COVID-19 Workspace Safety Plan

AUDITORIUM ANNEX A (AUDXA) & LASSERRE BUILDING (LASS) – Art History, Visual Art & Theory (AHVA)

This plan requires the review of the operational activities in the workspaces described to ensure effective controls are in place to prevent the transmission of COVID-19. Management and supervisory staff are responsible for developing and updating this document to meet current government mandated requirements. [https://covid19.ubc.ca/](https://covid19.ubc.ca/)

<table>
<thead>
<tr>
<th>Department / Faculty</th>
<th>Art History, Visual Art &amp; Theory / Arts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Location(s)</td>
<td>1924 West Mall (AUDX A) &amp; 6333 Memorial Road (LASS)</td>
</tr>
<tr>
<td>Proposed Re-opening Date</td>
<td>AUDX A November 16, 2020; LASS reopened July 2020.</td>
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<tr>
<td>Workspace Locations</td>
<td>See Appendices for individual Floorplan details, including: Auditorium Annex A: 260-263 Frederic Lasserre Building:</td>
</tr>
</tbody>
</table>

Introduction

1. Scope and Rationale for Stage 2 Opening – Lasserre Building and Auditorium Annex A

Research, teaching and operational activity within the Department of Art History, Visual Art & Theory depend upon faculty, students, and staff having access to specialized equipment in select offices and facilities. This Stage 2 plan builds off of our Stage 1 reopening of AHVA facilities at the Frederic Lasserre Building in July 2020. During the Covid-19 shutdown, the productivity of many faculty members has been adversely affected, delaying project completion and career progression. Thus, it is essential that the Department of Art History, Visual Art & Theory provide some limited facilities access for specific research and instructional activities at Auditorium Annex A and the Frederic Lasserre Building.

All of these spaces are necessary to conduct on-site research and support the academic mission of the university.

The intent of the second stage of this Safety Plan is to continue to provide access to offices for graduate students, staff, and faculty; the Visual Resources Centre; and Lasserre 210 (Seminar Room) for instruction, research, and administrative and technical work required by their programs or roles.

Our rationale is informed by an assessment of these facilities in which we determined that they can comply with all current health advice, guidelines, and best practices, that cleaning protocols can be
followed, and that users can physically distance at all times. These specific capacities are outlined below and are supplemented by details about the cleaning protocols required by users and staff (in addition to the scheduled cleaning carried out by UBC Custodial Services) as well as training requirements for all students, faculty, and staff using these spaces.

This document will lay out the detailed principles that all facilities users will follow to maintain the health and safety of our students, faculty, and staff in all AHVA spaces.

Occupancy limits for Stage 2 have been calculated to allow for 2-metre physical distancing between users. “Pinch Points” such as entryways, common areas, hallways and staircases have been considered when planning the occupancy limits and foot traffic flows through buildings and rooms. Measures to maintain physical distancing have been outlined in Sections 7 & 8 of this document. Resources used to develop these occupancy and distancing measures include: https://srs.ubc.ca/files/2020/06/8.-Space-Analysis-Re-Occupancy-Planning-Tool.pdf ; UBC Employee COVID-19 Physical Distancing Guidance [PDF]

Approved occupants of the Department of Art History, Visual Art & Theory for Stage 2 will not exceed ~67% and will be significantly lower as detailed below.

This plan has been reviewed by the AHVA Local Safety Team and submitted for approval by the Head and Administrator, and onward to the ARTS JOHSC / Faculty of Arts Office of the Dean.

Section #1 – Regulatory Context

2. Federal Guidance

- Government of Canada – Risk mitigation tool for workplaces/businesses operating during the COVID-19 pandemic

3. Provincial and Sector-Specific Guidance

- BC’s Restart Plan: “Next Steps to move BC through the pandemic”
- Provincial post-secondary education/institution resources studying during covid-19
- Provincial post-secondary-education/institution resources go forward guidelines.pdf
- BCCDC BC Centre for Disease Control: COVID-19 symptoms
- BC Thrive Self Assessment Tool - covid19
- BC Centre for Disease Control – Colleges & Universities
- Government of BC – BC’s Restart Plan

4. WorkSafe BC Guidance

- COVID-19 and returning to safe operation – Phase 2
- WorkSafebc Motion Picture Television Production
- WorkSafe COVID-19 Safety Plan
- WorkSafe: Designing Effective Barriers
• WorkSafe: Entry Check for Workers
• WorkSafeBC Protocol: Offices (New)
• WorkSafeBC Protocols: Post-Secondary Education (New)
• WorkSafe: Entry Check for Visitors

WorkSafe BC – Arts and cultural facilities: Protocols for returning to operation

5. UBC Guidance
• COVID-19 Campus Rules (New)
• Guidelines for Preparing for Reoccupancy (New)
• Guidelines for Safe Washroom Reoccupancy (New)
• Space Analysis and Reoccupancy Planning Tool (New)
• UBC Employee COVID-19 PPE Guidance
• UBC SRS COVID-19 Site
• UBC SRS health-safety-COVID-19 guidance site
• UBC SRS COVID-19 Safety Planning Site
• UBC SRS COVID-19 Safety Planning Templates and Resources
• UBC SRS Physical Distancing Guidance
• UBC SRS Meetings and Training Guidance
• UBC PPE & Ordering Critical Supplies
• UBC SRS Planning Communications Resources - Signage
• Workplace Physical distancing Planning Tool and Signage Kit (New)
• UBC Building Operations Custodial Considerations
• UBC Cleaning Standards & Recommendations for Supplementary Cleaning [PDF]
• UBC Preventing the Spread of COVID-19 ONLINE TRAINING
• UBC Classroom Safety Planning (New)
• UBC Teaching & Learning Spaces Safety Plan
• UBC Student Resources Site – COVID-19
• Ready UBC
• UBC Occupational and Research Health and Safety Policy

6. Professional/Industry Associations
• Osler’s – The Employer’s COVID-19 Return to the Workplace Playbook
• Centre for Disease Control – Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes
• World Health Organization - Coronavirus disease (COVID-19) technical guidance: Guidance for schools, workplaces & institutions.

Section #2 - Risk Assessment

As an employer, UBC has been working diligently to follow the guidance of federal and provincial authorities in implementing risk mitigation measures to keep the risk of exposure as low as reasonably
achievable. This is most evident in the essential service areas that have remained open on campus to support the institution through these unprecedented times. These areas have been very active with respect to identifying and mitigating risks, and further re-evaluating the controls in place using the following risk assessment process.

Prior to opening or increasing staff levels, the Department of Art History, Visual Art & Theory has performed a risk assessment to determine activity level risk by identifying **contact intensity, contact number,** and **any operational risks** using the *BC COVID-19 Go Forward Management Strategy Risk Matrix*, as defined below:

1. What is the contact intensity in your setting pre-mitigation – the type of contact (close/distant) and duration of contact (brief/prolonged)?
2. What is the number of contacts in your setting – the number of people present in the setting at the same time? As a result of the mass gatherings order, over 50 will fall into the high risk.

For *Stage 2 Opening at the Frederic Lasserre Building and Auditorium Annex A*, AHVA has determined the risk as: **LOW**.

One or more steps under the following controls will be taken to further reduce the risk, including:

- Physical distancing measures – measures to reduce the density of people (see attached floorplan guidance to facility users).
- Engineering controls – physical barriers (like Plexiglas or stanchions to delineate space), signage and where appropriate increased ventilation and protocols for cleaning equipment after each use.
- Administrative controls – clear rules and guidelines relayed through documentation, user agreements, orientations and signage.
• Personal protective equipment – respiratory protection, gloves and safety glasses where appropriate.

7. Contact Density (proposed COVID-19 Operations)

For the Stage 2 Opening most contact between building occupants will be distant and respect all physical distancing measures and guidance. The duration of contact will be brief. Engineering controls are in place to limit the number of people in a given area (see attached floorplan guidance for users). Where staff support is required for AHVA members, this contact will be distant, brief and occur in a suitable facility area using established PPE and cleaning protocols.

Occupants are required to maintain a minimum of 2 metres safe physical distance at all times.

• Most contact outside of individual offices is brief contact with surfaces such as door handles, bathroom facilities, and the copier. These high-touch surfaces and areas will be regularly cleaned by UBC Custodial staff. Any unit specific equipment (such as copiers and scanners) will be cleaned by individual users before and after each use. See UBC’s Guide to Supplementary Cleaning

Building Entrances, Stairs, Elevator (close/brief):

• Building entrances will remain locked.
• Most entryways and halls at Lasserre are sufficiently wide to accommodate physical distance.
• The stairwells, which are 1.7 m wide, will be made unidirectional. The stairwell at the card-access entrance on the west side of the building will be marked for travelling up through the building; the stairwell on the east side of the building for travelling down and for egress.
• The third-floor landings and fourth-floor corridors can accommodate one person at a time; right of way guidelines will apply.

Offices and open area workstations (close/prolonged):

• As per University and provincial directives, work that can be done remotely (i.e., from home) will continue to be done remotely.
• Second-floor Visual Resources Centre facilities will be limited to a maximum of 6 employees and 1 visitor (at a time). This will require staff and student employees rotating between onsite and remote work.
• Offices should not exceed 1 person (at a time).
• Offices, workstations and barriers that are shared in any fashion will be sanitized at the start and end of every usage period. See section on “Sanitization of surfaces”.
• Non-medical masks must be worn while in common spaces and moving through common offices spaces. Workers may remove their masks while seated at their personal work station in the shared Visual Resources Centre (206) since the 2.0 m physical distance is exceeded between workstations.
• See attached plans.

Meetings (close/prolonged):

• According to University directives, face-to-face meetings are discouraged and should be avoided whenever possible until further notice.
• Virtual meetings (via Zoom) should be arranged whenever possible. General staff meetings will continue to take place via Zoom for employees working on site and remotely.
- Meetings or training sessions deemed essential may need to occur in Lasserre 210 for up to 6 people. In such cases, physical distancing requirements and all space restrictions are strictly adhered to. Please refer to [https://riskmanagement.sites.olt.ubc.ca/files/2020/04/Guidelines-for-Meetings-Trainings-FINAL.pdf](https://riskmanagement.sites.olt.ubc.ca/files/2020/04/Guidelines-for-Meetings-Trainings-FINAL.pdf)

**Common kitchen 201 B (close/brief):**
- The kitchen will not be accessible until the Faculty of Arts provides authorization for such access.
- Workers will be advised to bring food that is properly contained and ready to eat without needing to be refrigerated, heated or otherwise prepared in shared kitchen.

**Washrooms (close/brief):**
- Multiple-occupant washrooms are now restricted to a maximum of 1 occupant at one time, to ensure physical distancing is maintained.

8. Contact Number (proposed COVID-19 Operations)

As a general rule, each area will be occupied by one user only (staff/student/faculty) at a time, unless otherwise noted in the attached floorplans. **Shared spaces may have additional occupants only if physical distancing of 2 metres radius between work stations can be maintained at all times, or there are adequate physical barriers separating workstations, and ‘pinch points’ in common spaces will not be overburdened.** Where user contact is required, this contact will be brief and occur in a suitable facility area using established physical distancing measures, non medical masks and cleaning protocols.

**Normal Operations:**

- **High – Faculty & Staff Offices: 1 – 4 people in an office**
  - Lasserre
  - 204  15
  - 206  14
  - 210  25
  - 410  3 - 4
  - 400 – 411 office  1 - 3
  - Aud A 260 – 273  1 - 3

**COVID-19 Measures Limited Operations:**

- **Low – Faculty & Staff Offices: 1 per office**
  - Lasserre
  - 204  4
  - 206  7
  - 210  6
  - 410  1
  - 400 – 411 offices  1
**Operational Risk** - In addition to contact density and contact number in buildings planned operational activities and access scenarios need to be evaluated in terms of risk level. Please see appendix I for operational risk assessment, mitigation strategies and checklist.

9. Employee Input/Involvement

AHVA management have consulted with area staff and faculty in order to meet the mandatory requirement to involve frontline workers. Further consultations have taken place with the primary research user group to determine how the unit can support their resumption of research. This area-specific Safety Plan is developed from the *Stage 1 – Resumption of Research Plan at Lasserre* for the *Department of Art History, Visual Art & Theory* and is a child plan to the parent *Faculty of Arts – Stage 2 Workspace Safety Plan*. All plans will be shared with the Joint Occupational Health and Safety Committee, and have been reviewed by the AHVA LST, and supervisors to identify risks, protocols, procedures and approaches, as part of this plan.

Expectations of workers is outlined in Appendix B and has been emphasized during the communication of this faculty safety plan.

10. Worker Health

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 staff meetings
- Email broadcasts
- One-on-one meetings with direct supervisors
- JOHSC Meetings & Communications
- Supervisors are encouraged to disseminate information from UBC Wellbeing and UBC Occupational Preventative Health
- Sharing and posting this Safety plan in the facility areas.
- Online training as outlined by UBC Safety and Risk Services.
- Facility and area specific orientations to measures, protocols and procedures.
- Sharing of other documentation and guidance outlined in Section #1.
- Workplace health strategies will be evaluated through feedback from users and assessed by staff, then adjusted as necessary.
11. Plan Publication

AHVA will publish and post this unit Safety plan:

- Online on our Departmental website (https://ahva.ubc.ca). In the Health and Safety section under the Resources tab.
- Post hard copies for employees and for other users that may need to attend site at area Health and Safety boards and at/near the worksite entry. All personal information will be removed from the Safety Plan prior to releasing to the public.
- Final plans will also be posted to Faculty of Arts website (www.arts.ubc.ca). An alert noting the plan availability and link to this final posting will be included in an email to staff and on the main Departmental website (https://ahva.ubc.ca)

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 guidance 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. See: BCCDC BC Centre for Disease Control: COVID -19 symptoms
• All staff are aware that they must maintain a physical distance of at least 2 metres from each other at all times. See: UBC PHYSICAL DISTANCE GUIDANCE
• Do not touch your eyes/nose/mouth with unwashed hands
• When you sneeze or cough, cover your mouth and nose with a disposable tissue or the crease of your elbow, and then wash your hands
• All staff are aware of proper handwashing and sanitizing procedures for their workspace
• Supervisors and managers must ensure large events/gatherings (> 50 people in a single space) are avoided
• Management must ensure that all workers have access to dedicated onsite supervision at all times. During periods where supervisors are off-site, a designate supervisor must be appointed. All workers must be aware of who their supervisor is and all designates must be aware of all their supervisory responsibilities (e.g. in the case of emergencies, CAIRS, etc.)
• Occupants will be made familiar with the information and resources on the UBC SRS working safely on campus site.
• Effective Wednesday, September 16, 2020, UBC students, faculty, staff and visitors are required to wear non-medical masks, when indoors on our campuses. The requirement to wear non-medical masks indoors recognizes that transmission is reduced when face masks are worn in conjunction with physical distancing and other safety practices. See UBC SRS non-medical mask update page and this addendum for further information.

12. Work from Home/Remote Work

In Stage 2, most faculty, staff and any students that are participating in classes will continue to work/learn remotely.

• Exceptions that will be considered and thoroughly reviewed with individual safety plans:
  1) Academic/Research resumption: Preparing and recording lectures, labs (instructional and research). Services that directly support the resumption of research, teaching and learning
  2) Approved F2F teaching: Classes where on campus instruction is determined essential.
  3) Some public venues and revenue generating units: Museums, Performing Arts Spaces (theatres) and Art Galleries.
  4) Administrative units: Administrative offices
• Health and safety must be considered for employees working from home, including resources for ergonomic health and general wellbeing.
• Resources for Supervisors will include:
  General Wellbeing resources
  UBC Wellbeing campaigns and initiatives - Thrive
  Ergonomics for home guide
  Ergonomics-for-Home-Offices.-Supervisor-Guide.pdf
• Resources for staff working from home will include:
Some Faculty and staff have been approved for occasional access to their individual offices opened during Stage 1 to carry out necessary research and teaching activities on campus. They will have access, **Monday to Friday, 8:00 am to 6:00 pm.**

Moving forward, the Head and Administrator will approve of more requests for office use so long as physical distancing of 2 metres can be achieved, occupancy kept below 67%, and is managed by the hierarchy of controls, and safety plans should be updated as required. Ongoing and additional approved occupants lists and floor plans will be recorded by the Administrator. All department members are further logging their presence in a given facility through the QR code system. An Arts Data Table (ADT) has been created to keep track of every QR code entry (including date and time of entry/exit).

- Some teaching-stream faculty and research-stream faculty who are teaching during Stage 1 and Stage 2 for whom conditions make it impossible to provide classes from home will be permitted to use their office for lectures, so long as the occupant caps are observed and all safety protocols are observed.

- Teaching-stream faculty or research-stream faculty who require access to on-campus space to prepare materials for instruction (e.g., making videos for online course production) will also be accommodated by the Head where possible.

- In-person group meetings, events or lectures will not be organized in Stage 1. Stage 2 will maintain online meeting protocol wherever possible. Exception to this guidance occurs where an in-person meeting is determined to be operationally essential and would require appropriate precautions and a space that can accommodate a minimum of 2 metres distance between participants.

- See: [UBC SRS Meetings and Training Guidance](#)

- Where exemptions have been given for a faculty member to access their office, they must not have guests in the office during Stage 1. In Stage 2 a safe distance of 2 m must maintained at all times.

Administrative staff, some supervisors and area technical staff workers will continue to work from home (WFH); area technical staff and supervisors will access facility areas on a limited basis as described individually below.

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**AHVA Staff**

The Administrator will develop a schedule with AHVA staff and student workers, ensuring operational needs are met, accesses recorded, and aiming at occupancy below ~67% across the unit. Given business requirements to deliver face to face instruction and enable artistic research and practice and the size of the facilities to exceed all COVID-19 prevention protocols, certain members may work on site full time.

**AHVA Faculty**
AHVA Faculty will require occasional access to their individual offices and related specialised AHVA Research facilities opened during Stage 2 to carry out necessary instruction, archival and library research and practice on campus. As courses and department programs may run until 8:00 pm access will be open until that time. Faculty were phased in for return to their individual studios in early July keeping occupancy at 30% and have accessed the facility and their individual offices on an occasional basis.

The Administrator and Head will develop a schedule for the 12 AHVA Faculty Members and 3 sessional lecturers, requiring access to these facilities for either teaching or research purposes to ensure occupancy levels remain below 67%.

**AHVA ARTH and CCST Graduate Students**

Art History and Curatorial Studies Masters and PhD students normally have access to Lasserre 204 as a shared study, research and meeting space. AHVA does not have sufficient resources to proctor this space to ensure protocols are being followed and has directed students seeking access to this space to use the library. [https://ikblc.ubc.ca/spaces/book-a-study-space](https://ikblc.ubc.ca/spaces/book-a-study-space).

AHVA will continue to offer drop-in access to the facility for students to pick up materials during staffed hours in the Visual Resource Centre.

**AHVA MFA Students**

MFA Visual Art students may need to access the building for administrative functions on the 4th floor or at the VRC. They will be acquainted with all procedures prior to granting access.

**AHVA Undergraduate Students**

Undergraduate students enrolled in Art History and Visual Art courses normally taught from Lasserre are studying remotely this term.

### 13. Work Schedule Changes/Creation of Work Pods or Crews or Cohorts

For those required or wanting to resume work at UBC, the following details the measures in place in order to limit contact intensity, hours of access, and procedures already in place to comply with UBC work alone requirements.

- Staff, faculty, and students will only return to designated facilities to carry out work they are unable to do from home.
- Access to the facility areas will be restricted to **8:00 am to 6:00 pm, Monday to Friday**.
- Employees are based in facilities that possess adequate engineering controls to considerably limit contact intensity (see attached floorplans).
- Standard Operating Procedures are established for instances where collaborative work is required and these interactions will be limited to well-ventilated spaces where occupancy...
restrictions permit more than one person and physical distancing can be maintained at all times.
• The schedule will ensure staff overlap for work alone and emergency procedures on designated days as well as the requirement for all staff to follow the work alone policy of the department through established remote monitoring and check-in procedures at the beginning, during and end of each shift.
• Any employee who is alone in the building will follow the work alone policy and procedure of the department/unit through established remote monitoring and check-in procedures at the beginning, during and end of each shift. See: UBC SRS Work Alone Page

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

See attached floorplans in Appendix B detailing the following:

• Entry and exit points at the Lasserre building such that separate doorways and stairwells are used to avoid congestion.
• Illustrated one-way directional traffic flows.
• An illustrated 2-metre radius circle around stationary workspaces and where occupants are confirmed.
• Elevators and washrooms that will be used.
• Additional information including hand sanitizing stations, etc. (see Legend)

Office Considerations at the Unit level:

• Office occupancy parameters: limit of 1 person per room at a time. Occupants of shared office space will be required to coordinate their office use with one another to avoid any overlap in the space or with their supervisor.
• Lasserre second-floor Visual Resources Centre facilities will be limited to a maximum of 6 employees and 1 visitor (at a time). This will require staff and student employees rotating between onsite and remote work.
• Offices at Lasserre and Auditorium Annex A should not exceed 1 person (at a time).

Building/Facility Considerations

Common areas (lunchrooms, lounges, study space, admin, teaching spaces, bathrooms, elevators)
• All accessible rooms will be sign-posted with the maximum occupancy based on available floor space to allow for 2 metres physical distancing. In Stage 1 occupancy will be maintained as (1) where ever possible. Stage 2 must ensure the 2 metres physical distancing is able to be maintained between occupants in spaces.
• The west stairwell of the Lasserre Building is designated for ascending (this will not apply in an emergency, such as a fire). The east stairwell is designated for descending.
• The access stairwells at Auditorium Annex A will follow right of way of one person at a time, physically distanced by two meters if more than one individual.
• The Lasserre elevator should only be used for heavy loads and accessibility needs.
• UBC-supplied floor tape or UBC-supplied floor decals have been placed on the ground to indicate where users should stand while lining up to enter the elevator. Ensure adequate space is provided for those exiting the elevator.
• When common office machines are used (e.g., copier, VRC scanner, A/V equipment in Lasserre 210) they must be wiped down by the user with disinfectant prior to and following use. Access will be restricted to designated staff during Stage 2. Prior to Covid, graduate students and faculty would have had access to this research and teaching support equipment. Surfaces or devices that are not part of Custodial Services procedure but require cleaning or sanitizing by occupants, users or staff between sessions. See: UBC Cleaning Standards & Recommendations for Supplementary Cleaning [PDF]

Washrooms will be single-person only in Stage 2 and may increase to additional occupants if 2 m safe distance can be accommodated in future.

Points of Access to Building and Access Control
• Access to buildings is provided using key cards and the buildings will remain locked during Stage 1 and Stage 2.
• To minimize the number of high-touch surfaces in the facilities, interior doors will be safely propped open unless doing so violates fire codes. DO NOT prop open fire doors open which are labelled with a decal indicating FIRE DOOR as this is a violation of building fire code.

Undergraduate / Graduate Learning and Teaching Spaces
• Classrooms and meeting rooms that are not bookable within units will be closed off (with signage) for Stage 1 and Stage 2.

General Classrooms
• General classroom and learning facilities are bookable and are supported through the classroom services safety plan.
• See: UBC Learning Spaces - gts classroom safety planning
• See: UBC Learning Spaces Covid-19 Safety Plan PDF

Signage and Directional Guides
• Face mask required posted at entrances to buildings or facility
• Elevator (maximum of maximum 1 occupant at LASS)
• Lasserre stairwells for ascending and descending.
• Physical distancing signage is posted at entrances and/or hallways.
• The corridor at Auditorium Annex A that does not allow for 2 metres distancing will be two-way with the appropriate signage on the floor and at eye level. Right of Way must be observed, meaning be respectful to those already moving in the hallway before proceeding.
• A Worker Entry Check sign will be posted 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. See: WorkSafe: Entry Check for Workers or UBC’s Entry Check for Workers
• Signage is posted within the units to inform everyone of the measures in place.
Hand Sanitizer Stations

- Hand washing/sanitizing stations are installed at the entrances and exits of buildings.
- Hand sanitizing stations should be considered at locations where propping the doors interferes with a building’s airflow/temp stability and/or fire doors. Individual hand sanitizing stations will be supplied by the unit. Contact Unit Administrator if the supply needs topping up.

Offices

- Single occupancy office space is to be used only for those offices listed in this plan, as decided by the head.
- Incidental brief access (e.g. 10 minutes for grabbing a book) to offices not listed in this plan will be provided by administrator or head’s approval on a case-by-case basis.

15. Accommodations to maintain (2) metre distance

AHVA has made the following accommodations/changes to ensure employees can successfully follow the rule of distancing at least (2) metres from another employee while working:

**Common Physical Distancing Protocols (Everyone):**

- Physical distancing is required at all times with research personnel spaced by at least 2 metres
- See: [UBC SRS PHYSICAL DISTANCE GUIDANCE](https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/)
- No visitors are permitted in the buildings during Stage 2, including relatives (e.g., parents, children), friends or other non-UBC personnel.
- Elevators are limited to 2 occupants in AAC and 1 occupant in BCB.
- See above in section 14 for directional flow.
- Do not congregate in common areas. Minimize social interactions in the building. Maintain physical distance of a minimum of 2 metres at all times.
- **For information on use of non-medical masks or other safety devices** please see [UBC SRS non-medical mask update page](https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf) for further information.
- Effective **Wednesday, September 16, 2020**, UBC students, faculty, staff and visitors are required to wear non-medical masks, when indoors on our campuses. The requirement to wear non-medical masks indoors recognizes that transmission is reduced when face masks are worn in conjunction with physical distancing and other safety practices.
- All employees, students and visitors will follow the requirements around mask-wearing described in:
- Unit Intermediate and Unit/Workspace plans will detail any further requirements for the use of non-PPE masks for staff within their specific workspace(s). Masks do not necessarily require to be of medical grade.
- **See Section 7** in this document for information on the use required use of non-PPE masks
• **See Section 6** in this document for information Personal Protective Equipment (PPE)
• No in-person group meetings, social events, lectures or other gatherings shall take place until further notice unless described in this document.

**Administration Spaces**

**Common Spaces / Hallways / Washrooms / etc.**

• Use of common rooms (e.g., locally-assigned classrooms and meeting rooms, social spaces, lunch rooms) will remain closed during Stage 2.
• Department-bookable classroom will generally be blocked off from access for Stage 2
  
  See section 2, point 7 regarding lunch rooms and common areas. Faculty and staff are encouraged to bring in non-perishable bagged lunches, eat outside when possible or in their individual offices.
• Building entrances will remain locked during non-public hours.
• One way flows through facility areas including preferred entrance and exit doors, stairwells and elevators.
• Limited occupancy of common areas and rooms.
• Prop internal (only NON-FIRE) doors open, where safe to do so for security reasons.
• Eliminate tasks requiring workers to be within (2) metres of each other.
• Washrooms at AAC will be one occupant at a time only. Signage is posted to the effect and “Knock First” signage at the exterior doors. Where washrooms have (2) sets of doors, one set will be propped open. One sink and toilet/urinal per washroom will remain in use, others will be labelled “out-of-order”.

**Meetings**

• According to University directives, face-to-face meetings are discouraged and should be avoided whenever possible until further notice.
• Virtual meetings (via Zoom) should be arranged whenever possible. General staff meetings will continue to take place via Zoom for employees working on site and remotely.
• **See Appendix I for Teaching and In Person Learning Plans.**

**16. Transportation**

Faculty conducting off campus site visits are working with AHVA management to develop individual safety plans for essential visits to galleries, public art installations, and museums. See template, Appendix. Students and Faculty are travelling to these field trip sites are doing so individually.

**17. Worker Screening**

Effective, **September 18**, all department members are completing the ARTS COVID-19 survey and QR code check before entering any facility.

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.
Before coming to work, all personnel must check their health status. Personnel experiencing any symptoms of COVID-19 must not come to work:

<table>
<thead>
<tr>
<th>Most common symptoms of COVID-19 include:</th>
<th>While less common, symptoms can also include:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fever</td>
<td>Stuffy nose</td>
</tr>
<tr>
<td>Chills</td>
<td>Conjunctivitis (pink eye)</td>
</tr>
<tr>
<td>Cough or worsening of chronic cough</td>
<td>Dizziness, confusion</td>
</tr>
<tr>
<td>Shortness of breath</td>
<td>Abdominal pain</td>
</tr>
<tr>
<td>Sore throat</td>
<td>Skin rashes, discoloration of fingers or toes</td>
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<tr>
<td>Runny nose</td>
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<tr>
<td>Loss of sense of smell or taste</td>
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<tr>
<td>Headache</td>
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<tr>
<td>Fatigue</td>
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<tr>
<td>Diarrhea</td>
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<tr>
<td>Loss of appetite</td>
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<tr>
<td>Nausea and vomiting</td>
<td></td>
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<tr>
<td>Muscle aches</td>
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</table>

COVID-19 symptoms can range from mild to severe. This list may change as the Provincial Health Authority & BCCDC learns more. See: BCCDC BC Centre for Disease Control: COVID-19 symptoms

- Personnel must inform supervisor and/or Responsible Faculty Member (RFM) if they will not be attending work.
- Individuals displaying symptoms of COVID-19 (described above) 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 Thrive Self Assessment Tool or 811 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.
- New researchers arriving from international destinations are required to self-quarantine for 14 days prior to beginning research. 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 WorkSafe BC signage, as below:
  a. UBC Entry Check Sign (New)
  b. Worksafe: Entry Check for Workers
  c. Worksafe: Entry Check for Visitors
- Workers are directed to call 811 for information and direction if they are exhibiting symptoms and notify their supervisor immediately and are encouraged to use the Thrive BC Self-
Assessment Tool to monitor themselves for symptoms of COVID19 or other concerns prior to work attendance.

- The supervisor will be responsible to ensure the workers who are ill do not return to work until they are well and cleared to do so. Please contact your HR Advisor or Faculty Relations Senior Manager with further questions.

18. Prohibited Worker Tracking

AHVA will track and communicate with workers who meet categories above for worker screenings through:

- Telephone, email, e-conference (ex. Zoom) meetings, primarily email.
- Maintain confidential administrative lists of any worker who meets the above categories, at the Department level.
- To assist with Worker Screening, UBC PAT (personnel absence tracker) will be utilized to track any workers who cannot attend work due to one or more of the three categories of restriction (as defined by WorkSafe).

Section 4 – Engineering Controls

19. Cleaning and Hygiene

AHVA’s cleaning and hygiene plan includes hand-washing stations, signage, orientations for users and a cleaning regimen required to be completed by users and departmental staff for common areas/surfaces and equipment:

- AHVA understands that, upon reopening, custodial levels will be returned to pre-COVID levels and that cleaning priorities may be adjusted to reflect UBC mandated services as outlined by UBC Building Operations.
- The standard UBC custodial standards will apply. Custodial crews will clean the building outside of research hours (after 6 PM).
- See: UBC Custodial Services - keeping your facility clean and sanitized page
- Supplementary Cleaning may be required: Surfaces or devices that are not part of Custodial Services procedure but require cleaning or sanitizing by occupants, users or staff between sessions. See: UBC Cleaning Standards & Recommendations for Supplementary Cleaning [PDF]
- Faculty and staff in office spaces that are typically shared will be required to wipe down surfaces before and after use with a disinfectant. Necessary training and supplies will be provided by the unit. (see link above)
- Personnel must wash their hands regularly and avoid direct contact with one another and always maintain a minimum physical distance of 2 metres
• UBC Building Operations additional online resources: http://facilities.ubc.ca/covid-19/covid-custodial-services/

• Supplementary Cleaning may be required: Surfaces or devices that are not part of Custodial Services procedure but require cleaning or sanitizing by occupants, users or staff between sessions. See: UBC Cleaning Standards & Recommendations for Supplementary Cleaning [PDF]

• Assuming custodial standards will apply, staff will use the appropriate surface cleaning products and PPE to wipe down active surfaces daily.

• Facility users will clean areas and equipment after each use. Commonly touched work/office areas and shared workspaces and equipment that are touched will be cleaned and disinfected when employees finish working. Additionally, clean and disinfect surfaces when starting a shift or when visibility soiled. These include light switches, door handles, countertops, phones and keyboards.

• Surfaces must be cleaned following use and hands washed.

• Garbage cans will be positioned in these areas for disposal of paper towels and wipes.

• Users are asked to wear disposable gloves when the use of shared equipment cannot be avoided.

• Cleaning supplies from existing stock will be available from the Administrator or Studios, Facilities & Safety Advisor.

• Hand sanitizer dispensing stations will be located inside both entrances to the building.

• Custodial Services will refill these dispensers regularly. When a dispenser is empty, employees will place a trouble call to 604-822-2173.

• Individual hand sanitizer bottles will be located in workrooms and shared work areas.

20. Equipment Removal/Sanitation

The removal of unnecessary tools/equipment was performed as part of the shutdown process in March 2020; as part of this Safety plan, only necessary equipment and tools will be brought back into use and are required to adhere to the above cleaning protocols. Further:

• Access to shared areas will be limited.

• Any equipment that requires more than one user will have scheduled use times that users must sign up for, and follow the cleaning protocols after each use as outlined above.

• Any equipment that was assigned to particular users will continue to be for their use only.

• Common surfaces for high touch tools and equipment including hand tools, keyboards, controllers, etc. will require to be wiped down before use and after use, every session with disinfectant by the user/occupant. Supplies will be made available so that this disinfection can be done by users. Protocol and training will be developed in coordination with area technicians.

• Used wipes or clean up rubbish must be appropriately deposited of in lined garbage bins in the hallway for disposal by custodial. Custodial Services will not clean/sanitize specialised equipment. This is the responsibility of the unit and users.

• All laptops brought on campus should be wiped down by its user with disinfectant upon arrival and at departure.
• Take care to review equipment manual and manufacturers recommendations for sensitive equipment cleaning measures. Ready.ubc@.ubc.ca can be contacted for guidance.

21. Partitions or Plexiglas installation

Physical barriers to be used at public-facing or point-of-service areas and have been targeted in application for specific facility areas (namely LAS 400) at this time. Any such barriers have referred to:

- WorkSafeBC guidance - designing-effective-barriers
- UBC Building Operations cleaning, sanitization and plexi-barriers

Section 5 – Administrative Controls

22. Communication Strategy for Employees

AHVA will communicate the risk of exposure to COVID-19 in the workplace to employees along with the safety controls in place to reduce such risk through:

Managing expectations for those returning to the AHVA Facilities:

- A gradual re-start does not mean a return to normal workplace conditions.
- Time spent at the workplace must still be kept to a minimum. This is expected to continue until Provincial Health Authority indicates otherwise.
- All students, faculty and staff must adapt their behaviour, and their work, to ensure a safe resumption of limited work activity.
- Always comply with the latest guidelines and hygiene rules.
- Resumption of on-site work may need to be reversed in response to public health guidance or changes to the situation on UBC campus.
- The health and safety of all our students, faculty and staff is paramount.
- Sharing of information, including this Safety plan through email and mandatory online orientations for all employees and space occupants prior to returning to campus.
- All employees returning to the workplace are expected to adhere to the protocols and procedures outlined in this document and identified in orientations and onsite training.
- All employees are required to attend any related orientations or training associated with this Safety plan prior to returning to work.
- Any concerns with this Safety plan that an employee may have must be communicated to the Studios, Facilities & Safety Advisor and the Administrator in an email.
- All of the above actions will be documented.

Dissemination of this Plan to the JOHSC
Once this plan is complete, it will be distributed to the FoA JOHSC for review. Not only will this give the worker representatives on the committee a chance to preview the document, but it will give them the opportunity to provide further suggestions for improvement. The JOHSC will review the plan within 30 days of approval.

**Communication of the Plan to Employees**

To communicate the risk of exposure to COVID-19 in the workplace to the employees, the Department will disseminate this unit-level plan via e-mail. As a follow-up, we will hold a town hall or zoom meeting to reiterate the risks and hazards of COVID-19, and the ways they are mitigated in the overall return to research planning. On a worksite, everyone has varying levels of responsibility for workplace health and safety. You should know and understand your responsibilities — and those of others. The roles and responsibilities of the employees will also be covered (see sections below 24 and Appendix C).

**Communication of Worker’s Concerns**

- Workers can raise health & safety concerns with their supervisor. Their supervisor should investigate the issue and try to mitigate without delay. The Local Safety Team (LST) for your specific unit, Faculty of Arts Joint Occupational Health & Safety Committee (JOHSC), Faculty of Arts Safety Advisor can also be contacted.
- Safety & Risk Services can be contacted to provide assistance in resolving the issue.
- Workers may also report concerns confidentially to the department administrator.

**Communication and Reporting of Student Safety Concerns:**

- Students should please discuss any safety concerns they may have with their TA who will take their concerns to the instructor or the AHVA Studios, Facilities and Safety Advisor Jeremy Jaud at 604-822-2150 | jeremy.jaud@ubc.ca)
- Students can also contact ready.ubc@ubc.ca if they have any safety concerns.

**23. Training Strategy for Employees, Faculty & Students**

The Studios, Facilities & Safety Advisor and the Administrator will track and confirm that all employees successfully complete the Preventing COVID-19 Infection in the Workplace and COVID-19 ReStart UBC Return to Work online training as well as student required training; specific safety plan employee orientations will:

- Take place before access is approved and resuming any duties on campus in the workplace.
- The Administrator and / or Studios, Facilities & Safety Advisor will ensure that everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at our workplace through signage and posting of protocols and procedures.
- Completion of the above actions will be tracked and documented.
- The Preventing COVID-19 Infection in the Workplace online training course has been developed and is mandatory for all employees in the Department regardless of when they are scheduled to return to work on campus. All approved occupants and employees will send a copy of the completion certificate to the unit administrator. See link below: [https://wpl.ubc.ca/browse/srs/courses/wpl-srs-covid](https://wpl.ubc.ca/browse/srs/courses/wpl-srs-covid)
- ALL approved occupants and employees will receive a copy of this plan via email. A zoom meeting will be scheduled to review the content and attendance of that review/training session will be recorded. Please ensure to take the time to highlight Appendix C: Responsibilities.
- Additional Guidance to consider: [UBC SRS Meetings and Training Guidance](https://srs.ubc.ca/index.php?title=Meetings_and_Training)
- Be familiar with the UBC COVID-19 Campus Rules which are listed here: [COVID-19 Campus Rules](https://www.ubc.ca/campus-life/campus-rules)
- UBC Student Training: Mandatory Safety Training
  Before coming to campus, all students must complete UBC’s COVID-19 Student Safety Training course in Canvas. If you have not already completed this training, please follow these steps:
  - Go to [https://canvas.ubc.ca/enroll/NJD8YF](https://canvas.ubc.ca/enroll/NJD8YF)
  - Click “Enroll in Course”
  - Click “Go to the Course”

### 24. Signage

Departments in the Faculty of Arts will utilize the signage from the [Safety & Risk Services COVID-19 website](https://srs.ubc.ca/index.php?title=Covid-19_Safety_Plan), the [WorkSafe’s COVID-19 – Resources website](https://www.worksafebc.com), WorkSafe BC, and from Building Operations. Building Operations has also sent out approved floor tape and decals to all of the departments.

Types of required signage in AHVA facilities will include but not be limited to:

- Signs that state the maximum occupancy of common rooms. Signs that indicate the mandatory use of [non-medical masks](https://www.worksafebc.com/en/programs/safety-and-health/covid-19-masks/information) indoors on campus.
- 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 metre spaces where people might line up (if needed).
- Sign regarding equipment cleaning procedure and disposal of clean up material.
- Signage templates from WorkSafe BC’s COVID-19 website posted at building entry doors and interior areas including stairwells and elevators.
- Building Operations approved floor tape and decals package that will be installed prior to users having access to the AHVA facilities.
- Vinyl signage produced in AHVA facilities to target AHVA specific equipment, workflow and usage guidelines.

### 25. Emergency Procedures
Recognizing that limitations on staffing that may affect execution of emergency procedures, AHVA’s strategy to amend specific building emergency response plan (BERP) procedures during COVID-19 includes:

All of the BERPs within the Departments will be updated to accommodate the reduced staffing levels. When the designated Fire Wardens are not scheduled to work, all ‘Responsible Persons’ will be certified Fire Wardens and will be responsible for BERP protocols. See interim floor warden training link below. They will also have access to lists of the research personnel and laboratory rooms that are occupied each day. A comprehensive document that provides safety and emergency contacts as well as an emergency response plan must be publicly available both online and as a hard copy at the work site.

- The UBC BERP amendment June 2020 will be included: https://riskmanagement/sites.olt.ubc.ca/files/2020/06/BERP-Amendment-June-2020.pdf
- Interim floor wardens will be trained by taking the UBC online floor warden training course: https://srs.ubc.ca/training-and-general-education-courses/safety-programs-training/
- AHVA staff returning to campus will continue to follow the departmental working alone and isolation check in procedures specific to the areas they work in, including, but not limited to regular phone check-in procedures at the beginning, during and end of each on site shift.
- Rotating designated emergency support staff depending on who is working on campus at AHVA facilities.
- Communicating any changes to BERP contacts to staff and other facility users.
- Any potential COVID-19 incidents will be communicated to the appropriate emergency services, where required, and to the Studios, Facilities & Safety Advisor and the Administrator immediately thereafter.
- Staff are directed to call 811 for information and direction should they have any COVID-19 concerns or symptoms.

Handling Potential COVID-19 Incidents:

- Suspected positive incidents or exposure concerns are to be immediately reported to the Supervisor.
- You can contact UBC Occupational First Aid 604 822 4444 for immediate assistance.
- Contact Safety and Risk Services at 604-822-2029 or email ready.ubc@ubc.ca and a safety expert will provide guidance on any immediate follow-up measures.
- Further COVID-19 incident reporting information can be found on the SRS responding to/reporting-covid-19-exposure site
- Direct people who are unsure about what they should do to the BC Thrive Self Assessment Tool
- UBC OPH (Occupational Preventative Health) Services remain available to all staff, faculty, and paid students who have questions or concerns about their health and safety in the workplace, including questions around COVID-19.

In the event of an emergency:
• Standard AHVA emergency procedures are to be followed, while adhering as best as possible to physical distancing practices. Emergency contact list will be updated and distributed to all staff to ensure a designated supervisor/contact for all shifts.

In the event of illness:

Checking for symptoms: 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 with symptoms: any individual displaying symptoms of COVID-19 (described above) 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.

Facilities users who start to feel ill at work: even those with mild symptoms, will be asked to wash or sanitize their hands, be provided with a mask, isolated, and asked to go straight home. If any facility user is severely ill (e.g. difficulty breathing, chest pain) call 911. Cleaning and disinfecting any surfaces that the ill worker has come into contact with should be managed by the FM and Building Operations to organize appropriate custodial services for this purpose by calling 604 822 2173 (Service Centre).


AHVA will rely upon the feedback from staff and users to monitor our workplace and update our plans as needed; employees can raise safety concerns to:

• The Studios, Facilities & Safety Advisor and the Administrator.
• The Local Safety Team (LST).
• The Joint Occupational Health and Safety Committee (JOHSC)
• The AHVA Safety plan will remain valid and updated for next 12-18 months and will be reviewed on a weekly/monthly basis, as required.
• New guidelines or changes in advice from local, provincial or federal authorities may impact and change this Safety plan at any time.

Every two weeks during UBC Stage 2, the Departments will analyze their monitoring information (e.g. sign-in sheets) and will update the plans as necessary. Employee feedback on this plan can be sent directly to their Supervisor, to their worker representative on the JOHSC, or confidentially to the department administrator. For the policy on monitoring compliance, and managing non-compliance, see Appendix E.

27. Addressing Risks from Previous Closure

AHVA will rely upon the feedback from staff, faculty and users to monitor our workplace and update our plans as needed; employees can raise safety concerns to:
• The Studios, Facilities & Safety Advisor and the Administrator.
• The Local Safety Team (LST).
• The Joint Occupational Health and Safety Committee (JOHSC)
• The AHVA Safety plan will remain valid and updated for next 12-18 months and will be reviewed on a weekly/monthly basis, as required.
• New guidelines or changes in advice from local, provincial or federal authorities may impact and change this Safety plan at any time.

Section #6 – Personal Protective Equipment (PPE)

28. Personal Protective Equipment

Appropriate PPE for staff will be used as required from existing stock as per our existing safety procedures and protocols for PPE use. The Studios, Facilities & Safety Advisor will:

• Ensure users are aware of and follow the UBC Employee COVID-19 PPE Guidance document.
• Continue to coordinate procurement of necessary PPE with area technical staff through existing supplier relationships, as necessary, and
• Refer to UBC Ordering Critical Personal Protective Equipment for future PPE procurement needs.
• We are not anticipating any new PPE requirements due to COVID-19. If tasks require the use of PPE outside of what is normally required, a safe work procedure will document the risk analysis of the task steps, and include details for mitigation using the hierarchy of controls. It will be the supervisor’s responsibility to ensure that persons are trained in new work procedures.
• If an employee makes the personal choice to wear a non-medical or home made mask in the workplace they will be informed of the risks limitations associated with this kind of equipment (see: UBC Employee PPE Guidance and/or UBC working safely - non medical masks)

Section #7 – Masks (non-PPE)

29. Masks (non-PPE) (*New)
Describe your plan to inform faculty and staff on the wearing of masks (non-PPE)
• All employees, students and visitors will follow the requirements around mask-wearing described in:
• Ensure users are aware of the current guidance for use of non-medical masks indoors on campus.
• Advise all staff and users to ensure they are aware of the limitations of non-medical masks in relation to the prevention of transmission of viruses like COVID-19.
• Where 2 metre physical distancing protocols cannot be met due to the provision of technical support or direction, non-medical masks or face shields will be worn.
• **Suggested instruction for Intermediate or Unit/Workspace/Local Safety Plans:** Using the COVID-19 Safety Plan Addendum: Required Non-Medical Masks please edit your existing plan and add to your appendix as necessary.
• See: Appendix E COVID-19 Safety Plan Addendum - Required Non-Medical Masks
• See: BCCDC Face masks PDF (link) for information on different kinds of masks
• See Section 6 in this document for information Personal Protective Equipment (PPE)

Section #8 – Acknowledgement

**30. Acknowledgement**

This plan has been approved by the Administrative Head of Unit, and confirms that:

• The Safety Plan has been shared with staff, faculty and students and;
• All AHVA facilities users acknowledge receipt, having read and will comply with the directions outlined in this Safety Plan as per the Workspace Safety Plan Facilities Access Agreement,
• AHVA Administration, Staff, Faculty and Students have signed the attached COVID-19 Workspace Safety Plan Auditorium Annex A and Lasserre Building – Art History, Visual Art & Theory (AHVA Facilities Access Agreement, documentation will kept by the Department.

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

**Faculty of Arts**

Date
Name
Dana Claxton
Title
Department Head and Associate Professor

Date
November 6, 2020
# Appendix A: Faculty of Arts Unit and Building List

<table>
<thead>
<tr>
<th>Unit</th>
<th>Building</th>
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<th>Building</th>
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<tbody>
<tr>
<td>Arts Academic Advising</td>
<td>Buchanan D</td>
<td>Department of History</td>
<td>Buchanan Tower</td>
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<td>Ponderosa E</td>
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<td>Arts Co-op Program</td>
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<td>The Department of Linguistics</td>
<td>Totem Field Studios</td>
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<td>Buchanan Tower</td>
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<td>Arts Communications</td>
<td>Buchanan D</td>
<td>Department of Philosophy</td>
<td>Buchanan E</td>
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<td>Arts Culture and District</td>
<td>Buchanan Tower</td>
<td>Department of Political Science</td>
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<td>Arts ISIT</td>
<td>Buchanan C</td>
<td>Department of Psychology</td>
<td>D T Kenny Building</td>
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<td>CIRS (level 4 south)</td>
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<td>Audain Art Centre (level 4 south)</td>
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<td>Jack Bell Building</td>
<td>The Department of Sociology</td>
<td>Anthropology &amp; Sociology Building</td>
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<td>Arts One Program</td>
<td>IK Barber Learning Centre</td>
<td>The Department of Theatre and Film</td>
<td>Frederic Wood Theatre + office wing</td>
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<td>Theatre Film Production Building (ARTS1)</td>
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<td>Institute of Asian Research</td>
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<td>Anthropology &amp; Sociology Building</td>
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<td>Wesbrook Building</td>
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<td>Department of Art History, Visual Art and Theory</td>
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<td>Pacific Affairs</td>
<td>CK Choi</td>
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<td>Dept of Anthropology</td>
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<td>Department of Central, Eastern and Northern European Studies (CENES)</td>
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<td>Vancouver School of Economics</td>
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<td>School of Information (iSchool)</td>
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<td>UBC Graduate School of Journalism (JWAM)</td>
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<td>The Department of Geography</td>
<td>Geography Building</td>
<td>School of Social Work</td>
<td>Jack Bell Building</td>
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Appendix B Floorplans
Appendix B Floorplans (cont.)
Appendix B Floorplans (cont.)
Appendix B Floorplans (cont.)
Appendix B Floorplans (cont.)
Appendix B Floorplans (cont.)

AUDITORIUM ANNEX OFFICES "B"  
SEE FILE # 863-2

LEGEND

Blue lines indicate floor markings for safe spacing.  
1.2m social sensors & safe distance of 2.0m

Directional indicates one-way flow through doors.

Location of sanitation supplies 
for shared spaces.

Shared work surfaces or equipment

Areas accessible for authorized staff & students
Appendix C: Responsibilities of Each Worker Group

Employee Responsibilities

- 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 (described above) 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: https://bc.thrive.health/
- All work that can be done off campus must continue to be done off campus. Data processing, writing manuscripts, writing grant proposals, creating presentations, studying, ordering of lab supplies, online library research, computations, etc. should be done from home. Exceptions may be considered for cases where research personnel do not have the possibility to work from home.
- Must take the required UBC COVID-specific training course or the department specific training if the former is unavailable; they must submit a confirmation of the completion of training via email to the Dept Administrator.
- Teaching-stream faculty and research-stream faculty who are teaching during Stage 2 for whom conditions make it impossible to provide classes from home can apply to use their office for lectures; approval is decided by their head/director.
- Teaching-stream faculty or research-stream faculty who require access to on-campus space to prepare materials for the fall (e.g., making videos for online course production) should be accommodated by the head/director where possible as long as it will be done in a safe manner consistent with physical distancing requirements.
- In-person group meetings, events or lectures cannot be organized in Stage 1.
- Where exemptions have been given for a faculty member to access his or her office, they must not have guests in the office during Stage 1.
- When an employee is concerned about the rules for Stage 1, they should follow the standard WorkSafe BC reporting guidelines (address the concern to their supervisor first). However, they may also report concerns confidentially to the Head.

Responsibility of Department Heads and Directors

- Must take the required UBC COVID-specific training course or the department specific training if the former is unavailable; they must submit a confirmation of the completion of training via email to the Dept Administrator.
- Responsible for communicating the safety plan of the unit to faculty and research personnel.
• Responsible for ensuring that signage is in place throughout the common spaces of the building. This signage is in place to ensure physical distancing and cleaning protocols are practiced in common areas (e.g., elevators, social rooms, lunch rooms, bathrooms, stairwells), department offices (e.g., main office, mail room), and shared facilities that are under their purview.

• Responsible for putting hand sanitizer at key points (e.g., near entrances, entrances to shared instrument facilities) for personnel, if not supplied by building operations.

Responsibility of Faculty of Arts

• Work together with Departments and Institutes to develop safe working plans at each stage.
• Coordinate safety plans across shared buildings.
• Review and approve department / institute safety plans (ADR and ADF).
• Help heads and directors deal with issues of non-compliance and offer confidential reporting of non-compliance.
• Address patterns of non-compliance in a manner consistent with UBC policy.
Appendix D: Sign In/Sign Out Protocols

Building Sign-in and Sign-out Calendar
Sign in/sign out data is available on an online Air Form set up by the Program Assistant. The Administrator is overseeing sign-in/sign-out documentation for AHVA and all access is recorded in a log.

The following has been communicated to all community members in September 2020.

QR Code Program
Signage is posted, whereupon every department member entering/exiting any AHVA building, for any activity, must scan the appropriate QR code and complete a short COVID-19 related safety survey.

Link for department members https://ahva.air.arts.ubc.ca/covid-19-screening-building-access-log-ahva-lasr/

Link for visitors https://ahva.air.arts.ubc.ca/covid-19-screening-building-access-log-ahva-lasr-visitors/

Card Readers – “One Beep, One Entry”
At all AHVA buildings/facilities, one scan per person at exterior and interior card access reader controlled doors in now in effect. We all need to model this practice as this information further supports contact tracing efforts on campus.

**ATTENTION**
AHVA FACULTY, STAFF, STUDENTS & VISITORS
Everyone entering/exiting the Lasserre Building for any activity **must scan the appropriate QR code below** and complete the survey.

This is a requirement from UBC and Faculty of Arts for Building Access.

Why is it important to scan the QR code?
- To understand building load and capacity
- To confirm you are symptoms free to protect our community

Thank you for your cooperation.
Appendix E: Required Non-Medical Masks

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. As physical distancing cannot be maintained in our workspace, non-medical masks must be worn at all times unless you are exempt as outlined in the COVID-19 Campus Safety Rules.

A COVID-19 Safety Plan may provide additional exceptions to the non-medical mask requirement if physical distancing or approved barriers are in place throughout the workplace. Below are some sample statements that may apply to your workspace.

Office Spaces

- 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. Regarding use of non-medical masks in office spaces:
  - Non-medical masks are not required when working in a sole occupant office or enclosed room.
  - Individually assigned cubicles in open concept workspaces have been designated to ensure they are 2m apart or have appropriate physical barriers. Therefore, 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.

As per UBC’s policy, non-medical masks must be worn:
- When travelling through building corridors and shared spaces
- Any other time that 2m physical distancing cannot be maintained [September 17, 2020].

General Teaching Spaces

- 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.

Regarding use of nonmedical masks in classrooms:
- Classroom capacities have been reduced so that designated seats are 2m apart. Therefore, while in classrooms, students and other classroom users have the option to remove their nonmedical mask when seated in designated seats, or while engaged in activities in a classroom where the physical distancing requirement is met. COVID-19 Safety Plan Addendum: Required Non-Medical Masks September 29, 2020 – Version 6
- Faculty and instructors are not required to wear a non-medical mask in classrooms while physically distanced (2m) from students and other classroom users.
• As per UBC’s policy, non-medical masks must be worn:
• When travelling through building corridors and shared spaces
• While entering or exiting classrooms
• Within classrooms while moving to a seat, or at any other time that 2m physical distancing cannot be maintained [September 17, 2020].

Research Spaces
• 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. Regarding use of nonmedical masks in shared research spaces:
• Non-medical masks are not required when working in a sole occupant research space or enclosed room.
• Shared research spaces have been designated to ensure occupants are working 2m apart or have appropriate physical barriers. Therefore, while in a shared research space, users have the option to remove their non-medical mask while engaged in activities where the physical distancing requirement is 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, or at any other time that 2m physical distancing cannot be maintained [September 17, 2020].
Appendix F: Monitoring Compliance and Managing Non-Compliance

Monitoring Compliance:
- Overall compliance will be monitored by inspection of sign in logs, key card access, and periodic checks by safety staff.

Managing Non-Compliance:
- Research personnel should report any safety concerns (e.g., crowding of a space, failure to complete a necessary cleaning protocol) to the Head/Director.
- The Head/Director must investigate the situation without delay by contacting the appropriate people. They may also seek advice from UBC Safety & Risk Services.
- As part of the investigation, it may be advisable, though not always feasible, to do visual inspection of the space in question.
- If a claim about non-compliance is substantiated, the Head/Director will consult with Human Resources, Faculty Relations, Safety & Risk Services, and other units to determine an appropriate response. The response could include:
  - Suspension of access to on-campus facilities;
  - Curtailment of the type or location of activity that can be undertaken on campus;
  - Depending on the nature and severity of the non-compliance, suspension or other employment-related discipline.

Resumption of activity can only occur with the agreement of the Head/Director who investigated the complaint, and only when that person is satisfied that the conditions leading to the non-compliance have been resolved.
Appendix G: Faculty of Arts Office Use and Next Stage Protocol

Refer to the broader Faculty of Arts Safety Plan for more detail.

Appendix H: In-Person Learning off Campus

All AHVA instruction normally taking place in person at the Lasserre Building is being conducted online. Some courses with sufficiently low numbers are conducting field trips or site visits to local galleries, museums, archives, and public art spaces. In addition to understanding the Covid-site safety plan in place at these locations, each instructor is responsible for submitting a safety plan for approval at least two weeks in advance of the field trip.

Sample safety plan for class field trip:

**COVID-19 Off-Campus Learning Safety Plan**

Department of Art History, Visual Art and Theory
Faculty of Arts

**Course:** CCST 503 001: Graduate Practicum and Major Paper in Curatorial Studies

**Calendar description:** Practical on-site teamwork to produce exhibitions or other public displays in a museum, gallery, or alternative situation, offering opportunities for comparison, collaboration, and interdisciplinarity. Students concurrently produce a major paper from the ideas and research which generate the exhibition.

**Instructor:** Melanie O’Brian

**Number of students:** 3

**Date of off-campus class:** Wednesday, September 30
**Time:** 10:00 am to 1:00 pm
**Location:** Polygon Gallery, 101 Carrie Cates Court, North Vancouver

**Rationale for Off-Campus Learning**
Students in CCST 503 require offsite visits to galleries and museums to view and critique exhibition content, form, installation, etc., in actual gallery spaces in order to prepare them to undertake their own curatorial projects in 2021 (the graduate practicum). At the
same time, the students will be meeting with institutional curators.

**Covid-19 Safety Measures**

Students will:

- Self-assess prior to their visit (and not attend if experiencing Covid-19 symptoms)
- Arrive at their pre-booked, staggered entry time
- Provide contact information at the admissions desk for contact tracing.
- Wear masks throughout their entire visit
- Sanitize hands upon entry to the gallery and, as needed, at stations throughout the gallery
- Keep personal items with them at all times
- Remain at least 2m away from all other gallery visitors
- Follow floor markers and signage to ensure physical distancing

The Polygon Gallery has implemented the following measures:

- Reduced the number of visitors in the space to a maximum of 30 on the main floor and 35 in the upstairs exhibition spaces
- Propped open doors to ensure touchless flow through the spaces
- Installed plexiglass barriers in transaction areas
- Provided hand sanitizer throughout the gallery
- Placed social distancing signage

**Off-Campus Site Safety Plan**

A site safety plan is available here:


**Transportation**

Students will be responsible for their own transportation to and from the venue.

**Off-Campus Emergency Response Procedures**

Procedures are those outlined on the UBC Travel and Field Safety website:

https://travelfieldsafety.ubc.ca/about/

**Attendance and Participant Headcount**

Instructor will check students in attendance against the class list and keep a record.

**Communication of Concerns**

Students will be advised they can discuss any safety concerns with their instructor or the AHVA Studios, Facilities and Safety Advisor, Jeremy Jaud at 604-822-2150 | jeremy.jaud@ubc.ca)
Students can also contact ready.ubc@ubc.ca if they have any safety concerns.

**Training**
Before attending in-person classes, all students must complete UBC’s COVID-19 Student Safety Training course in Canvas (https://canvas.ubc.ca/enroll/NJD8YF).

**Safety Protocols for all Faculty of Arts Learners**

The Faculty of Arts is committed to the health, safety, and well-being of our learners, faculty, staff. This document provides guidelines for Faculty of Arts Learners who will be returning the UBC Point Grey Campus for in-person education activities (meetings and/or teaching/learning activities) in academic learning spaces that cannot be offered online.

The guidelines below must be followed to prevent and control the spread of COVID-19. Throughout the current COVID-19 global outbreak, UBC has taken direction on infection prevention from the Provincial Health Office (PHO), the BC Centre for Disease Control (BCCDC) and Vancouver Coastal Health (VCH), and continues to do so. This guidance can be expected to evolve as these agencies continually monitor accumulating scientific evidence to determine how best to prevent the spread of COVID-19.

Visit COVID19.ubc.ca for more information about UBC’s response to COVID-19, including frequently asked questions.

Be familiar with the UBC COVID-19 Campus Rules which are listed here: UBC COVID-19 Campus Rules.pdf

**Mandatory Safety Training**
Before coming to campus, all students must complete UBC’s COVID-19 Student Safety Training course in Canvas. If you have not already completed this training, please follow these steps:

1. Go to https://canvas.ubc.ca/enroll/NJD8YF
2. Click “Enroll in Course”
3. Click “Go to the Course”

**SAFETY PROTOCOLS**
In order to continue our activities in a safe and conscientious manner, we are implementing protocols to ensure we can safely learn and work on campus (in-person) while doing our part to limit the spread of COVID-19.

**GENERAL PREVENTION OF EXPOSURE TO COVID-19**
The following information is being shared with anyone who is resuming on campus (in-person) educational activities:
Physical Distancing:

- Limit close contact by keeping at least two (2) metres away from one another.
- Obey all directional markings on doors and floors. These include occupancy signage, floor markers and directional guides. They are there to prevent accidental proximity. Where passages, hallways or stairs are narrow and will not allow a (2) metre distance to be safely maintained, be considerate of others and give right of way to those already in motion through that space.
- On-site attendance should be limited to required in-person educational activities only. Other activities should continue to be done from home, whenever possible.
- When outside of your home, practice physical distancing.
- If you are ill, have flu like symptoms or have a fever or cough, you must stay home.
- Avoid crowded places and non-essential gatherings.
- Greet people with a wave instead of a handshake.
- All persons on site must maintain 2 metres distance at all times from anyone who is not a member of their household. In the event that other safety considerations require two people to be in close proximity to complete a given task, the educational program will provide further guidance.

To prevent accidental lapses in physical distancing on site, the number of people occupying given spaces in the buildings must be limited. Based on the Provincial Health Officer and WorkSafe BC requirements, occupancy guidelines have been developed for all educational spaces. The exact number of people allowed in a space will depend on a number of factors including the layout of the space and the circulation needs of the activities associated with that space.

- Anyone accessing buildings on-site is encouraged to take special care when navigating entrances/exits, corridors, and blind corners. If the maximum occupancy for an indoor space has been reached and another person attempts to enter the space, those already in the space should politely communicate this to the person attempting entry.
- Assess your health before attending on-site (in-person) activities
- Do not attend on campus (in-person) activities if you feel unwell and alert your instructor or program staff as soon as possible. We recommend that learners use the BC COVID-19 Symptom Self-Assessment Tool on a daily basis and/or before leaving your home to participate in any on campus (in-person) activities.

If you are experiencing any symptoms of COVID-19, you must self-isolate and contact 811. Contact tracing will be done by the Provincial Public Health Authority.

The symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold. According to the BCCDC, the most common symptoms of COVID-19 include:
- Fever (see below)
- Chills
- Cough or worsening of chronic cough
- Shortness of breath
- Sore throat
- Runny nose
- Loss of sense of smell or taste
- Headache
- Fatigue
- Diarrhea
- Loss of appetite
- Nausea and vomiting
- Muscle aches

While less common, symptoms can also include:

- Stuffy nose
- Conjunctivitis (pink eye)
- Dizziness, confusion
- Abdominal pain
- Skin rashes or discoloration of fingers or toes

COVID-19 symptoms can range from mild to severe. This list may change as the Provincial Health Authority & BCCDC learns more. See: BCCDC BC Centre for Disease Control: COVID -19 symptoms

If a member of your household has symptoms of COVID-19, do not return to on campus activities.

If you have traveled within the past 2 weeks outside of Canada, or to a high-risk region within Canada, follow current provincial guidelines for self-quarantine before returning to on-site activities.

Hand Sanitizing:

- Please review the location of hand hygiene stations in the on campus learning spaces you will be accessing.
- These are commonly placed near the main entrances to buildings and by the elevators, and hand washing with soap and water can be practiced in washrooms.
- Sanitize your hands when entering the building and before leaving. Frequently wash your hands or use a hand sanitizer station throughout the day.
- Greet people with a wave instead of a handshake.
• Avoid touching your face except immediately after hand washing.
• Cough or sneeze into your own arm.
• Exchange learning documents electronically where possible to reduce physical contact.

Maintain a Clean and Sanitized Environment:
• Avoid sharing personal equipment and tools where not required.
• Follow instructions given related to shared spaces or equipment. This may include cleaning with disinfectant after use, ensuring that any points of contact or potential contamination are covered.

Personal Protective Equipment:
• PPE requirements will be identified if required for your task.
• Tasks that do not normally require PPE will not be supplied with masks, unless a particular site/Health Authority requires it.
• For tasks requiring PPE, appropriate equipment will be provided.

***The Faculty of Arts asks all users to be respectful of students, faculty and staff wearing masks.

Emergency Procedures:
• In the event of an emergency, standard site emergency procedures are to be followed, while adhering, as best as possible, to physical distancing practices.
• Call emergency response in case of urgent medical or safety situations:
  • Fire, Police, or Ambulance: 911
  • UBC Hospital Urgent Care (8:00 a.m. – 10:00 p.m.): 604-822-7662
  • Campus Security (For an Emergency call 911): 604-822-2222
• Training
• All learners will be expected to complete any required training developed by the University.

Safety Concerns
• All learners are encouraged to discuss safety concerns with their TA, Instructor, Local Safety Team, Faculty of Arts JOHSC or Safety Advisor.
• COMPLIANCE MONITORING
• Occupants who have concerns about compliance, or have any related questions, can contact members of their Local Safety Team (LST) or a member of the Faculty of Arts Joint Occupational Health and Safety Committee.

Additional UBC Support Resource for Students:
• UBC Student Resources Site - COVID19
• UBC COVID-19 Campus Rules
Appendix I: Risk Assessment for Office Based Work

Operational/Activity Risk Checklist

In addition to contact density and contact number in buildings, planned operational activities and access scenarios need to be evaluated in terms of risk level. The below information is intended to serve as a guide for risk assessment and the planning of mitigation strategies.

Activities are considered high risk if they meet any three risk considerations, and must be advanced for further review to the COVID-19 Safety Planning Steering Committee. All required risk mitigations must be implemented in order for the activity to be considered to have low residual risk.

<table>
<thead>
<tr>
<th>Operation/Activity</th>
<th>Return to work for research purposes – office type work activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>AUD X A 1924 West Mall &amp; LASERRE 6333 Memorial Road</td>
</tr>
<tr>
<td>Frequency</td>
<td>Monday to Friday, 8:00 – 6 PM</td>
</tr>
</tbody>
</table>

Risk Considerations

☐ Risk #1 – Higher proportion of individuals from outside of the UBC community visit the campus/unit; if employees or staff are exposed to more than 10 random people in a day; or if the unit is public facing

☐ Risk #2 – Prolonged close interaction with others not in the usual cohort of colleagues; if contact lasts for more than 15 minutes and transient in nature

☐ Risk #3 – The workplace or activity is indoors and windows cannot be opened

☒ Risk #4 – Employees/students/visitors have frequent contact with high-touch surfaces

☐ Risk #5 – The activity involves people who are at higher risk of severe illness (i.e., older adults or those with chronic health conditions) (e.g., some alumni events)

☐ Risk #6 – The activity involves people who are not able or likely to follow hygiene practices such as washing hands frequently, respiratory etiquette, and identifying when they are feeling ill and staying home

Mitigation and Protocols:

- Occupied spaces are primarily single user occupancy except rm. 206 and 210 where physical distancing can be maintained.
- Occupants limits posted on doors
- Post signage at the entrance, reminding occupants to check for symptoms before entering buildings
- Post signage to maintain physical distancing measures of 2 metres at all times
• Post signage reminding occupants of regular hand hygiene
• UBC non-PPE masks are required in buildings and common areas guidance is in effect
• UBC covid-19 training required to be completed by all occupants
• Kitchens and other common shared areas are all closed at this time
• UBC custodial services is scheduled to clean all common touched surface cleaning daily
• There are no tasks outside of “office duties.”
• No UG students or members of the public will visit the facility.

The plan and activity will be monitored and appropriate steps will be taken if the risk level is observed to change or new or increased activity is anticipated.