COVID-19 Workspace Safety Plan
Amendment Date: December 18, 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

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<tr>
<th>Department / Faculty</th>
<th>UBC Library / VP Academic</th>
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<tr>
<td>Facility Location</td>
<td>Irving K. Barber Learning Centre</td>
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<td>Music, Art and Architecture Library</td>
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<td>1961 East Mall</td>
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<th>Proposed Re-opening Date</th>
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<td>Workspace Location</td>
<td>Music, Art &amp; Architecture (MAA) Library, Levels 3 and 4</td>
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Introduction to Your Operation

1. Scope and Rationale for Opening

With the Library’s Materials Pick-Up Service now up and running, the MAA Library is proposing to expand staffing in the branch to meet the expected increase in demand for the Materials Pick-Up Service in September, as well as the resumption of physical processing, cataloguing and receiving of new materials, and collections maintenance projects to keep employees busy during their scheduled 4 hour Materials Pick-Up shifts. The expected date for this work to resume is October 5, 2020.

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, UBC COVID-19 Campus Rules, BC’s Restart Plan, WorkSafe BC and the BC Centre for Disease Control

The rational for resuming this work is that it will ensure students, faculty and staff have access to the Library’s unique print materials which are essential to their teaching, learning and research. This is especially important in the subject areas of Art and Architecture where image heavy publications are often not available electronically. This proposal does not include re-opening the MAA Library space to our patrons.

This proposal has been reviewed by all MAA Library employees, the AUL & Director of the Irving K. Barber Learning Centre, Julie Mitchell, the UBC Library COVID-19 Safety Committee, the Teal Zone Facilities Manager, the Director of Custodial Services and the President of CUPE 2950. The UBC Library JOHSC will review and approve this plan within 30 days of the expanded services resuming.
The following risks are considered in accordance with https://srs.ubc.ca/covid-19/safety-planning/determining-safety-plan-risk

- 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
- Risk #2 – Prolonged close interaction with others not in the usual cohort of colleagues; if contact lasts for more than 15 minutes and transient in nature
- Risk #3 – The workplace or activity is indoors and windows cannot be opened
- Risk #4 – Employees/students/visitors have frequent contact with high-touch surfaces (service counters, card payment machines)
- Risk #5 – The activity involves people who are at higher risk of severe illness (i.e., older adults or those with chronic health conditions)
- Risk #6 – The activity involves people who are not able or likely to follow hygiene practices such as washing hands frequently, respiratory etiquette, and identifying when they are feeling ill and staying home

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.

Only Risk #3 is applicable. The MAA Library is mitigating this risk by:
- enabling two metre physical distancing
- reducing high touch points and increasing cleaning of shared surfaces
- enabling and encouraging increased hand hygiene
- strictly ensuring COVID-19 self-assessments are done by MAA employees so there is non-admittance to anyone with symptoms

Section #1 – Regulatory Context

2. Federal Guidance


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. Worksafe BC Guidance

We have ensured our plans follow the six-step WorksafeBC COVID-19 Safety Plan to reduce the risk of COVID-19 transmission. We have also consulted WorksafeBC’s COVID-19 and returning to safe operation - Phases 2 & 3 and WorksafeBC’s industry specific guidelines for Offices: Protocols for returning to operation as well as WorksafeBC: Entry Check for Workers and WorksafeBC Protocols: Post-Secondary Education.

5. UBC Guidance

- COVID-19 Campus Rules
- Essential In-Person Meetings/Training Guidance
- Physical Distancing Guidance
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 MAA Library will have 3-4 employees at a time (See Question 8 for details). This will ensure any contact between employees is distant and brief.
- Strict physical distancing and handwashing measures will be in place. Gloves will continue to be provided to all library staff, as outlined in section 28.
- Employees at the MAA Library will not be interacting with patrons.
- As per UBC’s COVID-19 Campus Rules, employees 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. In the MAA Library’s shared office spaces (314 and 414), masks are required. Non-medical masks will not be provided by UBC Library.
- The majority of employees will be working on their own workstations (which includes a computer, mouse, keyboard, scanning wand and phone). Shared workstations (in the ASRS and MAA discharging stations) 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).
- The bookstacks on Levels 3 and 4 will have one-way traffic patterns clearly outlined, and only one employee will be allowed in a book stack row at a time.
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-19, the MAA Library had 14 employees on site. The Level 3 Circulation Office (314) had 8 employees and the Level 4 Reference Office (414) had 6 employees. The MAA Library additionally employed students to work at the Information Desk on Level 3 and shelve materials in the open stacks on Levels 3 and 4.

During COVID-19, for the already approved Materials Pick-Up Service, the MAA Library has 1 CUPE staff member working at a time out of the Circulation Office (314) and retrieving materials in the open stacks and ASRS room. Shifts are Monday-Friday, 8am to 12pm or 12:30pm to 4:30pm. The MAA Library is expecting the Materials Pick-Up Service to increase in the Fall, and would like to increase the number of staff to 2 CUPE staff members working at a time out of the Circulation Office (314) which is 25% of pre-COVID-19 occupancy. The MAA Library would also like to add 1 CUPE staff member working out of the Reference Office (414) to receive, process and/or catalogue newly received print materials, which is 16% of pre-COVID-19 occupancy. The Head of the MAA Library, MAA Library Manager, and 1 librarian will each be present 1 shift per week to oversee work and ensure operations are on track. These shifts will not overlap with each other.

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 plan has been created by the MAA Library Interim Head and MAA Library Manager.
- MAA Library CUPE staff and librarians have been sent a draft copy of the plan via email (Aug. 11) for comment. They have also attended a Zoom meeting to discuss the plan and provide feedback (Aug 13). Based on feedback, the shifts were staggered to allow 30 minutes between shifts to reduce the number of contacts.
- The UBC Library JOHSC will review and approve this plan within 30 days of the expanded services resuming.

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

- All MAA employees working on site will be required to complete the mandatory Preventing COVID-19 in the Workplace online training
- Signage will be posted throughout MAA Library regarding Workplace Health and safety measures. Signage included in Appendix C.
- The MAA Library Manager 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 employees (both those working in-person and remotely) will receive a copy of this plan by email.
- Employees 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 detailed COVID-19 Safety Plan will be posted online to SRS website and on the UBC Library’s website: https://services.library.ubc.ca/safety-plans
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

- The MAA Library has 14 employees: 10 are CUPE 2950, 1 is M&P, 3 are faculty
- All CUPE 2950 employees will be working a hybrid work week with half their time spent on campus for the Materials Pick-Up Service and/or collections work (cataloguing and processing the physical collection), and the other half spent continuing with remote work.
- The Head of the MAA Library, MAA Library Manager, and 1 librarian will each be present 1 shift per week to oversee work and ensure operations are on track. These shifts will not overlap.

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

- Shifts will be scheduled Monday to Friday, 8am – 12pm or 12:30pm – 4:30pm. This is based on employee feedback to reduce contacts. Communication needed between shifts will be sent via email.
- Shifts will have 2 employees working on the Materials Pick-Up Service and other collections work out of 314, and 1 employee working on collections work out of 414.
- The Head of the MAA Library, MAA Library Manager, and 1 librarian will each be present 1 shift per week to oversee work and ensure operations are on track. These shifts will not overlap with each other. The MAA Library Manager has an office within 314. The MAA Head and Librarian are in high partitioned cubicles in 414, located away from CUPE staff.
- 2 meters physical distancing procedures will apply at all times. One-way traffic flow lines will be clearly outlined in the open stacks, and cleaning protocols will be in place for the two shared discharging workstations with specialized software/hardware. These shared workstations will have signage indicating cleaning procedures.

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

- See Appendix B for floor plans including traffic flows.
- The MAA Library offices on Levels 3 (314) and 4 (414) have been assessed to ensure all workstations are over 2 meters apart, including 2 meters from entrance/exit doorways. For 314 where 2 staff may be working at one time, those staff will be scheduled to ensure their specific workstations are at opposite ends of the office.

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 employees will follow institutional policies as described in “UBC Employee COVID-19 Physical Distancing Guidance”. A minimum 2 meters (six feet) will be maintained between individuals.
- A dedicated single use washroom in the Staff Room in 418 has been identified to ensure it can be regularly cleaned by custodial. The washrooms on level 2, adjacent to CTLT and accessed by card have also been designated for use and regular cleaning by custodial.
- Elevators will be restricted to single occupancy.
- Library employees will follow posted traffic flow decals, including directionality of stairwells
• Meetings rooms will not be accessed. Any meetings between employees working on campus will continue to be held virtually.
• There are two book charging and desensitizing stations at MAA Library. These workstations will be restricted to one person at a time and cleaned before each use. Procedures for cleaning will be 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 household or as medically advised

• Until UBC or the province provides further guidance, our screening process will include front entry door signage (IKBLC and MAA) for workers that prohibits entry if any of the above 3 criteria apply.
• There will be no visitors/guests/patrons permitted inside the MAA Library.
• The following signs will be posted on the entry doors of the IKBLC and MAA Library:
  o WorkSafeBC: Entry Check for Workers
  o UBC Entry Check Sign
• If employees 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 MAA Library 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 Worksafe).
• The MAA Library Interim Head will report to Associate University Librarian who will report to the University Librarian and the UBC Library COVID-19 Safety Committee. 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
• Assume custodial standards will apply.
• Custodial Services will clean the designated washroom in 418 and high touch point areas in main corridors, elevators and stairways once per day and once during the evening shift.
• Signage will identify the designated washroom 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 each 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 to the owning location.

20. Equipment Removal/Sanitation
Detail your appropriate removal of unnecessary tools/equipment/access to areas and/or adequate sanitation for items that must be shared that may elevate risk of transmission, such as coffee makers, kettles, shared dishes and utensils

• Employees will be provided with an internal procedures document outlining the steps for retrieving a requested book, emptying book drops, and returning quarantined books. This document will include what surfaces need to be sanitized, when and with what disinfectant. Please see Appendix A.
• Kettles, fridges and microwaves can be used, but require cleaning protocols for use. Please see Appendix D for the Library’s COVID-19 Staff Room Safety Procedures.
• Other shared kitchen items will be tucked away to prohibit use. Signage will be placed on cabinets indicating these items may not be used.
• Water coolers will be taped off by Library employees.
• Designated no touch water fountains in the IKBLC can be used to fill water bottles.
• 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.

21. Partitions or Plexiglass installation
Describe any inclusion of physical barriers to be used at public-facing or point-of-service areas
Not applicable

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

• Workers will be returning to the workplace following an established schedule to reduce contacts. These workers will participate in training related to mitigating risk; the MAA Library Manager will share and post written procedures and protocols for mitigating risk; when workers need to raise questions, they
will raise them to the MAA Library Manager, or the Interim Head who will follow-up in order to respond to or escalate them appropriately.

- Detailed work procedures of the MAA Library COVID-19 Workspace Safety Plan (Appendix A) will be emailed to all MAA Library employees and posted in 314 and 414.
- If an employee is working alone, there will be a communication protocol to connect with the MAA Library Manager on a regular basis.
- The MAA Library Manager will communicate self screening protocols to workers by email, online or phone. Signage will be posted. Expectations are that workers will notify the MAA Library Manager if they are ill and that, if ill, they will not come into the workplace.
- Workers will raise health and safety concerns with the MAA Library Manager, or the Interim Head via email, online or phone. The Interim Head will follow-up with Associate University Librarians and other relevant groups to resolve any issues.

23. Training Strategy for Employees
Detail how you will mandate, track and confirm that all employees successfully complete the Preventing COVID-19 Infection in the Workplace online training; further detail how you will confirm employee orientation to your specific safety plan

- 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 the MAA Library Manager, who will retain a copy within personnel files.
- The MAA Library 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 work entrance of the MAA Library (WorkSafeBC: Entry check for Workers and UBC’s Entry Checklist).

24. Signage
Detail the type of signage you will utilize and how it will be placed (e.g. floor decals denoting one-way walkways and doors)

Included in Appendix C are Library specific signs which will be put up by UBC Library employees:

- Designated handwashing station
- Designated washroom
- COVID-19 Staff Room Safety Procedures
- Signage for kitchen cabinets
- Book quarantine sign
- Cleaning instructions for shared workstations

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

- Entry Check Sign 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
- Elevator limit signage
- One Way directional signage for spaces with more than one employee
25. Emergency Procedures

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

- All staff have reviewed the content on the buildings wall mounted emergency procedures (Specifically: Predesignated Meeting Area, pull station, fire extinguishers and exit routes). The MAA Manager sent an email outlining the need for this review on December 17 and will follow up with each staff member individually.
- 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 employees 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 becomes ill in the workplace, workers will follow established protocols and contact Campus First Aid.
- Employees who exhibit any symptoms of COVID-19 will leave campus immediately.
- Suspected positive incidents or exposure concerns are to be reported to the Supervisor. Further incident reporting information can be found on the SRS webpage.
- Employees who are unsure about what they should do will be directed 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.


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 MAA Library Manager and Interim Head will monitor the COVID-19 Safety Plan for one month after the resumption of work, after which time a monthly review will take place for up to 18 months.
- As the plan is updated, the version on the website and any posted hard copies will be updated. All MAA Library employees will receive a copy of the new plan either electronically or in hard copy.
- Employees may raise concerns through the MAA Library Manager, or Interim Head, who will bring them to the attention of the Back to Campus Transition Planning Team. A mailing list for this committee has been set-up and will be promoted to 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 experienced 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 meter 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.
- Face shields will not be provided to MAA Library employees as they will not be interacting with the public and a distance of 2 metres can be maintained if more than one person is working in a space at a time.

Section #7 – Non-Medical Masks

29. Non-Medical Masks
Describe your plan to inform faculty and staff on the wearing of non-medical masks

- This plan has been informed and updated by the Using Non-Medical Masks website.
- Specifically in the MAA Library:
  - Non-medical masks are required in all common indoor spaces including hallways, stairways, building entryways, washrooms, staff rooms and other high-traffic areas.
  - Non-medical masks are required in shared office space, including while sitting at one’s personal cubical.
  - Non-medical masks are not required when working in a sole occupant office or enclosed room.

Section #8 - 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 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) Susan Parker
Title University Librarian
### Faculty and Staff Occupying Workspace

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UBC COVID19 Safety Plan Template
June 2020 | Draft (rev.C)
Appendix A: MAA Library COVID-19 Workspace Safety Plan
MAA Library COVID-19 Workspace Safety Plan

- Expanded Staffing for Materials Pick-Up Service
- Collections Processing & Project Work

Planning Approach

The Music, Art and Architecture (MAA) Library supports the research and teaching needs of the School of Music, the Department of Art History, Visual Art, and Theory, the School of Architecture and Landscape Architecture, and the School of Community and Regional Planning. The MAA Library also provides the main service point for the Automated Storage & Retrieval System (ASRS).

The goal is to provide access to the Library’s physical materials while the library building remains closed. This includes expanding branch staffing to meet the expected increase in demand for the Materials Pick-Up Service during the Fall/Winter Terms, as well as the resumption of physical processing, cataloguing and receiving of new materials, and collections maintenance projects.

Planning Team

The MAA Library planning team provides leadership and oversight for MAA’s role in the Materials Pick-Up Service and the gradual resumption of MAA Library collections work. The planning team is in close consultation with all MAA Library employees and the AUL & Director of the Irving K. Barber Learning Centre. The planning team members are:

• Paula Farrar, Interim Head, MAA Library
• Pouneh Naderi, Manager, MAA Library

Guiding Principles

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

Employee Safety Protocols

• To accommodate custodial service, shifts must not be before 8am or after 6pm
• Preferred shift length is 4 hours long, and shifts will be staggered to minimize contacts (8:00 am – 12:00 pm and 12:30 pm – 4:30 pm)
• If working alone, there will be a communication protocol to connect with a supervisor on a regular basis
• As per UBC’s COVID-19 Campus Rules, employees 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. In the MAA Library’s shared office spaces (314 and 414), masks are required.
• Practice physical distancing for all in-library activities.
• Wash hands frequently observing handwashing guidelines posted by sinks. If there is no immediate access to soap and water, use hand sanitizer
• Ensure appropriate cleaning supplies are in stock (list below*). Contact your direct supervisor if supplies are running low
• Do not share computer workstations. In situations where this is not possible, keyboards, mouse, and scanning wand must be wiped down between each use with Germosolve 5
• Limit rooms/spaces in use: two washrooms designated for use (single use washroom in Staff Room 418 and washrooms on Level 2, adjacent to CTLT); no use of kitchens, or staff rooms
• Quarantine materials for at least 72 hours
• If you feel ill, with any common cold, influenza or COVID-19-like symptoms, you must stay home and isolate for 10 days following the onset of symptoms or until symptoms resolve

Cleaning Supplies
To ensure the safety and health of library staff this plan will require:
  • Disinfecting cleaner (Germasolve 5)
  • Hand sanitizer
  • Access to hand washing stations (sinks) in rooms 314 and 414

Safety Procedures

Retrieving Materials from MAA Library Stacks
1. Wash/sanitize hands
2. Use book truck (wipe/sanitize handles) to retrieve items, limit of 1 person in the elevator
3. Follow traffic flow patterns in the book stacks (Levels 3 and 4), limit of 1 person in a row at a time
4. Return to processing area (staff workstation/service desk as appropriate)
5. Return book truck
6. Wash/sanitize hands

Receiving Materials from Koerner Library and Technical Services
1. Wash/sanitize hands
2. Go to Campus Mail Receiving Area on Level 1, limit of 1 person in the elevator
3. Gather all items onto a book truck and quarantine for 72 hours. Tape quarantine sign on the truck with current date and date quarantine expires
4. Leave the truck in the designated area
5. Wash/sanitize hands

Emptying Book Drops
1. Wash/sanitize hands
2. Pull book bin with returned materials from the drop
3. Replace the bin with an empty one/place items from bin on a truck
4. Place full book bin/book truck in designated area, tape quarantine sign on the truck with current date and date quarantine expires (72 hours)
5. Wash/sanitize hands

Discharging/Processing Materials After Quarantine Period
1. Wash/sanitize hands
2. Retrieve book trucks/bins/boxes of materials that have completed quarantine period (wipe/sanitize book truck handles),
3. Discharge/process materials at processing area (staff workstation/service desk as appropriate)
4. Place materials on book truck (wipe/sanitize handles)
5. Process and/or re-shelve materials, follow traffic flow patterns in the book stacks (Levels 3 and 4), limit of 1 person in a row at a time
6. Return book truck to processing area (wipe/sanitize handles)
7. Wipe/disinfect counter surfaces and equipment at shared discharging/sensitizing station
8. Wash/sanitize hands

Campus Mail Procedures

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

Campus mail will be delivering on a schedule. 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 - Thursday
- Time: 12:45-1:15pm
- Location: IKBLC Loading Bay, Level 1

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
- printers/photocopiers/scanners
- shelving (if shared),
- faucet handles
- tape dispensers
Frequent Hand Washing

Wash your hands frequently, particularly if handling in coming or in process materials. Do not give germs a chance. Use the designated sinks as a hand cleaning station, but, be mindful, if you do so, please, clean the sink and surround following the instructions above.

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

Staffing Plan

Preferred shift length is a minimum of 4 hours. In most cases, there will only be three employees on site at a time. In areas where there will be more than one employee, strict physical distancing guidelines will be in place. Non-medical face masks will be worn in shared indoor spaces. The Head of the MAA Library, MAA Library Manager, and 1 librarian will each be present 1 shift per week to oversee work and ensure operations are on track. These shifts will not overlap with each other.

<table>
<thead>
<tr>
<th>Campus Building</th>
<th>IKBLC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library</td>
<td>Music, Art &amp; Architecture (MAA) Library</td>
</tr>
<tr>
<td>PI Equivalent (i.e. Head)</td>
<td>Paula Farrar</td>
</tr>
</tbody>
</table>
| Occupied Space(s) within Library | - IKBLC 314 and 414  
- MAA Library book stacks on levels 3 and 4  
- the ASRS room on level 2  
- the loading bay on level 1 |
| Day(s) staff will be present | Monday – Friday |
| Times of day staff will be present | 8:00am - 12:00pm and 12:30pm - 4:30pm |
| Employees on site at a time | - 3 CUPE Staff  
- 1 Manager, Head or Librarian, 3 shifts per week |
| Pre-COVID Density | IKBLC 314: 8 employees + 2 student employees  
IBLC 414: 6 employees + 1 student employee  
Total = 14 employees + 3 student employees |
| Designated washrooms | - Single use washroom in 418 (Staff Room)  
- Level 2 washrooms adjacent to CTLT (card swipe access) |
| Designated hand washing stations | Sinks in 314 and 414 |
| Designated Entrance/Exit | Main doors, accessible entrance, 1961 East Mall |
Appendix B: Floor Plans
Note: All staff workstations are 2 meters apart.
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

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.
Please do not enter this workplace if you:

Have travelled outside of Canada within the last 14 days.

Have been identified by Public Health as a close contact of someone with COVID-19.

Have been instructed by Public Health to isolate.

Are displaying any of the following new or worsening symptoms of COVID-19:
- Fever or chills
- Cough
- Loss of sense of smell or taste
- Difficulty breathing
- Sore throat
- Loss of appetite
- Extreme fatigue or tiredness
- Body aches or headache
- Nausea, vomiting or diarrhea

If you are displaying symptoms consistent with COVID-19, please visit bc.thrive.health or call HealthLink BC at 8-1-1.

Updated: December 10, 2020
Appendix D: UBC Library COVID-19 Staff Room Safety Procedures
Employee Safety Protocols

- As per UBC’s COVID-19 Campus Rules, employees will wear a non-medical mask inside staff rooms. Proper use of masks is outlined (Appendix A)
- Signage is posted reminding staff to practice proper physical distancing (Appendix B)
- Signage is posted reminding staff to practice proper hand hygiene (Appendix C)
- Signage indicating the maximum staff room occupancy is posted on the door of the staff room and within the staff room
- Furnishings will be moved or removed to ensure 2 metres distance if staff are using the space
- Ensure appropriate cleaning supplies are in stock (Germosolve 5 disinfecting cleaner and hand sanitizer). Contact your direct supervisor if supplies are running low
- Appliances such as fridge, microwave, and kettle must be wiped down between each use with Germosolve 5
- Countertops must be wiped down before and after each use with Germosolve 5
- 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

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

Safety Procedures

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

Use of Staff Room Fridge:

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

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

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

Use of Staff Room Sink:
1. Dishes, cups/mugs, and cutlery should not be left in the sink and must be washed immediately after each use
## Appendix E: COVID-19 Workplace Safety Plan Document Revision

<table>
<thead>
<tr>
<th>Date</th>
<th>Version</th>
<th>Writer</th>
<th>Change Description</th>
<th>Approved By</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020.12.17</td>
<td>2.1</td>
<td>Paula Farrar</td>
<td>To include updated guidance and procedures as per the amended Safety Protocol Template. To update approved use of Kitchen fridge, kettle and microwave.</td>
<td>Revisions were approved by the Library COVID-19 Safety committee</td>
</tr>
</tbody>
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