



## 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	UBC Library
Facility Location	<i>Koerner Library, 1958 Main Mall, Vancouver Campus</i>
Proposed Re-opening Date	<i>November 30, 2020</i>
Workspace Location	<i>Multiple workplace locations in Koerner</i>

### Introduction to Your Operation

#### 1. Scope and Rationale for Opening

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

The UBC Library has an approved Safety Plan for a Materials Pick-Up Service, which allows UBC faculty, students, and staff to request up to 10 items per week, for pick up at Koerner Library. This service supports the Resumption of Research on UBC Vancouver Campus as well as the return to classes.

As the Library implemented return-or-renew materials as of September 15, Koerner is experiencing an increase in work for the Materials Pick-Up Service, due to items being returned to the branch, as well as an increase in the number of requests. The service will also increase the hours for patrons to come and pick-up their requested items. The Materials Pick Up Service hours are currently: Monday-Thursday: 11-2. With the approval of this plan they will be: Monday, Tuesday, Wednesday: 11-4; Thursday: 11-6.

Borrower Services is also handling patron concerns regarding fines, as patrons are restricted from using the Materials Pick-Up Service if they have a fine. To alleviate these issues, Borrower Services will increase the number of employees and the length of the shifts. The number of employees on site for ILL and the Mail Room will stay the same.

This document outlines a safety plan that allows for an increase in staffing in Borrower Services, Koerner Library, in order to discharge and shelve the large amounts of returned materials as well as, eventually, process any fines. This safety plan outlines processes and procedures that will allow for more than one library employee to work in a space at a time while following physical distancing rules. Staffing will continue to be significantly reduced from pre-COVID-19 times.

#### Guiding Principles

- The health and well-being of students, faculty and staff 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 Prevention and Risks

This plan has been reviewed by the Teal Zone Facilities Manager Jeet Amritsar, the Library’s Safety & Risk Services contact Dustin Szeto, and the Director of Custodial Services Francis LePage. The plan will be shared with the Library’s JOHSC after approval.

- Risk #1 – Higher proportion of individuals from outside of the UBC community visit the campus/unit; if employees or staff are exposed to more than 10 random people in a day; or if the unit is public facing The Materials Pick Up Service is public facing, but little contact occurs with patrons. Patrons remain outside while picking up materials, while employees remain inside. No face-to-face contact occurs. A plexiglass shield has been in place since October 15, 2020.
- 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 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.

## Section #1 – Regulatory Context

### 2. Federal Guidance

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

### 3. Provincial and Sector-Specific Guidance

We have used guidance from:

- [BC’s Restart Plan: “Next Steps to move BC through the pandemic”](#)
- [BC COVID-19 Self Assessment Tool](#)
- [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](#)

### 4. WorkSafeBC Guidance

### 5. UBC Guidance

We have consulted:

- [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

We have consulted:

- [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](#)

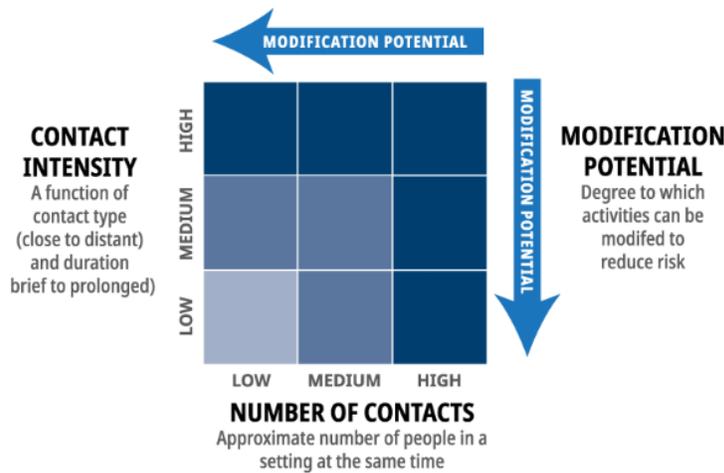
## Section #2 - Risk Assessment

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

- The majority of Library workspaces will have only one employee at a time (See Question 8 for details). For Library spaces which require more than one person, strict physical distancing and handwashing measures will be in place. Gloves will continue to be provided to all library staff as was common practice during normal operations. As per [UBC's Mask Policy](#), staff must wear a non-medical mask while in a shared space inside any building, provided it does not interfere with them safely carrying out their duties.
- Employees will be working on their own workstations as well as on shared workstations. Shared workstations will be 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).
- Due to compact shelving the bookstacks on level 1 cannot be designated as one-way traffic, so staff will be designated to work in separate areas of the floor so that social distancing will be maintained at all times.



**8. Contact Number (proposed COVID-19 Operations)**

Describe the number of contacts in your proposed COVID-19 operational setting (# of people present in setting at the same time)

Pre-COVID-19, Borrower Services had 23 employees on site. There were 8 staff in Room 219; 5 staff in the Sorting/Mail Room; 11 staff worked on the level 3. The Koerner Library also hired students to discharge, sort, shelve, and shelf read. This occurred on floor 1, 2 and 3.

During COVID-19, for the already approved Materials Pick-Up Service, there are 9 staff (8 CUPE, 1 M&P) who work scheduled shifts. In the expansion of the plan, there will be a possible 21 employees who will work scheduled shifts.

Shifts will be scheduled so that there will be, at most, a maximum of 8 Library employees **in at the same time, spread across three floors**. Specifically, 1 in the mailroom (this is currently in place through the Materials Pick Up Service Safety Plan), 2 in InterLibrary Loan (this is currently in place through the Materials Pick Up Service Safety Plan), 4-5 discharging, shelving, working the materials pick up service and answering questions about fines (this is not yet in place). Social distancing is easily possible and will be adhered to.

**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 UBC Library JOHSC will review and approve this plan within 30 days of this plan commencing.
- The Koerner Manager sought input through virtual meetings on the procedures in this document from the following groups (Table A) that will be impacted by the commencement of this service.

Table A

Group Name	Group Description	Number of Members	Consultation Date
Borrower Services	Borrower Services employees	21	October 15, 2020

**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

- This plan is designed to be low risk and meant to fill an important campus need for access to print/physical Library materials to support the resumption of research on campus.
- Supervisor will be responsible for ensuring that all staff who will be working in the Koerner Library will have received proper training on all safety protocols prior to beginning work with patrons, as outlined in this Safety Plan.
- All staff participating in staffing this plan will receive a copy of this plan by email.
- 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**

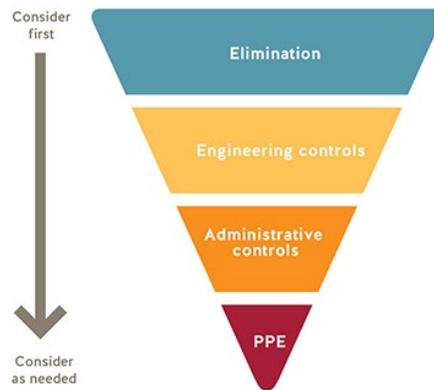


Describe how you will publish your plan ONLINE and post in HARD COPY at your workplace for employees and for others that may need to attend site

- The final copy of this COVID-19 Safety Plan will be posted online to SRS website and on UBC Library's COVID-19 response website <https://services.library.ubc.ca/covid-19-response>
- Signage is posted in Koerner regarding Workplace Health and safety measures as part of the previously approved Materials Pick Up Service Plan.
- A hard copy of the final plan will be 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 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.

<p><b>12. Work from Home/Remote Work</b> Detail how/which workers can/will continue to work from home (WFH); this is required where it is feasible</p>
<ul style="list-style-type: none"> <li>• There will be 7-8 employees at any given time from Borrower Services and Interlibrary Loan.</li> <li>• When not working on campus, employees will work from home.</li> </ul>
<p><b>13. Work Schedule Changes/Creation of Work Pods or Crews or Cohorts</b> For those required/wanting to resume work at UBC, detail how you are able to reschedule workers (e.g. shifted start/end times) in order to limit contact intensity; describe how you may group employees semi-permanently to limit exposure, where necessary</p>
<ul style="list-style-type: none"> <li>• All shifts will be scheduled between the hours of 8am - 6pm, Monday to Friday.</li> <li>• Staff not required on campus will continue to work from home.</li> <li>• 2 metre physical distancing procedures will apply and cleaning protocols will be in place for shared workstations. At Koerner there are shared workstations for the discharge station, scanner and printer. All shared workstations have signage indicating cleaning procedures.</li> </ul>
<p><b>14. Spatial Analysis: Occupancy limits, floor space, and traffic flows</b> Describe or use UBC building key plans (or do both, where appropriate) to identify and list the rooms and maximum occupancy for each workspace/area, explaining your methodology for determining occupancy</p>
<ul style="list-style-type: none"> <li>• Keyplans are provided in <b>Appendix B</b> for each area and illustrate workstations, traffic flow with entry and exit doors, and nearest washrooms.</li> <li>• Please note that directional flows on floors plans are only included for those library spaces that have more than one person.</li> </ul>
<p><b>15. Accommodations to maintain 2 metre distance</b> 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</p>
<p>So that there is no contact between employees, the following protocols are in place:</p> <ul style="list-style-type: none"> <li>• Library staff will follow institutional policies as described in <a href="#">UBC Employee COVID-19 Physical Distancing Guidance</a>. A minimum of 2 metres (six feet) will be maintained between individuals.</li> <li>• The kitchen areas will be used under strict guidelines. See <b>Appendix A</b> for procedures and signage.</li> <li>• Dedicated washrooms on floors 2 and 3 have been identified to ensure there are enough available washrooms for this increase in people, and to ensure they can be properly cleaned by Custodial. Washroom occupancy is restricted to single occupancy. (signage already in place)</li> <li>• The Koerner elevator is restricted to double occupancy. (signage already in place)</li> </ul>



- Library staff will follow posted traffic flow decals, including directionality of stairwells
- Meetings rooms are not accessed. Any meetings between staff working on campus continue to be held virtually.
- Scanners will continue to be used and will be restricted to one person at a time and cleaned before each use. The sharing will not take place during shifts, just in consecutive shifts. Procedures for cleaning are posted at each shared workstation.
- There are also two shared book charging and desensitizing stations in Koerner Library. These workstations will be restricted to one person at a time and cleaned before each use. Procedures for cleaning are posted at each shared workstation.

#### 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

We have reviewed the [UBC Employees COVID-19 Use of Shared UBC Vehicles guidance document](#) and it is not applicable, as we will not be 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 their household or as medically advised

- Until UBC or the province provides further guidance, our screening process will include entry door signage (front and back) for workers, that prohibits entry if any of the above 3 criteria apply.
- The following sign is posted on the entry doors (front and back): [WorkSafeBC: Entry Check for Workers](#).
- 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](#) and follow instructions.
- [WorksafeBC: Entry Check for Workers](#)
- [WorksafeBC: Entry Check for Visitors](#)

#### 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, will be asked to stay home and isolate for 10 days following the onset of symptoms or until symptoms resolve.
- The Koerner Manager 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 WorksafeBC).
- Koerner Manager will report to Associate University Librarian who will report to the University Librarian and the IKBLC Reopening planning team. Following this, we will reach out to our Safety and Risk Services coordinator 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

- We assume custodial standards will apply per [Building Operations COVID-19 website](#)
- Custodial Services will 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 will identify designated washrooms.
- Custodial Services do not clean computer workstations and equipment. Accordingly and per the [UBC COVID-19 Guidance on Cleaning Standards and Recommendations for Supplementary Cleaning](#), each employee/student staff member will clean their personal workstation when they arrive that day with Germosolve 5. Shared workstations, or equipment (photocopiers, phones) must be cleaned before every use using paper towel and cleaning solution provided.
- Employees will wash their hands before and after cleaning shared and personal equipment.

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 the risk of transmission, such as coffee makers, kettles, shared dishes and utensils.

- Staff will be provided with an internal procedures document outlining the steps for usage. Please see **Appendix A**.
- Kettles, coffee makers, and other shared items will be used under strict guidelines. See **Appendix A**.
- Water cooler has a sign: Do Not Use.
- Water fountains are already taped off and will remain so.
- Water refill stations can be used.
- Printers, scanners and photocopiers will continue to be cleaned by employees prior to use.
- All materials returned to the library will continue to be quarantined for 72 hours before being returned to the library shelves or retrieved by employees for check-out by another patron.

21. Partitions or Plexiglass installation

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

- The Materials Pick Up table has had a table-top plexiglass barrier in place since October 15, 2020.

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



- All returning workers will participate in training related to mitigating risk; supervisors will share and post written procedures and protocols for mitigating risk; when workers need to raise questions, they will raise them to their supervisors or unit heads who will follow-up in order to respond to or escalate them appropriately.
- Supervisors will communicate self-screening protocols to workers by email, online or phone. Signage will be posted. Expectations are that workers will notify supervisors if they are ill and that, if ill, they will not come into the workplace.
- Workers will raise health and safety concerns with Supervisor, who will follow-up with 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

- All employees will be required to complete UBC's [Preventing COVID-19 Infection in the Workplace](#) online training module. Supervisors will be responsible for tracking staff completion as well as site-specific training.
- Existing signage related to screening as outlined in question 25 will be in place at the work entrance ([UBC signage: 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)

The following Library specific signage is already in place under the Materials Pick Up Service Plan:

- UBC Library Pick-up procedures
- Quarantine bookmark
- Designated handwashing station
- Designated washroom
- Book quarantine signage
- Cleaning instructions for shared workstations

UBC Provided Signage is already in place under the Materials Pick Up Service Plan:

- [Entry Checklist](#) to be posted on all Library entrances
- [Washroom Occupancy limit](#) (for Designated washrooms)
- [One Way](#) directional signage for spaces with more than one employee
- [Keep right](#) signage for stairwells

### 25. Emergency Procedures

Recognizing limitations on staffing that may affect the execution of emergency procedures, detail your strategy to amend your emergency response plan procedures during COVID-19. Also, describe your approach to handling potential COVID-19 incidents

- In the event of an emergency, employees working on site will go to the established Muster Area, as indicated in the [Koerner Library BERP](#).



- All returning staff review the Koerner Library BERP and are familiar with the content on the buildings wall mounted emergency procedures (Specifically: Predesignated Meeting Area, pull station, fire extinguishers and exit routes. Provide documented evidence of the education and training of the returning staff).
- If the designated floor warden or muster captain is not on site, Library staff should report to Firefighters regarding the condition of their space.
- If there is an immediate threat to personal health and safety, workers will contact Campus Security and call 911.

Handling potential Covid-19 incidents:

- Suspected positive incidents are to be reported to the Supervisor and documented by the Supervisor in CAIRS as well as by emailing [ready.ubc@ubc.ca](mailto:ready.ubc@ubc.ca)
- UBC COVID-19 exposure information can be found on the [SRS webpage](#)
- Direct people who are unsure about what they should do to the [BC Self Assessment tool](#)
- [OPH Programs and Services](#) remain available to all staff, faculty, and paid students who have questions or concerns about their health and safety in the workplace, including questions around COVID-19.
- If there was a confirmed positive incident, SRS would defer to the government response protocols and rely on their direction. UBC would provide assistance as requested.

26. Monitoring/Updating COVID-19 Safety Plan

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) - the plan must remain valid and updated for next 12-18 months

- The Koerner Manager will monitor this COVID-19 Safety Plan on a monthly basis, for up to 18 months.
- Examples of factors that will influence review of this plan: higher building occupancy, shift in provincial phases.
- As the plan is updated, the version on the website and any posted hard copies will be updated. All Borrower Services staff will receive a copy of an updated plan either electronically or in hard copy.

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 Materials Pick Up Service has been in place since July 6, 2020.
- All employees working on site are required to complete UBC's [Preventing COVID-19 Infection in the Workplace](#) online module.

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 since a 2-metre distance will be adhered to at all times.
- Masks will be worn in accordance with [UBC's guidelines on wearing a non-medical mask](#).
- Gloves will continue to be provided to employees for handling books as this was common



practice pre-COVID, due to sensitivities to dust and other irritants that can be present on books.

Section #7 – Non-Medical Masks

29. Non-Medical Masks
Describe your plan to inform faculty and staff on the wearing of non-medical masks
All employees will follow the requirements around mask-wearing described at https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/ and https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf

Section #8 - Acknowledgement

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

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 18, 2020
Name (Manager or Supervisor) Susan Parker
Title University Librarian



## Appendices

### Appendix A:

#### Employee Safety Protocols

- As per UBC's COVID-19 Campus Rules, employees will wear a non-medical mask in all kitchen spaces.
- Signage is posted reminding staff to practice proper physical distancing (included below)
- Signage is posted reminding staff to practice proper hand hygiene (included below)
- 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, water refill stations can be used.
- Please use your own mugs, plates, cutlery, etc. and store in your workspace between use

#### Staff Occupancy

Occupancy limit of kitchen spaces 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 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 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 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 the 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 the 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 kitchen space 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 Kitchen Space Sink:

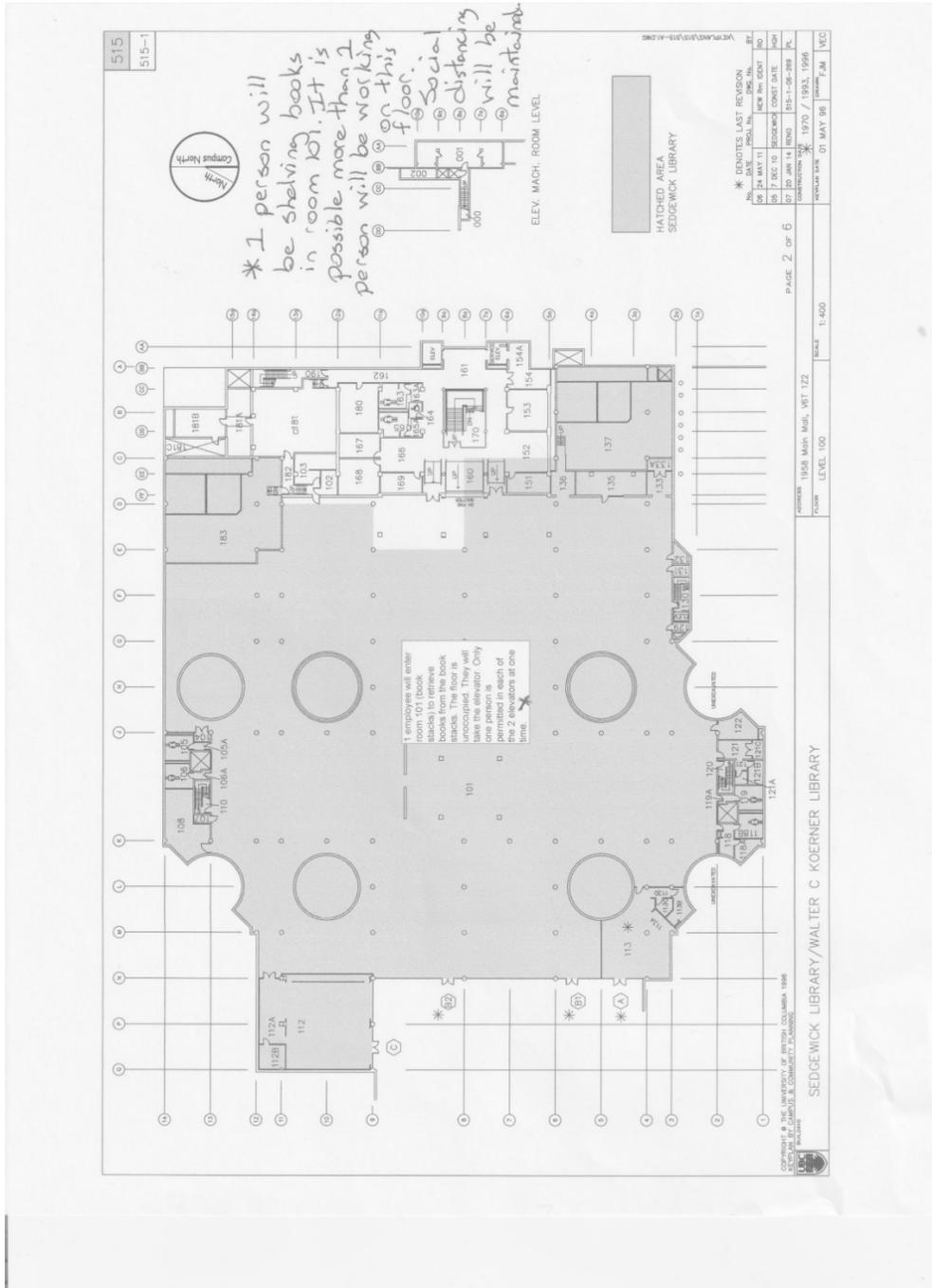
1. Dishes, cups/mugs, and cutlery should not be left in the sink and must be washed immediately after each use





Appendix B: Keyplans to show directional flow

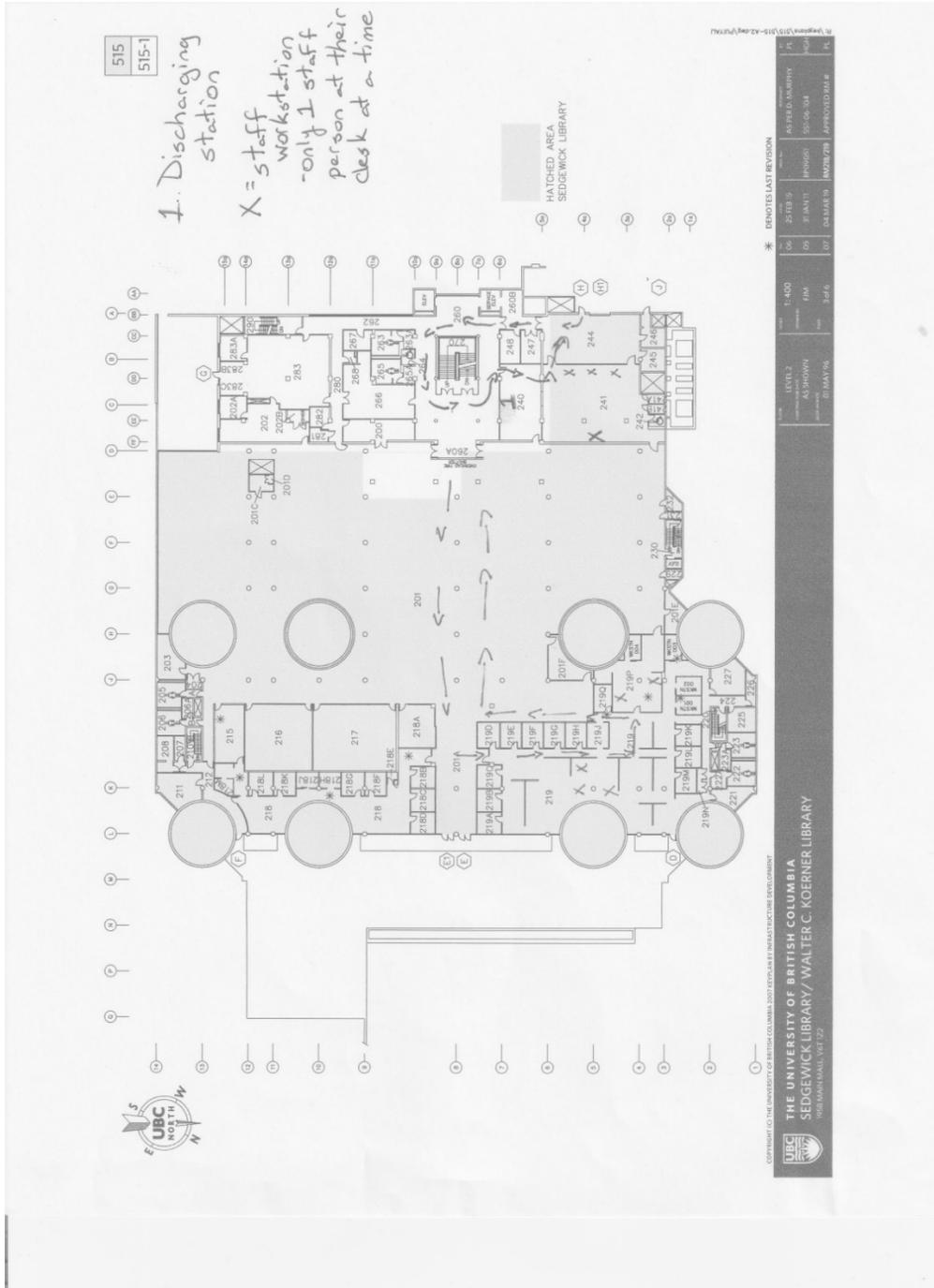
Koerner Floor 1 – directional flow





Borrower Services – Expanded Materials Pick Up Service Plan –  
Returns, Shelving, Fines

Koerner Floor 2 – directional flow





# Borrower Services – Expanded Materials Pick Up Service Plan – Returns, Shelving, Fines

## Koerner Floor 3 – directional flow

