

# 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 Library</u>
Facility Location	<u>Biomedical Branch Library, Gordon and Leslie Diamond Health Care Centre, 2775 Laurel Street, Floor 2, Vancouver</u>
Proposed Re-opening Date	<u>BMB has 24X7 keycard access managed by building Security</u>
Workspace Location	<u>BMB Library patron and library staff space</u>

## Introduction to Your Operation

### 1. Scope and Rationale for Opening

A previous plan was published on September 30, 2020 to address the safety of Faculty of Medicine students and residents who have keycard access and are using library study space. At the time, no library employees were working in the space. This revised plan accommodates two library employees who have a weekly shift to handle book returns, prepare materials for delivery by email or campus mail to the Point Grey campus, and provide access to UBC campus mail for delivery.

This safety plan pertains to the Library space within the BMB Library. Other spaces accessible through the library are two video-conferencing rooms (rooms 2161 and 2163) and three Residents' rooms (rooms 2153, 2155, 2157). These are owned and controlled by the Faculty of Medicine, and are under the scope of the [Faculty of Medicine Guidelines for the Resumption of Activities at the Gordon and Leslie Diamond Health Care Centre \(DHCC\)](#).

The following were consulted:

- Faculty of Medicine Facilities Managers, Kelsey Hilton and Eileen Koshi, were consulted in the writing of the plan for input on Faculty of Medicine guidelines, and questions about custodial service, occupancy, and signage.
- The plan was reviewed by Dustin Szeto, the Library's Safety & Risk Services contact and Paul Gill, Health & Safety Manager, Faculty of Medicine.
- The plan will be shared with the Diamond Health Care Centre Local Safety Team and the Library's JOHSC after approval.

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

- Risk #3 – The workplace or activity is indoors and windows cannot be opened  
Employees are indoors, windows do not open in Koerner. Employees primarily work in a space by themselves. Where space is shared, there is ample room to physically distance by 2 metres or more.
- Risk #4 – Employees/students/visitors have frequent contact with high-touch surfaces (service counters, card payment machines)  
Employees have frequent contact with, books, door handles and table surfaces. Strict cleaning

protocols are in place.

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

## Section #1 – Regulatory Context

### 2. Federal Guidance

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

### 3. Provincial and Sector-Specific Guidance

- [BC’s Restart Plan: “Next Steps to move BC through the pandemic”](#)
- [BC Centre for Disease Control - Prevention & Risks](#)
- [BC COVID-19 Self Assessment Tool](#)

### 4. Worksafe BC Guidance

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

### 5. UBC Guidance

- [Faculty of Medicine Guidelines for the Resumption of Activities at the Gordon and Leslie Diamond Health Care Centre \(DHCC\) - July 24, 2020](#)
- [Faculty of Medicine Resumption Safety Plan](#)
- [COVID-19 Campus Rules](#)
- [Guidelines for Preparing for Reoccupancy](#)
- [Space Analysis and Reoccupancy Planning Tool](#)
- [UBC Facilities COVID-19 website - Service Level Information](#)
- [Workplace Physical distancing Planning Tool and Signage Kit](#)
- UBC Employee COVID-19 PPE 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 Signage](#)
- [COVID-19 Safety Plan Addendum: Required Non-Medical Masks](#)



6. Professional/Industry Associations

- [Northeast Document Conservation Center: Disinfecting Books and Other Collections](#)

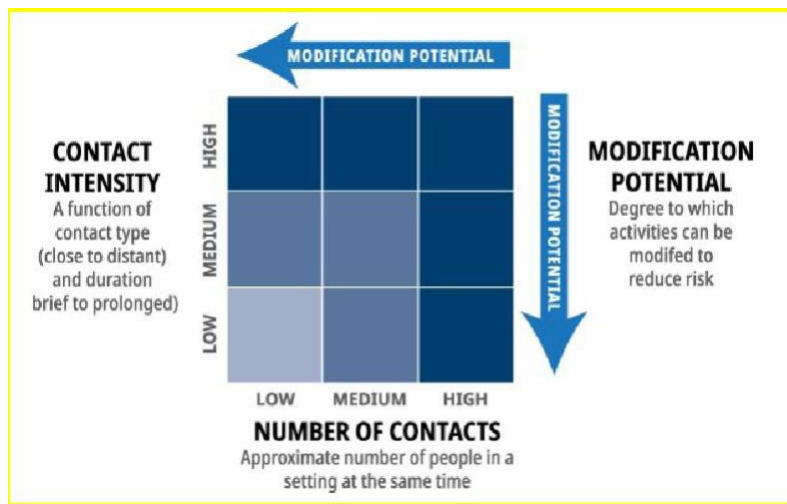
### Section #2 - Risk Assessment

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

- In the Library staff space, two employees each do a weekly shift. The employee works mostly in the workroom separated from patrons and using their own workstation.
  - o The employee shelves and retrieves books and tidies the public space, and interacts briefly with UBC Campus Mail when material is picked up. While in the public space or interacting with others, the employee wears a non-medical mask and face shield (optional).
  - o Gloves 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.
  - o The employee uses the discharging station and photocopier/scanner. These shared surfaces will be cleaned *before* use with Germosolve 5 cleaning solution following safe practices outlined in the [Workplace Hazardous Materials Information \(WHMIS\) Safety Data Sheet](#) (SDS) (see the yellow SDS link below the Germosolve 5 image). Germosolve 5 is used to clean all surfaces, except the mouse which is cleaned with alcohol wipes.
- In the Library study space, chairs at carrels and tables are spaced 2 metres apart.
- In the Faculty of Medicine spaces located within BMB Library (i.e. resident offices, rooms 2161 and 2163), medical residents, students and instructors will continue to follow occupancy guidelines from the Faculty of Medicine.

**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)

- Library space pre-Covid: Maximum 87 occupants. 58 seats at carrels, 4 armchairs, 12 computer workstations, 3 employee desks, 10 in group study room (2159).
- Library space with Covid plan: Maximum 25 occupants. 17 seats at carrels, 0 armchairs, 7 seats at computer workstations (with keyboards and scanner removed), 1 employee desk, 0 group study room (2159) as it is locked.

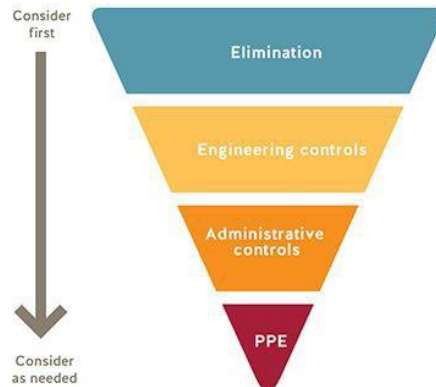


<p><b>9. Employee Input/Involvement</b> Detail how you have met the MANDATORY requirement to involve frontline workers, Joint Occupational Health and Safety Committees, and Supervisors in identifying risks and protocols as part of this plan</p>
<ul style="list-style-type: none"><li>• The plan was emailed to the Librarian and two staff of BMB Library on October 16, 22 and 26 to solicit input.</li><li>• Faculty of Medicine Facilities Managers, Kelsey Hilton and Eileen Koshi, were consulted in the writing of the plan for input on Faculty of Medicine guidelines, and questions about custodial service, occupancy, and signage.</li><li>• The plan was reviewed by Dustin Szeto, the Library’s Safety &amp; Risk Services contact and Paul Gill, Health &amp; Safety Manager, Faculty of Medicine.</li><li>• The plan has been shared with the Diamond Health Care Centre Local Safety Team and the Library’s JOHSC after approval.</li></ul>
<p><b>10. Worker Health</b> Detail how all Supervisors have been notified on appropriate Workplace Health measures and support available and how they will communicate these to employees</p>
<ul style="list-style-type: none"><li>• Interim Head of Woodward/BMB will be responsible for ensuring that employees have received proper training on all safety protocols.</li><li>• All employees working at BMB Library have received a copy of this plan via email.</li><li>• Employees have been directed to information regarding supports available to them at: <a href="https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive">https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive</a></li></ul>
<p><b>11. Plan Publication</b> 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</p>
<ul style="list-style-type: none"><li>• The final copy of this COVID-19 Safety Plan will be posted on the <a href="#">UBC Library’s Covid Safety Plans website</a>.</li><li>• Entry signage will indicate the website for this plan.</li></ul>



### 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

- Librarian (Faculty) and two CUPE staff members continue to work from home with the exception of staff doing one weekly shift each in the library.

**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 reschedule workers (e.g. shifted start/end times) in order to limit contact intensity; describe how you may group employees semi-permanently to limit exposure, where necessary

- Only one library employee is in the space at one time.

**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

- For Library space, the maximum occupancy is 25 people as indicated in the diagram drawn by Chantal Bobyn, UBC Planning using BMB Library floor plan (see Appendix A). The plan accounts for one library employee being in the space.
- As the Diamond Health Care Centre follows guidelines from Vancouver Coastal Health and Brookfield Global Integrated Solutions, directions flows were not required on the diagram or signage.
- For Faculty of Medicine spaces located within BMB Library (i.e. resident offices, rooms 2161 and 2163), medical residents, students and instructors will follow occupancy guidelines from the Faculty of Medicine (as per Facilities Managers Kelsey Hilton and EileenKoshi).
- Building Entrances: All learners and employees are required to access the second floor by using the staircase located on the east side of the building.
- Elevators: The elevator is reserved for learners with physical limitations, patients and staff at DHCC. Maximum occupancy is posted and must be adhered to.

**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

- Only one library employee is in the space at one time. When shelving or retrieving items in the public space or interacting with UBC Campus Mail, the employee wears a non-medical mask and face shield (optional) and remains 2 or more metres distant.
- Seating for medical students is marked using 6" green floor decals (BGIS-approved). Seating has been spaced out such that the available carrels are 2m apart and occupancy in meeting rooms is limited to allow for 2 m physical distancing.
- Even though the book stacks are in the common study area, the study area is set up in such a way that the students are distanced from any flow of employees through book stack aisles.
- Employees are instructed to keep a 2-metre distance from all patrons. If patrons request



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reference services, library employee refers patron to the BMB Librarian.

- The physical setup of chairs can be revisited if employees are uncomfortable at all.

**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

- Employees will complete the [BC Self-Assessment](#) before leaving for work on-site each day. If they answer 'no' to all of the questions, then they will directly confirm to a supervisor (or designate) that they have completed a daily self-assessment for symptoms of COVID-19 via the [UBC Library Active Self-Assessment Confirmation form](#). If they answer 'yes' to any of the questions, they will follow the guidance provided by the BC Self-Assessment Tool and communicate with their supervisor by phone or email if it impacts their ability to attend work in person.
- If Library 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 and follow instructions.

The following signage is posted at the front entrance:

- [UBC Entry Check](#)
- [WorkSafeBC: Entry Check for Workers](#)
- [WorkSafeBC: Entry Check for Visitors](#)
- As well, signage is posted at the front door to DHCC that says "Please stop & clean your hands. If you have cold or flu-like symptoms, or have been near someone who is sick, please do not enter. Thank you for helping keep our patients and staff safe." In addition, there is a checkpoint where people are screened as they enter the DHCC building.
- Medical students, instructors and residents receive the DHCC Guidelines with the following instructions:
  - Monitor your health status. Before leaving your home to participate in academic activities, complete the [BC COVID-19 Symptom Self-Assessment Tool](#), and follow the direction provided.
  - Do not use an academic learning space or workspace if you are ill, have flu like symptoms or have a fever or cough, and contact your manager, instructor, or program staff as soon as possible. If you are experiencing any symptoms of COVID-19, you must self-isolate.



Contact tracing will be done by the Provincial Public Health Authority.



**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 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).
- Unit Head will report to Associate University Librarian who will report to the University Librarian. Following this, we will reach out to our Safety and Facilities Officer for further direction.
- Unit Head may contact Safety and Risk Services by emailing [ready.ubc@ubc.ca](mailto:ready.ubc@ubc.ca) 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

- Library employees wash their hands before and after cleaning shared and personal equipment. If there is no immediate access to soap and water, hand sanitizer is available.
- Library employees clean their personal workstation on arrival with Germosolve 5. Shared workstations and equipment (printer/copier/scanner, phones) are cleaned before every use with paper towel and cleaning solution provided. The mouse should be cleaned with an alcohol wipe.
- Custodial staff wipe down tables and study carrels in the BMB Library every evening as per section 7.4 “Sanitizing surfaces” in the [Faculty of Medicine Guidelines for the Resumption of Activities at the Gordon and Leslie Diamond Health Care Centre \(DHCC\)](#).
- Signage is posted to remind patrons to wash their hands.
- Hand hygiene locations at DHCC are located:
  - Main entrances to buildings and by the elevators
- Hand washing with soap and water can be practiced in washrooms.



**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

- Returned items are removed from the book bin and discharged, and either placed on a truck (BMB books) or in a campus mail bin (books from other branches) for a week. The following week they are either reshelved (BMB books) or given to UBC Campus Mail (books from other branches).
- All mail and parcels delivered to the Library for processing are quarantined for 72 hours before handling.
- Library employees follow the Employee Safety Protocol in Appendix A when using kitchen appliances.
- In the Library study space, the scanner and keyboards for 12 public computer workstations have been temporarily removed as Custodial staff will not clean equipment, and students have their own laptops.
- In the Library study space, chairs were removed to limit seating.
- Employees wash or sanitize their hands frequently.

**21. Partitions or Plexiglass installation**

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

- Library employees do “behind-the-scenes” work. There is no public-facing service at this time.
- Interactions with the UBC Campus Mail person are socially-distanced (2-3 metres) for the entire brief interaction. Library employee wear a non-medical mask and face shield (optional). BMB's back door is opened on Campus Mail arrival, and library employee moves away 2-3 metres during delivery. Materials are received, and employee immediately washes or sanitizes hands. Received materials is quarantined for 72 hours.

**Section #5 – Administrative Controls**

**22. Communication Strategy for Employees**

Describe how you have or will communicate the risk of exposure to COVID-19 in the workplace to your employee, the conduct expectations for the employee's physical return to work around personal hygiene (including use of non-medical masks), the familiarization to contents of this plan, including how employees may raise concerns and how you will address these, and how you will document all of this information exchange



- Only selected employees returned to the workplace, following an established schedule. These employees participated in training related to mitigating risk. Supervisors shared and posted written procedures and protocols for mitigating risk. When employees need to raise questions, they can raise them to their supervisors or unit heads who will follow-up in order to respond to or escalate them appropriately.
- Supervisors communicated self screening protocols to employees by email, online or phone. Signage is posted. Expectations are that employees will notify supervisors if they are ill and that, if ill, they will not come into the workplace.
- Employees will raise health and safety concerns with Supervisors and Unit Heads via email, online or phone. Unit Heads will follow-up with Associate University Librarians and other relevant groups to resolve any issues.

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

- All employees are required to complete UBC’s ‘Preventing COVID-19 Infection in the Workplace’ online training module. Supervisors are 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 signage is included in Appendix A.
- Signage at entry:
    - o Occupancy limit of 25 people in Library space.
    - o Signage indicating that study space is available to key card holders but there are no library services, including scanning, printing and photocopying. Sign will include URL to safety plan and contact email for Sally Taylor and Dean Giustini.
    - o [“Wash your hands”](#) from [Safety & Risk Services COVID-19 website](#)
  - Signage on carrels: [“occupancy limit: 1 poster”](#) from [Safety & Risk Services COVID-19 website](#)  
Green floor decals mark where individuals can sit.

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



- All returning staff are familiar with the content on the building’s wall-mounted emergency procedures (Specifically: Predesignated Meeting Area, pull station, fire extinguishers and exit routes). Provide documented evidence of the education and training of the returning staff.
- In the event of an emergency, standard emergency procedures are to be followed, while adhering, as best as possible, to physical distancing practices. See: DHCC Fire Safety plan (inserted into the [Faculty of Medicine Guidelines for the Resumption of Activities at the Gordon and Leslie Diamond Health Care Centre \(DHCC\)](#)).
- Library employees who exhibit any symptoms of COVID-19 will leave DHCC immediately.
- Any employee who is unsure what do to will review the [BC Self Assessment Tool](#).
- Suspected positive incidents or exposure concerns are to be reported to the Supervisor. Further incident reporting information can be found on the [SRS webpage](#).
- [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 learners accessing the space have queries related to COVID-19 incidents, contact [FoM Health & Safety](#).

**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

- After it is approved, the plan will be reviewed by Aleteia Greenwood and Sally Taylor on a monthly basis for up to 12 months.
- If the plan is updated, it will follow the same review process, and the updated version will be posted on the BMB Library website.
- See Appendix B: COVID-19 Workspace Safety Plan Document Revision

**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

- All employees working on site are not new to the organization and their roles will not change. They will be conducting the same work and using existing procedures/workflows and equipment that will be adapted for safety in the COVID-19 environment.
- All employees working on site will be required to complete UBC’s COVID-19 Safety Training online module.

## Section #6 – Personal Protective Equipment (PPE)

**28. Personal Protective Equipment**  
Describe what appropriate PPE you will utilize and how you will/continue to procure the PPE



- Following the information provided in the UBC Employee COVID-19 PPE Guidance, PPE is not required for this service since a 2-metre distance will be adhered to at all times.
- Face shields have already been procured directly by the Library’s Facility Manager and employees interacting with Couriers will be provided with a personal face shield if they are requested, but must be used in conjunction with a non-medical mask. Instructions on how to clean the face shields will be provided to employees.

### Section #7 – Non-Medical Masks

#### 29. Non-Medical Masks

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

- All employees follow the UBC’s requirements and guidelines regarding mask-wearing described at [Non-Medical Masks at UBC](#).

### 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 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

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



## Appendix A

### Contains:

- Employee protocol for mitigating risk
- Safety supplies
- Staff procedures
- Green 6" floor decals marking where individuals can sit.
- BMB Library floor plan with physical distance spacing (dated July 29)
- Signage with occupancy limit for entry.
- Signage regarding use of library space with URL for safety plan and contact emails for Dean Giustini and Sally Taylor.
- Signage on door: "wash hands" from [Safety & Risk Services COVID-19 website](#)
- Signage on door: "please do not enter workplace if" from [Safety & Risk Services COVID-19 website](#)
- Signage on carrels: "occupancy limit: 1" from [Safety & Risk Services COVID-19 website](#)
- Signage on carrels: "non-medical mask required" from [Safety & Risk Services COVID-19 website](#)

### Employee Protocol for Mitigating Risk

- Establish a communication protocol to connect with a supervisor on a regular basis.
- Wash hands frequently observing handwashing guidelines. If there is no immediate access to soap and water, use hand sanitizer.
- Ensure appropriate Personal Protective Equipment and cleaning supplies are in stock (list below). Contact supervisor if supplies are low.
- Practice physical distancing for all in-library activities.
- Face shields will be provided to staff who wish to use them. While physical distancing is paramount, as per UBC's PPE Guidance document, non-medical or homemade face masks will be worn during your shift. Please see [UBC's guidelines on using a nonmedical masks](#) and watch the associated video.
- Do not share computer workstations or equipment. In situations where this is not possible, keyboards, scanning wand and printer/photocopier/scanner must be wiped down between each use with Germosolve 5. The mouse must be cleaned with an alcohol wipe.
- 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. Wash hands with soap and water for 20 sec before and after cleaning surfaces and using appliances.
- Limit physical contact with patrons and delivery services. If patrons need reference assistance, refer them to [bmb.library@ubc.ca](mailto:bmb.library@ubc.ca)
- Quarantine returned books and delivered mail for 72 hours before handling.
- 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.





## Safety Supplies

- Disinfecting cleaner
- Hand sanitizer
- Gloves (for sensitive hands)
- Face masks
- Face shields (available if requested)\*
- Disinfecting wipes

\*Please note that it is the responsibility of employees to clean their face shields daily with the supplies provided (Germosolve 5 and paper towel).

## Staff Procedures

For each activity listed below, library employees should complete the following procedures step-by-step for optimal safety. Each procedure assumes the employee is wearing a non-medical mask which is mandatory in the workplace.

### Emptying Book Bin and Discharging Items

1. Pull book bin with returned books from the drop
2. Log into Voyager's circulation module at the processing station.
3. Discharge item ("In Transit status" will be added automatically to books from other branches).
4. Place BMB books on truck (wipe/sanitize handles), and books from other branches in a campus mail bin, clearly labeled with today's date to quarantine for 72 hours
5. Wipe/disinfect counter surfaces at processing station
6. Wash/sanitize hands

### Shelving BMB Items after Quarantine Period

1. Put on face shield (optional)
2. Retrieve book truck from previous week and re-shelve BMB books in stacks
3. Return book truck to processing area (wipe/sanitize handles)
4. Wash/sanitize hands

### Book Retrievals

Pick slips will be printed by ILL/DocDel staff at Koerner Library then scanned and emailed to branches. To begin book retrieval process:

1. Put on non-medical mask (mandatory) and face shield (optional)
2. Use book truck (wipe/sanitize handles) to retrieve items on pick list from stacks
3. Log into Voyager's circulation module at the processing station



4. Add "In Transit status" to the item.
  - a. Open the item icon
  - b. Scan the item barcode
  - c. Click on the Status icon (looks like a graph)
  - d. Arrow down to select In Transit
5. Place the order with pick slip in a campus mail bin, clearly labeled with today's date to quarantine for 72 hours. If you have enough items to fill an entire book truck shelf, use a truck.
6. Return book truck to processing area (wipe/sanitize handles)
7. Wash/sanitize hands

\*Do not sign out the picked materials at your branch. They will be signed out to patrons at Koerner Library

#### **Article retrievals**

Pick slips will be printed by ILL/DocDel staff at Koerner Library then scanned and emailed to branches. Pick slips will also be retrieved from DOCLINE. To begin article retrieval process:

1. Put on non-medical mask (mandatory) and face shield (optional)
2. Use book truck (wipe/sanitize handles) to retrieve items on pick list from stacks\*
3. Return to processing area to scan article
4. Send via email to Koerner Library
5. Wash/sanitize hands

\*For electronic article delivery, retrieve item online and send via email to Koerner.

#### **Campus Mail Procedures**

Campus Mail Delivery to BMB is Wednesdays at approx. 9:30am. Book trucks and bins going to Koerner for "Materials pick-up service" should be labelled "Koerner Library Materials Pick-Up." Return items going to another branch can be labelled "Return to branch name ."

1. Put on non-medical mask (mandatory) and face shield (optional)
2. Retrieve campus mail bin (or truck) from previous week
3. Open BMB's back door and place bin (or truck) where it is accessible to delivery person
4. Move away 2-3 metres during delivery
5. Wash/sanitize hands



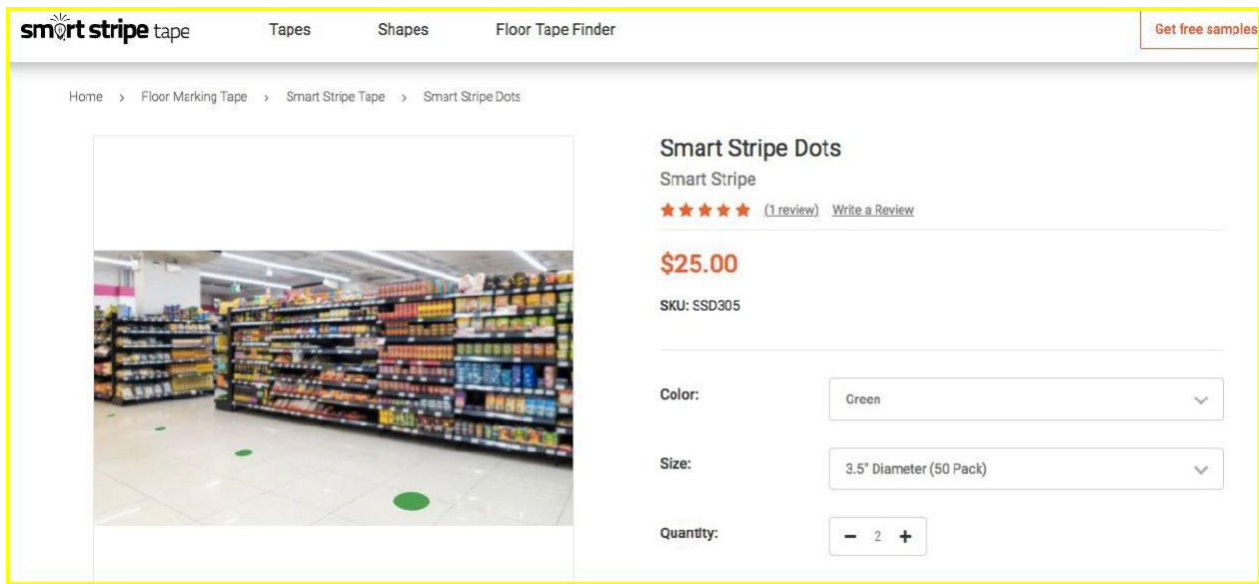
### Using Shared Workstations and Equipment

Before using a shared workstation or equipment:

1. Put on gloves (optional)
2. Use spray Germosolve 5 on paper towel (not directly on surface) and wipe down shared surfaces (keyboard, scanning wand, desensitizer, printer/photocopier/scanner, etc.).
3. Use an alcohol wipe to clean the mouse.
4. Remove gloves and wash/sanitize hands
5. Ensure cleaning solution has dried before using workstation

### Green 6" floor decals marking where individuals can sit.

<https://www.creativesafetysupply.com/smart-stripe-dots/>



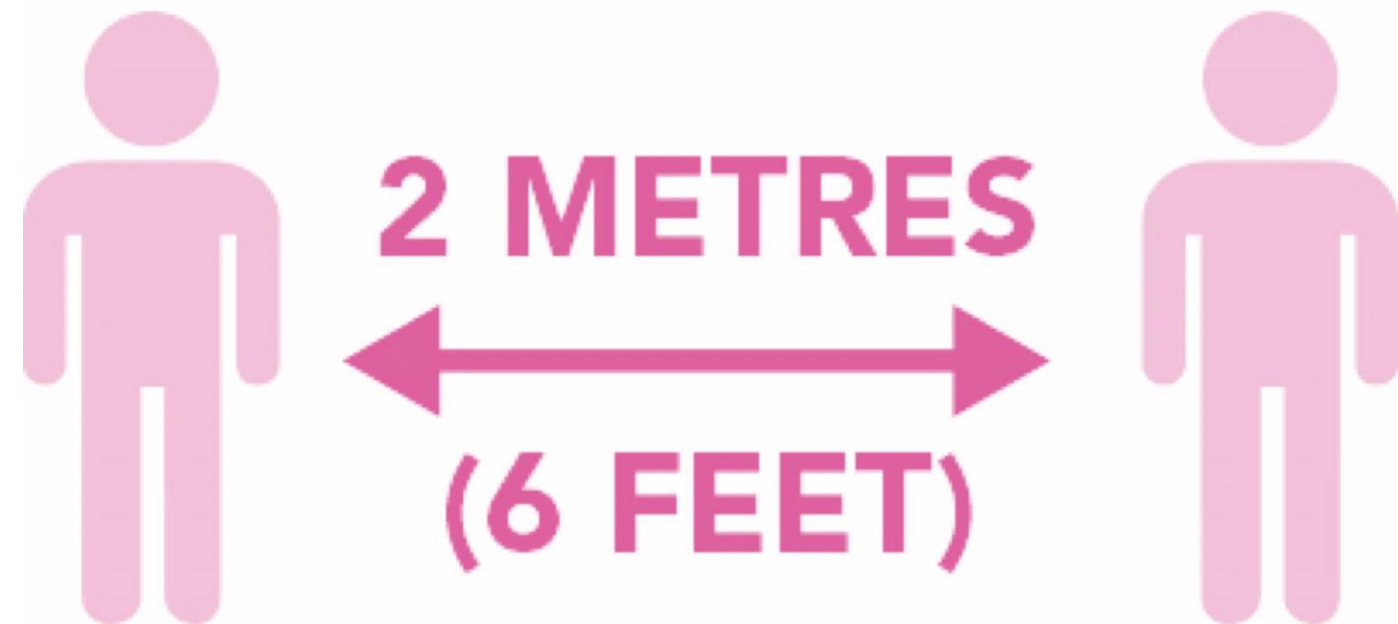
[floor plan and signage to follow this page]



# PHYSICAL DISTANCING

**Help prevent the spread of COVID-19**  
**Occupancy limit in UBC Library**  
**Space only: 25 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.



# NOTICE TO USERS

**Library spaces are available to key card holders only.**

All in-person BMB Library services, including scanning, printing, copying, are temporarily suspended.

For remote support with library research, please contact Dean Giustini, UBC Biomedical Librarian at [Dean.Giustini@ubc.ca](mailto:Dean.Giustini@ubc.ca)

**Remember to adhere to posted occupancy limits and maintain a 2-metre distance from others.**

BMB Library Covid Safety Plan is available at: <https://woodward.library.ubc.ca/services-at-hospitals/bmb/>

For questions, please contact Sally Taylor, Interim Head, Woodward Library and BMB Library at [sally.taylor@ubc.ca](mailto:sally.taylor@ubc.ca)





# Wash your hands

This area is cleaned at least once every 24 hours, but is used by many people.

Wash your hands or sanitize frequently as you move around campus to reduce the risk of COVID-19 transmission.



# 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 space.



# 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](https://bc.thrive.health) or call HealthLink BC at **8-1-1**.





# Non-medical mask required

Non-medical masks are required when in common indoor areas on our campuses.

Keep a physical distance of 2 metres between yourself and others.

Visit [srs.ubc.ca/covid19](https://srs.ubc.ca/covid19) for more information

## Appendix B: COVID-19 Workspace Safety Plan Document Revision

Date	Version	Writer	Change Description	Approved By
2020.12.21		Greenwood, Aleteia; Taylor, Sally	Added in all new language from <a href="#">CPS Amendment Document</a> as well as signage: UBC Entry Check; Mask Required	Aleteia Greenwood, AUL, Research Services
2021.02.05		Sally Taylor; Aleteia Greenwood	Updated cleaning procedures for computer mice, now using alcohol wipes.	Susan Parker, University Librarian
2021.03.22		Sally Taylor; Aleteia Greenwood	Changed alternating weekly shift by two staff to one weekly shift each. Added UBC Library Active Self-assessment Confirmation form.	Susan Parker, University Librarian