



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/>

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|---------------------------------|--|
| Department / Faculty | UBC Library |
| Facility Location | Irving K. Barber Learning Centre 1961 East Mall |
| Proposed Re-opening Date | Tuesday, 1 September, 2020 (for staff prep and training) Tuesday, 8 September 8, 2020 (opening to students, faculty, and staff) |
| Workspace Location | Multiple workspace locations in IKBLC |

Introduction to your Operation

1. Scope and Rationale for Opening

The Irving K. Barber Learning Centre reopened study space in the central core of the building on September 8, 2020. With 5000-6000 students in residences this term, select in-person classes taking place and commuter students requiring a quiet space to study and participate in online classes, we believe it is important to open the Irving K. Barber Learning Centre as a resource to support student learning.

Guiding Principles

- The health and well-being of students, faculty and staff 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

We will use the Library’s room booking system, LibCal, to have students sign-up for a space to study in IKBLC. To begin, we opened up 250 study seats daily and on October 5, opened an additional 100 seats as well as 4 single occupancy study rooms. The number of study seats were determined as the maximum occupancy our building could sustain while having students physically distanced (outlined in further



detail in question 14). When registering for study spots, students will need to read through and agree to a number of guidelines, such as the requirement to comply with 2-metre physical distancing guidelines, not to let unauthorized patrons into the building, that non-medical masks are required, and verification that they are not experiencing COVID-like symptoms.

Initially, Campus Security staffed the doors and checked students in using our LibCal software. Campus Security staff were stationed at the front doors (East Mall) for the duration of our open hours, which were initially 9am-7pm, Monday to Friday and 10am-6pm, Saturday. Shortly after opening, we extended our hours to be 9am-8pm, Monday to Friday and 10am-6pm, Saturday. UBC Library staff cover breaks. Before entering the building, students will need to show their UBC ID and Campus Security will verify that they have registered for a study spot. On November 16, 2012, we hired six student staff to monitor the entrance and check students in, rather than have this work done by Campus Security. This was important due to the unexpected volume of Library questions that Campus Security were receiving (and were not trained to respond to), in addition to the frequency of turnover with Campus Security staff, making training difficult.

When entering the building, students are given a wristband to indicate they are permitted to be in the space. There are different wristband colours each day, which is communicated to staff in advance. This is to ensure that students are not letting others in through the many entrances/exits to the building, which would put us over capacity.

Due to computers and printers in our space and the high demand on these devices, we hired our typical student staff (Chapman Learning Commons Assistant) to support the use of equipment in the space and answer other questions about online learning platforms, for which they are trained. We also have at least one professional staff member on site each day to support the students and ensure the service is running smoothly.

The HVAC System in IKBLC leverages wifi signals to calibrate heat/cooling/air flow based on occupancy. The Director of IKBLC has worked with an engineer at the Centre for Interactive Research on Sustainability to leverage this system to send us email alerts if zones of the building go over capacity. This will provide further security to ensure that our spaces are being used safely.

We reopened the space to staff on September 1st, to allow us to prepare the furniture for physical distancing and put up signage about occupancy for each space and other safety protocols. We are reopening to students, faculty and staff on September 8, 2020.

This plan has been reviewed by the Teal Zone Facilities Manager, the Director of Custodial Services, our SRS Contact and UBC Library JOHSC.



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

Risk #1: *Higher proportion of individuals from outside of the UBC community visit the campus/unit; if employees or staff are exposed to more than 10 random people in a day; or if the unit is public facing.* Only current students, faculty and staff are allowed in the space, however, many students are coming from off-campus so our front-line staff are exposed to more than 10 random people per day.

Risk #3: *The workplace or activity is indoors and windows cannot be opened.*

The IKBLC Study space and the associated workspaces for employees are indoors and the majority of windows cannot be opened.

Risk #4: *Employees/students/visitors have frequent contact with high-touch surfaces (service counters, card payment machines)*

Students and employees are in contact with high touch surfaces, however, custodial staff are cleaning these surfaces throughout the day as well as at night.

Section #1 – Regulatory Context

2. Federal Guidance

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

3. Provincial and Sector-Specific Guidance

- We have used guidance from the [BC COVID-19 Go-Forward Management Strategy](#), [BC’s Restart Plan: “Next Steps to move BC through the pandemic”](#), the [BC Centre for Disease Control Prevention and Risks](#).
- [BC COVID-19 Self Assessment Tool](#)

4. Worksafe BC Guidance

- [COVID-19 and returning to safe operation – Phase 2](#)
- [Worksafe COVID-19 Safety Plan](#)
- [Worksafe: Designing Effective Barriers](#)



- [Worksafe: Entry Check for Workers](#)
- [Worksafe: Entry Check for Visitors](#)
- [WorkSafeBC Protocol: 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](#)
- [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

- [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

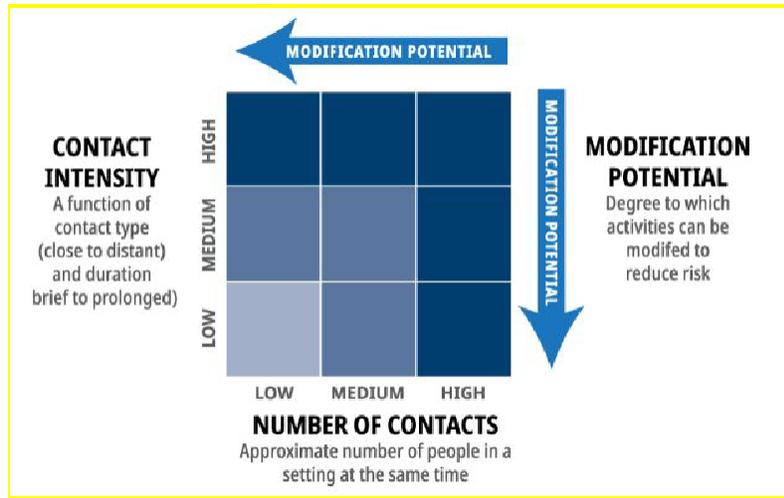
As an employer, UBC has been working diligently to follow the guidance of federal and provincial authorities in implementing risk mitigation measures to keep the risk of exposure as low as reasonably achievable. This is most evident in the essential service areas that have remained open on campus to 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.

Patron to Patron Contact

There was close and prolonged contact in IKBLC pre-COVID, as our traffic averaged 10,000 people per day and students would be closely packed together studying throughout the building.

We are currently limiting occupancy to 354 students per day (up from 277 when we first opened), which is 40% of pre-COVID occupancy based on furniture counts, and only 4% of our overall daily building traffic pre-COVID. We have outlined occupancy for each area of the building in question 14.



Patrons in the building are studying at a 2-metre physical distance. Contact is distant, but prolonged, given that students often study for 2 or more hours in our spaces. Students are required to wear masks in IKBLC and the mask can only be removed briefly and intermittently to eat or drink. Campus Security actively patrols the building to ensure mask compliance, two metre distancing, and the patrons are wearing their wristbands.

High touch public surfaces include:

- Study tables
- Keyboards & mice
- Printers
- Scanners
- Door handles
- Elevator buttons
- Stairwell handrails
- Washroom surfaces

Student staff will clean the keyboards, mice, printers and scanner each morning, before the building opens to patrons. We have purchased keyboard covers to make cleaning easier.

All other high touch surfaces (with the exception of keyboards and mice) are cleaned by custodial, throughout the day and also during the night shift.

We have “Sanitization Stations” throughout the building for patrons to clean spaces before using. These stations will include paper towels and a tethered-down bottle of Germosolve5. Students are instructed to spray the paper towel with the solution and take the paper towel to their study space to sanitize it.

Library Employees & Student Staff

We hired 10 student staff to help with printers and computers throughout the building and to help campus security to monitor the space. On November 16, 2020, we also added 6 additional student staff to handle check-ins at the front door. The check-in process at the front door is as follows:

1. Patrons will line-up outside the East Mall entrance to IKBLC following physical distancing markers.
2. A check-in/registration table is just inside the front doors. A table-top plexiglass shield is in place.
3. Patrons will approach the table one at a time (as per posted signage).
4. Patrons will leave their UBC Card on the table.
5. Student staff will visually check the ID then check the patron name in the LibCal database.



6. Patrons are asked to confirm if they have completed the [BC Self-Assessment Tool](#) and followed instructions provided by the tool. A copy of the questionnaire is posted at our registration table as well as a QR code to the tool, should students need to take it on the spot.
7. Student staff member will push wristband through the hole in the plexiglass barrier and ask the patron to pick-up their UBC Card and wristband.
8. Patrons are directed to which door they enter through and be asked to sanitize hands
9. Student staff will wipe-down table with Germosolve5 and paper towel hourly.
10. Student staff will wipe-down plexiglass barrier with Germosolve5 and paper towel at the end of each shift.

One to two professional employees will also be on site each day (in rotation--4 employees total) to support the student staff and monitor the service. Contact between student staff/library employees and patrons is brief and distant.

At the front entrance, we have a custom made plexiglass shield to protect employees and patrons. Employees are required to wear a mask at all times while on shift.

At our help desk, stanchions have been placed around our desk to ensure patrons stay at a two-metre distance when approaching the desk. When student staff are helping patrons on computers or printers, they have been provided with a laser pointer which will allow them to instruct patrons on what to do, from a distance.

The student staff and library employees are provided with a non-medical mask for additional safety during interactions with patrons. Staff are trained to remind patrons about the need to physically distance while providing support.

We will also have 2 furniture stewards (student staff) supporting this reopening plan. However, they are present in the building outside of open hours so will have no contact with patrons.

Security Staff

Interaction between security staff and patrons will also be brief and distant. Campus security are asked to do a minimum of once per hour patrols of the building to ensure physical distancing, mask compliance and that wristbands are visible. When not conducting patrols, security staff are stationed at a table at the front entrance of IKBLC, at least two- metres from the student staff.

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)



- The Pre-COVID capacity for our study spaces based on available seats/tables is 689.
- Based on guidelines provided in the [UBC Space Planning and Reoccupancy Tool](#), we are aiming for no more than 40% total building occupancy. When we first opened, we allowed 250 students per day in the building. By opening the Ike's Café seating area, we were able to increase this to 350. By opening level 1, we can further increase occupancy to 459. We regularly monitor usage in order to decide what spaces to open and how many students we can permit each day.
- Building occupancy is controlled with the following approach:
 - We will use the Library's room booking system, LibCal, to have students sign up for a study spot in advance. The maximum number of seats is determined per above. We started by limiting bookings to a maximum of two days per week. This was later expanded to allow for 5 bookings per week.
 - Students will need to agree to a number of terms and conditions to sign up for the space, including: agreeing to adhere to 2-metre physical distancing guidelines, to wear a mask, to not let unauthorized students in the space. They are warned that not adhering to these safety guidelines could result in a loss of privileges to book the space.
 - When registering for a space, students will also be asked to complete the [BC Self Assessment Tool](#) on the day of their booking and confirm that they have followed the guidance provided in the tool.
 - Students will also be asked to confirm if they have completed the UBC COVID-19 Student Safety Training Course.
 - Responses to the above questions are reviewed upon entry, using the Library's LibCal software
 - All doors to the building are locked from the outside. The East Mall (front) doors are staffed by IKBLC Student Assistant, who will check-in students as they arrive, during open hours (M-F 9am-8pm, Sat 10am-6pm). Hours may vary based on final exams, intersession hours and overall demand from students.
 - Students are asked to show their UBC ID (either their physical card or Digital ID Card)
 - Students are provided with a wrist-band which will permit them day-use to IKBLC, including in and out privileges. Student staff will monitor the space to ensure everyone is wearing a wristband. This measure is in place to ensure that students do not let non-registered patrons in through other doors. Non-registered patrons may not have completed the BC Self-Assessment Tool, UBC COVID-19 Student Training, and could also put us over occupancy.
 - Signage is placed in each area stating the maximum occupancy
 - As described earlier, we will use the HVAC system in IKBLC which leverages wifi signals to control output, to further manage occupancy. The system will send us email alerts if zones of the building go over capacity.
- Detailed occupancy for each space in IKBLC can be found in question 14



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

- All relevant facilities managers have been involved in the development of this safety plan

Others who have reviewed/been consulted regard the plan include:

- Campus security, including front line staff
- SRS File Coordinator Contact for UBC Library
- UBC Library JOHSC
- Students staff who are be working in the building
- The 6 Library employees who are working in IKBLC

10. Worker Health

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

- The IKBLC Reopening planning team includes the supervisors of the students who are staffing the service, so they are aware of all measures and supports available.
- We have been working closely with Campus Security regarding their role in this plan and have asked that we keep communication lines open to receive ongoing feedback about operations and areas to improve. Campus security supervisors will ensure their team members are aware of measures and supports.
- Signage is posted throughout Library branches regarding Workplace Health and safety measures. Signage is included in Appendix B.
- Supervisors are responsible for ensuring that all student staff who are working
- in-person will have received proper training on all safety protocols prior to beginning work with patrons, as outlined in this Safety Plan.
- All staff participating in staffing IKBLC will receive a copy of this plan by email.
- Staff will also be directed to
- <https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive> for more information regarding supports available to them.

11. Plan Publication

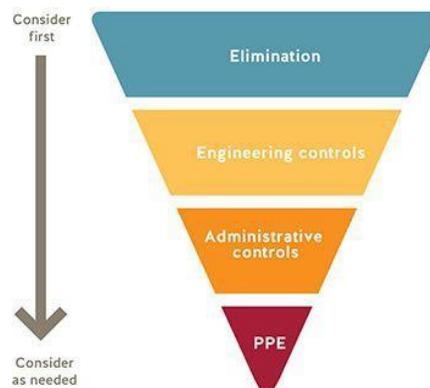
Describe how you will publish your plan ONLINE and post in HARD COPY at your workplace for employees and for others that may need to attend site



- The final copy of our detailed COVID-19 Safety Plan posted online to SRS website and on UBC Library’s COVID-19 response website <https://services.library.ubc.ca/covid-19-response> and the IKBLC website.
- Detailed procedures for the IKBLC Reopening Plan (Appendix A) are posted to the internal blog for the student staff
- At each location where there are employees, a hard copy of the final plan is posted on Health and Safety boards.

Section #3 – Hazard Elimination or Physical Distancing

Coronavirus is transmitted through contaminated droplets that are spread by coughing or sneezing, or by contact with contaminated hands, surfaces or objects. UBC’s goal is to minimize COVID-19 transmission by following the safety hierarchy of controls in eliminating this risk, as below.



The following general practices shall be applied for all UBC buildings and workspaces:

- Where possible, workers are instructed to work from home.
- Anybody who has travelled internationally, been in contact with a clinically confirmed case of COVID-19 or is experiencing “flu like” symptoms must stay at home.
- All staff are aware that they must maintain a physical distance of at least 2 metres 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

- We have hired 16 student staff (10 Chapman Learning Commons Assistants for the Help Desk and 6 student staff for the check-in desk at the front entrance). Help Desk student staff support questions about computers, printers, online learning software and other directional questions
- We have hired 2 furniture stewards to reset the furniture each morning and to clean the computer keyboards/mice
- The six employees who are part of the Chapman Learning Commons/IKBLC team (two librarians, two M&P and two CUPE 2950) will each be on site to ensure the service is running safely and smoothly. There are no more than two employees in the same office on one day. The rest of the time, the team will work remotely. If more than one staff member is present in a shared office, masks are required at all times.
- Staff area room 203 is shared by 4 staff including the Assistant Director, staggering their time on site to reduce the occupancy of the room to no more than 2. The office in 203 (203A) is in use two days a week when there is no more than one other employee in 203, and with the door closed.
- The Chapman Learning Commons Program Assistant (CUPE 2950) are present in the office five days per week, as very little of their role can be done remotely. The two librarians and two M&P staff members are in the office two to three days per week to oversee services. All other work is completed remotely.
- One CUPE 2950 staff member, who supervises the furniture stewards are in the office once per week. All other work is done remotely.
- Training took place on Tuesday, September 1st for the furniture stewards. Training took place for the Chapman Learning Commons Assistants on September 3rd and 4th. Training took place for the IKBLC Assistants on November 16th (their hiring date). Training was conducted in a large open space in IKBLC, with everyone at a 2-metre distance and wearing masks.



13. Work Schedule Changes/Creation of Word 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

- All shifts for the Chapman Learning Commons Assistants are scheduled between the hours of 9am - 7pm, Monday to Friday and 10am-6pm on Saturday.
- Shifts of a minimum of 2 hours are scheduled for the student assistants, who are working at the desk one at a time.
- Library staff are scheduled between 9am-5pm, Monday to Friday.
- Furniture stewards are scheduled Monday to Friday from 7 am to 9 am
- IKBLC Assistants are scheduled from Monday to Friday 9am-8pm and Saturday, 10am-6pm. Hours may vary based on final exams, intersession and overall student demand.
- 2-metre physical distancing procedures will apply at all times and masks are required.

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

The IKBLC team did a detailed walkthrough of the building, with an eye to COVID occupancy that would allow for 2-metre physical distancing while students were studying in our spaces. To ensure safety, we opted for generous amounts of space. In most cases, this meant:

- One person per study table, with tables spread 2 metres apart
- Removing every other seat from long tables that wrap our staircases and line our walls
- In areas with computers, prohibiting use of every other machine

Using the above guidelines, following are the pre-COVID and planned COVID occupancies for each of the study spaces we plan to reopen:

| Spaces Name | Room Number | Pre-COVID Occupancy | COVID Occupancy | Occupancy % | Notes |
|-------------|-------------|---------------------|-----------------|-------------|--|
| Elevators | N/A | 14 | 2 | 15% | From September 2020 until May 2021, IKBLC elevators were limited to 1 person at a time in an abundance of caution. Limit was increased |



**IKBLC COVID-19
Safety Plan**

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| | | | | | to 2 in accordance with guidelines. |
| Level 1 study | Rm. 100 | 12 | 4 | 33% | One person per study table. |
| Level 1 classrooms | Rms. 155-194 | 364 | 91 | 25% | |
| Level 1 hallways | Rm. 150 & 190 | 40 | 6 | 15% | One person per study table. One person per bench. |
| Level 2 computers | Rm. 210 | 24 | 12 | 50% | The computer workstations were already quite spaced out. The large monitor provides an additional barrier for patrons across the table. |
| Learning concourse | Rm. 210 & 215 | 111 | 31 | 28% | Reduce single seats by half. One person only on bench seats (normally four). |
| Classroom | Rm. 261 | 112 | 40 | 36% | |
| Ike's Café Seating | Rm. 262, 267, 268, 270 | 150 | 35 | 23% | One person per table. |
| Level 2 study rooms | Rms. 263-266 | 38 | 4 | 10% | One person per study room. Masks not required while in these single occupancy rooms. |
| Level 2 hallway | Rm. 250 | 36 | 9 | 25% | One person per table, seated closest to the wall (for maximum space for hallway traffic). |
| Qualicum Reading Room | Rms. 303, 305 | 75 | 36 | 48% | Remove 10 tables. One person per table. Remove every other chair from seating around stairwell and east window seating. |



**IKBLC COVID-19
Safety Plan**

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| Chapman Learning Commons | Rm. 300 | 114 | 63 | 55% | Closing off every other computer. For computers across the table from one another, the monitor acts as a physical barrier between patrons. The space was designed with ample space between patrons, which makes higher occupancy possible for this space. |
| Level 3 hallways | Rm. 350 | 39 | 11 | 28% | One person per table, seated closest to the wall (for maximum space for hallways). |
| Golden Jubilee Room | Rms. 400, 401 | 133 | 64 | 48% | One person per table. For tables surrounding stairwell, every other chair are removed to allow for physical distancing. |
| Musqueam Reading Room | Rm. 455 | 63 | 24 | 38% | For tables along the wall, every other chair are removed to allow for physical distancing. One person per smaller table at the front of the room, and two people share larger tables. |
| Nass Reading Room | Rm. 459 | 43 | 25 | 58% | One person per table. |
| Level 4 hallway | Rm. 450 | 39 | 11 | 28% | One person per table. |
| Phase 1 TOTALS | | 689 | 277 | 40% | Includes level 2 (except Ike's café), level 3 and level 4 |
| Phase 2 TOTALS | | 989 | 365 | 37% | Includes level 2 (including Ike's Café and room 261), level 3 and level 4. |



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|---------------------------|--|-------------|------------|------------|--|
| Phase 3 TOTALS | | 1393 | 466 | 33% | Includes all of above as well as level 1. |
|---------------------------|--|-------------|------------|------------|--|

In some areas, the COVID occupancy is as high as 60%. This is only in large open areas where there is a lot of space to distance furniture and/or the furniture was already very spaced out. Extra chairs and tables have been removed and stored elsewhere in the building. In other areas, where the space is enclosed, the occupancy is as low as 25% to ensure appropriate physical distancing can be maintained.

Signage is placed throughout the building stating the maximum occupants for each space.

Only those who have registered for a spot in advance are permitted to enter the building. Entrance is through the East Mall main doors, closest to the north. Exit is through the central East Mall doors or any other building exits (they will all be locked from the outside, so are exit only.)

The East Mall doors, closest to the south, is for card entry for staff and faculty who are working in the space, under approved safety plans. Beginning in September, we had signage up for all IKBLC elevators indicating one person at a time, which we adjusted upwards to the recommended limit of 2 in early May, 2021.. Problem spaces as far as directional flows are the hallways and stairwells, however:

- We have measured the hallways and there is enough room for people to get through safely, at a distance, if people keep right and yield to oncoming traffic. We will put up signage accordingly
- The main stairwell does not provide enough room for two people to occupy the same step at the same time with a 2 metre distance, however, the landings to each stairwell do, allowing people to safely yield. We have put up [signage](#) indicating that patrons keep right and yield to oncoming traffic.

Following are the pre-COVID and planned COVID occupancies for each of the office spaces we plan to reopen as part of the IKBLC COVID-19 Safety Plan.

| Room Number | Pre-COVID Occupancy | COVID Occupancy | Occupancy % | Notes |
|--------------------|----------------------------|------------------------|--------------------|---|
| IKBLC 203 | 7 | 1 | 14% | Student staff will pick-up keys and leave belongings in this shared space. One CUPE 2950 will work in this space once per week. One M&P staff member will work in this space two days per week. There is no overlap with employees in this space. |



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| IKBLC 203A | 1 | 1 | 100% | This is the office of the Assistant Director of the IKBLC. The Assistant Director will be the only person using this office, and no meetings will be held in this space. |
| IKBLC 318 | 6 | 2 | 33% | Staff within the office will maintain at 2-metre distance between workspaces and wear masks if more than two people are in the office. Those with adjacent workspaces will not be in the office at the same time. |
| IKBLC 322 | 1 | 1 | 100% | This is the office for the Director of IKBLC. The Director is the only person present in this office. Meetings will not be held in this space. |

Please note that there are other plans for specific Library units which are not included in the table below, however, we are aware of these plans and have ensured that occupancy levels and traffic flows ensure safety.

There are staff present in the level 3 and 4 north wing of IKBLC (the MAA Library) for the Materials Pick-Up Service. These plans are outlined in the MAA Safety Plan, which is available on the [UBC Library COVID-19 Safety Plans](#) page.

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

In office space

Employees with workstations less than 2-meters apart will not be scheduled on the same day. Aisles and walkways are clearly marked with arrows to support 2-meter distancing. Masks are required in all shared spaces. Masks may only be removed when the individual is the sole occupant of an office space.

We have strict guidelines in place for using staff lunchrooms, which are included in appendix C: UBC Library COVID-19 Staff Room Safety Procedures.

In public spaces

For keeping distance between employees and patrons, the following interventions are in place



- Stanchions have been placed around our Help Desk on level 3 so that patrons will keep a two-metre distance when approaching our desk. If patrons are asking for support on their personal devices while at the desk, student staff will use laser pointers to avoid touching the personal device.
- Wait here decals have been placed on the floor surrounding the desk, to be clear where to wait and also to keep patrons apart while lining-up.
- When helping patrons at computers, student employees have been provided with laser pointers in order to direct patrons on what to do on their screen/keyboard, while maintaining physical distance.
- Library employees will follow institutional policies as described in "[UBC Employee COVID-19 Physical Distancing Guidance](#)". A minimum 2 metres will be maintained between individuals.
- Elevators are restricted to two people at a time.
- Signage has been placed on washrooms indicating occupancy and every other sink and washroom stall have been placed out of order.

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. 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 sign are posted on the entry doors (front and back): [WorkSafeBC: Entry Check for Workers](#).
- 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



(<https://bc.thrive.health/>) and follow instructions.

- [Worksafe: Entry Check for Workers](#)
- [Worksafe: Entry Check for Visitors](#)
- When registering for a space online, students are also asked to complete [BC Self-Assessment](#) on the day of their booking and follow the guidance provided. For onsite bookings, the questions from the BC Self Assessment are posted at our check-in table and a QR code to the online self-assessment is also posted, so students can readily complete the self-assessment on the spot.

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 and the IKBLC Reopening 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

- We will assume custodial standards will apply per [Building Operations COVID-19 website](#)
- Custodial Services will 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.
- Study rooms are cleaned daily, and students are encouraged to use the Germosolve 5 provided to clean study room tables before use. Custodial will also spot clean these rooms throughout the day, as they do other study areas.
- Signage will identify designated washrooms (in staff areas only, since all available public washrooms are open).
- Custodial Services do not clean computer workstation and equipment. Accordingly and per the



[UBC COVID-19 Guidance on Cleaning Standards and Recommendations for Supplementary Cleaning](#), public workstations, printers and scanners are cleaned by UBC Library employees **twice daily** (once before we open and once in the afternoon). Study tables are cleaned at night and also throughout the day, when vacant.

- Sanitizing stations are set-up throughout the building and patrons are encouraged to clean surfaces before using them. The sanitizing stations will include paper towels and a bottle of Germosolve5. Students are instructed to spray the paper towel with the solution and take the paper towel to their study space to sanitize it.
- Each employee/student staff member will clean their personal workstation when they arrive that day with Germosolve 5. Shared workstations, or equipment (photocopiers, phones) must be cleaned before every use, using paper towel and cleaning solution provided.
- Employees will wash their hands before and after cleaning shared and personal equipment.

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

- Staff are provided with an internal procedures document outlining the steps for daily procedures. This document will include what surfaces need to be sanitized, when and with what disinfectant. Please see Appendix A.
- Public computer workstations are cleaned twice per day and patrons will be strongly encouraged to clean them before use.
- Shared kitchen facilities may be used by following the guidelines provided in Appendix C: **UBC Library COVID-19 Staff Room Safety Procedures**
- Water coolers have been taped off by UBC Library employees, with the exception of a water cooler in IKBLC 203, which returned to regular use in February, 2021. Posted signage instructs staff to spray Germosolve 5 onto a paper towel wipe the dispenser levers and allow them to dry before use, and to avoid allowing the nozzle to come in contact with mugs or water bottles.
- Water fountains are available for use
- Printers, scanners and photocopiers are cleaned by employees prior to use.

21. Partitions or Plexiglass Installation

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



- We have a table-top plexiglass barrier in place at the front-door check-in location, which is staffed by student assistants.
- We have also placed stanchions around the Help Desk, to ensure patrons stay a two metre distance from the desk, when approaching.
- IKBLC employees must wear masks at all times in shared spaces
- There is one bank of computers on level 2 of IKBLC where we have purchased two plexiglass shields to allow for our accessible workstations to be used, while the adjacent standing height
- workstations are in use.

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 workers are 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.
- Employees will never be working alone. Student staff will either have a supervisor present or Campus Security will be available.
- Supervisors will communicate self-screening protocols to workers by email, online or phone. Signage will be 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. Supervisors are responsible for tracking staff completion as well as site-specific training.

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

24. Signage

Detail the type of signage you will utilize and how it will be placed (e.g. floor decals denoting one-way walkways and doors)

UBC Provided Signage

- [Entry Checklist](#) to be posted on all Library entrances
- [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
- [Please do not use](#) for fridges, microwaves, and water coolers
- [Elevator limit signage](#)
- [Wait here floor decal](#) for outside of IKBLC
- [One Way](#) directional signage for spaces with more than one employee
- [Keep right](#) signage for hallways
- [Occupancy limit](#) poster for IKBLC spaces

Digital Signage (included in Appendix B)

- Cover your cough
- Do your part
- Physical Distancing

Library Specific Print Signage (included in Appendix B)

- Physical Distancing for Workstations
- Sanitization Station Poster (to identify areas with cleaning supplies)
- Clean surfaces poster (to encourage patrons to clean surfaces before use)
- Do not enter signage (for managing traffic flow at entrances/exits)
- Faculty and Staff Entrance Only (for designated door)
- Sit Here Decal (for demarcating where students should sit)

A poster for outside IKBLC includes the following message:

Welcome to the Irving K. Barber Learning Centre.



- Bookings are required for building entry.
- UBC card is required for entry
- Masks are required.
- Physical distancing is required at all times. No exceptions
- Food is not available for purchase inside the building. Please plan accordingly
- Book returns are not accepted inside. Please use external book drops
- Please wash/sanitize hands upon entry

Other posters are in sign-holders throughout the building, with the following messaging:

Welcome to the Irving K. Barber Learning Centre

- Please use supplies provided at Sanitization Stations to clean surfaces before use
- Masks are required
- Wash hands frequently
- Physical distancing is required at all times. No exceptions
- One person per study table only. Do not move tables or chairs together
- Wristband must be worn/visible at all times when in building
- Non-compliance with guidelines will result in loss of booking privileges

25. Emergency Procedures

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

- In the event of an emergency, employees working on site will go to the established Muster Area, as indicated in the [IKBLC BERP](#). This plan was last updated in February 2020 and is reviewed annually by the Director of IKBLC. The Director of IKBLC is participating in the reopening of the building and will update the BERP, as required.
- All staff have attended required on-site safety training and we have signed documentation that the training has occurred
- If the designated floor warden or muster captain is not on site, the staff working in the space should report to 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.
- If a worker or visitor becomes ill in the workplace, workers will follow established protocols and contact Campus First Aid (for staff or faculty) or 911 for non-staff students; the person calling will inform Campus First Aid of 911 if the distressed person is experiencing COVID-like



symptoms.

- Staff who exhibit any symptoms of COVID-19 will leave campus immediately.
- Suspected positive incidents or exposure concerns are to be reported to the Supervisor. Further incident reporting information can be found on the [SRS webpage](#).
- Direct people who are unsure about what they should do to the [BC Self Assessment Tool](#)
- [OPH Programs and Services](#) **remain available to all staff, faculty, and paid students who have questions or concerns about their health and safety in the workplace, including questions around COVID-19.**

26. Monitoring/Updating COVID-19 Safety Plan

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

- The plan will be reviewed monthly by the IKBLC Management Team
- Changes in operations or in provincial guidelines will also trigger a review of the plan
- See Appendix D for the 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

- The full-time employees who will be staffing this service are senior employees who 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 are required to complete [UBC's COVID-19 Safety Training](#) online module.
- All student staff will receive customized on-site training in early September to ensure they are aware of COVID-related procedures as well as their core job duties. The unique COVID-related procedures can be found in [Appendix A](#).

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 the Barber reopening since a 2-metre distance will be adhered to at all times.
- Non-medical face masks are required in all shared spaces. UBC employees will be provided with UBC issued non-medical mask, but they may wish to wear their own. Masks must comply with the guidelines outlined on [Non-Medical Masks at UBC](#) page, specifically: “An appropriate mask must have three layers of tightly woven fabric (cotton or linen), or be a commercially produced disposable non-medical mask, and securely fit, without gaping, over the nose and mouth with ties or ear loops.”

Section #7 – Non-Medical Masks

29. Non-Medical Masks

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

- Students booking in IKBLC are informed via our website, our LibCal Online Booking system and in their email booking confirmation about our mask policy
- Students must check-in to our space in person and student staff will ensure no one enters without a mask.
- Campus security conducts rounds of our space every hour (at minimum) to ensure mask compliance
- Employees are all aware of the mask policy and management is regularly on site to ensure employees are following guidelines provided by UBC on [Using Non-Medical Masks](#)
- All staff in portfolio 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>.
 - Masks are required in all common areas and shared office spaces
 - Masks may only be removed if you are the sole occupant of an office with a door
- Daily P.A. announcements are to be made by Chapman Learning Commons staff during peak occupancy times (at approximately 1pm and again at approximately 4pm on weekdays) reminding building occupants that “Mask wearing and physical distancing are required at all times.” This practice may be made more or less frequent as necessary.

Section #8 – Acknowledgment

30. Acknowledgement

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 acknowledge 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 | August 24, 2020 (Original Plan) for revision history, see appendix D |
| Name (Manager or Supervisor) | Susan Parker |
| Title | University Librarian |

Appendix A: Procedures for IKBLC COVID Operations



Procedures for IKBLC COVID Operations

August 24, 2020

Planning Team

| Name | Unit |
|-------------------|--|
| Julie Mitchell | Associate University Librarian & Director, IKBLC. Chair. |
| Alex Kuskowski | Learning Services Librarian, Chapman Learning Commons |
| Emma MacFarlane | Learning Commons Coordinator, Chapman Learning Commons |
| Jean-Paul Eidsvik | Director, Finance & Facilities |
| Alicia Munro | Facilities Manager |
| Kristen Wong | Program Services Assistant, IKBLC |

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, WorkSafe BC and the BC Centre for Disease Control

Employee Safety Protocols

- If working alone, there will be 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, we recommend that you also consider wearing your own non-medical face mask during your shift. Please see [UBC's guidelines on using a non-medical masks](#) and watch the associated video
- Do not share computer workstations. In situations where this is not possible, keyboards and scanning wand must be wiped down between each use with Germosolve 5 (use Sanituf alcohol wipes to sanitize computer mice, rather than Germosolve-5, which corrodes the rubber.)
- Limit rooms/spaces in use: one washroom defined for use; no use of kitchens, or staff rooms
- No use employee lunch rooms or other shared gathering spaces
- No use of shared kettles, microwaves or fridges
- Limited use of water coolers, with the requirement to follow posted safety protocols to wipe dispenser levers with a germosolve 5-soaked paper towel and allowing them to dry before use.
- Limit physical contact with patrons. Follow procedures outlined below.
- 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 and Cleaning Protocols

To ensure the safety and health of library staff and patrons, this plan will require:

- Disinfecting cleaner
- Hand sanitizer
- Gloves
- Face shields
- Face Masks**
- 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).

**Since physical distancing procedures will be in place, wearing face masks is not required by [UBC PPE Guidelines](#), however, we encourage employees who wish to wear their personal face masks to do so while at work.

General Procedures

For Patron Entry into IKBLC

Patron admission to IKBLC will be handled by Student Assistants using the procedures outlined below:

1. Patrons will line-up outside the East Mall entrance to IKBLC following physical distancing markers.
2. A check-in/registration table will be just inside the front doors. A table-top plexiglass shield will be in place.
3. Patrons will approach the table one at a time (as per posted signage).
4. Patrons will leave their UBC Card on the table.
5. Student staff will visually check the ID then check the patron name in the LibCal database.
6. Patrons will be asked to confirm if they have completed the [BC Self-Assessment Tool](#) and followed instructions provided by the tool. A copy of the questionnaire is posted at our registration table as well as a QR code to the tool, should students need to take it on the spot.
7. Student staff member will push wristband through the hole in the plexiglass barrier and ask the patron to pick-up their UBC Card and wristband.
8. Patrons will be directed to which door they enter through and be asked to sanitize hands
9. Student staff will wipe-down table with Germosolve5 and paper towel hourly.
10. Student staff will wipe-down plexiglass barrier with Germosolve5 and paper towel at the end of each shift.

Using Shared Workstations and Spaces

The CLC desk computers are considered shared workstations due to dedicated hardware and software. Before using a shared workstation:

1. Wash/sanitize hands
2. Use spray Germosolve 5 on paper towel (not directly on surface) and wipe down



- shared surfaces (keyboard, scanning wand, desensitizer, etc.)
3. Use Sanituf alcohol wipes to sanitize computer mice, rather than Germosolve-5, which corrodes the rubber.
 4. Dispose of paper towel in garbage bag
 5. Wash/sanitize hands
 6. Ensure cleaning solution has dried before using workstation.

Clean the following shared surfaces before using, following the instructions described above. For electrical and electronic devices follow the manufacturers' instructions and only use the recommended cleaning solutions.

Take care around paper surfaces.

- Chair arms
- Counters, desk tops, tables, and other workstations
- Computer keyboards & mice
- Desk tops
- Door handles and latches
- Scanners
- Photocopiers
- Printers
- Staplers: We will only have the no-touch (automatic) stapler available at the Help Desk. No other stationary will be available due to the high-contact with these items.

Chapman Learning Commons Assistant (CLCA) Procedures

CLCA Training

- Training will happen on September 3 and 4, 2020. We will follow the procedures outlined in this document and will maintain physical distancing. Twelve students and two staff members will be attending CLCA training. Training will take place in the Qualicum room, Level 3, IKBLC. Students will sit at pre-prepared stations at separate tables.
- Prior to space training, we will explain physical distancing procedures and encourage students to wear a mask. Students will wait outside to be let into the building by a staff member.
- Upon entering the building, wash hands with soap and water in level 2 washroom.
- Students will be trained on the procedures outlined in this document **and in the IKBLC Safety Plan.**

Shift Start:

1. Arrive at IKBLC
2. Call security at 822-2222 for building access
3. After entering the building, wash hands with soap and water in level 2 washroom
4. Enter room 203 and put on assigned face shield
5. Avoid removing face shield during shifts
6. Keep 2-metres from other patrons and employees at all times.
7. Wipe down CLC space following '**Using Shared Workstations and Spaces**' directions.



Shift End:

1. Wipe down any communal objects that you may have touched including locks, tables and lockers.
2. Remove gloves if you are wearing them. Wash or sanitize hands.
3. Remove face shield, sanitize face shield and return to appropriate storing area.

Cleaning Computer Workstations

- See procedures for 'Using Shared Workstations and Spaces'
- Keyboard covers; wipes; Germosolve 5
- Remember garbage bag for disposing of paper towel
- Empower patrons to use disinfecting solution and paper towels provided by posting signage beside the computers and at the Help Desk.
- Chapman Learning Commons Assistant will clean computer workstations, printers and scanners once in the morning and printers and scanners periodically in the afternoon.
- Use Sanituf alcohol wipes to sanitize computer mice, rather than Germosolve-5, which corrodes the rubber.

Guidelines for Helping Patrons at the Desk

- No touching personal devices (like a patron's tablet, etc.)- directing patron to click devices themselves
- Give patrons hand sanitizer or wipes to use at work stations (provide clear instructions to patrons about disposing of wipes, do not leave wipes on the table)
- Employees will be trained on recommended language for when a patron gets 'too close'- for example, when stepping out from behind the desk to assist a patron at a workstation, reiterating that they will maintain 2m physical distance
- Frequent cleaning at the desk
- Distancing measures at the desk- signage, using stanchions, and 'x' on floor- to manage line-ups

Helping Patrons at Computer Workstations/ Printers

1. Wash/sanitize hands.
2. CLCA should be wearing face shield if desired. Consider using personal mask as well, if preferred.
3. Stay two metres apart from patrons.
4. Do not touch patrons' keyboard or mouse. Provide directions from a 2 meter distance. Use a laser pointer if necessary.

Filling Up the Printers

1. Wash/sanitize hands.
2. Stay two metres apart from patrons.
3. Let patrons know that staff will be cleaning and refilling printers, and to step back. This could take up to 10 minutes per printer. Direct patrons to use printers on another level during this



time.

4. Spray Germosolve 5 on paper towel (not directly on surface) and wipe down shared surfaces (scanning wand, printer screen, scanner handle, paper trays at contact points, etc.)
5. Dispose of paper towel in garbage bag.
6. Load paper and check ink levels.
7. Wash/sanitize hands.
8. Ensure cleaning solution has dried before using workstation.

Procedures for Patrons Returning Equipment to the Desk

While we are not currently lending equipment, patrons may wish to return equipment borrowed pre-COVID. Should this happen:

1. Ask patron to leave equipment on the desk
2. Pick-up equipment and lock it in the cabinet where the equipment belongs
3. Email CLC Staff member to alert them of the return
4. Wash/sanitize hands

Please note that we cannot accept book returns at the CLC Desk or internal MAA book drop. Ask patrons to use the external IKBLC book drop for book returns.

We are providing hole punches, staplers, and scissors for immediate use by patrons within view of the Help Desk.

1. When a patron requests the use of a hole punch, stapler, or scissors, collect the item from the cabinet.
2. Using paper towel sprayed with Germosolve5, wipe the item and let it dry.
3. Place the item within reach of the patron.
4. When the patron is finished with the item and has returned it to the Help Desk, wipe the item with a paper towel sprayed with Germosolve 5, let it dry, and return it to the cupboard.

Informal Learning Space Steward Procedures

Informal Learning Space Stewards Training

- Training for the two Informal Learning Space Stewards will take place on one morning for two hours during the week of September 1st to 4th.
- Training will take place before the building is open to patrons.
- Physical distancing will be maintained at all times during training.
- Stewards and the Program Services Assistant (trainer) will wash hands upon entering the building.
- Stewards will be trained on proper use of face shield, gloves, and Germosolve5, proper disposal of gloves and paper towels, as well as proper cleaning and storing of supplies.

Informal Learning Space Stewards Arrival Procedures

1. Arriving at IKBLC, wash hands with soap and water.



Library

2. Put on gloves and your assigned face shield stored in Room 203. Consider using a personal mask as well, if preferred. Avoid removing face mask/shield during shifts.
3. Keep 2-metres from fellow steward or anyone else in the building.
4. Wear protective eyewear to protect from splashing of Germosolve5.
5. Wipe down shared surfaces (tables, keyboards, mice, printers and scanners) using Germosolve5 - spray on to a paper towel, not directly on to surfaces, and wipe. Use a new paper towel frequently. See '**Using Shared Workstations and Spaces.**'
6. Use Sanituf alcohol wipes to clean computer mice rather than Germosolve-5, which corrodes the rubber.
7. Remove and dispose gloves and materials used to wipe down surfaces in a plastic bag and dispose of in garbage bin.
8. Wash hands, remove face mask, wipe face mask and return to appropriate storing area.

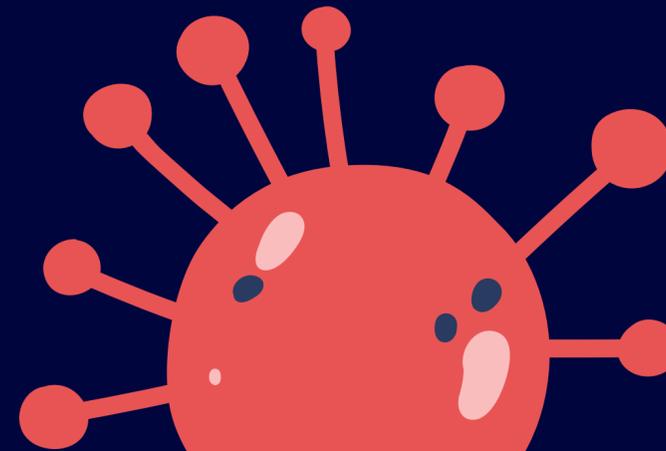
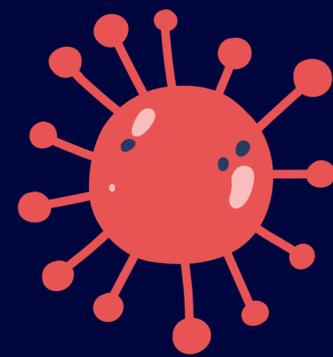
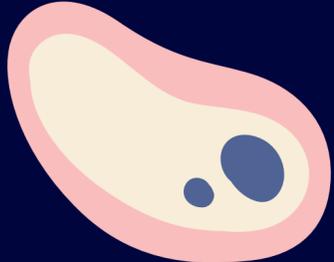
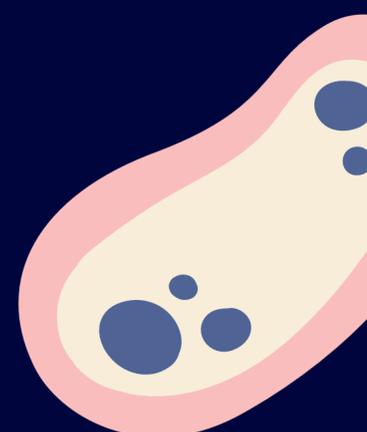
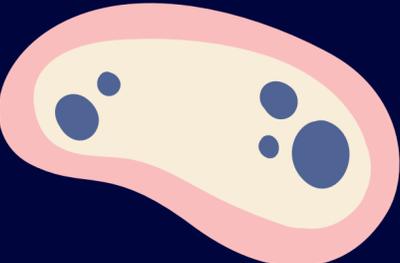
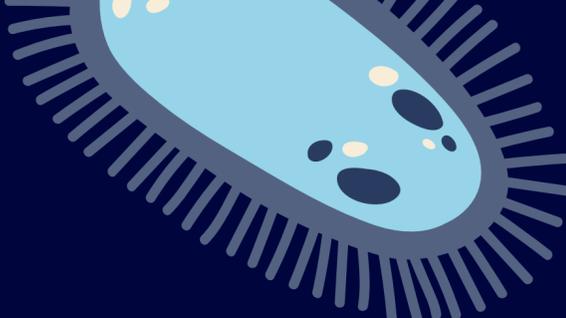
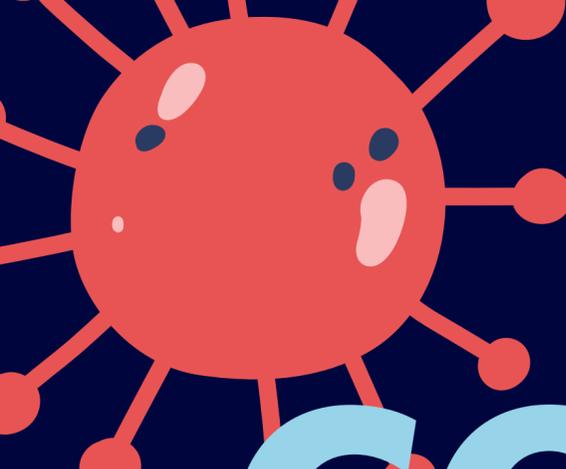
For the foreseeable future do not use these other workplace conveniences:

- Departmental Kitchen and lunch areas
- Refrigerators, kettles, Canadian Springs or other bottled water dispensers, coffee makers, microwaves, toasters, toaster ovens, cutlery, cups, dishes, bowls, etc.
- Bring your own lunches, bottled water, coffee, and use your own cutlery, plates and bowls.

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.

Appendix B: Signage



**COVER
YOUR
COUGH**

STOP

the spread
of **germs** that
make you
and others sick!





Cough or sneeze into your upper sleeve, not your hands **or** cover your mouth and nose with a tissue.

Put your used tissue in the waste basket.



CLEAN YOUR HANDS AFTER COUGHING OR SNEEZING.



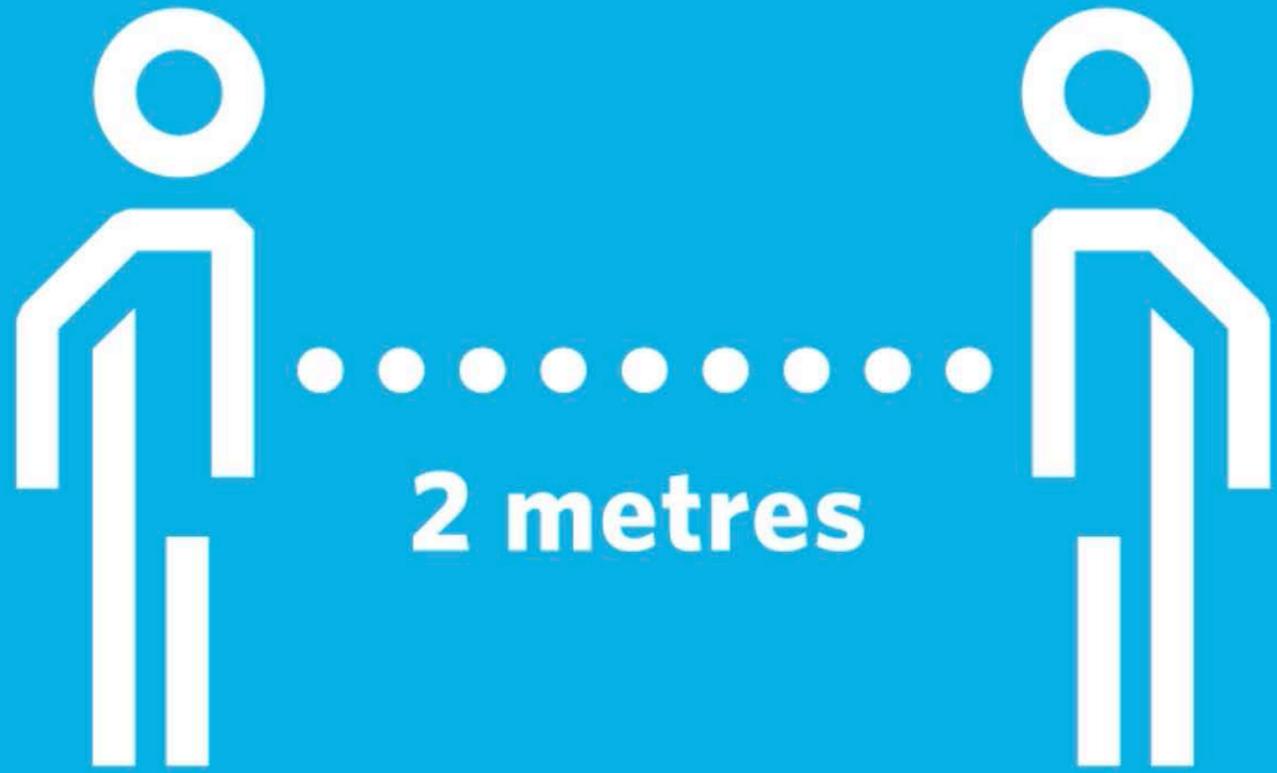
Wash hands with soap and warm water
or clean with alcohol-based hand cleaner.





Do your part

Please follow UBC Campus Rules
to keep our community safe.



**Thank you for practicing
physical distancing**

UBC Library

To support physical distancing and help prevent the spread of illness, we ask that you do not sit at this workstation.



UBC Library

Sanitization Station

**Please use the
supplies provided
to clean surfaces
before use.**



UBC Library

Please clean
surfaces **before**
use with supplies
available at our
Sanitization
Stations.





Entry through East Mall Doors Only





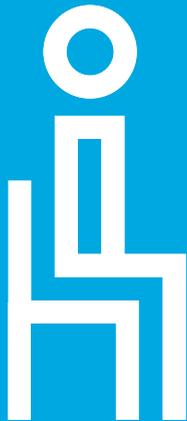
Exit Only





Entrance Only





Please sit here



Appendix C: UBC Library COVID-19 Staff Room Safety Procedures



UBC Library COVID-19 Staff Room Safety Procedures

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 D: COVID-19 Workplace Safety Plan Document Revision

| Date | Version | Writer | Change Description | Approved By |
|------------|---------|------------------------------------|---|---------------------------|
| 2020.12.16 | V2 | Julie Mitchell, Director, IKBLC | Updated with current procedures and capacity. | COVID-19 Safety Committee |
| 2021.02.1 | V2.1 | Emma McFarlane, Rochelle Mazar | Updates to mouse cleaning procedures, announcements using PA, office 203A. | Julie Mitchell |
| 2021.02.25 | V2.2 | Rochelle Mazar | Addition of procedure for patron use of staplers, scissors, and hole punches. | Julie Mitchell |
| 2021.03.02 | V2.3 | Rochelle Mazar | Addition of 5 seats to the Musqueam room, addition of 1 person to elevators. | Julie Mitchell |