



## COVID-19 Workspace Safety Plan

This plan requires the review of the operational activities in your workspace to ensure effective controls are in place to prevent the transmission of COVID-19. Management and supervisory staff are responsible for developing and updating this document to meet current government mandated requirements.

<https://covid19.ubc.ca/>

Department / Faculty	<u>UBC Law Library</u>
Facility Location	<u>Allard Hall – 1822 East Mall</u>
Proposed Re-opening Date	<u>October 5, 2020</u>
Workspace Location	<u>UBC Law Library (Allard Hall)</u>

### Introduction to Your Operation

#### 1. Scope and Rationale for Opening

The UBC Law Library provides reference, teaching, bibliographic, and circulation services in support of students and faculty of the Peter A. Allard School of Law and to others requiring the use of its collections and services. Law Library employees are currently participating in the UBC Library Materials Pick-Up service on a daily basis Monday through Friday. This service supports the resumption of research on UBC Campus by allowing UBC faculty, students, and staff to request access to print library materials while campus libraries remain closed. The Law Library’s participation in this service has been very successful and employees have appreciated the opportunity to participate and work on-campus. The Law Library will continue to participate in the Pick-Up Service and the Book Retrieval Procedures, as outlined in the existing [Materials Pick-Up Service Workspace Safety Plan](#), will continue to apply.

The Law Library would like to expand the capacity of its employees to work from their on-campus workstations on a more regular basis. The objective of this plan is to ensure a safe resumption of regular on-campus, non-laboratory, office work which falls within Phase 2 of BC’s Restart Plan, which already permits the return of office employment. The goal is to provide employees with the ability to work on campus in a restricted capacity. This will allow employees to complete job specific duties that cannot be performed remotely. This opportunity will also support and enhance employee mental wellbeing by allowing them to work in their regular workspace. In addition, re-occupancy will boost the Law Library’s capacity to support the teaching and learning needs of Allard faculty and students as we enter the 2020/21 Winter Term. A top priority will be the health and safety of employees, faculty, and students. The overall goal is to manage the return to on-campus office work in the Law Library in a manner that minimizes the potential risk of Covid-19 transmission.

#### **Activities / Services**

In addition to the continued participation in the Materials Pick-Up Service, it is anticipated that employees will engage in the following activities.

- 1) Management of print resources – e.g. serials check in, sorting & organizing added volumes, shelving of print materials received, and related activities.



- 2) Collection weeding projects, including mapping materials to be sent to PARC or ASRS. (Note: No materials will be sent to PARC / ASRS until permission has been granted and there is capacity for materials to be shipped and received.)
- 3) General stack maintenance, including, shifting of materials, and cleaning / vacuuming shelving areas, and related tasks.
- 4) AskAway shifts – provide opportunity for employees who currently have no home internet access to participate in this service.
- 5) Processing of mail received.
- 6) Fee for Service ILLs – scanned items only (i.e. no ILLs for print materials)
- 7) Other special projects as they may arise.

#### **Guiding Principles for this Plan**

- The health and well-being of employees, 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.

This document will be regularly reviewed and updated per mandated government and University requirements captured here: <https://covid19.ubc.ca/>.

This plan has been reviewed by the Teal Zone Facilities Manager and Lia Cosco, Director, HR and Operations for the Allard School of Law.

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

- Risk #4 – Employees/students/visitors have frequent contact with high-touch surfaces (service counters, card payment machines)  
Employees have occasional contact with door handles, shared work tables, and shared equipment such as copiers / scanners. Strict cleaning protocols are in place to minimize risk of transmission.

**Note:** Applicable risk factors listed above 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

The following federal guidance documents were consulted.

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



### 3. Provincial and Sector-Specific Guidance

The following provincial guidance documents were consulted.

- [B.C.'s Response to COVID-19](#)
- [BC COVID-19 Go-Forward Management Strategy](#)
- [BC's Restart Plan: "Next Steps to move BC through the pandemic"](#)
- [BC Centre for Disease Control Covid-19 - Prevention and Risks](#)
- [BC COVID-19 Self-Assessment Tool](#)

### 4. Worksafe BC Guidance

The following WorkSafeBC guidance documents were consulted.

- [COVID-19 and returning to safe operation – Phases 2 & 3](#)
- [Worksafe COVID-19 Safety Plan](#)
- [Worksafe: Designing Effective Barriers](#)
- [Worksafe: Entry Check for Workers](#)
- [Worksafe: Entry Check for Visitors](#)
- [Offices: Protocols for returning to operation](#)
- [WorkSafeBC Protocol: Offices](#)
- [WorkSafeBC Protocols: Post-Secondary Education](#)

### 5. UBC Guidance

The following UBC guidance documents were consulted.

- [COVID-19 Campus Rules](#)
- [UBC PPE Guidance](#)
- [Building Operations COVID-19 website - Service Level Information](#)
- [Preventing COVID-19 Infection in the Workplace](#)
- [UBC Space Planning and Re-occupancy Tool](#)
- [UBC COVID-19 Guidance on Cleaning Standards and Recommendations for Supplementary Cleaning](#)
- [Guidelines for Preparing for Reoccupancy](#)
- [Guidelines for Safe Washroom Reoccupancy](#)
- [Space Analysis and Reoccupancy Planning Tool](#)
- [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

The following professional association guidance documents were 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](#)

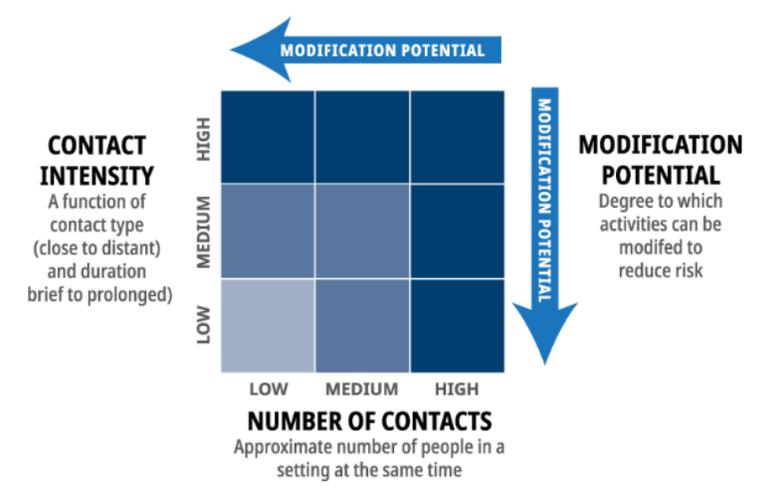
### Section #2 - Risk Assessment

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

During this stage of re-occupancy, the Law Library will remain closed to faculty, students, and community users. Employees will occupy the space on a structured weekly schedule that minimizes density. All employees will work at their own workstation or enclosed office space and the re-occupancy plan will ensure practices that support maximum physically distancing. Use of shared equipment (e.g. book trucks, copiers / printers) will be limited and will be subject to enhanced cleaning protocols. Use of communal areas (e.g. staff lounge, copy / supplies room) will also be limited to ensure minimal density and COVID-19 safety protocols.

**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 non-COVID-19 operations, normal occupancy results in a maximum of 11 employees (includes 1 student assistant) being present at the same time. The Law Library’s COVID-19 target is set to a maximum of 40% occupancy at the same time (i.e. maximum of 4 employees).

**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

One-on-one meetings (via phone or Zoom) have been held with employees to solicit thoughts, concerns, and suggestions regarding re-occupancy and maintaining health and safety. The draft plan was also reviewed and discussed at a staff meeting held on September 9, 2020. Additional employee feedback was solicited via email on September 21, 2020 regarding language relating to mask use protocols. This plan has also been reviewed by the Teal Zone Facilities Manager and Lia Cosco, Director, HR and Operations for the Allard School of Law.

The UBC Library JOHSC will review this plan within 30 days of its commencement, and the plan will be revised as necessary. See Appendix D: COVID-19 Workspace Safety Plan Document Revision.



### 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 Head of the Law Library will notify employees with supervisory responsibilities of the measures and supports in place.
- The Head of the Law Library, or designate, will be responsible for ensuring that all employees 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. For further details, see: [COVID-19 Safety Training & Rules](#)
- Signage will be posted throughout the Law Library regarding Workplace Health and safety measures.
- All employees (both those working in-person and remotely) will receive a copy of this plan by email. The Plan will be posted to the Law Library shared Drive and hard copies will be available. The Plan will also be posted to the [UBC Library COVID-19 Safety Plans](#) page.
- Employees will also be directed to <https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive> for more information regarding supports available to them.

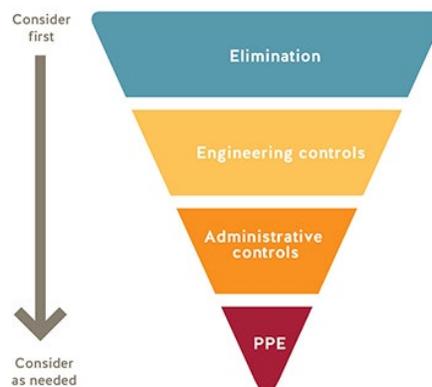
### 11. Plan Publication

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

Final plans will be posted to [UBC Law Library](#) website and the [UBC Library COVID-19 Safety Plans](#) page. In addition, hardcopies will be posted to The Law Library’s 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.

**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

It is anticipated that 7 employees will work on campus on a limited / restricted basis. This group includes all 6 Library Assistants and 1 Librarian (Head). These individuals will continue to work remotely when not working on campus. It is anticipated that 2 Reference Librarians will continue to work remotely as they have the capacity to do so.

**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

Occupancy target will be set to a maximum of 40% employee occupancy per day (i.e. maximum of 4 employees). Employees will be assigned to a specific group and will only be allowed to work in the Law Library on the designated day(s) for their assigned group. The following sample occupancy schedules support this target. If 7 employees return to on-campus work, we would use a 2-group schedule. Tables 1 and 2 below are sample schedules.



**Table 1**

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Group 1	Group 2	Group 1	Group 2	Group 1
Week 2	Group 2	Group 1	Group 2	Group 1	Group 2
Week 3	Stat	Group 1	Group 2	Group 1	Group 2

**Table 2**

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Group 1	Group 2	Group 1	Group 2	Group 1
Week 2	Group 1	Group 2	Group 1	Group 2	Group 1
Week 3	Stat	Group 2	Group 1	Group 2	Group 1

If every employee were to return to on-campus work, we would use a 3-group schedule to remain within a maximum 40% occupancy per day (i.e. maximum of 4 employees). Table 3 below is a sample schedule.

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Group 1	Group 2	Group 3	Group 1	Group 2
Week 2	Group 3	Group 1	Group 2	Group 3	Group 1
Week 3	Stat	Group 2	Group 3	Group 1	Group 2

**Additional Measures**

- All shifts will be between the hours of 8am – 6pm, Monday through Friday.
- Two-meter physical distancing measures will apply at all times.
- Custodial cleaning will occur each day (Mon – Fri).

**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

**General**

All shifts will be scheduled between the hours of 8am - 6pm, Monday to Friday. There will be staggered start and end times for employees to assist in minimizing the length of peak occupancy



density during shifts. Break times, including lunch, will also be staggered to help minimize the length of peak occupancy density in the main employee work area (Room 214).

All shared equipment will have signage indicating safety and cleaning procedures.

### **Entry to Allard Hall / Law Library**

The Law Library is located in Allard Hall. The Allard School of Law is the main occupant of this building and they have their own approved Safety Plan. Perimeter doors to Allard Hall will remain locked and building entry will only be granted through approved card access. In order to maintain the health and safety of Law Library and Allard School employees, faculty, and students, Law Library employees will enter through an East side entry door. This entry point provides access to a stairwell door on Level 2 of Allard Hall that provides direct access to the Law Library. This Level 2 door will remain locked with entry being granted through approved card access only.

### **Staff Lounge (Room 218)**

The shared staff lounge will remain open. Room capacity will be limited to one person at any time. Adherence to social distancing will be mandatory, and signage will indicate this. Some seating will be removed or restricted. We will monitor COVID-19 protocols and adjust the use of shared spaces accordingly.

To reduce the risk of transmission, employees using any shared lounge appliance (e.g. fridge, kettle, water dispensers, and microwave) must wash / sanitize their hands before and after use. In addition, employees must clean any shared appliance before and after use using the cleaning solution provided.

Employees are encouraged to bring food that is properly contained and ready to eat, without needing refrigeration, heating, or other preparation in the staff lounge. Employees will also be encouraged to bring their own cutlery.

### **Copy / Supplies Room (Room 226)**

The copy / supplies room will remain open and will be limited to a maximum of two persons at the same time. Two-meter physical distancing measures will apply at all times.



**Workspaces**

Following are the non-COVID and planned COVID occupancies for each of the workspaces that are likely to be reoccupied.

Room #	Non-COVID Occupancy	COVID Occupancy	Occupancy %	Notes
214	5	5	100%	Employees in this work area will maintain a minimum of 2-metre distance between workstations. In fact, there is currently a minimum of 2.7 m distance between workstations. Employees with adjacent workstations will be assigned to work on different days from each other in order to maximize social distancing. This will result in a minimum of 5.4 m distance between workstations.
219	1	1	100%	This is the office of the Circulation Supervisor who will be the only occupant of this space. No face-to-face meetings will be held in this room.
224	1	1	100%	This is the office of the Head of the Law Library who will be the only occupant of this space. No face-to-face meetings will be held in this room.

**Stairwells and Hallways**

We have measured the hallways and there is enough room for people to get through safely, at a distance, if people keep right and yield to oncoming traffic. [Signage](#) will be placed accordingly. The main internal stairwell that connects Levels 2, 3 and 4, does not provide enough room for two people to occupy the same step at the same time with a 2-metre distance. However, the landings do allow people to safely yield. [Signage](#) will be placed indicating that people keep right and yield to oncoming traffic.

**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

- Two single occupancy washrooms (Rooms 215 & 216) have been designated for employee use. Custodial staff currently cleans these washrooms on a daily basis (M-F) and they have confirmed the ability to continue with this scheduled cleaning.



- Restricted access to Staff Lounge area (Room 218) limiting capacity to one employee at the same time.
- The Copy / Supplies Room (Room 226) will be limited to a maximum of two people at the same time as there is adequate space to accommodate social distancing

#### 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

All employees must assess themselves daily for COVID-19 symptoms prior to engaging in any in-person activities in the Law Library. A list of COVID-19 symptoms can be found here

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms> .

Employees are required to complete the BC self-assessment tool at <https://bc.thrive.health/> prior to entry and follow the instructions provided.

- If an employee's self-assessment survey results in a "you don't appear to have symptoms of COVID-19" message, then that employee may enter the Law Library. Upon entry, the employee must report the self-assessment clearance to the Head of the Law Library or designate via email, or, if necessary, by telephone.
- If the self-assessment tool recommends that a person get tested for COVID-19 or self-isolate they must do so. If required to get COVID-19 testing they should not return to UBC Premises until they have received the test results and are cleared to enter and / or followed any self-isolating recommendations. At the commencement of self-isolation, employees must report their condition to the Head of the Law Library or their direct supervisor. The Head or supervisor will advise them of their options.

Signage for individual self-screening will be placed on all entry doors. The language and requirements will adhere to templates coming from the Province and UBC Safety Risk Services:

- [UBC Entry Check Sign](#)
- [Worksafe: Entry Check for Workers](#)
- [Worksafe: 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 direct supervisor, or Head of the Law Library, will use the Library's internal systems to track any employee who cannot attend work due to one or more of the three categories of restriction (as defined by WorkSafeBC). The Head of the Law Library will report to the University Librarian, or designate, and then to the 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

- We assume custodial standards apply – please see [Building Operations COVID-19 website](#)
- Custodial Services will clean the designated washrooms (Rooms 215 & 216) and high touch point areas in main corridors, elevators, and stairways on a daily basis.
- Each employee will clean their personal workstation when they arrive that day with Germosolve 5. See **Appendix C** for full cleaning instructions.
- Before using any shared workstation or equipment (e.g. book trucks, photocopiers, phones), employees must clean the workstation or equipment using paper towel and cleaning solution provided. Employees must also wash or sanitize their hands after cleaning. See **Appendix C** for full cleaning instructions.
- Employees using any shared lounge appliance (e.g. fridge, kettle, water dispensers, and microwave) must wash / sanitize their hands before and after use. In addition, employees must clean any shared appliance before and after use using paper towel and the cleaning solution provided. To reduce the risk of transmission, employees are encouraged to bring food that is properly contained and ready to eat, without needing refrigeration, heating, or other preparation in the staff lounge. Employees will also be encouraged to bring their own cutlery. See **Appendix C** for full cleaning instructions.
- The designated handwashing station is located in Room 218. Employees should wash hands frequently observing handwashing guidelines posted by sink. If there is no immediate access to soap and water, employees should use hand sanitizer.



<b>20. Equipment Removal/Sanitation</b>
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
Where possible, equipment will be individually assigned and labelled with name of assigned employee (e.g. book trucks). Employees must clean shared equipment (e.g. printers, scanners, and photocopiers) before and after use with paper towel and cleaning solution provided. Employees must also wash or sanitize their hands after cleaning. Dishes and utensils should be washed with hot soapy water.
<b>21. Partitions or Plexiglass installation</b>
Describe any inclusion of physical barriers to be used at public-facing or point-of-service areas
N/A

### Section #5 – Administrative Controls

<b>22. Communication Strategy for Employees</b>
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
<ul style="list-style-type: none"> <li>• Only selected employees will be returning to the workplace following a structured occupancy schedule.</li> <li>• Employees will participate in training related to mitigating risk (see <a href="#">COVID-19 Safety Training &amp; Rules</a> ). The Head of the Law Library and/or direct supervisors will share and post written procedures and protocols for mitigating risks.</li> <li>• Employees can raise concerns with the Head of the Law Library or their direct supervisor. All concerns will be received, reviewed, and addressed following WorkSafeBC and UBC HR / Faculty Relations requirements. UBC HR processes and support mechanisms are outlined here:<a href="https://hr.ubc.ca/managers-admins/managing-and-leading/managing-employees-during-covid-19">https://hr.ubc.ca/managers-admins/managing-and-leading/managing-employees-during-covid-19</a> .</li> <li>• If an employee is working alone, there will be a communication protocol to connect with a direct supervisor on a regular basis.</li> <li>• Supervisors will communicate self-screening protocols to employees by email, online, or phone. Signage will also be posted. Expectations are that employees will notify the Head or their direct supervisor if they are ill and that, if ill, they will not come into the workplace.</li> <li>• Employees will raise health and safety concerns with Head and / or direct Supervisor, via email, online, or phone. The Head will follow-up with the Library Covid-19 Safety Committee and, when necessary, other relevant groups to resolve any issues.</li> </ul>



### 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

Employees are required to complete UBC's '[Preventing COVID-19 Infection in the Workplace](#)' online training module before returning to on-campus work. The Head of the Law Library, or direct Supervisor, will be responsible for tracking employee completion as well as site-specific training. Signage related to screening will be in place at the Law Library entrances (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)

#### UBC Provided Signage

[Entry Checklist](#) (to be posted on all Library entrances)

[Occupancy limit](#) (for designated areas such as Room 226 & Room 218)

[Please do not use](#) (sign for washrooms not in use or specified shared equipment or appliances)

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

[Elevator limit signage](#) (two person)

[One Way](#) (directional signage for spaces with more than one employee)

[Keep right](#) (signage for hallways & stairwell)

[Hand Wash](#) (throughout Library, including designated wash station)

[Washroom Occupancy Limit](#) (for designated washrooms – Rooms 215 & 216)

#### Library Specific Print Signage

Quarantine Sign (for returned books and / or received mail – see **Appendix B**)

### 25. Emergency Procedures

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

In the event of an emergency, employees working on site will go to the established Muster Area, as indicated in the [building-specific BERP](#) (last updated June 30, 2020).

- All returning employees must review the BERP and be familiar with the content on the buildings wall mounted emergency procedures (Specifically: Predesignated Meeting Area, pull station, fire extinguishers and exit routes. Employees must provide documented evidence of the review via email to the Head of the Law Library or designate.
- If the designated floor warden or muster captain is not on site, the employee(s) working in the space should report to Firefighters that the building is cleared.



- If there is an immediate threat to personal health and safety, employee(s) will contact Campus Security and call 911.
- If an employee or visitor becomes ill in the workplace, employees will follow established protocols and contact Campus First Aid (for staff or faculty) or 911 for non-staff / faculty; the person calling will inform Campus First Aid or 911 personnel if the distressed person is experiencing COVID-like symptoms.
- Employees who exhibit any symptoms of COVID-19 will leave campus immediately and will notify the Head or their direct supervisor.

#### Handling Potential COVID-19 Incidents

- Suspected positive incidents or exposure concerns are to be reported to the Head of the Law Library or direct supervisor. Further incident reporting 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 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

This Covid-19 Building Operations and Safety Plan will be regularly reviewed and updated per mandated government and University requirements captured here: <https://covid19.ubc.ca/> . As noted above, concerns can be raised through the Head of the Law Library and direct Supervisors.

The Head of the Law Library 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, or shift in UBC directives.

As the plan is updated, the version on the website and any posted hard copies will be updated. All Law Library employees 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

Employees coming to work on campus are not new to the organization and their roles and duties will not change. They will be performing their regular employee duties and using existing procedures/workflows and equipment that will be adapted for safety in the COVID-19 environment.



In addition, all employees will be required to complete UBC's COVID-19 Safety Training online module prior to engaging in any on-campus work.

## 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

#### Gloves

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. We will also be providing gloves to employees due to the frequent cleaning of workstations and surfaces that will be required. The gloves will protect their hands from the cleaning solution and other irritants.

## Section #7 – Non-Medical Masks

### 29. Non-Medical Masks

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

#### Masks

In compliance with [UBC's policy requiring non-medical masks to be worn](#) when inside buildings on UBC premises (effective September 16, 2020), all persons in the Law Library must wear a mask subject to the exceptions noted below.

#### Mandatory Mask Wearing

Law Library employees must wear a mask when:

- entering or exiting the Law Library (e.g. using hallways, stairwells, doors)
- entering or exiting the Allard Hall building (e.g. using hallways, stairwells, doors)
- moving around the Library (e.g. moving beyond their designated workstation)
- using the Copy / Supplies Room (Room 226)
- using the Staff Lounge (Room 218)
- using any shared space

#### Mask Exceptions

The following exceptions apply to all Law Library employees:

- persons with a medical condition, including breathing or cognitive difficulties, or a disability, that prevents them from wearing a mask or renders them unable to put on or remove a mask without the assistance of another person;
- where communication with a person requires that a person be able to see the speaker's mouth;
- assisting with a health or safety emergency
- while working alone in the Law Library (subject to entry & exit protocols noted above)



- while being the sole occupant of an enclosed office space (Rooms 219, 220, 221, 222, 223, 224)
- while eating in the Staff Lounge (Room 218, which has a max capacity of one person at a time)
- while using the designated single occupancy washrooms (Rooms 215 & 216)

An appropriate mask must have two layers of tightly woven fabric (cotton or linen), or be a commercially produced disposable non-medical mask, and securely fit, without gaping, over the nose and mouth with ties or ear loops. For more information on appropriate masks please see <https://srs.ubc.ca/covid-19/health-safety-covid-19/>

Intermediate and Unit/Workspace/Local Safety Plans will utilize the [COVID-19 Safety Plan Addendum: Required Non-Medical Masks](#) document as a guidance tool on how to incorporate NMMs into the plans and the workplace

## 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 I have read this Safety Plan and it has been shared with staff 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 employees both through email and will be made available as a shared document. Employees 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 \_\_\_\_\_

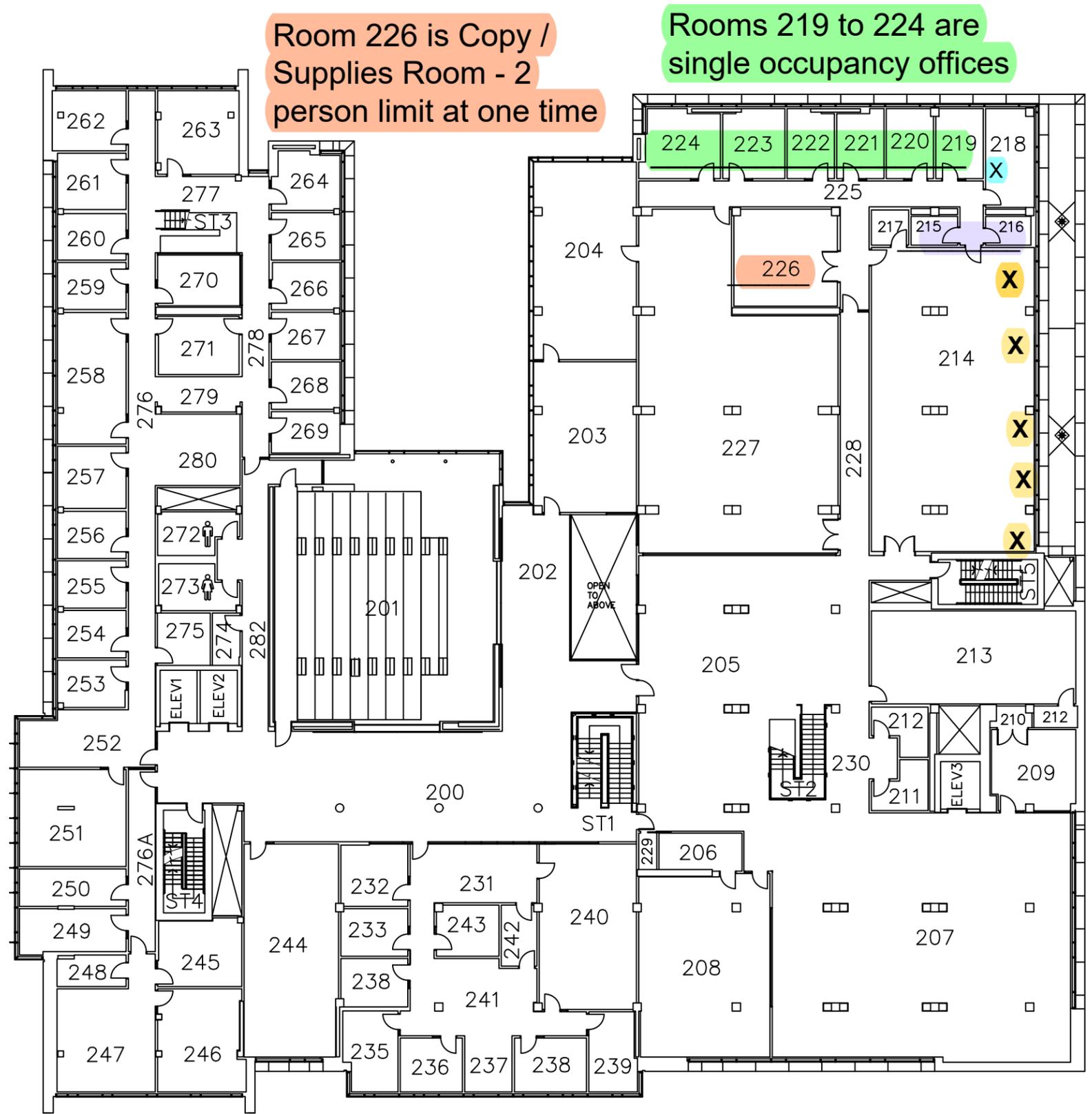
### Faculty and Staff Occupying Workspace

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



## Appendix A

### Law Library Floor Plan Level 2



Room 226 is Copy / Supplies Room - 2 person limit at one time

Rooms 219 to 224 are single occupancy offices

Room 218- Staff Lounge area - includes designated wash station (X), shared microwave, fridge, and kettle. One person limit at one time.

Rooms 215 & 216 are designated washrooms

Five workstations, aligned in a north / south direction, are located along the east side of Room 214. There is a minimum of 2.7 m distance between workstations which will increase to a minimum of 5.4 m distance when staggered employee schedule is implemented



FLOOR	SECOND	SCALE	1: 300
CONSTRUCTION DATE	2011	DRAWN BY	KAC
KEYPLAN DATE	02 SEP 11	PAGE	3 OF 7

\* DENOTES LAST REVISION

No.	DATE	PROJ. No.	REFERENCE	BY
01	24 FEB 14	NEW DR	AS PER R. ROBINSON	PL
-	-	-	-	-
-	-	-	-	-



## Appendix B

### Library Signage

## Returned Books and / or Received Mail

Date rec'd: \_\_\_\_\_

Time rec'd: \_\_\_\_\_



Can be cleared from quarantine:

Date: \_\_\_\_\_

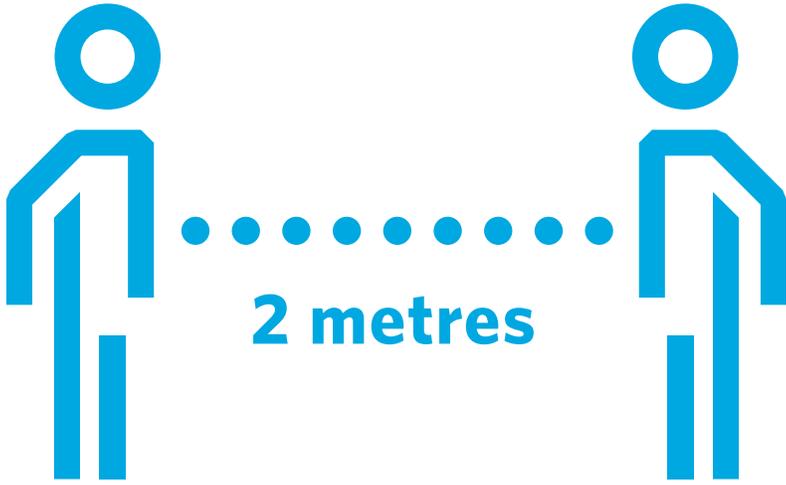
Time: \_\_\_\_\_



**Please do  
not use**



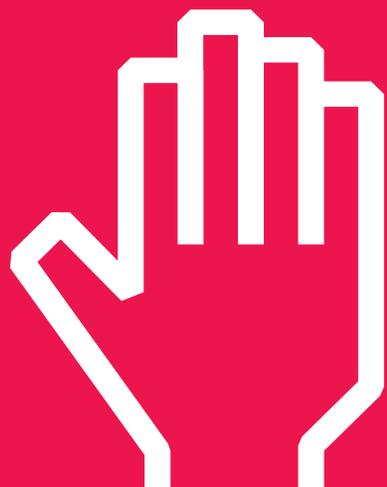
**Please do not  
use this sink**



# Elevator occupancy limit: \_\_\_\_ people

In order to reduce risk of exposure to the virus that causes COVID-19, we are limiting the number of people in this elevator.

Please keep at least 2 metres (6 ft) apart from others while in this space.



# Please do not enter this workplace if you:

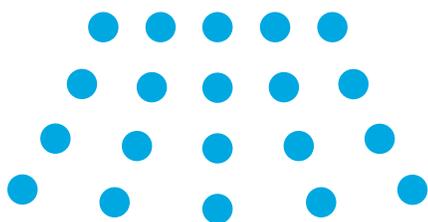
Have any of the following symptoms:

- Fever
- Chills
- New or worsening cough
- Shortness of breath
- New muscle aches or headache
- Sore throat

Have travelled outside of Canada  
within the last 14 days.

Are a close contact of a person who  
tested positive for COVID-19.

If you are displaying symptoms of COVID-19, please visit [bc.thrive.health](https://bc.thrive.health)  
or call HealthLink BC at **8-1-1**.



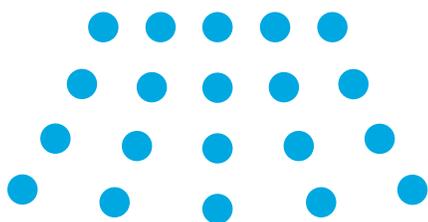
# Wash your hands

Wash your hands often with soap and water for 20 seconds.

If soap and water are not available, use an alcohol-based hand sanitizer.

## When to wash your hands:

- When you arrive at work
- Before and after going on a break
- After using the washroom
- After handling cash or other materials that have come into contact with the public
- Before and after handling shared tools and equipment
- Before and after using masks
- Before and after using personal protective equipment



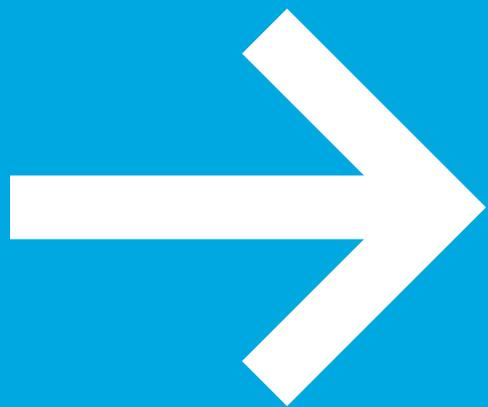
# Wash your hands

Wash your hands often with soap and water for 20 seconds.

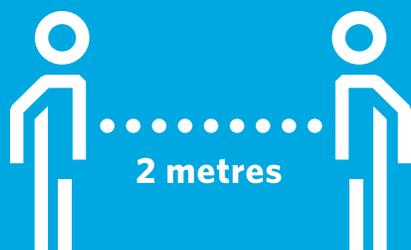
If soap and water are not available, use an alcohol-based hand sanitizer.

## When to wash your hands:

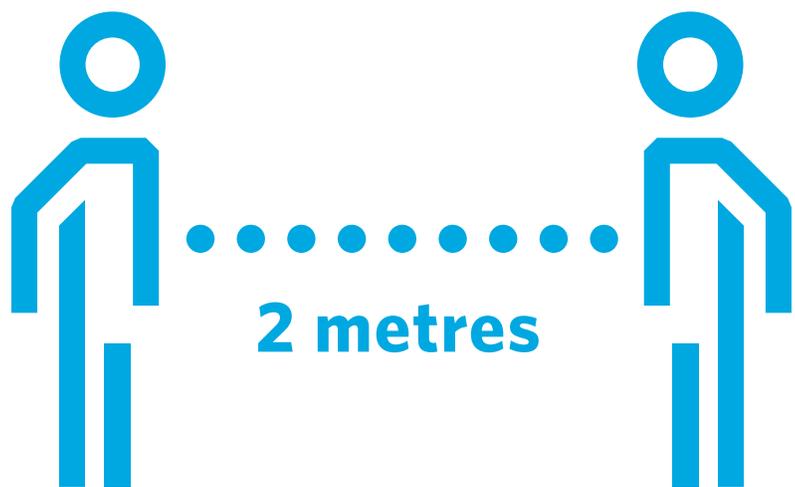
- When you arrive at work
- Before and after going on a break
- After using the washroom
- After handling cash or other materials that have come into contact with the public
- Before and after handling shared tools and equipment
- Before and after using masks
- Before and after using personal protective equipment



**Please keep to  
the right and yield to  
oncoming traffic**



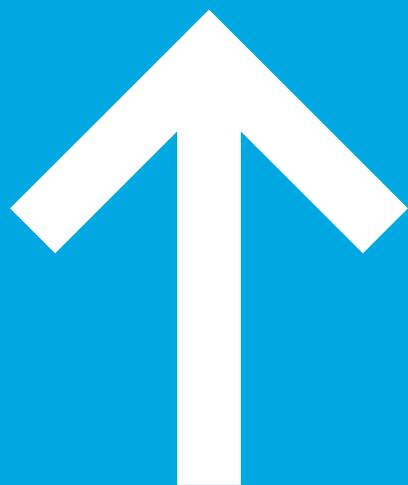
Please keep at least 2 metres (6 ft) apart from others.



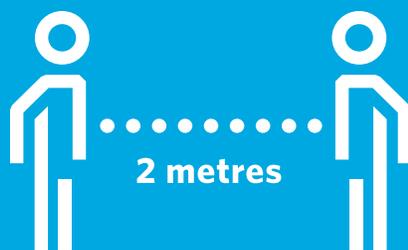
# Occupancy limit: \_\_\_\_\_ people

In order to reduce risk of exposure to the virus that causes COVID-19, we are limiting the number of people in this space.

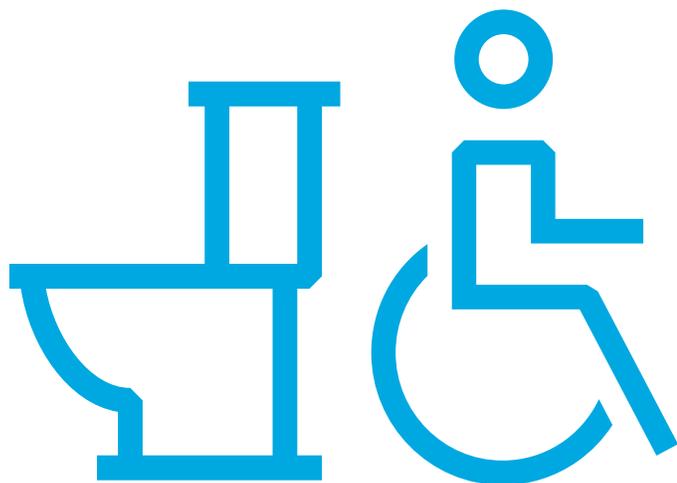
Please keep at least 2 metres (6 ft) apart from others while in this space.



# One way



Please keep at least 2 metres (6 ft) apart from others.



# Washroom occupancy limit: 1 person

In order to reduce risk of exposure to the virus that causes COVID-19,  
we are limiting the number of people in this washroom.



## Appendix C

### Safety Procedures

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#### General Safety Protocols

- As per UBC's COVID-19 Campus Rules, employees will wear a non-medical mask inside the Law Library and proper use of masks is outlined (see details below)
- Signage is posted reminding employees to practice proper physical distancing (Appendix B)
- Signage is posted reminding employees to practice proper hand hygiene (Appendix B)
- Signage indicating the maximum Staff Lounge occupancy is posted on the door of the Staff Lounge and within the Staff Lounge (Appendix B)
- Where necessary, furnishings will be moved or removed to ensure 2 metres distance if employees 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 (see details below)
- No use of water fountains or water coolers until further notice
- Employees are encouraged to bring their own cutlery, mugs, plates, etc and to store them in their workstations between uses.

#### Use of Staff Lounge Fridge:

- Wash your hands with warm water and soap for at least 20 seconds using designated wash station. Use paper towel to turn off water tap and dispose of paper towel immediately (do not place on lounge counter or other surface)
- Spray Germosolve 5 on paper towel (not directly on surface) and wipe down the outside of your container. Dispose of paper towel immediately (do not place on lounge counter or other surface)
- Spray Germosolve 5 on paper towel (not directly on surface) and wipe down fridge handle. Dispose of paper towel immediately (do not place on lounge counter or other surface)
- Place your container inside the fridge
- Spray Germosolve 5 on paper towel (not directly on surface) and wipe down fridge handle. Dispose of paper towel immediately (do not place on lounge counter or other surface)
- Wash your hands with warm water and soap for at least 20 seconds using designated wash station. Use paper towel to turn off water tap and dispose of paper towel immediately (do not place on lounge counter or other surface)

#### Use of Staff Lounge Microwave:

- Wash your hands with warm water and soap for at least 20 seconds using designated wash station. Use paper towel to turn off water tap and dispose of paper towel immediately (do not place on lounge counter or other surface)
- Use paper towel to turn off water tap and dispose of paper towel immediately (do not place on lounge counter or other surface)



- Spray Germosolve 5 on paper towel (not directly on surface) and wipe down microwave handle and key pad/buttons. Dispose of paper towel immediately (do not place on lounge counter or other surface)
- Place food container in microwave and heat
- Once you have safely removed your food container and set it aside, wipe off any food access/splatters inside the microwave
- Spray Germosolve 5 on paper towel (not directly on surface) and wipe down microwave handle and key pad. Dispose of paper towel immediately (do not place on lounge counter or other surface)
- Wash your hands with warm water and soap for at least 20 seconds using designated wash station. Use paper towel to turn off water tap and dispose of paper towel immediately (do not place on lounge counter or other surface)

#### **Use of Staff Lounge Kettle:**

- Wash your hands with warm water and soap for at least 20 seconds using designated wash station. Use paper towel to turn off water tap and dispose of paper towel immediately (do not place on lounge counter or other surface)
- Spray Germosolve 5 on paper towel (not directly on surface) and wipe down kettle handle. Dispose of paper towel immediately (do not place on lounge counter or other surface)
- 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
- Spray Germosolve 5 on paper towel (not directly on surface) and wipe down kettle handle. Dispose of paper towel immediately (do not place on lounge counter or other surface)
- Wash your hands with warm water and soap for at least 20 seconds using designated wash station. Use paper towel to turn off water tap and dispose of paper towel immediately (do not place on lounge counter or other surface)

#### **Use of Staff Lounge Countertop for Basic Food Preparation:**

- Wash your hands with warm water and soap for at least 20 seconds using designated wash station. Use paper towel to turn off water tap and dispose of paper towel immediately (do not place on lounge counter or other surface)
- Spray Germosolve 5 on countertops and wipe down with paper towel. Dispose of paper towel immediately (do not place on lounge counter or other surface)
- Prepare your food and set aside
- Spray Germosolve 5 on countertops and wipe down with paper towel. Dispose of paper towel immediately (do not place on lounge counter or other surface)
- Wash your hands with warm water and soap for at least 20 seconds using designated wash station. Use paper towel to turn off water tap and dispose of paper towel immediately (do not place on lounge counter or other surface)

#### **Using Personal Workstation**

- Before using your personal workstation:
  - Wash/sanitize hands
  - Use spray Germosolve 5 on paper towel (not directly on surface) and wipe down shared surfaces (keyboard, scanning wand, mouse, desensitizer, etc.)
  - Wash/sanitize hands



- Ensure cleaning solution has dried before using workstation

### Using Shared Workstations & Equipment

- Before using a shared workstations:
  - Wash/sanitize hands
  - Use spray Germosolve 5 on paper towel (not directly on surface) and wipe down shared surfaces (keyboard, scanning wand, mouse, desensitizer, etc.)
  - Wash/sanitize hands
  - Ensure cleaning solution has dried before using workstation

Clean the following shared surfaces / equipment 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
- paper cutters
- printers/photocopiers/scanners
- tape dispensers

### Masks

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- using the Staff Lounge (Room 218)
- using any shared space



### **Mask Exceptions**

The following exceptions apply to all Law Library employees:

- persons with a medical condition, including breathing or cognitive difficulties, or a disability, that prevents them from wearing a mask or renders them unable to put on or remove a mask without the assistance of another person;
- where communication with a person requires that a person be able to see the speaker's mouth;
- assisting with a health or safety emergency
- while working alone in the Law Library (subject to entry & exit protocols noted above)
- while being the sole occupant of an enclosed office space (Rooms 219, 220, 221, 222, 223, 224)
- while eating in the Staff Lounge (Room 218, which has a max capacity of one person at a time)
- while using the designated single occupancy washrooms (Rooms 215 & 216)



## Appendix D

### COVID-19 Workspace Safety Plan Document Revision

<b>Date</b>	<b>Version</b>	<b>Writer</b>	<b>Change Description</b>	<b>Approved By</b>
2020.12.02		George Tsiakos: Head, Law Library	Updated plan to bring in line with Amended Safety Plan template.	Aleteia Greenwood: AUL, Research Services