



COVID-19 Parent Plan

Irving K. Barber Faculty of Arts and Social Sciences



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FACULTY / DEPARTMENT	Irving K. Barber Faculty of Arts and Social Science
SUBMITTED BY	Thomas Heilke
DATE OF SUBMISSION	October 2, 2020
PRIMARY CONTACT (questions & clarification):	Thomas Heilke
RESUMPTION PHASE # (submission #)	Fall Phase – Submission 2

This document serves as a guideline for providing information to the Irving K. Barber Faculty of Arts and Social Sciences (FASS) staff, faculty, students, researchers and administrators on the resumption of on-campus research and scholarship. This phase involves a return of up to 33% of building occupants to facilitate limited resumption of critical research and instructional activities.

This document makes use of available guidelines and regulations published by provincial and federal health agencies. Given the ongoing amendments to guidelines at UBC and elsewhere, this document will be updated as needed on a continuing basis.

The guidelines proposed in this document conform to UBC general policies, FASS guidelines, and WorkSafe BC and Centre for Disease Control recommendations.

This document and guidelines have been prepared by FASS leadership members overseeing research and FASS operations. The team has established a FASS Research and Instruction Resumption Committee (RIRC) which will oversee resumption of research and on-campus instructional activities for the duration of COVID-19 measures. The committee consists of: Dr. Thomas Heilke, Associate Dean, Research and Post-Doctoral Studies; Dr. Mike Evans, Interim Head of Community, Culture and Global Studies; Dr. Paul Davies, Head of Psychology; Dr. Ruth Frost, Interim Head of History and Sociology; Dr. Helen Yanacopulos, Head of Economics, Philosophy, and Political Science; Julie Martin, Assistant to the Associate Dean, Research and Post-Doctoral Studies (support).

The role of the RIRC is to outline the minimum requirements for researchers to resume activities in FASS while COVID-19 measures are in effect and the minimum requirements for instructors to conduct on-campus instructional activities of any kind. Research may be resumed when all safety conditions are met, and all research activities must be reported to the RIRC. The RIRC will oversee all research and instructional activities within the FASS, and has the authority to modify or stop any research or instructional activity that does not comply with the guidelines. Instructional activities of a very limited kind may be resumed on campus when demonstrated to be necessary (in contrast to the generally mandated off-campus, distance education activities).

The FASS RIRC will have oversight of the physical infrastructure in the FASS areas of the ART, FIP, SCI, and ASC buildings and other on-campus areas used by FASS researchers and scholars.

The role of this document is to outline the minimum requirements researchers need to meet in order to be granted permission to resume research during the initial phase of resumption and to outline the minimum requirements instructional faculty and staff need to meet in order to conduct teaching activities on campus during that phase. When all minimum conditions are met, the researcher's or instructor's request will be provided to RPCC and VPRI for final approval.

Priorities for current phase of resumption:

It is intended that FASS will support only limited access to on-campus facilities. Accordingly, resumption of research activities in this phase focuses primarily on activities that require access to on-campus facilities, and is limited to work that cannot be conducted remotely, adheres to public health guidelines, and is feasible given space available and other activities in the buildings. The same principles apply to the resumption of any on-campus instructional activities. FASS maintains that all students and faculty who are able to continue working remotely will do so until further notice.

Research access will be restricted to:

Priority 1 – Graduate students who need to complete their thesis research.

Priority 2 – Postdoc students completing current research.

Instructional access will be restricted to:

Priority 1 — Instructors who can demonstrate that their circumstances do not allow them to conduct their instructional activities from home or some other remote, non-campus location.

Priority 2 — Programs of instruction that by their nature require an on-campus presence of students and/or instructors.

There is no intent to begin any new research activities or instructional activities onto campus during this initial phase, but only to allow the continuation of previously planned activities.

Classrooms and other teaching areas are not generally expected to be utilized during this first phase of research and instructional resumption.

Pre-return Tasks

All research plans or instructional plans must be compiled by Departments and reported to the RIRC (julie.martin@ubc.ca) as outlined in Appendix C or Appendix D. Any change in research plan must be reported to the RIRC immediately. The RIRC or its designate will review the overall FASS research plan daily and will provide feedback as needed to ensure safety of all researchers in the Faculty.

All instructional plans that request on-campus activities must be likewise be compiled by Departments and reported to the RIRC (julie.martin@ubc.ca) as outlined in Appendix D. Any changes in instructional plans that involve on-campus facilities must be reported to the RIRC immediately. The RIRC or its designate will review the overall FASS research and instructional plans daily and will provide feedback as needed to ensure the safety of all researchers and instructors in the Faculty.



The maximum number of occupants in a given space will be identified in the research plans and must not exceed the number outlined in section 5 'Supported Work Units'.

Each PI, supervisor of graduate students, or instructional lead, prior to on-campus resumption of research or instructional activities, must create a Safe Work Plan using the UBCO COVID-19 Safe Work Plan Template and adhere to the infection control guidance outlined in this document.

Note that even for researchers and instructional faculty or staff who have been granted building access, work that can be done remotely should still be done remotely. For example, meetings, data analysis, etc. must continue to be done remotely.

Supervisors of areas where on-campus work has been approved will post signs to the main entrance of each research space. This will indicate the maximum number of research students allowed in the space. Supervisors will also implement protocols for signing in and signing out. The cleaning of any surfaces and equipment when leaving will be indicated on these sheets.

All researchers are required to review the Common Area Safety Plan and their Areas COVID-19 Safe Work Plan as well as the guidance provided by HSE (<https://hse.ok.ubc.ca/covid19infectioncontrol/>).

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 that are supported to continue or to restart work on campus
- b) Provide rationale for the prioritization of Work Units / Activities that are supported to continue or to restart work on campus
- c) Outline expectations of those working on campus regarding 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

3. COVID-19 RULES

The health and safety of the UBC community is our first priority, and we continue to monitor COVID-19 and follow effective safety practices as understanding of the virus evolves.

To ensure persons in all workspaces and other UBC property remain safe as possible, 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 in location or unit specific COVID-19 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 UBC's campuses and all other locations under UBC's control ("UBC Premises") and apply to all activities that take place on UBC Premises and all persons on UBC Premises. For greater certainty, UBC Premises do not include land leased to third parties (for example private residences, third party commercial spaces).

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 when they are elsewhere on UBC Premises. The student housing rules for the Kelowna campus are here <https://okanagan.housing.ubc.ca/covid-19-residence-rules/>, and for the Vancouver campus are here <https://vancouver.housing.ubc.ca/residence-life/health-safety/covid-19/>.

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 when the fever is gone and they are feeling better.
6. Everyone is advised to maintain physical distance from others as much as possible.
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 site specific COVID-19 Safety Plans for their work areas – these will layout the plan for occupancy, traffic flow



and hygiene at your worksite and within your building.

9. All persons must wear an appropriate mask (defined below) when inside buildings on UBC Premises unless:
 - i. you are the sole occupant of an enclosed room;
 - ii. one of the exceptions outlined in Attachment “A” apply; or
 - iii. an approved COVID-19 Safety Plan has been implemented that provides specific guidance regarding the use of masks.

An appropriate mask must have two layers of tightly woven fabric (cotton or linen), or be a commercially produced disposable non-medical mask, and securely fit, without gaping, over the nose and mouth with ties or ear loops. For more information on appropriate masks please see <https://srs.ubc.ca/covid-19/health-safety-covid-19/>

10. Administrative and Academic Units will have until September 30, 2020, to update their COVID-19 Safety Plans to address mask use inside buildings in accordance with directions provided by UBC Safety and Risk Services in Vancouver and Campus Operations and Risk Management for the Okanagan Campus.

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 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 COVID-19 Campus 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 COVID-19 Campus 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 COVID-19 Campus 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 COVID-19 Campus Rules or other rules or 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.

Note: FASS does not, on the whole and for the most part, operate laboratory facilities similar to those found in the natural and applied science faculties, such as Engineering, FoS, and HFSD. Accordingly, the four Departments of FASS (Community, Culture and Global Studies; Psychology; History and Sociology; and, Economics, Philosophy, and Political Science) will function as the “Work Units” foreseen in the UBC Parent Plan template. The UBCO Interprofessional Clinic comprises the Psychology Clinic (supervised out the Department of Psychology) and the Social Work Clinic (supervised out of the School of Social Work in the Faculty of Health and Social Development). The Psychology Clinic will be treated in this document as the sole “Work Unit” in FASS not identified under the organizational umbrella of a Department. The COVID-19 Safe Work Plan for the Psychology Clinic is attached to this document as Appendix F.

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

Research/ Work Unit	PI/Manager	Building	Room	Reduced Occupancy (#)	Normal Occupancy (#)	RATIONALE
Department of Community, Culture and Global Studies	Dr. Mike Evans	ART	multiple	n/a		The resumption of on-campus activities for individual faculty members, staff, or graduate students will be minimal, on a case-by-case basis, and only where justified by specifically articulated needs. The expectation of the Faculty is that faculty and staff will only be on campus when absolutely necessary to fulfill their contractual obligations. The Faculty expects that there will never be more than 20% of its faculty



						members or staff present in either ART or ASC, the two buildings occupied by the vast majority of its faculty and staff. FASS staff and faculty occupy a large proportion of the second floor of ART, alongside portions of the third floor. No faculty or staff members of CCGS have offices outside of the second or third floors of ART.
		ART 254	Hugo DeBurgos	0	1	
		ART 258	Ilya Parkins	0	1	
		ART 259	Neha Gupta	0	1	
		ART 261	Heather Latimer	1	~1	In office Tues, Thurs, Friday: 8:00-2:00
		ART 262	John Wagner	0	1	
		ART 264	David Geary	1	~1	In office Wed, Thurs, Friday: 9:30-3:30
		ART 269	John Cho	0	1	
		ART 267	Mike Evans	0	1	
		ART 270	Michele Bjornson	0	1	
		ART 272	Fiona McDonald	0	1	
		ART 273	Indigineous Research Space	0	1	
		ART 274B	Jeannette Armstrong	0	1	
		ART 275	Gabrielle LeGault	0	1	
		ART 277	Shelley Vanderburg (on EPP spreadsheet as well)	0	1	
		ART 326	Margo Tamez	0	1	



		ART 368 - ICER	Mike Evans, Jon Corbett, Christine Schreyer, Lawrence Berg, Joanne Carey	0	Over 50 people have access to ICER, but the space is usually not occupied by more than 10 at a time	
		ART 368B	Jon Corbett	0	1	
		ART 368C	Christine Schreyer	0	1	
		ART 368D	Lawrence Berg	0	1	
		ART352	Lindsay Harris	0	1	
		ART 338	Katey Kyle	0	1	
		ART 312	Marlowe Sam	0	1	
		ART 352	Shelley Cook	0	1	
		ART 352	Mary Stockdale	0	1	
		n/a	Rachel McGraw	0	1	
		n/a	Evan Habkirk	0	1	
		n/a	Danielle Robinson	0	1	
		ASC 264	Andrea Keber, Becca Campbell, Kelsey Marr (Grad students)	0	1	
		ASC 265	Fiona McDonald,	0	1	



			Andrea Keber (Grad Student)			
		ASC 266	Fiona McDonald-research space	0	1	
		ART 274-COPIER ROOM	all of CCGS has access	~1	Variable	
		ART 274C-MAIL ROOM	all of CCGS has access (not Grad students)	~1	Variable	
		ART 279 - KITCHEN	all of CCGS has access (not Grad students)	0	Variable	
Department of Psychology	Dr. Paul Davies	ART	multiple	n/a		The resumption of on-campus activities for individual faculty members, staff, or graduate students will be minimal, on a case-by-case basis, and only where justified by specifically articulated needs. The expectation of the Faculty is that faculty and staff will only be on campus when absolutely necessary to fulfill their contractual obligations. The Faculty expects that there will never be more than 20% of its faculty members or staff present in either ART or ASC, the two buildings occupied by the vast majority of its faculty and staff. FASS staff and faculty occupy a large proportion of the second floor of ART, alongside portions of the third floor. Seven faculty members from the Department of Psychology are located in offices on the first floor of ASC, and one in FIPKE.
		Art 227	Ash, Cheryl	0	1	
		ART 228	Gabias, Paul	0	1	
		ART280A	Walsh, Zach	0	1	



		ART280B	Walsh, Zach	0	1	
		ART280C	ten Brinke, Leanne	0	1	
		ART280D	ten Brinke, Leanne	0	1	
		ART280E	Lougheed, Jessica	0	1	
		ART280F	Lougheed, Jessica	0	1	
		ART280G	Gabora, Liane	0	1	
		ART280J	Davies, Paul	0	1	
		ART280L	Davies, Paul	0	1	
		ART274	photocopy & mailroom	~1	Variable	
		ART276	Boardroom	~1	Variable	
		ART279	Lunchroom	~1	Variable	
		ART318	ten Brinke, Leanne	0	1	
		ART319	Hutchinson, Shirley	0	1	
		ART320	Piercy, Jamie	0	1	
		ART321	MacDonald, Marla	0	1	
		ART322	Davies, Paul	1 day per week	1	
		ART323	Mathieson, Cynthia	0	1	
		ART324	Szostak, Carolyn	0	1	
		ART328	Wirtz, Derrick	1	1 occasional	
		ART330	O'Connor, Brian	1	1	



		ART332	Lougheed, Jessica	1	1	
		ART334	Krank, Marvin	1	0	
		ART302	Photocopy room	Variable	1 occasional	
		ART346	Szostak, Carolyn	1	0	
		ART350	Holtzman, Susan	1	0	
		ART351A	Cioe, Jan & Wirtz, Derrick	1	0	
		ART351B	Scantron room	1	0	
		ART351C	Krank, Marvin	1	0	
		ART351D	Holtzman	1	0	
		ART351E	O'Connor, Brian	1	0	
		ART353A	Krank, Marvin	1	0	
		ASC	Multiple			
		ASC166A	Interprofess ional clinic	27+	7	7 maximum daily once Interprofessional Clinic is approved to re-open
		ASC166B	Interprofess ional clinic	----	----	
		ASC166C	Interprofess ional clinic	----	----	
		ASC166D	Interprofess ional clinic	----	----	
		ASC167	Interprofess ional clinic	----	----	



		ASC167A	Krehel, Amanda/Wecels, Marlis	2	1	1-3 times per week
		ASC167B	Miller, Harry	1	1	
		ASC168A	Interprofessional clinic	----	----	
		ASC168B	Interprofessional clinic	----	----	
		ASC168C	Interprofessional clinic	----	----	
		ASC168D	Interprofessional clinic	----	----	
		ASC160	Interprofessional clinic	----	----	
		ASC160A	Interprofessional clinic	----	----	
		ASC160B	Interprofessional clinic	----	----	
		ASC101W	Washroom	Variable	variable	
		ASC123W	Washroom	Variable	variable	
		ASC201	Grad office	1	1	
		ASC203	Lutes, Lesley	1	1	
		ASC204	Grad office	1	1	
		ASC205	Woodworth, Michael	1	0	
		ASC206	Walsh, Zach	1	0	
		ASC207	Grad space	1	1	
		ASC208	testing room	variable	0	
		ASC210	testing room	variable	0	



		ASC212	Testing room			
		ASC281	Grad space	1	1	
		ASC283	Holtzman, Susan	1	0	
		ASC284	Libben, Maya	1	0	
		ASC285	Cioe, Jan	1	0	
		ASC366	Photocopy/ mail room	Variable	ASC222W	
		ASC453	Wells, Susan	1	0	
		FIP	Multiple			
		FIP235	Gabora, Liane	1	1-2 days per month	
		FIP304	Kreklewetz, Kimberley/ Driscoll, Jessica	2	0	
		FIP 233W	Washroom	Variable	Variable	
		FIP232W	Washroom	Variable	Variable	
		SCI	Multiple			
		SCI131	Libben, Maya	1	0	
		SCI131A, B, C	Libben, Maya	1	0	
		UCH	Multiple			
		UCH100T	Lutes, Lesley	1	1	
		103A, 103B, 103T	Lutes, Lesley	Same as above	Same as above	
		UCH106D	Lutes, Lesley	Same as above	Same as above	



		UCH103	Lutes, Lesley/ Wirtz, Derrick	2	1	
Department of History and Sociology	Dr. Ruth Frost	ART	multiple	n/a		The resumption of on-campus activities for individual faculty members, staff, or graduate students will be minimal, on a case-by-case basis, and only where justified by specifically articulated needs. The expectation of the Faculty is that faculty and staff will only be on campus when absolutely necessary to fulfill their contractual obligations. The Faculty expects that there will never be more than 20% of its faculty members or staff present in either ART or ASC, the two buildings occupied by the vast majority of its faculty and staff. FASS staff and faculty occupy a large proportion of the second floor of ART, alongside portions of the third floor. No members of the Department of History are located in offices outside of ART. All are on the second or third floors of ART.
		ART 1xx	Photo copy room	variable	~1or 0	
		ART 153	Murphy, Mary Ann	1	0	
		ART 240	Vernet, Julien	1	0	
		ART 242	Stites Mor, Jessica	1	0	
		ART 244	Nilson, Ben	1	0	
		ART 245	Paulson, Tim	1	0	
		ART 246	Le Normand, Brigitte	1	0	
		ART 247	Carlyle, Margaret	1	0	



		ART 248	Campbell, Todd	1	0	
		ART 274	Photocopy and Mailroom	variable	~1or 0	
		ART 276	Boardroom	variable	~1or 0	
		ART 273	Staff room	variable	~1or 0	
		ART 306	Buffam, Bonar	1	0	
		ART 307	Simonetto, Deana	1	0	
		ART 308	Zajko, Mike	1	0	
		ART 310	Hristov, Jasmin	1	0	
		ART 313	Wilke, Barbara	1	0	
		ART 314	Frost, Ruth	1	0	
		ART 315	Ahmad, Piotr	1	0	
		ART 316	Aguiar, Luis	1	~1	1:00-16:00, Tuesdays
		ART 317	Higgs, Catherine	1	0	
		ART 302	Photocopy room	Variable	variable (~ 1)	
Department of Economics, Philosophy, and Political Science	Dr. Helen Yanacopulos	ART	multiple	n/a		The resumption of on-campus activities for individual faculty members, staff, or graduate students will be minimal, on a case-by-case basis, and only where justified by specifically articulated needs. The expectation of the Faculty is that faculty and staff will only be on campus when absolutely necessary to fulfill their contractual obligations. The Faculty expects that there will never be more than 20% of its faculty members or staff present in either ART or ASC, the two



						buildings occupied by the vast majority of its faculty and staff. Two members of the Department of Economics, Philosophy, and Political Science have offices in SCI, and four may be assigned offices in EME in the near future.
		ART 225	Max Heroux-Legault	1	0	
		ART 229	empty until Jan.1, 2021	1	0	
		ART 230	Giovanni Grandi	1	0	
		ART 231	John Janmaat	1	0	
		ART 232	Jim Johnson	1	0	
		ART 233	Wei Dai	1	0	
		ART 234	Jim Robinson	1	0	
		ART 236	Manuela Ungureanu	1	0	
		ART 238	Kit Pasula	1	0	
		ART 239	Thomas Heilke	1	0	
		ART 241	Dan Ryder	1	0	
		ART 243	Manfred Elstrom	1	0	
		ART 253	Julien Picault	1	0	
		ART 255	Andrea Craig	1	variable	Mon-Fri (days vary)
		ART 256	Jim Rochlin	1	0	
		ART 257	Adam Jones	1	0	
		ART 260	Noriko Ozawa	1	variable	Mon-Fri (days vary)
		ART 263	Tiffany Clarke	1	0	



		ART 266	Helen Yanacopulos	1	variable	occasionally (1-2 days/week Mon-Fri (days vary)
		ART 277	Shelley Vanderburg (on CCGS spreadsheet as well)	1	variable	
		ART 309	Andrew Irvine	1	1	Working in office
		ART 325	empty until Jan.1, 2021	1	unknown	
		ART 311	John Janmaat, Research Space (Mu Lan, Amarpreet Kaur, Joanne Taylor)	1	0	
		SCI 211	Holger Andreas	1	0	
		SCI 263	Ken Carlaw	1	0	
		EME 3273	Khan Islam	1	0	
		EME 3277	Karl Pinno	1	0	
		FIP 326	Jennifer Ingle	1	0	
		FIP 336	Halina Sapeha	1	0	
		ART 274-COPIER ROOM	all of EPP has access	variable	~1	
		ART 274C-MAIL ROOM	all of EPP has access (except for those with	variable	~1	



			offices in other buildings)			
		ART 279 - KITCHEN	all of EPP has access	variable	0	
Psychology Clinic	Harry Miller	ASC II	160, 160A, 160B, 166, 166A, 166B, 166C, 166D, 167, 167A, 167B, 167C, 168, 168A, 168B, 168C, 168D			Please consult the COVID-19 Safe Work Plan of the Psychology Clinic (attached as Appendix F to this Parent Plan) for specific details of anticipated building loads, etc.)
The Centre for Obesity and well-being Research Excellence (CORE)	Dr. Lesley Lutes	UCH	UCH 103; UCH 103 A; UCH 103 B.	7 or less	27+	Please consult the COVID-19 Safe Work Plan of the Centre for Obesity and well-being Research Excellence (CORE) (attached as Appendix G to this Parent Plan) for specific details of anticipated building loads, etc.)



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.



X

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.

X

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

Non-medical masks are mandatory in all shared or public spaces. 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: October 2, 2020

Name: Thomas Heilke

Title: Associate Dean, Research and Post-doctoral Studies

Unit Managers

Name	Email	Confirmation of Understanding
Dr. Paul Davies	Paul.G.Davies@ubc.ca	<input type="checkbox"/>
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APPENDIX A — GUIDANCE FOR COMMON AREAS

APPENDIX B — CIRCULATION FLOOR PLANS

APPENDIX C — FASS Research Resumption Plan

APPENDIX D — FASS On-Campus Instructional Activity Resumption Guidelines

APPENDIX E — PSYCHOLOGY GRADUATE COURSES

APPENDIX F — PSYCHOLOGY CLINIC



APPENDIX G —THE CENTRE FOR OBESITY AND WELL-BEING RESEARCH EXCELLENCE
(CORE)