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: University Librarian’s Office
Facility Location: Room 202, Irving K. Barber Learning Centre
Proposed Re-opening Date: September 15, 2020
Workspace Location: Room 202 and 202A

Introduction to Your Operation

1. Scope and Rationale for Opening

Administration for University Librarian’s Office including financial and admin tasks. Some back filing needs to be done on a physical basis for work that’s been done since March as well as current planning that requires access to physical equipment and files. This plan has been vetted by the University Librarian, Susan Parker. The work would be done internally within the space and the front glass access doors would remain locked whereas they are otherwise open to the public and university community.

The team will also be following and has been made aware of the UBC Library COVID-19 Staff Room Safety Procedures. Shared Staff Rooms will generally not be used by the UL Office staff at this time.

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

- Risk #1 – The workplace or activity is indoors and windows cannot be opened

Note: Applicable risk factors (from above) are listed may be subject to change based on COVID-19 developments and Campus operations, and will be addressed as part of the monitoring requirements.

Section #1 – Regulatory Context

2. Federal Guidance


3. Provincial and Sector-Specific Guidance
### COVID-19 Safety Plan Template

#### Section #2 - Risk Assessment
As an employer, UBC has been working diligently to follow the guidance of federal and provincial authorities in implementing risk mitigation measures to keep the risk of exposure as low as reasonably achievable. This is most evident in the essential service areas that have remained open on campus to support the institution through these unprecedented times. These areas have been very active with respect to identifying and mitigating risks, and further re-evaluating the controls in place using the following risk assessment process.

Prior to opening or increasing staff levels:
Where your organization belongs to a sector that is permitted to open, but specific guidance as to activities under that sector are lacking, you can use the following risk assessment approach to determine activity level risk by identifying both your organization’s or activity’s contact intensity and contact number, as defined below:

1. What is the contact intensity in your setting pre-mitigation – the type of contact (close/distant) and duration of contact (brief/prolonged)?
2. What is the number of contacts in your setting – the number of people present in the setting at the same time? As a result of the mass gatherings order, over 50 will fall into the high risk.

One or more steps under the following controls can be taken to further reduce the risk, including:
- Physical distancing measures – measures to reduce the density of people
- Engineering controls – physical barriers (like Plexiglas or stanchions to delineate space) or increased ventilation
- Administrative controls – clear rules and guidelines
- Personal protective equipment – like the use of respiratory protection

7. Contact Density (proposed COVID-19 Operations)
Describe the type of contact (close/distant) and duration of the contact (brief/prolonged) under COVID operations - where do people congregate; what job tasks require close proximity; what surfaces are touched often; what tools, machinery, and equipment do people come into contact with during work.

Most, if not all, activities will trigger a low without mitigation. Each staff present will work in their own office or workspace easily maintaining physical distance from anyone else. The copier might be touched by both individuals but will be cleaned with a disinfectant wipe before each use.

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)

We will be reducing our number of 1/3 of its normal occupancy.

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

We have had a staff meeting to discuss plans on August 5, 2020 and have created a mutually agreeable schedule of occupying the space for 8 hours two days per week (Tuesdays and Thursdays). The plan has been reviewed by Library Facilities. The applicable JOHSC(s) will review the plan either prior to submission or within 30 days of submission, and the plan will be revised as necessary.

All employee groups were engaged on identifying risks/protocols.

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

One of the staff in question is on the Library JOHSC and is a Workplace Wellbeing Ambassador so they are fully versed on all appropriate Workplace Health measures. The supervisor will discuss these directly with them.
They will review the information found at: https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive.

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 in the copy room of IKBLC 202 in hardcopy and emailed to the Library Admin Team.

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.

Some staff will continue to work from home on a full-time basis, others part-time with part-time in office.

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

The two employees can easily physically distance in the office space.

<table>
<thead>
<tr>
<th>14. Spatial Analysis: Occupancy limits, floor space, and traffic flows</th>
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<tbody>
<tr>
<td>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</td>
</tr>
<tr>
<td>The occupancy number is based on the individuals who are requesting a part-time return to the office. There will be no issue around providing a physical distance of 2 metres at all times.</td>
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<tr>
<th>15. Accommodations to maintain 2 metre distance</th>
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<tr>
<td>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</td>
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<tr>
<td>• Only one person at a time will enter and exit the space (IKBLC 202) through the locked south door (inaccessible to the public).</td>
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<tr>
<td>• Only one person at a time will enter the copy room/kitchen</td>
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<tr>
<td>• Kitchen fridge and appliances will not be used</td>
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<tr>
<td>• Staff will use the private washroom in IKBLC 201. Custodial has confirmed that it will be cleaned every evening.</td>
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<th>16. Transportation</th>
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<td>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</td>
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<td>n/a</td>
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<tr>
<th>17. Worker Screening</th>
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<td>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</td>
</tr>
<tr>
<td>Front and back entry door signage for both workers or visitors/guests that prohibits entry if any of the above 3 criteria apply.</td>
</tr>
<tr>
<td>o UBC Entry Check Sign</td>
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<tr>
<td>o WorkSafeBC: Entry Check for Workers</td>
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<td>o WorkSafeBC: Entry Check for Visitors</td>
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<th>18. Prohibited Worker Tracking</th>
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<tr>
<td>Describe how you will track and communicate with workers who meet categories above for worker screenings</td>
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<tr>
<td>The manager’s Sick Leave Tracking Sheet will be utilized to track any workers who cannot attend work due to one or more of the three categories of restriction (as defined by Worksafe).</td>
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### 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

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<tr>
<td>• Custodial standards apply – <a href="#">Building Operations COVID-19 website</a></td>
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<tr>
<td>• Handwashing can be done in the kitchen. We have soap, hand sanitizer and disinfectant wipes. All personal work station surfaces will be wiped down by each employee at the beginning of each workday.</td>
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#### 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

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<td>• The photocopier screen will be wiped down before each use by the staff person using it</td>
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<tr>
<td>• Dishes and other kitchen tools and implements will not be used or shared during this time</td>
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<tr>
<td>• Dishes and utensils may be washed with hot soapy water</td>
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<tr>
<td>• The kitchen may be used in accordance to the guidelines outlined in the UBC Library COVID-19 Staff Room Safety Procedures, which is included in appendix B.</td>
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#### 21. Partitions or Plexiglass installation

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

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<td>• N/A</td>
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### 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

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<tr>
<td>• Outline the expectations for all employees returning to the workplace (see UBC Workplace Rules)</td>
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<td>• Communication of this safety plan and acknowledgement by employee</td>
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<td>• An employee can raise concerns by speaker directly with the manager and these will be addressed immediately</td>
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#### 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

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UBC
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COVID-19 Safety Plan Template
June 2020 | Draft (rev.C)
All employees will be required to complete UBC’s ‘Preventing COVID-19 Infection in the Workplace’ online training module. Supervisors will be responsible for tracking staff completion as well as site-specific training.

### 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)

- All applicable signage from the [Safety & Risk Services COVID-19 website](https://srs.ubc.ca) will be posted in commons areas of IKBLC 202 including wash hands, entry check and campus rules.

### 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

- The Emergency Response Plan and exits to the building remain the same.
- For individuals presenting COVID-19-like symptoms, the direction to employees is to call UBC First Aid at 2-4444.
- Suspected positive incidents are to be reported to the Supervisor and documented by the supervisor in CAIRS as well as by emailing ready.ubc@ubc.ca.
- UBC COVID-19 exposure information can be found on the [SRS webpage](https://srs.ubc.ca).
- Direct people who are unsure about what they should do to the BC [Self Assessment tool](https://srs.ubc.ca).
- Suspected positive incidents or exposure concerns are to be reported to the Supervisor. Further incident reporting information can be found on the [SRS webpage](https://srs.ubc.ca).
- Direct people who are unsure about what they should do to the BC [Self Assessment Tool](https://srs.ubc.ca).
- [OPH Programs and Services](https://oph.ubc.ca) 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 two staff in the space (manager and employee) will review every month to ensure that safety protocols are easily being met and that it is necessary to work in the physical space.
- See Appendix [X]: COVID-19 Workspace Safety Plan Document Revision (New)

### 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.
There will be no new staff in the area or any equipment training required.

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

PPE is not required for this type of work but non-medical masks may be worn if employees choose to do so while maintaining a 2 metre physical distance.

Section #7 – Non-Medical Masks

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

- See Using Non-Medical Masks website for the most up to date information
- Suggested language for Overarching Portfolio Plans:
  - Unit Intermediate and Unit/Workspace plans will detail any further requirements for the use of non-medical masks for staff within their specific workspace(s).”
  - 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

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

See below

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: September 11, 2020
Name (Manager or Supervisor): Susan E. Parker
Title: University Librarian

Faculty and Staff Occupying Workspace
Appendices

Please attach any maps, pictures, departmental policies or risk assessments applicable UBC Guidance documents, where necessary, and other regulatory requirements referred to in document.


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<thead>
<tr>
<th>Date</th>
<th>Version</th>
<th>Writer</th>
<th>Change Description</th>
<th>Approved By</th>
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<tr>
<td>2020.12.17</td>
<td>2</td>
<td>Stacy Campbell</td>
<td>Updated to include new revisions to UBC Safety Plan Template</td>
<td>Susan E. Parker, University Librarian</td>
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<td>Administrative Manager</td>
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Appendix B: UBC Library COVID-19 Staff Room Safety Procedures
UBC Library COVID-19 Staff Room Safety Procedures

November 3, 2020

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 iLab), tap water should be run for 3 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 uses

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)