COVID-19 Child (Workspace) Plan

This workspace safety plan will assist faculty and staff who wish to resume academic activities including the services that **directly** support teaching & learning, as well as revenue generating activities. This plan will include a review of activities to be undertaken in the workspace to ensure effective controls are in place to prevent the spread of COVID-19. The applicants are responsible for ensuring this document reflects current government guidance and notices which can be found, along with information about UBC's response to the pandemic at https://covid19.ubc.ca/.

This plan must be reviewed by your Local Safety Team, and signed by your Unit Head/Director.

Resources to Consult

The following guidance documents and resources were used in the development of this plan:

- ☐ Preventing Exposure
- ☐ Personal Protective Equipment
- ☐ Physical Distancing Guidelines
- ☐ Reporting COVID-19 Exposure
- ☐ Communications Resources
- ☐ WorksafeBC

Section #1: Workspace information

Name of applicant	Andrea Stucchi
Department/School/Unit	ECE
Faculty	The Faculty of Applied Science
Building(s)	Fred Kaiser Building
Lab(s)/workspace(s) location	Administration Office/Head's Office, Room 5500
Proposed Re-opening Date	ASAP

Introduction to Your Operation

1. Scope and Rationale for Opening
The Department of Electrical and Computer Engineering will open the Administration Office, for the purpose of conducting necessary on-site work. This includes, but is not limited to, the support of critical departmental activities, as determined by the Department Head and/or Manager (Business Operations). The purpose of this plan is to ensure continuity of safety protocols throughout the Fred Kaiser building, and to allow for access to the department's key administrative space. It is not anticipated that there would be staff present on a regular basis. The initial Return to Research (R2R) Stage 1 mandated a cap of 33% (or 1/3) of total occupancy which accommodated physical distancing protocols. The gradual, yet wider Return to Campus (R2C) to support additional essential operations is triggering a revised and increased building and/or room capacity of 66% (or 2/3) of total occupancy in cases where the space accommodates required physical distancing protocols. Stage 3 will be 100% of total occupancy in cases where the space accommodates

physical distancing protocols. Use of the Administration Office space will comply with the occupancy levels, and physical distancing protocols laid out in the Department of Electrical and Computer Engineering's intermediate plan, for the current R2C stage.

Pre-COVID, this workspace supported 13 workstations, with individual desktop computers, chairs, and filing cabinets, to accommodate each member of the administrative staff. Adjacent to the main room are two secondary, smaller spaces: (1) the Head's Office, containing the Department Head's personal computer and desk, as well as a small boardroom table and chairs to accommodate up to 7 visitors; and (2) a communal staff storage room, containing a fridge, food storage space, and a printer. For the duration of the R2C (Stage 2) period however, the entirety of Kaiser 5500, including sub-spaces, will be designated as a single-occupancy workspace, to be accessed by one designated staff member at a time, and only at the request of the Head or the Manager (Business Operations).

Although this office could accommodate more than single-occupancy while maintaining physical distancing protocols, to comply with the wider goal of ensuring a maximum of 66% (or 2/3) of total occupancy for spaces requiring physical distancing, and to minimize any additional risk associated with communal workspace, the Department of Electrical and Computer Engineering has determined single-occupancy use best at this time. As we transition to a broader re-opening in Stage 3, should there be a need for higher occupancy levels within the Administration Office, this plan can be revisited.

At the request of the Department Head, this plan was developed by the Administration Services Manager, in consultation with the Manager (Business Operations), Engineering Services Team Lead, and Kaiser Building Local Health and Safety Team Co-Chairs. The draft plan has been reviewed by the full Kaiser LST and has been confirmed by the Department Head.

Section #2 - Risk Assessment

The below information is intended to serve as a guide for risk assessment and the planning of mitigation strategies. Activities are considered **high risk for COVID-19** if they meet **any three** risk considerations below. Your plan will be reviewed by your LST; they will consider both high and low risk activities as this will determine additional approval requirements (APSC Dean's Office, Central UBC, etc.). Please note, the risk assessment is done **before** the risk mitigations are in place.

Risk Consideration	Context	Important Risk Mitigation
Risk #1 – public facing units (interactions with 10+ people who are not your regular colleagues)	The risk of COVID-19 introduction and spread is presumed to be greater as the number of contacts increases	– Enable two metre physical distancing; pinch-points must be addressed and carefully managed. – Use of plexiglass barriers wherever possible – Reduction of high touch points or increased cleaning – Use of cohort groups, where appropriate

		– Enable and encourage increased hand hygiene – Strict non-admittance to anyone with symptoms
Risk #2 – Prolonged close interaction with others (not in the usual cohort of colleagues); if contact lasts for more than 15 minutes	Person-to-person spread is more likely with prolonged contact	– Enable two metre physical distancing – Reduction of high touch points or increased cleaning – Enable and encourage increased hand hygiene – Strict non-admittance to anyone with symptoms
Risk #3 – The workplace or activity is indoors and windows cannot be opened (e.g., some classroom and meeting spaces)	A confined indoor space is presumed to have greater risk	– Enable two metre physical distancing – Reduction of high touch points or increased cleaning – Enable and encourage increased hand hygiene – Strict non-admittance to anyone with symptoms
Risk #4 – Employees/students/visitors have frequent contact with high-touch surfaces	A higher frequency of contact with high-touch surfaces (e.g., service counters, card payment machines) is presumed to have greater risk	– Enable two metre physical distancing – Use of plexiglass barriers wherever possible – Reduction of high touch points or increased cleaning – Enable and encourage increased hand hygiene – Strict non-admittance to anyone with symptoms
Risk #5 – The activity involves people who are at higher risk of severe illness (i.e., older adults or those with chronic health conditions)	COVID-19 can cause more severe illness among people who are 65 and over, and those who have compromised immune systems or other underlying medical conditions	– Work with HR for individual accommodations – Encourage work from home arrangements – Enable two metre physical distancing – Reduction of high touch points or increased cleaning – Enable and encourage increased hand hygiene

		– Strict non-admittance to anyone with symptoms
Risk #6 – The activity involves people who are not able to follow hygiene practices such as washing hands frequently, and identifying when they are feeling ill and staying home (e.g., Childcare Facilities, summer day camps)	COVID-19 spread can occur when personal preventive practices are not consistently followed. For example, young children are less likely to be able to carry out these practices	– Reduction of high touch points or increased cleaning – Strict non-admittance to anyone with symptoms – Limiting of non-essential contacts in space – Strict non-admittance to anyone with symptoms

2.1. Risk # Associated to your Activity List below the Risk # associated to your activity and give a brief description as to why. Activities are considered high risk if they meet 3 or more risks of the categories for risk consideration BEFORE mitigations are in place.
As the Administration Office will be designated single-occupancy, and in-person meetings with students, other workers, or other guests are not allowed at this time, there are no direct risks associated with the use of space. To avoid any possible confusion, a sign will be posted on the front door of office stating that the office remains closed, and should a staff member be present, they are unable to assist in-person queries and will therefore not answer any knocks on the door. Should the plan be revisited at a later stage to consider increasing the occupancy levels of the room, Risk #3 is a potential consideration, as the only access to external air would be from a door at the far west side of the room.
2.2. Hazard Identification 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
The Administration Office will be designated single-occupancy, and only one staff member will be permitted to access the space at any given time. No physical contact, close or distant, should therefore occur within the office space itself. To mitigate the risk of exposure through contact with communal equipment, furniture, and other surfaces found within the office space, there will be a mandatory 72-hour closure period between uses of the room (i.e. Staff Member 1 uses it on Monday, Staff Member 2 will have to wait until Friday to gain access). Additionally, staff will be required to follow strict entrance and exit protocols, as described below to further minimize risk:

1) Upon entrance to the room, staff member will immediately sanitize their hands at the sanitizer found on the reception desk.
2) Staff member will disarm the alarm.
3) Staff member will then carefully use a sanitization wipe provided on the reception desk, to wipe down the entrance door handle and lock area, and the alarm panel.
4) Staff members will be asked to work at their individual workstation, and carefully wipe down the area prior to commencing work.
5) Should a staff member require use of communal equipment, they are to wipe down the surface areas prior to utilization.
6) All materials used in the sanitization process should be discarded carefully in the main office waste bin, for collection by custodial staff.
7) Should the staff member have to leave the office, and re-enter for any purpose, the same entrance procedure as described in Steps 1-2 will be required.
8) At the end of their shift, the staff member will be asked to wipe down all surfaces they touched with the provided sanitization wipes.
9) Upon exit, the staff member will be asked to use a sanitization wipe to clean the door handle after locking and closing the door securely.

2.3. Pre-COVID vs. Post-COVID Occupancy
Provide actual numbers and percentage of its normal capacity.

Pre-COVID, the Administration office had typically occupancy of 14 regular staff and up to 10 additional visitors. This space is now designated as single-occupancy. The office space will be used by only one person at a time, and only one staff member will be granted permission at that time. To ensure the building occupancy is not exceeded the space will be booked in advance.

2.4. Confirm that you have discussed each employee's comfort level with returning to work and have addressed any concerns, or will require further assistance in doing so. ***Any worker (staff, students, faculty, post docs, research associates, technicians and other research personnel) who has concerns about returning to work on campus can request an exemption to his/her supervisor.***

The plan has been discussed in a weekly team meeting. Staff who do not feel comfortable returning to the space will not be expected to do so. At this time, it is only occasional activity that requires on campus presence, most work can continue uninterrupted remotely.

2.5. Employee Input/Involvement
Detail how you have met the MANDATORY requirement to involve frontline workers, Joint Occupational Health and Safety Committees (JOHSC), and/or Local Safety Teams (LST) in identifying risks and protocols as part of this plan

The plan was created by the Administration Services Manager supported by the Kaiser building Local Safety Team (LST), the Manager (Business Operations), Engineering Services Team Lead, and Kaiser Building Local Health and Safety Team Co-Chairs, in conjunction with the Head of the ECE department. The LST contains front-line workers, including faculty, staff, and one student member, and has representatives from the APSC Joint Occupational Health and Safety Committee.
The plan was presented to staff by email with an opportunity to discuss in a weekly team meeting on September 10, 2020. Once approved by the LST the finalized plan will be sent by email to staff who normally occupy the space.
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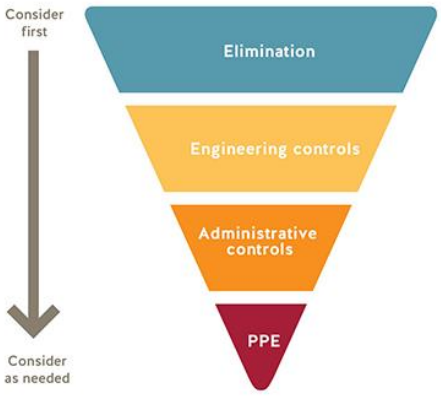
2.6. Worker Health Detail how all Supervisors have been notified on appropriate Workplace Health measures and support available and how they will communicate these to employees. *https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive*
The Department Head, and all supervisors have been informed on appropriate Workplace Health measures and supports for faculty and staff members mental and physical health, to be made available as they return to campus. Check in's and supports will also be made available via the following channels: • Weekly team meetings (virtual) • Team email broadcasts • One-on-one meetings with direct supervisors • JOHSC meetings & communications Supervisors (faculty and staff) are encouraged to disseminate information from UBC Wellbeing for workplace health measures and support. Furthermore, all ECE staff and faculty members are regularly reminded of workplace resources, particularly through department-wide emails, bi-weekly departmental meetings, and ECE staff group meetings. Specific to the office staff who normally work in Kaiser 5500 the team meets weekly on Thursdays and discusses any specific concerns. Furthermore, Managers meet with the Department Head on a weekly basis to address any issues and discuss operational issues.
2.7. 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
The final plan will be posted to the following: UBC's COVID-19 Safety Plan website, Faculty-level website, JOHSC website, and individual Departmental/School websites. Additionally, hardcopies will be posted on Health and Safety boards and in the main Departmental/School offices, as all returning workers will have access to the plans, both physical and online.

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
- 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.

3.1. 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 work which can be done off-campus/at home must continue to be done off-campus (eg. responding to student and faculty member queries, processing student, staff, and faculty appointments, financial services, and other administrative work, etc.). • Exceptions will be made for work deemed critical to the functioning of the department, or necessary support for the Department Head.
3.2. Work and room schedule If you need to use a SHARED space, give the name of the person responsible of room booking in each building you plan on entering.

Use of shared office space is not allowed at this time. The Administration Office will remain single-occupancy, with access only being permitted by the Head or Manager (Business Operations). This occupancy limitation will both ensure that overall building capacity can be constrained and to maximize the opportunity for physical distancing. Kaiser 5500 will be bookable by admin staff only through ECE's Meeting Room Booking System. Staff will understand that the remote work is the expectation at this time and on campus work will be determined at the discretion of the Department Head or in some circumstances the Manager, Business Operations.

3.3. Working alone procedure

Discuss your working alone procedures and how they will be adapted for this Child plan

Use of the Administration Office space will require working alone. As such, staff members that access the space will be asked to follow the Work Alone procedures and processes as laid out in the Building plan. Any staff member who is in the office will also be expected to check in upon arrival with his/her manager via ECE Admin Office slack channel, and upon completion of their day and exit from the office.

3.4. Spatial Analysis: Occupancy limits, floor space, and traffic flows

APSC recognizes that some workspaces are dynamic environments and it may be challenging to adhere to physical distancing guidelines. Nonetheless, controls must be in place to keep personnel spaced at least 2m apart at all times. Clear communication of this to employees, monitoring of implementation, in addition to physical controls (signage) are needed.

As such: Using floor plans and/or photographs of your lab/workspace:

1) Identify and list the rooms and **maximum occupancy** for each workspace/area explaining **your methodology** for determining occupancy;
2) Illustrate a 2 metres radius circle around stationary workspaces/benches/instruments and common areas or equivalent approach to social distancing; and
3) Illustrate one-way directional traffic flows

1) Maximum occupancy of the Administration office space is 1 person at the time. Occupancy was determined based on the expectation that on campus work is not required on a regular basis is only needed exceptionally.
2) Illustration of a 2-meter radius is not required, as the space will never exceed single-occupancy. Physical distancing will not be required within the room itself.
3) For the same reason stated above, directional arrows will not be necessary.

3.5. 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

- Before coming to work, all personnel must check their health status.
    - Personnel experiencing any symptoms of COVID-19 (cough, sneezing, shortness of breath, loss of sense of smell/taste, sore throat, tiredness, fever) must not come to work.
- Individuals displaying symptoms of COVID-19 must remain at home and isolated until they have been confirmed COVID-free by testing or have been symptom free for the length of time recommended by the BCCDC.
    - Personnel who have been in contact with a person confirmed or presumed to have COVID-19 must also self-isolate as per provincial health guidelines. Personnel will be

referred to the BC Health Self-Assessment Tool to determine if they require testing and/or medical care.

- Anyone returning from outside of Canada must follow the directions of the quarantine act, which specifies 14 days of self-isolation, regardless of whether or not they are experiencing COVID-19 symptoms.
    - Anyone exposed to a traveler must also self-isolate for 14 days. Supervisors cannot give work to personnel in quarantine that would require them to break the quarantine.
- Electrical and Computer Engineering is using a QR code for check-in/out of the Kaiser building in order to ensure the occupancy level is respected as well as ensuring the COVID-19 self-assessment is done before entering a building. It consists of:
    a. One QR code for sign in: to capture name, date and time of the person going in the building; the self-assessment for COVID-19 symptoms will also be imbedded in this survey. The survey will also require users to confirm that they have not traveled internationally in the past 14 days
    b. Another QR code for sign out which includes only name, date and time of the person exiting the building.
    c. The Department of Electrical and Computer Engineering will complete compliance checks (random) to ensure the 2/3 occupancy is not exceeded.

  Similar approaches will be implemented in other buildings, and the approaches will be documented in the appropriate building safety plan.
- Every front and back entry door will include signage for both workers and visitors/guests that prohibit entry if any of the above criteria apply. The signage will either copy, or will directly use the WorkSafeBC signage, as below:
    a. WorkSafe: Entry Check for Workers
    b. WorkSafe: Entry Check for Visitors
- The Department of Electrical and Computer Engineering will designate a person to do regular spot checks on the survey database.
- Every person (employee, visitor, contractor, etc.) visiting a university building (in addition to the employees working remotely) will do the SRS training.
    - To complete the SRS training, if the person does not have a CWL, a temporary one can be hosted by the Department of Electrical and Computer Engineering through UBC IT.

Section #4 – Engineering Controls

4.1. Cleaning and Hygiene

Detail the cleaning and hygiene regimen required to be completed by the user for common areas/surfaces (Custodial has limitations on cleaning frequency, etc.).

Outline specific cleaning processes and schedule for high-touch equipment, specialized/sensitive equipment or other unique circumstances to your lab/workspace. Detail how and what types of

cleaning products and disposal options you will provide. If possible, include cleaning stations/infrastructure on your lab photos/plan.

- Personnel must wash their hands regularly with soap and water (20 seconds) or use hand sanitizer. Signs reminding users have been placed accordingly.
    - Hand washing/sanitizing stations are provided inside of building entrances, at locations near shared spaces, and at locations where propping the doors interferes with a building's airflow/temperature stability, subject to availability.
- The standard UBC custodial schedules will apply. Custodial crews will clean the office spaces, and common areas of buildings outside of operation hours (after 7 PM).

4.2. 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, both activity-related (i.e. instruments, tools) and general (i.e. coffee makers in break rooms)

As stated in Section 2.2, staff members will be asked to follow strict entrance and exit protocols to minimize the risk of contact through common surfaces. Staff will be asked to work at their specific workstation, and to minimize use of other workstations or common areas wherever possible. Where communal equipment must be used, they will follow the steps laid out in Section 2.2.

4.3. Partitions or Plexiglass installation

Describe any needs for safety infrastructure i.e. physical barriers, plexiglass installation required for your lab/workspace and if possible include them on your photos/room plan.

Physical barriers and/or plexiglass shields are not required for the Administration office space at this time, for the reasons stated in Section 1 and 3.4.

Section #5 – Administrative Controls

5.1. Training Strategy for Employees

Detail how you will mandate, track and confirm that all employees **(including the ones who continue to work remotely)** 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

- The SRS Preventing COVID-19 Infection in the Workplace online training course is mandatory for all employees (including those who remain working remotely). Training information has been communicated by the Department Head through bi-weekly online Department meetings (meeting minutes circulated with training information). Additionally, regular update emails include information about Return to Campus, and access requirements have been and will continue to be sent.
- The SRS course link, the 'Return to Campus Activity Commitment Form' (please see Appendix X) as well as a list of all documents required for reading ahead of returning to campus (i.e. building safety plans, and their specific Workspace safety plans) has been sent by email to Faculty and Staff. Faculty members and supervisors are required to discuss plans and

disseminate all information to personnel including building plans, workspace safety plans, and child plans.

- A copy of the completed course certificate and a signed 'Return to Campus Activity Commitment Form' must be returned to the Department of Electrical and Computer Engineering Administration Services Office by email to safety@ece.ubc.ca.
- Henceforth, access to ECE facilities will not be granted without demonstrated completion of the required training and. Andrea Stucchi, Administration Service Manager, will track training completion through the HRMS 910 training report, and flow up on behalf of the ECE Head to ensure all staff members complete the training. The report will be cross-checked before Admin staff are instructed to grant access. For those with active access, a maximum of 3 reminders to complete training will be issued. If training is not completed after the 3 reminders, a 72-hour warning will be given before access is suspended. More streamlined approach to tracking will be considered.

5.2. Communication Strategy for Employees

Describe how employees may raise concerns and how you will address these, and how you will document all of this information exchange

Communication of the Child Plan to Department of Electrical and Computer Engineering Faculty Members

- To communicate the risk of exposure to COVID-19 in the workplace to faculty members, the Department of Electrical and Computer Engineering will disseminate the Intermediate Level plan and this child plan via e-mail and will post it on the ECE website.
- A meeting will be held with the Department Head, faculty and staff to discuss their roles and responsibilities. Once approved, the Intermediate and Child plans will be distributed by email and stored on a centralized APSC SharePoint site for record keeping purposes.

Communication of Worker's Concerns

- When an employee is concerned about any of these policies, they should follow the standard WorkSafeBC reporting guidelines (see Right to Refuse Unsafe Work).
- They may also contact their worker representative of the APSC JOHSC to express their concerns.
- Faculty, staff and students will have the opportunity to discuss any safety concerns with their immediate supervisor. Research groups are expected to discuss safety plans regularly to ensure that students are adequately supported and that extenuating work circumstances are considered

5.3. 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) 'cleanliness state' of equipment/instruments, hand-washing guidance. Please see signage templates on *Safety & Risk Services COVID-19 website* and *Worksafe's COVID-19 – Resources*

The Department of Electrical and Computer Engineering will utilize the signage from the Safety & Risk Services COVID-19 website, and the WorkSafe's COVID-19 – Resources website, WorkSafe BC, and from Building Operations.

Maximum occupancy signage will be placed on the door.

5.4. Emergency Procedures

The applicant must ensure that all employees entering the lab should be aware of the Building Emergency Response Plan (BERP) and have access to it. If applicable, detail your strategy to amend your lab's emergency response plan procedures during COVID-19.

See the SRS guidelines for handling potential COVID-19 incidents here: https://srs.ubc.ca/covid-19/health-safety-covid-19/reporting-covid-19-exposure/

All of the Building Emergency Response Plans (BERPs) within the Department of Electrical and Computer Engineering have been updated to accommodate the reduced staffing levels; our updated BERP can be found here, and staff members will be notified of the link and a hardcopy will be provided in the office space. When the designated Fire Wardens are not scheduled to work, all 'Responsible Persons' will be certified Fire Wardens and will be responsible for BERP protocols. They will also have access to lists of the research personnel and laboratory rooms that are occupied each day. A comprehensive document that provides safety and emergency contacts as well as an emergency response plan must be publicly available both online and as a hard copy. Amended BERPS will be provided, where necessary, as part of any site-specific safety planning.

In the event of any suspected COVID-19 incidents, staff presenting COVID-19-like symptoms are directed to call UBC First Aid at 2-4444, and any suspected positive incidents are to be reported to the Department Head and documented by the supervisor in CAIRS as well as by emailing ready.ubc@ubc.ca

5.5. Monitoring/Updating COVID-19 Safety Plan

Describe how you will monitor your workplace (supervisor, departmental safety representative, other) and update your plans as needed; plan must remain valid and updated for next 12-18 months

The Department will regularly discuss COVID19 issues in online Department meetings. Individual groups (research groups, staff groups, etc.) are expected to meet regularly with a Manager/PI or supervisor. Personnel should raise concerns to the manager/supervisor as well. Plans will be regularly reviewed and discussed with personnel.

Department meetings that are held online have time dedicated to updates and discussion regarding COVID19 and faculty and staff have the opportunity to discuss concerns and make suggestions for modifications to the plan. The Kaiser Building Local Safety Team has regularly scheduled monthly meetings and schedules additional meetings to discuss child plans as needed.

This workspace plan will be reviewed every 3 months.

- The following items would trigger an off cycle review:
    - Moving to higher building occupancy
    - Second wave of COVID-19

- Shift in provincial guidelines
- Or incidence of COVID-19 infections
- The LST will check the compliance for the periodic review.

5.6. 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

Since the initial closure in March 2020, we have not had staff changes or turnover. Should such changes be required for continued operation, training in the new protocols of the job will be provided, and this training will be documented. The set of students or staff working in individual research labs may change from time to time, and in that case, the responsible faculty member for that lab will ensure that new students and staff are trained appropriately. All new workers will complete the Covid-19 training as described above, and will be required to be familiar with the relevant safety plans. Changes to approved workers will be communicated to the ECE Administrative office, which will reflect these changes in the access control system.

Section #6 – Personal Protective Equipment (PPE)

6.1. Personal Protective Equipment

Describe what appropriate PPE you will utilize and how you will/continue to procure the PPE

The Administration office does not require the use of PPE, at this time. ECE Engineering Services are sourcing disinfectant, enabling dispensers and wipes where needed throughout the common areas of the building.

Section #7 - Acknowledgement

7.1. 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.

The final version of this Child Plan will be signed by the Administrative Head of Unit, Dr. Steve Wilton and further approved by the Dean of the Faculty of Applied Science, James Olson. It will be distributed to all Departmental/School faculty and staff, the unit's LST and the Faculty of Applied Science's JOHSC. It will also be posted on the Departmental/Unit website. If the plan is amended or updates, impacted staff and/or faculty will be informed by email.

Department Head/School Director Approval

_____ _____

Name, Title Date

Signature

X _____

Appendices

- *[APSC specifically requests photographs of your current workspace layout, as well as your proposed usage layout i.e. where people will work, what areas will be closed off, where signage will be placed, etc. If floor plans are available, please append these as well.*
- *Please attach any maps, pictures, departmental policies or risk assessments applicable UBC Guidance documents, where necessary, and other regulatory requirements referred to in document.]*

Appendix [X] – Return to Campus Activity Commitment Form

Building requirements for conduct related specifically to COVID-19 safety have been developed for the *[insert name of building]* building in general and workspace in particular. The building guidelines have been co-developed by the LST co-chairs from *[insert name of Departments/Schools/Units involved sharing the one building]*. **All students, staff and faculty** who are permitted to resume activities in the *[insert name of building]* building are required to complete the following requirements. Send completed form to your supervisor or his/her designate → *[insert name of Departmental/School designate dedicated to collecting these forms & SRS course certificates of completion.]*

Requirement	Check when complete
Review the building safety plan	
Review the workspace safety plan	
Complete the SRS online COVID-19 safety course and sent the certificate to *[insert name]*	
[List any other specific training you require]	

Your name: _____ Date: _____

Faculty/Dept. _____ Your main room no. _____

Your role (faculty, staff, grad student, etc.): _____

Supervisor: _____ Signature: _____

By your signature you agree that you intend to meet the requirements/principles for:

- Doing the daily building check-in and check-out (QR code access)
- Practices for protecting against getting COVID-19 (stay home if ill; avoid touching your face; wash hands frequently; physical distancing > 2 m)
- No building access unless authorized by the schedule set up by the supervisor
- Knowing the guidelines for entry/exit to/from the building and getting around it
- Accessing washrooms and photocopy room
- Eating guidelines
- Cleaning and disinfecting commonly touched surfaces and shared equipment/tools
- Knowing who to contact for safety and interpersonal concerns/problems
- Abide by your unit working alone policy
- Building evacuation procedures in case of emergency
- What to do if someone shows signs of respiratory illness
- Consequences of not following requirements and rules