



# 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/>

Department / Faculty	<u>UBC Library / VP Academic</u>
Facility Location	<u>Digitization Centre, IKBLC, 1961 East Mall</u>
Proposed Re-opening Date	<u>November 23, 2020</u>
Workspace Location	<u>Irving K. Barber Learning Centre, Room 150</u>

## Introduction to Your Operation

### 1. Scope and Rationale for Opening

The UBC Library’s Digitization Centre (DC) is proposing a return to work plan for a single staff member. The Digitization Centre has been able to carry out its work remotely successfully during the pandemic period; however, due to a number of factors, we are proposing to have our Library Assistant return to on-site work for up to 5 days per week. As a non-public access unit, the work that the this one staff member will carry out at the Digitization Centre will not require that they come into contact with anyone else in the course of their work on-site.

The UBC Library’s Digitization Centre (DC) return to work plan will:

- 1) Provide a safe and reliable workspace for the DC’s one Library Assistant (LA) for up to 5 days per week. In addition to continuing their current DAMS-replacement project work, they will be able to work on grant and donor-funded digitization projects that were interrupted in March 2020:
  - a. Punjabi Patrika Digitization Project: In partnership with the Reach Museum and Gallery, using funding from the BC History Digitization Program, the Digitization Centre is digitizing and making available in Open Collections the province’s only English/Punjabi bilingual newspaper.
  - b. Nelson Daily News Digitization Project: In partnership with the Touchstones Nelson Archives, Museum and Gallery, using funding from the BC History Digitization Program, the Digitization Centre is digitizing this run of newspapers and making available as part of the BC Historical Newspapers in Open Collections.
- 2) In addition, Rare Books and Special Collections has received a number of requests for on-demand digitization services in the last 7 months. While they are able to accommodate the majority of these requests using their own equipment, certain oversize and large format items require the use of the specialized DC scanning equipment. The Library Assistant will be able to accommodate scanning requests from other Library units if this return to work plan is approved.



The Digitization Centre is not open to the public, and there will continue to be no public access to the space. Other DC staff may need access to the space on rare occasions, and access will be requested per the facilities service request form process that is currently in place. Should additional DC staff be approved for access to the space, appropriate adjustments will be made to this plan

This proposal has been reviewed by all Digitization Centre employees; Head of Digital Programs and Services, Bronwen Sprout; Associate University Library Digital Programs and Services , Allan Bell; the Teal Zone Facilities Manager; the Director of Custodial Services; The UBC Library JOHSC will review and approve this plan within 30 days of the plan being approved by the University Librarian.

The following risks are considered in accordance with the web page at:

<https://srs.ubc.ca/covid-19/safety-planning/determining-safety-plan-risk/>

- Risk #3 – The workplace or activity is indoors with no building ventilation system and access to outdoor air is not available (e.g. openable windows)

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.

## Section #1 – Regulatory Context

### 2. Federal Guidance

- [Government of Canada: “Hard-surface disinfectants and hand sanitizers \(COVID-19\): List of disinfectants with evidence for use against COVID-19”](#)
- [The Risk mitigation tool for workplaces/businesses operating during the COVID-19 pandemic](#)

### 3. Provincial and Sector-Specific Guidance

- [BC’s Restart Plan: “Next Steps to move BC through the pandemic”](#)
- [BC COVID-19 Go-Forward Management Strategy](#)
- [BC Centre for Disease Control Prevention and Risks](#)

### 4. Worksafe BC Guidance

- [COVID-19 and returning to safe operation – Phase 2](#)
- [Worksafe COVID-19 Safety Plan](#)
- [Worksafe: Designing Effective Barriers](#)
- [Worksafe: Entry Check for Workers](#)
- [Worksafe: Entry Check for Visitors](#)

### 5. UBC Guidance

- [UBC Employee COVID-19 PPE Guidance](#)
- Ordering Critical Personal Protective Equipment
- [Building Operations COVID-19 website](#) - Service Level Information



- UBCL COVID-19 Workspace Safety Plan
- Museum of Anthropology COVID-19 Response and Safety Plan
- [Preventing COVID-19 Infection in the Workplace](#) (online course)
- [UBC's COVID-19 Safety Planning Framework](#)
- [Essential In-Person Meetings/Training Guidance](#)
- [Physical Distancing Guidance](#)
- [Cleaning Safe Work Procedure](#)

#### 6. Professional/Industry Associations

- [Reopening Archives, Libraries, and Museums \(REALM\) Information Hub: A COVID-19 Research Project](#)
- [Northeast Document Conservation Center, Disinfecting Books and Other Collections](#)
- [BCLA's Back to the Office Guidelines for Staff and Co-workers](#)
- [IFLA - COVID-19 and the Global Library Field - Reopening Libraries](#)

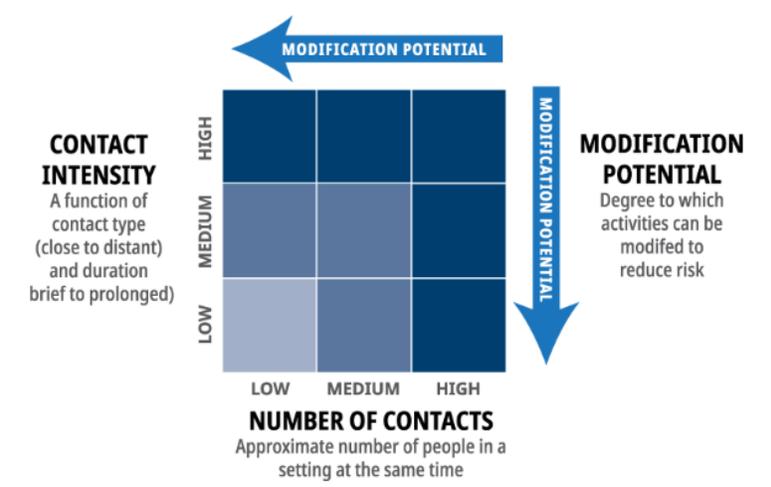
## Section #2 - Risk Assessment

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

We are proposing that only one staff member (Library Assistant) will be occupying the space on a part-time basis of up to 5 days/week. Strict physical distancing in spaces outside of the Digitization Centre (ie. entering the building, using the washrooms) and handwashing measures will be in place. This LA will work at their own workstation (which includes a computer, mouse, keyboard, and phone) except when required to use specific digitization equipment (i.e. microfilm scanner, book cradle scanner, etc.).

The LA will be responsible for cleaning and disinfecting their work stations at the beginning of their shifts using the cleaning solution provided and following safe practices for the Germosolve 5 outlined in the [Safety Data Sheet \(SDS\)](#) (see the yellow SDS link below the Germosolve 5 image).

There are three entrances to the DC, and the LA will enter and exit through the same door (accessed from the main entrance at the East side of the building) that does not connect with any other staff spaces in IKBLC. While working in the DC, the LA will follow the [UBC Library COVID-19 Staff Room Safety Procedures](#) for use of the DC kitchenette.



The LA will use the washrooms on level 2, adjacent to CTLT and accessed by card have also been designated for use and regular cleaning by custodial.

As per UBC’s COVID-19 Campus Rules, the LA will wear a non-medical mask in shared indoor spaces within UBC buildings, such as hallways, stairways, building entryways, washrooms and other high-traffic areas.

Upon entering the Digitization Centre for work, the LA will check in with their supervisor via text message or voice call. The same protocol will apply for completing their shift at the end of the work day.

**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)

Pre-COVID, the general range of normal occupancy for the DC is 2-16 occupants, depending on student scheduling for that particular day. We are proposing one occupant only. The LA will work on-site up to 5 days a week, spanning the hours of 9 am to 5pm, Monday-Friday.

**9. Employee Input/Involvement**

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

The proposed safety plan has been jointly created by the unit’s Associate Head, and the Digital Projects Librarian who is the supervisor for the LA. The plan was reviewed and discussed with the LA on October 1<sup>st</sup>. The plan was also distributed to the unit’s employees as a group on October 1<sup>st</sup>, feedback solicited, and and discussed at the unit’s Zoom meeting on October 6<sup>th</sup>.

The UBC Library JOHSC will review and approve this plan within 30 days of the plan being approved by the University Librarian.

**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 plan has been developed with the Digital Projects Librarian who is the supervisor for the LA. It has been reviewed and discussed with DC staff (both the LA who will be working on-site, and those remaining staff who will continue to work remotely). All DC staff will receive a copy of the final plan by email once approved, and details of the plan will be communicated to staff at the following DC team meeting, held weekly.



A copy will also be saved on the unit’s shared drive for reference. Staff will also be directed to <https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive> for more information regarding supports available to them.

**11. Plan Publication**

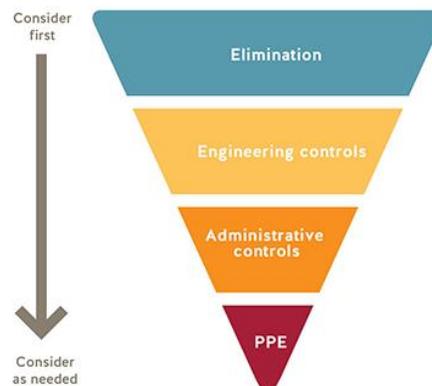
Describe how you will publish your plan ONLINE and post in HARD COPY at your workplace for employees and for others that may need to attend site

The final copy of this phase one safety plan for the DC will be posted online to SRS website as per UBC guidelines.

All DC staff (both the LA who will be working on-site and those continuing to work remotely) will receive a copy of this plan by email and a copy will be saved on the unit’s shared drive for reference. A version will also be posted in the general staff area in hardcopy.

### Section #3 – Hazard Elimination or Physical Distancing

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



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

- Where possible, workers are instructed to work from home.
- Anybody who has travelled internationally, been in contact with a clinically confirmed case of COVID-19 or is experiencing “flu like” symptoms must stay at home.
- All staff are aware that they must maintain a physical distance of at least 2 meters from each other at all times
- Do not touch your eyes/nose/mouth with unwashed hands



- When you sneeze or cough, cover your mouth and nose with a disposable tissue or the crease of your elbow, and then wash your hands
- All staff are aware of proper handwashing and sanitizing procedures for their workspace
- Supervisors and managers must ensure large events/gatherings (> 50 people in a single space) are avoided
- Management must ensure that all workers have access to dedicated onsite supervision at all times.
- All staff wearing non-medical masks are aware of the risks and limitations of the face covering they have chosen to wear or have been provided to protect against the transmission of COVID-19. See [SRS](#) 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 the unit's one LA will be working onsite. All other DC employees will continue to work 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

In phase one, only the LA will work on-site at the DC up to five days a week between the hours of 9am to 5pm, Monday to Friday. The LA will also check in and out with their supervisor via text message or voice call.

**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

Occupancy and distancing: There will be only one occupant (the LA) in the Digitization Centre. The LA will be utilizing their own work station except for times where they will need to use specialized digitization equipment such as the microfilm scanner or the book cradle scanner.

Separate entrances: The Library Assistant will enter via the main entrance on the East side of the building. They will enter the Digitization Center and disarm the alarm at the West entrance. They will exit the Digitization Centre and building via the same doors.

Directional traffic flows: In phase one, since there will only be one staff member on site, the one-way traffic flows will not be necessary.



**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 phase one of the DC reopening, we are proposing only one occupant who would be working in a closed location from the rest of the building. The LA will be working on projects alone, and there will be no need to be in close proximity with anyone else during work tasks. The LA would use the same door to enter and exit the Digitization Centre. While working in the DC, the LA will follow the [UBC Library COVID-19 Staff Room Safety Procedures](#) for use of the DC kitchenette. The LA will use the washrooms on level 2, adjacent to CTLT and accessed by card have also been designated for use and regular cleaning by custodial.

In addition, the LA will adhere to the following protocols when moving through and entering/exiting IKBLC:

- Library staff will follow institutional policies as described in "[UBC Employee COVID-19 Physical Distancing Guidance](#)". A minimum 2 metres (six feet) will be maintained between individuals.
- Library staff will follow posted traffic flow decals, including directionality of stairwells, and single occupancy limit of elevators

**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 LA does not require use of a UBC vehicle during normal operations, and will not require one during this phase. We have reviewed the [UBC Employees COVID-19 Use of Shared UBC Vehicles guidance document](#) and it does not apply to this situation.

**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

Until UBC or the province provides greater guidance, our screening process will include front and back entry door signage for workers that prohibits entry if any of the above 3 criteria apply. The following sign will be posted on the staff entry doors (front and back): WorkSafeBC: Entry Check for Workers: <https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-entry-check-workers?lang=en>.



Before coming to work on-site, staff will monitor their health status. If they experience any symptoms of COVID-19 they will notify their supervisor and not come to work. In this situation, they will either work from home or take sick time depending on the situation. They will complete the BC self-assessment tool (<https://bc.thrive.health>) and follow instructions. The Digitization Centre unit associate head will be responsible to ensure the staff who are ill do not return to on-site work until they are well and cleared to do so. DC staff will use the self-assessment tool provided by the province of BC to evaluate their health status before coming to work: <https://bc.thrive.health/covid19/en>

#### 18. Prohibited Worker Tracking

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

- Any staff feeling ill, with any common cold, influenza or COVID-19-like symptoms, will be asked to stay home and isolate for 10 days following the onset of symptoms or until symptoms resolve
- The direct supervisor and unit's associate head will use 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).
- The unit's associate head will report to the unit's Head and Associate University Librarian, who will report to the University Librarian and the Back to Campus Transition Planning Team. Following this, we will 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

- The Digitization Centre will be included in the general cleaning and hygiene protocols for UBC Library and IKBLC (<http://buildingoperations.ubc.ca/2020/05/25/custodial-services-keeping-your-facility-clean-and-sanitized/>). We assume custodial standards will apply, and custodial services will clean designated washrooms within each library and high touch point areas in main corridors, elevators and stairways twice per day.
- The LA on-site will be responsible for cleaning and disinfecting their own working areas at the beginning of their shifts. Necessary cleaning supplies will be provided by UBC Library. A sink is available in the DC office space to facilitate frequent handwashing.
  - They will clean their workstation when they arrive that day with Germosolve 5. Shared workstations, or equipment (photocopiers, phones) will be cleaned before use using paper towel and provided cleaning solution.



- Employees will wash their hands before and after cleaning shared and personal equipment, 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) Safety Data Sheet (SDS).

**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

While working in the DC, the LA will follow the [UBC Library COVID-19 Staff Room Safety Procedures](#) for use of the DC kitchenette. Personal workstations will be utilized solely by the LA. Printers, scanners and photocopiers will be cleaned prior to use.

**21. Partitions or Plexiglass installation**

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

N/A. The LA who will be onsite will be working in a enclosed room that separates them from the rest of the building, so there is no need at this time for partitions or barriers. There will be no interaction with the public or points-of-service.

**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 the one LA will be returning to the workplace. They have already completed the [Preventing COVID-19 Infection in the Workplace](#) training to understand the risk of exposure to COVID-19 in the workplace, as will any other staff that need to visit the DC on a limited basis.
- Their supervisor will share written procedures and protocols for mitigating risk and ensure that they are posted.
- When the LA needs to raise questions, they will direct these to their supervisor or unit's associate head who will follow-up in order to respond to or escalate them appropriately.
- The supervisor will communicate self screening protocols to the LA by email, and signage will be posted in the unit.
- The LA will notify their supervisor if they are ill and that they will not come into the workplace. They will raise health and safety concerns with their supervisor and the unit's



associate head by email, zoom, or phone as appropriate. The associate head will follow-up with the unit head, Associate University Librarian 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

The LA will submit their PDF certificate of completion for the online training '[Preventing COVID-19 Infection in the Workplace](#)' to the unit's associate head; their completion certificate will be kept on the DC shared drive along with any other DC employee's certificates. A spreadsheet tracking completion of the online training will also be maintained on the shared drive.

The DC will otherwise be locked, so only UBC employees with security access to that building will be able to enter. Existing signage related to screening as outlined in question 25 will be in place at the work entrance of each Library ([Worksafe: Entry Check for Workers](#); [Worksafe: Entry Check for Visitors](#)).

This Safety Plan will be shared with DC staff through email and will be made available as a document on the DC's shared drive. Staff can either provide a signature or email confirmation that they have received, read, and understood the contents of the plan.

### 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)

As the DC will remain closed to the public as per normal operations, signage for the public will not be necessary. Within the DC, employees will post the following signs:

- Designated handwashing station
- Do not use fridge sign
- Do not use kitchen cabinets sign
- Do not use microwave sign
- Cleaning instructions for shared/specialized equipment workstations
- Signs reminding DC staff to verbalize presence before entering on the occasions where another staff member may need to be on-site

In addition, signs provided by UBC and put up by other UBC Library employees will include:

- [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



- [Please do not use this sink](#) for sinks external to washrooms that are not designated handwashing stations
- [Elevator limit](#) signage

**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 Areas, as indicated in the [IKBLC BERP](#). Staff working in the space will report to emergency personnel that the DC is cleared. If there is an immediate threat to personal health and safety, the LA will contact Campus Security and call 911. Staff who feel ill will contact UBC First Aid (604-822-4444). Mobile first aid attendants will be dispatched to the DC. UBC First Aid will assess the employee to determine the best course of action. This might include sending the employee home or arranging for further medical attention. Staff who exhibit any symptoms of COVID-19 will leave campus immediately.

**26. Monitoring/Updating COVID-19 Safety Plan**

Describe how 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 LA who will be returning to work on-site during phase one will communicate about the Workspace Safety Plan during weekly meetings with their supervisor, as well as whenever necessary via phone and/or e-mail. If the employee demonstrates signs and symptoms of COVID-19 the plan will also be immediately reviewed and updated. As the plan is updated, the version on the unit’s shared drive and any posted hard copies will be updated. All DC staff will receive a copy of the new plan either electronically or in hard copy. Any concerns raised by employees will be brought to the attention of the Back to Campus Transition Planning Team by their supervisor.

We are proposing that only a single staff member return to work on site up to five days a week, during the hours of 9am to 5pm, Monday-Friday. The timeline for phase two (wherein more than one staff member will return to work on-site) will be determined by the University Librarian, and a new plan will be submitted should phase two be implemented.

**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

We do not anticipate any new staff changes or turn-over. The returning staff 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 will be adapted for safety in the COVID-19 environment. Training on new protocols will be done via virtual meetings. In case a face-to-face meeting is



absolutely necessary, DC staff will strictly adhere to [physical distancing requirements](#) and [all SRS space-use restrictions](#).

### 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 in this environment. The LA will wear a non-medical mask while in public or other employee occupied areas of the building and observe the physical distancing guidelines when applicable.

### Section #7 - Acknowledgement

#### 29. Acknowledgement

Plan must demonstrate approval by Administrative Head of Unit, confirming: 1) the Safety Plan will be shared with staff and how; 2) staff will acknowledged receipt and will comply with the Safety Plan.

The DC’s Safety Plan will be shared with DC staff both via email and will be made available as a document on the unit’s shared drive. Staff can either provide a signature or email confirmation that they have received, read, and understood the contents of the plan. Staff will use the template below to confirm and track their receipt and understanding of 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.

Date November 12, 2020

Name (Manager or Supervisor) Bronwen Sprout

Title Head, Digital Programs and Services

#### Faculty and Staff Occupying Workspace

Name	Email	Confirmation of Understanding
Stuart Hill	stuart.hill@ubc.ca	<input type="checkbox"/>
		<input type="checkbox"/>



## Appendix

See the [UBC Library COVID-19 Staff Room Safety Procedures](#) below.



## UBC Library COVID-19 Staff Room Safety Procedures

### Employee Safety Protocols

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- 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
- In low traffic buildings (i.e. all libraries other than IKBLC), tap water should be run for 2 minutes before drinking. No use of water coolers until further notice.
- Please use your own mugs, plates, cutlery, etc. and store in your workspace between use

### Staff Occupancy

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

### Safety Procedures

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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