Instruction for use of this Template:

- *All boxed text includes check boxes that must be completed before the final copy is submitted for review.*

Any questions relating to the content of this template or associated requirements should be directed to the Resumption Planning and Coordination Committee at restart.ok@ubc.ca.

FACULTY / DEPARTMENT: IT Services

SUBMITTED BY: T odd Zimmerman, Anthony Knezevic

DATE OF SUBMISSION: Thursday, August 27, 2020

PRIMARY CONTACT: Anthony Knezevic (250-899-1720 / anthony.knezevic@ubc.ca)
(questions & clarification):

RESUMPTION PHASE #: 1
(submission #)

Priorities for current phase of resumption:

Ensure the continued operations of campus IT systems: networks, systems, applications and services. Have the minimum necessary number of personnel onsite to respond to incidents, service requests and campus operations as classes resume September 7.

Provide continued support for research being conducted remotely or on campus (those approved to resume operations on campus).

Provide the necessary support for delivery of classes – live streamed, remote, in person; including necessary support for faculty members and sessional instructors.

Continue routine maintenance required on data centres and communication rooms to ensure reliability of campus IT systems.

Visit ubc.ca/covid19 and https://ok.ubc.ca/covid19/ for more information about UBC's response to COVID-19, including frequently asked questions. For campus-specific COVID-19 Infection Control guidance, please visit https://hse.ok.ubc.ca/covid19infectioncontrol/.

1. INTENT

The intent of this document is to:

   a) confirm the Work Units / Activities who are supported to continue or to restart work on campus
   b) provide rationale for the prioritization of Work Units / Activities who are supported to continue or to restart work on campus
   c) outline expectations of those working on campus of required infection control measures and the development of Unit level COVID-19 Safe Work Plans

The manager of each Work Unit identified in this plan is required to complete a Safe Work Plan that is consistent with the expectations outlined in this document.

2. GUIDING PRINCIPLES

1. The health and well-being of faculty, students and staff is paramount
2. The orders, notices and guidance of the Provincial Health Officer will be followed
3. Permission to conduct on-campus work will only be granted to those who require on-campus resources and cannot conduct this work remotely
4. There will be a phased and coordinated approach to on-campus work resumption
5. Phased resumption of activity may need to be reversed and stricter curtailment conditions imposed in response to public health guidance or changes to the situation on campus
6. If an employee has a concern about returning to work, they will have an opportunity to discuss that with their supervisor, Human Resources, and their employee group as appropriate

UBC

3.   COVID – 19 RULES

COVID19 Campus Rules

The measures put in place by the Government of British Columbia have been very successful in controlling the spread of COVID-19 and reducing the rate of infection in our province. It is essential that as restrictions are lifted and UBC operations return to a "new normal" we all protect our campus community by doing our part to reduce the risk of infection.

To ensure all workspaces and other parts of campus remain safe, it is required that all persons follow these **COVID-19 Campus Rules** as well as any other rules required of them by UBC. These rules may be supplemented by more detailed UBC rules or safety protocols governing specific locations or activities – for example Operational and Building Safety Plans. If there is any conflict between these COVID-19 Campus Rules and more detailed UBC Rules – the more detailed rules will govern. These COVID-19 Campus Rules may be amended from time to time.

These COVID-19 Campus Rules govern both UBC's campuses and all other locations under UBC's control ("UBC Premises") and govern all UBC activities that take place on UBC Premises with the following exception. These rules do not govern student residents while they are in student residences operated by Student Housing and Community Services in Vancouver and Student Housing and Hospitality Service in Kelowna. Separate rules will apply to these students while they are in residence. These rules do apply to student residents elsewhere on UBC Premises.

1. All students, faculty, staff, and others must assess themselves daily for COVID-19 symptoms prior to engaging in in-person UBC activities on UBC Premises. A list of COVID-19 symptoms can be found here http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms

2. Anyone who is ill or believes they have COVID-19 symptoms or exposure to SARS-CoV-2 must complete the BC self-assessment tool at https://bc.thrive.health/ or through the BC COVID-19 Support App for their iOS or Android device and follow the instructions provided.

    If the self-assessment tool recommends that a person get tested for COVID-19 or self-isolate they must do so. If required to get COVID-19 testing they should not return to UBC Premises until they have received the test results and followed any self-isolating recommendations. At the commencement of self-isolation:

    i.   Faculty and staff of UBC must report their condition to their supervisor and manager. Their supervisor or manager will advise them of their options.

    ii. Contractors, volunteers or others with business on UBC Premises should advise their UBC contact person of their status.

3. All faculty and staff on campus must complete the mandatory online training module 'Preventing COVID-19 Infection in the Workplace' to be able to work on UBC Premises.

4. Anyone with a positive COVID-19 diagnosis can only return to work, or resume in-person UBC activities on UBC Premises, after 10 days have passed since the start of symptoms and the fever is gone. Additional information: http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation .

5. Anyone who has travelled internationally or had contact with a COVID-19 infected person may only return to UBC Premises after 14 days and 10 days respectively and may only resume in-person activities at UBC Premises if the fever is gone and you are feeling better.

6. Everyone is advised to maintain physical distance from others as much as possible unless other safety

measures are in place.

7. Everyone must follow relevant signage and floor markings when moving around UBC Premises.

8. Supervisors will ensure that all faculty, staff and contractors are familiar with the COVID-19 site specific safety plans for their work areas – these will layout the plan for occupancy, traffic flow and hygiene at your worksite and within your building.

For more information regarding COVID-19 rules please see https://srs.ubc.ca/covid-19/health-safety-covid-19/

Ensuring Compliance:

- Everyone on UBC Premises or engaging in in-person UBC activities must comply with these COVID-19 Campus Rules and any other UBC rules.

- The Administrative Head of Unit or Supervisor for each unit has the responsibility to ensure that UBC rules and safety protocols are followed in their unit.

- Notices regarding applicable UBC rules and safety protocols will be posted at entrances to work places as well as communal areas (for example lunchrooms) for all workspaces.

- All faculty, staff and students are encouraged to bring concerns about the implementation of UBC rules or safety protocols or incidents of non-compliance to the attention of the Administrative Head of Unit or Supervisor.

- For support in investigating incidents of non-compliance or similar concerns by faculty and staff, Administrative Heads of Unit or their designates should contact their Human Resources Advisor or Faculty Relations Senior Manager.

- Failure to follow these rules or other rules or safety protocols by faculty or staff may result in discipline up to and including the termination of employment.

- Failure to follow these rules or other rules or safety protocols by students may result in discipline pursuant to the UBC Student Code of Conduct. For support regarding the application of the UBC Student Code of Conduct Administrative Heads of Unit can contact Campus Security.

- Failure to follow these rules or other rules or safety protocols by contractors may result in the termination of your contract, and/or loss of access privileges up to and including being restricted from visiting UBC Premises.

- Failure to follow these rules or other rules safety protocols by volunteers, visitors or other third parties on UBC Premises may result in loss of access privileges up to and including being restricted from visiting UBC Premises.

4. RESPONSIBILITIES

Administrative Heads of Unit
- Complete Parent Plan
- Submit Parent Plan to Resumption Planning & Coordination Committee
- Provide Parent Plan to PIs / Managers of approved Work Units

Managers / Supervisors / Principal Investigators (PIs) - of supported work units
- Develop Safe Work Plan for their area of responsibility
- Submit Safe Work Plan for review by Resumption Planning & Coordination Committee
- Post Safe Work Plan in a public area (have on hand at work location)
- Ensure supervision of area Faculty, Staff and Students for adherence to Safe Work Plan
- Monitor COVID-19 communications and Public Health orders, notices and guidance and amend Safe Work Plan as required
- Address concerns raised by area Faculty, Staff and Students
- Participate in inspections by HSE and/or JOHSC and address Safe Work Plan feedback, as appropriate

Faculty, Staff, Students
- Participate in Training
- Understand and adhere to expectations of their COVID-19 Safe Work Plan

5. SUPPORTED WORK UNITS

☐ The **Supported Work Units / PIs** listed below have been or will only be prioritized if they are unable to perform their work via remote working arrangements.

NOTE: Where Work Units / PIs have NOT been identified at the time of submission, the process for Identification may be articulated in this Parent Plan for review and approval purposes. If this is the case, the process for prioritization (rubric, application process, etc) may be added in the place of the table below or added as an appendix.

This parent plan supports continued or returning work for the following Work Units:

Work Unit	PI/Manager	Building	Room	Reduced Occupancy (#)	Normal Occupancy	RATIONALE
Research Computing	Erin Crowe	ADM	024	1 2*	4	(* only has required based on operational response needs - occasional) Provide onsite assistance to Faculty, Staff and Students, including hardware break/fix, equipment pickup, templating and configuration of devices that require physical intervention and provide urgent onsite response if/where necessary (following safety protocols).
Service Desk (Helpdesk, Desktop Support)	Andy Fehr	ADM	024	2 2*	9	(* only has required based on operational response needs - occasional) Provide onsite assistance to Faculty, Staff and Students, including hardware break/fix, equipment pickup, templating and configuration of devices that require physical intervention and provide urgent onsite response if/where necessary (following safety protocols).
Voice Services	Anthony Knezevic	ADM	024	1-2*	3	(* Number will depend substantially on building and move project timelines and deliverables.)

						Perform required projects (new buildings), maintenance and operations on phone systems, and perform various moves per campus planning schedule.
Audio Visual	Paul Levinsen	ADM RHS	024 160	1-2* 1	6	(* First two weeks of term will require more resources for support, scaling back as academic year is in full swing) Provide required classroom support to those faculty members who may be delivering teaching and learning onsite (either live streamed or in the rare case, in person). RHS occupancy is directly tied to supporting Medical program delivery.
		TOTAL ADM 024		6 - 12*	23	6 regular, burst up to 12 at a given time, however bodies in the office will likely not be above 9 (onsite work, staff moving about campus to conduct duties)
Systems	Anthony Knezevic	ADM ADM	024 025	1 0	1 2	Perform required maintenance and operations on data centre infrastructure – servers, storage, backups, etc.
Network	Anthony Knezevic	ADM	025	1	2	Perform required projects (new buildings), maintenance and operations on campus network infrastructure – data centre, buildings, wireless, etc.
Leadership	Anthony Knezevic	ADM	025	0	2	
Cybersecurity*	Don Thompson	ADM	025	0	9	
		TOTAL ADM 025		2	15	
Desktop Architecture	Anthony Knezevic	UNC	215	1*	3	(* only has required based on operational response needs) Maintenance and configuration updates for computer labs which will be heavily utilized in a remote-access fashion through the fall and winter terms. Physical rooms will be inaccessible by students for security reasons
Web and Applications	Andrew Alcantara	UNC	215	0	5	
		TOTAL UNC 215		1	8	Does not include student services…
Administration	Todd Zimmerman	ADM	011	2*	2	(* part time, with emphasis on a rotating schedule.)

						Perform required administrative duties including financial processing, IT equipment receiving and reconciliation.
Engagement Services	Todd Zimmerman	ADM	011	0	3	
Procurement*	Chris Munro	ADM	011	0	2	(* added for capacity planning reasons, IT Procurement is now part of financial services but collocated with IT Services in ADM 011)
			TOTAL ADM 011	2	7	
Studios	Gideon Dante	COM	203 204	1* 1*	6	(* only has required based on project requirements) Conduct video production activities per requests to support campus community with augmented and remote delivery of campus events and activities, following safe working guidelines. Maintain loaner pool of video equipment.
			TOTAL COM 203	2	6	

6. COVID-19 SAFE WORK PLAN

The COVID-19 Safe Work Plan must be completed for Work Units performing on-campus work. This plan must meet the requirements of the Public Health Officer and WorkSafeBC, and should identify the unit-specific activities being performed, and identify infection control measures that are being implemented to adhere to the expectations in this COVID-19 Parent Plan and current public health guidance. The COVID-19 Safe Work Plans will specifically address area-specific circulation requirements, work schedules, and unit specific worker training as well as control measures being implemented where physical distancing cannot be maintained. The UBCO COVID-19 Safe Work Plan Template can be found on the UBC Work Resumption webpage.

7. INFECTION CONTROL EXPECTATIONS - GENERAL

As indicated in the guiding principles, on-campus work should only be considered for those where remote work does not provide the ability to complete their work or offer their services in a meaningful way. Where work can be completed remotely, it is expected that remote working arrangements will remain in place.

For workers to attend campus, the following expectations must be adhered to:

7.1 Health Screening and other Self-Isolation Requirements

Faculty, staff and students are not permitted on campus if they have symptoms, have had recent international travel or contact with a confirmed case as outlined below. Individuals who live on campus are permitted provided that they are isolated as outlined by SHHS and Campus Health and Wellness.

Additional details can be found in the COVID-19 Rules (appendix A).

7.1.1 Symptoms

Faculty, Staff and Students experiencing symptoms of COVID-19 must not attend UBC workplaces and should remain home and take the COVID-19 Self-Assessment Tool (bc.thrive.health). Symptoms include:

- Fever/Chills
- Cough
- Sore Throat

- Shortness of Breath
- Chest Pain

Where workers cannot attend campus due to symptoms, they must advise their supervisor.

7.1.2 International Travel

Anyone arriving in British Columbia from outside of Canada must self-isolate and monitor for symptoms for 14 days upon their arrival. More details can be found at http://covid-19.bccdc.ca/.

7.1.3 Contact of a Confirmed Case

People who have been advised by one of BCs Health Authorities that they are a contact of a confirmed case are required to self-isolate and follow directions of the public health team.

☑	The Work Units identified in **Section 5 – Supported Work Units** will communicate Health Screening and Self-Isolation requirements to all workers.

7.2 Symptoms that Develop at Work

Faculty, Staff or Paid Students who develop symptoms at work must report the symptoms to Campus Security (First Aid) at 250.807.8111 and their supervisor. The supervisor will ensure that the worker is able to get home safely and will arrange for cleaning of surfaces within the immediate work area through Facilities Management. Once home, the worker should remain home and take the COVID-19 Self-Assessment Tool (bc.thrive.health) and follow associated instructions.

Medically urgent persons may call Campus Security or 911 if immediate transport to a hospital is needed.

☑	The Work Units identified in **Section 5 – Supported Work Units** will communicate Symptom Development requirements to all workers.

7.3 Common Area Requirements

Appendix B provides the UBCO Common Area Safety Plan. The UBCO Common Area Safety Plan outlines expectations of all campus community members when accessing common areas of campus. To supplement the UBCO Common Area Safety Plan UBC has created UBCO Circulation Floor Plans (appendix C), which identify circulation expectations for all pedestrian circulation within common areas of campus buildings.

☑	The Work Units identified in **Section 5 – Supported Work Units** are expected to follow the UBCO Common Area Safety Plan and UBCO Circulation Floor Plans and communicate them to their personnel on campus.

7.4 Physical Distancing

Physical distancing is proven to be one of the most effective ways to reduce the spread of illness during an outbreak.

Physical distancing means limiting close contact with other people to slow the spread of an infectious disease by keeping at least 2 metres away from one another.

More information on Physical Distancing at UBCO can be found here on the HSE Infection Control Website.

☑	The Work Units identified in **Section 5 – Supported Work Units** will ensure workers are reminded regularly of the requirement to physically distance. In most circumstances, supervisors will create an environment that supports physical distancing (see section 6).

7.5 Hygiene

One of the most effective things workers can do to prevent infection and to protect others is to practice appropriate hand hygiene. Where hand washing facilities are not adequate, supplies of hand sanitizer will be provided through Facilities Management, as appropriate.

Note: Chlorine in the potable water system degrades over time, as such upon return the 'end of line' water may not contain fresh chlorinated water. Upon return to campus, water should be run for 5 minutes in your lab sinks, eye washes and other fixtures to ensure that fresh chlorinated water is available.

☑	The Work Units identified in **Section 5 – Supported Work Units** will ensure workers have adequate hand washing / sanitizing facilities and that they are reminded regularly of this requirement.

7.6 Cleaning / Supplementary Cleaning

Facilities Management continues to meet ISSA Canada and APPA Leadership in Educational Facilities cleaning standards for COVID-19.

Best Service Pros provide our custodial services and maintain the campus to a very high standard. Moving forward, custodial have enhanced cleaning scope and resources during both the out-of-hours and daytime cleaning to accommodate the needs of a phased return of faculty, staff and students to campus.

Supplementary cleaning of high touch surfaces in shared work areas is encouraged. Where such cleaning is required, the Unit Manager should include details in the COVID-19 Safe Work Plan including expectations of employees, the supplies being used and related training requirements.

For those who wish to perform supplementary cleaning of their space, supplies will be provided through Facilities Management. HSE has provided related guidance on the COVID Infection Control Website.

In non-routine situations where additional custodial services may be required, the Unit Manager / PI should include details in the COVID-19 Safe Work Plan and work with UBC Facilities Management and HSE to assess the request and, if required, to make arrangements.

✓	The Work Units identified in **Section 5 – Supported Work Units** will assess their areas for high touch areas and will implement supplementary cleaning within their work area.

8. INFECTION CONTROL EXPECTATIONS – UNIT SPECIFIC

As a rule, all work planning should endeavor to reduce contact intensity (proximity of individuals) and contact frequency (regularity of physical interactions between individuals) as low as reasonably practicable.

For work to occur on campus, the following expectations must be adhered to:

8.1 Physical Distancing

Unless specifically addressed in the COVID-19 Safe Work Plan, Faculty, Staff and Students are required to adhere to physical distancing expectations at all times.

Physical Distancing can be further supported through review of Occupancy Capacity, altering the Layout of the Physical Work Environment, applying Work Area Circulation Routes, adjusting Work Schedules and limiting Gatherings.

8.1.1 Occupancy Capacity

UBC is supporting physical distancing by reducing the number of people accessing campus facilities. In addition, each work unit is expected to review work spaces to determine the maximum number of occupants to provide an environment that is conducive to physical distancing. Capacity should be based on the ability of people to complete their required work and easily maintain their 2 meters distance.

8.1.2 Layout of the Physical Work Environment

Units should consider the relocation of workstations, furniture and equipment in order to create a physical work environment that supports physical distancing of workers.

8.1.3 Work Area Circulation Routes

As part of their COVID-19 Safe Work Plans, Work Units may create circulation routes and altered expectations within their work areas. These plans should create the most efficient use of the space, with Physical Distancing as the primary goal. Consider making 1-way traffic patterns where physical distancing cannot be maintained.

8.1.4 Work Schedules

Adjustments to work schedules should be considered and implemented as part of the COVID-19 Safe Work Plans, where multiple workers need to perform work out of a single work area.

8.1.5 Gatherings

Gatherings can only occur when necessary and when physical distancing can be maintained. Gatherings of 50 or more people are strictly forbidden.

☑ The Work Units identified in **Section 5 – Supported Work Units** are expected implement Physical Distancing measures as part of their COVID-19 Safe Work Plans and to communicate Physical Distancing expectations to all workers.

8.2 Source Control: Work Where Physical Distancing Cannot be Maintained

In work situations where physical distancing cannot be maintained and the work is required, COVID-19 Safe Work Plans must identify acceptable alternative controls that are being implemented as outlined below.

In situations where work tasks require individuals to be separated by less than 2m the following questions should be asked:

- Can the task be delayed (post pandemic)?
- Can the task be safely done in another way?
- Can the number of workers involved be reduced?

If, after answering these questions, work activities must occur and physical distancing cannot be maintained, additional source control must be implemented.

NOTE: It is expected that work situations where physical distancing cannot be maintained will be rare and will be brief.

Source Control Options: Engineered barriers are superior to face coverings and should be chosen more often

8.2.1 Engineered Barriers

In situations where work must occur, but physical distancing cannot be maintained, engineered barriers must be considered. Engineered barriers, such as Plexiglas screens, are particularly applicable in areas such as service counters where the environment is static.

8.2.2 Face Coverings

In situations where barriers are not practicable and physical distancing cannot be maintained, face coverings will be used as a form of source control. In these situations where face coverings are required, the worker must be provided the equipment and educated on the limitations, use and care of the equipment. Options for using face coverings as a source control include non-medical masks and face shields.

HSE will work with units to ensure that such situations are warranted and support associated procurement and related employee training requirements. More information on the use of Face Coverings at UBCO on the HSE COVID-19 Infection Control Website.

☑ The Work Units identified in ***Section 5 – Supported Work Units*** will reduce situations where physical distancing cannot be maintained as low as practicable. Where these situations arise, they will implement additional source control as part of their COVID-19 Safe Work Plans and provide the works with equipment, education and training. Training and education should ensure that workers understand the associated limitations and use and care instructions.

8.3   Training

All workers are required to complete the Online 'UBCO Preventing COVID-19 Infection in the Workplace' training available at wpl.ubc.ca.

In addition, COVID-19 Safe Work Plans will identify additional area-specific training that is required for all employees. This unit-specific training must include orientation to the related Building- and Unit-Specific Circulation Floor Plans, alterations in the physical work environment or acceptable work activities to support physical distancing, and any engineering and / or source controls for situations where physical distancing cannot be maintained during work activities.

☑ The Work Units identified in ***Section 5 – Supported Work Units*** will ensure that all employees complete the online 'UBCO Preventing COVID-19 Infection in the Workplace' training and will supplement this training with education and training within their work areas on unit-specific measures that are being implemented towards infection control.

8.4   PPE

As a rule, PPE for the purposes of COVID-19 Infection Control is only required in medical situations and should be used as indicated by the Interior Health Authority and reserved for health care workers.

Where additional PPE requirements are being considered Work Units should review HSE guidance here or contact HSE directly.

☑ The Work Units identified in ***Section 5 – Supported Work Units*** will not assign additional PPE requirements, beyond that which was required for work pre-COVID-19 unless assessed as appropriate by HSE.

9.   Acknowledgement:

I acknowledge that this Plan has been shared with the Work Unit Managers identified in *Section 5 – Supported Work Units*. Work Unit Managers can either provide a signature or email confirmation that they have received, read and understood the contents of the plan.

Date	August 27, 2020
Name	Anthony Knezevic
Title	Associate Director, IT Service Delivery

Unit Managers

Name	Email	Confirmation of Understanding
Todd Zimmerman	Todd.zimmerman@ubc.ca	☑
Anthony Knezevic	Anthony.knezevic@ubc.ca	☑
Andy Fehr	Andy.fehr@ubc.ca	☑
Gideon Dante	Gideon.dante@ubc.ca	☑
Paul Levinsen	Paul.levinsen@ubc.ca	☑
Andrew Alcantara	Andrew.alcantara@ubc.ca	☑
Erin Crowe	Erin.crowe@ubc.ca	☑
Don Thompson	Don.thompson@ubc.ca	☑

THE UNIVERSITY OF BRITISH COLUMBIA

APPENDIX A –GUIDANCE FOR COMMON AREAS

COVID – 19 Guidance for Common Areas

All workers attending UBCO buildings are required to have an approved COVID-19 Safe Work Plan for their particular work activity and/or work area and to have completed the mandatory 'Preventing COVID-19 Infection in the Workplace' online training.

This Common Area Safety Plan and the associated Building Circulation Plan is a required attachment to COVID-19 Safe Work Plans and must be part of the training and education that supervisors perform with their employees.

OUTDOOR AREA: GENERAL EXPECTATIONS

All campus occupants are required to maintain physical distance (separation of 2m) while occupying or circulating through outdoor areas of the campus.

In general, those circulating around campus should stay to the right of the surface that they are travelling on and yield to oncoming pedestrians.

INDOOR AREAS: GENERAL EXPECTATIONS

Campus occupants are expected to respect physical distancing guidelines (maintaining 2m separation) while circulating around campus.

> **IN CASE OF EMERGENCY:** Follow the building fire evacuation directions out of the building. In evacuation situations it is permissible to disregard COVID-19 building circulation directions as all building occupants will be leaving the building. It is recommended to follow physical distancing guidelines, in evacuation situations.

INTERIOR SIGNAGE

All buildings will have the following signs at entrances:

- Building Circulation Floor Plan
- COVID-19 Rules

Interior building signage will be installed as identified by the Circulation Floor Plans.

Note: Individual Work units will apply signage in their work areas per their COVID-19 Safe Work Plans.

BUILDING CIRCULATION & OCCUPANCY FLOOR PLANS

The Building Circulation Floor Plans provide instructions to occupants in relation to circulation through, and use of, general building areas. These Floor Plans identify the following areas:

- Building Access / Egress

THE UNIVERSITY OF BRITISH COLUMBIA

- Common Hallways
- Washrooms
- Kitchens/Lounges
- Stairwells
- Elevators

Building Access & Egress

Many doors on campus have been identified specifically as 'entrance' or 'exit' in order to minimize the number of contacts in these areas. In general, main building entrances are now being used exclusively as entrances, where other doorways are exits. See the Building Circulation Floor Plans for details for each campus building.

Public Walking Areas / Hallways

Adhere to Building Circulation Floorplans, Directional Signs, and Floor Decals. In all areas, occupants are asked to Walk on the Right Side of the corridor/hallway/sidewalk. If 2m separation cannot be maintained, yield to oncoming pedestrians and move to the side to allow adequate physical distancing.

Furniture in these areas have either been removed or taken out of use in order to support physical distancing measures. Building occupants are asked to not relocate common building furniture.

Washrooms

Washrooms are identified on the Building Circulation Floorplans and have signage at the entrance indicating the maximum number of occupants. Sinks and Urinals have been removed from service to ensure 2m separation between users. Doors have been removed, where appropriate, to reduce the number of common contact surfaces. Washroom users should appropriately wash their hands when entering and exiting the washroom facility.

When entering a washroom that is in use by the listed maximum occupancy, you are asked to leave the washroom and wait in the hallway, ensuring a 2-meter distance is maintained.

Stairwells

Adhere to Building Circulation Floorplans and Directional Signs. Many stairwells on campus have been identified specifically as 'up' or 'down' in order to minimize the number of contacts in these areas. There are many campus stairwells however, that continue to be open in both directions and occupants are asked to climb the stairs on the Right Side and yield to oncoming pedestrians.

Elevators

Physical distancing must be maintained when using campus elevators. In most situations this means only one person can use the elevator. Each elevator on campus has a sign indicating expectations for use.

In order to reduce the number of common touch points and wait time for those that need to use elevators, elevators should only be used by those who are unable to use building stairwells.

Kitchen / Lounge Areas

UBC has established and posted behavioural expectations and occupancy limits for these areas. Look for a sign adjacent to the entrance that indicates the maximum occupancy for the space and expectations for use of any equipment or supplies within the space.

It is recommended that campus users bring their own utensils and plates/cups to reduced shared use of common supplies. Cleaning supplies will be provided for users to perform supplementary cleaning of these area upon occupancy and prior to departure.

Additional infection control guidance can be located at:
https://hse.ok.ubc.ca/covid19infectioncontrol/

APPENDIX B - CIRCULATION FLOOR PLANS
Append the Circulation Floor Plans related to the campus buildings that are identified in Section 5 – Supported Work Units