



COVID-19 Child (Workspace) Plan

Change log:

Date	Version	Writer	Change Description	Approved By
2020.10.02	1.0	Matthew Kutarna; Technical Services, Facilities, and Safety Manager	Document first approved	Steve Wilton; Department Head
2020.10.22	2.0	Matthew Kutarna; Technical Services, Facilities, and Safety Manager	Updated document to match Child Plan Template v2	Steve Wilton; Department Head

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	Matthew Kutarna
Department/School/Unit	ECE Engineering Services
Faculty	The Faculty of Applied Science
Building(s)	Kaiser
Lab(s)/workspace(s) location	2010, 2030
Proposed Re-opening Date	2020.10.02

Introduction to Your Operation

<p>1. Scope and Rationale for Opening</p> <p>The research and teaching mission in the Department of Electrical and Computer Engineering (ECE) in the Faculty of Applied Science requires specialized equipment and laboratories that can only be accessed on campus at UBC. The COVID-19 shutdown is having a significant effect on graduation times, grant-mandated project completion, career progression, teaching preparation, and lecture delivery.</p>



The Department of Electrical and Computer Engineering will open only those buildings and facilities necessary to conduct on-site work. This includes, but is not limited to, basic laboratory operation, teaching, instrument facilities, support facilities, and custodial service.

- **ECE Research** will continue to operate remotely where possible. Some experimental research teams will operate in Kaiser, Wesbrook, ICICS and Brimacombe.
- **ECE Teaching** will operate remotely with provisions for filming labs and using office space for lecture delivery. *Child¹ plans will be developed for Faculty Office usage as well as lab facilities needed for lab filming.*
- **ECE Engineering Services** will have limited daily presence in the Kaiser, Wesbrook and 2nd Floor Life Building ECE facilities. *This child plan describes the proposed activities of this group within the Kaiser building only.*
- **ECE Stores** which currently serves ECE and the Department of Mechanical Engineering will have a staff member onsite weekdays to receive orders required for onsite research and teaching support. *A child plan will be developed for ECE Stores Operations.*
- **ECE Administration and Student Services Offices** will remain closed for onsite work. *A child plan will be developed for occasions when onsite work is required.*
- **ECE Management** will regularly review and consider adjustments to staff and service levels.

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. Each workspace, room, lab, office, etc. is unique and requires its own consideration. The timing of these stages is fluid and will align with provincial guidance.

At the request and with significant consultation with the Department Head, this plan was developed by the Technical Services, Facilities, and Safety Manager. The draft plan has been reviewed by the full Kaiser LST, Engineering Services Team Lead, and Kaiser Building Local Health and Safety Team Co-Chairs and has been confirmed by the Department Head.

This document describes safety considerations for the Department of Electrical and Computer Engineering's Engineering Services group working within the Kaiser building. The main work area will be Kaiser 2010, as well as as-needed work in room Kaiser 2030 (location of PPE and safety-related supplies). Kaiser 2010 is shared with the local UBC IT group (further details below), as well as ECE Students Services staff (who will continue to work remotely aside from brief as-needed access to pick up items). Engineering Services staff members will also access other spaces in the Kaiser building on an as-needed basis to support on campus research activities and safety related tasks.

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](#)

¹ <https://srs.ubc.ca/covid-19/safety-planning/ubcs-safety-planning-process/>



4. WorkSafeBC Guidance
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • COVID-19 Campus Rules • Guidelines for Preparing for Reoccupancy • Guidelines for Safe Washroom Reoccupancy • Space Analysis and Reoccupancy Planning Tool • 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	– Enable two metre physical distancing; pinch-points must be addressed and carefully managed.



	be greater as the number of contacts increases	<ul style="list-style-type: none"> – 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 – 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	<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
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	<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
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	<ul style="list-style-type: none"> – Work with HR for individual accommodations – Encourage work from home arrangements



	<p>who have compromised immune systems or other underlying medical conditions</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 #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)</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 carry out these practices</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

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.

As Engineering Services staff will be working separately (in 3 buildings on campus; Kaiser, Wesbrook and LIFE) and only a single staff member will be regularly scheduled to work in the Kaiser building at a time. There will be infrequent times when additional Engineering Services staff member will be needed in Kaiser building to assist with tasks requiring two staff members (see additional risk below). The space in Kaiser 2010 is large enough to maintain sufficient social distancing and access for this user, as well as the 2 proposed users from the local UBC IT group.

Signage will be added to Kaiser 2010 indicating that, should a staff member be present, they are unable to assist in-person queries and will therefore not answer any knocks on the door.

Risk #4 – Employees/students/visitors have frequent contact with high-touch surfaces; precautions are taken to reduce this risk (closure of kitchen area, cleaning protocols on entrance/exit – see details below).

Additional Risk (not in above list) – Close contact while moving / carrying larger items; staff may be unable to maintain a 2m social distance when working together on such tasks.

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

Contact within the group is limited in degree and duration, given the proposed schedule and location of on campus work. Only 1-2 Engineering Services staff member will be working in Kaiser 2010 at any given time – and will be regularly scheduled. 2 additional users from the UBC IT group will work in Kaiser 2010 on an as-needed basis. No physical contact, close or distant, should therefore occur within the office space itself.

Access to Kaiser 2010 will be restricted in the following manner:

- For Engineering Services staff; access will be permitted only through the main (north) door.
- For UBC IT staff; access will be permitted only through the secondary (south) door.
- Staff from these 2 groups will work only within their portion of the room; Engineering Services only north of the lunchroom/kitchen door, and UBC IT staff only south of lunchroom/kitchen.
- The lunchroom/kitchen area will remain closed.

To mitigate the risk of exposure through contact with communal equipment, furniture, and other surfaces found within Kaiser 2010 and Kaiser 2030, Engineering Services staff will be required to follow strict entrance and exit protocols, as described below to further minimize risk:

- 1) Upon entrance to the room through the main door, staff member will immediately sanitize their hands at the sanitizer found on the round table next to the main door.
- 2) Staff member will then carefully use a sanitization wipe provided on the round table next to the main door, to wipe down the entrance door handle and lock area.
- 3) Staff members will be asked to work at their individual workstation, and carefully wipe down the area prior to commencing work.
- 4) Should a staff member require use of communal equipment, they are to wipe down the surface areas prior to utilization.
- 5) All materials used in the sanitization process should be discarded carefully in the main office waste bin (next to the main door), for collection by custodial staff.
- 6) 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.
- 7) At the end of their shift, the staff member will be asked to wipe down all surfaces they touched with the provided sanitization wipes.
- 8) 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.

UBC IT staff will be required to follow strict entrance and exit protocols in Kaiser 2010, as described below to further minimize risk:

- 1) Staff member will disarm the alarm by presenting their ID card to the card reader at the main door, and then proceed to the secondary door through the hallway. Staff member will not touch the alarm keypad.
- 2) Upon entrance to the room through the secondary, staff member will immediately sanitize their hands at the sanitizer found on the IT reception desk.
- 3) Staff member will then carefully use a sanitization wipe provided on the IT reception desk, to wipe down the entrance door handle and lock area.



- 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 waste bin next to the lunchroom/kitchen door, 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 2-3 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.

Protocol for planning and documenting Engineering Services support tasks not explicitly described in the COVID child safety plans;

Due to the broadband nature of physical services that Engineering Service is responsible for, there may be occasional need to perform short tasks are not explicitly described in the COVID child safety plans. Examples of such tasks are deployment, repair, or removal of safety items; equipment moves or repairs, preparation of teaching parts kits, etc.

To address these tasks in the context of COVID prevention the following protocol will be used:

1. An RT ticket will be created to document COVID safety risk assessment and mitigation steps. This ticket will be linked to the RT request.
2. The Hierarchy Control (HC) Diagram form shown in Appendix 3 will be filled by the ECE Safety Manger and the Engineering Services Team Lead. Once the form is filled it will be attached to the RT ticket and discussed with all staff involved.
3. Staff performing the task will follow the mitigation steps described in the HC form.

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.

- Kaiser 2010 can host up to 10 people in normal times. Due to COVID-19, a maximum occupancy of 3 has been established; thus, the room will be at 30% of its normal capacity.
- To ensure the building occupancy is not exceeded the space will be booked in advance via MRBS (mrbs.ece.ubc.ca).
- Kaiser 2030 can host up to 80 people in normal times. Due to COVID-19, a maximum occupancy of 2 has been established; thus, the room will be at 2.5% of its normal capacity.

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.*

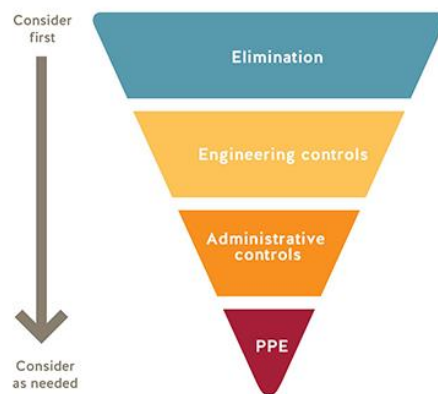
Each group member has reviewed this child plan and provided an opportunity to express concerns about returning to work on campus.



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 presented to ECE Engineering Services staff via Teamshare and Zoom meeting on Thursday, September 17, 2020, as well as the ECE LST, via email on Sunday, September 20 th , 2020 for questions and feedback. The applicable JOHSC(s) will review the plan either prior to submission or within 30 days of submission, and the plan will be revised as necessary.
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
All supervisors have been informed on appropriate Workplace Health measures and supports for staff 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: <ul style="list-style-type: none">• Weekly team meetings (virtual)• Team email broadcasts• One-on-one meetings with direct supervisors• JOHSC meetings & communications Supervisors are encouraged to disseminate information from UBC Wellbeing .
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
Final plans will be emailed to all staff and posted to workspace Health and Safety boards in hardcopy.

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 ECE Engineering Services staff will remain working remotely for the majority of their work. However, to provide minimal daily on campus presence as dictated by the ECE intermediate plan, group staff will be scheduled to work in rotations at the LIFE, Wesbrook, and Kaiser buildings. At Kaiser at most 2 staff members will work within rooms K2020 and K2030. On an as needed basis drop in visits to Kaiser spaces of one or more staff may be required in response to ECE support requests; in such cases the visits are to be approved and tracked by the Engineering Services Team Lead using the Engineering Services COVID-19 HC Diagram.

At Kaiser, all the staff will be supporting various departmental groups in their approved return to campus resumption of research work plans; provide facilities support, as well as assistance with safety related tasks.

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.

Presence in Kaiser 2010 will be coordinated between Engineering Services staff through the shared group Slack channel.

Kaiser 2030 is not considered a shared space; it is currently used as storage room for COVID-19 prevention and PPE supplies and will be accessed on short periods on a need basis.

3.3. Working alone procedure

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

Use of Kaiser 2010 may 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 their team lead via ECE



Engineering Services Slack channel with a calendar integration, 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 Kaiser 2010 is 3 persons at the time. Occupancy was determined based on the size of the space, normal occupancy levels during pre-COVID work, as well as the expectation that the regular occupancy will be 1 (UBC IT will work on campus only as needed).
2. Illustration of 2m radius circles around workstations is attached in Appendix 2. Engineering Services staff will be using workstations #7 & 8 – however, never at the same time. Stations #9 & 10 will remain unoccupied. Locations of UBC IT staff are indicated in the red circles in the other work stations. Also indicated (with a red dotted line) is the separation between work areas for Engineering Services and UBC IT staff.
3. As each group has separate access to their work areas, 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

- Every Department/School will ensure that the check-in & check-out QR code (provided by the Dean's Office) is posted on the entrance doors of each APSC building (where possible). The survey will have 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 who tried 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.

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.](#)

- Staff members using Kaiser 2010 will wash their hands in the washroom outside the south door of Kaiser 2010. The sink area in Kaiser 2010B is closed and will not be used.
- Hand sanitizing stations will be deployed inside the doors to Kaiser 2010 (1 on round table near main north door, 1 on IT reception desk near secondary south door) and one in Kaiser 2030 (in orange post near door).

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.

N/A – these barriers are not required for Kaiser 2010, as described above in Section 1.

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).
- 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 the Department/School designate → Technical Services, Facilities and Safety Manager via safety@ece.ubc.ca.

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, ECE Engineering Services will disseminate this Child plan via e-mail and will post it as hard copy on the door to the workspace.

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](#)

ECE Engineering Services 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.

Required Signage:

- Signs that state the maximum occupancy of common rooms
- Use of tape to block-off rooms and classrooms that are off-limits
- Use of tape and floor signage to direct traffic through high flow areas
- Signs to remind people to adhere to physical distancing guidelines
- Floor signs to mark of 2 m spaces where people might line up (if needed)
- Signed Access Agreement on lab doors indicating maximum occupancy

Checklist of items that require disinfection at the end of each shift. This should include switches, freezer / fridge handles, keyboards and mice of communal computers, cart handles, etc.

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 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
- The *Engineering Services Team Lead* 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, 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 Engineering Services staff, 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

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

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.

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.

Principal Investigator / Manager Submitting:

Matthew Kutarna, Technical Services, Facilities, &
Safety Manager

October 22, 2020

Name, Title

Date

Signature

X

Department Head/School Director Approval

Name, Title

Date

Signature

X



Appendix 1 – Return to Campus Activity Commitment Form

Building requirements for conduct related specifically to COVID-19 safety have been developed for the Kaiser building in general and workspace in particular. The building guidelines have been co-developed by the LST co-chairs from Electrical and Computer Engineering. **All students, staff and faculty** who are permitted to resume activities in the Kaiser building are required to complete the following requirements. Send completed form to your supervisor or his/her designate → Technical Services, Facilities and Safety Manager via safety@ece.ubc.ca.

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 Technical Services, Facilities and Safety Manager via safety@ece.ubc.ca	

Your name: _____ Date: _____

Faculty/Dept. _____ Your main room no. _____

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

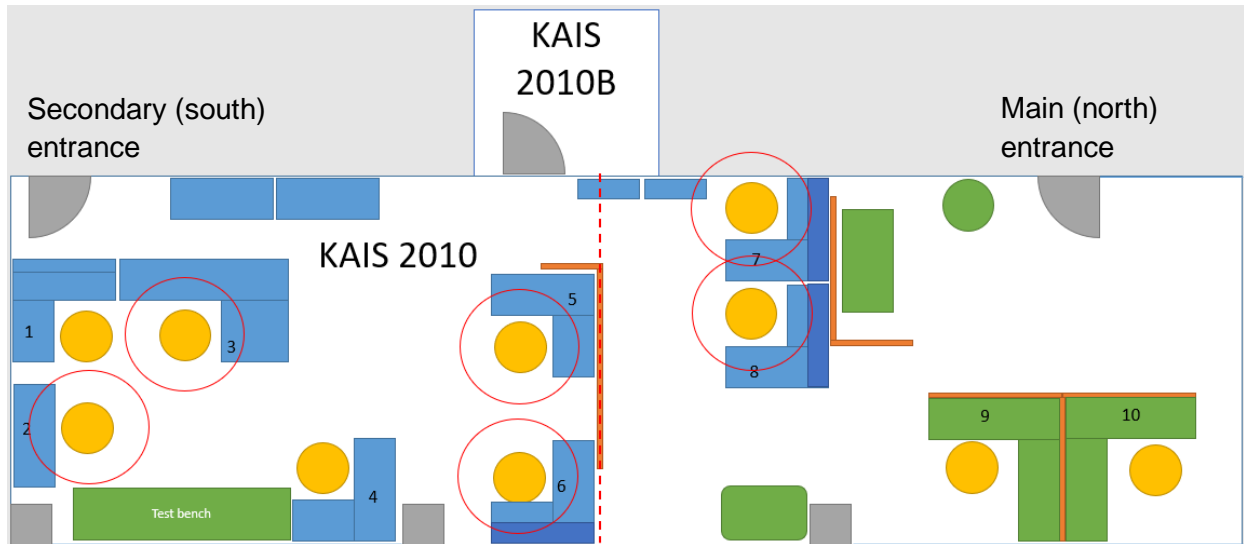
Supervisor: _____ Signature: _____

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



Appendix 2 – Illustration of workstations in Kaiser 2010





Appendix 3 – The Hierarchy Control (HC) Diagram form

RT Ticket number:
Location:
Number of staff:

For guidance on how to apply this diagram see:
<https://www.worksafecbc.com/en/health-safety/create-manage/managing-risk/controlling-risks>
For examples of UBC applications of this diagram see:
https://riskmanagement.sites.olt.ubc.ca/files/2020/04/COVID-19-PPE-Guidance_final.pdf
<https://riskmanagement.sites.olt.ubc.ca/files/2020/04/COVID-19-Physical-Distancing-Guidance-FINAL-.pdf>

Task description:
Hazards involved:

on site work?
multiple staff?
potential sources of exposure?
other considerations?

Hierarchy of Controls diagram for COVID-19 prevention

Describe mitigation steps applied to this task

