



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 – Communication and Collaboration Services
Facility Location	Leonard S. Klinck – 6356 Agricultural Road
Proposed Re-opening Date	September 7, 2020
Workspace Location	Klinck Rooms 103, 207, 401, 404, 418, 420

Introduction to Your Operation

<p>1. Scope and Rationale for Opening</p> <p>Since March 2020, the team has transitioned to working from home successfully. We have one staff member who works on-site once a week to attend to trouble tickets that require in-person troubleshooting and to do overall health checks on the hardware. As some other units and departments begin to return to campus for work, there may be a need to increase the frequency of on-site days or allow other team members to come in to complete work. We remain committed to serving our clients as best as possible while working remotely but recognize this may not be possible in all cases. Telephony communications remains an essential service provided to UBC faculty and staff. Due to the nature of the work that needs to be done, we may require access to equipment within our offices or at our client sites.</p> <p>The draft plan has been vetted by the following individuals:</p> <ul style="list-style-type: none"> - Brady Chu, Team Lead, Communication and Collaboration Services - Mark Belsito, Manager, Communication and Collaboration Services - Liza Jose, Associate Director, End-User Services
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Section #1 – Regulatory Context

<p>2. Federal Guidance</p> <p><i>Refer to UBC IT Safety Plan</i></p>
<p>3. Provincial and Sector-Specific Guidance</p> <p><i>Refer to UBC IT Safety Plan</i></p>
<p>4. WorkSafe BC Guidance</p> <p><i>Refer to UBC IT Safety Plan</i></p>
<p>5. UBC Guidance</p> <p><i>Refer to UBC IT Safety Plan</i></p>
<p>6. Professional/Industry Associations</p> <p><i>Refer to UBC IT Safety Plan</i></p>



Section #2 - Risk Assessment

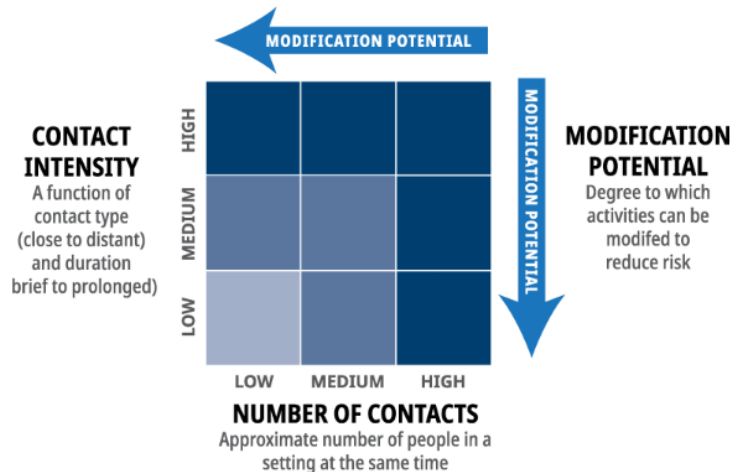
Reference: <https://srs.ubc.ca/covid-19/safety-planning/determining-safety-plan-risk/>

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



<p>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.</p>
<p>On-site client visits – close contact for brief durations This task involved our staff visiting a client’s office to diagnose or replace equipment. Staff will attempt to physically distance as best as possible and limit direct contact. Personal protective equipment (face shields) is available in cases where distancing cannot be maintained. Staff have completed mandatory COVID-19 training and are advised to wash their hands before and after the site visit. Staff will also follow any building specific guidelines (i.e. one-way traffic flow, etc.)</p> <p>Hardware maintenance – distant contact for brief durations This task involves staff entering communications rooms to troubleshoot and fix any hardware. Staff will attempt to physically distance and will limit the number of people in the same space at any given time. For instances where work is to be done at an employee’s own desk, we will ensure that there are physical barriers (in place for most workstations already) or separation of at least 2 metres from any other person.</p>
<p>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)</p>
<p>Pre-COVID Occupancy</p> <ul style="list-style-type: none">• Room 103 (Medium): 8 employees• Room 207 (Low): 2 employees• Room 401 (Medium): 5 employees• Room 404 (Medium): 4 employees• Room 418 (Low): 1 employee• Room 420 (Low): 1 employee (shared space with Web Services team) <p>Post-COVID Occupancy</p> <ul style="list-style-type: none">• Room 103 (Low): up to 3 employees• Room 207 (Low): up to 1 employee• Room 401 (Low): up to 2 employees• Room 404 (Low): up to 2 employees• Room 418 (Low): up to 1 employee (personal office)• Room 420 (Low): 0
<p>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</p> <p>This document will be available to all staff members to view. We will regularly discuss during our monthly unit meetings for any feedback or new concerns that arise. Currently we have discussed safety protocols and request processes when staff would like to either work on-site or pick up equipment on-site. A review of this document by the UBC IT JOSHC committee will occur before submission.</p>



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 \(see Page 8\)](#) and [UBC Safety Plan Risk Site: https://srs.ubc.ca/covid-19/safety-planning/determining-safety-plan-risk/](https://srs.ubc.ca/covid-19/safety-planning/determining-safety-plan-risk/)

Risk Level – Medium

- 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
 - It is possible that during the course of the day, our staff member making client site visits may encounter more than 10 random people
 - Two metre physical distancing will be applied
 - PPE to be worn when two metre physical distancing cannot be maintained
 - Staff are instructed to wash hands before and after a site visit
 - Strict non-admittance to anyone with symptoms
- The workplace or activity is indoors and windows cannot be opened
 - Two metre physical distancing will be applied
 - Staff are instructed to wash hands frequently
 - Strict non-admittance to anyone with symptoms

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 UBC IT Safety Plan.

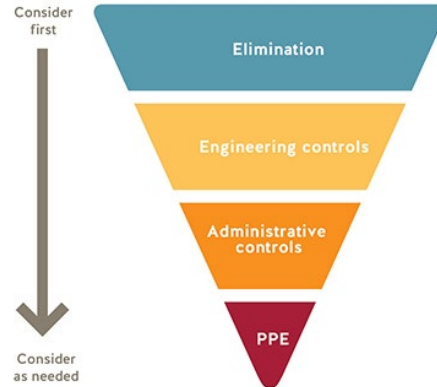
12. Plan Publication

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 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

- All 21 M&P staff will continue to work from home until further notice. There is currently 1 staff member who has been working on site 1 day per week and will continue to do so.
- We also have an outstanding project which requires an on-site presence to install hardware. We anticipate this work to be done in October.
- Our team utilizes a shared calendar to track the whereabouts of staff members
- We will have no more than 9 employees on-site at a given time as outlined in Section 8



Attachment:



2020 July_UBC IT
 Employees List_Corr

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

Staff members will continue to work from home until safe to return to the office. Pre-COVID-19, our team was allowed 1 telecommuting day per week. Our team will continue to follow telecommuting guidelines set forth by UBC IT once we return to the office.

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

Identify and list the rooms and maximum occupancy for each workspace/area:

- Room 103: 5 employees
- Room 207: 2 employees
- Room 401: 1 employee
- Room 404: 2 employees
- Room 418: 1 employee
- Room 420: 1 employee

Illustrate a 2-metre radius circle around stationary workspaces and common areas:

- Room 103: Workstations separated by cubicle barriers or are placed more than 2 metres apart
- Room 207: Workstations separated by cubicle barriers
- Room 401: Workstations separated by cubicle barriers
- Room 404: Limit number employees to allow space more than 2 metres apart
- Room 418: Single occupancy office
- Room 420: Workstations separated by more than 2 metres

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

- For general Leonard S. Klinck building protocols, see UBC IT Safety Plan
- One- way traffic flow taped on floor by UBC IT Facilities team
- Room 103: Workstations separated by cubicle barriers or placed more than 2 metres apart
- Room 207: Workstations separated by cubicle barriers
- Room 401: Workstations separated by cubicle barriers
- Room 404: Limit employees, keep door propped open



<ul style="list-style-type: none"> • Room 418: Single occupancy office • Room 420: Workstations separated by more than 2 metres
<p>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</p> <p>N/A – our team does not utilize shared vehicles</p>
<p>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</p> <p>Worksafe: Entry Check for Workers Worksafe: Entry Check for Visitors <i>Refer to UBC IT Safety Plan</i></p>
<p>19. Prohibited Worker Tracking Describe how you will track and communicate with workers who meet categories above for worker screenings</p> <p><i>Refer to OCIO-UBC IT Safety Plan</i></p>

Section 4 – Engineering Controls

<p>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.)</p> <p><i>Refer to OCIO-UBC IT Safety Plan</i></p>
<p>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</p> <p><i>Refer to OCIO-UBC IT Safety Plan</i></p>
<p>22. Partitions or Plexiglass installation Describe any inclusion of physical barriers to be used at public-facing or point-of-service areas</p> <p>There are no public facing or point of service areas in our respective offices. Workstations are already separated by cubicle partitions or placed more than 2 metres apart</p>

Section 5 – Administrative Controls

<p>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.</p> <p><i>Refer to OCIO-UBC IT Safety Plan</i></p>
<p>24. Training Strategy for Employees</p>



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
<i>Refer to OCIO-UBC IT Safety Plan</i>
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)
<i>Refer to OCIO-UBC IT Safety Plan</i>
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
<i>Refer to OCIO-UBC IT Safety Plan</i>
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
<i>Refer to OCIO-UBC IT Safety Plan</i>
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
<ul style="list-style-type: none">• All staff are required to take the mandatory training “Preventing COVID-19 Infection in the Workplace”• All staff will have access to the unit COVID Safety Plan• A portion of our monthly team meeting will be dedicated to addressing safety concerns• Staff will have to adhere to specific safety protocols for other buildings that they visit• Staff have the right to refuse work at a client site if deemed to be unsafe

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
<i>Refer to OCIO-UBC IT Safety Plan</i>



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 30th, 2020
Name (Manager or Supervisor) Liza Jose
Title Associate Director

Date September 9th 2020
Name (Sr. Leadership Team) Stephen Lamb
Title Deputy CIO

Faculty and Staff Occupying Workspace:

NAME	CONFIRMATION OF UNDERSTANDING
Aguila, Rosario	<input type="checkbox"/>
Arndt, Wyatt	<input type="checkbox"/>
Belsito, Mark	<input type="checkbox"/>
Catindig, Sherryll	<input type="checkbox"/>
Chan, Gordon	<input type="checkbox"/>
Chow, Waii	<input type="checkbox"/>
Chow, Yuet	<input type="checkbox"/>
Chu, Brady	<input type="checkbox"/>
Evangelista, Hannah	<input type="checkbox"/>
Ferrari, Guillermo	<input type="checkbox"/>
Fu, Laura	<input type="checkbox"/>
Ip, Ming Sing	<input type="checkbox"/>
Jiang, Jian	<input type="checkbox"/>
Li, Queenie	<input type="checkbox"/>



Lo, Wilson	<input type="checkbox"/>
Mamaid, Arleen Ronan	<input type="checkbox"/>
Rivera, Jarvin Jael	<input type="checkbox"/>
Swan, Bryan	<input type="checkbox"/>
Wong, Jonathan Robert	<input type="checkbox"/>
Yasenchuk, Andriy Igorovyc	<input type="checkbox"/>
Yip, Gee	<input type="checkbox"/>
Zhang, Yu Richard	<input type="checkbox"/>
Zhu, Belinda	<input type="checkbox"/>