COVID-19 Workspace Safety Plan – Unit Level

This plan requires the review of the operational activities in your workspace to ensure effective controls are in place to prevent the transmission of COVID-19. Management and supervisory staff are responsible for developing and updating this document to meet current government mandated requirements. https://covid19.ubc.ca/

Department / Faculty  |  School of Information (iSchool) / Arts
Facility Location     |  Irving K. Barber Learning Centre, floor 4
Proposed Re-opening Date |  July 15, 2020
Workspace Location    |  See Appendix A

Introduction to Your Operation

1. Scope and Rationale for Opening

During the COVID-19 shutdown, the productivity of most research groups has been adversely affected, grant-mandated project completion, and career progression. While there are no specific labs or equipment that our faculty members require access to for their research, some need to make use of their office because their home situation makes it hard or impossible to undertake research. Thus, it is essential that the School of Information open to restart the research mission. This plan proposes to open the following workspaces during Stage 1, per July 15, 2020, which are all necessary to conduct on-site research and preparations for online teaching, and to support these activities:

- Five individual faculty offices;
- Office of the Director, located in the staff space of the school;
- Limited non-iSchool space on Floor 4 of Irving K. Barber Learning Centre: two staircases, elevators, restroom (see Appendix D).

All School of Information faculty, staff, and research personnel who can work off campus must continue to do so in Stage 1. To maintain the UBC Research Resumption Committee-mandated cap of 33% (or 1/3) normal occupancy in accordance with Stage 1 of the Research Resumption planning, the services within will be staffed at reduced levels. During Stage 1, the maximum number of individuals present in the school at any given time is no more than 6 (1 occupant of Director’s office, 5 occupants of faculty offices). The Stage 2 cap is anticipated to rise to 17 people (9 occupants of faculty offices, 1 occupant of Director’s office, 3 staff members (Administrator, Educational Services Manager, Information Assistant at the front desk), and 4 occupants of PhD office). This increased number starts approximately 30 days following the start of Stage 1 subject to provincial COVID-19 restart guidance. Stage 3 is 100% return to work. At the moment, the timing of these stages is fluid and will align with provincial guidance.

Note that temporary changes to this Safety Plan are captured in Appendix G.

Section #1 – Regulatory Context

2. Federal Guidance
Section #2 - Risk Assessment

As an employer, UBC has been working diligently to follow the guidance of federal and provincial authorities in implementing risk mitigation measures to keep the risk of exposure as low as reasonably achievable. This is most evident in the essential service areas that have remained open on campus to support the institution through these unprecedented times. These areas have been very active with respect to identifying and mitigating risks, and further re-evaluating the controls in place using the following risk assessment process.

The School of Information has conducted a risk assessment using the following approach to determine activity level risk by identifying both the Department’s contact intensity and contact number, as defined below:

1. **What is the contact intensity in your setting pre-mitigation – the type of contact (close/distant) and duration of contact (brief/prolonged)?**

   The School of Information has its own physical space at the 4th floor of IKBLC. The space is quite confined for the number of students and faculty that make use of it, so that contact intensity under normal circumstances is high. The school’s space consists of areas where students sit and study or socialize, and corridors that connect these areas. Due to the design of both the larger areas and the corridors, with the regular (pre-pandemic) occupancy of our school it is not possible to keep more than a meter distance from each other anywhere in the school. The type of contact is therefore close and the duration prolonged.
2. **What is the number of contacts in your setting – the number of people present in the setting at the same time? As a result of the mass gatherings order, over 50 will fall into the high risk.**

The number of students and faculty in our school fluctuates heavily during the day. At peak times, in between classes, there are usually a total of 50-60 people present in the school. At full capacity, the School of Information is a **high-risk environment**.

One or more steps under the following controls can be taken to further reduce the risk, including:

- Physical distancing measures – measures to reduce the density of people;
- Faculty will work with their office door closed;
- No visitors of students are allowed in the building;
- Physical barriers – Plexiglas barriers will be placed in front of the work stations of the Information Assistant (central staff space, front desk) and the Program Assistant (central staff space);
- Administrative controls – clear rules and guidelines are produced and provided to staff and faculty;
- Faculty and staff given permission to work in the school at given days will be added to the Occupancy Roster by the Information Assistant to make sure occupancy is limited to 1/3 of regular capacity and to know who is in the school at any given time;
- An email-address is set up to keep track of the number of people that are actually in the school at all times; an email will be sent upon entering and leaving for the day.

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7. **Contact Density (proposed COVID-19 Operations)**

Describe the type of contact (close/distant) and duration of the contact (brief/prolonged) under COVID operations - where do people congregate; what job tasks require close proximity; what surfaces are touched often; what tools, machinery, and equipment do people come into contact with during work.
- High-touch surfaces and areas will be regularly cleaned by UBC Custodial staff;
- A hand sanitizing station will be placed next to the entrance of school (front door);
- Signage will outline one-way traffic through the school (Appendix A).
- Each office space will be supplied with a hand sanitizer;
- School of Information, faculty offices (IKBLC 478, 480, 481, 483-488, 493-496): Only five faculty will be present max in Stage 1;
- Occupants of these offices will not interact with one another and work with the doors closed. They will clean personal offices regularly and maintain physical distancing measures of one person per room;
- School of Information, staff space: only the office of the Director will be occupied in Stage 1 (IKBLC 477);
- All other areas of the school will be closed during Stage 1.

8. Contact Number (proposed COVID-19 Operations)
Describe the number of contacts in your proposed COVID-19 operational setting (# of people present in setting at same time)

As mentioned above, during Stage 1 we are reducing the number of people in the building to 6 (5 in faculty offices, 1 in Director’s office) in order to reduce contacts between people. To avoid risks associated with working alone, faculty members entering or leaving the school need to send an email to two email addresses (see Appendix F). As a general rule, each workspace will be occupied by one user only (staff/student/faculty) at a time, unless otherwise noted in the attached floorplans. Where user contact is required for area technical staff assistance, this contact will be brief and occur in a suitable facility area using established physical distancing measures, PPE and cleaning protocols.

Normal Operations:
- Faculty offices (IKBLC 478, 480, 481, 483-488, 493-496): 16 people total
- Central staff office (IKBLC 473): 4 people (front desk, communications, Program Assistant, Admin Assistant)
- Office of Administrator (IKBLC 476): 1 person
- Office of the Educational Services Manager (IKBLC 479): 1 person
- Office of Director (IKBLC 477): 1 person
- Slocan Room (IKBLC 471): 20 people
- Room of Requirement (IKBLC 472): 2 people
- Kitimat Lab (IKBLC 457): 15 people
- Terrace Lab (IKBLC 458): 30 people
- Greig Lab (IKBLC 458): 10 people
- Kitchen area (IKBLC 492): 3
- Trail Meeting Room (IKBLC 491): 10 people
- Bralorne Room (IKBLC 490): 30 people
- Office for visiting academics (IKBLC 482): 3 people
- Office for Adjuncts (IKBLC 489): 4 people
- Shared faculty and visiting academics office (IKBLC 493): 2 people
**Covid-19 Measures Limited Operations (Stage 1):**
- Five faculty offices (from the following rooms: IKBLC 478, 480, 481, 483-488, 493-496): 1 person per office;
- Office of the Director (IKBLC 477): 1 person.

In addition, some facilities outside the school on IKBLC, Floor 4 are open:
- 2 elevators (access to school);
- 2 stairwells (access to school);
- 1 restroom (IKBLC 451).

*See attached floorplans: Appendix A shows COVID-19 density and directions; Appendix D indicates which non-iSchool space on IKBLC, Floor 4 is in use.*

**9. Employee Input/Involvement**
Detail how you have met the MANDATORY requirement to involve frontline workers, Joint Occupational Health and Safety Committees, and Supervisors in identifying risks and protocols as part of this plan

- This plan was drafted by the Director of the School of Information (Erik Kwakkel) and the school’s Administrator (Violet Redekop). Nick Smolinski (Arts Safety Advisor / Arts JOHSC) was consulted in the process of making this Safety Plan. (In the absence of labs or high-occupancy areas, frontline workers, Joint Occupational Health and Safety Committees, and Supervisors were not consulted.)
- Formal JOHSC review of this Safety Plan will occur within 30 days of research resumption activities.
- Expectations of workers is outlined in Appendix B and has been emphasized during the communication of this faculty safety plan.

**10. Risk Level Determination (H/M/L)**
Identify the COVID-19 risk category (High / Medium / Low) pre-mitigations for your operation using the BC COVID-19 Go Forward Management Strategy Risk Matrix

- Based on the measures outlined in this plan, the School of Information operations are considered to be **low risk**, post mitigation. The measures outlined in this plan will be evaluated through feedback from users and assessed by staff, then adjusted as necessary.

**11. Worker Health**
Detail how all Supervisors have been notified on appropriate Workplace Health measures and support available and how they will communicate these to employees

All Supervisors will be 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 means:

- Email communication from the Director;
- Updates to regulations via email by the school’s Administrator (Violet Redekop);
• The weekly newsletter of the School of Information (where relevant).

Supervisors are encouraged to disseminate information from UBC Wellbeing.

12. Plan Publication

Describe how you will publish your plan ONLINE and post in HARD COPY at your workplace for employees and for others that may need to attend site.

This plan:
- Will be posted on the “COVID-19: FAQ and Resources” webpage on the departmental website (https://slais.ubc.ca/about/about-the-ischool/covid-19-faq-and-resources/);
- Will be disseminated via the weekly emailed newsletter (Digest);
- Will be sent to all faculty and staff via email.

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
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• All staff are aware of proper handwashing and sanitizing procedures for their workspace
• Supervisors and managers must ensure large events/gatherings (> 50 people in a single space) are avoided
• Management must ensure that all workers have access to dedicated onsite supervision at all times.
• All staff wearing non-medical masks are aware of the risks and limitations of the face covering they have chosen to wear or have been provided to protect against the transmission of COVID-19. See SRS website for further information.

13. Work from Home/Remote Work
Detail how/which workers can/will continue to work from home (WFH); this is required where it is feasible

- During Stage 1, most faculty, and all staff and students, will continue to work from home. The following exceptions will be accommodated by the Director:
  i. Research personnel that do not have the possibility to work from home;
  ii. Teaching-stream faculty and research-stream faculty who are teaching, and for whom conditions make it impossible to provide classes from home;
  iii. Teaching-stream faculty or research-stream faculty who are not presently teaching but who require access to on-campus space to prepare courses scheduled in the upcoming term (e.g., making videos for online course production).
- In all of these cases, approval will be decided by the Director on a case to case basis.
- Guiding procedures:
  - Admission to one’s office space is given for one week at a time;
  - In selecting who can work in their office, the school uses the Faculty of Arts prioritization criteria listed in Appendix F;
  - The procedure of requesting permission to use office space is outlined in Appendix F.
- In-person group meetings, events or lectures will not be organized in Stage 1.
- Faculty member must not have guests in the office during Stage 1 or Stage 2.
- For safety reasons, all office space is accessible between 8 am and 6 pm only.

14. Work Schedule Changes/Creation of Work Pods or Crews or Cohorts
For those required or wanting to resume work at UBC, detail how you are able to rescheduling of workers (e.g. shifted start/end times) in order to limit contact intensity at any given time at UBC; describe how you may group employees semi-permanently to limit exposure to specialized workers, if applicable

- During Stage 1, staff and students will not return to the School of Information.
- During Stage 1, a maximum of 6 workers are allowed to return to the school, as described above (5 faculty members, 1 Director).
- Access to any workspace in the School of Information will be restricted to 8.30 am to 5 pm, Monday to Friday, to ensure custodial worker crew scheduling and access to sanitise facilities freely without added risk of contacting any School of Information staff, faculty or graduate students.
- All workers returning to campus are based in individual offices, studios or facilities that possess adequate engineering controls to considerably limit contact intensity. See attached floorplans.
- Any worker who is alone in the building will follow the work alone policy of the department through established remote monitoring and check-in procedures at the beginning, during and end of each shift.
- During Stage 2, scheduling will be introduced to increase the number of people with access to the building without compromising the ability to maintain physical distancing.
- Detailed approaches to sign in/sign out protocols are described in Appendix C.

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

Using UBC building key plans, we have detailed the following attached floorplans in Appendix A with:
- Irving K. Barber Learning Centre, Floor 4;
- Illustrated 2-metre radius around stationary workspaces;
- Illustrated one-way directional traffic flows + sanitizing station.

In addition, Appendix D shows non-iSchool space on IKBLC, Floor 4 that is in use.

**Laboratory/Office Considerations**

Office occupancy is set at 1 person per office. The limits will be communicated to faculty and staff via email. In addition, occupancy limits will also be posted on the door of each room by the Information Assistant (Debra Locke).

**Building/Facility Considerations**

Common areas (admin, bathrooms, elevators)
- Lunchrooms, lounges, study and teaching spaces remain closed in Stage 1.
- All accessible rooms will be sign-posted with the maximum occupancy based on available floor space to allow for 2m physical distancing.
- Elevators should only be used for heavy loads and accessibility needs; limited to either 1 or 2 occupants, based on elevator size, with appropriate signage.
- Place tape or markings on the ground to indicate where workers should stand while lining up to enter the elevator. Ensure adequate space is provided for those exiting the elevator. This will need to be coordinated by the Irving K. Barber Learning Center, in which the school is located.
- When common office machines are used (e.g., copier, scanner) they must be wiped down by the user with disinfectant prior to and following use. Sanitizing materials will be available next to the printer.
- Doors to multi-person washrooms, as on the 4th floor of IKBLC (Appendix D), will be propped open to minimize high touch surfaces and maximize air flow. Where possible, only one person will use the washroom at a time. Occupied/unoccupied door signage will be used.
- Where service leads to formation of a line-up, markings spaced 2 m apart should be on the floor.
- Individuals choosing to wear non-medical face masks or face coverings in common areas or labs must understand the risks and limitations of such masks, and that they don’t replace physical distancing. UBC Safety and Risk Services (SRS) states that: “Departments or units that choose to provide non-medical masks or face coverings to UBC Members (faculty, staff or students) must inform the recipients of the risks and limitations of non-medical mask usage.” For more information, see: https://srs.ubc.ca/2020/05/13/non-medical-masks-and-the-risks-associated-with-them/

**Points of Access to Building and Access Control**
- Access to the Irving K. Barber Learning Centre and the School of Information is provided using key cards. Student access is revoked during Stages 1 and 2; they will need to be let into the school by the Information Assistant (this only concerns PhD students in Stage 2).
- To minimize high touch surfaces, interior doors that can be safely propped open without violating fire codes, will be propped open.

**Undergraduate / Graduate Learning and Teaching Spaces**
- Classrooms and meeting rooms that are bookable will be closed off (with tape) for Stage 1.

**Anticipated Start-Up and Building/Facility Maintenance Issues Arising**
- The School of Information was not open during the research curtailment. It must be cleared by UBC Facilities in anticipation for greater building occupancy with regards to water line flushing and other required services.

**Signage and Directional Guides**
- Elevators (maximum of either 1 or 2 occupants, based on elevator size).
- Corridors between the rows of faculty offices designated one-way with appropriate signage on the floor and at eye level.
- Physical distancing signage must be posted at entrances and hallways.
- A Worker Entry Check sign will be posted at every entrance that describes the symptoms of COVID-19 and other self-declaration items, and prohibits entry for any personnel that may meet one of the three criteria.
- Post signage within the units to inform every one of the measures in place.

**Hand Sanitizer Stations**
- Hand washing/sanitizing stations will be placed inside of building’s main entrance. Bottles with sanitizers will be made available in all offices that open up in Stage 1. In addition, disinfectant
wipes will be placed next to the copy machine and other shared tools, and a note to wipe the surface after use.

**Offices**
- Single occupancy office space is to be used only in the case of special exemptions awarded by the head or director.
- Temporary short access to offices (e.g. 10 minutes for grabbing a book) is communicated to arts.oncampus@ubc.ca and ischool.oncampus@ubc.ca, both upon arrival and departure.
- Graduate student / trainee offices will not be used in Stage 1. In Stage 2, the use of an increased number of faculty offices will be allowed. Additionally, in Stage 2 three staff members will return, including the Administrator, the Educational Services Manager, and the Information Assistant (front desk).

**Front desk (Stage 2)**
- A plexiglass barrier will be placed in front of the front desk.

**Shared Facilities (e.g., BGMX Lab, Shops)**
- Access to facilities must be controlled by the administrative manager.
- Each facility must have a sign that indicates the maximum number of people that can be inside at a time.
- Access to office space and other working spaces will be restricted to appointments made by the Director; confirmed spots will be added to the Occupancy Roster.
- Users MUST comply with procedures or access will be denied.
- All shared tools, computer keyboards, and other high-contact areas must be wiped down with disinfectant prior to and following use.

**16. Accommodations to maintain 2 metre distance**
Please detail what accommodations/changes you have made to ensure employees can successfully follow the rule of distancing at least 2 metres from another employee while working.

**Common Physical Distancing Protocols (Everyone)**
- Physical distancing is required at all times with research personnel spaced by at least 2 m. Where physical distancing is not possible, then UBC guidelines for these situations should be followed - see: UBC Employee COVID-19 Physical Distancing Guidance. Examples include repairs to equipment that require two people. The personnel must contact SRS for guidance on appropriate PPE where physical distancing cannot be maintained.
- No unnecessary visitors are permitted in the buildings during Stage 1 or Stage 2, including relatives (e.g., parents, children), friends of faculty, or research personnel. Exceptions include: couriers.
- All elevators are limited to either 1 or 2 occupants, based on elevator size.
• Do not congregate in common areas. Minimize social interactions in the building.
• Use of non-medical masks is guided by BC Health guidelines. Medical masks are not currently required unless the particular task required them pre-COVID. Personnel who choose to wear masks must still comply with physical distancing requirements. Those who wear masks must wash and dispose of them properly. Use of other PPE, such as lab coats and eye protection, should follow UBC ‘Safety and Risk Services’ (SRS) Guidelines, linked here.
• No in-person group meetings, social events, lectures or other gatherings shall take place until further notice.

Offices
• Faculty office use is by exemption from the Director only (for the procedure, see Appendix F).
• People in common areas must also adhere to physical distancing.
• Temporary short access to offices (e.g. 10 minutes for grabbing a book) is communicated to arts.oncampus@ubc.ca and ischool.oncampus@ischool.ca, both upon arrival and departure. No permission from the director is needed for these very short visits. Please note that this practice is discouraged during Stage 1 given that some offices will have been reoccupied.

Administration Spaces
• The front office will not be open during Stage 1. It will reopen in Stage 2.

Common Spaces / Hallways / Washrooms / etc.
• Use of common rooms (e.g., locally-assigned classrooms and meeting rooms, social spaces, lunch rooms) is not permitted in Stage 1.
• Department-bookable classrooms are not used in Stage 1.
• Spaces for eating must have signage to indicate the maximum number of people permitted at a time while maintaining physical distancing (not relevant in Stage 1).

17. Transportation
Detail how you are able to (or not) apply UBC’s COVID-19 vehicle usage guidelines to the proposed operational model - if you cannot apply these guidelines, please describe alternative control measures
All workers will adhere to the UBC Employee COVID-19 Use of UBC Vehicles Guidance, including only one person per vehicle.

18. Worker Screening
Describe how you will screen workers: 1) exhibiting symptoms of the common cold, influenza or gastrointestinal; 2) to ensure self-isolation if returning to Canada from international travel; and 3) to ensure self-isolation if clinical or confirmed COVID-19 case in household or as medically advised

• 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. Personnel must inform supervisor and/or Responsible Faculty Member (RFM).
- Individuals displaying symptoms of COVID-19 (described above) 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 or 811 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.

- New researchers arriving from international destinations are required to self-quarantine for 14 days prior to beginning research. 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 WorksafeBC signage, as below:
  - Worksafe: Entry Check for Workers
  - Worksafe: Entry Check for Visitors

- Workers will be encouraged to use the Thrive BC Self-Assessment Tool to monitor themselves for symptoms of COVID19 or other concerns prior to work attendance.

- The supervisor will be responsible to ensure the workers who are ill do not return to work until they are well and cleared to do so.

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

- The primary method for communication with the workers will be via e-mail.
- To assist with Worker Screening UBC PAT (personnel absence tracker) will be utilized to track any workers who cannot attend work due to one or more of the three categories of restriction (as defined by Worksafe).

### Section 4 – Engineering Controls

#### 20. Cleaning and Hygiene
Detail your cleaning and hygiene plan, including identification for hand-washing stations and the cleaning regimen required to be completed by departmental staff for common areas/surfaces (BOPS Custodial has limitations on cleaning frequency, etc.)

- The standard UBC custodial standards will apply. Custodial crews will clean the building outside of research hours (after 6 PM).
• If there is any additional required cleaning (e.g. high-touch surfaces), training regarding the protocols and cleaning solutions must be provided. Any lab cleaning will follow the WHO guidelines for decontamination. ([https://www.who.int/gpsc/5may/Guide_to_Local_Production.pdf](https://www.who.int/gpsc/5may/Guide_to_Local_Production.pdf)).

• Personnel must wash their hands regularly and avoid contact with one another.

21. Equipment Removal/Sanitation
Detail your appropriate removal of unnecessary tools/equipment/access to areas and/or adequate sanitation for items that must be shared that may elevate risk of transmission, such as coffee makers, kettles, shared dishes and utensils

• Tools must be removed from tool cabinets with gloves on and any tool removed must be wiped down before it is returned.

• Cleaning schedules will be generated by designated Responsible Faculty Members or office administrators for all high-touch items, such as laboratory equipment. For all new cleaning protocols, training regarding the protocols and cleaning solutions must be provided. Any lab cleaning will follow the WHO guidelines for decontamination ([https://www.who.int/gpsc/5may/Guide_to_Local_Production.pdf](https://www.who.int/gpsc/5may/Guide_to_Local_Production.pdf)).

• Common surfaces (e.g., solvent containers, mice on lab computers) should be wiped regularly with disinfectant. Supplies will be made available by the Information Assistant (Debra Locke) so that this disinfection can be done by users.

• All laptops brought on campus should be wiped down by its user with disinfectant upon arrival and at departure.

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

In Stage 2, a plexiglass barrier will be placed in front of the work station of the Information Assistant (front desk). Any such barriers will refer to:

• WorkSafe BC’s “Designing Effective Barriers” guidance.

• Building Operations guidance on the purchase and installation of plexiglass.

Section 5 – Administrative Controls

23. Communication Strategy for Employees
Describe how your unit has or will communicate the risk of exposure to COVID-19 in the workplace to your employee and the safety controls in place to reduce such risk.

Dissemination of this Plan to the JOHSC
Once this plan is complete, it will be distributed to the FoA JOHSC for review. Not only will this give the worker representatives on the committee a chance to preview the document, but it will give them the opportunity to provide further suggestions for improvement.

Communication of the Plan to Employees
To communicate the risk of exposure to COVID-19 in the workplace to the employees, the School of Information will disseminate this plan via e-mail to all faculty and staff. Faculty will forward the plan to
their GRAs. In Stage 2, the PhD students will also be provided with a copy. As a follow-up, the School of Information will hold a town hall to reiterate the risks and hazards of COVID-19, and the ways they are mitigated in the overall return to research planning. The roles and responsibilities of the employees will also be covered (see sections below).

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 below)
- They may also contact their worker representative of the JOHSC to express their concerns
- They may also report concerns confidentially to the Director

24. Training Strategy for Employees

Detail how you will mandate, track and confirm that all employees successfully complete the **Preventing COVID-19 Infection in the Workplace** online training; further detail how you will confirm employee orientation to your specific safety plan

- A Preventing COVID-19 Infection in the Workplace online training course has been developed and is mandatory for all employees in the School of Information that are scheduled for physical return to work: [https://wpl.ubc.ca/browse/srs/courses/wpl-srs-covid](https://wpl.ubc.ca/browse/srs/courses/wpl-srs-covid).
- Individuals who completed this training are to forward the email confirmation to the Director, who is required to provide this information to the Faculty of Arts.

25. Signage

Detail the type of signage you will utilize and how it will be placed (e.g. floor decals denoting one-way walkways and doors)

- The School of Information will utilize the signage from the [Safety & Risk Services COVID-19 website](https://srs.ca), the [Worksafe’s COVID-19 – Resources](https://www.worksafebc.ca/coronavirus) website, WorkSafe BC, and from Building Operations. Building Operations has also sent out approved floor tape and decals to all of the departments.

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.

26. Emergency Procedures
Recognizing limitations on staffing that may affect execution of emergency procedures, detail your strategy to amend your emergency response plan procedures during COVID-19. Also describe your approach to handling potential COVID-19 incidents.

All of the BERPs within the School of Information will be updated to accommodate the reduced staffing levels (i.e. the “Building Evacuation Amendment COVID-19” amendment will be included). Occupants in the building during Stage 1 will be made aware of the BERP and the amended instructions. Moreover, given that the occupancy will fluctuate, making it hard to know if a designated Warden will be present, all staff and faculty members allowed to enter the building in Stage 1 and Stage 2 will take UBC’s Floor Warden Training Course (the link is found on this page: Emergency Preparedness Training). All occupants in Stage 1 will have access to the Occupancy Roster so as to know which offices 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.

27. Monitoring/Updating COVID-19 Safety Plan
Describe how you will monitor your workplace and update your plans as needed; detail how employees can raise safety concerns (e.g. via the JOHSC or Supervisor) - plan must remain valid and updated for the next 12-18 months

Every two weeks during UBC Stage 1, and every month during UBC Stage 2, the School of Information will analyze their monitoring information (emails reporting entering and leaving the school) and will update the plans as necessary. Employee feedback on this plan can be sent directly to their Supervisor, to their worker representative on the JOHSC, or confidentially to the Director. For the policy on monitoring compliance, and managing non-compliance, see Appendix E.

28. Addressing Risks from Previous Closure
Describe how you will address the following since the closure: staff changes/turnover; worker roles change; any new necessary training (e.g. new protocols); and training on new equipment

- Returning staff will be required to attend orientations and new training on procedures and protocols outlined in this Safety plan.
- Returning staff will be required to review BERPs and new protocols outlined in this Safety plan.

All training, staff changes, and onboarding is done online.

Section #6 – Personal Protective Equipment (PPE)

29. Personal Protective Equipment
Describe what appropriate PPE you will utilize and how you will/continue to procure the PPE

- We are not anticipating any new PPE requirements due to COVID-19
- Where COVID-19-specific PPE may be required, the PI or Responsible Faculty Member (RFM) will consult with SRS to do a PPE risk assessment in accordance with UBC guidance on COVID-19 PPE
- Please review the Procurement of Critical Supply Document for information on procurement processes
- Where an employee makes the personal choice to wear a non-medical or home made mask in the workplace they will be informed of the risks limitations associated with this kind of equipment (see: UBC Employee PPE Guidance and/or UBC working safely - non medical masks)
Section #7 - Acknowledgement

30. Acknowledgement

The following must be signed by the Administrative Head of Unit and the Dean confirming that: 1) the Safety Plan will be shared with staff by email and as a shared document; and 2) that staff will acknowledge receipt and will comply with the Safety Plan.

I acknowledge that this Safety Plan has been shared with staff both through email and will be made available as a shared document. Staff can either provide a signature or email confirmation that they have received, read and understood the contents of the plan.

Faculty of Arts

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Department

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<tr>
<td>Name</td>
<td>Erik Kwakkel</td>
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<td>Title</td>
<td>Professor and Director</td>
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Appendix A: Floorplan of the School of Information

The School of Information occupies the red area of the 4th floor of the Irving K. Barber Learning Centre on campus at UBC-V:

(i) Irving K. Barber Learning Centre, Floor 4.

(ii) Two-meter radius around work spaces during Stage 1 (note: only 6 of these workspaces will open up in this stage).
(iii) Directional flow in Stage 1: faculty offices (blue) and Director’s office (purple).

Note: Occupants following the directional movement in the plan should always give right of way to those already moving in the travel path/passage or from the smaller to the larger space. Meaning, do not enter the passage at all until the person already in it is fully clear.
Appendix B: Responsibilities of Each Worker Group

Employee Responsibilities

- 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 (described above) 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: https://bc.thrive.health/.
- All work that can be done off campus must continue to be done off campus. Data processing, writing manuscripts, writing grant proposals, creating presentations, studying, ordering of lab supplies, online library research, computations, etc. should be done from home.
- Exceptions may be considered for:
  - Research personnel that do not have the possibility to work from home;
  - Teaching-stream faculty and research-stream faculty who are teaching during Stage 1 / Stage 2 for whom conditions make it impossible to provide classes from home;
  - Teaching-stream faculty or research-stream faculty who require access to on-campus space to prepare materials for the fall (e.g., making videos for online course production).
- In all of these cases, approval is decided by the director and will be communicated by the Information Assistant, who keeps track of the permissions given and puts these in the Occupancy Roster.
- Upon entering the school, staff or faculty members need to sign in by sending an email to a designated email account; upon leaving for the day, they send another email to the same account (see Appendix C).
- In-person group meetings, events or lectures cannot be organized in Stage 1.
- Where exemptions have been given for a faculty member to access his or her office, they must not have guests in the office during Stage 1 or Stage 2.
- Individual faculty members will be responsible for developing return-to-on-campus-research plans for their own research spaces. These will be reviewed and approved by department heads / directors. Heads and directors are encouraged to consult with their JOHSC.
- When an employee is concerned about the rules for Stage 1 or Stage 2, they should follow the standard WorkSafeBC reporting guidelines (address the concern in writing to their supervisor first). However, they may also report concerns confidentially to the Director.

Responsibility of Department Heads and Directors

- Must take the required UBC COVID-specific training course.
• Responsible for communicating the safety plan of the unit to faculty and research personnel.
• Responsible for ensuring that signage is in place throughout the common spaces of the building. This signage is in place to ensure physical distancing and cleaning protocols are practiced in common areas (e.g., elevators, social rooms, lunch rooms, bathrooms, stairwells), department offices (e.g., main office, mail room), and shared facilities that are under their purview.
• Responsible for approving designated Responsible Faculty Member safety plans for their workspaces that ensure physical distancing and safe working practices, and for making it clear that they must enforce the measures taken.
• Responsible for putting hand sanitizer at key points (e.g., near entrances, entrances to shared instrument facilities) for personnel, if not supplied by building operations.

Responsibility of designated Responsible Faculty Members
• Responsible for developing a laboratory safety plan for their space, and communicating this to all group members. This will be reviewed and approved by department heads or directors prior to restarting research in the lab.
• Responsible for ensuring that their trainees take the mandatory UBC COVID-specific training course, as well as taking it themselves.
• Responsible for posting on the doors to their lab areas the maximum number of occupants. Where a lab is shared by multiple PIs, this maximum occupancy must be agreed upon. In the event that it is not agreed upon, then the head or director can impose a limit.
• Responsible for scheduling shifts / rotations of researchers during Stage 2 as needed to ensure that physical distancing can be practiced. Where a lab is shared by multiple PIs, this schedule must be agreed upon. In the event that it is not agreed upon, then the head or director can decide the schedule.
• Trainees and staff may not have the same comfort level or ability to return to work and anyone can choose to defer their return to on-campus work, at their own discretion. Supervisors have a duty to recognize and accommodate each situation individually.
• Ensure the availability of gloves, lab coats and other necessary PPE.

Responsibility of Faculty of Arts
• Work together with Departments and Institutes to develop safe working plans at each stage.
• Coordinate safety plans across shared buildings.
• Review and approve department / institute safety plans (ADR with subset of ROCR committee).
• Help heads and directors deal with issues of non-compliance and offer confidential reporting of non-compliance.
• Address patterns of non-compliance in a manner consistent with UBC policy.
Appendix C: Sign In/Sign Out Protocols

After permission from the Director, a limited number of faculty can use their office space on campus, as detailed in Appendix F.

Upon arrival at the school, faculty members send an email confirming their arrival to arts.oncampus@ubc.ca and to ischool.oncampus@ubc.ca.

When leaving the school, faculty members send an email confirming their departure to arts.oncampus@ubc.ca and to ischool.oncampus@ubc.ca.

If a person is the only one present in the school, UBC safety regulations require that an email is sent to arts.oncampus@ubc.ca and ischool.oncampus@ubc.ca every two hours.

Should faculty need to enter the building for a few minutes, for example to pick up a book, arrival and departure needs to be communicated to arts.oncampus@ubc.ca and to ischool.oncampus@ubc.ca. However, no permission from the director is needed for these very short visits. Please note that this practice is discouraged during Stage 1 given that some offices will have been reoccupied.

NOTE: Given that faculty making use of their office effectively function as Floor Warden (see point 26), all faculty have access to the Occupancy Roster, which shows the offices that are occupied each day.
Appendix D: Use of Non-iSchool Space in the Irving K. Barber Learning Centre

The School of Information occupies the south wing of the 4th floor of the Irving K. Barber Learning Centre on campus at UBC-V (Appendix A). Access is needed to non-iSchool space on the 4th floor, namely to access the school (elevator, staircase) and to use the restroom facilities (Figure i).

(i) School of Information (blue) with office space that will be used in Stage 1 (yellow); areas outside the school that are accessible: elevators (green), stairwells (orange), and restroom (IKBL 451 only) (purple).

The following arrangements have been made to secure safe use of library space:

- To reduce impact on custodial staff, during Stage 1 there will be one designated washroom in use: IKBL 451 (Fig. (i), lower left corner inside purple square); the other two restrooms, IKBL 452 and 453, will remain closed;
- The central stairwell is made one-way and is used for upward travel;
- The stairwell in the SE corner of the building is made one-way and is used for downward travel;
- Elevators are restricted to single-person or single-household use;
- Signage is put in place to guide the directional flow and the use of facilities.
Appendix E: Monitoring Compliance and Managing Non-Compliance

Monitoring Compliance:
- Overall compliance will be monitored by inspection of sign in logs, key card access, and periodic checks by Responsible Faculty Member (RFM) and safety staff.

Managing Non-Compliance:
- Research personnel should report any safety concerns (e.g., crowding of a space, failure to complete a necessary cleaning protocol) within a lab/research space to the Head/Director.
- The Head/Director must investigate the situation without delay by contacting the appropriate people. This could be research staff, trainees, PI or RFM. They may also seek advice from UBC Safety & Risk Services.
- As part of the investigation, it may be advisable, though not always feasible, to do visual inspection of the lab/research space in question.
- If a claim about non-compliance is substantiated, the Head/Director will consult with Human Resources, Faculty Relations, Safety & Risk Services, and other units to determine an appropriate response. The response could include:
  - Suspension of access to on-campus facilities;
  - Curtailment of the type or location of activity that can be undertaken on campus;
  - Depending on the nature and severity of the non-compliance, suspension or other employment-related discipline.

Resumption of activity can only occur with the agreement of the Head/Director who investigated the complaint, and only when that person is satisfied that the conditions leading to the non-compliance have been resolved.
Appendix F: What to do when you visit the School of Information

All faculty and staff entering the iSchool suite are required to complete two online courses beforehand:

- UBC’s Floor Warden Training Course [https://www.hse2.ubc.ca/moodle/login/index.php](https://www.hse2.ubc.ca/moodle/login/index.php);
- UBC’s Preventing COVID-19 Infection in the Workplace Training Course [https://wpl.ubc.ca/browse/srs/courses/wpl-srs-covid](https://wpl.ubc.ca/browse/srs/courses/wpl-srs-covid).

Upon completion of the Preventing COVID-19 course, forward the email confirmation you receive to the Director [ischool.director@ubc.ca](mailto:ischool.director@ubc.ca) (not required for Floor Warden Training Course).

Short Visits

Director approval is not required for visits of 10 minutes or less (picking up items from school or office):

- Read the Safety Plan beforehand;
- When entering the school, use the hand-sanitizing station near the entrance;
- Send an email confirming your arrival to arts.oncampus@ubc.ca and ischool.oncampus@ubc.ca;
- Send an email confirming your departure to arts.oncampus@ubc.ca and ischool.oncampus@ubc.ca.

Longer Visits

Director approval is required for longer visits (use of office space for several days). Permission is given for a week at a time and is based on demand for that week. Requests that cover a full week or a substantial part of the week are preferred, although shorter stays are also considered. Decisions as to who can use their office in a given week are made on the basis of the prioritization criteria set up by Arts (see JPEG in the same folder as this Safety Plan):

- Very high: Pre-tenure faculty doing work (research or otherwise) that is critical for tenure or promotion in the next 12 months;
- High: Faculty without suitable workspace (space, kids) at home that do work (research or otherwise) which is critical either for i) Tenure or promotion over next 24 months; or ii) A grant application over the next 12 months.
- Moderate: Faculty with less than ideal working conditions at home.
- Low: Faculty who can prepare courses and research from home without problems.

NOTE: Stage 1 of opening the school is not meant for individuals with low priority: if you can work at home without problems, you are expected to do so. Moreover, access to any workspace in the School of Information will be restricted to **8.30 am to 5 pm, Monday to Friday.**

Steps for Requesting Approval

- Contact Debra at ischool.info@ubc.ca (and cc ischool.director@ubc.ca) by Thursday, Noon requesting to use your office the following week;
• Indicate in which category you belong (Very high, High, or Moderate);
• Provide a phone number through which you can be reached while on campus;
• You will receive a decision on your request by Friday, Noon.

What to Do When on Site
• Read Safety Plan beforehand;
• When entering the school, use the hand-sanitizing station near the entrance;
• Follow signage and instructions posted throughout school, and described in this Safety Plan;
• Upon arrival in your office, send an email confirming your arrival to arts.oncampus@ubc.ca and ischool.oncampus@ubc.ca;
• When leaving the school, send an email confirming your departure to arts.oncampus@ubc.ca and ischool.oncampus@ubc.ca.

NOTE: if you are the only person in the school, UBC safety regulations require that you send an email to arts.oncampus@ubc.ca and ischool.oncampus@ubc.ca every two hours.
Appendix G: Temporary Changes

This appendix keeps track of temporary changes to the original plan.

- During the month of August 2020, the Educational Services Manager (Kevin Day) will be working from the central staff office space. During this month he is taking the 6th slot in the Safety Plan, assigned to the director, and he was given permission to do so by the Arts COVID Response Team (Rick Smolinski, email 31 July, 2020). Kevin will enter the staff space through the main door and will follow all procedures in this Safety Plan, including the entry procedures in Appendix F. The director will not come in during this month so as to not exceed the maximum allowed occupancy.