

COVID-19 Child (Workspace) Plan Change Log

Change log:

Date	Version	Writer	Change Description	Approved By
2020.12.10		David, Roberts ICICS Technical Manager & LST Coordinator	<p>3.4 Spatial Analysis: Occupancy limits, floor space, and traffic flows: As recommended by the Dean’s Office in the Faculty of Applied Science, ICICS will use a QR code for check-in/out of the building in order</p> <ul style="list-style-type: none"> • QR code for sign-in and sign-out: <ul style="list-style-type: none"> ○ Sign in captures name, date and time, department. When they answer “arriving”, the self-assessment for COVID-19 symptoms is imbedded in this survey. ○ When they answer “departing”, name, date as well as a list of primary rooms they have been in will be included. No self-assessment required at exit. <i>*There may be reason for exemptions to accommodate systems for shared buildings.</i> • ICICS will complete compliance checks (can be random) to ensure the 2/3 occupancy is not exceeded <p>3.5. Worker Screening: ICICS will ensure that the check-in & check-out QR code (provided by the Dean’s Office) is posted on the entrance doors of the ICICS building (where possible). The survey will have the questions from Thrive BC Self-Assessment Tool.</p> <p>3.6. Prohibited Worker Tracking: The QR code Qualtrics survey database will have the information if someone who tried to access a building has COVID-19 symptoms.</p>	



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Date	Version	Writer	Change Description	Approved By
2020.MM.DD	1.0	First, Last Name, Role	Document being first approved	Head of Unit / Dean / VP, Role
2020.10.05	2.0	Marie Clopin, APSC Return to Campus Coordinator	Introduction and Section 1: order changes + links edited in Section 1 3.4. Offices: use of offices may be allowed for teaching purposes. 3.5. UBC Entry Check Sign link added. 3.6. Prohibited Worker Tracking paragraph added. 4.2. Assignment of key pieces equipment + wording for dishes 5.5. added "request by SRS" Section 7: Mandatory Mask	Head of Unit / Dean / VP, Role

This workspace safety plan will assist faculty and staff who wish to resume academic activities including the services that **directly** support teaching & learning, as well as revenue generating activities. This plan will include a review of activities to be undertaken in the workspace to ensure effective controls are in place to prevent the spread of COVID-19. The applicants are responsible for ensuring this document reflects current government guidance and notices which can be found, along with information about UBC’s response to the pandemic at <https://covid19.ubc.ca/>.

This plan must be reviewed by your Local Safety Team, and signed by your Unit Head/Director.

Name of applicant	Bernice Koh
Department/School/Unit	<u>ICICS/CS Reading Room</u>
Faculty	<u>The Faculty of Applied Science</u>
Building(s)	<u>ICICS/Computer Science</u>
Lab(s)/workspace(s) location	<u>262</u>
Proposed Re-opening Date / Amendment Date	<u>September 2020/October 2020</u>

Introduction to Your Operation

<p>1. Scope and Rationale for Opening</p> <p>What is your rationale for opening?</p> <p>The Reading Room provides access to physical materials, including books, journals and course textbooks that are not available at the UBC Library or in digital format to undergrad students, grad students, faculty and researchers. Activities that require a physical presence include:</p> <ul style="list-style-type: none"> • Maintaining the circulation system for physical materials • Filling requests for physical materials



- Receiving, discharging and re-shelving physical materials
- Receiving and processing book orders and journal subscriptions

Who has vetted and approved your draft plan within your Department/School/Unit?

ICICS: Rob Rohling, Fatima Damji, David Roberts

How would the service levels differ from normal operations?

There will be no public opening hours, to ensure no public interaction. Materials circulation would be by request only and would be delivered by campus mail or curbside pickup.

Describe the phasing

We would like to start with staff in the room twice a week (Mondays and Wednesdays, maximum 8:30-4:30, but generally less). If the demand for service is high, we might want to expand to three times a week.

[The following is a list of the different documents Safety and Risk Services asks you to review while developing your plan. Please read them and leave them here to indicate you have consulted them.]

Section #1 – Regulatory Context

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](#)
- [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](#)



<ul style="list-style-type: none"> • UBC Signage • COVID-19 Safety Plan Addendum: Required Non-Medical Masks
6. Professional/Industry Associations
N/a

Section #2 - Risk Assessment

The below information is intended to serve as a guide for risk assessment and the planning of mitigation strategies. Activities are considered **high risk for COVID-19** if they meet **any three** risk considerations below. Your plan will be reviewed by your LST; they will consider both high and low risk activities as this will determine additional approval requirements (APSC Dean’s Office, Central UBC, etc.). Please note, the risk assessment is done **before** the risk mitigations are in place.

Risk Consideration	Context	Important Risk Mitigation
Risk #1 – public facing units (interactions with 10+ people who are not your regular colleagues)	The risk of COVID-19 introduction and spread is presumed to be greater as the number of contacts increases	<ul style="list-style-type: none"> – Enable two metre physical distancing; pinch-points must be addressed and carefully managed. – Use of plexiglass barriers wherever possible – Reduction of high touch points or increased cleaning – Use of cohort groups, where appropriate – Enable and encourage increased hand hygiene – Strict non-admittance to anyone with symptoms
Risk #2 – Prolonged close interaction with others (not in the usual cohort of colleagues); if contact lasts for more than 15 minutes	Person-to-person spread is more likely with prolonged contact	<ul style="list-style-type: none"> – Enable two metre physical distancing – Reduction of high touch points or increased cleaning – Enable and encourage increased hand hygiene – Strict non-admittance to anyone with symptoms
Risk #3 – The workplace or activity is indoors and windows cannot be opened (e.g., some classroom and meeting spaces)	A confined indoor space is presumed to have greater risk	<ul style="list-style-type: none"> – Enable two metre physical distancing – Reduction of high touch points or increased cleaning – Enable and encourage increased hand hygiene



		<ul style="list-style-type: none"> – Strict non-admittance to anyone with symptoms
<p>Risk #4 – Employees/students/visitors have frequent contact with high-touch surfaces</p>	<p>A higher frequency of contact with high-touch surfaces (e.g., service counters, card payment machines) is presumed to have greater risk</p>	<ul style="list-style-type: none"> – Enable two metre physical distancing – Use of plexiglass barriers wherever possible – Reduction of high touch points or increased cleaning – Enable and encourage increased hand hygiene – Strict non-admittance to anyone with symptoms
<p>Risk #5 – The activity involves people who are at higher risk of severe illness (i.e., older adults or those with chronic health conditions)</p>	<p>COVID-19 can cause more severe illness among people who are 65 and over, and those who have compromised immune systems or other underlying medical conditions</p>	<ul style="list-style-type: none"> – Work with HR for individual accommodations – Encourage work from home arrangements – Enable two metre physical distancing – Reduction of high touch points or increased cleaning – Enable and encourage increased hand hygiene – Strict non-admittance to anyone with symptoms
<p>Risk #6 – The activity involves people who are not able to follow hygiene practices such as washing hands frequently, and identifying when they are feeling ill and staying home (e.g., Childcare Facilities, summer day camps)</p>	<p>COVID-19 spread can occur when personal preventive practices are not consistently followed. For example, young children are less likely to be able to carry out these practices</p>	<ul style="list-style-type: none"> – Reduction of high touch points or increased cleaning – Strict non-admittance to anyone with symptoms – Limiting of non-essential contacts in space – Strict non-admittance to anyone with symptoms

Risks will be considered in accordance with <https://srs.ubc.ca/covid-19/safety-planning/determining-safety-plan-risk/>. Applicable risk factors may be subject to change based on COVID-19 developments and Campus operations, and will be addressed as part of required monitoring.

2.1. Risk # Associated to your Activity



List below the Risk # associated to your activity and give a brief description as to why. Activities are considered high risk if they meet 3 or more risks of the categories for risk consideration BEFORE mitigations are in place.

Risk #3: windows cannot be opened and doors should remain closed

2.2. Hazard Identification

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

As only a single staff member will be in the room at a time, there will be no proximity issues. Some work spaces and equipment are shared, but will be cleaned between different users (generally at least 48 hours apart)

2.3. Pre-COVID vs. Post-COVID Occupancy and Contact list

Provide actual numbers and percentage of its normal capacity. Please fill out the excel spreadsheet "contact list template" to list the names and the contact details of the approved persons to come back on campus. This contact list should be sent to the LST chair or co-chair. They will update a master contact list stored on SharePoint. This is important to have that list up-to-date in case of Contact Tracing.

The Reading Room normally has 18 public seats and 2 staff spaces available. In order to allow staff to continue to work in the room, the occupancy will be reduced to the single staff member at a time (5% of capacity).

2.4. Confirm that you have discussed each employee's comfort level with returning to work and have addressed any concerns, or will require further assistance in doing so. *Any worker (staff, students, faculty, post docs, research associates, technicians and other research personnel) who has concerns about returning to work on campus can request an exemption to his/her supervisor.*

Confirmed. This has been discussed extensively between the two Reading Room employees.

2.5. Employee Input/Involvement

Detail how you have met the MANDATORY requirement to involve frontline workers, Joint Occupational Health and Safety Committees (JOHSC), and/or Local Safety Teams (LST) in identifying risks and protocols as part of this plan

Reading Room staff have had extensive discussions. We have received input from the ICICS and Computer Science Department LSTs.

2.6. 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. <https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive>

Staff have completed the mandatory Preventing COVID-19 Infection in the Workplace course.

All supervisors have been informed on appropriate Workplace Health measures and supports for staff mental and physical health, to be made available as they return to campus. Check in's and supports will also be made available via the following channels:

- Weekly team meetings (virtual)
- Team email broadcasts
- One-on-one meetings with direct supervisors
- JOHSC meetings & communications



Supervisors are encouraged to disseminate information from [UBC Wellbeing](#).

2.7. 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

Final plans will be emailed to Reading Room staff and posted to staff bulletin board and outside Reading Room in hardcopy.

This is the email that will be sent for those requesting curbside pickup:

Here are the procedures for requesting ICICS/CS Reading Room materials for curbside pickup:

1) Check our catalogue for materials

http://webcat1.library.ubc.ca:7108/vwebv/search?searchCode=GKEY^*&limitTo=LOCA=ICICS/CS+Reading+Room and send us the title and call number of the item(s)

2) We will collect the material for you and safely package. We will notify you when the material is ready and you will have one week to arrange curbside pickup.

3) Pickup from outside of the Computer Science building

a) Email rdngroom@cs.ubc.ca to arrange a pickup time (Monday or Wednesday between 9 am and 3 pm, depending on our availability)

b) Call 604.822.2017 when you have arrived outside the front door of the building

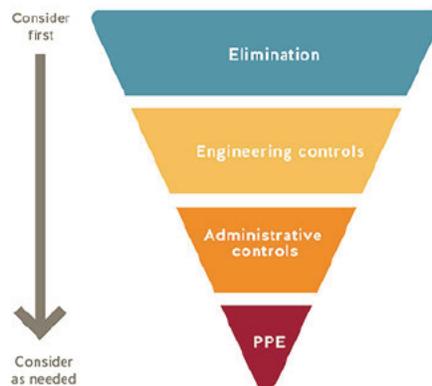
c) Wait at the bottom of the stairs and we will bring the request outside and place at the top of the stairs for you to retrieve

4) Your due date will be stamped inside. Loans will be subject to recall. If you are going to be leaving the Vancouver area, please return our materials. You may email to renew your materials.

5) We will include self-addressed paper packaging, with instructions, for returns via Campus Mail.

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
- 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.

3.1. Work from Home/Remote Work

Detail how/which workers can/will continue to work from home (WFH); this is required where it is feasible

Who remains working remotely

Bernice will primarily be working remotely. Nobu will be working remotely part of the time

Who you’ve requested back to work

Nobu will be working in the building part of the time. Bernice will be working in the building occasionally

Why they’ve been requested to return

In order to accomplish the work listed in section 1

Proposed schedule for building occupancy: Mondays and Wednesdays from 8:30 am – 4:30 pm (These are the maximum hours. It may be less, depending on the work required)

3.2. Work and room schedule

If you need to use a SHARED space, give the name of the person responsible of room booking in each building you plan on entering.

We will also be accessing the mail rooms (204 and 283) and occasionally the copy room (212). The CS contact is Vivian Leung at space-admin@cs.ubc.ca. The ICICS contact is Gable Yueng at access@icics.ubc.ca.

Both will be notified by email of our schedule of use for these areas.

3.3. Working alone procedure

Discuss your working alone procedures and how they will be adapted for this Child plan

Staff will be working alone. The other staff member will be in contact and available by Zoom meeting, email and phone during that time. Other offices nearby will also be occupied, including the ICICS office and the CS help desk.

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

APSC recognizes that some workspaces are dynamic environments and it may be challenging to adhere to physical distancing guidelines. Nonetheless, controls must be in place to keep personnel spaced at



least 2m apart at all times. Clear communication of this to employees, monitoring of implementation, in addition to physical controls (signage) are needed.

As such: Using floor plans and/or photographs of your lab/workspace:

- 1) Identify and list the rooms and **maximum occupancy** for each workspace/area explaining **your methodology** for determining occupancy;
- 2) Illustrate a 2 metres radius circle around stationary workspaces/benches/instruments and common areas or equivalent approach to social distancing; and
- 3) Illustrate one-way directional traffic flows

- 1) **Room 262 will have a maximum occupancy of one (staff member)**
- 2) **N/A: There will be only one occupant**
- 3) **N/A: There will be only one occupant**

Signage and Directional Guides

- **The room will be sign-posted with the maximum occupancy (one)**
- **There will be a Worker/Visitor Entry Check sign at every entrance that describes the symptoms of COVID-19 and other self-declaration items, and prohibits entry for any personnel that may meet one of the three criteria.**

Hand Sanitizer Stations

- **There will be a hand sanitizing station for staff**

Shared Facilities

- **All shared tools, and other high-contact areas will be wiped down with disinfectant prior to and following use.**

Laboratory/Office Considerations

Occupancy limits will also be posted on the door of each room by the PI or office administrator.

Building/Facility Considerations

Common areas (lunchrooms, lounges, study space, admin, teaching spaces, bathrooms, elevators)

- All rooms will be sign-posted with the maximum occupancy based on available floor space to allow for 2m physical distancing.
- Busy or tight stairwells must be marked for ascending or descending between floors (this will not apply in an emergency, such as a fire).
- Elevators should only be used for heavy loads and accessibility needs; limited to either 1 or 2 occupants, based on elevator size, with appropriate signage.
- Place tape or markings on the ground to indicate where workers should stand while lining up to enter the elevator. Ensure adequate space is provided for those exiting the elevator.
- Staff and faculty using the campus during stage 2 should not expect to be able to use common areas like shared kitchens for food preparation or consumption, and should make arrangements accordingly
- Where kitchens or lunchrooms are open, a hand washing station (i.e. sink) must be available; Personnel must bring their own dishes.
- When common office machines or appliances are used (e.g., copier, microwave, refrigerator, kettles) they must be wiped down by the user with disinfectant prior to and following use.
- Chairs and desks in lunchrooms / lounges / study spaces / administration areas (e.g., main office) must be spaced far enough apart to allow for physical distancing.
- Where possible, doors to multi-person washrooms should be propped open to minimize high touch surfaces and maximize air flow. Where possible, only one person should use the washroom at a time. Occupied/unoccupied door signage should be used or light on/off system must be indicated.



- Main offices may be open where necessary to support research and teaching, but the number of people working should be very limited and always accommodating physical distancing.
- Where a feature/service leads to formation of a line-up (e.g., coffee machine, machine shops, access to Stores), markings spaced 2m apart should be on the floor.

Points of Access to Building and Access Control

- Access to the buildings is provided using key cards and the buildings will remain locked until further notice. The now designated 'exit doors only' should have their fob deactivated by UBC Secure Access to prevent entry through these doors.
- To minimize high touch surfaces, interior doors that can be safely propped open without violating fire codes, should be propped open.

Signage and Directional Guides

- Elevators (maximum of either 1 or 2 occupants, based on elevator size).
- Stairwells that are busy or very tight (for directionality).
- Physical distancing signage must be posted at entrances and/or hallways.
- Narrow hallways should be designated one-way with appropriate signage on the floor and at eye level.
- There must be a Worker/Visitor Entry Check sign at every entrance that describes the symptoms of COVID-19 and other self-declaration items, and prohibits entry for any personnel that may meet one of the three criteria.
- Post signage within the units to inform of the measures in place.

Hand Sanitizer Stations

- Hand washing/sanitizing stations should be considered inside of building entrances, subject to availability.
- Hand sanitizers should be considered near the entrance to all shared labs/multi-user facilities (to be provided by PI or facility manager), subject to availability.
- Hand sanitizing stations should be considered at locations where propping the doors interferes with a building's airflow/temp stability subject to availability.

Offices

- Temporary short access to offices (e.g. 10 minutes for grabbing a book) will be provided by Head/Director's approval on a case-by-case basis.
- Notwithstanding the requirement that all work that can be done effectively from home must remain remote, use of graduate student/trainee offices can be allowed, but must accommodate physical distancing protocol. Priority will be given to offices that are required for teaching purposes.

Shared Facilities

- Access to some facilities will be restricted to appointments made by email (e.g., machine shop, Stores), others will require online scheduling.
- All shared tools, computer keyboards, and other high-contact areas must be wiped down with disinfectant prior to and following use.
- If required, visits to the workplace to deliver samples (e.g., industrial partners) should be prearranged, staggered, and safety protocols should be communicated before entry into the workplace (e.g., email and/or signage posted to entrance). Keep a record of visitors to the workplace.
- Users MUST comply with procedures or access/services will be denied.

3.5. 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

All staff entering the building will complete the Thrive BC assessment and pass before entering the building.

- 1) Self-reporting
- 2) N/A
- 3) Self-reporting

- All staff have completed the [SRS training](#).
 - Every Department/School will ensure that the check-in & check-out QR code (provided by the Dean's Office) is posted on the entrance doors of each APSC building (where possible). The survey will have the questions from [Thrive BC Self-Assessment Tool](#).
 - Every person (employee, visitor, contractor, etc.) returning on campus (also the employees working remotely) will do the [SRS training](#).
 - To complete the SRS training, if the person does not have a CWL, a temporary one can be hosted by the Department/School/Unit through [UBC IT](#).
 - Before coming to work, all personnel must check their health status.
 - Personnel experiencing any symptoms of COVID-19 (cough, sneezing, shortness of breath, loss of sense of smell/taste, sore throat, tiredness, fever) must not come to work.
 - Individuals displaying symptoms of COVID-19 must remain at home and isolated until they have been confirmed COVID-free by testing or have been symptom free for the length of time recommended by the BCCDC.
 - Personnel who have been in contact with a person confirmed or presumed to have COVID-19 must also self-isolate as per provincial health guidelines. Personnel will be referred to the BC Health Self-Assessment Tool to determine if they require testing and/or medical care.
 - Anyone returning from outside of Canada must follow the directions of the quarantine act, which specifies 14 days of self-isolation, regardless of whether or not they are experiencing COVID-19 symptoms.
 - Anyone exposed to a traveler must also self-isolate for 14 days. Supervisors cannot give personnel in quarantine work that would require them to break the quarantine.
 - Every front and back entry door will include signage for both workers and visitors/guests that prohibits entry if any of the above criteria apply. The signage will either copy, or will directly use the signage below:
 - a. [UBC Entry Check Sign](#)
 - b. [WorkSafe: Entry Check for Workers](#)
 - c. [WorkSafe: Entry Check for Visitors](#)

3.6. Prohibited Worker Tracking

Describe how you will track and communicate with workers who meet categories above for worker screenings



The QR code Qualtrics survey database will have the information if someone who tried to access a building has COVID-19 symptoms. These workers will inform their supervisors by email and will decide if they want to take a sick day or work remotely if possible. If they decide to take a sick day, they will enter that request onto the Workday system.

Section #4 – Engineering Controls

4.1. Cleaning and Hygiene

Detail the cleaning and hygiene regimen required to be completed by the user for common areas/surfaces (Custodial has limitations on cleaning frequency, etc.).

Outline specific cleaning processes and schedule for high-touch equipment, specialized/sensitive equipment or other unique circumstances to your lab/workspace. Detail how and what types of cleaning products and disposal options you will provide. If possible, include cleaning stations/infrastructure on your lab photos/plan.

- Personnel must wash their hands regularly and avoid contact with one another.
 - Hand washing/sanitizing stations should be considered inside of building entrances, at locations near shared spaces, and at locations where propping the doors interferes with a building's airflow/temp stability, subject to availability.
- The standard UBC custodial standards will apply. Custodial crews will clean the common areas of buildings outside of operation hours (after 7 PM).
 - If there is any additional required cleaning (e.g. high-touch surfaces) the protocols and cleaning solutions must be provided. Any laboratory cleaning will follow the [WHO guidelines for decontamination](#).

Each staff will clean all work surfaces and equipment that are used/to be used at the beginning and end of shift. ICICS will provide disinfecting wipes. There are closed garbage containers outside the back door.

Staff will sanitize hands before and after handling book requests or returns. Requests will be placed in paper bags. Pickup of requests will be no-contact: outdoor curbside pickup (requestor will wait at the bottom of stairs at front of building, staff will place request on ledge at top of stairs).

Book returns will be quarantined for a *minimum* of 72 hours (many libraries use either 24 or 72 hours as their quarantine period: <https://www.ifla.org/covid-19-and-libraries#handling>), unstacked, in an uncovered cardboard box (testing determined that the virus longevity is shorter with unstacked, paper materials: <https://www.oclc.org/realm/research.html>). The box is labelled '72-hour quarantine'. Returns will be labelled with the date they were placed in quarantine. At the end of the quarantine period, book covers will be disinfected, before being returned to use.

4.2. 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, both activity-related (i.e. instruments, tools) and general (i.e. coffee makers in break rooms)

Former public study spaces have been taken out of use. Former public workstations have been taken out of use. Tools and equipment that may be shared by staff will be disinfected at the start and end of shifts and there will be a minimum of two days between different staff members' access to the room.

4.3. Partitions or Plexiglass installation



Describe any needs for safety infrastructure i.e. physical barriers, plexiglass installation required for your lab/workspace and if possible include them on your photos/room plan.

Plexiglass may be installed at front counter and front desk for future re-opening, but is not currently needed, as the room will only have a single occupant.

Section #5 – Administrative Controls

5.1. Training Strategy for Employees

Detail how you will mandate, track and confirm that all employees (including the ones who continue to work remotely) 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

- The SRS [Preventing COVID-19 Infection in the Workplace](#) online training course is mandatory for all employees (including those who remain working remotely).

Completed

- The SRS course link, the ‘Return to Campus Activity Commitment Form’ (please see **Appendix1**) as well as a list of all documents required for reading ahead of returning to campus (i.e. building safety plans, and their specific Workspace safety plans) must be sent by email to all workers.

Completed

- A copy of the completed course certificate and a signed ‘Return to Campus Activity Commitment Form’ must be returned to the Department/School designate → [Gable Yeung in ICICS](#)

Completed

5.2. Communication Strategy for Employees

Describe how employees may raise concerns and how you will address these, and how you will document all of this information exchange

Communication of the Plan to Employees

- To communicate the risk of exposure to COVID-19 in the workplace to the employees, the [Reading Room](#) will disseminate this Child plan via e-mail and will post it as hard copy on the door to the workspace.

Communication of Worker’s Concerns

- When an employee is concerned about any of these policies, they should follow the standard WorkSafeBC reporting guidelines (see [Right to Refuse Unsafe Work](#)).
- They may also contact their worker representative of the APSC JOHSC to express their concerns.

5.3. 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) ‘cleanliness state’ of equipment/instruments, hand-washing guidance. Please see signage templates on [Safety & Risk Services COVID-19 website](#) and [Worksafe’s COVID-19 – Resources](#)

The [Reading Room](#) will utilize the signage from the [Safety & Risk Services COVID-19 website](#), and [the WorkSafe’s COVID-19 – Resources](#) website, WorkSafe BC, and from Building Operations.

Reading Room signage:

- **‘Staff access only’ for room**
- **Signs that state the maximum occupancy (one)**
- **Checklist of items that require disinfection at the end of each shift**
- **Tape and signs to indicate study tables, chairs and workstations are not available**

**Required Signage:**

- Signs that state the maximum occupancy of common rooms - yes
- Use of tape to block-off rooms and classrooms that are off-limits – N/A
- Use of tape and floor signage to direct traffic through high flow areas – N/A
- Signs to remind people to adhere to physical distancing guidelines - yes
- Floor signs to mark of 2 m spaces where people might line up (if needed) – N/A
- Signed Access Agreement on lab doors indicating maximum occupancy – yes, this signed plan will be posted on doors to the room

Checklist of items that require disinfection at the end of each shift. This should include switches, freezer / fridge handles, keyboards and mice of communal computers, cart handles, etc. - yes

5.4. Emergency Procedures

The applicant must ensure that all employees entering the lab should be aware of the Building Emergency Response Plan (BERP) and have access to it. If applicable, detail your strategy to amend your lab's emergency response plan procedures during COVID-19.

See the SRS guidelines for handling potential COVID-19 incidents here: <https://srs.ubc.ca/covid-19/health-safety-covid-19/reporting-covid-19-exposure/>

Building Emergency Response Plan (BERP)

The ICICS/CS building is shared between ICICS and CS. If you are a non-CS student, student, staff or faculty and have a concern, please contact admin@icics.ubc.ca (604-827-5272).

ICICS considers health and safety to be of paramount concern. Emergencies, disasters, accidents and injuries can occur at any time and without warning. Be prepared to handle emergencies. All new faculty, staff and graduate students working in the ICICS/CS building must complete the Safety Orientation Checklist.

Report all accidents or near-miss incidents immediately to your supervisor, ICICS Administrator (admin@icics.ubc.ca) and ICICS Director (rohling@icics.ubc.ca) and within 24 hours in the UBC online [Central Accident Incident Reporting System \(CAIRS\)](#).

In Case of Emergency**When calling Emergency Number 9-1-1:**

Specify whether you need Police, Ambulance or Fire.

Have the following information available:

- Building Name and Address (ICICS /CS Building, 2366 Main Mall, Vancouver, BC V6T 1Z4)
 - Room number
- For individuals presenting COVID-19-like symptoms, the direction to employees is to call UBC First Aid at 2-4444
 - Suspected positive incidents are to be reported to the Supervisor and documented by the supervisor in CAIRS as well as by emailing ready.ubc@ubc.ca
 - If there was a confirmed positive incident, SRS would defer to the government response protocols and rely on their direction. UBC would provide assistance as requested.]

5.5. Monitoring/Updating COVID-19 Safety Plan

Describe how you will monitor your workplace (supervisor, departmental safety representative, other) and update your plans as needed; plan must remain valid and updated for next 12-18 months

- The workspace plan will be reviewed every 3 months.
- The following items would trigger an off cycle review:
 - Request by Safety and Risk Services
 - Moving to higher building occupancy



<ul style="list-style-type: none"> ○ Second wave of COVID-19 ○ Shift in provincial guidelines ○ Or incidence of COVID-19 infections <ul style="list-style-type: none"> ● Bernice will check the compliance as well as the LSTs for the periodic review.
<p>5.6. Addressing Risks from Previous Closure</p> <p>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</p> <p>Staff have been trained in new cleaning protocols, work procedures and COVID precautions.</p>

Section #6 – Personal Protective Equipment (PPE)

<p>6.1. Personal Protective Equipment</p> <p>Describe what appropriate PPE you will utilize and how you will/continue to procure the PPE</p>		
#	Type of PPE	Activity and PPE Use Rationale
2	Disinfecting wipes	Cleaning shared work surfaces and equipment
2	Hand sanitizer	Before and after contact with high-touch areas or equipment
2	Gloves	For cleaning and handling materials
<ul style="list-style-type: none"> ● PPE will be procured through the ICICS office ● Garbage containers for used supplies are located just outside the back door 		

Section #7 – Non-Medical Masks

<p>7.1. Non-Medical Masks (New)</p> <p>Describe your plan to inform faculty and staff on the wearing of non-medical masks</p> <ul style="list-style-type: none"> ● See Using 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. <ul style="list-style-type: none"> ○ Office spaces: <ul style="list-style-type: none"> ● 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: <ul style="list-style-type: none"> ● 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

Section #8 - Acknowledgement

8.1. Acknowledgement

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

A commitment form (sample form in appendix) has been completed by each of the two staff and has been sent to Gable Yeung, to be kept on file for ICICS.

Principal Investigator / Manager Submitting:

Bernice Koh, Reading Room Coordinator
Name, Title

27 Oct 2020
Date

Signature

X [REDACTED]



Department Head/School Director Approval

Rob Rohling, Director of ICICS

Name, Title

Date

Signature

X 

Department Head/School Director Approval

Chein Geif, Department Head Computer Science

Name, Title

28 Oct 2020

Date

Signature

X 

Department Head/School Director Approval

Steve Feng, Department Head Mechanical Engineering

Name, Title

Date

Signature

X 



Department Head/School Director Approval

Steve Wilton, Department Head Electrical Engineering

Name, Title

Date

Signature

Appendices

Photos of:

Front door: staff access only

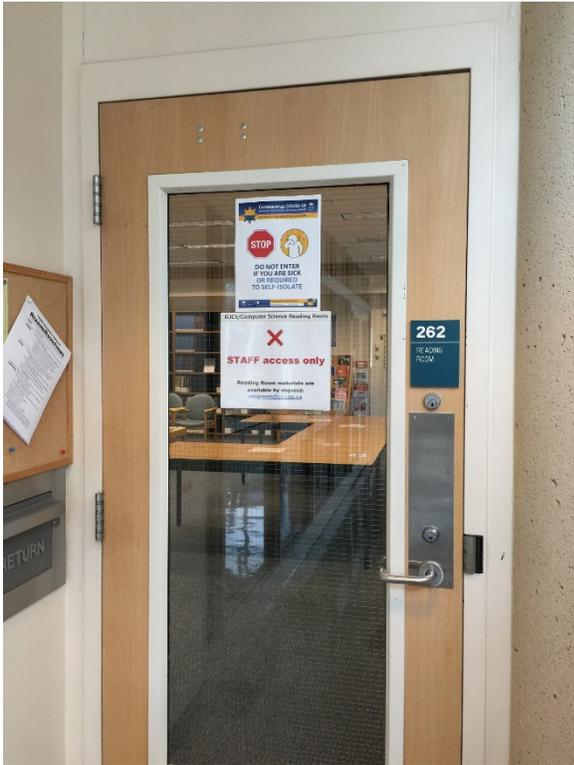
Back door: staff access only

Inside room: study spaces no longer in use

Staff area: only one staff at a time and, generally, at least 48 hours between different staff members accessing the room

Appendix 1 – Return to Campus Activity Commitment Form

Sample form. Completed forms on file with Gable Yeung for ICICS







Appendix 1 – Return to Campus Activity Commitment Form

Building requirements for conduct related specifically to COVID-19 safety have been developed for the *[insert name of building]* building in general and workspace in particular. The building guidelines have been co-developed by the LST co-chairs from *[insert name of Departments/Schools/Units involved sharing the one building]*. **All students, staff and faculty** who are permitted to resume activities in the *[insert name of building]* building are required to complete the following requirements. Send completed form to your supervisor or his/her designate → *[insert name of Departmental/School designate dedicated to collecting these forms & SRS course certificates of completion.]*

Requirement	Check when complete
Review the intermediate safety plan	
Review the child safety plan	
Complete the SRS online COVID-19 safety course and sent the certificate to <i>[insert name]</i>	
<i>[List any other specific training you require]</i>	

Your name: _____ Date: _____

Faculty/Dept. _____ Primary room: _____

Your role (faculty, staff, grad student, etc.): _____

Supervisor name: _____

Your signature: _____

By your signature you agree that you intend to meet the requirements/principles for:

- Doing the daily building check-in and check-out (QR code access)
- Practices for protecting against getting COVID-19 (stay home if ill; avoid touching your face; wash hands frequently; physical distancing > 2 m)
- No building access unless authorized by the schedule set up by the supervisor
- Knowing the guidelines for entry/exit to/from the building and getting around it
- Accessing washrooms and photocopy room
- Eating guidelines
- Cleaning and disinfecting commonly touched surfaces and shared equipment/tools
- Knowing who to contact for safety and interpersonal concerns/problems
- Abide by your unit’s working alone policy
- Building evacuation procedures in case of emergency
- What to do if someone shows signs of respiratory illness
- Consequences of not following requirements and rules