Employee Safety Protocols

- As per UBC’s COVID-19 Campus Rules, employees will wear a non-medical mask inside staff rooms. Proper use of masks is outlined (Appendix A)
- Signage is posted reminding staff to practice proper physical distancing (Appendix B)
- 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 (Germosolve 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 A: How to use a mask
How to Wear a Face Mask

1. Wash your hands with soap and water for 20-30 seconds or perform hand hygiene with alcohol-based hand rub before touching the face mask.

2. Check the new mask to make sure it’s not damaged.

3. Ensure colour side of the mask faces outwards.

4. Locate the metallic strip. Place it over and mold it to the nose bridge.

5. Place an ear loop around each ear or tie the top and bottom straps.

6. Cover mouth and nose fully, making sure there are no gaps. Pull the bottom of the mask to fully open and fit under your chin.

7. Press the metallic strip again to fit the shape of the nose. Perform hand hygiene.

8. Do not touch the mask while using it, if you do, perform hand hygiene.

9. Replace the mask if it gets wet or dirty and wash your hands again after putting it on. Do not reuse the mask.

Removing the Mask

1. Perform hand hygiene.

2. Do not touch the front of your mask. Lean forward, gently remove the mask from behind by holding both ear loops or ties.

3. Discard the mask in a waste container.

4. Perform hand hygiene.
Appendix B: Physical distancing
If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.

PHYSICAL DISTANCING IN PROGRESS

Maintain a distance of at least 2 arms lengths from others.
Appendix C: Hand Hygiene
Hand Hygiene

**SOAP OR ALCOHOL-BASED HAND RUB: Which is best?**

Either will clean your hands: use soap and water if hands are visibly soiled.

**HOW TO HAND WASH**

1. Wet hands with warm (not hot or cold) running water
2. Apply liquid or foam soap
3. Lather soap covering all surfaces of hands for 20-30 seconds
4. Rinse thoroughly under running water
5. Pat hands dry thoroughly with paper towel

**HOW TO USE HAND RUB**

1. Ensure hands are visibly clean (if soiled, follow hand washing steps)
2. Apply about a loonie-sized amount to your hands
3. Rub all surfaces of your hand and wrist until completely dry (15-20 seconds)