COVID-19 Workspace Safety Plan

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/

<table>
<thead>
<tr>
<th>Department / Faculty</th>
<th>Infrastructure Development, Learning Spaces Team</th>
</tr>
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<tbody>
<tr>
<td>Facility Location</td>
<td>Various – See Appendix A</td>
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<tr>
<td>Proposed Re-opening Date</td>
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<tr>
<td>Workspace Location</td>
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**Introduction to Your Operation**

1. Scope and Rationale for Opening

At UBC, there are approx. 340 General Teaching Space (GTS) classrooms that are scheduled and shared across all Faculties. These General Teaching Spaces (GTS) classrooms are spread across 43 buildings and managed centrally by the Learning Spaces Team from Infrastructure Development. This inventory is separate from departmentally scheduled classrooms that are managed by academic departments.

This plan outlines the COVID-19 safety plan for all GTS rooms to support in-person academic teaching for Term 1 (Fall 2020) and any ad hoc bookings for academic, student and staff (summer camps, trainings, events, meetings, conferences) that are approved by Faculties. With UBC primarily offering online courses, many instructors are also interested in using existing classrooms with recording capabilities to pre-record content for their classes. We are currently looking at a very small percentage of use (10% of room inventory), primarily focused on graduate or upper year students. At the time of this submission, the status for in-person teaching in 2020W Term 2 (January – April) is unknown, however, we expect that classroom activities could scale up to 50% under this plan. Moving beyond that level of activity would necessitate a complete review of the plan.

This is a child plan that has been produced with input from the Learning Space Advisory Committee and the Facilities JOHSC and will be referenced as part of intermediate level Faculty safety plans that have in-person teaching in GTS. Many of the worker and communication parts of the safety plan will be embedded in the Faculty intermediate plans and appear as “not applicable” in this plan.

This plan does not cover Restricted classrooms, defined as classrooms that are scheduled and managed at the department level. Those rooms, as well as teaching laboratories, will be covered by departmental plans but should be aligned with the GTS safety plan.
Section #1 – Regulatory Context

2. Federal Guidance


3. Provincial and Sector-Specific Guidance

List any sector-specific provincial COVID-19 regulatory guidance used in developing the plan

- [http://www.bccdc.ca/health-info/diseases-conditions/covid-19/colleges-universities](http://www.bccdc.ca/health-info/diseases-conditions/covid-19/colleges-universities)

4. Worksafe BC Guidance

* COVID-19 and returning to safe operation – Phase 2
* Worksafe COVID-19 Safety Plan

5. UBC Guidance

- [http://facilities.ubc.ca/covid-19/covid-custodial-services/](http://facilities.ubc.ca/covid-19/covid-custodial-services/)
- [https://srs.ubc.ca/covid-19/communications-resources/](https://srs.ubc.ca/covid-19/communications-resources/)

6. Professional/Industry Associations

- Flexspace social distancing solutions - [https://members.flexspace.org/node/1908046](https://members.flexspace.org/node/1908046) (Notre Dame, Pace University, California Polytechnic State University)

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

- In person teaching in larger classrooms with an instructor and a small group of students. The students will be physically distanced and discouraged from moving about the classrooms and using equipment or boards.
- Initially, with lower usage, each classroom will be used by a single section or cohort to minimize contact with other students.
As the number of in-person sections increases, there will be multiple sections sharing one room. Efforts will be made to avoid back to back scheduling to avoid student crowding in corridors.

- Access to classrooms after 5pm will be limited to allow for cleaning.
- High contact areas are student tables and chairs. For the instructor, AV equipment will be a high touch area.

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)

- The number will depend on the approved course sections that will take place in-person on campus. Currently (for Sept 2020), there are 83 sections.
- There will be 20-25 rooms designated for instructors to record on-line content. This will have a maximum of 3 people per session.
- For 2020W Term 1, approx. 10% of the classroom inventory will be used for scheduled academic sections and recording.
- Typically classroom density is between 1-2sq metres per student. For COVID-19 operations, the space is approx. 8 sq metres per student based on the ability to maintain physical distancing.

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

This plan was at the Learning Space Advisory Committee on June 17th and feedback was incorporated. This committee has representatives from all Faculties and Senior Administrative staff. On June 18, the plan was also presented and reviewed at the Facilities JOHSC, which is the designated JOHSC for classrooms. Cleaning protocols were developed in consultation with Building Operations, Safety and Risk Services Infection Control staff, and the support team from UBC IT Audio Visual.

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

- Considered to be low risk post mitigation, with respect to the current state of BC.

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

- Not applicable. Details to be found in departmental plans.

12. Plan Publication
Describe how you will publish your plan ONLINE and distribute information at your workplace for employees and for others that may need to attend site.
This Safety Plan will be posted on the Learning Spaces Website and links to the plan will be on the Scheduling Services webpage and also on signage posted in each classroom. The plan will form part of any department teaching plan, where the instructors will be scheduled into GTS. The plan will also be emailed by Scheduling Services to any instructor that is scheduled into any GTS in August, prior to the start of term.

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.

![Safety Hierarchy Diagram]

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
Not applicable. Details to be found in departmental plans.

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
Not applicable. Details to be found in departmental plans.

15. Spatial Analysis: Occupancy limits, floor space, and traffic flows
Using UBC building keyplans:
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
• Please refer to Appendix 1 for individual room keyplans
• Occupancy of each room was individually assessed and site checked.
• Using room plans, created from as-built drawings in AutoCAD, capacity is based on each student having a 2 metre diameter circle, with no overlap. In the future, if the 2m distancing requirement is relaxed, we will review and change occupant limits.
• In rooms with movable furniture, furniture was moved to create the highest occupancy limit while maintaining the 2m distancing and sufficient aisle space for moving into and around the room.
• Floors will be marked with tape and decals to indicate where students can sit, and where instructors can stand and roam.
• Any one-way flow traffic will be marked
• Classrooms with more than 1 door may be marked for “enter” or “exit”
• Room occupancy limits will be posted in each classroom
• Floor plan layouts will be posted in each classroom

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
• The number of students have been limited in all rooms.
• Excess furniture will be removed from classroom or stored and marked, only leaving usable furniture
• Floors will be marked at locations where students can sit keeping 2m distance
• Instructor area at front of room will be marked with tape
• Any directional traffic flow will be marked

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.

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

Until UBC or the province provides greater guidance, your screening process, at minimum, must include front and back entry door signage for both workers or visitors/guests that prohibits entry if any of the above 3 criteria apply. Worksafe provides such signage, as below:

- Worksafe: Entry Check for Workers
- Worksafe: Entry Check for Visitors

The Learning Space team will coordinate building door signage with building users.

19. Prohibited Worker Tracking
Describe how you will track and communicate with workers who meet categories above for worker screenings

Not applicable. Details to be found in departmental plans.

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.)

- Building Operations (http://facilities.ubc.ca/covid-19/covid-custodial-services) will provide classroom cleaning once a day (usually evening) that will include wiping down of high touch surfaces (door handles, table tops)
- Hand sanitizer stations will be available at any building entrances that are open and signage will be posted to remind student to wash hands or use hand sanitizer.
- The lectern and AV equipment (high touch points) will be wiped down by AV technicians or classroom stewards each morning before classes begin as part of their daily check of AV equipment.
### 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.

- Extra tables and chairs will be removed, where feasible.
- All whiteboard markers will be removed. Instructors will bring their own.
- Instructors can also be encouraged to bring their own AV equipment covers (e.g. Glad press and Seal).

### 22. Partitions or Plexiglass installation

Describe any inclusion of physical barriers to be used at public-facing or point-of-service areas.

- Not applicable.

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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.

Not applicable. Details to be found in departmental plans.

#### 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.

Not applicable. Details to be found in departmental plans.

#### 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).

- Occupancy signage with layout in all classrooms.
- Where applicable, directional tape on the floor.
- Tape to mark instructional area.
- Signage for instructor station – details about cleaning.
- Enter/Exit designated doors if more than 1.
• No food/drink sign
• No after hours use of classroom (after ~5pm)

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

N/A

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

• Review and update 1) in first month of operation, 2) as plans for 2020W Term 2 are identified and 3) as the regulatory guidance changes.
• Any concerns or questions can be sent to the Learning Space email – learning.spaces@ubc.ca and will be addressed by Learning Space team. Alternately, concerns could be escalated to the Learning Space Advisory Committee, c/o Kate Carr, Exec Asst to Pam Ratner.

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

• N/A

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

• Not applicable.

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 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
Name (Manager or Supervisor)
Title

Faculty and Staff Occupying Workspace

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Confirmation of Understanding</th>
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## Appendix A: Lists of GTS

Rooms used for Face-to-Face academic course sections (beginning Sept 2020) [updated July 15, 2020]

*For Layouts, see Appendix B*

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<th>Room</th>
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Appendix B: GTS Classroom Layouts
ALLARD HALL - RM 112

PHYSICAL DISTANCING CAPACITY
8

REGULAR CAPACITY
20
BIOLOGICAL SCIENCES - RM 2200

PHYSICAL DISTANCING CAPACITY
INSTRUCTOR AREA

REGULAR CAPACITY

23
76
BUCHANAN BUILDING - RM B209

PHYSICAL DISTANCING CAPACITY
16

REGULAR CAPACITY
40

INSTRUCTOR AREA
BUCHANAN BUILDING - RM B211

PHYSICAL DISTANCING CAPACITY
16

REGULAR CAPACITY
40
BUCHANAN BUILDING - RM B216

PHYSICAL DISTANCING CAPACITY

7

REGULAR CAPACITY

22
BUCHANAN BUILDING - RM B218

PHYSICAL DISTANCING CAPACITY
16

REGULAR CAPACITY
40
BUCHANAN BUILDING - RM B219

PHYSICAL DISTANCING CAPACITY
8

REGULAR CAPACITY
24
BUCHANAN BUILDING - RM B307

PHYSICAL DISTANCING CAPACITY 16
REGULAR CAPACITY 40

INSTRUCTOR AREA
BUCHANAN BUILDING - RM B310

PHYSICAL DISTANCING CAPACITY
12

REGULAR CAPACITY
32
PHYSICAL DISTANCING CAPACITY
27
REGULAR CAPACITY
120
PHYSICAL DISTANCING CAPACITY: 23
REGULAR CAPACITY: 72