



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 Emerging Lab
Facility Location	University Services Building
Proposed Re-opening Date	September 2020
Workspace Location	Neville Scarfe – 001 - 2125 Main Mall, Vancouver, BC V6T 1Z4

Introduction to Your Operation

1. Scope and Rationale for Opening
The Emerging Media Lab Is a space for faculty and students to collaborate and develop new experimental and development tool, such as for Virtual Reality. Especially valuable during this uncertain time, new mediums to transmit digital media to students are important in the times of social distancing and at home working conditions.

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

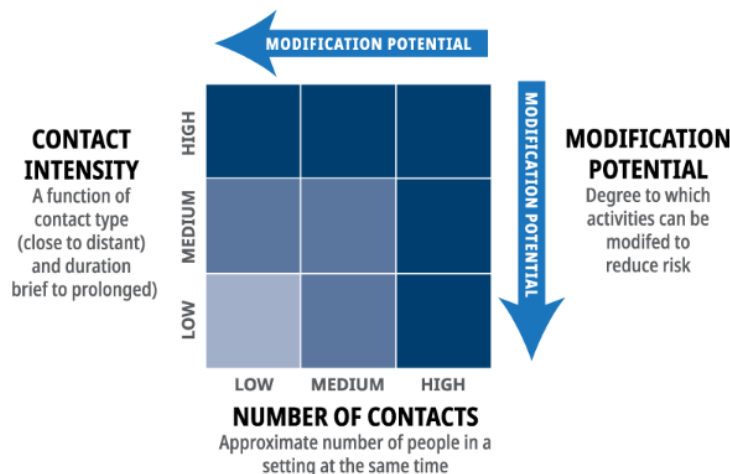


respect to identifying and mitigating risks, and further re-evaluating the controls in place using the following risk assessment process.

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)

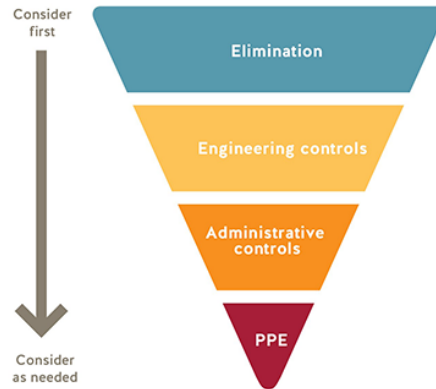
Describe the type of contact (close/distant) and duration of the contact (brief/prolonged) under COVID operations - where do people congregate; what job tasks require close proximity; what surfaces are touched often; what tools, machinery, and equipment do people come into contact with during work



Contact will be distant to medium – while in normal conditions close contact would have been necessary, the re-opening will be only for our internal development teams only and not for the public facing demo/tour portions (these will be done virtually until an official re-opening)
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)
Maximum for Scarfe will be up to 5 individuals at a time. This gives each student plenty of space to physical distance comfortably.
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)
<ul style="list-style-type: none"> • Pre Mitigation, the risk category would have been Medium to High. This is as VR headsets are head worn headsets that do contact the face, and also usually has 1 individual in close proximity putting on the headset. However, users that are experienced with using the headsets are able to put on the headset with no problem. • As we are now only focused on the development aspect and not the public facing tour, headsets will be assigned to individuals and thoroughly sanitized before and after use.
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

Most student groups are able to work from home during this time, via remote desktop connections to the computers at EML. There are only very specific scenarios such as:

A) Student is working on a critical project and needs to use a headset that has a larger degree of setup which can only be kept at the lab, or,



B) Testing with the Faculty in charge of the project, which would require a larger space to adhere to social distancing, as streaming VR content is not the best way of representing a project.

14. 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

Shift work for teams will be implemented in all EML Labs. Any student teams that need to access the space will first need to have their schedule approved by the EML supervisor/ or coordinator to make sure that numbers do not go over the maximum allocated space.

15. 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

- Scarfe 001 – Max Occupancy 5.
- Diagrams in Appendix.

16. 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

- All desks will be moved to opposite corners of the room so that there is at least 2m (more likely around 4-5m between workstations). Maximum occupancy limit will be up held through a shift/booking system with the EML supervisor and coordinator.
- Signs will be made so that each individual uses and puts on their own headset.

17. 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

- Not Applicable to EML

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
<ul style="list-style-type: none"> No need for Plexiglass installation as this would not be an outward facing space.

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.

- 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.*

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 Sept 16, 2020
Name (Manager or Supervisor) Saeed Dyanatkar
Title Executive Producer

Date Sept 16, 2020
Name (Sr. Leadership Team) Aarti Paul
Title Director, Engagement Services

Faculty and Staff Occupying Workspace

Name	Email	Confirmation of Understanding
Saeed Dyanatkar	saeed.dyanatkar@ubc.ca	<input checked="" type="checkbox"/>
Daniel Lindenberger	daniel.lindenberger@ubc.ca	<input checked="" type="checkbox"/>
Anh Duong (Jennifer) Phan	anhduong.phan@ubc.ca	<input checked="" 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.

EML SCARFE FLOOR LAYOUT PLAN:

