# COVID-19 Workspace Safety Plan

**Use of this template:** All light italicized grey font is instructional and must be removed before the final copy is approved. Management of the workspace must review and approve of this plan. Any modification of the requirements outlined in this template must contact UBC Safety & Risk Services for approval.

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/)

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<tr>
<th>Department / Faculty</th>
<th>UBC Library / VP Academic</th>
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<tr>
<td>Facility Location</td>
<td><strong>Digitization Centre, IKBLC, 1961 East Mall</strong></td>
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<tr>
<td>Proposed Re-opening Date</td>
<td><strong>June 7, 2021 (or upon approval)</strong></td>
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<td>Workspace Location</td>
<td><strong>IKBL C Floor 1, Rooms 103/105/125</strong></td>
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</tbody>
</table>
Contents
Introduction to Your Operation ........................................................................................................ 4
1. Scope and Rationale for Opening ............................................................................................... 4

Section #1 – Regulatory Context ....................................................................................................... 5
2. Federal Guidance .......................................................................................................................... 5
3. Provincial and Sector-Specific Guidance ...................................................................................... 5
5. UBC Guidance ............................................................................................................................ 5
6. Professional/Industry Associations .............................................................................................. 6

Section #2 - Risk Assessment .......................................................................................................... 6
7. Contact Density (proposed COVID-19 Operations) ..................................................................... 7
8. Contact Number (proposed COVID-19 Operations) ................................................................... 8
9. Employee Input/Involvement .................................................................................................... 8
10. Worker Health ........................................................................................................................ 9
11. Plan Publication ........................................................................................................................ 9

Section #3 – Hazard Elimination or Physical Distancing ................................................................. 9
12. Work from Home/Remote Work ............................................................................................... 10
13. Work Schedule Changes/Creation of Work Pods or Crews or Cohorts .................................... 11
14. Spatial Analysis: Occupancy limits, floor space, and traffic flows ........................................ 11
15. Accommodations to maintain 2 metre distance ....................................................................... 12
16. Transportation ....................................................................................................................... 12
17. Worker Screening .................................................................................................................... 13
18. Prohibited Worker Tracking ................................................................................................... 13

Section #4 – Engineering Controls .................................................................................................. 13
19. Cleaning and Hygiene ............................................................................................................. 13
20. Equipment Removal/Sanitation ............................................................................................... 14
21. Partitions or Plexiglass installation ......................................................................................... 14
Section #5 – Administrative Controls

22. Communication Strategy for Employees

23. Training Strategy for Employees

24. Signage

25. Emergency Procedures


27. Addressing Risks from Previous Closure

Section #6 – Personal Protective Equipment (PPE)

28. Personal Protective Equipment

Section #7 – Non-Medical Masks

29. Non-Medical Masks

Section #8 - Acknowledgement

30. Acknowledgement

Appendices

Appendix A: Digitization Centre floor plans

Appendix B: COVID-19 Workspace Safety Plan Document Revision
### Introduction to Your Operation

#### 1. Scope and Rationale for Opening

The UBC Library’s Digitization Centre (DC) is proposing a Phase Two to our return to work plan. The Digitization Centre has been able to carry out its work remotely during the pandemic period with only one staff member on-site. To begin a gradual transition to normal operations we are now proposing to have three other positions work on-site:

- one librarian (on a rotating basis)
- one student employee (on a rotating basis)
- one Rare Books and Special Collections (RBSC) librarian/archivist or staff member (also on a rotating basis, working in room 125 only when no other librarian or student employee is also working in there).

As a non-public access unit, the work that staff will carry out at the Digitization Centre will not require that they have contact with anyone else in the course of their work on-site, aside from occasional, brief, and distanced interactions with RBSC staff in the adjoining offices to collect materials for digitization.

Phase Two of the UBC Library’s Digitization Centre return to work plan will:

1. Continue to provide a safe and reliable workspace for the DC’s Library Assistant staff member who has worked on-site since October 2020.
2. Allow one librarian at a time to work on-site. Working from home has become increasing tenuous for some of our team, and an ability to work on-site on a rotating, part-time basis would greatly increase the efficiency of our current operations and ease our eventual return to campus.
3. Allow one student employee at a time to re-start necessary work on digitization projects that had been put on hold due to COVID.
4. Allow one RBSC librarian/archivist or staff member to perform digitization work in a separate room, when no other DC staff are there.

This is not a space that was open to the public previously, and there will continue be no public access to the DC space at this time. Other DC staff still working from home may need access to the space on rare occasions, and we will request access for this through the Library Facilities service form process that is currently in place. Should these additional DC staff be approved for access to the space on an as-needed basis, appropriate adjustments will be made to ensure safe distancing, and masks will be work by staff at all times.

This proposal has been reviewed by all Digitization Centre librarians, staff, and relevant student employees; Head of Digital Programs and Services, Bronwen Sprout; AUL of Digital Programs and Services, Allan Bell; Head of Rare Books and Special Collections, Katherine Kalsbeek, and the relevant RBSC staff and librarians.
It has been reviewed and is supported by the Teal Zone Facilities Manager Jeet Amritsar, the Library’s Safety & Risk Services contact Dustin Szeto, and the Director of Custodial Services Francis LePage. The plan will be shared with the Library’s JOHSC after approval from the Safety Committee.

The following risks are considered in accordance with [https://srs.ubc.ca/covid-19/safety-planning/determining-safety-plan-risk/](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) \(\rightarrow\) low risk in this area

The Digitization Centre is located in the basement of IKBLC. While not a new building, it is our understanding that the ventilation system is sufficient, and we have one window that can be opened in room 105.

### Section #1 – Regulatory Context

#### 2. Federal Guidance


#### 3. Provincial and Sector-Specific Guidance

- BC’s Restart Plan: “Next Steps to move BC through the pandemic”
- BC COVID-19 Self Assessment Tool

#### 4. WorkSafeBC Guidance

- COVID-19 and returning to safe operation - Phases 2 & 3
- WorkSafeBC COVID-19 Safety Plan
- WorkSafeBC: Designing Effective Barriers
- WorkSafeBC: Entry Check for Workers
- WorkSafeBC: 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
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

Staff members typically use either a dedicated workstation (LA), or one piece of scanning equipment for the duration of their shift (student employees) with no overlap of work areas. Other staff members (ie. librarians) typically work in their dedicated cubicle offices unless equipment troubleshooting etc. is required.

We are proposing that:

1. The LA staff member continues to work in their dedicated workstation in room 103 of the DC as per the Phase One plan, using scanning equipment in the main area of the room only when necessary, and ensuring distance measures to other individuals are respected.
2. One librarian would work on-site as well, on a rotating basis. Cubicle offices for these librarians are located in room 105 with a door that separates it from room 103 and can be closed off. Only one librarian would work on-site at a time.
3. One student employee at a time uses the digitization equipment in room 125 where possible, and otherwise in room 103. Room 125 has a door that separates it from Room 103 and can be closed off. Students work 10 hours/week max, and some of their duties can continue to be performed remotely. One student at a time will work on-site for part of their weekly hours (between 5-10 hours). We would coordinate scheduling so that their shifts do not overlap and only one student would be on-site at a time.

4. One RBSC librarian/archivist or staff member uses the digitization equipment in room 125, with the door to room 103 closed, when no other DC staff or student employees are using the space. We would coordinate scheduling to ensure that digitization work by any other employees does not overlap in the area. They will have some minimal interaction with the LA staff member for initial training and ongoing troubleshooting issues, and this will be conducted adhering to distance and mask protocols.

All will be responsible for cleaning and disinfecting their working stations at the beginning and end of their shifts, as well as any high touch areas within the DC such as door handles, using the cleaning solution provided and following safe practices for the Germosolve 5 outlined in the Safety Data Sheet (SDS) (see the yellow SDS link below the Germosolve 5 image). Non-medical masks will be worn by staff at all times, except when in a closed room by themselves.

There are three entrances to the DC, and DC staff and student employees will enter and exit through the same door (to room 103, accessed from the main entrance at the East side of the building). While working in the DC, staff may use the room’s shared kitchen facilities as outlined in the Library’s Staff Room Safety Procedures, and will use the designated staff washrooms on level one. The RBSC librarian/archivist or staff member has access to room 125 directly from RBSC through a dedicated staff door and will not need to pass through the DC room 103 space.

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, the general range of normal occupancy for the DC (rooms 103, 105, 125 combined) was up to 18 occupants, depending on student scheduling for that particular day. In Phase One, only one staff member (LA) was present; in this Phase Two proposal no more than 4 people will be present in the setting at any one time. Of this number, 2 people (librarian in room 105, and RBSC librarian/archivist or staff member in room 125) will work in separate rooms.

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 proposed safety plan has been created by the unit’s associate head. The plan was discussed with the unit’s librarians and staff on May 18th, and a final draft of the plan was distributed on May 19th and approved on May 20th. Supervising librarians discussed the plan with the relevant* student employees and solicited feedback on May 26th.

The UBC Library JOHSC will review and approve this plan within 30 days of this phase of the DC’s Phase Two reopening, and adjustments will be made as needed.

* due to the nature of different student jobs, not all students need to return to campus; only the students who will be returning were informed of this proposal.

### 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.

As part of the safety plan training, all plans will need to specify how workers will be reminded of Workplace Health measures and supports available to them. Information can be found at https://wellbeing.ubc.ca/ for more information.

The Phase Two plan has been reviewed and discussed with DC staff (both the LA who has been working on-site, and all staff regardless of who will be working on-site) as well as with the relevant student employees, and feedback was solicited. All DC staff, librarians and student employees will receive a copy of the final plan by email once approved. A copy will also be saved on the unit’s shared drive for reference, and a hard copy readily accessible in the DC.

Staff and students 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 this Phase Two safety plan for the DC will be posted online to SRS website as per UBC guidelines.

All DC staff (both those working on-site and those continuing to work remotely) and relevant students will receive a copy of the finalized plan by email, and a copy will be saved on the unit’s shared drive for reference. Relevant RBSC staff and the RBSC Head will also receive a copy of the finalized plan by email. A hard copy version will be posted in the general staff area in the DC.

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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
The unit head and one librarian/associate head will continue to work from home, as well as two student employees who are able to perform their work entirely remotely.

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.

The LA will continue to work on-site up to 5 days/week. The librarians will coordinate via the unit’s shared Google Calendar to schedule their days on-site and ensure no overlap; this schedule will be reviewed by the unit’s associate head on an ongoing basis. The students will have their schedules coordinated by their supervising librarians on the same Google Calendar to ensure no overlap. The Google calendar will also be used by the relevant RBSC staff to schedule their work in DC room 125 and ensure that no other DC staff/student employees enter the room during that time.

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.

See Appendix A for attached floorplan for the DC, rooms 103 and 105.

Room 125 (no floor plan available) is approx. 10'x32' with four ATIZ scanning stations along one long wall, and several computers along the opposite wall (there is also a cubicle that is not in use). This room has one door to room 103 that will remain closed when in use, and one door to the RBSC staff area. When using this room, the RBSC librarian/archivist or staff member will enter and exit only through this door, which is otherwise always closed for security reasons.

Occupancy and distancing:

- The LA will continue to work in room 103, the largest room in the DC and the one houses the majority of the scanning equipment. This room contained most of the people who were in the DC pre-COVID – up to approximately 13 people in this room. The LA normally works in his cubicle in this room. When other staff/students are using one of the digitization workstations in room 103, he will avoid using the digitization equipment in the main part of the room. If he does need to use the equipment while someone else is there, he will ensure that distancing standards are respected.
- The librarian will work in their cubicle in room 105, with the door to this room closed except when entering and exiting, or when doing required work on the equipment when proper distancing protocols will be maintained.
The students will work mainly in room 103, and 105 when required. Each will select a workstation that is at the furthest distance from the LA’s cubicle, and will endeavor to use the same workstation whenever they are on-site.

Separate entrances:
- DC staff and student employees will enter via the main entrance on the East side of the building. They will enter the DC through room 103 and DC staff will disarm the alarm. They will exit the DC and building via the same doors.
- RBSC staff will use the RBSC staff door into the DC room 125 only.

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

The librarian will work in their office in room 105, except in occasional cases when work on the lab equipment (software upgrades, troubleshooting, etc.) is required. In these instances, the librarian will coordinate their work so that they remain 6 feet from others.

The LA currently working on-site will continue to work in their cubicle except when they need to use the scanning equipment, or when they need to assist the student employee. In these instances, they will ensure that they remain 6 feet apart, and will endeavor to use the digitization equipment only when the student employee is not present.

The student employee will work at a workstation a minimum of 6 feet from the LA staff member’s cubicle. If they need to use the digitization equipment in room 125 they will only do so when the RBSC librarian/archivist or staff member is not present.

All employees will use the same door (main entrance through room 103) to enter and exit the DC. While working in the DC, they will follow distancing recommendations and the Library’s COVID-19 Staff Room Safety Procedures. Staff working in the DC will use the floor 1 designated washroom in IKBLC. In addition, they will adhere to the following protocols when moving through and entering/exiting IKBLC:

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

16. Transportation
Detail how you are able to (or not) apply UBC’s COVID-19 vehicle usage guidelines to the proposed operational model - if you cannot apply these guidelines, please describe alternative control measures
As staff do not use a UBC vehicle during normal operations, they will not require one during this phase. We have reviewed the UBC Employees COVID-19 Use of Shared UBC Vehicles guidance document and it does not apply to our proposal.

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.

Our screening process will include front and back entry door signage for workers that prohibits entry if any of the above 3 criteria apply. The following sign will be posted on the staff entry doors (front and back): WorkSafeBC: Entry Check for Workers: https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-entry-check-workers?lang=en

Before coming to work on-site, staff will monitor their health status. If they experience any symptoms of COVID-19 they will notify their supervisor and not come to work. In this situation, they will either work from home or take sick time depending on the situation. They will complete the BC self-assessment tool (https://bc.thrive.health/) and follow instructions. The DC associate head will be responsible to ensure that staff who are ill do not return to on-site work until they are well and cleared to do so. DC staff will use the self-assessment tool provided by the province of BC to evaluate their health status before coming to work: https://bc.thrive.health/covid19/en

18. Prohibited Worker Tracking
Describe how you will track and communicate with workers who meet categories above for worker screenings

- Any staff feeling ill, with any common cold, influenza or COVID-19-like symptoms, will be asked to stay home and isolate for 10 days following the onset of symptoms or until symptoms resolve
- The direct supervisor and unit’s associate 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 WorksafeBC).
- The unit’s associate head will report to the unit’s Head and 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
The Digitization Centre is included in the general cleaning and hygiene protocols for UBC Library and IKBL (http://buildingoperations.ubc.ca/2020/05/25/custodial-services-keeping-your-facility-clean-and-sanitized/). We assume custodial standards will apply, and custodial services will clean designated washrooms within each library and high touch point areas in main corridors, elevators and stairways once per day once during the evening shift.

The staff on-site will be responsible for cleaning and disinfecting their own working areas at the beginning and end of their shifts, as well as any high touch areas within the DC, such as door handles. Necessary cleaning supplies will be provided by UBC Library. A sink is available in the DC office space to facilitate frequent handwashing.

They will clean their workstation when they arrive that day with Germosolve 5. Shared workstations, or equipment (photocopiers, phones) will be cleaned before use using paper towel and provided cleaning solution.

Employees will wash their hands before and after cleaning shared and personal equipment, using the cleaning solution provided and following safe practices for the Germosolve 5 outlined in the Workplace Hazardous Materials Information (WHMIS) Safety Data Sheet (SDS).

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.

All staff members will refrain from using any shared kitchen equipment, and bring their own coffee mugs and other items for use.

Printers, scanners and photocopiers will be cleaned by the staff prior to use. As noted above, high-touch areas (door handles, etc.) will be sanitized at the beginning and end of each shift.

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

N/A. The DC has no public-facing to 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

- Librarians have already completed the [Preventing COVID-19 Infection in the Workplace](#) training to understand the risk of exposure to COVID-19 in the workplace, as have relevant RBSC staff. Student employees will complete the training prior to their first day in the DC.
- Their supervisors will share written procedures and protocols for mitigating risk and ensure that they are posted.
- When questions arise, staff will direct these to their supervisor or unit’s associate head who will follow-up in order to respond to or escalate them appropriately. The RBSC head will advise the DC associate head of any DC-related questions pertaining to the DC area.
- Staff will notify their supervisor if they are ill and they will not come into the workplace. They will raise health and safety concerns with their supervisor and the unit’s associate head by email, zoom, or phone as appropriate. The associate head will follow-up with the unit head, Associate University Librarian and other relevant groups to resolve any issues. The RBSC head will advise the DC associate head if their staff report illness.

### 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 staff members will submit their PDF certificate of completion for the online training ‘[Preventing COVID-19 Infection in the Workplace](#)’ to the unit’s associate head; their completion certificates will be kept on the DC shared drive along with any other DC employee’s certificates. A spreadsheet tracking completion of the online training will also be maintained on the shared drive.

The DC will otherwise be locked, so only UBC employees with security access to that building will be able to enter. Existing signage related to screening as outlined in question 25 will be in place at the work entrance of each Library ([Worksafe: Entry Check for Workers](#); [Worksafe: Entry Check for Visitors](#)).

This Safety Plan will be shared with DC staff through email and will be made available as a document on the DC’s shared drive. Staff can either provide a signature or email confirmation that they have received, read, and understood the contents of the plan.

### 24. Signage

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

As the DC will remain closed to the public as per normal operations, signage for the public will not be necessary. Within the DC, the following signs are already posted:
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 Areas, as indicated in our building-specific BERP. Staff working in the space will report to emergency personnel that the DC is cleared. If there is an immediate threat to personal health and safety, staff will contact Campus Security and call 911. Staff who feel ill will contact UBC First Aid (604-822-4444). Mobile first aid attendants will be dispatched to the DC. UBC First Aid will assess the employee to determine the best course of action. This might include sending the employee home or arranging for further medical attention. Staff who exhibit any symptoms of COVID-19 will leave campus immediately.

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 librarian and LA staff member who will be working on-site during phase two will communicate concerns about the Workspace Safety Plan during weekly standing meetings with the unit, as well as whenever necessary via phone and/or e-mail. Staff members on-site will be able to address concerns by student employees, and the student’s supervisor will check in regularly for follow-up.
If an employee demonstrates signs and symptoms of COVID-19 the plan will also be immediately reviewed and updated. As the plan is updated, the version on the unit’s shared drive and any posted hard copies will be updated. All DC staff will receive a copy of the new plan either electronically or in hard copy. Any concerns raised by employees will be brought to the attention of the Back to Campus Transition Planning Team by their supervisor.

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

- We anticipate the changeover of the LA staff member in August, and the returning staff member will be fully trained as outlined elsewhere in this document.
- Training on new protocols has been done via virtual meetings and this will continue. In case a face-to-face meeting is absolutely necessary, DC staff will strictly adhere to physical distancing requirements and all SRS space-use restrictions.

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, non-medical masks will be worn at all times except when the employee is working in a room where they are alone and can close the door. DC staff understand that these masks will not be provided by UBC Library. They will also wear a non-medical mask while in other areas of the building and observe the physical distancing guidelines when applicable.

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 staff and student employees will follow the UBC requirements around mask wearing described in:

- COVID-19 Safety Plan Addendum: Required Non-Medical Masks

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.

See below.

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

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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>Name</td>
<td>Larissa Ringham</td>
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<td>Title</td>
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**Faculty and Staff Occupying Workspace**

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Appendices

Appendix A: Digitization Centre floor plans

Attached: Room 103 & 105 floor plans.
ROOM 103 & 105 FLOOR PLANS

w = workstations
Appendix B: COVID-19 Workspace Safety Plan Document Revision

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