## COVID-19 Workspace Safety Plan Document Revision for *[insert name of already approved plan]*

*Please replace the grey italic front below before sending it to your unit Head/Director for them to sign or initialize. And DELETE this sentence!*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Version | Writer | Change Description | Approved By (Name + signature or initials) |
| *2020.MM.DD* | 1.0 | *First, Last Name, Role* | Document first approved | *Head of Unit / Dean / VP, Role* |
| *2020.MM.DD* | 2.0 | *First, Last Name, Role* | Section 7: Mandatory Mask  Introduction: links edited | *Head of Unit / Dean / VP, Role* |
| *2020.MM.DD* | *3.0* | *First, Last Name, Role* | *Brief description* | *Head of Unit / Dean / VP, Role* |
|  |  |  |  |  |

## Section #7 – Non-Medical Masks

|  |
| --- |
| **7.1. Non-Medical Masks (New)**  Describe your plan to inform faculty and staff on the wearing of non-medical masks |
| * See [Using Non-Medical Masks](https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/) website for the most up to date information * Effective September 16, 2020 UBC implemented a policy whereby students, faculty, staff and visitors are required to wear non-medical masks in common indoor spaces on campus. * Office spaces:   + - * Non-medical masks are not required when working in a sole occupant office or enclosed room.       * In individually assigned cubicles in open concept workspaces that have been designated to ensure they are 2m apart or have appropriate physical barriers: while occupying an assigned workspace, users have the option to remove their non-medical mask when seated or while engaged in activities where the physical distancing requirement is met.       * Non-medical masks are not required in internal office hallways that have been designated as one way, yield to others, or able to meet physical distancing requirements.     - Labs / workshops:       * Non-medical masks are not required when working in a sole occupant lab / workshop or enclosed room.       * In lab spaces / workshops that have been designated to ensure occupants are working 2m apart or have appropriate physical barriers: users have the option to remove their non-medical mask while engaged in activities where the physical distancing requirement is met.     - Classrooms:       * Faculty and instructors are not required to wear a non-medical mask in classrooms while physically distanced (2m) from students and other classroom users.       * In classrooms where capacities have been reduced so that designated seats are 2m apart: students and other classroom users have the option to remove their non-medical mask when seated in designated seats, or while engaged in activities in a classroom where the physical distancing requirement it met.     - As per UBC’s policy, non-medical masks must be worn:       * When travelling through building corridors and shared spaces;       * While entering or exiting research spaces or while moving from an assigned research location;       * While entering or exiting classrooms;       * Within classrooms while moving to a seat;       * Any other time that 2m physical distancing cannot be maintained. |

The following information and language supersede any language found in the initial document approved.

## Regulatory Context

|  |
| --- |
| 3. Provincial and Sector-Specific Guidance |
| * [BC’s Restart Plan: “Next Steps to move BC through the pandemic”](https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/gdx/bcs_restart_plan_web.pdf) * [BC COVID-19 Self Assessment Tool](https://bc.thrive.health/) (New) |
| 4. WorkSafeBC Guidance |
| * [COVID-19 and returning to safe operation - Phases 2 & 3](https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation) * [WorkSafeBC COVID-19 Safety Plan](https://www.worksafebc.com/en/resources/health-safety/checklist/covid-19-safety-plan?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f) * [WorkSafeBC: Designing Effective Barriers](https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-designing-effective-barriers?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f) * [WorkSafeBC: Entry Check for Workers](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-entry-check-workers?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f) * [WorkSafeBC: Entry Check for Visitors](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-entry-check-visitors?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f) * [WorkSafeBC Protocol: Offices](https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/offices) (New) * [WorkSafeBC Protocols: Post-Secondary Education](https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/education-advanced) (New) |
| 5. UBC Guidance |
| * [COVID-19 Campus Rules](https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf) (New) * [Guidelines for Preparing for Reoccupancy](https://srs.ubc.ca/files/2020/06/5.-Guidelines-for-Preparing-for-Re-Occupancy.pdf)(New) * [Guidelines for Safe Washroom Reoccupancy](https://srs.ubc.ca/files/2020/06/6.-Guidelines-for-Safe-Washroom-Re-Occupancy.pdf)(New) * [Space Analysis and Reoccupancy Planning Tool](https://srs.ubc.ca/files/2020/06/8.-Space-Analysis-Re-Occupancy-Planning-Tool.pdf)(New) * [UBC Employee COVID-19 PPE Guidance](https://riskmanagement.sites.olt.ubc.ca/files/2020/04/COVID-19-PPE-Guidance_final.pdf) * [Ordering Critical Personal Protective Equipment](https://srs.ubc.ca/covid-19/health-safety-covid-19/working-safely/personal-protective-equipment/) * [UBC Employee COVID-19 Use of Shared UBC Vehicles Guidance](https://riskmanagement.sites.olt.ubc.ca/files/2020/04/Guidance-for-Shared-Vehicles-FINAL.pdf)(New) * [UBC Facilities COVID-19 website](http://facilities.ubc.ca/covid-19/) - Service Level Information * [UBC Employees COVID-19 Essential In-person Meetings/Trainings Guidance](https://riskmanagement.sites.olt.ubc.ca/files/2020/04/Guidelines-for-Meetings-Trainings-FINAL.pdf)(New) * [Workplace Physical distancing Planning Tool and Signage Kit](https://srs.ubc.ca/covid-19/safety-planning/communications-resources/)(New) * [Preventing COVID-19 Infection in the Workplace training course](https://wpl.ubc.ca/)(New) * [UBC Cleaning Standards & Recommendations for Supplementary Cleaning](https://riskmanagement.sites.olt.ubc.ca/files/2020/08/Guidelines_cleaning_spaces_V_8_final.pdf)(New) * UBC Classroom [Safety](https://learningspaces.ubc.ca/covid-19-gts-classroom-safety-planning) Planning(New) * [UBC Signage](https://srs.ubc.ca/covid-19/safety-planning/communications-resources/)(New) * [COVID-19 Safety Plan Addendum: Required Non-Medical Masks](https://riskmanagement.sites.olt.ubc.ca/files/2020/09/COVID19-Safety-Plan-Addendum_Required-Non-Medical-Masks_6.0_Final.pdf) ̣̣(New) |