



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/>

Click here to view the [OCIO-UBC IT Intermediate Safety Plan](#)

Department / Faculty	UBC Studios
Facility Location	0110 – 2329 West Mall
Proposed Re-opening Date	Limited Reopening Initiated
Workspace Location	University Services Building

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? UBC Studios plans to open the main production studio to produce communication and educational content deemed necessary to support University core functions. DIY studios will also be open for UBC faculty and support staff to produce the essential content for current or fall courses. This includes the Lightboard, One Button Studio and DIY Audio Desks. We also plan to conduct limited on-location filming for our professional services offering. Service levels have now been capped and reduced, with a maximum occupancy in all our staff offices and studios that are clearly marked on the doors and during booking communication messaging. Booking times now also include a buffer for our staff to sanitize surfaces that would be touched during the booking.

What is your rationale for opening? Media creation and communication continues to be an essential part of university operations, whether it's COVID announcements from the President or educational media content for University courses.

Who has vetted and approved your draft plan within your department or faculty? Saeed Dyanatkar, Executive Producer/Manager in consultation with SRS team, and Aarti Paul, Director, Engagement Services have approved the plan.



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

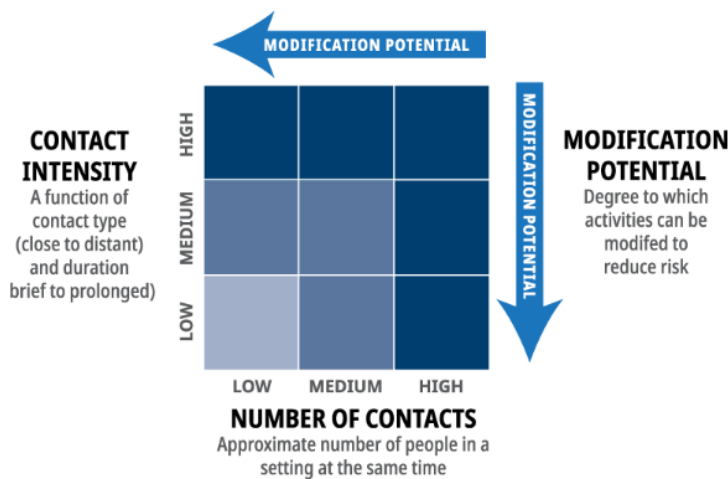
Section #2 - Risk Assessment

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

Usual tasks such as camera setup and filming may require brief closer proximity. However, we’ve switched equipment to boom microphones instead of clip-on lavalier mics and a single camera operator with enhanced cleaning measures to mitigate these requirements.

New For any film shoots inside of private homes and residences, Covid protocols in regards to staying home when not feeling well, physical distancing, and hand hygiene will continued to be followed. In special cases where lav microphones are needed, the user will be instructed verbally to put on the unit themselves, or by an individual within their bubble. Approved surgical masks will be worn during the shoots, with face shields provided in the case physical distancing cannot be adhered to at all times.

Do-It-Yourself studios – Surfaces are sanitized with disinfecting wipes before and after every session. Users are asked to use the hand-sanitizer available when coming in and out of the studio. This also goes with the Lightboard markers and cleaning clothes used in our lightboard studio. Cloths are washed in soap and warm water and lightboard markers and the glass are wiped with disinfecting wipes.

Workstations are individualized but keyboards and mice are still wiped after use.

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)

- Prior to the COVID Pandemic, we had around 3 staff members working per office – clients would come in and out for in-studio shoots along with communicators and liaisons. Sometimes 4+ along with camera operators and film staff.
- We’ve now reduced to maximum 1-2 staff member working per office. Staff are directed to work from home when they’re able to – clients have been given notice to only include essential individuals for the shoot, usually just the talent. For our DIY studios, we’ve implemented a way for learning instructors to Zoom in to the session from home, further reducing number of individuals in the studio.

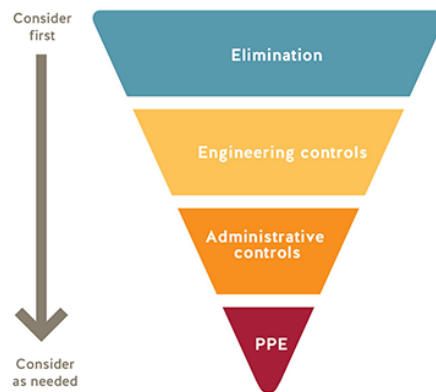
9. Employee Input/Involvement



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"> The COVID – 19 risk categories are low. There aren't any situations where we have a large number of contacts gathering. Contact is kept to a minimum with change in equipment and re-arrangement of the office.
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 (Include Employee Group)

- 1 AAPS staff (main Camera Operator) has been requested to work on campus as they can't operate the camera remotely.
- 2 Non-Union Techs (Editor & Operations) have also been requested to return to work on campus.. They all work within different rooms at the studio. Contact is kept at a minimal with staggered lunches. Operations is in charge of onsite desktops, servers and file management which cannot be done remotely.
- 2 AAPS Producers, on an as needed basis. This is primarily when there are scheduled shoots that need a producer present. Works from home otherwise. (Average less than 2 days in office a week)
- 1 AAPS Executive Producer, on an as needed basis, primarily works remotely. (Average in office once per week)
- 2 AAPS Graphic Designers – Work remotely.
- 1 Non-Union Printshop staff- works at the IRC location – only 1 member present, no contact as all prints are couriered.
- Special project team: only on campus when necessary to capture 3D objects and specimens for 3D/immersive learning content for Fall 2020 term:
 - 1 part-time AAPS
 - 3 Work Learn students
 - 1 contractor

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



- Currently work schedule remains unchanged for onsite staff, minimal contact due to everyone in individual rooms, other than the producers when they are in on site – however there has been very limited cases in which they are in the same office in which they maintain a 2m distance, facing opposite directions.

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

- 1) 114 – Occupancy: 1 | 123 – Occupancy: 2 -| 121 – Occupancy: 2 | 119 – Occupancy: 1| 117 – Occupancy: 1 | 113 – Occupancy: 2 | 112 (1200sqft Main Studio)– Occupancy: 5 |107 – Occupancy: 2 | 105- Occupancy: 1 | 106A – Occupancy: 1 | 104 – Occupancy: 2 | 106 – Occupancy: 2.
- 2) See Attached Diagram in Appendix.
- 3) After meeting with SRS, it was concluded that the one-way hallway wouldn't be an optimal solution given that staff will need to exit the studio through a backdoor, then walk into the building operations hallway and re-key card in. The **yield** method has been suggested as the best practical option. Staff members are required to yield and step away into the many empty rooms available if there are 2 individuals walking down the hallway in opposite directions. Signage to indicate yielding has been posted.

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

One Camera Operator on shoots are responsible for set-up and take-down.
Offices have been repositioned and employees moved: currently each staff member has their own room; with the exception of the producers, who are usually work remotely unless their presence on campus is necessary. In case more than one producer is required to be on site they are spaced well beyond 2m apart and also face different directions, as seen in the floorplan.

DIY studios have been limited to maximum 2 individuals per session, although 1 is strongly encouraged. With 2 individuals they are still able to comfortably maintain the 2m distance. Alternative remote methods were added for learning instructors and designers to video conference and speak to faculty/instructors and monitor their filming session.

Our washrooms were originally single person use, so there were no changes made there, although there is now a doorstep to encourage less handle touching.

Main studio doors are locked, so require handle touching but there are hand sanitizer dispensers both inside and outside of the studio entrance. Staff are encouraged to use it when coming in/out. Signage in place.

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

UBC Studios employees have access to vehicles within the Building Operations fleet. However, once the pandemic started, staff have been using their own vehicles to get to and from shoots, and travelling individually. They have also been notified that they are able to be reimbursed for gas when used for UBC purposes. For on-campus shoots walking could be an option in some cases. However, depending on the distance and amount of equipment being carried use of vehicles are required. While using shared UBC vehicles the [UBC Employees COVID-19 Use of Shared UBC Vehicles guidance document](#) is followed.

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

- Printshop is courier only. New non-contact drop-off/pick-up method will also be implemented in the future when the IRC building re-opens.
- UBC Studio and the USB building is completely locked. Any essential bookings require meeting staff at the side of the building to be let in.
- Hand sanitizer is provided as they come in, and they are also made aware of the self-diagnose sign at the front.
- The studio control has been completely moved to a different room with a window facing the room.
- No other public-facing point of service area at the studio.



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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 2, 2020
Name (Manager or Supervisor) Saeed Dyanatkar
Title Executive Producer

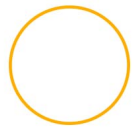
Date _____
Name (Sr. Leadership Team) Aarti Paul
Title Director, Engagement Services

Faculty and Staff Occupying Workspace: See attached employee list.

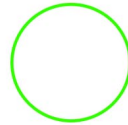


COVID-19 Safety Plan
UBC Studios – University Services Building

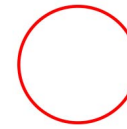
Appendix – Exhibit A: UBC Studios 2M Radius Floor Plan



Client/Faculty Use
(Studio Bookings)



ON SITE STAFF SEATING
Note: Producers & Executive
Producers come in average 2
times per week.



4M Diameter | 2M Radius

