

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>	<div style="background-color: black; width: 80px; height: 20px; margin-bottom: 5px;"></div> <p style="text-align: center; margin: 0;">Robert Rohling</p>



COVID-19 Child (Workspace) Plan

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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	<u>Bob Pritchard</u>
Department/School/Unit/Venture	<u>School of Music</u>
Faculty	<u>The Faculty of Arts</u>
Building(s)	<u>ICICS</u>
Lab(s)/workspace(s) location	<u>X704, X704A, X704B, X702, X702A</u>
Proposed Re-opening Date / Amendment Date	<u>Oct 22, 2020</u>

Introduction to Your Operation

1. Scope and Rationale for Opening

The ICICS Sound Studio is a bespoke facility that supports the research of Prof. Bob Pritchard and Prof. Keith Hamel, and the students they supervise. The facility has specialized multichannel audio (normally 8 and 16 independent channels), digital editing facilities, a MIDI grand piano, and professional recording equipment that is required to carry out research in spatialized composition, gesture tracking, and on- body sensors for performance. This research results in international



professional performances, conference presentations and publications, and professional commissions. It also supports the research of graduate Music Composition students, and undergraduate students in the minor in Applied Music Technology.

Normally, the studio has approximately 20 people who use the studio at various times each week, with all 20 being present for three hours in the Recording Studio on Wednesdays. We are requesting access for a total of 7 people in two rooms, with maximum group sizes of 4 people and 2 people, meaning that we would operate at between 20% and 25% of the usual number of people in the rooms.

[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](#)
- [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 – 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: Room X704A and X704B have no windows, but X702 has one that opens to the outside. However, the Sound Studio has a double-high ceiling with HVAC. Additionally, the risk is mitigated by following campus rules, including wearing masks, maintaining 2m physical distancing, requiring all personnel to follow increased hand washing/sanitizing, sanitizing work areas before and after use, and requiring anyone who is experiencing COVID-19 symptoms, even mild ones, to stay home.

Risk #4: Researchers will be touching tables, audio equipment, lockers, and a grand piano. Disinfecting procedures (instructions for cleaning and logging of same using a checklist) and Health Canada approved disinfectants/sanitizers are in place, to be carried out throughout the day at the end of each registered work session.

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

Distant contact: the two useable areas in the Sound Studio (the Recording Room and the Control Room) have been configured so that all users are separated by at least 2m if they are working in the same room. The touched surfaces include table tops, power switches, locker handles, mixing equipment, and a piano.

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 Sound Studio Main Recording Room can host up to 20 people in normal times. Due to COVID- 19, a maximum occupancy of 4 people has been established; thus, the room will be at 20% of its normal capacity.

The Control Room can host up to 8 people in normal times. Due to COVID-19, a maximum

- occupancy of 2 people has been established; thus, the room will be at 25% of its normal 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.*

Comfort to return to ICICS has been discussed via email with Bob Pritchard. Bob Pritchard will continue to check in with the group on a regular basis to ensure continued comfort with working on campus and address any concerns. If at any time anyone has concerns about returning to work on campus they can request an exemption.

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

The proposed Sound Studio Safety Plan and Operations was presented to all users of the Sound Studio via email, and included information about mandatory online training, studio use, and the logging of use and cleaning of the Sound Studio areas. It closely follows the strict guidelines and requirements established by UBC. In addition, the Sound Studio Safety and Operations plan was also presented to the



Director and to the Administrator of the School of Music (members of the School of Music LST), who oversee the implementation of COVID Safe Practices in Music facilities. The ICICS LST and applicable JOHSC(s) will review the plan either prior to submission or within 30 days of submission, and the plan will be revised as necessary.

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>

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](#).

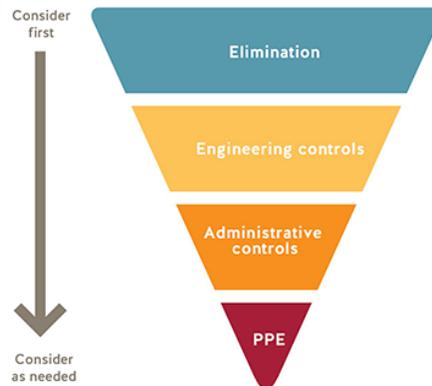
2.7. Plan Publication

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 users requesting access to X704, X704A, X704B, X702, X702A. A digital copy of the plan will be posted to the ICICS Website and a hard copy will be posted on the door of X704. Plans will be will also be posted on the TASTE research website.

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.

<p>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</p>
<p>Researchers can and will work from home when developing general software modules, or writing parts for acoustic instruments:</p> <ul style="list-style-type: none"> • Michael Ducharme, DMA 4th year • Brian Topp, DMA 5th year • Dr. Yota Kobayashi
<p>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.</p>
<p>Spaces will be booked using the existing ICICS Google Calendar which includes entries for the Sound Studio. Gable Yeung has access to this calendar and the researchers schedule to check its use and regulation.</p>
<p>3.3. Working alone procedure Discuss your working alone procedures and how they will be adapted for this Child plan</p>
<p>The Sound Studio is designed to support working alone when coding, composing, or editing: when carrying out these tasks there is no danger to users. The School of Music has confirmed that it will add the Sound Studio to its building check-in app. Sound Studio users will be required to register their check-in and check-out using the app, which is monitored by School of Music staff.</p>
<p>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;</p>



- 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

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.

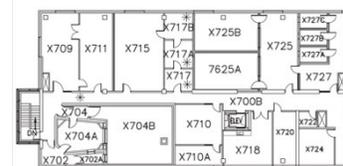
Offices

- 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.

Following the guidelines established by UBC, we have determined that the maximum occupancy for the Recording Studio is 4 people, and for the Control Room is 2 people. (See floor map) In each room work spaces were identified based on equipment location, general working protocols, and optimal distancing. Traffic flows are shown on the floor map and take into account the two entries to the Sound Studio.

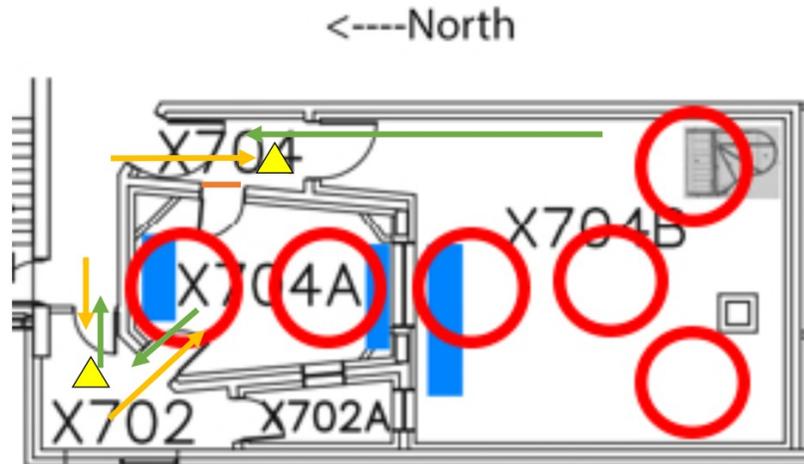


Users entering the Sound Studio must yield to anyone exiting. The occupational limits will be posted on each door of the Sound Studio, and directions and protocols for entry and exit traffic flows will be posted in the studio rooms and on the

access doors. The tape provided will be used to mark a 2 metre spacing around key pieces of equipment in the studio and control room.

Access to the Recording Studio (room X704B) will be through the main door to the Sound Studio. In the Recording Studio two worktables (shown in blue and moved together) and a mixer are at the north end of the studio and are used by one researcher. The grand piano is located in the southeast corner, approximately 6 metres from the tables, and is used by one performance Research Assistant. Two other performance Research Assistants can be located in the room and all users will be at least 2 metres from each other.

Access to the Control Room (Room X704A) will be through the door to room X702. The Control Room will usually be occupied by a single user, operating the mixer for editing. The digital mixer is located at the south end. If a second person is required for judgements and critical listening, the listening seating is located at the north end of the room, more than 2 metres from the digital mixer. The two users will thus be constantly separated by more than 2 metres.



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

- While ICICS is not using QR-Based system of building access. Those granted access to the building are required to take the Self-Assessment quiz [Thrive BC Self-Assessment Tool](#). And been determined not to have symptoms of COVID-19. Reminders to do this will be posted at each external entrance.
- 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 individuals (Staff, faculty, researchers, team members) will inform their supervisor by email if they are not feeling well. They 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 the request onto the Workday system and follow the procedure for their unit.

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](#).
- Personnel must wash their hands regularly and avoid contact with one another.
- Hand Sanitizer is available in the Recording Room and in the Control Room. Specific cleaner for the piano is located in the Recording Room.
- 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](#).
- **Sound Studio Cleaning:**
 - Copies of the studio sanitation checklist (see Appendix) are available in the work areas
 - Health Canada approved anti-COVID cleaning solutions and hand sanitizers are in each work area.
 - Isopropyl alcohol wipes are available for the piano keys to ensure proper sanitization and to avoid damaging the instrument.
 - Users are required to disinfect all surfaces and objects used during a research session, and then indicate on the checklist (attached) which tasks have been completed.
 - The checklist is then dated, signed, and posted on the door of the room.
 - The previous checklist on the door is placed in the log binder in the Control Room so that there is a record of all use and sanitization of the facilities.
 - Used cleaning wipes are deposited in the main garbage container on the 7th floor.

4.2. Equipment Removal/Sanitization

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)

All moveable equipment, cables, etc. has been placed in secure lockers. Any equipment used by researchers will be sanitized prior to its return to a locker, and the cleaning indicated on the sanitization checklist. No food is permitted in the Sound Studio.

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.

N/A

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).
- The SRS course link, the 'Return to Campus Activity Commitment Form' (please see **Appendix A**) 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.
- A copy of the completed course certificate and a signed 'Return to Campus Activity Commitment Form' must be returned to the School of Music Administrator April Lemoine april.lemoine@ubc.ca then forward to Gable Yeung access@icics.ubc.ca

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 2 PI's 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](#)

We 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.

Required Signage:

- Signs that state the maximum occupancy of common rooms
- Non-Medical mask required
- Handwashing
- Entrance/exit only signs
- Use of tape to block-off rooms and classrooms that are off-limits
- Use of tape and floor signage to direct traffic through high flow areas
- Signs to remind people to adhere to physical distancing guidelines
- Floor signs to mark of 2 m spaces where people might line up (if needed)
- Signed Access Agreement on lab doors indicating maximum occupancy



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.

[Helpful Tip: Building Operations has sent out approved floor tape and decals to all of Departments/Schools. If you need more of these items, please ask your unit’s building administrator to contact the Zone Facilities Manager.]

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/>

It is expected that all individuals (staff, faculty, research, team member) entering the lab are aware of ICICS [Building Emergency Response Plan \(BERP\)](#) and the guidelines for handling Covid-19 from the SRS. They will have access to both. If there was a confirmed positive incident, SRS would defer to the government response protocols and rely another 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
 - Second wave of COVID-19
 - Shift in provincial guidelines
 - Or incidence of COVID-19 infections
- Dr. Pritchard and Dr. Hamel will check the compliance as well as the LSTs for the periodic review.

5.6. 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

If a change to the worker role becomes necessary for the continued operation, training in the new protocols of the job must be included (including full documentation of the training).

Section #6 – Personal Protective Equipment (PPE)

6.1. Personal Protective Equipment

Describe what appropriate PPE you will utilize and how you will/continue to procure the PPE

Users wear masks while working in the rooms. Re-useable masks are the responsibility of the user to wash at home. Disposable masks will be deposited in the main garbage collection container on the 7th floor.



#	Type of PPE	Activity and PPE Use Rationale
	Masks	Disposable masks

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](#) 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

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 template is offered below in Appendix A.

Principal Investigator / Manager Submitting:

Bob Pritchard, Assoc. Professor

Name, Title

Oct. 27, 2020

Date

Signature

X  _____

Department Head/School Director Approval



T. Patrick Carrabre, Director

Name, Title

Oct. 27, 2020

Date

Signature

X 

Appendices

- *[APSC specifically requests photographs of your current workspace layout, as well as your proposed usage layout i.e. where people will work, what areas will be closed off, where signage will be placed, etc. If floor plans are available, please append these as well.]*
- *Please attach any maps, pictures, departmental policies or risk assessments applicable UBC Guidance documents, where necessary, and other regulatory requirements referred to in document.]*



Appendix A – Return to Campus Activity Commitment Form

Building requirements for conduct related specifically to COVID-19 safety have been developed for the ICICS building in general and workspace in particular. The building guidelines have been co-developed by the LST co-chairs from ICICS. **All students, staff and faculty** who are permitted to resume activities in the ICICS building are required to complete the following requirements. Send completed form to your supervisor or his/her designate then forward to Gable Yeung access@icics.ubc.ca

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 Gable Yeung access@icics.ubc.ca	

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



Appendix [X] – Return to Campus Activity Commitment Form

Building requirements for conduct related specifically to COVID-19 safety have been developed for the ICICS building in general and workspace in particular. All students, staff and faculty who are permitted to resume activities in the Sound Studio are required to complete the following requirements. Send completed form to April Lemoine april.lemoine@ubc.ca

Requirement	Check when complete
Review the building safety plan	x
Review the workspace safety plan	x
Complete the SRS online COVID-19 safety course and sent the certificate to access@icics.ubc.ca , Prof. Bob Pritchard (bob@mail.ubc.ca) and School of Music Administrator April Lemoine, Administration Manager, School of Music, (april.lemoine@ubc.ca)	

Your name: Bob Pritchard Date: Oct. 1, 2020

Faculty/Dept. Music Your main room no. Music 313

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

Supervisor: Prof Pat Carrabré Signature: 

Your name: Keith Hamel Date: Oct. 1, 2020

Faculty/Dept. Music Your main room no. Music 317

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

Supervisor: Prof Pat Carrabré 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 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



To be completed and signed by each user of the studio upon completion of a work session, and then posted on the outside of the door to the room. The existing checklist on the door is to be removed and filed with earlier checklists in the Studio Logbook.

I certify that where necessary the following checked items have been cleaned/sanitized prior to my leaving:

- Door handles: airlock, recording studio, control room, workroom
- Light/power switches
- Power switches and routing cables for speaker amplifiers in workroom rack
- Worktable surfaces
- Aux screens, digital mixer control surfaces, audio interfaces
- Grand piano – keyboard (including the ends -- keyblocks/cheeks), fallboard, lid sticks, lid edges, music rack, bench
- Handles for equipment storage lockers
- Microphones, stands, cables, and clips
- Theatre lighting units, power cords, DMX components
- Arms of chairs, ladders,
- Sensors and optical tracking equipment
- Intercom buttons

Name _____

Signature _____

Date _____