

VICE-PRESIDENT EXTERNAL RELATIONS

COVID-19 Workspace Safety Overarching Plan



THE UNIVERSITY OF BRITISH COLUMBIA



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Introduction to Your Operation

1. Scope and Rationale for Opening

The Vice-President External Relations (VPER) portfolio is diverse, with the majority of our staff successfully transitioning to remote working arrangements, while a small group providing essential service relating to construction and business activity on campus have continued to work on site throughout the pandemic. The VPER includes the following departments:

- Communications
- Campus and Community Planning
- Government Relations and Community Engagement
- The Learning Exchange
- Ceremonies and Events
- Robson Square

A compliment of Campus and Community Planning staff have been identified as providing crucial services, requiring full or occasional work on site. These staff have continued to work while adhering to physical distancing requirements and safety protocols for interaction with contractors and members of the public. UBC Robson Square will remain closed until December 2020 while interior renovations are completed. During renovations (September to December), the facility will be accessible to staff whose workspaces are outside of the renovation footprint while plans to reopen in 2021 being developed. The Learning Exchange, based in Vancouver's Downtown Eastside (DTES) provides programs to 2,500 community individuals a year. Some of these programs are viewed by community as essential, and important by government due to the high vulnerability of DTES residents. A phased reopening of the Learning Exchange is planned to start in late September.

As outlined in the COVID-19 Guiding Principles, the following principles are being used by the campus to guide decision-making and processes related to a staged resumption of any on-site activities:

1. The health and well-being of staff, and the public is paramount.
2. The orders, notices and guidance of the Provincial Health Officer (PHO), Health Authorities and WorkSafeBC will be followed.
3. Approval of on-site activities will only be granted to those who require on-site resources, or are required to provide on-site services and cannot conduct this work remotely. All activities that can continue remote work must do so.
4. There will be a staged and coordinated approach across each building and site.
5. Staged resumption of activity may need to be reversed and stricter curtailment conditions imposed in response to public health guidance or changes to the public health situation at any particular site.



- 6. Equity and personal circumstances will be considered in evaluating how to plan and conduct resumption of on-site activities.
- 7. All Unit leadership, management and supervisory staff must know their roles, responsibility and accountability for ensuring compliance with their units COVID-19 Safety Plan (CSP). (See **Appendix C: Roles, Responsibility and Accountability**)

The following risks are considered in accordance with <https://srs.ubc.ca/covid-19/safety-planning/determining-safety-plan-risk/>

Risk #1 – Higher proportion of individuals from outside of the UBC community visit the campus/unit; if employees or staff are exposed to more than 10 random people in a day; or if the unit is public facing

Risk #2 – Prolonged close interaction with others not in the usual cohort of colleagues; if contact lasts for more than 15 minutes and transient in nature

Risk #3 – The workplace or activity is indoors and windows cannot be opened

Risk #4 – Employees/students/visitors have frequent contact with high-touch surfaces (service counters, card payment machines)

Risk #5 – The activity involves people who are at higher risk of severe illness (i.e., older adults or those with chronic health conditions)

Risk #6 – The activity involves people who are not able or likely to follow hygiene practices such as washing hands frequently, respiratory etiquette, and identifying when they are feeling ill and staying home

Note: Applicable risk factors (from above) are listed may be subject to change based on Covid-19 developments and Campus operations, and will be addressed as part of the monitoring requirements.

Intermediate and Unit/Workspace/Local plans are to outline applicable risks under this plan. If risks are identified, units are responsible for assigning mitigations/controls and communicating these risks to those affected.

The Vice-President, External Relations will review and provide final approval prior to the submission of this VPER level safety plan to the COVID-19 Safety Planning Steering Committee. Intermediate and Unit/Workspace/Local plans for the portfolio will be or have been created as outlined in **Appendix A: Overarching, Intermediate, Unit/Workspace/Local Safety Plans** for the VPER Portfolio.

Department / Faculty	Vice-President External Relations
Facility Location(s)	<i>Multiple (refer to intermediate and unit/workspace/local plans)</i>
Proposed Re-opening Date	<i>Not applicable as some areas within VPER never closed and return re-opening targets vary across facilities (refer to intermediate and unit/workspace/local plans)</i>



Workspace Location(s)

Multiple (refer to intermediate and unit/workspace/local plans)

Section #1 - Regulatory Context

2. Federal Guidance

- [Coronavirus disease \(COVID-19\): Awareness resources](#)
- [Government of Canada: “Hard-surface disinfectants and hand sanitizers \(COVID-19\): List of disinfectants with evidence for use against COVID-19”](#)

3. Provincial and Sector-Specific Guidance

- [BC’s Restart Plan: “Next Steps to move BC through the pandemic”](#)
- [BC Centre for Disease Control](#)
- [BC COVID-19 Go-Forward Management Strategy](#)
- [BC Health & Safety Guidance for Post-Secondary Institutions](#)
- BC COVID-19 Self Assessment Tool

4. WorkSafeBC Guidance

- [Guide to reducing the risk of COVID-19](#)
- [COVID-19 Safety Plan](#)
- [COVID-19 Forms and Resources](#)
- [COVID-19 and returning to safe operation – Phase 2](#)
- [WorkSafeBC COVID-19 Safety Plan](#)
- [WorkSafeBC: Designing Effective Barriers](#)
- [WorkSafeBC: Entry Check for Workers](#)
- [WorkSafeBC: Entry Check for Visitors](#)
- [WorkSafeBC Protocol: Offices](#)
- [WorkSafeBC Protocols: Post Secondary Education](#)

5. UBC Guidance

- [COVID-19 Campus Rules](#)
- [Guidelines for Preparing for Reoccupancy](#)
- [Guidelines for Safe Washroom Reoccupancy](#)
- [Space Analysis & Reoccupancy Planning Tool](#)
- [UBC Employee COVID-19 Physical Distancing Guidance](#)
- [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 Employee 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

- To be listed out in individual Intermediate and Unit/Workspace/Local Plans

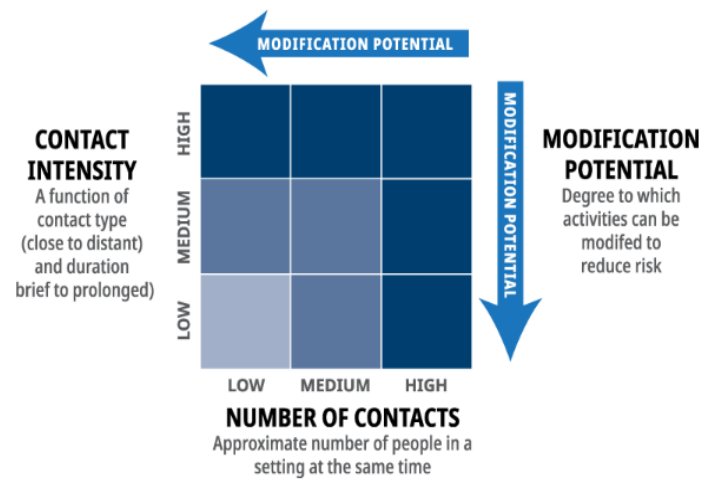
Section #2 - Risk Assessment

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 evident in the crucial services identified in areas such as Development Services remaining open on campus to support construction activity through these unprecedented times. Such areas have been active identifying and mitigating risks, and further re-evaluating the controls in place using the following risk assessment process.

Prior to opening or increasing staff levels:

Where your organizational unit belongs to a sector that is permitted to open, but specific guidance as to activities under that sector are lacking, you can use the following risk assessment approach to determine activity level risk by identifying both your organization's or activity's contact intensity and contact number, as defined below:

1. What is the contact intensity in your setting pre-mitigation – the type of contact (close/distant) and duration of contact (brief/prolonged)?
2. What is the number of contacts in your setting – the number of people present in the setting at the same time? As a result of the mass gatherings order, over 50 will fall into the high risk.



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

- Physical distancing measures – measures to reduce the density of people
- Engineering controls – physical barriers (like plexiglass or stanchions to delineate space) or increased ventilation
- Administrative controls – clear rules and guidelines
- Personal protective equipment – like the use of respiratory protection

7. Contact Density (proposed COVID-19 Operations)

Individual units are responsible for having COVID-19 Safety Plans (CSP) that identify:

- the type and duration of contact where people congregate;
- the jobs that require close proximity;
- the surfaces that are touched most often;
- tools, machinery and equipment that are high contact points.

8. Contact Number (proposed COVID-19 Operations)

- All units shall aim to reduce the physical density of staff working at static sites as needed to maintain physical distancing.
- Essential operational areas and functions that are not spatially constrained may elect to maintain a higher number of staff on site. The ability to physically distance, particularly at pinch points, shall be the determinative factor.
- Details for each location are located in their respective Intermediate and *unit/workspace/local* CSPs.



9. Employee Input/Involvement

- This plan will be presented to VPER staff, including front line staff via email, for questions and feedback. Specific units may use other means of communication to ensure these plans are known and accessible.
- Staff will be encouraged to email or discuss any questions, concerns or suggestions for improvements with their supervisor, their JOHSC/LST representative, or the office of the Vice-President External Relations.

10. Worker Health

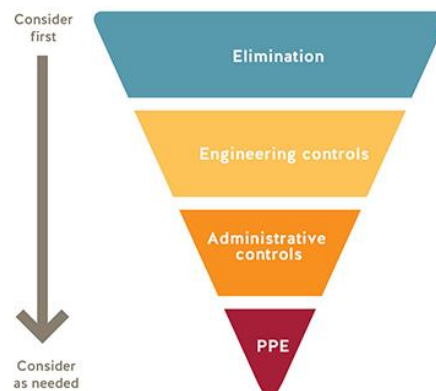
- Supervisors are encouraged to disseminate information from UBC Wellbeing: <https://wellbeing.ubc.ca/>

11. Plan Publication

- Final plans will be posted to the VPER and Departmental websites.

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 until guidance from Public Health Authorities allows otherwise:

- 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 metres from each other unless otherwise permitted by safe work procedures.
- Guidance regarding the use of non-medical masks will be adhered to: <https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/>
- 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.
- Ensure 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 or follow the [Guidance for Essential In-person meetings](#).
- Management must ensure that all workers have access to 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 with to limit the dispersion of respiratory droplets. See [SRS](#) website for further information.

12. Work from Home/Remote Work

- All work that can be done off campus must continue to be done off campus in all the respective units under VPER in accordance with [UBC telecommuting guidelines](#) and [safety considerations](#)
- Home ergonomic set up resources are provided by WHS <http://www.hr.ubc.ca/wellbeing-benefits/workplace-health/ergonomics/ergonomics-resources/>
- Most meetings can be held virtually though Zoom or phone.
- When on site, appropriate safety measures will be taken as described in other areas of this document. Specific unit workspace details will be outlined in intermediate or *unit/workspace/local* CSPs.

13. Work Schedule Changes/Creation of Work Pods or Crews or Cohorts

- A schedule will be outlined for each individual unit that enables physical distancing. This can include a rotating schedule of staff for administrative areas.
- Workers needing to enter buildings other than their primary work location to carry out assigned tasks must adhere to the safety plan and relevant signage in place for that workspace.
- The [UBC guidance for shared UBC vehicles](#) will be followed.
- Units that work weekends as part of their schedule will need to be explicitly identified in the intermediate and *unit/workspace/local* plans.



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

- Refer to [SRS Guidelines](#) for Re-occupancy and Space Analysis and Re-occupancy Planning Tool can be used by the individual units to determine occupancy for their areas
- Each department will take responsibility for mapping their buildings to identify traffic flow, building entry/exits, elevators, staircase usage, etc. Departments will utilize the “UBC Building Administrators package” provided by UBC Facilities to implement signage for occupancy limits, traffic flows and/or behavioral expectations/reminders.
- Buildings are encouraged to limit public entry where possible.

15. Accommodations to maintain 2 metre distance

The following physical distancing protocols must be followed by all units within the VPER portfolio:

- Physical distancing is required at all times with staff 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](#).
- Supervisors shall consider alternative mitigation strategies in accordance with the hierarchy of hazard control if physical distancing cannot be maintained.
- No unnecessary visitors are permitted in the buildings, including relatives (e.g., parents, children), friends of staff. Exceptions may include: couriers, IT Services, building maintenance/service personnel, campus mail and Safety & Risk Services staff.
- When stairwells are not sufficiently wide to allow for cross-directional traffic with appropriate physical distancing, they will be clearly marked as single-direction. Where single-direction circulation is impractical, staff are not to linger in the hallways and on stairwells. Staff are to practice walking on the right, yielding to oncoming traffic.
- There will be no congregating in common areas.
- No non-essential in-person group meetings, social events, or other gatherings shall take place until further notice.
- Non-essential business travel is prohibited at this time. What is considered essential shall be determined by the staff and their supervisor. This directive will be revisited in future.

16. Transportation

- All units within VPER will adhere to the [UBC Employees COVID-19 Use of shared UBC Vehicles Guidance](#)



17. Worker Screening

- 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.
- If you feel sick at work, all faculty, staff and student-staff should:
 1. Contact UBC First Aid on the Point Grey Campus by calling 604-822-444 or 2-4444 (UBC Landlines). The first aid attendants will conduct a COVID-19 screening assessment with you by phone
 2. Complete the Thrive BC COVID-19 Self-Assessment Tool and follow its recommendations
- 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.
- Every front and back entry door has signage for both workers and visitors/guests that prohibits entry if any of the above 3 criteria apply. UBC and WorkSafeBC provides such signage, as below:
 - a. [UBC Entry Check Sign](#)
 - b. [WorkSafeBC: Entry Check for Workers](#)
 - c. [WorkSafeBC: 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. [OPH programs and services](#) remain available to all staff, faculty, and paid students who have questions or concerns about their personal health as related to safety in the workplace, including questions around COVID-19.

18. Prohibited Worker Tracking

- PAT or Asset 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 WorkSafeBC).
 - 1) Exhibiting symptoms of the common cold, influenza or gastrointestinal
 - 2) Self-isolation if returning to Canada from international travel
 - 3) Self-isolation if clinical or confirmed COVID-19 case in household or as medically advised



Section #4 - Engineering Controls

19. Cleaning and Hygiene

- The standard UBC custodial standards will apply – see [Facilities COVID-19 website](#).
- Personnel must wash their hands regularly and avoid contact with one another.
- Personal desktops and items may not be cleaned by custodial staff and individuals are asked to maintain a clean workplace by disinfecting any shared areas or equipment before and after use as well as when visibly soiled.
- Individuals are asked to sanitize their hands when entering the building and beginning work and to frequently wash hands or use hand sanitizer throughout the day. In addition, the following practices are recommended.
 - Greeting people with a wave instead of a handshake
 - Avoiding touching your face except immediately after hand washing
 - Coughing or sneezing into your arm
 - Providing materials in electronic form to avoid the passing of documents between participants

20. Equipment Removal/Sanitation

- If microwaves or other cooking equipment are being used, there must be signage and training to reinforce cleaning protocols (e.g. users disinfecting the handles and buttons) and there must be supplies available there for this purpose.
- Dishes and utensils may be cleaned and sanitized in the dishwasher with a hot rinse cycle or washed with hot soapy water
- If there is no dishwasher, staff should be asked to bring their own dishes and utensils from home
- Units may consider preventing the use of common food preparation equipment if they think it is unsafe.
- Units are to consider if equipment can be individually assigned and labelled with the name of the assigned employee. If not, it must be accompanied with a sanitation regimen.

21. Partitions or Plexiglass installation

- Each unit will address partitions or plexiglass installation in their intermediate or *unit/workspace/local* plans using [WorkSafeBC's "Designing Effective Barriers" guidance](#) and [Building Operations guidance](#) on the purchase and installation of plexiglass.



Section #5 - Administrative Controls

22. Communication Strategy for Employees

- Dissemination of this Plan
 - This plan will be distributed to Admin JOHSC for review. This will give the worker representatives on the committee an opportunity to preview the document and provide further suggestions for improvement. This pre-review process will be documented in the respective JOHSC meeting minutes.

- Communication of the Plan to the VPER Employees
 - To communicate the mitigation of COVID-19 exposure risks in the workplace to the employees, the VPER will disseminate this VP level plan to the portfolio leadership via email. Once received, Unit leadership is responsible for determining the optimal means of communication for their workplace.
 - [COVID-19 Campus Rules](#) apply to all UBC employees.

- Communication of Worker's Concerns
 - Employees can raise concerns through their supervisor or JOHSC worker representative. In addition, WorkSafeBC Right to Refuse unsafe work will also be followed.

23. Training Strategy for Employees

- All employees will be required to complete UBC's "[Preventing COVID-19 Infection in the Workplace](#)" online training module. Supervisors will be responsible for tracking staff completion as well as site-specific training.
- Site-specific training will be identified, provided and documented by the supervisor.

24. Signage

- Signage from the [Safety & Risk Services COVID-19 website](#), the [WorkSafeBC's COVID-19 – Resources](#) website, and from [Building Operations regarding approved floor tape and decals](#) will be used.
- Required Signage:
 - Entry door signage to remind staff of the requirements self monitoring and not to enter if experiencing COVID-19 symptoms or if meeting the requirements for quarantine/self-isolation.
 - 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 off 2m spaces where people might line up (if needed).

25. Emergency Procedures

- Emergency Procedures
 1. Units are expected to update their Building Emergency Response Plan (BERP) with the BERP Amendment.
 2. Units can designate interim floor wardens to perform this task after they have completed [online training](#), which will take approximately 15-20 minutes. These individuals should be those that are currently working on campus. Staff must not be asked to come to campus to solely to fulfill their role as a floor warden.
 3. Units are to consider that with fewer people on campus, building occupants should be reminded on what to do and where to go when the fire alarm rings. Include information on the location of the wall mounted Emergency Procedure Key Plans and the Building Emergency Response Plan.
- Handling Potential COVID-19 Incidents:
 4. Suspected positive incidents or exposure concerns are to be reported to the Supervisor. Further incident reporting information can be found on the [SRS webpage](#).
 5. Direct people who are unsure about what they should do to the [BC Self-Assessment Tool](#).
 6. [OPH programs and services](#) remain available to all staff, faculty, and paid students who have questions or concerns about their health and safety in the workplace, including questions around COVID-19.

26. Monitoring/Updating COVID-19 Safety Plan

- Intermediate and *unit/workspace/local* plans will need to be updated regularly. Units are to establish the frequency of review and what might trigger a review (shift in provincial phases, higher building occupancy, a standard review cycle).
- Employees can raise concerns through their supervisor or JOHSC/LST representative.
- See Appendix D: COVID-19 Workspace Safety Plan Document Revision

27. Addressing Risks from Previous Closure

- Where staff are asked to take on new roles or responsibilities, there must be documented training for these new tasks.



Section #6 - Personal Protective Equipment (PPE)

28. Personal Protective Equipment

- Where COVID-19-specific PPE may be required, the supervisor will do a PPE risk assessment in accordance with [UBC guidance on COVID-19 PPE](#) using the [UBC Ordering Critical Personal Protective Equipment](#).

Section #7 - Non-Medical Masks

29. Non-Medical Masks

- All staff in portfolio will follow the requirements around mask-wearing described in <https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/> and <https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf>.
- Unit Intermediate and Unit/Workspace plans will detail any further requirements for the use of non-medical masks for staff within their specific workspace(s).
- Intermediate and Unit/Workspace/Local Safety Plans will utilize the [COVID-19 Safety Plan Addendum: Required Non-Medical Masks](#) document as a guidance tool on how to incorporate NMMs into the plans and the workplace.
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Acknowledgement

Acknowledgement

- The following must be signed by the administrative head of individual units within the VPER portfolio to (1) confirm that it will be shared with the units, (2) to detail the method in which it will be shared, and (3) to acknowledge receipt and compliance with the Safety Plan.

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

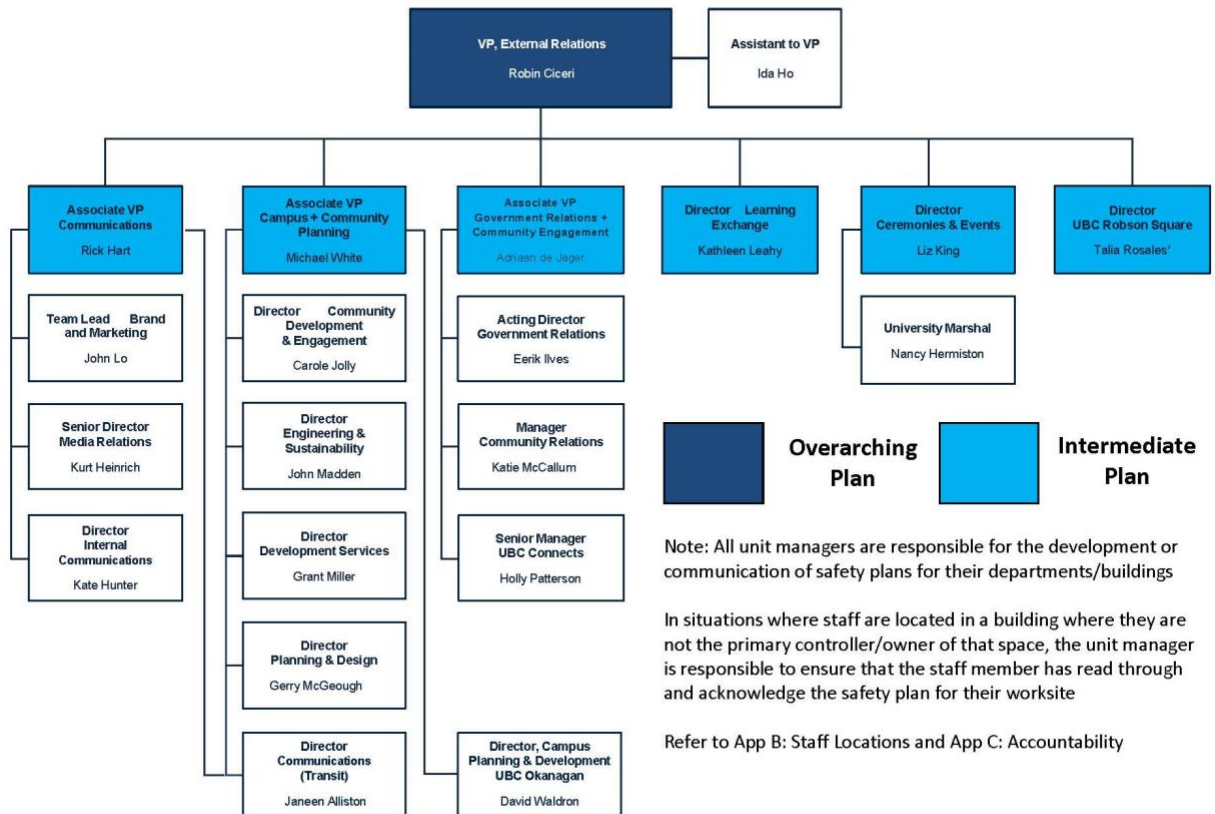
Date _____
Name(Manager or Supervisor) _____
Title _____

Faculty and Staff Occupying Workspace

Name	Email	Confirmation of Understanding
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>



Appendix A: Overarching, Intermediate and Unit/Workspace/Local Safety Plans for VPER Portfolio



Note: All unit managers are responsible for the development or communication of safety plans for their departments/buildings

In situations where staff are located in a building where they are not the primary controller/owner of that space, the unit manager is responsible to ensure that the staff member has read through and acknowledge the safety plan for their worksite

Refer to App B: Staff Locations and App C: Accountability

June 2020
*Dual report to VP Academic



Appendix B: VPER Staff Locations

Department/Unit	Building Locations
VP External Relations	Old Admin Building (OAB)
Communications	Cecil Green Park House Cecil Green Coach House
Campus and Community Planning	Campus & Community Planning 1 Campus & Community Planning 2 Centre For Interactive Research on Sustainability (CIRS)
Government Relations and Community Engagement	Old Admin Building (OAB) Cecil Green Park House
The Learning Exchange	The Learning Exchange (612 Main St.)
UBC Robson Square	UBC Robson Square (800 Robson Street)
Ceremonies and Events	Ponderosa Annex B



Appendix C: Roles, Responsibilities and Accountability

Responsibility of Vice President External Relations Office

- Responsible for developing these plans for approval by UBC Executive.
- Work together with Departments to develop safe working plans.
- Coordinate safety plans across shared buildings.
- Review and approve department safety plans.
- Have regular meetings where Safety Plan updates/review is a standing agenda item.

Responsibility of Unit Managers

- Must take the required [Preventing COVID-19 Infection in the Workplace](#) training course.
- Responsible for the development or communication of safety plans for their departments / buildings (in conjunction with building administrators and the joint occupational health and safety committees). All developed plans must incorporate the guidelines outlined in this document.
- In situations where staff are located in a building where they are not the primary controller/owner of that space, it is the responsibility of the HU to ensure that the staff member has read through and acknowledged receipt of the safety plan for their worksite.
- 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 site-specific safety plans relevant to their areas that ensure physical distancing and safe working practices, and for making it clear that supervisors/managers must enforce the measures taken.

Employee Responsibilities

- Employees who are continuing or resuming work on campus must take the [Preventing COVID-19 Infection in the Workplace](#) training course.
- 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.



- All work that can be done off campus must continue to be done off campus.
- Through communication from their Manager/Supervisor, all employees must know the location of the safety plans for their spaces. All identified health and safety issues should be brought to the supervisor's attention. All employees are encouraged to consult with their JOHSC, where needed. However, they may also report concerns confidentially to the following email address: ready.ubc@ubc.ca. This email is monitored by Safety & Risk Services, and health and safety assistance will be provided.
- In situations where staff are located in a building where they are not the primary controller/owner of that space, employees are responsible for reading through and acknowledging the safety plan for their worksite.
- Prioritization of personnel within a work location will be determined by the Unit Manager.



Appendix D: COVID-19 Workspace Safety Plan Document Revision

Date	Version	Writer	Change Description	Approved By
2020.11.04	2	Miller, Grant VPER Covid 19 Safety Committee Chair	SRS Amendment Document – September 2020	VPER