



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/>. Reference: [UBC's Safety Planning Process](#)

Department	UBC IT - FINANCE
Facility Location (building name and address)	Leonard S. Klinck Bldg, 6356 Agricultural Road Woodward Inst Resources Centre, 2194 Health Sciences Mall
Proposed Re-opening Date	TBD Limited staff have continued on campus work when required
Workspace Location (building name(s))	LSK 450 AND 452; IRC B32

Introduction to Your Operation

1. Scope and Rationale for Opening:
Finance IT transitioned to full work from home on March 17, 2020 and the team has been able to do all of the work/tasks remotely since then. The intention is not to ask staff to go back onsite until there is a full return to work directive already.
However, we continue to receive customer cheques and vendor invoices in the mail. Once or twice a month, one or two staff may have to come in to Klinck and IRC to collect and process these cheques and invoices.
Staff can stay one full day or fraction of the day depending on work requirements.

Section #1 – Regulatory Context

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



Refer to OCIO - UBC IT Safety Plan

Section #2 - Risk Assessment

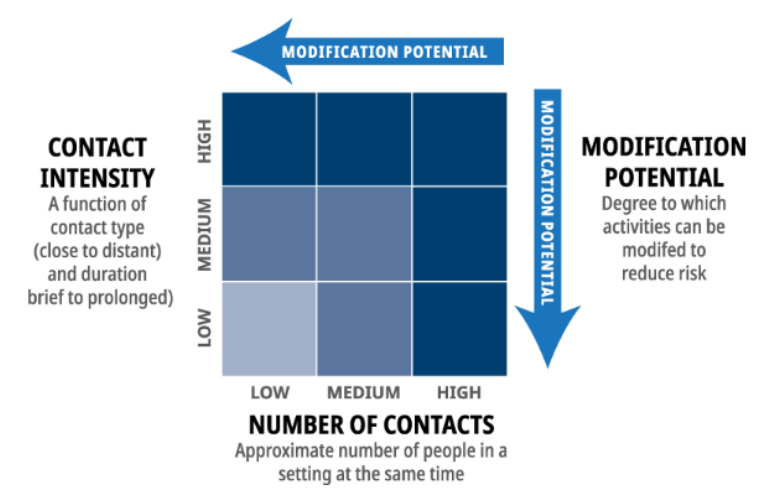
Reference: <https://srs.ubc.ca/covid-19/safety-planning/determining-safety-plan-risk/>

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



<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>Onsite reporting will be limited to employee’s own workstation. Chance of contact with other staff will be very remote (maybe max of 2-3 at a time depending on who else will be at the building at the same time) and no tasks that will be performed on site will require close proximity with others.</p> <p>Areas that will be visited by staff outside of their own workstation will be the mail room and printer room. Printer equipment will be used when onsite.</p> <p>Staff coming to Klinck may visit the IT Service Centre to drop off cheques for deposit. There usually is 1 person in the room behind the counter with plexi glass and contact is very brief.</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>Leonard S. Klinck Building Room 452 Pre-COVID – 7 employees Post COVID – 1 employee</p> <p>IRC B32 Pre-COVID – 3 employees Post COVID – 1 employee</p>
<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><i>Refer to OCIO - UBC IT Safety Plan</i></p>
<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/ <i>Please ensure that the level of opening and type falls into the current phase of BC’s Restart Plan</i></p> <p>RISK LEVEL – LOW/MEDIUM</p> <ol style="list-style-type: none"> 1. The workplace is indoors with windows that cannot be opened. 2. The workplace is in a building where students come and go or congregate 3. Minimum contact with other staff
<p>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</p> <p><i>Refer to OCIO - UBC IT Safety Plan.</i></p>



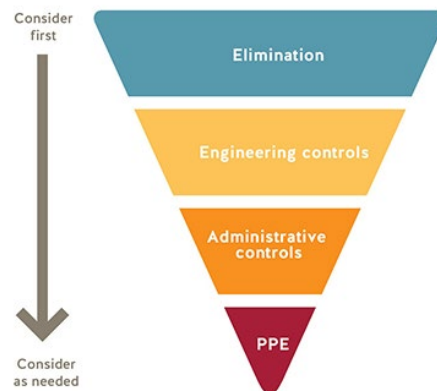
12. Plan Publication

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>All 8 Finance staff will continue to work from home except for 1 or 2 alternating to work onsite to check campus mail and process invoices or cheques. Frequency is 1 day every two weeks. Attached is list of staff.</p>
<p>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.</p>
<p>Staff will not be working for full shift on campus if not needed. Site visit(s) will be limited to one or two days every two weeks by 2 staff just to clear out campus mail.</p>
<p>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</p> <ul style="list-style-type: none"> • <i>Are you able to separate incoming and outgoing worker entry/exit?</i> • <i>For support with obtaining building key plans and other spatial planning, please contact Jodi Scott, Facilities Planning, at Jodi.Scott@ubc.ca.</i> • <i>Reference: Space Analysis & Re-occupancy Planning Tool [PDF] – attach Appendix with plans for your Unit.</i>
<p>There are at least two entry/exits points both at Klinck 4th Floor and IRC B32. Hallways are properly labeled for directional traffic flows. Maximum occupancy for Klinck Rm 452 is 7 and worker on site will just be 1 so 2 metre radius will be observed. Maximum occupancy for IRC B32 is 3 and worker on site will just be 1.</p>
<p>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.</p>
<p>Klinck 452 and IRC B32 will not be at full capacity as Finance staff are still working from home almost 100% of the time so the 2-metre distancing will be followed. Washroom at Klinck 4th floor and IRC B32 is limited to IT staff and is single occupancy.</p>
<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>Not applicable to unit.</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> <ul style="list-style-type: none"> • Worksafe: Entry Check for Workers



<ul style="list-style-type: none"> • Worksafe: Entry Check for Visitors
<i>Refer to OCIO - UBC IT Safety Plan</i>
19. Prohibited Worker Tracking Describe how you will track and communicate with workers who meet categories above for worker screenings.
<i>Refer to OCIO - UBC IT Safety Plan</i>

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.)
<i>Refer to OCIO - UBC IT Safety Plan</i>
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.
<i>Refer to OCIO - UBC IT Safety Plan</i>
22. Partitions or Plexiglass installation Describe any inclusion of physical barriers to be used at public-facing or point-of-service areas Unit is not public facing so partitions or plexiglass is not needed.

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.
<i>Refer to OCIO - UBC IT Safety Plan</i>
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.
<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.
All staff have completed the mandatory training "Preventing COVID-19 Infection in the Workplace". There have been no staff changes nor staff turnover since the closure and roles have not changed. Staff have been reminded to strictly follow directional signs/new protocols.

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

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 4, 2020
Name (Manager & SLT)	YOLANDA GONZALES
Title	Associate Director- Finance

Faculty and Staff Occupying Workspace

Name	Email	Confirmation of Understanding
Marietta Baron	Marietta.baron@ubc.ca	All staff have confirmed understanding
David Chao	David.chao@ubc.ca	



Chatty Lagura	Chatty.lagura@ubc.ca	of the Plan via email.
Conita Law	Conita.law@ubc.ca	
Sally Liu	Sally.liu@ubc.ca	
Igor Pisarev	Igor.pisarev@ubc.ca	
Amelia Wat	Amelia.wat@ubc.ca	
Belle Zhao	Belle.zhao@ubc.ca	



Appendix

Attached staff list:



2020 Sept_UBC IT
Employees_Facilities