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/](https://covid19.ubc.ca/)

<table>
<thead>
<tr>
<th>Department / Faculty</th>
<th>UBC Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Location</td>
<td>Woodward Library</td>
</tr>
<tr>
<td></td>
<td>2198 Health Sciences Mall</td>
</tr>
<tr>
<td></td>
<td>Vancouver BC V6T 1Z3</td>
</tr>
<tr>
<td>Proposed Re-opening Date</td>
<td>March 1, 2021</td>
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<tr>
<td>Workspace Location</td>
<td>Staff areas on main floor (Librarian offices, Staff cubicles, Sherrington room) and second floor (Memorial Room Extension)</td>
</tr>
<tr>
<td></td>
<td>Book stacks on garden level, second and third floors</td>
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</table>

**Introduction to Your Operation**

1. Scope and Rationale for Opening

**Rationale**

Woodward Library has been contributing to the Materials Pick-up Service (MPUS) since July 2020 by having one CUPE staff member at a time on site as described in the [MPUS safety plan](https://covid19.ubc.ca/).

The purpose of this Woodward Library safety plan is to expand staffing in order to:

- complete Woodward collections projects that can only be done on site, including but not limited to journal/book moves, de-duplication of collections, preparation of gifts-in-kind, analysis of history of medicine and science pamphlet collection, and analysis of a distinct book collection
- provide space for one Rare Books & Special Collections employee to process a large donation
- improve the health and wellbeing of employees who find it challenging to work entirely from home.

**Scope**

- The plan pertains to staff areas on the main floor (librarian offices, staff cubicles, Sherrington room) and second floor (Memorial Room Extension), and to the book stacks on the garden level, second and third floors.
● There would be a maximum of 6 employees in these spaces at any one time, including the MPUS staff person.
● There are other library staff from Collection Services and Technical Services in the building. Their office space on the third floor is separate from the bookstacks, and they follow protocols in the Collections and Technical Services safety plan.
● The library is not open to the public.

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

The plan has been reviewed by employees who will be on site, the AUL Research and Scholarship, Head Rare Books & Special Collections, Managers of Collection Services and Technical Services, the UBC Library Covid-19 Safety Committee, the Safety and Risk Services contact, Teal Zone Facilities Manager, and the Director of Custodial Services. The UBC Library JOHSC will review and approve the plan within 30 days of implementation.

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 with no building ventilation system and access to outdoor air is not available (e.g. openable windows).
  Woodward Library: Employees are indoors, and windows do not open at Woodward. 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.
  Woodward Library: Employees have contact with copier/printer, scanner, table surfaces, collections, door handles. Strict cleaning protocols are in place.

Section #1 – Regulatory Context

2. Federal Guidance

● Risk mitigation tool for workplaces/businesses operating during the COVID-19 pandemic
### 3. Provincial and Sector-Specific Guidance

- **BC’s Restart Plan: “Next Steps to move BC through the pandemic”**
- **BC COVID-19 Go-Forward Management Strategy**
- **BC Centre for Disease Control: Prevention and Risks**
- **BC COVID-19 Self Assessment Tool**

### 4. WorkSafeBC Guidance

- **WorkSafeBC COVID-19 Safety Plan**
- **COVID-19 and returning to safe operation - Phases 2 & 3**
- **WorkSafeBC: Designing Effective Barriers**
- **WorkSafeBC: Entry Check for Workers**
- **WorkSafeBC Protocols: Offices**
- **WorkSafeBC Protocols: Post-Secondary Education**

### 5. UBC Guidance

- **COVID-19 Campus Rules**
- **Guidelines for Preparing for Reoccupancy**
- **Guidelines for Safe Washroom Reoccupancy**
- **Space Analysis and Reoccupancy Planning Tool**
- **UBC Employee COVID-19 PPE Guidance**
- **Ordering Critical Personal Protective Equipment**
- **UBC Employee COVID-19 Use of Shared UBC Vehicles Guidance**
- **Building Operations COVID-19 website - Service Level Information**
- **UBC Employees COVID-19 Essential In-person Meetings/Trainings Guidance**
- **Workplace Physical distancing Planning Tool and Signage Kit**
- **UBC Facilities COVID-19 information**
- **UBC Entry Check Sign**
- **Preventing COVID-19 Infection in the Workplace training course**
- **UBC Cleaning Standards & Recommendations for Supplementary Cleaning**
- **COVID-19 Safety Plan Addendum: Required Non-medical Masks**

### 6. Professional/Industry Associations

- **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**
- **REALM Project: REopening Archives, Libraries and Museums**
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:

![Diagram of contact intensity and modification potential]
- 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.

- There will be a maximum number of 6 employees working on site at any one time (see #8 for details).
- Employees will either be working in separate rooms (e.g. offices, Sherrington Room, Extension area of Memorial Room) or in cubicles that are physically distanced from others by a minimum of 2 metres.
- Only one employee will be in the bookstacks on each floor at any one time.
- Strict physical distancing and handwashing measures are in place. Gloves continue to be provided to all library staff as is common practice during normal operations.
- As per UBC’s [COVID-19 Campus Rules](#), employees will wear a non-medical mask in shared indoor spaces, such as hallways, stairways, building entryways, washrooms and other high-traffic areas. In addition, masks are required in Woodward Library’s shared office spaces (cubicles) and in the bookstacks.
- Employees will use their own workstations (including computer, keyboard, mouse, phone).
- Shared equipment such as the copier/printer and table surfaces will be cleaned between each use using the cleaning solution provided and following safe practices for the use of Germosolve 5 outlined in the [Workplace Hazardous Materials Information (WHMIS) Safety Data Sheet (SDS)](#) (see the yellow SDS link below the Germosolve 5 image).

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 the same time)

- Pre-Covid, Woodward Library had up to 25 employees on site at any one time (librarians, M&P, CUPE staff, student workers).
- During Covid, there will be a maximum number of 6 employees (librarians, M&P, CUPE staff, student worker) on site at any one time, including the CUPE staff who work on the Materials Pick-up Service as described in the [MPUS safety plan](#). This is 24% occupancy.
- This does not include the Collection Services and Technical Services in the building. Their office space on the third floor is entirely separate from the areas this plan covers, and they follow protocols in the [Collections and Technical Services safety plan](#).
**9. Employee Input/Involvement**
Detail how you have met the MANDATORY requirement to involve frontline workers, Joint Occupational Health and Safety Committees, and Supervisors in identifying risks and protocols as part of this plan

- The plan has been written by the Interim Head, Woodward Library with input from the Woodward Circulation and Office Manager, the Associate University Librarian, Research & Scholarship, and the Head of Rare Books & Special Collections (RBSC).
- The plan was emailed on to Woodward librarians and staff on February 11, and the RBSC Archivist on February 8 for questions and feedback.
- The UBC Library JOHSC will review and approve the plan within 30 days of implementation.

**10. Worker Health**
Detail how all Supervisors have been notified on appropriate Workplace Health measures and support available and how they will communicate these to employees

- All employees working on site are required to complete the mandatory [Preventing COVID-19 in the Workplace](https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive) online training.
- Signage will be posted throughout Woodward Library regarding Workplace Health and safety measures. Signage included in Appendix D.
- The Woodward Library Interim Head, the Woodward Library Circulation and Office Manager, and the Head of Rare Books & Special Collections are responsible for ensuring that employees under their supervision and who will be working on site receive proper training on all safety protocols prior to beginning in-person work, as outlined in this Safety Plan.
- All employees (both those working in-person and remotely) will receive a copy of this plan by email.
- Employees will also be directed to [https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive](https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive) for more information regarding supports available to them.

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

- The final plan will be posted on the UBC Library’s Covid Safety Plans website, and in hard copy on the Woodward Library Health and Safety board.

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**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.

Woodward Library currently has 12 Librarians (including Interim Head, 1 on study leave, 1 vacant position in the process of being filled), 2 M&Ps, 7 CUPE staff, and 3 student workers.
- 12 Librarians: 6 librarians will work 1-2 days/week or multiple half days on site on collections projects and for reasons of health and well-being. 6 librarians will continue to work entirely from home.
- 2 M&Ps: 1 M&P will work on site occasionally to oversee projects and provide health & safety training to the RBSC student worker. 1 M&P will continue to work entirely from home.
- 7 CUPE staff: 2 staff already work on site as part of the Materials Pick-up Service. 3 additional staff will work 1-2 days/week on site on collections projects. Remaining staff will continue to work entirely from home.
- 3 student librarians: all will continue to work remotely

Rare Books & Special Collections (Irving K. Barber Learning Centre) has a large donation and does not have space for processing it. Woodward Library has offered the use of the Sherrington Room.
- RBSC: 1 student worker will work on site 4-5 days per week starting in May.

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.
- Employees will have regularly scheduled shifts, working up to 5 full days or multiple half-days, Monday-Friday 8am-5pm.
- Employees will be scheduled in such a way as to minimize working in the same space.

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.

Entry and exit is via the rear building service delivery door. Access to the main floor is via the staircase immediately adjacent to the rear building service delivery door or the staff service elevator.

Signage is posted to indicate that the stairwell is a two-way route, and to remind employees to alert others before starting up/down the stairwell.

Signage is posted for both elevators indicating one person at a time.

Floor plans are provided in Appendix C. The main floor plan, annotated by Chantal Bobyn, Senior Facilities Planner, illustrates work areas, traffic flow with entry and exit doors, and designated washrooms. Please note that directional flows are only included for those library spaces that will have more than one person. Occupancy for each space is described in the table below and was determined in consultation with Chantal.
<table>
<thead>
<tr>
<th>Space</th>
<th>Occupancy (maximum)</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Circulation area with cubicles rm. 107</td>
<td>3</td>
<td>Cubicles are separated by more than 2m.</td>
</tr>
<tr>
<td>Document Delivery area with cubicles rm. 131A</td>
<td>2</td>
<td>Cubicles are separate by more than 2m.</td>
</tr>
<tr>
<td>Offices rm. 112, 115, 121, 107A, 107D, 107E</td>
<td>1 per office</td>
<td></td>
</tr>
<tr>
<td>Sherrington room rm. 130</td>
<td>2</td>
<td>Although occupancy is 2, Student worker and Interim Head will not have overlapping shifts.</td>
</tr>
<tr>
<td>Extension area, Memorial Room rm. 230</td>
<td>1</td>
<td>Librarian and CUPE staff who need access to this space will not have overlapping shifts.</td>
</tr>
<tr>
<td>Garden Level rm. 21 and 40</td>
<td>1 per floor</td>
<td>During transit through these areas, care will be taken to avoid staff from the Collections Services &amp; Technical Services units on the 3rd floor.</td>
</tr>
<tr>
<td>Second floor rm. 200 (bookstacks)</td>
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<td></td>
</tr>
<tr>
<td>Third floor rm. 300 (bookstacks)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Designated washrooms rm. 105, 141</td>
<td>1 per washroom</td>
<td>Employees in rm. 107, 112, 115 and 121 will use washroom rm. 105. Employees in rm. 131A, 107A, 107D, 107E and Sherrington room will use washroom rm. 141</td>
</tr>
<tr>
<td>Kitchen/Staff Room rm. 131B</td>
<td>1</td>
<td>The Library has robust kitchen/staff room protocols, see Appendix B.</td>
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</table>

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

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<tbody>
<tr>
<td>● All employees work independently and can and will maintain a 2-metre distance from each other at all times.</td>
</tr>
<tr>
<td>● Librarians will work in their offices or in the Sherrington room or Extension area.</td>
</tr>
<tr>
<td>● CUPE staff will work in the stacks, or at their cubicles, or the scanning workstation in the open areas of rm. 107 and 131A. Cubicles are separated by more than 2m but even so, shifts will be organized to minimize having more than one person at a time in rm. 107 or rm. 131A.</td>
</tr>
<tr>
<td>● One student worker will work in the Sherrington room. The shifts will not overlap with the librarian who also may work in the Sherrington room.</td>
</tr>
<tr>
<td>● This plan takes into account the CUPE staff who are part of the Materials Pick Up Service plan <a href="https://services.library.ubc.ca/safety-plans">https://services.library.ubc.ca/safety-plans</a>.</td>
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For spaces that are shared by employees, the following protocols are in place:

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<tr>
<td>● Library employees follow institutional policies as described in <a href="https://services.library.ubc.ca/safety-plans">COVID-19 Physical Distancing Guidance</a>. A minimum 2 metres (six feet) is maintained between individuals.</td>
</tr>
<tr>
<td>● The kitchen area is used under strict guidelines. See <a href="https://services.library.ubc.ca/safety-plans">UBC Library COVID-19 Staff Room Safety Procedures</a>.</td>
</tr>
<tr>
<td>● Dedicated washrooms have been identified to ensure they can be properly cleaned by custodial. Washroom occupancy is restricted to single occupancy.</td>
</tr>
<tr>
<td>● Elevators are restricted to single occupancy.</td>
</tr>
<tr>
<td>● Library employees follow posted traffic flow decals, including traffic in stairwells.</td>
</tr>
<tr>
<td>● Library employees alert others to their presence when using stairwells.</td>
</tr>
<tr>
<td>● Scanning and printing workstations are restricted to one person at a time and cleaned before each use following procedures in Appendix A. Procedures for cleaning are posted at each shared workstation.</td>
</tr>
<tr>
<td>● The building and office space is not open to members of the public.</td>
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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

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<tbody>
<tr>
<td>● We have reviewed the <a href="https://services.library.ubc.ca/safety-plans">UBC Employees COVID-19 Use of Shared UBC Vehicles guidance document</a>. It is not applicable as we will not be using vehicles.</td>
</tr>
</tbody>
</table>

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 their 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.
- The following signs are posted on the staff entry doors (front and back):
  - UBC Entry Check Sign
  - WorkSafeBC: Entry Check for Workers
  - WorkSafeBC: Entry Check for Visitors
- If staff 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.

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, are 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 Associate University Librarian who will report to the University Librarian and the Back to Campus Transition Planning Team. Following this, we will reach out to our Safety and Facilities Officer for further direction.

Section #4 – Engineering Controls
19. Cleaning and Hygiene
Detail your cleaning and hygiene plan, including identification for hand-washing stations and the cleaning regimen required to be completed by your departmental staff (i.e. non-Building Operations) for common areas/surfaces

- Custodial standards apply per Building Operations COVID-19 website
- Custodial Services clean the designated washrooms through the building and high touch point areas in main corridors, elevators and stairways once per day and once during the evening shift.
- Signage identifies designated washrooms and hand washing stations.
- Workstations, desktops and personal items are not cleaned by Custodial Services. Each employee/student staff member cleans their workstation when they arrive that day with Germosolve 5.
- Shared workstations, and equipment (copiers, phones) are cleaned by employees before use with paper towel and cleaning solution provided.
- Employees wash their hands before and after cleaning shared and personal equipment. If there is not immediate access to soap and water, hand sanitizer is used.
- Book truck handles and surfaces are cleaned, prior to pick up by Campus Mail; surfaces and handles are cleaned upon return to the owning location.

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

- Staff are provided with an internal procedures document outlining the steps for daily procedures. This document includes what surfaces need to be sanitized, when and with what disinfectant. Please see Appendix A.
- Staff follow the guidelines listed in the UBC Library COVID-19 Staff Room Safety Procedures (Appendix B) in using the fridge, microwave, kettle, etc. These procedures are placed on cabinets.
- Water coolers are taped off.
- Water fountains are taped off.
- Printers, scanners and photocopiers are cleaned by employees prior to use.
- All mail and parcels delivered to the library for processing are quarantined for 72 hours before materials handling.

21. Partitions or Plexiglass installation
Describe any inclusion of physical barriers to be used at public-facing or point-of-service areas
### 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

- All workers returning to work on site have participated in training related to mitigating risk; supervisors share and post written procedures and protocols for mitigating risk; when workers need to raise questions, they raise them to their supervisors or unit heads who follow-up in order to respond to or escalate them appropriately.
- If an employee is working alone, there is a communication protocol to connect with a supervisor on a regular basis.
- Supervisors communicate self screening protocols and the use of the [UBC Library Covid-19 Active Self-assessment Confirmation form](#) to workers by email and online.
- Signage is posted. Expectations are that 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 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](#) before working on site. Supervisors are responsible for tracking staff completion as well as site-specific training.
- Orientation to the safety plan and procedures will be done via Zoom and documented.
- Existing signage related to screening as outlined in question 25 is in place at the work entrance (UBC Signage: [Entry Check for Workers and Visitors](#)).

#### 24. Signage

- N/A - There are no public facing areas.
Detail the type of signage you will utilize and how it will be placed (e.g. floor decals denoting one-way walkways and doors)

<table>
<thead>
<tr>
<th>Library specific signage</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Designated washrooms</td>
</tr>
<tr>
<td>● Signage for kitchen cabinets</td>
</tr>
<tr>
<td>● Stairway is two-directional (created in house and use approved by SRS)</td>
</tr>
</tbody>
</table>

The remaining signs are provided by UBC and posted by UBC Library employees

- **Entry checklist**
- **WorkSafeBC: Entry Check for Workers**
- **WorkSafeBC: Entry Check for Visitors**
- **Washroom occupancy limit**
- **Please do not use - for watercooler**
- **Elevator occupancy limit**
- **One way directional signage for spaces with more than one employee**
- **Please keep to the right and yield to oncoming traffic**

25. Emergency Procedures

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

- In the event of an emergency, employees working on site will go to the established Muster Area, as indicated in the building-specific Building Emergency Response Plan located on shared drive at \LBRY\Woodward\Circulation\Health & Safety\.  
  - If the designated floor warden or muster captain is not on site, the staff working in the space should report to Firefighters regarding the condition of their space.  
  - If there is an immediate threat to personal health and safety, workers will contact Campus Security and call 911.  
  - Suspected positive incidents are to be reported to the Supervisor. Supervisors are to contact Safety and Risk Services at 604-822-2029 or email ready.ubc@ubc.ca and a safety expert will provide guidance on any immediate follow-up measures. Further incident reporting information can be found on the Reporting Covid-19 Exposure webpage at: https://srs.ubc.ca/covid-19/health-safety-covid-19/reporting-covid-19-exposure/  
- UBC COVID-19 exposure information can be found on the [SRS webpage](https://srs.ubc.ca/covid-19/health-safety-covid-19/reporting-covid-19-exposure/)
- Direct people who are unsure about what they should do to the [BC Self Assessment tool](https://srs.ubc.ca/covid-19/health-safety-covid-19/reporting-covid-19-exposure/)
● **OPH Programs and Services** remain available to all staff, faculty, and paid students who have questions or concerns about their health and safety in the workplace, including questions around COVID-19

● If there was a confirmed positive incident, SRS would defer to the government response protocols and rely on their direction. UBC would provide assistance as requested.


Describe how you will monitor your workplace and update your plans as needed; detail how employees can raise safety concerns (e.g. via the JOHSC or Supervisor) - the plan must remain valid and updated for next 12-18 months

- After it is approved, the plan will be reviewed by Sally Taylor and Aleteia Greenwood on a monthly basis for up to 12 months.
- As the plan is updated, the version on the website and any posted hard copies will be updated. All employees will receive a copy of an updated plan either electronically or in hard copy.
- See Appendix E: 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

- With one exception (student worker), all employees who will be on site are senior employees who are not new to the organization and their roles will not change. They are conducting the same work and using existing procedures/workflows and equipment that have been adapted for safety in the COVID-19 environment.
- As it has been quite awhile since they were in the building on a regular basis, all returning employees will review the Woodward Library Building Emergency Response Plan to make sure they are familiar with the emergency procedures. Specifically: Predesignated Meeting Area, pull station, fire extinguishers and exit routes. The Interim Head, Woodward Library will document that they have completed this review.
- The student worker will receive Health & Safety training before commencing work on site.
- All employees working on site are 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
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 are following the requirements for mask-wearing described at:
  and

Section #8 - Acknowledgement

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

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

Date

Name (Manager or Supervisor)

Title

Faculty and Staff Occupying Workspace

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Confirmation of Understanding</th>
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UBC

COVID-19 Safety Plan Template

Oct 2020 | Draft (Rev. D)

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Appendix A: Woodward Library Procedures

Planning team
The Woodward planning team works in consultation with Woodward employees, the AUL, Research and Scholarship, and the Head of Rare Books & Special Collections. The planning team is:

- Sally Taylor, Interim Head
- Anne Miele, Office and Circulation Manager

Guiding Principles

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

Employee Safety Protocols

- To accommodate custodial service, shifts must not be before 8am or after 6pm.
- If working alone, is a communication protocol to connect with a supervisor on a regular basis.
- Wash hands frequently, observing handwashing guidelines posted by sinks. 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 your direct supervisor if supplies are running 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 non-medical mask and watch the associated video.
- Do not share computer workstations. In situations where this is not possible, keyboards and scanning wands must be wiped down before each use with Germosolve 5, the mouse must be cleaned with an alcohol wipe.
- Limit rooms/spaces in use: two washrooms defined for use, rm. 105, 141. Use of kitchen and kitchen equipment must be within the guidelines stated in the UBC Library COVID-19 Staff Room Safety Procedures (Appendix B) document.
- No use of water fountains or water coolers.
- Quarantine returned materials for at least 48 hours.
- If you feel ill, with any common cold, influenza or COVID-19-like symptoms, you must stay home and isolate for 10 days following the onset of symptoms or until symptoms resolve.
Personal Protective Equipment/Cleaning Protocols
To ensure the safety and health of library staff and patrons, this plan will require:

- Disinfecting cleaner
- Hand sanitizer
- Gloves
- Non-Medical Masks (see above, Section 7)
- Face shields*
- Hand sanitizing station near book pickup area

*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

Entering/exiting the building
1. Entry and exit is via the rear building service delivery door.
2. Access the main floor via the staircase immediately adjacent to the rear building service delivery door or the staff service elevator.
3. Alert others to your presence before ascending or descending the stairwell.

Checking in/out
In order for occupants to know who is on site at any one time, we will communicate via a private channel on MS Teams.
1. Send a message when you arrive, and note where you plan to be working (desk, stacks, etc).
2. Send a message when you are about to leave the building.

Retrieving Materials
1. Confirm you will be the only person in the space (e.g. book stacks).
2. Wash/sanitize hands.
3. Use book truck (wipe/sanitize handles) to retrieve books on pick list; limit elevator to 1 person.
4. Return to processing area (staff or shared workstation as appropriate).
5. Wash/sanitize hands.

Using Shared Workstations and Spaces
Some work may require the use of shared workstations due to dedicated hardware and software. Before using a shared workstation:
1. Wash/sanitize hands
2. Put on gloves
3. Spray Germosolve 5 on paper towel (not directly on surface) and wipe down shared surfaces (keyboard, scanning wand, desensitizer, etc.)
4. Use an alcohol wipe to clean the mouse
5. Remove gloves and wash/sanitize hands
6. Ensure cleaning solution has dried before using workstation.

Kitchen and lunch areas may be shared following strict procedures, see Appendix B.

Designated washrooms
1. Use washroom in the circulation area (rm. 105) if you are located in rm. 107, 112, 115 or 121.
2. Use washroom in the staff room (rm. 141) if you are located in rm. 131A, 107A, 107D, 107E or Sherrington room.

Frequent hand washing throughout the day
Wash your hands frequently, particularly if handling in coming or in process materials. Do not give germs a chance. If your workplace has a kitchen sink, you may use the sink as a hand cleaning station, but, be mindful, if you do so, please, clean the sink and surround following the instructions above. Try not to touch shared surfaces unless you are about to use it for work.
Appendix B: UBC Library COVID-19 Staff Room Safety Procedures

These procedures are posted on the fridge in the staff room, and are also available at: https://services.library.ubc.ca/safety-plans/

Employee Safety Protocols
- As per UBC’s COVID-19 Campus Rules, employees will wear a non-medical mask inside staff rooms.
- Signage is posted reminding staff to practice proper physical distancing.
- Signage is posted reminding staff to practice proper hand hygiene.
- 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.
Use paper towel to turn off water tap and dispose of paper towel immediately (do not place on kitchen counter).

Spray Germosolve 5 on paper towel (not directly on surface) and wipe down the outside of your food container. Dispose of paper towel immediately.

Spray Germosolve 5 on paper towel (not directly on surface) and wipe down fridge handle. Dispose of paper towel immediately.

Place your container inside the fridge.

Spray Germosolve 5 on paper towel (not directly on surface) and wipe down fridge handle. Dispose of paper towel immediately.

Wash your hands with warm water and soap for at least 20 seconds.

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 C: Woodward floor plans

[follow this page]
Woodward book stacks marked by X

Room 301 is a separate unit covered in the Library Technical Services and Collections Services plan.
Appendix D: Signage

- Entry checklist
- Elevator occupancy limit
- Please keep to the right and yield to oncoming traffic
- Stairway is two-directional (created in house and approved for use by SRS)
- One way directional signage for spaces with more than one employee
- Washroom occupancy limit (on designated washrooms)
- Please do not use - for watercooler

[follow this page]
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](http://bc.thrive.health) or call HealthLink BC at 8-1-1.

Updated: December 10, 2020
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 keep to the right and yield to oncoming traffic.
Stairway is two-directional

Alert others to your presence before going up or down
Say "Hello, There!"

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 for more information
One way

Please keep at least 2 metres (6 ft) apart from others.
Washroom occupancy limit: 1 person

In order to reduce risk of exposure to the virus that causes COVID-19, we are limiting the number of people in this washroom.
Please do not use
Appendix E: COVID-19 Workspace Safety Plan Document Revision

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<td>2021.03.17</td>
<td>2</td>
<td>Sally Taylor, Interim Head, Woodward</td>
<td>Increased hours for employees on site</td>
<td>Susan Parker, University Librarian</td>
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