



## 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	UBC Library / VP Academic
Facility Location	University Archives, IKBLC, 1961 East Mall
Proposed Re-opening Date	November 1, 2020
Workspace Location	Irving K. Barber Learning Centre, Room 118

### Introduction to Your Operation

#### 1. Scope and Rationale for Opening

This partial re-opening of the University Archives (UA) is proposed based on the following rationales:

1) The need for UA to process five gift-in-kind donations acquired prior to the Library’s pandemic lock-down. Under the terms of those donations, UA is contractually obligated to have those materials arranged and described and made ready for appraisal for tax deduction purposes by the end of 2020. Two of those gifts-in-kind are from prominent former UBC faculty members, and are substantial in their physical extent: R.A.J. Macdonald (History) (20 boxes) and Erhard Luft (Mathematics) (8 boxes). The other three (from former faculty Werner Cohn and George McWhirter, and UBC alumnus Allon Peebles) are much smaller in extent, but still require staff time for processing in preparation for tax appraisal.

2) The need for UA to be in a position to accept two other substantial gifts-in-kind that have been promised to us but due to the current lock-down are still pending. These donations are from science-fiction author William Gibson and prominent Canadian broadcast journalist Joe Schlesinger, both well-known UBC alumni. UA’s concern is that if we are unable to accept these culturally-important materials within a reasonable time the donors may direct them to another institution, which would be a significant loss for UBC Library and a blow to its reputation as a cultural repository.

UA proposes to have two staff archivists (the Acting University Archivist and UA’s Term-Appointment Archivist) and two Work Learn student assistants working on-site, on a part-time basis, to process those donations currently in our possession. This would also allow UA to take possession of the pending gifts-in-kind noted above if the donors insist on their physical transfer before the Library and UA are able to fully re-open.

This work cannot be done remotely.

There will be no public access to UA collections at this time.

During this period, other UA staff may need occasional access to the space, for example to retrieve institutional records in response to freedom-of-information requests (to which the University is legally obligated to respond). In such cases, access will be requested via the facilities service request form process that is currently in place,



on-site personnel will be informed, and appropriate adjustments to this plan will be made to ensure that social-distancing and hygiene protocols are followed.

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*  
University Archives is located on the first floor of IKBLC and has no access to windows. Staff will maintain 2-metre distancing, and wear masks when away from their desks or work areas. Hand hygiene and surface cleaning will be enabled and encouraged. Persons exhibiting symptoms will be told to stay home and encouraged to go for testing.
- *Risk #4 – Employees/students/visitors have frequent contact with high-touch surfaces (service counters, card payment machines)*  
High-touch surfaces include ASRS retrieval stations and the UA/RBSC vault. Staff will wear nitrile gloves when retrieving items from or returning them to these areas. Hand hygiene and surface cleaning will be enabled and encouraged. Persons exhibiting symptoms will be told to stay home and encouraged to go for testing.

This Safety Plan has been vetted and approved by Acting University Archivist Erwin Wodarczak, campus facilities and custodial services.

## Section #1 – Regulatory Context

2. Federal Guidance
<ul style="list-style-type: none"> <li>• <a href="#">The Risk mitigation tool for workplaces/businesses operating during the COVID-19 pandemic</a></li> <li>• <a href="#">Hard-surface disinfectants and hand sanitizers (COVID-19)</a></li> </ul>
3. Provincial and Sector-Specific Guidance
<ul style="list-style-type: none"> <li>• <a href="#">BC's Restart Plan: "Next Steps to move BC through the pandemic"</a></li> <li>• <a href="#">BC COVID-19 Self Assessment Tool</a></li> </ul>
4. Worksafe BC Guidance
<ul style="list-style-type: none"> <li>• <a href="#">COVID-19 and returning to safe operation - Phases 2 &amp; 3</a></li> <li>• <a href="#">WorkSafeBC COVID-19 Safety Plan</a></li> <li>• <a href="#">WorkSafeBC: Designing Effective Barriers</a></li> <li>• <a href="#">WorkSafeBC: Entry Check for Workers</a></li> <li>• <a href="#">WorkSafeBC: Entry Check for Visitors</a></li> <li>• <a href="#">WorkSafeBC Protocol: Offices</a></li> <li>• <a href="#">WorkSafeBC Protocols: Post-Secondary Education</a></li> </ul>
5. UBC Guidance
<ul style="list-style-type: none"> <li>• <a href="#">COVID-19 Campus Rules</a></li> <li>• <a href="#">Guidelines for Preparing for Reoccupancy</a></li> <li>• <a href="#">Guidelines for Safe Washroom Reoccupancy</a></li> <li>• <a href="#">Space Analysis and Reoccupancy Planning Tool</a></li> <li>• <a href="#">UBC Employee COVID-19 PPE Guidance</a></li> <li>• <a href="#">Ordering Critical Personal Protective Equipment</a></li> </ul>



- [UBC Employee COVID-19 Use of Shared UBC Vehicles Guidance](#)
- [UBC Facilities COVID-19 website - Service Level Information](#)
- [UBC Employees COVID-19 Essential In-person Meetings/Trainings Guidance](#)
- [Workplace Physical distancing Planning Tool and Signage Kit](#)
- [Preventing COVID-19 Infection in the Workplace training course](#)
- [UBC Cleaning Standards & Recommendations for Supplementary Cleaning](#)
- [UBC Classroom Safety Planning](#)
- [UBC Signage](#)
- [COVID-19 Safety Plan Addendum: Required Non-Medical Masks](#)

#### 6. Professional/Industry Associations

- [Reopening Archives, Libraries, and Museums \(REALM\) Information Hub: A COVID-19 Research Project](#)
- [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](#)

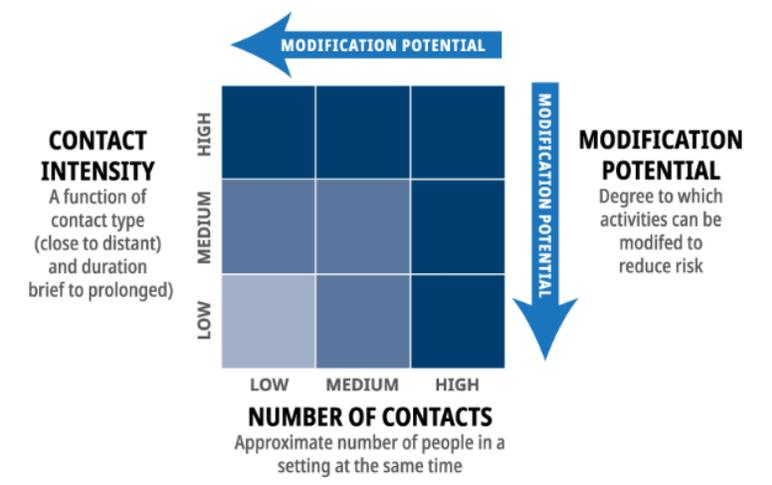
## Section #2 - Risk Assessment

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

Under this proposal, a maximum of two University Archives personnel at any one time will be occupying our work space. They will be in separate rooms with their own workstations, and will be working on separate projects with no need to be in close proximity during work tasks.

Two UA staff archivists and two Work Learn student assistants will come in on alternate days. On “Day 1” the Acting University Archivist will be in his office, and one student assistant will be in the UA “main office” (IKBLC 118) (see floor plan under Section #3 below). On “Day 2” the Term-Appointment Archivist will be at their workstation in the UA main office, with the other student in the Rare Books and Special Collections (RBSC) seminar room (IKBLC 112). Strict physical distancing and handwashing measures will be in place. The on-site work day will be 9 a.m. to 4 p.m., with the remainder of the work day to be completed from home.

UA personnel working on-site will be responsible for cleaning and disinfecting their own work stations at the beginning and end of their shifts, as well as any high touch areas such as door handles, using the cleaning solutions provided and following safe practices for the Germosolve 5 and Zytec Germ Buster Hand Sanitizer Wipes (for computer mice) outlined in the [Workplace Hazardous Materials Information \(WHMIS\) Safety Data Sheet \(SDS\)](#).



- While in the RBSC/UA work areas, staff members may use the kitchenette in accordance with [UBC Library COVID-19 Staff Room Safety Procedures](#). (see Appendix 1). Staff will use the men’s and women’s washrooms just outside of the RBSC staff door (IKBLC 131/132) - if those are inaccessible they can use the designated washroom on Level 3 next to the elevators (IKBLC 351).

**8. Contact Number (proposed COVID-19 Operations)**

Describe the number of contacts in your proposed COVID-19 operational setting (# of people present in setting at same time)

Pre-COVID, the general range of normal occupancy for University Archives (IKBLC 118, 118A) was 5-7 occupants. In this workplace safety plan we are only proposing a maximum of two occupants at a time (one archivist, one student assistant) for the UA space (IKBLC 118, 118A, 112) Monday-Friday from 9 a.m. to 4 p.m. The remainder of the workday will be completed from home.

**9. Employee Input/Involvement**

Detail how you have met the MANDATORY requirement to involve frontline workers, Joint Occupational Health and Safety Committees, and Supervisors in identifying risks and protocols as part of this plan

The Acting University Archivist and the University Archives’ Term-Appointment Archivist were involved in the development of the original plan. Other UA staff also were consulted. The RBSC Unit Head also was consulted due to the overlap of the UA and RBSC work spaces. The original plan was reviewed and approved by Erwin Wodarczak, Acting University Archivist, and Susan Parker, University Librarian. The UBC Library JOHSC approved the original plan in September.

This revised plan was updated by the Acting University Archivist, in consultation with the Chair of the Library Safety Committee. Other UA staff were also consulted.

**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

This plan has been reviewed and approved by Erwin Wodarczak, Acting University Archivist, and Susan Parker, University Librarian. All University Archives staff (both those working in-person and remotely) will receive a copy of this plan by email, copies will be made available on the unit’s website and on the unit’s shared drive, and a paper copy will be printed and posted in the UA main office. Details of the plan will also be communicated to staff through UA team meetings. Staff will also be directed to <https://wellbeing.ubc.ca/wellbeing-campaigns-andinitiatives/thrive> for more information regarding supports available to them.

**11. Plan Publication**

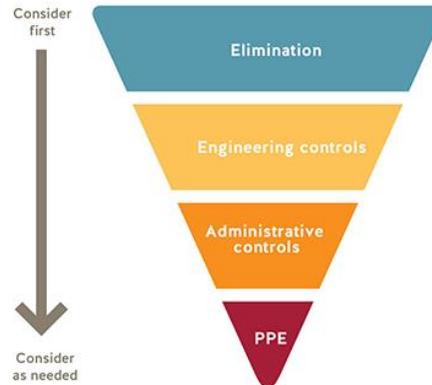
Describe how you will publish your plan ONLINE and post in HARD COPY at your workplace for employees and for others that may need to attend site

The final copy of University Archives’ Safety Plan will be posted online to SRS website and the [UBC Library COVID-19 Safety Plans page](#). All UA staff (both those working in-person and remotely) will receive a copy of this plan by e-mail, a copy will be saved on the unit’s shared drive, and a paper copy will be printed and posted in the UA main office.



### 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



Only the Acting University Archivist, the Term-Appointment Archivist, and two student assistants will be working on-site, a maximum of two at a time. All other University Archives personnel will remain working from home.

**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

A maximum of two occupants at a time (one archivist, one student assistant) will be in the University Archives work space (IKBLC 118, 118A, 112) Monday-Friday from 9 a.m. to 4 p.m., with the remainder of the work day to be completed from home.

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

Describe or use UBC building key plans (or do both, where appropriate) to identify and list the rooms and maximum occupancy for each workspace/area, explaining your methodology for determining occupancy

Seating plan: Whenever two University Archives workers are present, their work spaces will be in separate rooms, so they will be separated by both physical barriers (walls) and at least 2 metres of distance (see floor plan below). The three rooms that will be used are the University Archivist’s office (IKBLC 118A), the UA main office (IKBLC 118), and the RBSC seminar room (IKBLC 112) (see Diagram 1). There will only be one person in each room at any time. As per UBC and BC Public Health Office guidelines, staff will wear non-surgical masks when away from their desks.

Directional traffic flows: There will only be two UA employees on-site at a time, and they will be working in separate areas, so there will be no need for them to travel along the same path through the office at any time and one-way traffic flows will not be necessary. Even though room 110 is a shared space with RBSC, RBSC will not be accessing this area when they are on site.

Separate entrance/exit: UA workers will enter IKBLC through the East Mall entrance (**A** - see floor plan). They will take the stairs to Level 2 and enter the CTLT area (to the right from the stairs) via swipe card. They will access the elevator alcove (key needed) and take the Library staff elevator (1 person at a time) to the publicly-restricted area of Level 1. From there, UA staff will go through the doors to the first floor hallway and access their work area through the front (public access) doors (**B**). To exit, staff will take the same route in reverse. RBSC staff will always use the rear (staff) entrance (**C**) – in this way contact between staff from the two units will be minimized (see Diagram 2).

If Level 1 of IKBLC is open, UA staff will go directly from the East Mall entrance (**A**) downstairs to the RBSC front doors (**B**), rather than via level 2 as described above.

DIAGRAM 1

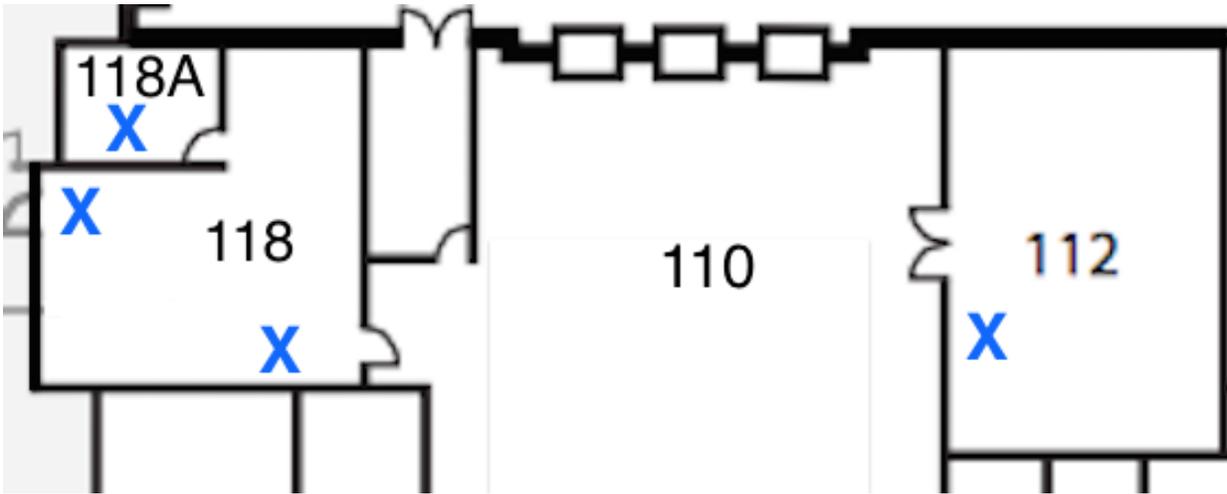
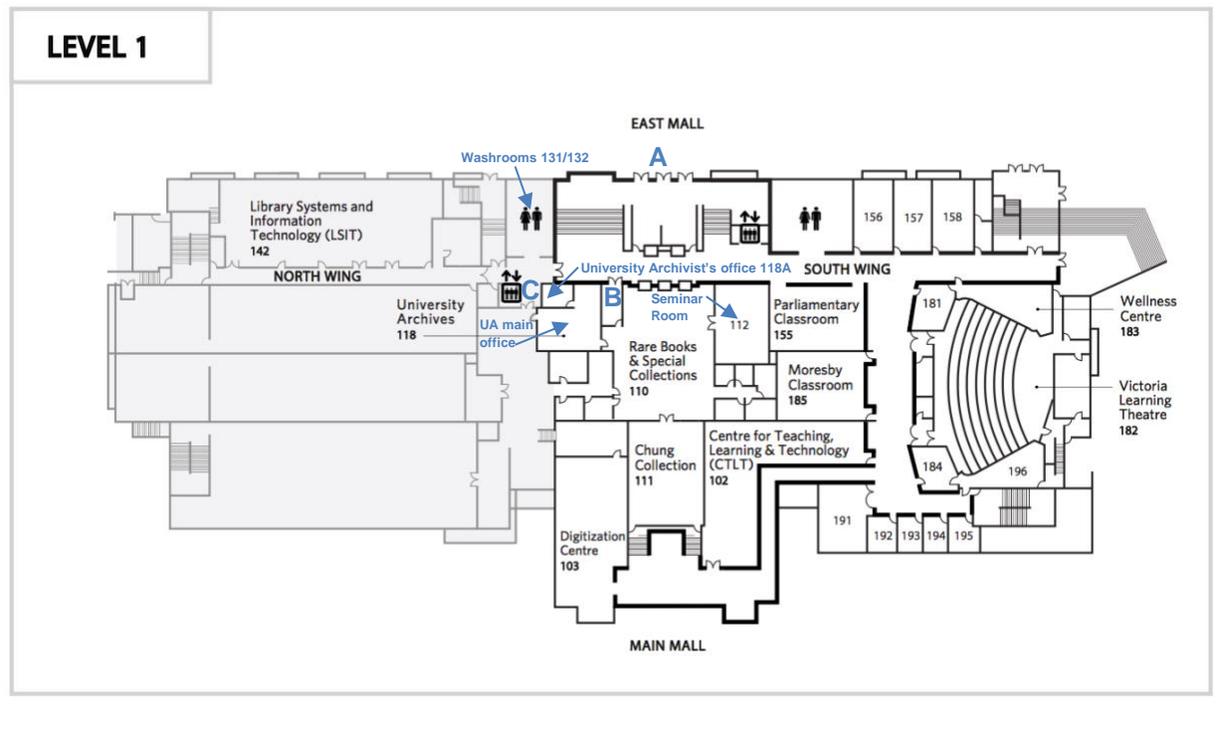


DIAGRAM 2





**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

University Archives is proposing a maximum of two occupants per day (one UA staff archivist, one student assistant), working in separate rooms (see floor plan above). They will be working on separate projects, and there will be no need to be in close proximity during work tasks.

On-site personnel may use the kitchenette in accordance with [UBC Library COVID-19 Staff Room Safety Procedures](#). (see Appendix 1). UA and RBSC personnel will communicate regularly to make each other aware of who will be on-site. This will ensure people are aware of how many people are present, where they will be working, and approximate times, and so reduce chances for accidental contact. Also, as per UBC and BC Public Health Office guidelines, staff will wear non-surgical masks when away from their desks.

Student assistants working in IKBLC 112 will have staff archivists’ office phone numbers and e-mail addresses, so that they can consult while maintaining physical separation.

Workers will use the men’s and women’s washrooms just outside of the RBSC staff door (IKBLC 131/132) – the washrooms on Level 2 adjacent to the CTLT offices may also be used. In addition, personnel will adhere to the following protocols when moving through and entering/exiting IKBLC:

- Library staff will follow institutional policies as described in “UBC Employee COVID-19 Physical Distancing Guidance”. A minimum 2 metres (six feet) will be maintained between individuals.
- Library staff will follow posted traffic flow decals, including directionality of stairwells, and single occupancy limit of elevators

**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 - None of the personnel who will be working at University Archives during this period will require the use of a UBC vehicle.

**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

As per Provincial Health guidelines, employees must complete a daily health check before entering the workplace by completing the [BC COVID-19 Health Check](#). Anybody experiencing any symptoms of COVID-19 will notify their supervisor and not come to work. Staff in this situation will either work from home or take sick time depending on the situation. The Acting University Archivist (unit head) will be responsible to ensure the staff who are ill do not return to work until they are well and cleared to do so.

Our screening process will also include front and back entry door signage for both workers or visitors/guests that prohibits entry if any of the above 3 criteria apply. The following sign will be posted on the staff entry doors (front and back): [WorkSafeBC: Entry Check for Workers](#).



<p><b>18. Prohibited Worker Tracking</b> Describe how you will track and communicate with workers who meet categories above for worker screenings</p>
<p>Employees feeling ill, with any common cold, influenza or COVID-19-like symptoms, will be asked to stay home and isolate for 10 days following the onset of symptoms or until symptoms resolve. The direct supervisor and unit head will use the Library’s internal systems to track any workers who cannot attend work due to one or more of the three categories of restriction (as defined by Worksafe BC). Unit Head will report to the University Librarian. Following this, we will reach out to our Safety and Facilities Officer for further direction.</p>

### Section #4 – Engineering Controls

<p><b>19. Cleaning and Hygiene</b> 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</p>
<p>University Archives will be included in the general cleaning and hygiene protocols for UBC Library and IKBLC (<a href="http://buildingoperations.ubc.ca/2020/05/25/custodial-services-keeping-your-facility-clean-and-sanitized/">http://buildingoperations.ubc.ca/2020/05/25/custodial-services-keeping-your-facility-clean-and-sanitized/</a>). Custodial standards will apply, and custodial services will clean designated washrooms within each library and high touch point areas in main corridors, elevators and stairways once per day once during the evening shift.</p> <p>UA staff on-site will be responsible for cleaning and disinfecting their own working areas at the beginning of their shifts, as well as any high touch areas within UA spaces, such as door handles. Necessary cleaning supplies will be provided by UBC Library. Each employee will clean their workstation when they arrive that day with Germosolve 5 and paper towels. Computer mice should be cleaned using Zytac Germ Buster Hand Sanitizer Wipes. Cleaning instructions will be provided.</p> <p>UA employees will also abide by <a href="#">UBC requirements</a> to wear non-medical masks in common indoor spaces.</p>
<p><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</p>
<p>On-site personnel may use the kitchenette in accordance with <a href="#">UBC Library COVID-19 Staff Room Safety Procedures</a>. (see Appendix 1). Personal workstations will be utilized solely by each individual. Similarly, book-trucks and processing materials will be assigned to each staff member for their use only. Printers, scanners and photocopiers will be cleaned by employees prior to use. As mentioned above, high-touch areas will be sanitized at the beginning of each shift.</p>
<p><b>21. Partitions or Plexiglass installation</b> Describe any inclusion of physical barriers to be used at public-facing or point-of-service areas</p>
<p>N/A - Personnel who will be on-site at University Archives will be working in separate rooms more than 2 metres apart, so there is no need at this time for additional partitions or barriers. There will be no interaction with the public or points-of-service during this period.</p>



## 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 University Archives staff and student assistants will be returning to the workplace, following an established schedule. These workers will participate in training related to mitigating risk; supervisors will share and post written procedures and protocols for mitigating risk; when workers need to raise questions, they will raise them to their supervisors or unit heads who will follow-up in order to respond to or escalate them appropriately.

Personnel will complete the [Preventing COVID-19 Infection in the Workplace](#) training module to collectively understand the risk of exposure to COVID-19 in the workplace. The unit head will communicate self-screening protocols to workers by email, online or phone. Signage will be posted. Workers will notify supervisors if they are ill and that, if ill, they will not come into the workplace. Workers will raise health and safety concerns with the Unit Head 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

University Archives personnel will submit their PDF certificates of completion for the online training module "Preventing COVID-19 Infection in the Workplace" to the unit head, and completion certificates will be kept on file and on the UA shared drive so that all staff have access to them. A spreadsheet tracking completion of the online training will also be maintained on the shared drive.

Existing signage related to screening as outlined in question 25 will be in place at the work entrance (WorkSafeBC: Entry check for Workers and Visitors).

This Safety Plan will be 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.

### 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)

As University Archives will remain closed to the public during this period, existing signage will remain posted at all public entrances explaining the current state of closure. Employees will post the following signs:

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



- Signs to remind UA personnel to verbalize presence before entering

In addition, signs provided by UBC and put up by other UBC Library employees will include:

- [Entry Checklist](#) to be posted on all RBSC/UA entrances
- [Washroom Occupancy limit](#) (for Designated washrooms)
- [Please do not use signs](#) for washrooms not in use
- [Please do not use this sink](#) for sinks external to washrooms that are not designated handwashing stations
- [Elevator limit](#) signage

**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, personnel working on site will go to the established Muster Areas, as indicated in our [building-specific BERP](#). Staff working in the space will report to the Firefighters that the building is cleared. If there is an immediate threat to personal health and safety, workers will contact Campus Security and call 911. Staff who feel ill will contact UBC First Aid (604-822-4444). Mobile first aid attendants will be dispatched to University Archives. UBC First Aid will assess the employee to determine the best course of action. This might include sending the employee home or arranging for further medical attention. Staff who exhibit any symptoms of COVID-19 will leave campus immediately. Suspected positive incidents or exposure concerns are to be reported to the unit head. Further incident reporting information can be found on the [SRS webpage](#). Staff can also consult the [BC Self Assessment Tool](#) and [OPH Programs and Services](#). Staff will periodically review BERP and ensure that their safety training is up-to-date.

**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

University Archives personnel returning to work on-site will communicate about the Workspace Safety Plan during weekly meetings, as well as whenever necessary via phone and/or e-mail. If any of them demonstrates signs and symptoms of COVID-19 the plan will also be immediately reviewed and updated. As the plan is updated, the version on the website and any posted hard copies will be updated. All Library staff will receive a copy of the new plan either electronically or in hard copy. Any concerns raised by employees will be brought to the attention of the Back to Campus Transition Planning Team by their supervisor.

This safety plan will be revised periodically based on templates and other guidelines issued by [UBC Safety and Risk Services](#).

**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

During this period University Archives does not anticipate any new staff changes or turn-over. The personnel assigned to work 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 personnel on site will be required to complete UBC’s COVID-19 Safety



Training online module. Training on new protocols will be done via virtual meetings. In case a face-to-face meeting is absolutely necessary, UA personnel will strictly adhere to physical distancing requirements and all LSC space-use restriction (<https://riskmanagement.sites.olt.ubc.ca/files/2020/04/Guidelines-for-Meetings-Trainings-FINAL.pdf>).

## 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

As per [UBC requirements](#) and BC Public Health Office guidelines, staff will wear non-surgical masks when away from their desks, as well as nitrile gloves when accessing high-touch surfaces (e.g. ASRS retrieval stations and the UA/RBSC vault). PPE will otherwise not be required as physical distancing will be in place at all times – UA employees will be working in separate rooms and will otherwise keep 2 metres apart.

## 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 University Archives staff will follow the requirements around mask-wearing described in <https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/> and <https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf>.

## 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.

The Safety Plan will be 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. Staff will use the template below to confirm and track their receipt and understanding of the safety plan.

I acknowledge that this Safety Plan has been shared with staff both through email and will be made available as a shared document. Staff can either provide a signature or email confirmation that they have received, read and understood the contents of the plan.

<b>Date</b>	<u>8 February 2021</u>
<b>Name</b> (Manager or Supervisor)	<u>Erwin Wodarczak</u>
<b>Title</b>	<u>Acting University Archivist</u>



Faculty and Staff Occupying Workspace

Name	Email	Confirmation of Understanding
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## Appendices

### Appendix 1: UBC Library COVID-19 Staff Room Safety Procedures – UA/RBSC Kitchenette

#### Employee Safety Protocols

- As per UBC's COVID-19 Campus Rules, employees will wear a non-medical mask inside staff rooms. Proper use of masks is outlined (Appendix A)
- Signage is posted reminding staff to practice proper physical distancing (Appendix B)
- Signage is posted reminding staff to practice proper hand hygiene (Appendix C)
- Signage indicating the maximum staff room occupancy is posted on the door of the staff room and within the staff room
- Furnishings will be moved or removed to ensure 2 metres distance if staff are using the space
- Ensure appropriate cleaning supplies are in stock (Germosolve 5 disinfecting cleaner and hand sanitizer). Contact your direct supervisor if supplies are running low
- Appliances such as fridge, microwave, and kettle must be wiped down between each use with Germosolve 5
- Countertops must be wiped down before and after each use with Germosolve 5
- In low traffic buildings (i.e. all libraries other than IKBLC), tap water should be run for 2 minutes before drinking. No use of water coolers until further notice.
- Please use your own mugs, plates, cutlery, etc. and store in your workspace between use

#### Staff Occupancy

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

#### Safety Procedures

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

#### Use of Staff Room Fridge:

1. Wash your hands with warm water and soap for at least 20 seconds
2. Use paper towel to turn off water tap and dispose of paper towel immediately (do not place on kitchen counter)
3. Spray Germosolve 5 on paper towel (not directly on surface) and wipe down the outside of your food container. Dispose of paper towel immediately
4. Spray Germosolve 5 on paper towel (not directly on surface) and wipe down fridge handle. Dispose of paper towel immediately
5. Place your container inside the fridge
6. Spray Germosolve 5 on paper towel (not directly on surface) and wipe down fridge handle. Dispose of paper towel immediately
7. Wash your hands with warm water and soap for at least 20 seconds
8. Use paper towel to turn off water tap and dispose of paper towel immediately (do not place on kitchen counter)

#### Use of Staff Room Microwave:

1. Wash your hands with warm water and soap for at least 20 seconds
2. Use paper towel to turn off water tap and dispose of paper towel immediately (do not place on kitchen counter)
3. Spray Germosolve 5 on paper towel (not directly on surface) and wipe down microwave handle and key pad/buttons



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

**Use of Staff Room Kettle:**

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

**Use of staff room kitchen countertop for basic food preparation:**

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

**Use of Staff Room Sink:**

1. Dishes, cups/mugs, and cutlery should not be left in the sink and must be washed immediately after each use



## Appendix 2: Courier Delivery Safety Procedures

The University Archives occasionally receives deliveries of archival materials from other University offices, private individuals, or external organizations. Materials may be paper records, photographs, audiovisual recordings, or a mixture of formats. Normally they will be boxed for shipment in cubic-foot bankers' boxes or containers of similar size; small shipments may arrive in shipping envelopes.

During this period of pandemic restrictions and limited access to campus, University Archives will not schedule deliveries of such materials unless extraordinary circumstances dictate otherwise. *In such cases, University Archives will only handle such materials for which delivery has been arranged in advance.*

Depending on the size of the delivery, couriers will bring deliveries either to the front (east) entrance of IKBLC (up to three boxes), or the loading bay at the north end of the Irving K. Barber Learning Centre.

### **PROCEDURE – front entrance of IKBLC:**

1. Once the scheduled delivery time is confirmed, and if the delivery is three boxes or less, University Archives will inform IKBLC staff to expect it.
2. On arrival at the IKBLC front entrance, the courier will report to the IKBLC staff member on duty. Physical distancing of 2 metres will be maintained.
3. The IKBLC staff member will phone the archivist on duty in University Archives – either 604-827-3954 or 604-827-3951.
4. Following COVID-19 safety protocols (ensuring hands are washed/sanitized, non-medical mask and nitrile gloves are worn, following designated routes, and maintaining 2 metre distance from other staff), the archivist will meet the courier at the front entrance, accept the delivery, and bring the materials to the University Archives.
5. Materials will remain quarantined in IKBLC Room 240, with signs attached indicating the date received and stating that it is not to be processed for 72 hours.
6. After 72 hours, University Archives staff may unpack the materials from the packages/boxes and begin processing.

### **PROCEDURE – IKBLC loading bay:**

1. Upon scheduled arrival outside the loading bay at the north end of IKBLC, the courier will phone the archivist on duty in University Archives – either 604-827-3954 or 604-827-3951.
2. Following COVID-19 safety protocols (ensuring hands are washed/sanitized, non-medical mask and nitrile gloves are worn, following designated routes, and maintaining 2 metre distance from other staff), the archivist will meet the courier at the loading bay and open the door, accept the delivery, and bring the materials to the University Archives.
3. Materials will remain quarantined in IKBLC Room 240, with signs attached indicating the date received and stating that it is not to be processed for 72 hours.
4. After 72 hours, University Archives staff may unpack the materials from the packages/boxes and begin processing.



### Appendix 3: COVID-19 Workspace Safety Plan Document Revisions

<b>Date</b>	<b>Version</b>	<b>Writer</b>	<b>Change Description</b>	<b>Approved By</b>
2020.11.24	2	Erwin Wodarczak Acting Head	Risk assessment. Guidelines for use of staff kitchenette. Updated regulatory content, emergency procedures, mask guidelines. Updated procedure for publication/distribution of safety plans.	Head of Unit / Dean / VP, Role
2021.02.02	3	Erwin Wodarczak Acting Head	Courier Delivery Safety Procedures (Appendix 2). Re-numbered appendices.	Head of Unit / Dean / VP, Role
2021.02.08	4	Erwin Wodarczak Acting Head	Use of Zytec Germ Buster Hand Sanitizer Wipes for computer mice.	Head of Unit / Dean / VP, Role
2021.03.02	5	Erwin Wodarczak Acting Head	Extended on-site working hours to 4 p.m. (Sections 2, 3)	Head of Unit / Dean / VP, Role