COVID-19 Workspace Safety Plan
AUDAIN ART CENTRE (AAC), BC BINNING STUDIOS (BCB),
DOROTHY SOMERSET STUDIOS (DSS) – 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>
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<tbody>
<tr>
<td>Facility Location(s)</td>
<td>6398 University Boulevard (AAC), 6373 University Boulevard (BCB), &amp; 6361 University Boulevard (DSS)</td>
</tr>
<tr>
<td>Proposed Re-opening Date</td>
<td>September 8th, 2020</td>
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<tr>
<td>Workspace Locations</td>
<td>See Appendices for individual floorplan details, including: Audain Art Centre: 1st Floor Staff Areas (AAC 1001-1003, 1018-1022), 2nd Floor PRC (AAC 2000-2001), 3rd Floor Teaching Studio Areas (AAC 3000-3007), 4th Floor MFA Studios &amp; Staff Offices (AAC 4000-4026) BC Binning Studios: 1st Floor Photostudio &amp; Equipment (BCB 104 &amp; 106), 2nd Floor Digital Labs (BCB 208 &amp; 212), 2nd Floor Staff Offices and Faculty Studios (202-209) Dorothy Somerset Studios: 1st Floor Workshop &amp; Equipment (DSS 106 A-C 107, 109, 110, 111), 2nd Floor Studios &amp; Offices (DSS 200-207)</td>
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Introduction

### 1. Scope and Rationale for Stage 2 Opening – MFA Studios, Teaching Areas & AHVA Technical Facilities

Research, teaching and operational activity within the Department of Art History, Visual Art & Theory requires access to specialized equipment in select offices and labs. Many of our teaching faculty also require equipment/resources that are located on campus. 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 activities and to build future access through this plan moving forward.

This plan proposes to provide controlled and scheduled access to a limited amount of spaces in the Audain Art Centre (AAC), BC Binning Studios (BCB) and Dorothy Somerset Studios (DSS). The spaces include:

**Audain Art Centre:** 1st Floor Staff Areas (AAC 1001-1003, 1018-1022), 2nd Floor PRC (AAC 2000-2001), 3rd Floor Teaching Studio Areas (AAC 3000-3007), 4th Floor MFA Studios & Staff Offices (AAC 4000-4026)

**BC Binning Studios:** 1st Floor Photostudio & Equipment (BCB 104 & 106), 2nd Floor Digital Labs (BCB 208 & 212), 2nd Floor Staff Offices (BCB 206)

**Dorothy Somerset Studios:** 1st Floor Workshop & Equipment (DSS 106 A-C 107, 109, 110, 111), 2nd Floor Studios & Offices (DSS 200-207)

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

The intent of the second stage of this Safety Plan is to continue to provide access to staff and Faculty offices, MFA studio spaces and AHVA facilities associated with those spaces in order for graduate and undergraduate students to access facilities for instruction and practice required by their programs. Area technical staff directly associated with the facility needs for this purpose would also be required to continue to support the facility, equipment, procedural and safety requirements in these areas. Additionally, the Teaching Areas associated with resumption of limited teaching and in-person learning on campus for our graduate and undergraduate programs, to supplement online learning components of courses, is proposed.

The rationale for re-opening these limited areas arises from both the specific needs of our visual arts program and the inability for these needs to be met in an off-campus remote work environment; the facilities are critical to the capacity of the students to complete their specialized learning requirements, research and work.

Our rationale is informed by the review and assessment of the studios and facility areas’ capacity to comply with all current health advice, guidelines and best practices and to maintain cleaning and physical distancing protocols 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 to which all facilities users will adhere 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 & 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](https://srs.ubc.ca/files/2020/06/8.-Space-Analysis-Re-Occupancy-Planning-Tool.pdf); [UBC Employee COVID-19 Physical Distancing Guidance [PDF]](https://srs.ubc.ca/files/2020/06/8.-Space-Analysis-Re-Occupancy-Planning-Tool.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
   - WorkSafe: Entry Check for Visitors
   - WorkSafe BC – Arts and cultural facilities: Protocols for returning to operation

5. UBC Guidance
   - 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
   - UBC Building Operations Custodial Considerations
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 — MFA Studios, Teaching Areas & AHVA Technical Facilities, 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 – MFA Studios, Teaching Areas & AHVA Technical Facilities most contact between users and area staff 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 area technical staff support is required for AHVA students and/or faculty, this contact will be distant, brief and occur in a suitable facility area using established PPE and cleaning protocols. See Appendix I for Teaching and In Person Learning Plans.

- Occupants are required to maintain a minimum of 2 metres safe physical distance at all times.
- High-touch surfaces and areas will be regularly cleaned by UBC Custodial staff. Any AHVA specific equipment, tools, or machinery will be cleaned by individual users after each use and by area technical staff daily. See UBC’s Guide to Supplementary Cleaning.
• **Offices** – Users will clean high touch points in personal offices before and after every use and will maintain physical distancing measures at all times with a limited occupancy of one person per room.

• **MFA & Faculty Studios** (AAC 4th floor, BCB 2nd Floor, DSS 1st and 2nd floor) – users will clean personal studios and offices regularly and maintain physical distancing measures of one person per room. MFA and Faculty Studios that exceed 18.6 square metres will allow for limited occupancy of 1-2 additional persons in addition to the primary occupant to enable studio visits and critiques, as necessary for academic and career progress. These studios provide enough space for maintaining 2 m physical distancing.

• **MFA Common Room** (AAC 4000) – users will clean active areas after each use and maintain physical distancing measures of 2-3 persons in the room at a time. Room is arranged with tables and signage as an eating area and users are also encouraged to eat outside the building. AHVA policy around prohibiting the consumption food in studio/lab spaces remains in effect.

• **MFA Tool & Waste Room & Digital Lab** (AAC 4003 & 4026) – users will maintain physical distancing measures of one person in the room at a time. Users will clean equipment, tools and high touch surfaces before and after use.

• **Teaching/Studio Areas** (AAC 1002, 3000 & 3007, DSS 107, 109, 200, 207) - users will clean any shared workstations and active areas before and after each use, maintain physical distancing measures and follow maximum occupancy guidelines. These protocols will be supplemented by daily custodial cleaning. See individual Appendix I protocols for specific studio procedures.

• **Print Research Centre** (2nd Floor, AAC 2000 A-F – 2001) – staff will clean offices, equipment, tools and facility areas regularly, users will clean active areas after each use, maintain physical distancing measures and follow maximum occupancy guidelines.

• **Teaching Areas, AHVA Gallery & Support Rooms** (1st Floor, AAC 1001 – 1024) – staff will clean equipment and facility areas regularly and maintain physical distancing measures, users will clean active areas after each use, maintain physical distancing measures and follow maximum occupancy guidelines.

• **BC Binning Studios** (1st Floor, BCB 104, 106, 107, 108 & 2nd Floor, 206, 208, 212) – staff will clean offices, equipment and facility areas regularly, users will clean active areas after each use, maintain physical distancing measures and follow maximum occupancy guidelines.

• For Stage 2, kitchen facilities and equipment will remain closed. AHVA will review the possibility of opening these facilities at a later stage with the incoming graduate cohort, and will request this access once this plan is developed and reviewed by Faculty of Arts.

• Facilities users are encouraged to bring food that is properly contained and ready to eat without needing to be refrigerated, heated or otherwise prepared in shared kitchen.

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. Where user contact is required for area technical staff assistance, this contact will be brief and occur in a suitable facility area using established physical distancing measures, PPE and cleaning protocols.
**AAC Normal Operations:**

- **H - MFA and Faculty Studios (4th Floor, 4006 to 4024, 4026A & B): 2-3 persons per room**
- **H - MFA Common Room (AAC 4000): 5-10 persons**
- **H - MFA Tool & Waste Room (AAC 4003): 2-5 persons**
- **H - MFA Studios Kitchen Area (AAC 4007): 2-5 persons**
- **H - MFA Digital Lab (AAC 4026): 2-3 persons**
- **H - Teaching/ Studios Area (3rd Floor, AAC 3000-3007): 15-25 persons**
- **H - Print Research Centre (2nd Floor, AAC 2000 A-F – 2001): 15-25 persons**
- **H – Teaching Area (AAC 1002): 15-80 persons**
- **H – AHVA Gallery Support Rooms (1st Floor, AAC 1001 – 1024): 3-4 persons**
- **H – AHVA Gallery (1st Floor, AAC 1001): 1-80 persons**

**BCB Normal Operations:**

- **H - Photostudio (1st Floor, BCB 104): 15-20 persons per room**
- **H - Equipment Cage (1st Floor, BCB 106): 1-3 persons**
- **H - Staff Offices (2nd Floor, BCB 206): 2-3 persons**
- **H – Faculty Studios (2nd Floor, BCB 202, 204, 205, 206, 207, 209): 1-25 persons**
- **H - Digital Labs (2nd Floor, BCB 208 & 212): 1-6 persons**

**DSS Normal Operations:**

- **H - Workshop (1st Floor, DSS 106): 10-15 persons**
- **H – Staff and Faculty Offices (1st Floor, DSS 106B, 111, 2nd Floor DSS 203-206): 1-4 persons**
- **H – Studio Areas (1st Floor, DSS 107, 2nd Floor, DSS 200 & 207): 15-30 persons**
- **H – Faculty Studio (DSS 110): 1-15 persons**

**AAC COVID-19 Stage 2 Limited Operations:**

- **L – MFA and Faculty Studios (4th Floor, 4006 to 4024, 4026A & B): 2 persons max.**
- **L - MFA Common Room (AAC 4000): 2-3 persons max.**
- **L - MFA Tool & Waste Room (AAC 4003): 1-person max.**
- **L - MFA Digital Lab (AAC 4026): 1-person max.**
- **L - Teaching/ Studios Area (3rd Floor, AAC 3000-3007): 15 persons max.**
- **L - Print Research Centre (2nd Floor, AAC 2000 A-F – 2001): 15 persons max.**
- **L - Teaching Area (AAC 1002): 15 persons max.**
- **L - AHVA Gallery & Support Rooms (1st Floor, AAC 1001 – 1024): 3-4 persons max.**
- **L - AHVA Gallery (AAC 1001): 25 persons max**

**BCB COVID-19 Measures Limited Operations:**

- **L - Photostudio (1st Floor, BCB 104): 2-4 persons**
- **L - Equipment Cage (1st Floor, BCB 106): 1 person**
- **L - Staff Offices (2nd Floor, BCB 206): 2 persons**
- L - Faculty Studios (2nd Floor, BCB 202, 204, 205, 206, 207, 209): **1-4 persons**
- L - Digital Labs (2nd Floor, BCB 208 &212): **1 person**

**DSS COVID-19 Measures Limited Operations:**

- L - Workshop (1st Floor, DSS 106): **5-6 persons max**
- L - Staff Offices (1st Floor, DSS 106B, 111, 2nd Floor DSS 203-206): **1-person max.**
- L - Studio Areas (1st Floor, DSS 107, 2nd Floor, DSS 200 &207): **15 persons max.**
- L - Faculty Studio (DSS 110): **3 persons max**

***See attached floorplans for proposed COVID-19 density and directions on proposed flow through and Appendix I for Teaching and In Person Learning Plans.***

***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 E for operational risk assessment, mitigation strategies and checklist.

9. **Employee Input/Involvement**

AHVA management staff have consulted with all area technical staff 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 for the Audain Art Centre as well as the broader Faculty of Arts Department of Art History, Visual Art & Theory - Resumption of Specialized Visual Art Research Plan will be shared with the Joint Occupational Health and Safety Committee, and has been reviewed by the AHVA LST, and supervisors to identify risks, protocols, procedures and approaches, as part of this plan.

- The Faculty of Arts Safety Plan Committee has drafted the organizational document on which this plan is based. The Committee will require anyone submitting a department-specific safety plan to have the plan reviewed by their faculty and staff for further comments. The resumption of research policies will be then distributed to employees during this time via email to solicit further feedback.
- Formal JOHSC review of this Safety Plan will occur within 30 days of research resumption activities.
- Expectations of workers is outlined in Appendix B and has been emphasized during the communication of this faculty safety plan. AHVA Area Technical Staff has been involved in the development of all aspects of this Safety Plan through email, Zoom meetings, telephone conversations, document development and reviews.

Using the **BC COVID-19 Go Forward Management Strategy Risk Matrix**, the COVID-19 risk category for pre-mitigations of AHVA operations was assessed as **HIGH** due to the contact intensity as being both frequent and of a long duration between students, faculty and staff. Similarly, the number of people in
a given area at one time was high as classes involve demonstration of techniques, close instruction, technical support and dialogue and exchange between students, faculty and staff:

- Following the measures outlined in this Safety plan, AHVA is confident that the risk category can be reduced to **LOW**.
- Measures proposed in this Safety Plan will be evaluated through feedback from users and assessed by staff, then adjusted as necessary.

### 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](https://wellbeing.ubc.ca) and [UBC Occupational Preventative Health](https://wellbeing.ubc.ca)
- 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](https://ahva.ubc.ca))
- 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](http://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](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 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 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:
  Working from Home – Set Up Guide
  UBC HR Wellbeing Working From Home Temporary Set up.pdf
  Fitting in Movement – Guide
  UBC HR Wellbeing Fitting in Movement.pdf

- 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 can approve of more requests for office use so long as physical distancing of 2 metres can be achieved 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 require to be forwarded to the Faculty of Arts Safety Plan Team for record keeping:
  - Brett Eaton brett.eaton@ubc.ca
  - Gerald Vanderwoude Gerald.Vanderwoude@ubc.ca
  - Ana Policzer ana.policzer@ubc.ca
  - Nick Smolinski nick.smolinski@ubc.ca

- 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 the fall (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 where ever 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.

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 studios and related specialised AHVA Research facilities opened during Stage 2 to carry out necessary instruction, creative research and practice on campus. 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 studios, Monday to Friday, 8:00 am to 6:00 pm. See Appendix I for Teaching and In Person Learning Plans.

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 MFA Graduate Students

(5) five MFA Visual Art 2nd year students returned during Stage 2 access in early July to resume necessary research toward their degree. They will continue to have access to the facility and their individual studios, Monday to Friday, 8:00 am to 6:00 pm.

(5) MFA Visual Art 1st year students will arrive during Stage 2 access in September to perform necessary research toward their degree. They will have access to the facility and their individual studios, Monday to Friday, 8:00 am to 6:00 pm.

AHVA Undergraduate Students
Undergraduate students enrolled in Visual Arts VISA courses 101, 220, 230, 250, 260, 330, 352, 360, 401B and 475 will access areas specific to in-person teaching requirements for aspects of these courses, and continue to work from home and in AHVA facility areas where necessary. AHVA undergraduate studios remain closed for unscheduled, open practice and research.

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, to ensure that Building Operations can schedule custodial workers outside of these hours to carry out their work without the added risk of contacting any AHVA staff, faculty or students.
- Studio staff and graduate students are based in individual offices, studios or 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 measures can be maintained.
- Any worker who is alone in the building will follow the department’s Work Together Policy through established remote monitoring and check-in procedures at the beginning, during and end of each shift. See: UBC SRS Work Alone Page
- A schedule will further be developed to ensure worker overlap for work alone and emergency procedures on designated days and that they adhere to established remote monitoring and check-in procedures at the beginning, during and end of each shift.
- Graduate students are required to follow established AHVA Work Together Policy guidelines and meet the requirements outlined therein.
- During Stage 2, scheduling will also be used where required in any shared spaces without compromising the ability to maintain physical distancing. It is the responsibility of the department administrator to ensure scheduling is performed. The mode of data collection / sign-in will be available via a departmental shared UBC Arts ISIT developed general email/accessible Air calendar. That data will be available in case there is a need for occupant tracking in case of emergencies or contact tracing. The detailed approaches to sign in/sign out protocols are described in Appendix C.

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

Using UBC building keyplans, we have detailed the following attached floorplans* with:

1) Entry and Exit points (It is recommended that separate doorways are used to avoid congestion)
2) Illustrated one-way directional traffic flows.
3) An illustrated 2-metre radius circle around stationary workspaces and where occupants are confirmed.
4) Elevators and Washrooms that will be used.
5) Additional information including hand sanitizing stations, etc. (see Legend)

***See attached floorplans in Appendix B for AAC, BCB and DSS.

**Office Considerations at the Unit level:**

Office occupancy parameters: limit of 1 person per room at a time. These occupancy limits will also be posted on the door of each shared office/lab space by 09/08/2020. 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.

AHVA shared offices/labs for AAC are (See Appendix I for Teaching and In Person Learning Plans):

- MFA Studios & Staff Offices (4th Floor, 4006 to 4024): **1-person max.**
- MFA Common Room (AAC 4000): **2-3 persons max.**
- MFA Tool & Waste Room (AAC 4003): **1-person max.**
- MFA Digital Lab (AAC 4026): **1-person max.**
- Teaching/Studios Area (3rd Floor, AAC 3000-3007): **15 persons max.**
- Print Research Centre (2nd Floor, AAC 2000 A-F – 2001): **15 persons max.**
- Teaching Area (AAC 1002): **15 persons max.**
- AHVA Gallery & Support Rooms (1st Floor, AAC 1001 – 1024): **3-4 persons max.**

AHVA shared offices/labs for BCB are (See Appendix I for Teaching and In Person Learning Plans):

- Photostudio (1st Floor, BCB 104): **2-4 persons**
- Equipment Cage (1st Floor, BCB 106): **1-person max.**
- Staff Offices (2nd Floor, BCB 206): **1-person max.**
- Digital Labs (2nd Floor, BCB 208 & 212): **1-person max.**

AHVA shared offices/labs for DSS are (See Appendix I for Teaching and In Person Learning Plans):

- Workshop (1st Floor, DSS 106): **5-6 persons max**
- Staff Offices (1st Floor, DSS 106B, 111, 2nd Floor DSS 203-206): **1-person max.**
- Studio Areas (1st Floor, DSS 107, 2nd Floor, DSS 200 & 207): **15 persons max.**

These offices/labs will be sign-posted with the maximum occupancy of persons by 09/08/2020.

**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 **Main stairwell** of the Audain Art Centre will be marked for ascending and descending to the second floor (of course this will not apply in an emergency, such as a fire). The **Main stairwell** is descending to exit from the 3rd and 4th floors.
- The **Main stairwell** of the Dorothy Somerset Studios will be marked for ascending to the second floor (of course this will not apply in an emergency, such as a fire). The **outside stairwell** is descending to exit from the 2nd floor.
- The **South stairwell** of the BC Binning Studios will be marked for ascending to the second floor (of course this will not apply in an emergency, such as a fire). The **North stairwell** will be marked for descending to exit from the 2nd floor.
- Note: to try and create a habit, where possible, keep this consistent within the department, or ensure one-way directions are highlighted to occupants during Zoom calls/orientations when familiarizing occupants with the plan.
- Elevators should only be used for heavy loads and accessibility needs; in AAC limited to 2 occupants if required, with appropriate signage, and to access the 3rd and 4th floors. In BCB limited to 1 occupant, with appropriate signage, to access the 2nd floor.
- 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, scanner) they must be wiped down by the user with disinfectant prior to and following use.

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 high touch surfaces, **interior doors** that can be safely propped open without violating fire codes, will be propped open. **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**

- Elevator (maximum of 2 occupants at AAC if and when required, maximum 1 occupant at BCB)
- Stairwells for ascending and descending.
• Physical distancing signage must be posted at entrances and/or hallways.
• Narrow hallways and halls that do not allow for 2 metres distancing can be designated to one way or can 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 will be 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/temperature stability and or fire doors. Individual hand sanitizing station 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.
- Temporary short access to offices not listed in this plan (e.g. 10 minutes for grabbing a book) will be provided by 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
- No visitors are permitted in the buildings during Stage 1, 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 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. See SRS UBC’s Using Non-Medical Masks for more information.
• Medical masks are not currently required unless the particular task required them pre-COVID. Personnel must still comply with physical distancing requirements. Use of other PPE, such as lab coats and eye protection, should follow UBC ‘Safety and Risk Services’ (SRS) Guidelines, linked here UBC PPE GUIDANCE for more information.

• 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 1.

• Department-bookable classrooms will be blocked off from access for Stage 1 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.

• Removal of common area couches and replacement with metal tables in the MFA Common area (AAC 4000).

• 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 N/A

Off site classes: to achieve specific learning outcomes in two courses (VISA 360 and VISA 475), some sessions will be held in off-campus locations (e.g., art galleries, outdoor public art sites). Plans for these off-campus meetings will refer to UBC’s Travel and Field Safety guidelines and planning requirements.
Plans will include understanding individual requirements at different institutions and their safety plans to ensure student and instructor safety.

17. Worker Screening

Describe how you will screen workers: 1) exhibiting symptoms of the common cold, influenza or gastrointestinal; 2) to ensure self-isolation if returning to Canada from international travel; and 3) to ensure self-isolation if clinical or confirmed COVID-19 case in household or as medically advised.

- Fever
- 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](https://www.bccdc.ca/health-info/diseases-and-conditions/coronavirus-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](https://bcthriveselfassessment.smartrisk.ca/index.php) 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. WorkSafe: Entry Check for Workers
  b. 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 Custodial Services - keeping your facility clean and sanitized page 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/
• 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 area technical staff and the 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 leaning 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 Plexiglass 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 AAC 2000, BCB 106, BCB 107) at this time to delineate workstations. Users will clean and wipe down these barriers with disinfecting spray after each use and area technicians will ensure they are cleaned daily. See Appendix I for procedures and frequency. Any such barriers and their maintenance have referred to:

- WorkSafe BC’s “Designing Effective Barriers” guidance and cleaning.
- Building Operations guidance on the purchase and installation of plexiglass.
- See floorplans for locations and Appendix I for Teaching and In Person Learning Plans.

Section 5 – Administrative Controls

23. 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 Joint Occupational Health and Safety Committee (JOHSC)

Once this plan is complete, it will be distributed to the Faculty of Arts 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 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
• 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
• Be familiar with the UBC COVID-19 Campus Rules which are listed here: COVID-19 Campus Rules.pdf
  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
  - Click “Enroll in Course”
  - Click “Go to the Course”

24. Signage

The Departments in the Faculty of Arts will utilize the signage from the Safety & Risk Services COVID-19 website, the WorkSafe’s COVID-19 – Resources website, 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 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).
• Signs 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 specific usage guidelines for AHVA equipment and areas.

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

As our AHVA facilities were quickly closed down in March 2020, area technical staff will work closely with the Studios, Facilities & Safety Advisor and the Administrator to assess any risks at our facilities and propose ways to mitigate those risks. Further:

- Returning staff will be required to attend orientations and new training on procedures and protocols outlined in this Safety plan.
- Review BERPs and new protocols outlined in this Safety plan.
- Orientations to other technical areas for access and new protocols outlined in this Safety plan.

Section #6 – Personal Protective Equipment (PPE)

29. 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.
- 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.
- 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 – 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 BC Binning Studios – Art History, Visual Art & Theory (AHVA Facilities Access Agreement)*, documentation will kept by the Department.

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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**

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**Department**

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<tr>
<td>September 21, 2020</td>
<td>Dana Claxton</td>
<td>Department Head and Associate Professor</td>
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**Appendix A: Faculty of Arts Unit and Building List**

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<th>Unit</th>
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<td>Department of History</td>
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<td>The Department of Linguistics</td>
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<td>The Department of Sociology</td>
<td>Anthropology &amp; Sociology Building</td>
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<td>Arts One Program</td>
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<td>The Department of Theatre and Film</td>
<td>Frederic Wood Theatre + office wing</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td>Dorothy Somerset Studios</td>
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<td></td>
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<td></td>
<td>BC Binning Studios</td>
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<td></td>
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<td></td>
<td>Theatre Film Production Building (ARTS1)</td>
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<tr>
<td>Arts Undergraduate Society</td>
<td>Buchanan C</td>
<td>Development and Alumni Engagement</td>
<td>Mary Bollert Hall</td>
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<tr>
<td>BC Journals</td>
<td>Anthropology &amp; Sociology Building</td>
<td>Institute of Asian Research</td>
<td>CK Choi</td>
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<tr>
<td>Canadian Literature</td>
<td>Anthropology &amp; Sociology Building</td>
<td>Institute for Gender, Race, Sexuality and Social Justice</td>
<td>Buchanan Tower</td>
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<td>Humanities 101</td>
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<td>Iona Building</td>
<td>Media Studies</td>
<td>Wesbrook Building</td>
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<td>Dept of Art History, Visual Art and Theory</td>
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<td>Pacific Affairs</td>
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<td>Asian Centre</td>
<td>Vancouver School of Economics</td>
<td>Iona Building</td>
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<tr>
<td>Department of Central, Eastern and Northern European Studies (CENES)</td>
<td>Buchanan C</td>
<td>School of Information (iSchool)</td>
<td>IK Barber Learning Centre</td>
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<tr>
<td>Department of Classical, Near Eastern &amp; Religious Studies C</td>
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<td>UBC Graduate School of Journalism (JWAM)</td>
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<td>English Language and Literatures Department</td>
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<td>School of Music</td>
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<td>Chan Centre</td>
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<tr>
<td>Department of First Nations and Indigenous Studies</td>
<td>Buchanan E</td>
<td>School of Public Policy and Global Affairs</td>
<td>CK Choi</td>
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<tr>
<td>Department of French, Hispanic &amp; Italian Studies</td>
<td>Buchanan Tower</td>
<td>School of Social Work</td>
<td>Liu Institute</td>
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<tr>
<td>The Department of Geography</td>
<td>Geography Building</td>
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<td>Jack Bell Building</td>
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<td></td>
<td>Ponderosa West</td>
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</tbody>
</table>
Appendix B Floorplans

Audain Art Centre AHVA Floorplan 1st Floor
Appendix B Floorplans (cont.)

Audain Art Centre AHVA Floorplan 1st Floor Detail
Appendix B Floorplans (cont.)

Audain Art Centre AHVA Floorplan 1st Floor (Detail)
Appendix B Floorplans (cont.)

Audain Art Centre AHVA Floorplan 2nd Floor
Appendix B Floorplans (cont.)

Audain Art Centre AHVA Floorplan 2nd Floor Detail
Appendix B Floorplans (cont.)

Audain Art Centre AHVA Floorplan 3rd Floor Detail
Appendix B Floorplans (cont.)

Audain Art Centre AHVA Floorplan 3rd Floor Detail
Appendix B Floorplans (cont.)

Audain Art Centre AHVA Floorplan 4th Floor

Unless otherwise stated, only 1 occupant per room is permitted.

Hallways may only be used by 1 occupant at a time.

Elevator 3 is up only with max 2 occupants at a time, and all stairs are down only.
Appendix B Floorplans (cont.)

BC Binning Studios AHVA Floorplan 1st Floor
Appendix B Floorplans (cont.)

BC Binning Studios AHVA Floorplan 2nd Floor
Appendix B Floorplans (cont.)

BC Binning Studios & Dorothy Somerset Studios AHVA Site Plan
Appendix B Floorplans (cont.)

Dorothy Somerset Studios AHVA Floorplan 2nd Floor
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/](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 will be available on an online Air Form set up by Arts ISIT. The Head will oversee sign-in/sign-out documentation for their unit/group. Use of a shared on-line scheduling system is being developed and will be implemented for student facility access.

Faculty and staff will continue to use SafetyLine lone worker documentation application when accessing/leaving campus and to satisfy contact tracing documentation requirements.

Signage is in place at card access doors of AHVA Facilities to direct users ‘One Swipe, One Entry’ to provide building access data through the ACMS system.
Appendix E: Determining Operational and Activity Risk

See Appendix I for AHVA Risk Assessments and targeted mitigation strategies specific to AHVA facilities that has been informed by the following background:

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>Risk</th>
<th>Context</th>
<th>Risk Mitigation</th>
</tr>
</thead>
</table>
| 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 | The risk of COVID-19 introduction and spread is presumed to be greater as the number of contacts increases | • Enable two (2) 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 and transient in nature | Person-to-person spread is more likely with prolonged contact | • Enable two (2) 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 | A confined indoor space is presumed to have greater risk | • Enable two (2) metre physical distancing  
• Reduction of high touch points or increased cleaning  
• Enable and encourage increased hand hygiene |
| Risk #4 – Employees/students/visitors have frequent contact with high-touch surfaces | A higher frequency of contact with high-touch surfaces (e.g., service counters, card payment machines) is presumed to have greater risk | • Strict non-admittance to anyone with symptoms
• Enable two (2) metre physical distancing
• Use of plexi-glass barriers wherever possible
• Reduction of high touch points or increased cleaning
• Enable and encourage increased hand hygiene
• Strict non-admittance to anyone with symptoms |
| --- | --- | --- |
| 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) | 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 | • Work with HR for individual accommodations
• Encourage work from home arrangements
• Enable (2) 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 #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 | 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 | • 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 |
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, Faculty of Arts staff and Safety and Risk Services 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 broader Faculty of Arts Safety Plan for detail.

Appendix H: Resumption of Teaching and In-Person Learning on Campus

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 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.
- As of September 16, 2020, non-medical masks are required indoors across all UBC campuses. Please visit the link above for current information.

If you are experiencing any symptoms of COVID-19, you must self-isolate and contact 811. Contact tracing will be performed 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:

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

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:
- As of September 16, 2020, non-medical masks are required indoors across all UBC campuses. Please visit the link above for current information.
- Additional 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.

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
- 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, Area Technician, Local Safety Team, Faculty of Arts JOHSC or Safety Advisor.
- Compliance monitoring will be performed by AHVA area staff, Faculty of Arts staff and Safety & Risk Services staff.
- Occupants who have concerns about compliance, or have any related questions, can contact Jeremy Jaud at Jeremy.Jaud@ubc.ca or 604.360.7814 (LST Safety Chair) members of the 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
- COVID-19 and UBC's Response
- COVID-19 Transit Safety
Appendix I: Teaching and In-Person Learning on Campus Specific Safety Plan

The Department of Art History, Visual Art & Theory guided by this safety plan has developed the following specific safety plans for limited In-Person Teaching and Learning on Campus to supplement and as part of this updated Stage 2 Safety Plan.

As we resume visual arts courses in Term 1, the following background, risk assessment and mitigation protocols have been put in place. See Appendix B for floorplans with foot traffic flows etc.

Printmaking Background:

For VISA 250, 352, and 401B classes, students and faculty will access the following rooms (and use equipment in them, with the support of AHVA staff): AAC 2000 A-F, 2001. This access to facilities and equipment is required for limited in-person teaching and learning related to printmaking practices. To reduce opportunities for transmission of the virus across student groups, VISA 250, 352, and 401B are all scheduled on different days. VISA 250, 352, and 401B are all capped at 20 students max. enrollment.

VISA 250 introduces students to contemporary and historical printmaking practices through technical demonstrations, lectures, discussions, and critiques. Students produce projects using specific tools and equipment in the Printmedia Research Centre (AAC 2000).

VISA 352 is an intermediate printmaking class that focuses on the lithographic technique. Students learn through technical demonstrations, lectures, discussions, and critiques, and they produce projects using specific tools and equipment in the Printmedia Research Centre (AAC 2000).

VISA 401B is a seminar-style course for senior Visual Art majors. Students integrate theory with practice in complex projects that often rely on the tools and equipment in the Printmedia Research Centre (AAC 2000).

Risk Assessment:

<table>
<thead>
<tr>
<th>Operation/Activity</th>
<th>Using printmaking facilities for teaching and studio work in VISA 250, 352 &amp; 401B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>AAC 2000 A-F, 2001</td>
</tr>
<tr>
<td>Frequency</td>
<td>Limited daily between 10 am and 5pm</td>
</tr>
</tbody>
</table>

- ☐ 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, Controls and Protocols:

- Delay limited in-person teaching and learning in facilities 2 weeks into Term 1 to allow for returning students to self-isolate as required.
- Schedule and document all access.
- Post signage at the entrances that ask people to check for symptoms before entering.
- Post signage demarcating individual workstations.
- Install directional arrows and other signage to indicate foot-traffic flow.
- Provide orientation training to students, faculty and staff.
- Require students to complete UBC COVID-19 safety training online in addition to building specific remote (Zoom) orientations and safety training. Required students to understand the COVID-19 Campus Rules.pdf. The overall plan will be communicated, distributed electronically, posted onsite and reviewed regularly.
- Monitor users for compliance with the safety plan and provide resources where needed.
- Install physical safety barriers and demarcate 2 metre working and waiting zones on floor.
- Install hand sanitizing stations at entrances.
- Clean all surfaces & equipment after each use See: UBC Cleaning Standards & Recommendations for Supplementary Cleaning [PDF]
- Open windows.
- Limit the size of student working groups to (10) students per group, with (1) faculty and (1) technician.
- Provide students with self-monitoring information contained in this Safety Plan, BC Thrive Self Assessment Tool - covid19 students complete this before coming to campus.
- See: UBC Learning Spaces Covid-19 Safety Plan PDF

Detail of AHVA Printmaking Facilities User Access Procedures Scenario (AAC 2000+):

- Students are required to swipe into each facility area with their UBC Student Card using the ACMS card reader access system.
- Upon entering and exiting the facility, students will be directed to wash their hands and obey all posted signage.
- Non-medical masks and maintaining 2m physical distancing are required in all AHVA facilities.
- Traffic flow will follow established patterns and signage under the direction of AHVA area technical staff and faculty.
- Students are required to book online in advance for a specific printmaking activity tied to a particular in-studio location/piece of equipment for access outside of in-person learning/teaching that is part of course instruction periods.
- When students arrive for class, they are required to sign in via the attendance sheet provided by their instructor.
- When students arrive for scheduled studio access outside of course instruction, they must check-in with the area technician and confirm attendance of booked timeslot.
• Students will proceed to their designated storage space within the studio to gather their materials, then proceed to their designated work station to perform their work and will receive technician instruction on appropriate PPE and processes. They can bring limited personal belongings and materials in addition to what is stored in the studio that is necessary to perform work, to their individual work station.

• Each workstation will include an itemized stool/chair which is labelled with a number and assigned to ONE station only.

• At each workstation, students will be provided with spray disinfectant to wipe down their area, equipment and tools after each use.

• Any students using UBC-owned equipment that is shared with others (ex. printing press, screen press, etching immersion tank, etc.) are required to disinfect the equipment, prior to beginning work and after each use period according to established protocols.

• A minimum gap of 30 minutes will be scheduled for review, thorough disinfecting and restaging of each work station between booked timeslots, or between groups of students as part of an in-class orientation or session, by the area technician.

• Any set-up requirements can include: moving easels, arranging desks/chairs, laying out equipment, resetting and addressing presses/printing equipment.

• A maximum of (10) students per in-person learning/teaching group with area technical staff and a faculty member will be present in AAC 2000 respecting established maximum occupancy limits at all times.

• When the work is complete, students will clean and pack up equipment, materials, etc. from their workstation, pack up their personal belongings and proceed to the exit via the established traffic flow pattern.
Appendix I: Teaching and In-Person Learning on Campus Specific Safety Plan

The Department of Art History, Visual Art & Theory has developed the following specific safety plans for limited In-Person Teaching and Learning on Campus to supplement and as part of this updated Stage 2 Safety Plan.

As we continue visual arts courses in Term 2, building upon established practices and protocols the following background, risk assessment and mitigation protocols have been put in place. See Appendix B for floorplans with foot traffic flows etc.

AHVA Faculty continue to focus on teaching as much content virtually and remotely, as possible; the following outlines aspects of required in person teaching and learning and the subsequent mitigation measures in place.

Printmaking Background:

For VISA 250, 350, and 351 classes, students and faculty will access the following rooms (and use equipment in them, with the support of AHVA staff): AAC 1002, AAC 2000 A-F, 2001. This access to facilities and equipment is required for limited in-person teaching and learning related to printmaking practices. To reduce opportunities for transmission of the virus across student groups, 250, 350, and 351 are all scheduled on different days (Monday, Wednesday and Thursday). VISA 250, 350, and 351 enrollments are capped at (20) students maximum and classes will be split into groups of (10) students rotating between classroom and printmaking facility.

VISA 250 introduces students to contemporary and historical printmaking practices through technical demonstrations, lectures, discussions, and critiques. Students produce projects using specific tools and equipment in the Printmedia Research Centre (AAC 1002 & 2000).

VISA 350 Intermediate Print Media I: Interdisciplinary Approaches to Image Production is an intermediate printmaking class that focuses on Intaglio and relief print applications (i.e., etching, wood and/or lino cut, and collagraph) in combination with digital and photographic technologies, and drawing; within the context of discussion of contemporary and historical visual print culture. Students learn through technical demonstrations, lectures, discussions, and critiques, and they produce projects using specific tools and equipment in the Printmedia Research Centre (AAC 1002 & 2000).

VISA 351 Intermediate Print Media I & II: Interdisciplinary Approaches to Image Production is an intermediate printmaking class that focuses on screen printing and other print applications in combination with digital and photographic technologies, and drawing, explored within the context of contemporary art. Students learn through technical demonstrations, lectures, discussions, and critiques, and they produce projects using specific tools and equipment in the Printmedia Research Centre (AAC 1002 & 2000).

Risk Assessment:

<table>
<thead>
<tr>
<th>Operation/Activity</th>
<th>Using printmaking facilities for teaching and studio work in VISA 250, 350, &amp; 351</th>
</tr>
</thead>
</table>

55 of 65
Location | AAC 2000 A-F, 2001  
Frequency | Limited daily between 10 am and 5pm  

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, Controls and Protocols:

• Delay limited in-person teaching and learning in facilities to the week beginning January 18, 2021 to allow for returning students to self-isolate as required.

• Schedule and document all access using AHVA QR Codes, attendance taking and studio time allocation monitoring. ([https://ahva.air.arts.ubc.ca/covid-19-screening-building-access-log-ahva-lasy/](https://ahva.air.arts.ubc.ca/covid-19-screening-building-access-log-ahva-lasy/))

• Post signage at the entrances that ask people to check for symptoms before entering.

• Post signage demarcating individual workstations.

• Install directional arrows and other signage to indicate foot-traffic flow.

• Provide orientation training to students, faculty and staff.

• Require students to complete UBC COVID-19 safety training online in addition to building specific remote (Zoom) orientations and safety training. Required students to understand the [COVID-19 Campus Rules.pdf](https://srs.ubc.ca/covid-19/health-safety-covid-19/frequently-asked-questions-covid-19-self-assessment-requirements/). The overall AHVA safety plan has been communicated, distributed electronically, posted onsite and reviewed regularly.

• Monitor users for compliance with the safety plan and provide resources where needed.

• Install physical safety barriers and demarcate 2 metre working and waiting zones on floor.

• Install hand sanitizing stations at entrances.

• Clean all surfaces & equipment after each use See: UBC Cleaning Standards & Recommendations for Supplementary Cleaning [PDF]

• Open windows.

• Limit the size of student working groups to (10) students per group, with (1) faculty and (1 or 2) technician(s).


• Refer to latest UBC Bulletin around active self-assessment: [https://broadcastemail.ubc.ca/](https://broadcastemail.ubc.ca/)


• Instructors will verify verbally Active Self Assessments with students daily during in person teaching for on campus classes/components.
See: UBC Learning Spaces Covid-19 Safety Plan PDF

Detail of AHVA Printmaking Facilities User Access Procedures Scenario (AAC 2000+):

- Students are required to swipe into each facility area with their UBC Student Card using the ACM5 card reader access system.
- Upon entering and exiting the facility, students will be directed to wash their hands and obey all posted signage.
- Non-medical masks and maintaining 2m physical distancing are required in all AHVA facilities.
- Traffic flow will follow established patterns and signage under the direction of AHVA area technical staff and faculty.
- Students are required to book online in advance for a specific printmaking activity tied to a particular in-studio location/piece of equipment for access outside of in-person learning/teaching that is part of course instruction periods.
- When students arrive for class, they are required to sign in via the attendance sheet provided by their instructor.
- When students arrive for scheduled studio access outside of course instruction, they must check-in with the area technician and confirm attendance of booked timeslot, who will also verify the student’s Active Self-Assessment.
- Students will proceed to their designated storage space within the studio to gather their materials, then proceed to their designated work station to perform their work and will receive technician instruction on appropriate PPE and processes. They can bring limited personal belongings and materials in addition to what is stored in the studio that is necessary to perform work, to their individual work station.
- Each workstation will include an itemized stool/chair which is labelled with a number and assigned to ONE station only.
- At each workstation, students will be provided with spray disinfectant to wipe down their area, equipment and tools after each use.
- Any students using UBC-owned equipment that is shared with others (ex. printing press, screen press, etching immersion tank, etc.) are required to disinfect the equipment, prior to beginning work and after each use period according to established protocols.
- A minimum gap of 30 minutes will be scheduled for review, thorough disinfecting and restaging of each work station between booked timeslots, or between groups of students as part of an in-class orientation or session, by the area technician.
- Any set-up requirements can include: moving easels, arranging desks/chairs, laying out equipment, resetting and addressing presses/printing equipment.
- A maximum of (10) students per in-person learning/teaching group with area technical staff and a faculty member will be present in AAC 2000 respecting established maximum occupancy limits at all times.
- When the work is complete, students will clean and pack up equipment, materials, etc. from their workstation, pack up their personal belongings and proceed to the exit via the established traffic flow pattern.
Appendix I: Teaching and In-Person Learning on Campus Specific Safety Plan (cont.)

The Department of Art History, Visual Art & Theory guided by this safety plan has developed the following specific safety plans for limited In-Person Teaching and Learning on Campus to supplement and as part of this updated Stage 2 Safety Plan.

As we continue visual arts courses in Term 2, building upon established practices and protocols the following background, risk assessment and mitigation protocols have been put in place. See Appendix B for floorplans with foot traffic flows etc.

AHVA Faculty continue to focus on teaching as much content virtually and remotely, as possible; the following outlines aspects of required in person teaching and learning and the subsequent mitigation measures in place.

Painting & Drawing Background:

For VISA 220 and 230 classes, students and faculty will access the following rooms (and use equipment in them, with the support of AHVA staff): DSS 106, 106C, 107, 200, 207. This access to facilities and equipment is required for limited in-person teaching and learning related to seminar. To reduce opportunities for transmission of the virus across student groups, VISA 220 and 230 enrollment are capped at (20) students maximum and classes will be split into groups of (10) students.

VISA 220 is a development of drawing skills course introducing the development of personal style and concepts through online teaching and limited in-person studio instruction and practice.

VISA 230 is a development of techniques and approaches to painting course emphasizing the development of a strong painting vocabulary through online teaching and limited in-person studio instruction and practice.

Risk Assessment:

<table>
<thead>
<tr>
<th>Operation/Activity</th>
<th>Using studio and lecture facilities for teaching and studio work in VISA 220 &amp; 230.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>DSS 106, 106C, 107, 200, 207.</td>
</tr>
<tr>
<td>Frequency</td>
<td>Limited Monday to Thursday between 9am and 5pm.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Risk Considerations</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ 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</td>
</tr>
<tr>
<td>☐ 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</td>
</tr>
<tr>
<td>☐ Risk #3 – The workplace or activity is indoors and windows cannot be opened</td>
</tr>
<tr>
<td>☒ Risk #4 – Employees/students/visitors have frequent contact with high-touch surfaces</td>
</tr>
<tr>
<td>☒ 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)</td>
</tr>
</tbody>
</table>
☐ 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, Controls and Protocols:

- Delay limited in-person teaching and learning in facilities to the week beginning January 18, 2021 to allow for returning students to self-isolate as required.
- Schedule and document all access using AHVA QR Codes, attendance taking and studio time allocation monitoring. ([https://ahva.air.arts.ubc.ca/covid-19-screening-building-access-log-ahva-lasr/](https://ahva.air.arts.ubc.ca/covid-19-screening-building-access-log-ahva-lasr/))
- Post signage at the entrances that ask people to check for symptoms before entering.
- Post signage demarcating individual workstations.
- Install directional arrows and other signage to indicate foot-traffic flow.
- Provide orientation training to students, faculty and staff.
- Require students to complete UBC COVID-19 safety training online in addition to building specific remote (Zoom) orientations and safety training. Required students to understand the COVID-19 Campus Rules.pdf. The overall AHVA safety plan has been communicated, distributed electronically, posted onsite and reviewed regularly.
- Monitor users for compliance with the safety plan and provide resources where needed.
- Install physical safety barriers and demarcate 2 metre working and waiting zones on floor.
- Install hand sanitizing stations at entrances.
- Clean all surfaces & equipment after each use See: UBC Cleaning Standards & Recommendations for Supplementary Cleaning [PDF]
- Open windows.
- Limit the size of student working groups to (10) students per group, with (1) faculty and (1 or 2) technician(s).
- Provide students with self-monitoring information contained in this Safety Plan, BC Thrive Self Assessment Tool – covid19 students complete this before coming to campus.
- Refer to latest UBC Bulletin around active self-assessment: [https://broadcastemail.ubc.ca/](https://broadcastemail.ubc.ca/)
- Instructors will verify verbally Active Self Assessments with students daily during in person teaching for on campus classes/components.
- See: UBC Learning Spaces Covid-19 Safety Plan PDF

Detail of AHVA Drawing, Painting & Sculpture Facilities User Access Procedures Scenario (DSS)

- Students are required to swipe into each facility area with their UBC Student Card using the ACMS card reader access system.
- Upon entering and exiting the facility, students will be directed to wash their hands and obey all posted signage.
- Non-medical masks and maintaining 2m physical distancing are required in all AHVA facilities.
• Traffic flow will follow established patterns and signage under the direction of AHVA area technical staff and faculty.
• Students are required to book online in advance for a specific workshop activity tied to a particular in-studio location/piece of equipment for access outside of in-person learning/teaching that is part of course instruction periods.
• When students arrive for class, they are required to sign in via the attendance sheet provided by their instructor.
• When students arrive for scheduled studio access outside of course instruction, they must check-in with the area technician and confirm attendance of booked timeslot, who will also verify the student’s Active Self-Assessment.
• Students will proceed to their designated work station to perform their drawing, painting and sculpture work and will receive technician instruction on appropriate PPE and processes. They can bring limited personal belongings and materials in addition to what is stored in the studio that is necessary to perform work, to their individual work station.
• Each workstation will include an itemized stool/chair which is labelled with a number and assigned to ONE station only.
• At each studio space and in the AHVA workshop, students will be provided with spray disinfectant to wipe down their area, equipment and tools after each use.
• Any students using UBC-owned equipment that is shared with others (ex. Desks, easels, power/hand tools, etc.) are required to disinfect the equipment, prior to beginning work and after each use period according to established protocols.
• A minimum gap of 30 minutes will be scheduled for review, thorough disinfecting and restaging of each work station between booked timeslots, or between groups of students as part of an in-class orientation or session, by the area technician.
• Any set-up requirements can include: moving easels, arranging desks/chairs, laying out equipment, resetting and addressing stationary tools and equipment.
• A maximum of (10) students per in-person learning/teaching group with area technical staff and a faculty member will be present in DSS respecting established maximum occupancy limits at all times.
• When the work is complete, students will clean and pack up equipment, materials, etc. from their workstation, pack up their personal belongings and proceed to the exit via the established traffic flow pattern.
Appendix I: Teaching and In-Person Learning on Campus Specific Safety Plan (cont.)

The Department of Art History, Visual Art & Theory guided by this safety plan has developed the following specific safety plans for limited In-Person Teaching and Learning on Campus to supplement and as part of this updated Stage 2 Safety Plan.

As we continue visual arts courses in Term 2, building upon established practices and protocols the following background, risk assessment and mitigation protocols have been put in place. See Appendix B for floorplans with foot traffic flows etc.

AHVA Faculty continue to focus on teaching as much content virtually and remotely, as possible; the following outlines aspects of required in person teaching and learning and the subsequent mitigation measures in place.

Background:

For VISA 240, 321, 331, 341, 475 and 581/582 classes, students and faculty will access the following rooms for lectures: AAC 1002, 3000 and 3007. This access to facilities and equipment is required for limited in-person teaching and learning related to course practices for viewing projected images related to coursework in a classroom setting, demonstration of techniques. To reduce opportunities for transmission of the virus across student groups, VISA 240, 321, 331, 341, 475 and 581/582 are all scheduled on different days/areas. VISA 240, 321, 331, 341, 475 and 581/582 enrollments is capped at (20) students maximum and classes will be split into groups of (10) students rotating between classroom and lecture/demonstration area of the facility. VISA 240 and 341 will require occasional individual student booking of technical areas related to photography outside of course time to complete projects. These bookings will be managed by the area technician in BC Binning studios for darkroom, photo developing and photo studio shooting areas.

VISA 240 is an introduction to photography techniques and image-making. Emphasis on camera techniques and film and darkroom production. All darkroom, developing and photo studio course related access will be managed through a booking system and the area technician.

VISA 321 is an intermediate drawing course investigating drawing as a discipline in the context of contemporary art and theory. Emphasis on self-directed projects in consultation with the instructor.

VISA 331 is an intermediate painting course further investigating painting in the context of contemporary art. Emphasis is on self-directed projects in consultation with the instructor.

VISA 341 is an intermediate photography course investigating contemporary photography production and approaches to the constructed image with emphasis on medium and large format camera use and studio lighting techniques. All darkroom, developing and photo studio course related access will be managed through a booking system and the area technician.

VISA 475 is an exhibition theory and practice course focusing on current curatorial practices and theories with an emphasis on contemporary visual art with the aim of preparing students to engage in the active organization of a large exhibition (including virtual).
VISA 581/582 is a Master of Fine Arts seminar course that focuses on group critique of works produced during the seminar.

Risk Assessment:

<table>
<thead>
<tr>
<th>Operation/Activity</th>
<th>Using lecture, demo/critique facilities for teaching in 240, 321, 331, 341, 475 &amp; 581/582</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>AAC 1002, 3000 and 3007.</td>
</tr>
<tr>
<td>Frequency</td>
<td>Limited daily between 9am and 5pm</td>
</tr>
</tbody>
</table>

- 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, Controls and Protocols:

- Delay limited in-person teaching and learning in facilities to the week beginning January 18, 2021 to allow for returning students to self-isolate as required.
- Schedule and document all access using AHVA QR Codes, attendance taking and studio time allocation monitoring. ([https://ahva.air.arts.ubc.ca/covid-19-screening-building-access-log-ahva-lasr/](https://ahva.air.arts.ubc.ca/covid-19-screening-building-access-log-ahva-lasr/))
- Post signage at the entrances that ask people to check for symptoms before entering.
- Post signage demarcating individual workstations.
- Install directional arrows and other signage to indicate foot-traffic flow.
- Provide orientation training to students, faculty and staff.
- Require students to complete UBC COVID-19 safety training online in addition to building specific remote (Zoom) orientations and safety training. Required students to understand the [COVID-19 Campus Rules.pdf](https://ahva.air.arts.ubc.ca/covid-19-screening-building-access-log-ahva-lasr/). The overall AHVA safety plan has been communicated, distributed electronically, posted onsite and reviewed regularly.
- Monitor users for compliance with the safety plan and provide resources where needed.
- Install physical safety barriers and demarcate 2 metre working and waiting zones on floor.
- Install hand sanitizing stations at entrances.
- Clean all surfaces & equipment after each use See: UBC Cleaning Standards & Recommendations for Supplementary Cleaning [PDF]
- Open windows.
Limit the size of student working groups to (10) students per group, with (1) faculty and (1 or 2) technician(s).

Provide students with self-monitoring information contained in this Safety Plan, BC Thrive Self Assessment Tool - covid19 students complete this before coming to campus.

Refer to latest UBC Bulletin around active self-assessment: https://broadcastemail.ubc.ca/


Instructors will verify verbally Active Self Assessments with students daily during in person teaching for on campus classes/components.

See: UBC Learning Spaces Covid-19 Safety Plan PDF

Detail of AHVA Drawing, Painting & Teaching Facilities User Access Procedures Scenario (AAC 1002, 3000 & 3007):

- Students are required to swipe into each facility area with their UBC Student Card using the ACMS card reader access system.
- Upon entering and exiting the facility, students will be directed to wash their hands and obey all posted signage.
- Non-medical masks and maintaining 2m physical distancing are required in all AHVA facilities.
- Traffic flow will follow established patterns and signage under the direction of AHVA area technical staff and faculty.
- Students are required to book online in advance for a specific printmaking activity tied to a particular in-studio location/piece of equipment for access outside of in-person learning/teaching that is part of course instruction periods.
- When students arrive for class, they are required to sign in via the attendance sheet provided by their instructor.
- When students arrive for scheduled studio access outside of course instruction, they must check-in with the area technician and confirm attendance of booked timeslot, who will also verify the student’s Active Self-Assessment.
- Students will proceed to their designated storage space within the studio to gather their materials, then proceed to their designated work station to perform their work and will receive technician instruction on appropriate PPE and processes. They can bring limited personal belongings and materials in addition to what is stored in the studio that is necessary to perform work, to their individual work station.
- Each workstation will include an itemized stool/chair which is labelled with a number and assigned to ONE station only.
- At each workstation, students will be provided with spray disinfectant to wipe down their area, equipment and tools after each use.
- Any students using UBC-owned equipment that is shared with others (ex. desks, chairs, easels) are required to disinfect the equipment, prior to beginning work and after each use period according to established protocols.
- Any set-up requirements can include: moving easels, arranging desks/chairs, laying out equipment, resetting and addressing presses/printing equipment.
• A maximum of (10) students per in-person learning/teaching group with area technical staff and a faculty member will be present in AAC 1002, 3000 & 3007 respecting established maximum occupancy limits at all times.
• When the work is complete, students will clean and pack up equipment, materials, etc. from their workstation, pack up their personal belongings and proceed to the exit via the established traffic flow pattern.
Appendix J: Teaching and In-Person Learning Off Campus

The Department of Art History, Visual Art & Theory, guided by this safety plan, has developed the following specific safety planning guide for limited In-Person Teaching and Learning Off Campus to supplement, and as part of this updated Stage 2 Safety Plan.

Any in-person teaching and learning activities that must take place off campus will have a safety plan that assesses COVID-19 risk in that environment and how the risks will be mitigated, and be guided by the principles and protocols in this Stage 2 Safety Plan. Off-campus learning will be limited to art galleries, museums, and outdoor public art locations with established COVID-19 safety plans.

Instructors planning off-campus teaching and learning will follow UBC Travel and Field Safety and develop these plans for approval with departmental staff. These plans will include:

- Providing a rationale for off-campus learning.
- Identifying any off-campus indoor or outdoor safety risks.
- Articulating how physical distancing and any other COVID-19 safety measures will be maintained.
- Confirming that a site safety plan is available from the off-campus location (e.g., art gallery, museum) and following all those location protocols.
- Considering any special requirements in the site safety plan that must be met (e.g., limited occupancy)
- Outlining transportation plan, if required (safety plan will be shared with Faculty of Arts if UBC vehicles will be used; currently, there are no plans for UBC to provide transportation to any student to an off-site location).
- Providing off-campus emergency response procedures to students.
- Outlining how attendance and participant headcount will be administered.
- Providing a clear path to communicate any concerns to supervisor, staff, or faculty consistent with this Stage 2 Safety Plan.
- Outlining any additional training and communication required by students.

Student Academic Support

Students are encouraged to stay home if they present any symptoms as outlined above (Appendix H). Communication from faculty and sessional teachers, in line with this document, underscores that exceptions or concessions around face to face teaching for students who are uncomfortable or unable to attend these sessions will not impact their success in the course and alternate learning arrangements will be accommodated (ex. online learning, make up studio sessions, alternate making options, priority studio sessions, etc.)

Students are encouraged to connect with their instructor if they have any questions or concerns.

Additional UBC Support Resource for Students:

- UBC Student Resources Site - COVID19
- UBC COVID-19 Campus Rules
- COVID-19 and UBC's Response
- COVID-19 Transit Safety
Appendix K: AHVA Gallery Pedagogical Graduate Exhibition Programming

The Department of Art History, Visual Art & Theory, guided by this safety plan, has developed the following specific safety planning guidance for limited pedagogical programming at the AHVA Gallery in the Audain Art Centre to supplement, and as part of, this updated Stage 2 Safety Plan.

Exhibition Background

The AHVA Gallery has reduced its regular academic exhibition programming to one (1) proposed exhibition in 2020W1. In the second year of their Master of Fine Arts (MFA) graduate program, the (5) person student cohort develops an exhibition of recent art works with the support of faculty and staff. The proposed in-person teaching and learning activities related to the development, design, installation and exhibition of art work produced for this academic purpose will follow the detailed information outlined in this Appendix K, to mitigate identified risks, and is guided by the principles and protocols in the approved Stage 2 Safety Plan. This in-facility teaching and learning will be limited to the needs of the exhibition and will comply with any current COVID-19 safety guidance.

The MFA cohort will work with their faculty advisors, the AHVA Gallery director and AHVA staff to develop the exhibition using online forums and remote communication wherever possible. Any in-person requirements related to developing and installing the exhibition will follow established protocols, maximum occupancy limits and guidance for 2-metre physical distancing, along with appropriate use of non-medical masks.

Visitors to the AHVA Gallery will be required to register and book a timeslot online at https://ahva.ubc.ca/research-resources/facilities-hours/ using the appropriate gallery calendar booking system. The proposed MFA exhibition will run from October 28 to November 25, 2020 and have bookable timeslots for visitors Tuesday to Friday from 10am to 4pm.

Mitigation and Protocols:

Mitigation strategies to meet identified risks and to maintain all COVID-19 related safety measures will include but not be limited to:

- Posted signage at the entrances that ask people to check for symptoms before entering.
- Hand sanitizing stations at entrances.
- Directional arrows and other signage to indicate foot-traffic flow in the building.
- Established directional flow into and out of the gallery with appropriate signage, with staff and/or student staff present to inform and direct directional flow protocols.
- Increased cleaning protocols for high touch surfaces, equipment and tools after each scheduled use. See: UBC Cleaning Standards & Recommendations for Supplementary Cleaning [PDF]
- Require students to complete UBC COVID-19 safety training online in addition to building specific remote (Zoom) orientations and safety training.
- Require students and visitors to understand the COVID-19 Campus Rules.pdf.
- All MFA students, staff and faculty will receive and appropriate orientation to the AHVA Gallery space, these outlined protocols and procedures.
• Limiting in person gallery access for the purposes of designing and installing the exhibition to meet occupancy requirements and (1) student with AHVA faculty and staff wherever possible.
• Schedule and document all access.
• Scheduling staff facilitated access for design and installation of the exhibition periods between 10am and 3pm Monday to Friday.
• Scheduling access for viewing the exhibition between 10am and 4pm Tuesday to Friday.
• Provide gallery visitors with self-monitoring information contained in this Safety Plan; BC Thrive Self Assessment Tool - covid19 visitors will complete this before coming to the gallery.
• Monitor users for compliance with the safety plan and provide resources where needed. Gallery staff and/or student staff will administer and provide access to scheduled visitors and ensuring maximum occupancy limits are respected.
• Posted site safety plan and further referring students, faculty and staff to posted electronic version that will be reviewed regularly.
• Any safety concerns will be communicated to area staff, student staff, faculty or AHVA Safety Advisor Jeremy Jaud at Jeremy.Jaud@ubc.ca or 604.360.7814 consistent with this Stage 2 Safety Plan.
• Students, faculty and staff can also contact ready.ubc@ubc.ca if they have any safety concerns.

Detail of AHVA Gallery Facilities User Access Procedures Scenario (AAC)

• Students, faculty and staff are required to swipe into each facility area with their UBC Student Card using the ACMS card reader access system.
• Students, faculty, staff and visitors are required to scan the appropriate posted Faculty of Arts QR Code when entering or exiting the Audain Art Centre.
• Upon entering and exiting the facility, students, faculty, staff and visitors will be directed to wash their hands and obey all posted signage.
• Non-medical masks and maintaining 2m physical distancing are required in all AHVA facilities.
• Traffic flow will follow established patterns and signage under the direction of AHVA area technical staff, student staff and faculty.
• Students and visitors are required to book online in advance for a specific gallery activity for access.
• When students and visitors arrive for scheduled gallery access they must check-in with the gallery staff and confirm attendance of booked timeslot at the front desk.
• Students will proceed to their designated work area to perform their exhibition related work. They can bring limited personal belongings and materials in addition to what is provided in the gallery that is necessary to perform work, to their individual work area.
• Visitors will tour the gallery during the time of their booked timeslot; when their timeslot is complete they will exit the gallery and the facility following posted foot traffic flow patterns.
• During installation, at each work area and in the AHVA gallery students will be provided with spray disinfectant to wipe down their area, equipment and tools after each use.
• Any students using UBC-owned equipment that is shared with others (e.g., levels, power/hand tools, etc.) are required to disinfect the equipment, prior to beginning work and after each use period according to established protocols.
• A minimum gap of 15 minutes will be scheduled for review, thorough disinfecting and restaging of each work area between booked timeslots, or between groups of students, by the gallery staff.
• A maximum of (10) students per in-person learning/teaching group with area technical staff and a faculty member will be present in AHVA Gallery, respecting physical distancing protocols, and established maximum occupancy limits at all times.
• When the work is complete, students will clean and pack up equipment, materials, etc. from their work area, pack up their personal belongings and proceed to the exit via the established traffic flow pattern.

Student Academic Support and Resources

Students, faculty, staff and visitors are encouraged to stay home if they present any symptoms as outlined above (Appendix H). Communication from faculty and sessional teachers, in line with this document, underscores that exceptions or concessions around face to face teaching for students who are uncomfortable or unable to attend these sessions will not impact their success in the course and alternate learning arrangements will be accommodated.

Students are encouraged to connect with their instructor if they have any questions or concerns. Additional UBC Support Resource for Students and visitors:

• UBC Student Resources Site - COVID19
• UBC COVID-19 Campus Rules
• COVID-19 and UBC’s Response
• COVID-19 Transit Safety