be wiped down between each use with Germosolve 5
- Countertops must be wiped down before and after each use with Germosolve 5
- No use of water fountains or water coolers until further notice
- Please use your own mugs, plates, cutlery, etc. and store in your workspace between use

Staff Occupancy

Occupancy limit of each staff room is based on strict physical distancing guidelines and will vary for each UBC Library branch.

Safety Procedures

Frequently touched surfaces are most likely to be contaminated and increase the transmission of COVID-19. For your and everyone’s safety, please ensure to follow the procedures outlined below.

Use of Staff Room Fridge:

1. Wash your hands with warm water and soap for at least 20 seconds
2. Use paper towel to turn off water tap and dispose of paper towel immediately (do not place on kitchen counter)
3. Spray Germosolve 5 on paper towel (not directly on surface) and wipe down the outside of your food container. Dispose of paper towel immediately
4. Spray Germosolve 5 on paper towel (not directly on surface) and wipe down fridge handle. Dispose of paper towel immediately
5. Place your container inside the fridge
6. Spray Germosolve 5 on paper towel (not directly on surface) and wipe down fridge handle. Dispose of paper towel immediately
7. Wash your hands with warm water and soap for at least 20 seconds
8. Use paper towel to turn off water tap and dispose of paper towel immediately (do not place on kitchen counter)

Use of Staff Room Microwave:

1. Wash your hands with warm water and soap for at least 20 seconds
2. Use paper towel to turn off water tap and dispose of paper towel immediately (do not place on kitchen counter)
3. Spray Germosolve 5 on paper towel (not directly on surface) and wipe down microwave handle and key pad/buttons
4. Place food container in microwave and heat
5. Once you have safely removed your food container and set it aside, wipe off any food access/splatters inside the microwave
6. Spray Germosolve 5 on paper towel (not directly on surface) and wipe down microwave handle and key pad. Dispose of paper towel immediately
7. Wash your hands with warm water and soap for at least 20 seconds
8. Use paper towel to turn off water tap and dispose of paper towel immediately

Use of Staff Room Kettle:
1. Wash your hands with warm water and soap for at least 20 seconds
2. Use paper towel to turn off water tap and dispose of paper towel immediately (do not place on kitchen counter)
3. Spray Germosolve 5 on paper towel (not directly on surface) and wipe down kettle handle. Dispose of paper towel immediately
4. When pouring boiling water in your cup, ensure that the kettle spout is not in direct contact with your cup. Keep at least a distance of 4 inches above your cup/mug and the kettle spout
5. Spray Germosolve 5 on paper towel (not directly on surface) and wipe down kettle handle. Dispose of paper towel immediately
6. Wash your hands with warm water and soap for at least 20 seconds
7. Use paper towel to turn off water tap and dispose of paper towel immediately (do not place on kitchen counter)

Use of staff room kitchen countertop for basic food preparation:
1. Wash your hands with warm water and soap for at least 20 seconds
2. Use paper towel to turn off water tap and dispose of paper towel immediately (do not place on kitchen counter)
3. Spray Germosolve 5 on countertops and wipe down with paper towel. Dispose of paper towel immediately
4. Prepare your food and set aside
5. Spray Germosolve 5 on countertops and wipe down with paper towel. Dispose of paper towel immediately
6. Wash your hands with warm water and soap for at least 20 seconds
7. Use paper towel to turn off water tap and dispose of paper towel immediately (do not place on kitchen counter)
Use of Staff Room Sink:

1. Dishes, cups/mugs, and cutlery should not be left in the sink and must be washed immediately after each use.
Appendix C

Designated Handwashing Station
Designated Washroom
Date rec’d: ________________________________

Time rec’d: ________________________________

Can be cleared from quarantine:

Date: ________________________________

Time: ________________________________
Cleaning Instructions for Shared Workstations

1. Wash/sanitize hands
2. Put on gloves
3. Use spray Germosolve 5 on paper towel (not directly on surface) and wipe down shared surfaces (keyboard, scanning wand, mouse, desensitizer, etc.)
4. Remove gloves and wash/sanitize hands
5. Ensure cleaning solution has dried before using workstation.
## Appendix D: COVID-19 Workspace Safety Plan Document Revision

<table>
<thead>
<tr>
<th>Date</th>
<th>Version</th>
<th>Writer</th>
<th>Change Description</th>
<th>Approved By</th>
</tr>
</thead>
</table>