



COVID-19 Child (Workspace) Plan

Use of this template: All light italicized blue font are instructional and are to be edited and/or removed before final copy is submitted.

Change log:

Date	Version	Writer	Change Description	Approved By
2020.10.15	1.0	Darla La Pierre, ECE Manager, Business Operations	Document being first approved	Head of Unit / Dean / VP, Role

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.

Name of applicant	Darla La Pierre
Department/School/Unit	Electrical and Computer Engineering
Faculty	The Faculty of Applied Science
Building(s)	CEME
Lab(s)/workspace(s) location	1057 (Regular operating space was MCLD112B)
Proposed Re-opening Date / Amendment Date	ASAP

Introduction to Your Operation

1. Scope and Rationale for Opening

The Department of Electrical and Computer Engineering will open the Stores (Shipping and Receiving), for the purpose of ensuring limited operation for purchasing, shipping and receiving of critical supplies required for research and teaching purposes. ECE Stores also currently provides support to the Department of Mechanical Engineering and it is expected that Mechanical Engineering users would comply to the COVID protocols as described in this document. The purpose of this plan is to ensure continuity of safety protocols throughout the Fred Kaiser building and Stores area, and to allow for access to purchasing, shipping and receiving function.

It is expected that the regular occupancy for the space would not exceed one person.

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 Store 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 was located in the MacLeod Building (112b) but due to construction has been relocated to CEME 1057. The former space supported 3 workstations, with individual desktop computers, chairs, and filing cabinets, to accommodate each member of the Stores additionally large shelves were used for holding orders for pickup. The space also held a small supply of basic electrical consumables that are commonly needed in teaching labs. Plans were created for CEME 1057 space to accommodate a similar setup.

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 Stores area, this plan may be revisited.

At the request of the Department Head, this plan was developed by 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 #1 – Regulatory Context

3. Provincial and Sector-Specific Guidance

- [BC’s Restart Plan: “Next Steps to move BC through the pandemic”](#)
- [BC COVID-19 Self Assessment Tool](#)

4. WorkSafeBC Guidance

- [COVID-19 and returning to safe operation - Phases 2 & 3](#)
- [WorkSafeBC COVID-19 Safety Plan](#)
- [WorkSafeBC: Designing Effective Barriers](#)
- [WorkSafeBC: Entry Check for Workers](#)
- [WorkSafeBC: Entry Check for Visitors](#)
- [WorkSafeBC Protocol: Offices](#)
- [WorkSafeBC Protocols: Post-Secondary Education](#)

5. UBC Guidance

- [COVID-19 Campus Rules](#)
- [Guidelines for Preparing for Reoccupancy](#)
- [Guidelines for Safe Washroom Reoccupancy](#)
- [Space Analysis and Reoccupancy Planning Tool](#)



<ul style="list-style-type: none"> • UBC Employee COVID-19 PPE Guidance • Ordering Critical Personal Protective Equipment • UBC Employee COVID-19 Use of Shared UBC Vehicles Guidance • UBC Facilities COVID-19 website - Service Level Information • UBC Employees COVID-19 Essential In-person Meetings/Trainings Guidance • Workplace Physical distancing Planning Tool and Signage Kit • Preventing COVID-19 Infection in the Workplace training course • UBC Cleaning Standards & Recommendations for Supplementary Cleaning • UBC Classroom Safety Planning • UBC Signage • COVID-19 Safety Plan Addendum: Required Non-Medical Masks
6. Professional/Industry Associations
N/a

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	<ul style="list-style-type: none"> – 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	<ul style="list-style-type: none"> – Enable two metre physical distancing – Reduction of high touch points or increased cleaning – Enable and encourage increased hand hygiene



		<ul style="list-style-type: none"> – Strict non-admittance to anyone with symptoms
<p>Risk #3 – The workplace or activity is indoors and windows cannot be opened</p> <p>(e.g., some classroom and meeting spaces)</p>	<p>A confined indoor space is presumed to have greater risk</p>	<ul style="list-style-type: none"> – 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
<p>Risk #4 – Employees/students/visitors have frequent contact with high-touch surfaces</p>	<p>A higher frequency of contact with high-touch surfaces (e.g., service counters, card payment machines) is presumed to have greater risk</p>	<ul style="list-style-type: none"> – 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
<p>Risk #5 – The activity involves people who are at higher risk of severe illness (i.e., older adults or those with chronic health conditions)</p>	<p>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</p>	<ul style="list-style-type: none"> – 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
<p>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</p> <p>(e.g., Childcare Facilities, summer day camps)</p>	<p>COVID-19 spread can occur when personal preventive practices are not consistently followed. For example, young children are less likely to be able to</p>	<ul style="list-style-type: none"> – 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



	carry out these practices	
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Risks will be considered in accordance with <https://srs.ubc.ca/covid-19/safety-planning/determining-safety-plan-risk/>. Applicable risk factors may be subject to change based on COVID-19 developments and Campus operations, and will be addressed as part of required monitoring.

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.

Risk #1 may be present as the Stores area regularly safely receives shipments arriving by courier for distribution. In addition, ECE Stores is a central receiving area for orders. Requestors are notified when a package has arrived for pickup. ECE Stores could have potential contact with greater than 10 people per day but sufficient protocols have been put in place to mitigate the risk.

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

Distant contact and brief contact can be ensured for all interactions between ECE Stores personnel, external delivery providers and ECE stakeholders requiring Stores services. The transfer of goods from ECE Stores staff to delivery drivers or ECE Stakeholders will be done in a manner to ensure contact is minimized.

The following steps will be followed to eliminate the risk of close contact during deliveries and pickups:

1. Contactless deliveries will be employed by asking the deliverer to drop the items and step back a distance greater than 2 mts from the recipient.
2. The visitor will be required to sanitize hands upon entrance and exchanges will be limited to common areas or building entrances.
3. Face masks will be worn by the recipient and the deliverer.
4. No pens, notes or tools will be exchanged.
5. Increased hygiene will be practice before receiving and after handling a package or item, with particular care of not touching the face or face masks.
6. Items will be cleaned immediately with disinfectants or wipes before been brought into work spaces. If any carts are used in the process their handles and surfaces will be sanitized before and after the exchange.

2.3. Pre-COVID vs. Post-COVID Occupancy and Contact list

Provide actual numbers and percentage of its normal capacity. Please fill out the excel spreadsheet “contact list template” to list the names and the contact details of the approved persons to come back on campus. This contact list should be sent to the LST chair or co-chair. They will update a master contact list stored on SharePoint. This is important to have that list up-to-date in case of Contact Tracing.

Pre-COVID, ECE Stores had an occupancy of 3 regular staff. Additionally, the space was able to accommodate up to 3 additional visitors. Due to COVID19 the regular staff occupancy is now designated as single occupancy. Staff are scheduled to ensure that only one staff is present during



each working day. Onsite duties are required to provide shipping and receiving support to teaching and research personnel. Post-COVID occupancy will be one regular staff and one scheduled visitor. Delivery personnel will not enter the ECE Stores area at any time. ECE Stores staff will receive packages at the CEME Applied Science Lane loading area entrance door. Only personnel who are authorized to be working on Campus under and RTC agreement will be permitted to book times to pick up packages from ECE Stores. ECE Stores will use a booking system for users to book a time to come to Stores to retrieve an order. Users will have a 10 minute window at which time they will be expected to arrive and safely take possession of an order. ECE Stores staff have plexiglass shields to limit contact with visitors.

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 team meeting. Staff who do not feel comfortable returning to the space will not be expected to do so. At this time staff will be given scheduled regular workdays to ensure that the single occupancy can be ensured.

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 Manager, Business Operations and supported by the Kaiser building Local Safety Team (LST), 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 meeting. Once approved by the LST the finalized plan will be sent by email to staff who normally occupy the space.

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.

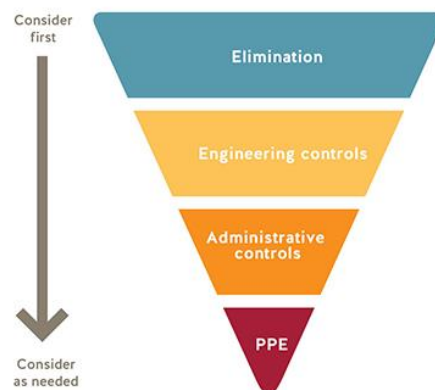
2.7. Plan Publication

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 (credit card reconciliation and purchasing on behalf of faculty, students and staff. Exceptions will be made for work deemed critical to the functioning of the department, or necessary support for the Department Head. In the case of ECE Stores this would include shipping and receiving critical equipment and consumables for teaching services and research groups.
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. <i>[How will your [staff, faculty, etc.] book the shared spaces they need to?]</i> The Manager, Business Operations will be responsible for overseeing Stores staff scheduling. In the absence of the Manager, Business Operations scheduling will be overseen by the Financial Coordinator.
3.3. Working alone procedure Discuss your working alone procedures and how they will be adapted for this Child plan <i>[Will your workspace allow working alone? If so, indicate your working-alone practices here.]</i> ECE Stores staff will regularly be the sole occupant in CEME1057. The staff member who is scheduled to work will send a text message to the Manager ,Business Operations upon arrival each morning and on departure at the end of the workday. Should the staff member not inform the Manager, Campus Security will be contacted to ensure the staff member is safe.
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



Spatial analysis should be detailed in this section of the Child plan. Below are a number of considerations which should be taken into account and/or adapted as needed to support your development of this section.]

Maximum occupancy of the Stores office space is 1 person at the time. Occupancy was determined based on the expectation that on campus work is required daily on site. The new CEME1057 is smaller than the space occupied in MCLD and is currently at capacity with deliveries and supplies that have not been picked up due to COVID19 shutdown.

Illustration of a 2-meter radius is not required, as the space will never exceed single-occupancy. Physical distancing will only be required at the entry door in which an entry space will be created for visitors. Staff have been provided with plexiglass shield in the event that there is some reason an user needs to enter the space.

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

- Check-in & check-out QR code is posted on the entrance doors of each APSC building (where possible). The survey has the questions from [Thrive BC Self-Assessment Tool](#).
- Every person (employee, visitor, contractor, etc.) returning on campus (also 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/School/Unit through [UBC IT](#).
 - 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 personnel in quarantine work that would require them to break the quarantine.



- Every front and back entry door will include signage for both workers and visitors/guests that prohibits entry if any of the above criteria apply. The signage will either copy, or will directly use the signage below:
 - a. [UBC Entry Check Sign](#)
 - b. [WorkSafe: Entry Check for Workers](#)
 - c. [WorkSafe: Entry Check for Visitors](#)

3.6. Prohibited Worker Tracking

Describe how you will track and communicate with workers who meet categories above for worker screenings

The QR code Qualtrics survey database will have the information if someone tries to access a building has COVID-19 symptoms. These workers will inform their supervisors by email and will decide if they want to take a sick day or work remotely if possible. If they decide to take a sick day, they will enter that request onto the Workday system (after Nov 2 and by emailing attendance@ece.ubc.ca before Nov.2).

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 and avoid contact with one another.
 - Hand washing/sanitizing stations should be considered inside of building entrances, at locations near shared spaces, and at locations where propping the doors interferes with a building's airflow/temp stability, subject to availability.
- The standard UBC custodial standards will apply. Custodial crews will clean the common areas of buildings outside of operation hours (after 7 PM).
 - If there is any additional required cleaning (e.g. high-touch surfaces) the protocols and cleaning solutions must be provided. Any laboratory cleaning will follow the [WHO guidelines for decontamination](#)
- Stores Staff are asked to sanitize any common use equipment at the beginning and end of each shift
- Stores staff will complete an entry and exit checklist each day to confirm the sanitization protocol has been completed.

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)



- Each staff member is assigned a specific workstation with a shared printer. Shared printer will be sanitized as detailed above.

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.

- [\[Please see Worksafe’s “Designing Effective Barriers” guidance\]](#)
- As an additional protective measure a plexiglass shield has been installed on each desk and an additional shield is available to use as standing barrier if necessary.

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 **Appendix1**) 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) must be sent by email to all workers.
- A copy of the completed course certificate and a signed ‘Return to Campus Activity Commitment Form’ must be returned 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 Plan to Employees

- To communicate the risk of exposure to COVID-19 in the workplace to the employees, the Department of Electrical and Computer Engineering will disseminate this Child plan via e-mail and will post it as hard copy on the door to the workspace. ECE Stores users from Mech and



ECE will be informed of the booking process by email and will be communicated in a Department meeting (with minutes distributed by email)

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.

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 Through contact tracing anyone who has been in contact with a positive case will be notified through a process established by the BC Health Authority.

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.

- The workspace plan will be reviewed every 3 months.
- The following items would trigger an off cycle review:
 - Request by Safety and Risk Services
 - Moving to higher building occupancy
 - Second wave of COVID-19
 - Shift in provincial guidelines
 - Or incidence of COVID-19 infections
- Darla La Pierre will check the compliance as well as the LSTs 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, ECE Stores has 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. 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

[Additional info required: Does your workspace require any additional PPE requirements? If no, please state this. If yes, what is your strategy for additional PPE procurement? Please only discuss PPE, and not sanitation supplies or non-medical masks]

- *Prior to Safety Plan submission, please confirm that you are able to procure the necessary PPE supplies required going forward as there are currently limitation on some types of PPE supplies. You have to go through your own Stores/procurement supply chain.*
- *If applicable list any other protective controls such as access to showers/laundrying facilities*
- *Discuss how you will safely dispose of soiled PPE*

Work gloves and steel toe shoes will continue to be worn for those tasks that commonly require it.



#	Type of PPE	Activity and PPE Use Rationale
	Steel toed shoes	To protect feet when handling or transporting heaving packages
	Work gloves	To protect hands from cuts and blisters when handling large packages

Section #7 – Non-Medical Masks

7.1. Non-Medical Masks (New)

Describe your plan to inform faculty and staff on the wearing of non-medical masks

- See [Using Non-Medical Masks](#) website for the most up to date information
- Effective September 16, 2020 UBC implemented a policy whereby students, faculty, staff and visitors are required to wear non-medical masks in common indoor spaces on campus.
 - Office spaces:
 - Non-medical masks are not required when working in a sole occupant office or enclosed room.
 - In individually assigned cubicles in open concept workspaces that have been designated to ensure they are 2m apart or have appropriate physical barriers: while occupying an assigned workspace, users have the option to remove their non-medical mask when seated or while engaged in activities where the physical distancing requirement is met.
 - Non-medical masks are not required in internal office hallways that have been designated as one way, yield to others, or able to meet physical distancing requirements.
 - Labs / workshops:
 - Non-medical masks are not required when working in a sole occupant lab / workshop or enclosed room.
 - In lab spaces / workshops that have been designated to ensure occupants are working 2m apart or have appropriate physical barriers: users have the option to remove their non-medical mask while engaged in activities where the physical distancing requirement is met.
 - Classrooms:
 - Faculty and instructors are not required to wear a non-medical mask in classrooms while physically distanced (2m) from students and other classroom users.
 - In classrooms where capacities have been reduced so that designated seats are 2m apart: students and other classroom users have the option to remove their



- non-medical mask when seated in designated seats, or while engaged in activities in a classroom where the physical distancing requirement it met.
- As per UBC’s policy, non-medical masks must be worn:
 - When travelling through building corridors and shared spaces;
 - While entering or exiting research spaces or while moving from an assigned research location;
 - While entering or exiting classrooms;
 - Within classrooms while moving to a seat;
 - Any other time that 2m physical distancing cannot be maintained

Section #8 - Acknowledgement

8.1. 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.
A commitment form template is offered below in Appendix [X]. Please feel free to use the template language below under your own Departmental/School/Unit letterhead.

Principal Investigator / Manager Submitting:

Name, Title

Date

Signature

X

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 1 – 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 intermediate safety plan	
Review the child safety plan	
Complete the SRS online COVID-19 safety course and sent the certificate to safety@ece.ubc.ca	

Your name: _____ Date: _____

Faculty/Dept. _____ Primary room: _____

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

Supervisor name: _____

Your 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’s 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