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/. *UBC's Safety Planning Process*

*View the **Office of the CIO - UBC IT Intermediate Safety Plan** here*

Department	UBC IT – Business Information Systems
Facility Location (building name and address)	**Fred Kaiser Building (Kaiser)–** 2332 Main Mall **Gerald McGavin Building (McGavin)** – 2386 East Mall **Pharmaceutical Sciences Building** – 2405 Wesbrook Mall **UBC Life Building** – 6138 Student Union Blvd **ICICS Computer Science** – 2366 Main Mall **Brimacombe Building** – 2355 East Mall
Proposed Re-opening Date	ASAP 2020
Workspace Location (building name(s)	PHARM – UDC KAISER – 2010 All other buildings do not have a fixed workspace location. BIS resource will go on site as needed to support physical equipment and could be almost any room in the buildings, due to research equipment location and end user location. BIS resource would always be working alone in the space. In situations where work spaces/locations are shared with other departments/faculties, BIS Manager/Supervisors will coordinate onsite location support with client to ensure physical distancing can be maintained.

Introduction to Your Operation

1. Scope and Rationale for Opening *In a few sentences, describe what services you intend to offer? How would the service levels differ from normal operations? What is your rationale for opening? Who has vetted and approved your draft plan within your department or faculty?*
Business Information Systems has been working from home since mid-March 2020, and this will continue to be the primary work location for all staff. In order to support physical equipment for the Faculty of Applied Science, and Electrical and Computer Engineering, BIS will need to occasionally have one person travel to campus and work on site. The work will generally not take more than several hours (often less than an hour) and BIS resources will ensure the room or location of the physical equipment is empty prior to entering in order to maintain physical distancing protocols. BIS will ensure there is only one team member on site at any given time, and will follow all documented safety protocols. The services we are providing is support of physical equipment needed by the faculty or department, including servers, switches, HPC clusters, and other various equipment needed for teaching and learning. Our rationale for opening is based solely on the need to support physical equipment for our clients (APSC and ECE). This draft has been vetted and submitted by Dustin Sheridan, Interim Senior Manager Business Information Systems, and is pending review by Stephen Lamb, Deputy CIO.

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

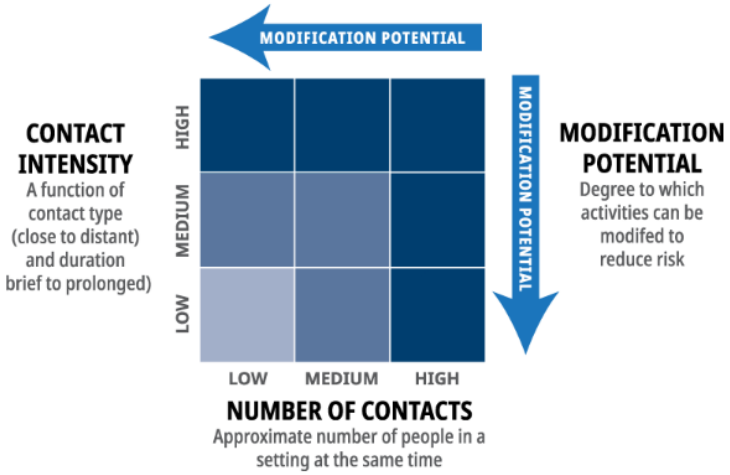
Reference: https://srs.ubc.ca/covid-19/safety-planning/determining-safety-plan-risk/

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

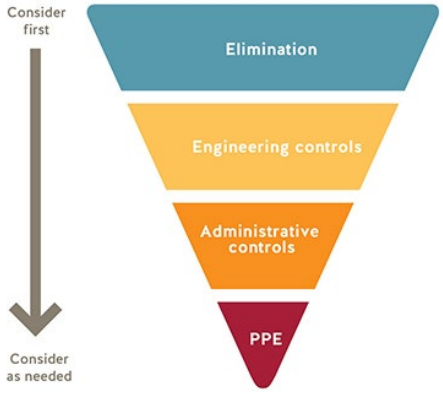
7. Contact Density (proposed COVID-19 Operations)

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.
Most, if not all, activities will trigger a medium or high without mitigation

In almost all cases, there will be no contact (close or distant) with anyone else while BIS resources are on site. The only frequently touched services will be door handles, and any other surface required for accessing rooms. Equipment will not be touched frequently, and likely not by anyone other than BIS resources. Where possible surfaces will be wiped down before and after contact (NOTE: in some cases it is not recommended that fluids come in contact with equipment (such as servers) and so additional attention will be paid to handwashing and/or the use of hand sanitizers.
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). *Provide general range (L to H) of normal occupancy in non-COVID-19 operations and then show proposed COVID-19 density. Present a comparison for context – pre-COVID versus post-COVID plan*
The proposed number of contacts in any given setting is < 1. BIS plans on infrequent visits only when there is an operational need. The visit will include one person going alone, and not contacting others during the visit.
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. 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.
11. 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.

12. Work from Home/Remote Work

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

- *Outline who remains working remotely and who you've requested back to work and why. E.g. Five M&P/AAPS staff will continue to work from home.*
- **Attach excel sheet "UBC IT Employees and Contractors List" with information completed for your IT Unit. Include additional context in this box as required.*

Staff working from home: Andreutti,Lawrence, Burton,Jeff, Chiu,Hanson, Hermon,Dave, Ip,Yuk-Wa Dennis, Lai,Eric, Liew,Dewey, Lo,On-Lap Calvin, Luk,Geoffrey, MacIsaac,Michael Rodney, Ng,Thomas, Qiu,Dong, Sheridan,Dustin, Wang,Congye, Yap,Taylor, You,Taehyun.

Staff needing to work on site occasionally: Dara Poon, William Craven

The reason Dara and William will need to go on site very infrequently is to support physical equipment. Dara for ECE, and William for the rest of APSC. They will work from home unless there is an operational need to attend to tasks on campus.

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

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. *E.g. Certain staff groups work full-time shifts one week, and off for two weeks*

At time of writing, only two staff may need to be onsite at any given time, and independent of one another. Should both staff members be on site at the same time, there is a very low likelihood of them having to be in the same vicinity as they work in different buildings on campus. Any requests to attend on campus will be reviewed and documented by management.

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

Using UBC building key plans:
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; and
3) Illustrate one-way directional traffic flows

- *Are you able to separate incoming and outgoing worker entry/exit?*
- *For support with obtaining building key plans and other spatial planning, please contact Jodi Scott, Facilities Planning, at Jodi.Scott@ubc.ca.*
- *Reference: Space Analysis & Re-occupancy Planning Tool [PDF] – attach Appendix with plans for your Unit.*

Not applicable

15. Accommodations to maintain 2 metre distance

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.

- *E.g. Use of only credit card machines; prop internal (only NON-FIRE) doors open; use only electronic documents provided; eliminate tasks requiring workers to be within 2 metres of each other*
- *Consider closing lunch rooms and meeting rooms*
- *Please see UBC guidance on Washrooms. How will you manage usage of the bathrooms so as not to exceed occupancy and physical distancing standards (e.g. locking stalls, putting every other sink "out-of-order")?*

There will only be one staff member on site/in the space at any given time, so there is no additional precaution required around spacing or distancing.

16. Transportation

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.

There will be no use of shared UBC vehicles in BIS on site visits.

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.
Refer to OCIO - UBC IT Safety Plan
18. 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

19. 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
20. 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
21.Partitions or Plexiglass installation Describe any inclusion of physical barriers to be used at public-facing or point-of-service areas • *Please see Worksafe's "Designing Effective Barriers" guidance* • *Please see Building Operations guidance on the purchase and installation of plexiglass*
No partitions required as there will be no public facing services or interactions.

Section 5 – Administrative Controls

22. 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
23. 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
24. 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

25. 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.

Pull your BERP and provide an update to the designated staff by emergency support position. Ensure you have completed and documented the training for this new individual(s)

Refer to OCIO - UBC IT Safety Plan

26. 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. *Suggestion is to include a statement regarding your frequency of review and what might otherwise trigger a review or change to your plan for up to 18 months*

Refer to OCIO - UBC IT Safety Plan

27. 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.

Mandatory Preventing COVID-19 Infection in the Workplace will be completed by all employees.
In terms of additional training, due to the low risk of contact with others for BIS resources, the focus has been around ensuring team members understand the idea of "get in, get out" for their work, as well as wearing PPE (face shield in cases where 2 meter distance cannot be maintained), non-medical face mask, following protocols and guidelines as set out in OCIO-UBC IT Intermediate and BIS Child Safety Plans, and following COVID prevention guidelines: https://srs.ubc.ca/covid-19/health-safety-covid-19/#Reducing%20the%20risk%20of%20infection.

Section #6 – Personal Protective Equipment (PPE)

28. 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

29. Acknowledgement

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

A template is offered below as a guide, but can take many forms. As a possible way to document Safety Plan receipt and understanding by your employees, please feel free to use the template language below under your own departmental/faculty letterhead.

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	September 4th 2020
Name (Manager or Supervisor)	Dustin Sheridan
Title	Interim Senior Manager, Business Information Systems

Date	September 17th 2020
Name (Sr. Leadership Team)	Stephen Lamb
Title	Deputy CIO

Faculty and Staff Occupying Workspace

Name	Confirmation of Understanding
William Craven	Email confirmation accepted
Dara Poon	Email confirmation accepted

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.

Not applicable.