



COVID-19 Workspace Safety Plan

Use of this template: All light italicized grey font are instructional and must be removed before final copy is approved. Management of the workspace must review and approve of this plan. Any modification of the requirements outlined in this template must contact UBC Safety & Risk Services for approval.

This plan requires the review of the operational activities in your workspace 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/>

Department / Faculty

UBC IT Audio Visual

Facility Location

IRC Building, 2194 Health Sciences Mall, B32-B38

Proposed Re-opening Date

July 13, 2020

Workspace Location

IRC Building Room B32 & B38

Introduction to Your Operation

1. Scope and Rationale for Opening

The intention is not to open the AV office space for public access immediately. The purpose is to allow staff to begin work on campus, utilize the office space and provide instructor support in various buildings with classroom spaces, and continue to provide integration services for ongoing learning space and administrative projects.

The AV support team is responsible for supporting teaching spaces (classrooms) for instructors when using the AV systems. A subset of classrooms with recording capabilities are to be opened for booking (through Scheduling Services) to all faculties starting July 13. Instructors are intending to begin recording their courses in preparation for September delivery to students.

Classroom Safety Planning [<https://learningspaces.ubc.ca/covid-19-gts-classroom-safety-planning>]

Infrastructure Development, Learning Spaces Team Safety Plan

[<https://learningspaces.ubc.ca/sites/learningspaces.ubc.ca/files/COVID19%20Safety%20Plan%20General%20Teaching%20Spaces.pdf>]

Service requests and resourcing will be greatly modified. Onsite support is to be pre-scheduled and confirmed, time allowance between each booking for the same location to allow for cleaning and minimal contact, service staff will only be onsite in coordination with service requests for the day/week. Staff will not be on campus if not needing to provide user support.

Opening the AV office and service for campus is essential for the support of teaching and learning. Our support service is required to ensure that the instructors are able to prepare and record their Fall Term courses.

In addition to the above mentioned teaching and learning support, the AV Projects team is actively engaged in



ongoing projects that require on site integration, programming, and commissioning services. These include upgrades to learning spaces that were previously planned, ongoing renovation/major capital projects, and upgrades to administrative spaces, and potential projects specifically to boost capacity for online teaching and learning. Only the staff required to complete the work in the field, or to directly support them with logistical/shipping & receiving services will work on campus on a regular basis. Those staff such as Project Managers and AV Designers who’s work can be completed primarily remotely, will continue to do so.

Section #1 – Regulatory Context

2. Federal Guidance
Refer to OCIO-UBC IT Safety Plan
3. Provincial and Sector-Specific Guidance
Refer to OCIO-UBC IT Safety Plan
4. Worksafe BC Guidance
Refer to OCIO-UBC IT Safety Plan
5. UBC Guidance
Refer to OCIO-UBC IT Safety Plan
6. Professional/Industry Associations
Refer to OCIO-UBC IT Safety Plan

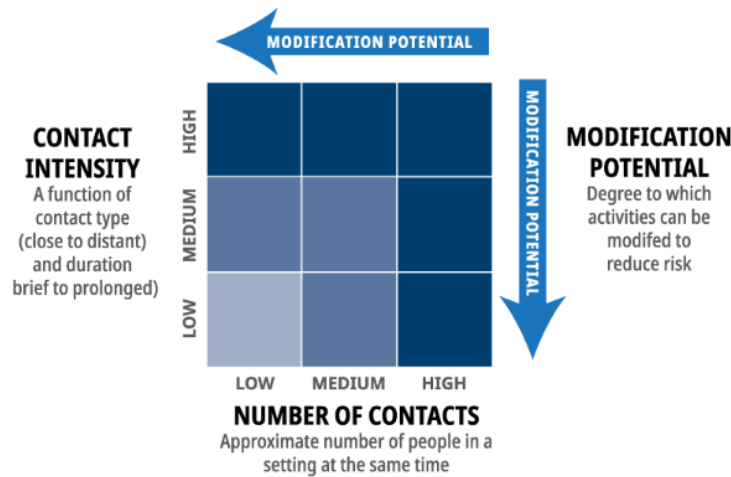
Section #2 - Risk Assessment

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:

Where your organization belongs to a sector that is permitted to open, but specific guidance as to activities under that sector are lacking, you can use the following risk assessment approach to determine activity level risk by identifying both your organization’s or activity’s contact intensity and contact number, 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.



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

- Physical distancing measures – measures to reduce the density of people
- Engineering controls – physical barriers (like Plexiglas or stanchions to delineate space) or increased ventilation
- Administrative controls – clear rules and guidelines
- Personal protective equipment – like the use of respiratory protection

7. Contact Density (proposed COVID-19 Operations)

Describe the type of contact (close/distant) and duration of the contact (brief/prolonged) under COVID operations - where do people congregate; what job tasks require close proximity; what surfaces are touched often; what tools, machinery, and equipment do people come into contact with during work

Any contact and interaction for staff can be distanced as the work does not require multiple staff together in tight locations. If any interaction between staff or users staff are supporting, there is no physical contact required and any interaction is to be brief and distanced.

Overall staffing capacity within the AV office at IRC (B32 & B38) will be drastically reduced. Only staff required to work onsite (unable to fulfill job duties remotely) and scheduled to meet with instructors in classrooms will be onsite. In addition, the physical office space has been clearly marked and sectioned so that staffing will not be stationed at a workspace less than 2m apart.

Within the AV office, there is minimal to no opportunity where staff will be using common devices, hardware, spaces. Each staff is equipped to have own necessary tools, laptops, phones.

The AV Projects integration team has taken measures to reduce contact density including; limiting teams to the same two persons, staggering start times and lunch breaks, closing off work areas with signage and caution tape, and limiting vehicle occupants. Meetings are conducted over the phone/Zoom, and site reviews are physically distanced with minimal participants. During on-site work, tasks are assigned in a manner that allows physical distancing as much as possible, and when it can not be avoided (such as lifting heavy loads), close proximity time is limited to only the time required to complete the task, and staff where



appropriate PPE including full N100 respirators, which are part of their regular tool kit due to other potential hazards encountered during the construction phase of projects.

In the classrooms when supporting instructor, staff may be in contact with common surfaces and devices such as room PC, room AV system touch screen, light switches. These contact points are minimal and brief. There are also plans for the commons surfaces that pertain to the room technology to be cleaned in between sessions.

8. Contact Number (proposed COVID-19 Operations)

Describe the number of contacts in your proposed COVID-19 operational setting (# of people present in setting at same time)

Workplace setting will be greatly reduced, and considerably lower density and contact compared to 'normal'. Office and workspace in the AV office has been reconfigured or designated as use or do not use. All staff not needing to be on campus will continue to work remotely and only staff scheduled to assist and support instructors in teaching spaces will be on campus. This has provided an increased number of available and distanced workspaces for staff onsite.

The staff on campus will not be situated in the office and at their desk for long durations. AV support services requires staff to be in different locations and teaching spaces to assist users. Since large number of buildings and rooms are locked to public, there will be little to no interaction of opportunity for staff to be in contact with others.

Most of the opportunity for AV staff to interact with people would be in the classroom with the instructor. Physical distancing is expected and there is no need to be in close proximity with others.

9. Employee Input/Involvement

Detail how you have met the MANDATORY requirement to involve frontline workers, Joint Occupational Health and Safety Committees, and Supervisors in identifying risks and protocols as part of this plan

Refer to OCIO-UBC IT Safety Plan

10. Risk Level Determination (H/M/L)

Identify the COVID-19 risk category (High / Medium / Low) pre-mitigations for your operation using the [BC COVID-19 Go Forward Management Strategy Risk Matrix \(see Page 8\)](#)

Workspace and operations on campus for the AV team is considered [LOW]. Due to limited and only required staff to be on campus, staff workstations physically distanced and work requires minimal people interaction.

Staff will not be on campus if in-room support is not required.

Staff interaction with instructors will be low and kept at distance. Assisting instructors and providing orientation on room AV system will not require close proximity.

Likewise, AV project staff will only be on campus when field duties require, and will work in limited team sizes, primarily with no more than two people per room/work site.

11. Worker Health

Detail how all Supervisors have been notified on appropriate Workplace Health measures and support available and how they will communicate these to employees

Refer to OCIO-UBC IT Safety Plan



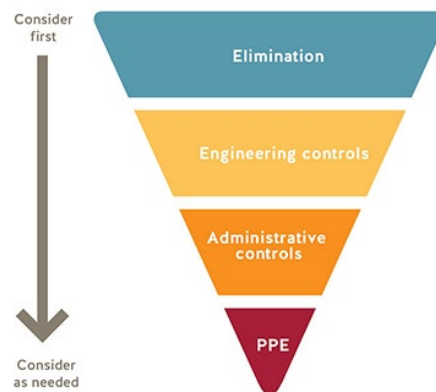
12. Plan Publication

Describe how you will publish your plan ONLINE and post in HARD COPY at your workplace for employees and for others that may need to attend site

Refer to OCIO-UBC IT Safety Plan

Section #3 – Hazard Elimination or Physical Distancing

Coronavirus is transmitted through contaminated droplets that are spread by coughing or sneezing, or by contact with contaminated hands, surfaces or objects. UBC’s goal is to minimize COVID-19 transmission by following the safety hierarchy of controls in eliminating this risk, as below.



The following general practices shall be applied for all UBC buildings and workspaces:

- Where possible, workers are instructed to work from home.
- Anybody who has travelled internationally, been in contact with a clinically confirmed case of COVID-19 or is experiencing “flu like” symptoms must stay at home.
- All staff are aware that they must maintain a physical distance of at least 2 meters from each other at all times
- Do not touch your eyes/nose/mouth with unwashed hands
- When you sneeze or cough, cover your mouth and nose with a disposable tissue or the crease of your elbow, and then wash your hands
- All staff are aware of proper handwashing and sanitizing procedures for their workspace
- Supervisors and managers must ensure large events/gatherings (> 50 people in a single space) are avoided
- Management must ensure that all workers have access to dedicated onsite supervision at all times.
- All staff wearing non-medical masks are aware of the risks and limitations of the face covering they have chosen to wear or have been provided to protect against the transmission of COVID-19. See [SRS](#) website for further information.

13. Work from Home/Remote Work

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



<p>Majority of staff will be WFH. Staff who's roles requires user support in classrooms, AV hardware repairs and installations, equipment shipping/receiving will need to be onsite. Of these roles, where WFH can still be possible, will be WFH (for example: administrative tasks and remote/virtual support when possible)</p> <p>See staff work location/status sheet for specific AV staff.</p>
<p>14. Work Schedule Changes/Creation of Work Pods or Crews or Cohorts</p> <p>For those required or wanting to resume work at UBC, detail how you are able to rescheduling of workers (e.g. shifted start/end times) in order to limit contact intensity at any given time at UBC; describe how you may group employees semi-permanently to limit exposure to specialized workers, if applicable</p>
<p>Staff will be scheduled according to needs of on campus work. For example, instructor requests for classroom support is being pre-scheduled through Scheduling Services. Adequate gaps between sessions to be implemented. Staff will be designated to be on campus based on the schedule.</p> <p>Staff will not be scheduled and required for full shift on campus if not needed.</p> <p>AV install and repair work on campus and in classrooms will be pre-planned and scheduled when spaces are not in use. Staff in these spaces are generally set 2 person teams. There is minimal need for multiple people working in close proximity, and full PPE available when it can not be avoided.</p>
<p>15. Spatial Analysis: Occupancy limits, floor space, and traffic flows</p> <p>Using UBC building key plans:</p> <ol style="list-style-type: none">1) Identify and list the rooms and maximum occupancy for each workspace/area;2) Illustrate a 2 metre radius circle around stationary workspaces and common areas; and3) Illustrate one-way directional traffic flows
<p>Due to minimal staffing and traffic, there are 4 points of entry and exit to the AV office. Staff workspaces are adequately spaced to accommodate a minimum 2-meter distancing.</p> <p>See attached floor plan and images.</p>
<p>16. Accommodations to maintain 2 metre distance</p> <p>Please detail what accommodations/changes you have made to ensure employees can successfully follow the rule of distancing at least 2 metres from another employee while working</p>
<p>Office space will not be at full capacity which will allow adequate workspace and desks for staff to maintain physical distancing. Staff onsite will be assigned specific work areas. Workspaces and desks will be clearly marked as 'Do not use' to allow physical spacing between individuals. In areas where there are common areas (not offices or cubicles), 2-meter spacing has been identified with tape.</p> <p>Unused workspaces left vacant by staff who are able to work from home will be made available to on site staff to increase physical distancing.</p>
<p>17. Transportation</p> <p>Detail how you are able to (or not) apply UBC's COVID-19 vehicle usage guidelines to the proposed operational model - if you cannot apply these guidelines, please describe alternative control measures</p>
<p>The AV team has 5 vans for department use. Usage of vehicles have been limited and only designated staff needing to use the vehicles for transporting large equipment or tools will be using the vehicles. Within the AV Install team, Support Analysts team and Events team, vehicles have been assigned. Staff will be mainly limited to one person per vehicle and if necessary, max. 2 people with proper distancing within the van.</p>



Routine sanitizing of the vehicles' interior is in place. Cleaning of high touch areas in the vehicle is performed every 48 hours, or at the start of every shift.

18. 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

Refer to OCIO-UBC IT Safety Plan

19. Prohibited Worker Tracking

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

Refer to OCIO-UBC IT Safety Plan

Section 4 – Engineering Controls

20. Cleaning and Hygiene

Detail your cleaning and hygiene plan, including identification for hand-washing stations and the cleaning regimen required to be completed by departmental staff for common areas/surfaces (BOPS Custodial has limitations on cleaning frequency, etc.)

Refer to OCIO-UBC IT Safety Plan

21. Equipment Removal/Sanitation

Detail your appropriate removal of unnecessary tools/equipment/access to areas and/or adequate sanitation for items that must be shared that may elevate risk of transmission, such as coffee makers, kettles, shared dishes and utensils

Refer to OCIO-UBC IT Safety Plan

22. Partitions or Plexiglass installation

Describe any inclusion of physical barriers to be used at public-facing or point-of-service areas

The expectation of opening the AV office front counter to public access is not to proceed until September. Signage is in place now and a plexiglass barrier is to be installed at the front counter prior to September. See image of B38 front counter.

Section 5 – Administrative Controls

23. Communication Strategy for Employees

Describe how your unit has or will communicate the risk of exposure to COVID-19 in the workplace to your employee and the safety controls in place to reduce such risk.

Refer to OCIO-UBC IT Safety Plan

24. Training Strategy for Employees

Detail how you will mandate, track and confirm that all employees successfully complete the **Preventing COVID-19 Infection in the Workplace** online training; further detail how you will confirm employee orientation to your specific safety plan

Refer to OCIO-UBC IT Safety Plan

25. Signage

Detail the type of signage you will utilize and how it will be placed (e.g. floor decals denoting one-way walkways and doors)



Refer to OCIO-UBC IT Safety Plan
26. Emergency Procedures Recognizing limitations on staffing that may affect execution of emergency procedures, detail your strategy to amend your emergency response plan procedures during COVID-19. Recognizing limitations on staffing that may affect execution of emergency procedures, detail your strategy to amend your emergency response plan procedures during COVID-19. Also describe your approach to handling potential COVID-19 incidents
Refer to OCIO-UBC IT Safety Plan
27. Monitoring/Updating COVID-19 Safety Plan Describe how you will monitor your workplace and update your plans as needed; detail how employees can raise safety concerns (e.g. via the JOHSC or Supervisor) - plan must remain valid and updated for next 12-18 months
Refer to OCIO-UBC IT Safety Plan
28. Addressing Risks from Previous Closure Describe how you will address the following since the closure: staff changes/turnover; worker roles change; any new necessary training (e.g. new protocols); and training on new equipment
Refer to OCIO-UBC IT Safety Plan

Section #6 – Personal Protective Equipment (PPE)

29. Personal Protective Equipment Describe what appropriate PPE you will utilize and how you will/continue to procure the PPE
Refer to OCIO-UBC IT Safety Plan



Section #7 - Acknowledgement

30. Acknowledgement

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

Refer to OCIO-UBC IT Safety Plan

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.

Date July 3, 2020
Name (Manager or Supervisor) Garry Der
Title Manager, AV Support

Date July 10, 2020
Name (Sr. Leadership Team) Aarti Paul
Title Director, Engagement Services, Office of the CIO

Faculty and Staff Occupying Workspace

Name	Email	Confirmation of Understanding
<i>(See attached staff sheet)</i>		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>



Appendix

Please attach any maps, pictures, departmental policies or risk assessments applicable UBC Guidance documents, where necessary, and other regulatory requirements referred to in document.

...NOLOGY
Audio Visual Services

LECTURE HALLS 1 & 2
← LECTURE HALLS 3, 4, 5, 6

FACULTY OF MEDICINE
MEDIT B4A, B4B, B4C, B4G, B80 →
INFORMATION TECHNOLOGY, AUDIO
VISUAL & CREATIVE SERVICES B32 →
B54 →

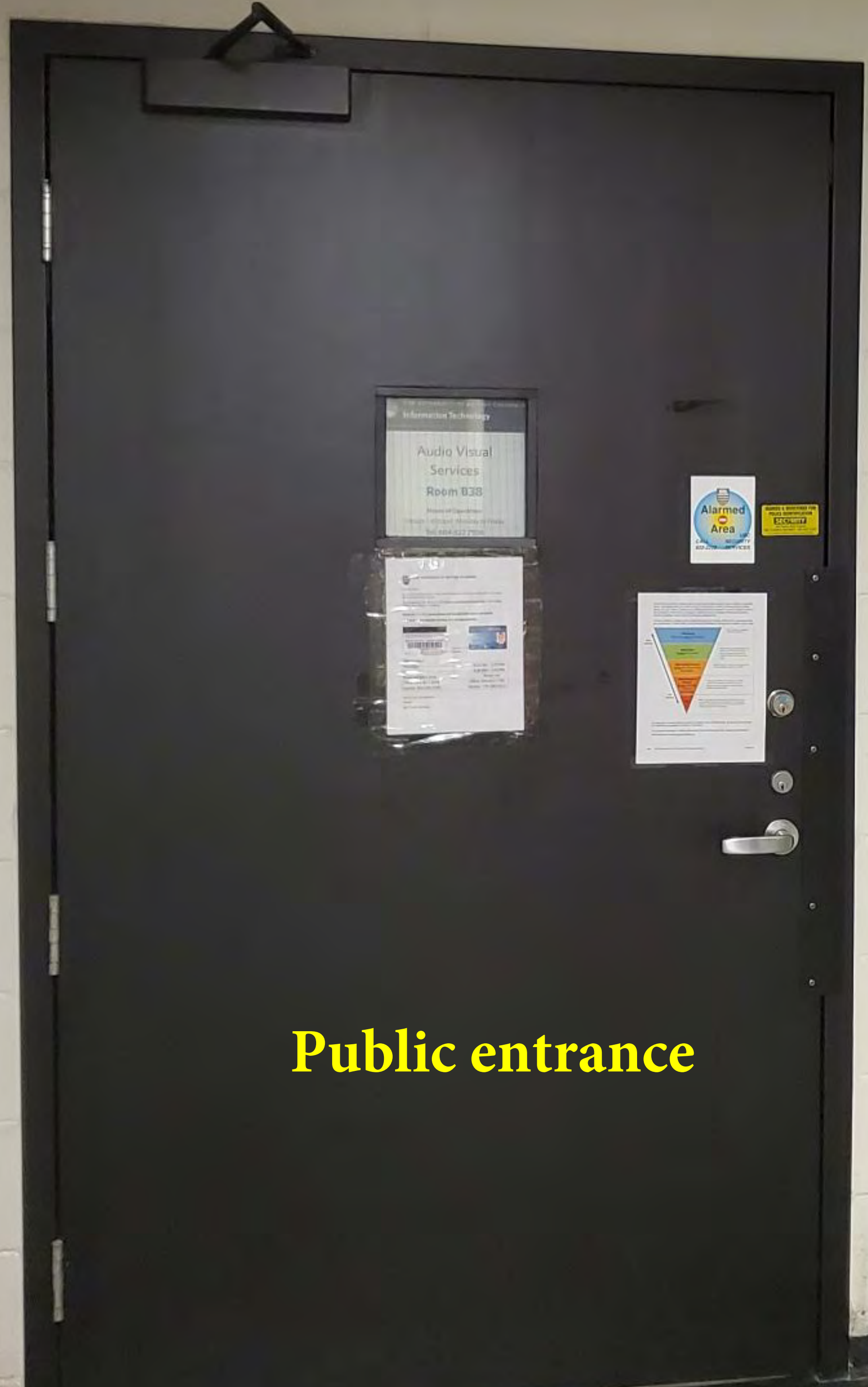
Public entrance

PLEASE STAY
2 METRES APART
STAND
HERE

PLEASE STAY
2 METRES APART
STAND
HERE

PLEASE STAY
2 METRES APART
STAND
HERE

B 38



Public entrance



Public Visit Services Room 110
Please do not enter this room without a pass
Occupancy Limit 1 person

TV PRODUCTION

ULINE AV CART
25 x 22 x 29 1/2"
10 x 10 x 10
1 x 10 x 10
1 x 10 x 10

STAND HERE

Direction for public



THE UNIVERSITY OF BRITISH COLUMBIA
Information Technology

**Audio Visual
Services
Room B38**

Hours of Operation:
7:45am - 4:00pm Monday to Friday
Tel: 604 822 7956


**Please do not enter
this workplace if you:**

Have any of the following symptoms:
- Cough
- Fever
- Shortness of breath
- Loss of taste or smell
- Sore throat
- Headache
- Fatigue
- Muscle aches
- Stomach pain
- Diarrhea
- Vomiting
- Loss of consciousness
- Confusion
- Seizures
- Rash
- Swelling of the face or limbs
- Unexplained bruising or bleeding
- Yellowing of the skin or eyes
- Darkening of the urine
- Blood in the stool
- Blood in the sputum
- Blood in the vomit
- Blood in the sweat
- Blood in the tears
- Blood in the saliva
- Blood in the urine
- Blood in the stool
- Blood in the sputum
- Blood in the vomit
- Blood in the sweat
- Blood in the tears
- Blood in the saliva
- Blood in the urine
- Blood in the stool

If you are experiencing symptoms of COVID-19, please call the Health Services at 604 822 7956.


**Occupancy
limit:
1 person**

Number of people allowed in the room may vary based on the room size and the occupancy limit of the room.

PLEASE STAY
2 METRES APART

**STAND
HERE**





DOMESTIC HOT WATER
DOMESTIC COLD WATER

Front Counter - Plexiglass barrier to be installed

PARCEL DROP OFF



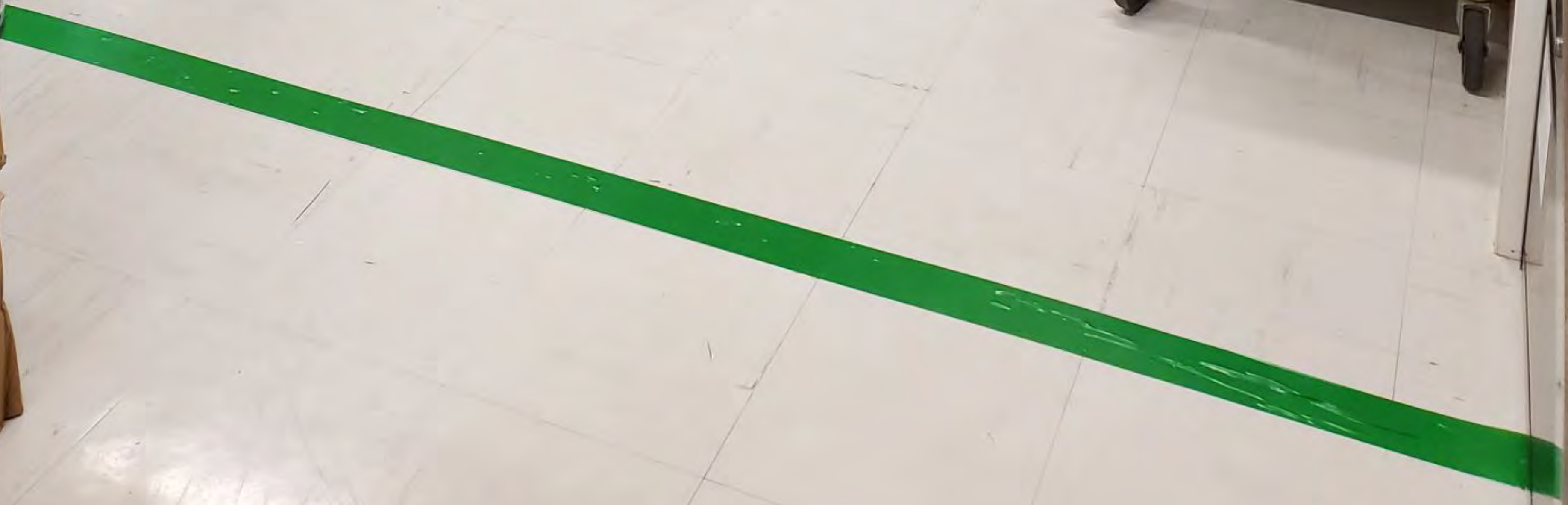
X
Please do not use

Occupancy limit:
1 person

Workstation area featuring a desk with two monitors, a white pillow, a black storage cabinet, a white air purifier, and a pair of shoes on a shelf.

Workstation area featuring a desk with a telephone, a black office chair, a black storage cabinet, and a black rolling cart with a blue sign that says "STAND HERE".

Stack of cardboard boxes in the foreground, including one labeled "CL1000HS-Y".





Designated workspaces



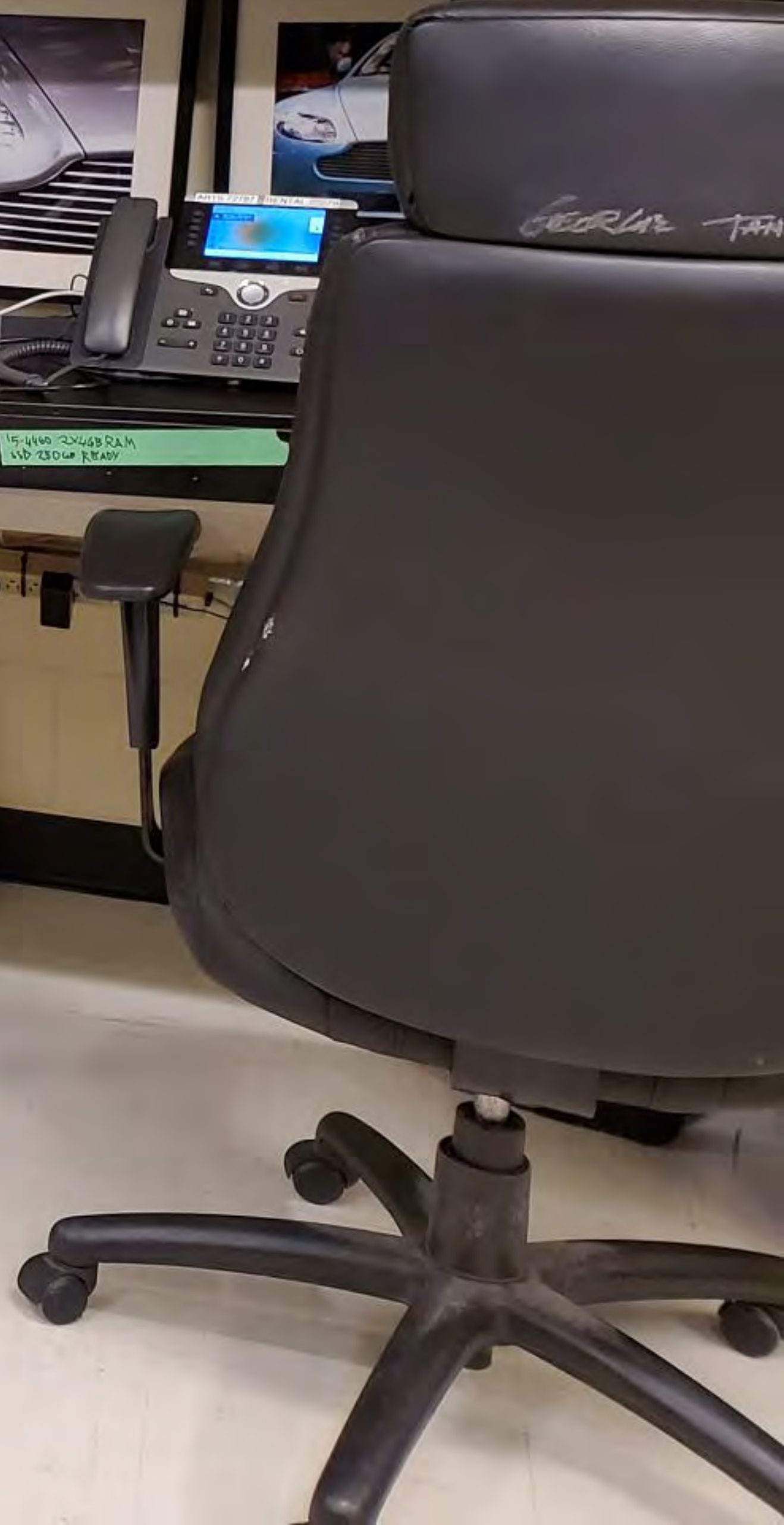
Occupancy limit: 1 person

Please do not use

Occupancy limit: 1 person



15-4400 24GB RAM
500 250GB READY





Staff back entrance



Need help?
We're here for you.
Campus Security
604 822 2222

PLEASE
USE OTHER
DOOR





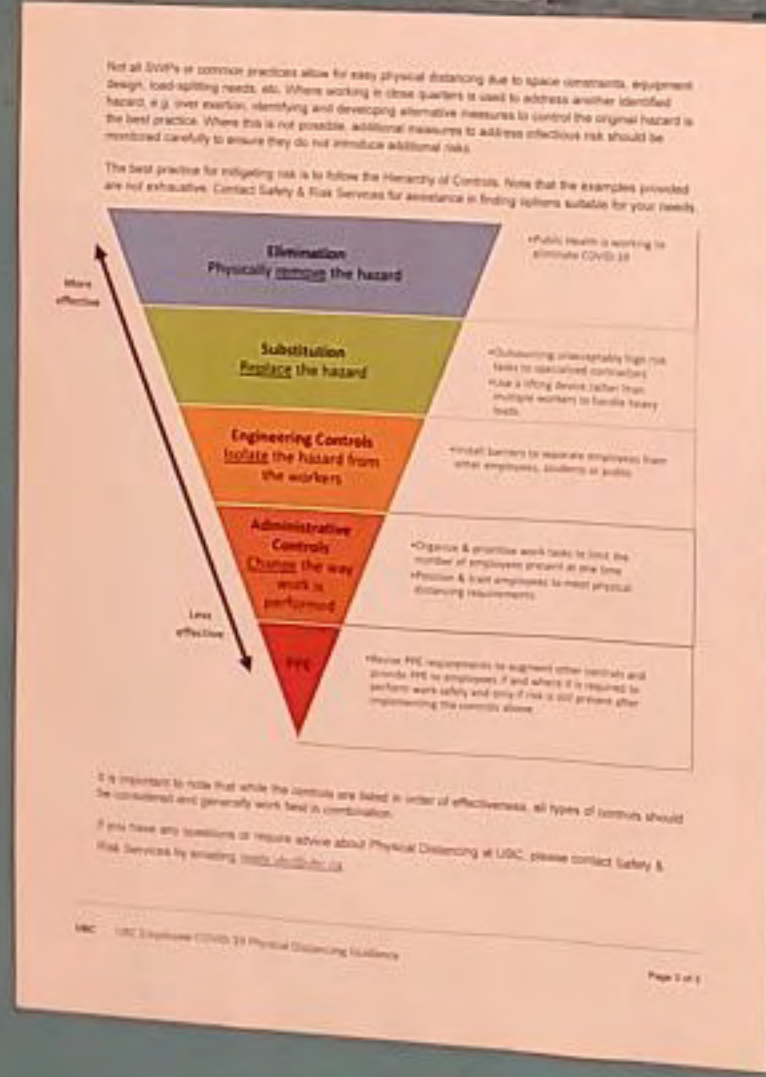
Please do not enter
this workplace if you:

Have any of the following symptoms:
 • Fever
 • Chills
 • New or worsening cough
 • Shortness of breath
 • New muscle aches or headache
 • Sore throat

Have travelled outside of Canada
within the last 14 days.

Are a close contact of a person who
tested positive for COVID-19.

If you are displaying symptoms of COVID-19, please visit bc.thrive.health or call HealthLink BC at 8-1-1.





Alarmed
Area

 CALL **822-2222**

UBC SECURITY SERVICES

MARKED & REGISTERED FOR POLICE IDENTIFICATION
SECURITY
 UBC Property Health Program
 UBC CAMPUS SECURITY: 604-822-2222
UBC CAMPUS SECURITY IS POLICE IDENTIFIED PROPERTY

Staff side entrance

Unused staff desks available

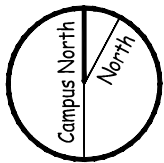


Unused staff desks available





Unused staff desks available



Blue = Entry & Exit points
 Green = Staff desk and workspaces
 Yellow = Common workspaces and travel paths

TO BASEMENT FLOOR WOODWARD LIBRARY
SEE FILE #536

1978 BUILDING ADD'N. (#475)

\\KEYPLANS\473\475-A0.DWG

· DENOTES LAST REVISION

No.	DATE	PROJ. No.	DWG. No.	BY
12	29 JUL 10	SITE VISIT	HS&E STAFF	HGH
14	23 JAN 13	RMS B38B, B39, B40	473-06-178	PL
13	13 JUL 12	E. KOSHI	RMS B44A, B44B	HGH

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KEYPLAN BY CAMPUS & COMMUNITY PLANNING

PAGE 2 OF 8

 BUILDING P.A. WOODWARD INSTRUCTIONAL RESOURCES CENTRE

ADDRESS	2194 Health Sciences Mall, V6T 1Z3	
FLOOR	BASEMENT	SCALE 1:500

CONSTRUCTION DATE	1972, 1978	
KEYPLAN DATE	01 DEC 92	DRAWN MET DIG