



COVID-19 Workspace Safety Plan

Amendment Date: December 8, 2020

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 Education Library</u>
Facility Location	<u>Education Library, Neville Scarfe Building, 2125 Main Mall</u>
Re-opening Date	<u>October 19, 2020</u>
Workspace Location	<u>Multiple workspace locations</u>

Introduction to Your Operation

1. Scope and Rationale for Opening

The UBC Library has developed an approved Safety Plan to establish a Materials Pick-Up Service, which allows UBC faculty, students, and staff to request up to 10 items per week (books, book chapters, print articles) and pick them up at Koerner Library. This service supports the Resumption of Research on UBC Vancouver Campus as many faculty members and graduate students have requested access to the Library’s physical collections to support their research.

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

This document outlines a safety plan that allows for an increase in staffing in the Education Library to meet a growth in demand for materials as the academic year begins. This safety plan outlines processes and procedures that will allow for more than one library employee to work on-site at a time. Staffing will continue to be reduced from pre-COVID-19 times, and will be staggered for reduced overlap in employees.

Expansion of staffing in the Education Library began October 19, 2020.

This plan has been vetted by the Library JOHSC, Education JOHSC, the Teal Zone Facilities Manager, and by the Office of the Dean, Faculty of Education.



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. Most of the windows in the branch do not open, and those that do will remain closed for security purposes.
- Risk #4 – Employees/students/visitors have frequent contact with high-touch surfaces (service counters, card payment machines)
Staff will be handling books recently handled by patrons. Safety procedures are in place to mitigate risk of handling books, including handwashing, wiping book bin handles with approved sanitizer, and quarantining books for 72 hours. The [REALM project](#) was consulted in developing these plans.

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 the [BC COVID-19 Go-Forward Management Strategy](#), [BC Restart Plan](#), [BC COVID-19 Self Assessment Tool](#) and the [BC Centre for Disease Control Prevention and Risks](#).

4. WorkSafeBC Guidance

We have ensured our plans follow the six-step [WorkSafeBC Safety Plan](#) to reduce the risk of COVID-19 transmission. We have also advised the [COVID-19 and returning to safe operation - Phases 2 & 3](#), [WorkSafeBC Industry specific guidelines Offices](#). In addition to these, the following sources were consulted:

1. [WorkSafeBC: Designing Effective Barriers](#)
2. [WorkSafeBC: Entry Check for Workers](#)
3. [WorkSafeBC: Entry Check for Visitors](#)
4. [WorkSafeBC Protocol: Offices](#)
5. [WorkSafeBC Protocols: Post-Secondary Education](#)



5. UBC Guidance

- [Essential In-Person Meetings/Training Guidance](#)
- [Physical Distancing Guidance](#)
- [PPE Guidance](#)
- [Cleaning Safe Work Procedure](#)
- [Covid-19 Campus Rules](#)
- [Non-medical masks at UBC](#)
- [UBC Wellbeing: Thrive](#)
- [UBC Library COVID-19 Staff Room Safety Procedures](#)
- [Guidelines for Preparing for Reoccupancy](#)
- [Guidelines for Safe Washroom Reoccupancy](#)
- [Space Analysis and Reoccupancy Planning Tool](#)
- [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

- [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](#)
- [OCLC's REALM Project: Reopening Archives, Libraries, and Museums](#)

Section #2 - Risk Assessment

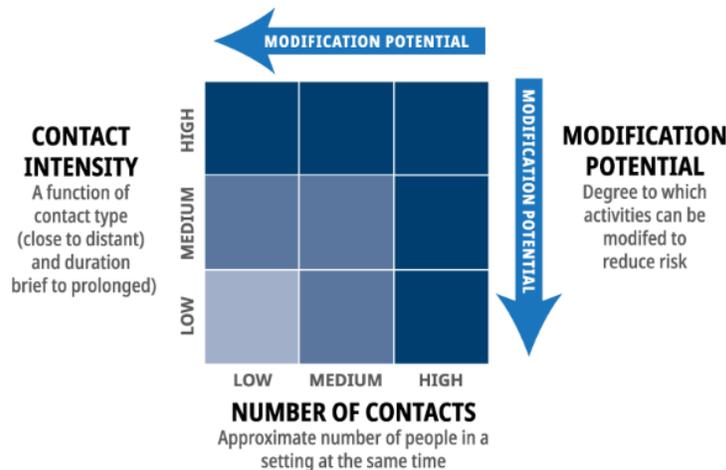
As an employer, UBC has been working diligently to follow the guidance of federal and provincial authorities in implementing risk mitigation measures to keep the risk of exposure as low as reasonably achievable. This is most evident in the essential service areas that have remained open on campus to 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



- Most, if not all, activities will trigger a low or medium contact without mitigation. Present staff will work in their own offices or workspaces and will easily be able to maintain physical distance from other staff members. Shifts will be organized so that staff office use is widely spread out. Any shared equipment (scanner, photocopier) 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).
- Most of the time, staff will be working on their own in the branch. There are brief periods where staff may overlap in the branch. During times of staff overlap, strict physical distancing and handwashing measures will be in place. Gloves will continue to be provided to all library staff as is common practice during normal operations.
- We will follow [UBC Guidance](#) and [campus rules](#) on masks in indoor spaces and require staff to wear masks in common areas when more than one person is in the branch. Non-medical masks will be supplied by UBC Library.
- See responses to questions 13 and 14 below for details about scheduling, traffic flow, and how tasks will be adjusted to support social distancing.

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-19 operations, a maximum of 14 workers could be found in the branch at any given time. There were 6 library staff on site at the Education Library, 3 librarians, and up to 5 student workers. Employees were spread across 7 offices and workspaces. This plan proposes a maximum of 3 people in the branch at a time, each with separate offices or workspaces. This represents a 21% occupancy rate as compared to pre-covid staffing levels.

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

- Conversations with staff members via daily check-ins via Slack indicated support for increasing the number of shifts in the branch and identified any desired safety measures.
- The plan was presented to Education Library staff and faculty, including frontline staff, via email on August 26, 2020 for questions and feedback.
- The Library JOHSC will review the plan on October 8, 2020, and the plan will be revised as necessary.
- The Branch Operations Supervisor will provide a copy of this plan to Library JOHSC ahead of their October 8, 2020 meeting where it will be reviewed and discussed.

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 Branch Operations Supervisor will be responsible for ensuring that all staff who will be working in-person will have received proper training on all safety protocols prior to beginning in-person work, as outlined in this Safety Plan.
- All staff (both those working in-person and remotely) of the Education Library will receive a copy of this plan by email.
- Signage will be posted throughout Library branches regarding Workplace Health and safety measures.
- Staff will also be directed to <https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive> for more information regarding supports available to them.

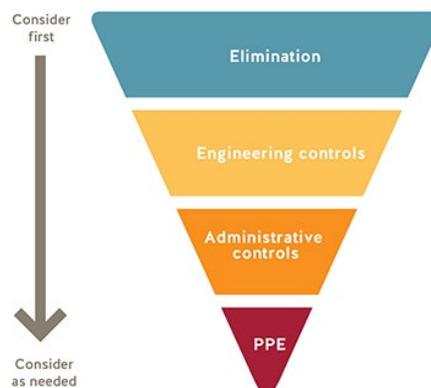
11. Plan Publication

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

Final plans will be posted on the Education Library’s website and emailed to all Education Library employees. Plans will be posted near the front circulation desk and in the staff room.

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

- The Education Librarian will continue to work from home on a regular basis. Student librarians will continue to work remotely.
- The remainder of Education Library employees will be scheduled to work in the branch on a staggered schedule that allows for a maximum of two people in the branch at the time.
- The Head of the branch will plan to visit the branch at least twice per week to ensure consistency of processes, and fill in any gaps. During these times there may be up to three people in the branch.

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 will be scheduled between the hours of 10am to 4pm, Monday through Thursday. Shifts will be either four (4) or six (6) hours long. Library staff will work from home when not scheduled to perform work in the branch.



- Shifts will be staggered to reduce overlap times between staff. Two days per week, one staff member will work 10-2, and the other will work 12-4. One day per week will see an overlap of two staff members over four hours (10:00 – 4:00 / 10:00 – 2:00).
- Times of staff overlap will allow for safe use of the branch elevator, and to provide support in case of emergency.
- During times where there is more than one employee on site, 2-metre physical distancing procedures will apply and cleaning protocols will be in place for shared workstations. All shared work areas and equipment will have signage indicating cleaning procedures.
- Commute time is not included in shift time. The expectation will continue to be an 8-hour workday. Employees will continue their workday outside of in-branch work times.

14. Spatial Analysis: Occupancy limits, floor space, and traffic flows

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

Key plans for the Education Library are included in Appendix B and indicate workstations, traffic flow with entry and exit doors, photocopier, and washroom.

Traffic flow:

- Traffic flow through the library will be marked with directional arrows. On the main and lower levels of the Library Block, directional arrows will direct staff in a clockwise direction around the outer perimeter of the book stacks.
- The shared washroom is #174 on the main floor.
- Circulation desk #142-143 will be used by only one staff member at a time for check-in and sorting of returns. The desk, mouse and keyboard will be sanitized before and after use.
- One staff member at a time will use the elevator.
- Only one staff member at a time will use the staircase.

Scheduling:

- Staff with overlapping schedules have workstations on the opposite ends of the library – i.e. staff with workstations in the Lecture Block (#152-153) will be scheduled with a staff member working in the Library Block (#193-195).
- Only one staff member will pass through the entrances and exits (#140) at a time. Only one staff member at a time will pass through the breezeway (#160).
- Staff working in the Library Block (#193-195) will not be scheduled together and will use the multifunction printer in #193.
- Staff working in the Lecture Block (#152-153) will not be scheduled together will use the printer by the circulation desk (#142).

Assigned Offices and Workstations:

See the attached key plans for details about office and workstation locations.



Lecture Block

Room 152 – One employee

Room 153 – One employee

Library Block

Room 193 – One employee, plus a staff photocopier

Room 194 – One employee

Room 195 – Two employees, with different assigned workstations. Employees will be scheduled on different days.

Room 181 – One employee

- We will follow [UBC Guidance](#) on masks in indoor spaces and require staff to wear masks in common areas when more than one person is in the branch.
- Staff Room Procedures: We will follow the [UBC Library COVID-19 Staff Room Safety Procedures](#) when using appliances in the staff room, including the fridge, microwave, kettle, and countertop. Germosolve 5 will be used to clean counters, touch surfaces of appliances, and food containers before and after use. Signage will be posted to remind staff to practice proper physical distancing and proper hand hygiene. Dishes will be washed immediately after each use. Personal mugs, plates, cutlery, etc will be stored at workstations between use. The water cooler will be taped off to prevent use.

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

- 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
- Only one person at a time will enter and exit the space through the main doors of the Education Library.
- Only one person at a time will enter the staff room where the shared multifunction copier/scanner/fax machine is located.
- Staff room furnishings will be moved or removed to allow for 2 meters distance if more than one staff member is using the space.
- Staff will use the designated washroom on the main floor.
- 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.
- Lunch rooms/staff rooms will be closed.
- A dedicated washroom has been identified to ensure it can be properly cleaned by custodial. Washroom occupancy is restricted to single occupancy.
- The elevator will be restricted to single occupancy.



- Library staff will follow posted traffic flow decals, including directionality of stairwells

Pulling and shelving books requires entry into the book stacks.

- To maintain social distancing while pulling and shelving books, staff members will work independently or on separate floors.
- Materials Pick-up Service (10 a.m.-1 p.m.) - Staff with a workstation in the Library block will pull books on the main floor, while the staff member from the Lecture Block will pull books from in the basement.
- 1pm-2/4pm- After books are pulled and picked up by campus mail, staff from the Library Block will shift and shelve on the lower level. Staff from the Lecture block will shelve on the main level.

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

N/A

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.
- The [UBC Entry Check Sign](#) will be displayed at the entrance to the branch to prohibit entry if any of the above 3 criteria apply.
- The following sign will be posted on the Library's entry door: [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 (<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, 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 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 WorkSafeBC).
- Unit Head will report to 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

- Custodial standards will apply.
- Custodial Services will clean the designated washrooms within the library 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 and hand washing stations.
- Workstations, desktops and personal items are not cleaned by Custodial Services. Each employee will clean their workstation when they arrive that day with Germosolve 5. Shared workstations, or equipment (photocopiers, phones) must be cleaned before use using paper towel and provided cleaning solution.
- Employees will wash their hands before and after cleaning shared and personal equipment. If there is no immediate access to soap and water, use hand sanitizer.
- Book truck handles and surfaces will be cleaned prior to pick up by Campus Mail; surfaces and handles will also be cleaned upon return.

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 will be provided with an internal procedures document outlining the steps for retrieving a requested book, emptying book drops, and returning quarantined books to the stacks. This document will include what surfaces need to be sanitized, when and with what disinfectant. Please see Appendix A.
- Water coolers will be taped off by UBC Library employees.
- Water fountains will be taped off.
- Printers, scanners and photocopiers will be cleaned by employees prior to use.
- All materials returned to the library will be quarantined for 72 hours before being returned to the library shelves or retrieved for check-out by another patron.
- Dishes and utensils will be cleaned with hot soapy water in the staff room. No shared utensils will be used.
- Some equipment, such as scanners and the photocopier, must be shared amongst employees. Processes are in place to ensure sanitization of shared equipment before and after use (Appendix A).

21. Partitions or Plexiglas installation

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

The Education Library is not reopening to the public so there is no need for physical barriers at this time.

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 will be returning to the workplace; following an established schedule. These workers will participate in training related to mitigating risk; supervisors will share and post written procedures and protocols for mitigating risk.
- If an employee is working alone, there will be a communication protocol to connect with a supervisor on a regular basis.
- 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 Supervisors and Unit Heads via email, online or phone. Unit Heads will follow-up with Associate University Librarians, the Education JOHSC, 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

- Before returning to work, staff and librarians must complete UBC's 'Preventing COVID-19 Infection in the Workplace' online training module.
- Once completed, individuals must send proof of completion to their Supervisor/Unit Head, who will retain a copy within personnel files.
- Libraries 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 24 will be in place at the entrance to the Education 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)

- Building Operations Facilities Manager provided approved floor tape and decals

The following Library specific signs will be put up by UBC Library employees. See Appendix C for examples:

- Designated handwashing station
- Designated washroom
- Do not use fridge sign
- Signage for kitchen cabinets
- Do not use microwave sign
- Book quarantine sign
- Cleaning instructions for shared workstations

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

- [Entry Checklist](#) to be posted on Library entrance
- [Washroom Occupancy limit](#) (for Designated washroom)
- [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
- [Please do not use](#) for fridges, microwaves, and water coolers
- [Elevator limit signage](#)
- [One Way](#) directional signage for around the book stacks on the ground and lower levels
- [Keep right](#) signage for the breezeway

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

- All returning staff are aware of the content on the buildings wall mounted emergency procedures, including the location of the predesignated meeting area, pull stations, fire extinguishers and exit routes. All branch employees have participated in safety training and drills. Library HR can provide evidence of completed safety training for all employees in the branch.
- In the event of an emergency, employees working on site will go to the established Muster Area, as indicated in the building-specific 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 or 911 if the distressed person is experiencing COVID-like symptoms.
- Staff who exhibit any symptoms of COVID-19 will stay home. If a staff member becomes sick at work they will follow procedures outlined above.
- Further incident reporting information can be found on the [SRS webpage](#).

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 Head and Branch Operations Supervisor will monitor the COVID-19 Safety Plan for the Materials Retrieval Service weekly for one month after the program is launched, after which time a bi-monthly review will take place for up to 18 months.



- See Appendix D: COVID-19 Workplace Safety Plan Document Revision
- As the plan is updated, the version on the website and any posted hard copies will be updated. All library staff will receive a copy of the new plan either electronically or in hard copy.
- Employees may raise concerns through their supervisor or Education JOHSC member, who will bring them to the attention of the Head.
- The Head and Branch Operations Supervisor may consult with the Back to Campus Transition Planning Team, which monitors Safety Plans for the Materials Pick-Up Service. A mailing list for this committee has been set-up and for all supervisors for the submission of feedback.

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 employees who will be 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 will be adapted for safety in the COVID-19 environment.
- All employees working on site will be required to complete UBC’s COVID-19 Safety Training 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 for this service since a 2 metre distance will be adhered to at all times.
- 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.

29. Non-Medical Masks

Describe your plan to inform faculty and staff on the wearing of non-medical masks

- Non-medical masks were provided to each staff member upon resuming work in the branch on October 16.
- We follow the guidance provided about [non-medical masks at UBC](#), meaning that masks must be worn in all shared spaces as follows:
 - Non-medical masks are required in shared office space.



- Non-medical masks are not required when working in a sole occupant office or enclosed room.
- Non-medical masks are required in your personal work cubicle
- Signage throughout the library and in the Scarfe Building indicate the need to wear masks in shared spaces.

Section #7 - Acknowledgement

30. 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.

I acknowledge that I have read this Safety Plan and it 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.

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 _____
 Name (Manager or Supervisor) _____
 Title _____

Faculty and Staff Occupying Workspace

Name	Email	Confirmation of Understanding
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>



Appendix A: Internal Procedures

Retrieving Materials from Education Library Stacks

1. Wash/sanitize hands.
2. Wipe handles of a book truck with GermSolve and paper towel.
3. Use book truck to retrieve items from the stacks.
4. Follow traffic flow patterns in the book stacks (Main Floor and Basement). Limit of one person in the elevator at any time. Limit of one person in the stacks at any time.
5. Bring books to the processing area as appropriate (staff workstation/service desk as appropriate).
6. Return book truck.
7. Wash/sanitize hands.

Receiving Materials from Koerner Library and Technical Services

1. Wash/sanitize hands.
2. Go to Campus Mail Receiving Area by Education Library Circulation Desk.
3. Gather all items onto a book truck and quarantine for 72 hours. Tape quarantine sign on the truck with current date and quarantine expiration date.
4. Leave the truck in the designated area.
5. Wash/sanitize hands.

Discharging/Processing Materials - When outdoor bin is not full

1. Wash/sanitize hands.
2. Retrieve key for bin.
3. Unlock bin.
4. Remove the books from the bin and bring them into the library. Place books in a wooden return bin.
5. Remove returned books from any internal return area and move them to the same bin.
6. Fill out a 72-hour quarantine sign and place it on top of the books.
7. Wipe/disinfect counter surfaces and equipment at the circulation desk discharging/sensitizing stations.
8. Wash/sanitize hands.

Discharging/Processing Materials - When outdoor bin is full

1. Wash/sanitize hands.
2. Retrieve key for outside bin.
3. Unlock bin and wheel it into the library.
4. Place books in a wooden return bin.
5. Remove returned books from any internal return area and move them to the same bin.
6. Fill out a 72-hour quarantine sign and place it on top of the books.



7. Wipe/sanitize the surfaces of the cart that were touched with Germosolve and paper towels.
8. Wheel the outside return bin back into place.
9. Wipe/disinfect counter surfaces and equipment at the circulation desk discharging/sanitizing stations.
10. Wash/sanitize hands.

Discharging/Processing Materials after Quarantine Period

1. Wash/sanitize hands.
2. Retrieve materials that have completed quarantine period
3. Discharge/process materials at processing area (staff workstation/service desk as appropriate).
4. After check-in books can be sorted onto the fine sorting shelves in the circulation area.
5. Sanitize a book truck handles with Germosolve and paper towels. Place materials on book truck.
6. Process and/or re-shelve materials, following traffic flow patterns in the book stacks (Levels 3 and 4), limit of 1 person in a row at a time, limit of 1 person in the elevator at a time.
7. Return book truck to processing area.
8. Wipe handles of book truck with Germosolve and paper towels.
9. Wipe/disinfect counter surfaces and equipment at shared discharging/sanitizing station.
10. Wash/sanitize hands.

Campus Mail Procedures

Campus Mail asks that the book trucks and boxes going to Koerner Library for “Materials pick-up service” to be labelled “Koerner Library Materials Pick-Up Service”

Campus mail will be delivering on a schedule as follows. The Campus Mail drivers have estimated they will be delivering during the below half hour windows. Library staff must be out of designated mail drop area at these times to ensure physical distancing can be maintained.

- Days: Monday, Tuesday, Wednesday, Thursday
- Time: 12:40-1:30pm
- Location: Circulation Desk, Education Library

Using Shared Workstations and Spaces

Before using a shared workstations:

1. Wash/sanitize hands
2. Use spray Germosolve 5 on paper towel (not directly on surface) and wipe down shared surfaces (keyboard, scanning wand, mouse, desensitizer, etc.)
3. Wash/sanitize hands
4. 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.

- book trucks, if shared, (especially handles, before loading with books)
- box cutters and scissors
- chairs
- counters, desk tops, tables, and other workstations
- computer keyboards
- desk tops
- dollies/book/box trolleys
- door handles and sections of the door often touched when going in and out of a room, as some doors are a bit difficult to open and close without touching
- paper cutters
- scanners
- photocopiers
- printers
- shelving (if shared),
- faucet handles
- tape dispensers

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

- Water cooler
- cutlery, cups, dishes, bowls, etc.

Please, for the sake of your safety and others bring your own lunches, bottled water, coffee/tea, and use your own cutlery, plates and bowls. Dishes must be washed immediately and stored at personal workstations between use.

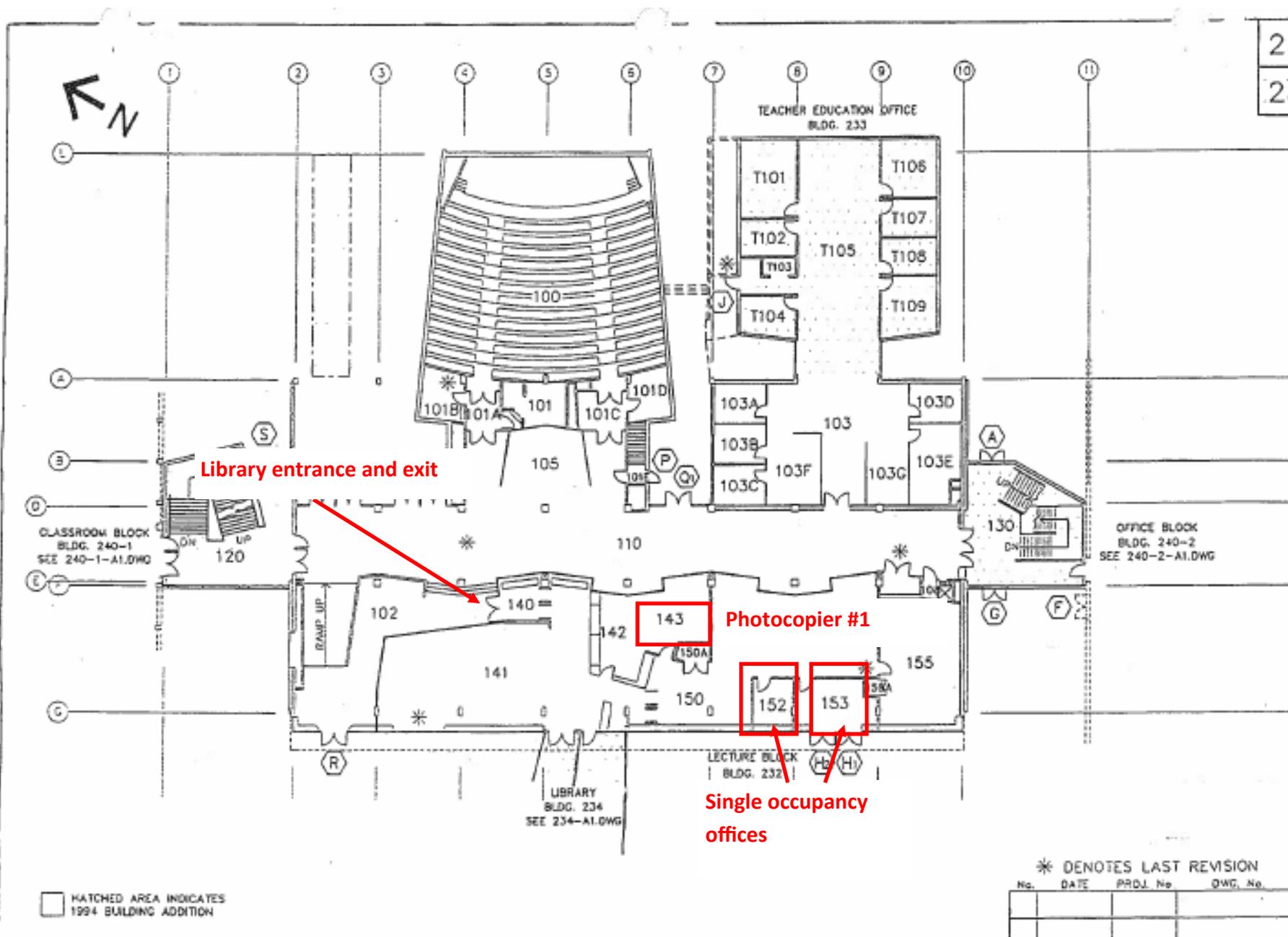
Frequent Hand Washing

Wash your hands frequently, particularly if handling in coming or in process materials. Use the designated sinks as a hand cleaning station. Please, clean the sink and surrounding area following the instructions above.

Try not to touch shared surfaces unless you are about to use it for work.



Appendix B: Key Plans



□ HATCHED AREA INDICATES 1994 BUILDING ADDITION

* DENOTES LAST REVISION

No.	DATE	PROJ. No.	DWG. No.
01	21 MAY 98		

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KEYPLAN BY CAMPUS PLANNING & DEVELOPMENT

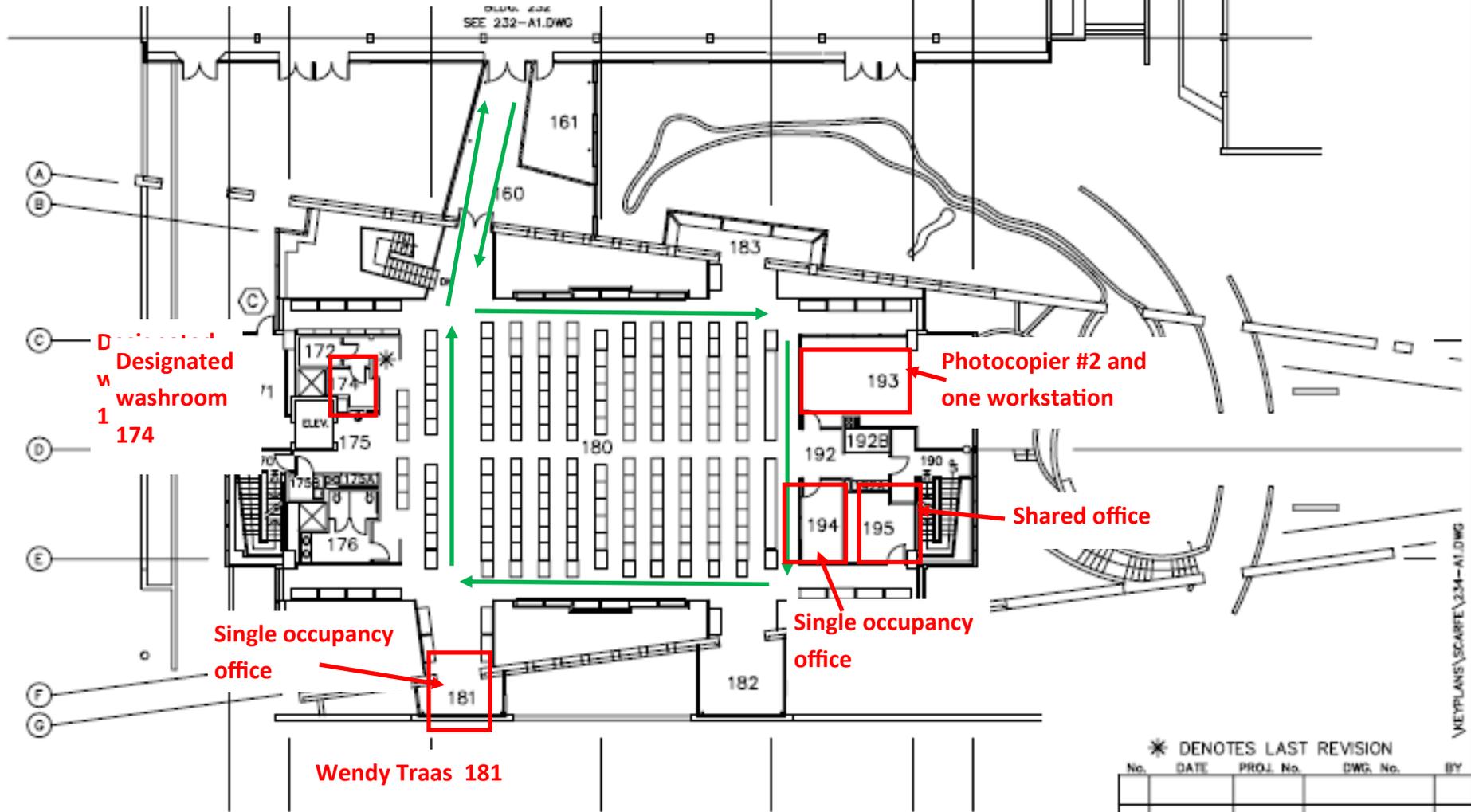
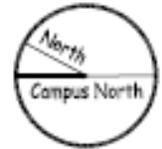
NEVILLE SCARFE BUILDING
LECTURE BLOCK & TEACHER EDUCATION OFFICE

ADDRESS 2125 Main Mall, V6T 1Z4
FLOOR GROUND SCALE 1" = 30'

CONSTRUCTION DATE 1952, 1994
KEYPLAN DATE 29 JUN 94 DRAWN AI VEC

Main level, offices and book stacks

Directional arrows in green



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KEYPLAN BY CAMPUS & COMMUNITY PLANNING

PAGE 2 OF 5



NEVILLE SCARFE BUILDING - LIBRARY

ADDRESS 2125 Main Mall, V6T 1Z4

FLOOR MAIN

SCALE 1:300

CONSTRUCTION DATE 1994

KEYPLAN DATE 10 JUN 94

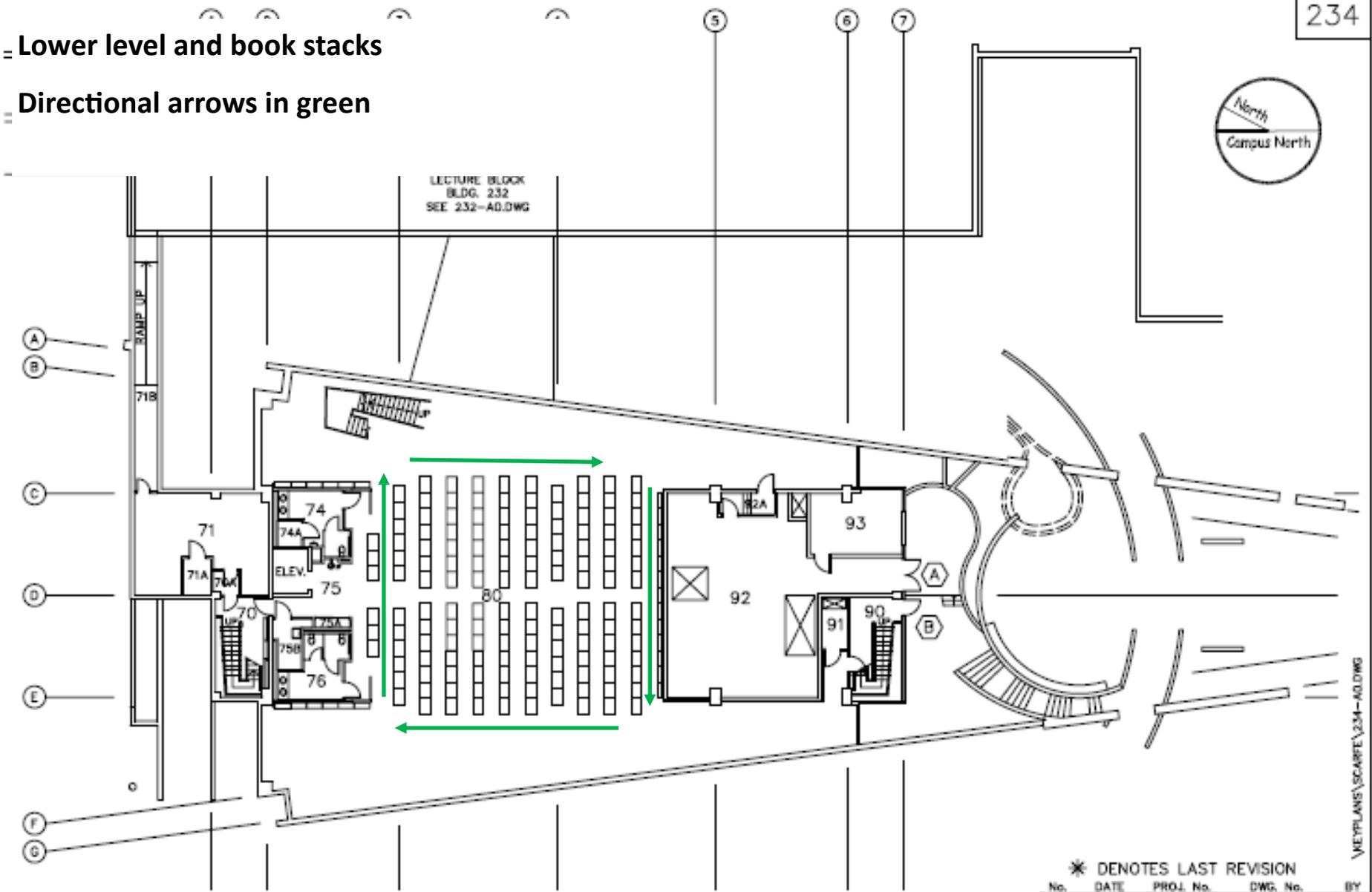
DRAWN AI

VEC

VEYPLANS\SCARFE\234-A1.DWG

= Lower level and book stacks

= Directional arrows in green



* DENOTES LAST REVISION

No.	DATE	PROJ. No.	DWG. No.	BY

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PAGE 1 OF 5

	BUILDING	ADDRESS	2125 Main Mall, V6T 1Z4	CONSTRUCTION DATE	1994
	NEVILLE SCARFE BUILDING - LIBRARY	FLOOR	LOWER	KEYPLAN DATE	08 JUN 94
		SCALE	1:300	DRAWN	AI
				VEC	

V:\KEYPLANS\SCARFE\234-AD.DWG

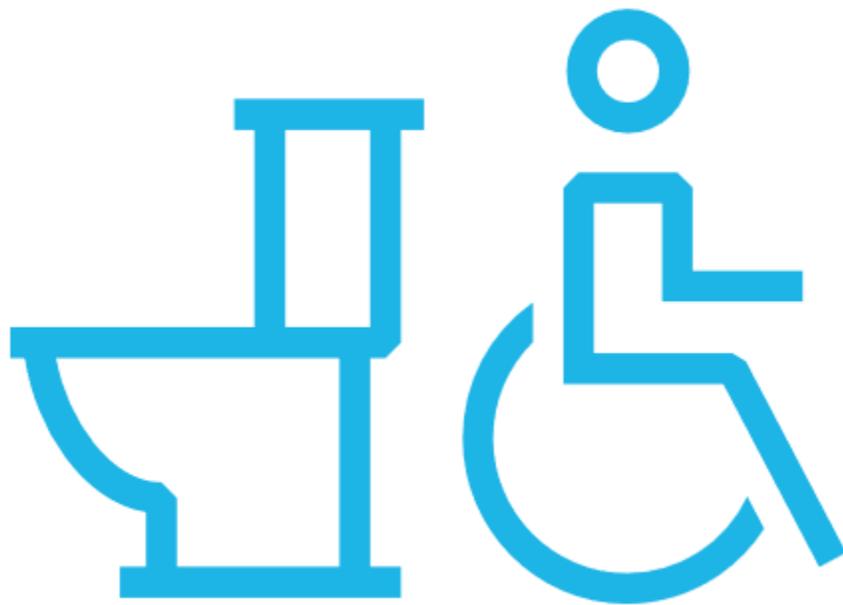


Appendix C: Signage

Designated Handwashing Station



Designated Washroom



Use of kitchen
supplies in this
cabinet is
prohibited.



Date rec'd: _____

Time rec'd: _____



Can be cleared from quarantine:

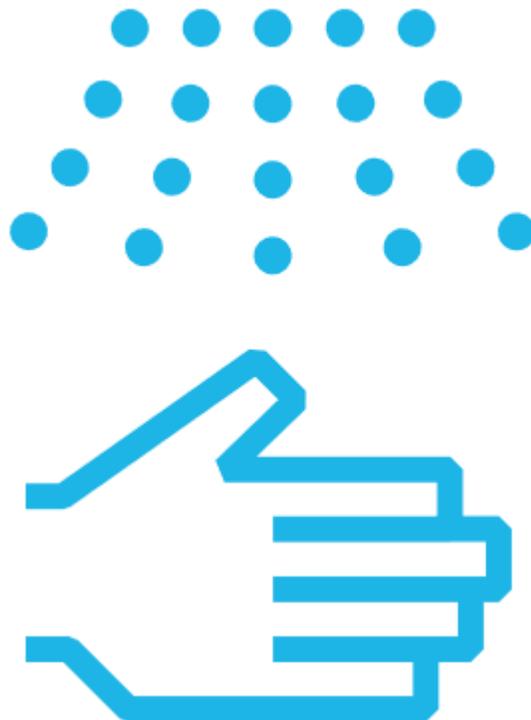
Date: _____

Time: _____



Cleaning Instructions for Shared Workstations and Equipment

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 Workplace Safety Plan Document Revision

Date	Version	Writer	Change Description	Approved By
2020.12.04	Rev. E	Wendy Traas, Interim Head, Education Library	Included updated guidance and procedures as per the amended Safety Protocol Template.	Revisions were approved by the Library COVID-19 Safety committee