



# COVID-19 Parent Plan

Business Operations



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*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 [ready.ok@ubc.ca](mailto:ready.ok@ubc.ca).*

## COVID-19 Parent Plan

<b>FACULTY / DEPARTMENT</b>	<b>Business Operations</b>
<b>SUBMITTED BY</b>	<b>Shannon Dunn, Director Business Operations</b>
<b>DATE OF SUBMISSION</b>	<b>July 30, 2020</b>
<b>PRIMARY CONTACT (questions &amp; clarification):</b>	<b>Shannon Dunn</b>
<b>RESUMPTION PHASE # (submission #)</b>	<b>Research Resumption – Stage One</b>

**Priorities for current phase of resumption:**

*Supporting on-campus work in areas of Business Operations where work on-campus work is necessary to:*

- 1) perform crucial services;*
- 2) ensuring continuity of major capital projects*
- 3) serve needs related to resumption of campus activities*

Visit [ubc.ca/covid19](http://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/>.



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## 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

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### 3. COVID-19 RULES

#### COVID19 Campus 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:



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- 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.

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An appropriate mask must have three layers of tightly woven fabric (cotton or linen), or be a commercially produced three layer 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/>

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.



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Attachment "A" to UBC COVID-19 Campus Rules  
**Indoor Mask Exceptions**

### **General Exceptions**

- Persons unable to wear a mask due to a health condition, including physical, behavioural, psychological or cognitive impairment;
- Persons unable to put on or remove a mask without the assistance of another person;
- Where communication with a person requires that a person to be able to see the speaker's mouth;
- If the mask is removed temporarily for the purposes of identifying the person wearing it;
- Children five years of age or younger are not required to wear a mask, although children over the age of two years should do so if possible. Note that certain locations at UBC (for example those operated by UBC Childcare Services) may have more detailed rules with respect to children wearing masks;
- Persons consuming food or beverages while seated in UBC dining facilities in seating areas designated for consuming food or beverages in accordance with an approved COVID-19 Safety Plan;
- While receiving a service from a health professional, if removing the face covering is necessary in order to receive the service;
- UBC faculty or staff or other persons assisting with a health or safety emergency;
- While on residence property residents of residences operated by Student Housing and Community Services in Vancouver and Student Housing and Hospitality Service in Kelowna are not subject to these Campus COVID-19 Rules but must comply with the housing specific rules for their residence area.

### **Third Parties on Campus**

- These COVID-19 Campus Rules apply to third parties who have been granted a short-term rental of UBC space in addition to all other applicable government safety requirements, all contractual requirements, and any approved site specific UBC COVID-19 Safety Plan.
- These COVID-19 Campus Rules apply to third party contractors performing services for UBC in addition to all applicable government safety requirements, all contractual requirements, and any approved site specific UBC COVID-19 Safety Plan.





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### Other Exceptions

- Where an exception has been provided in writing by the Executive Director, Safety & Risk Services, after consultation with the UBC COVID-19 Safety Planning Steering Committee on the Vancouver Campus or the Director, Campus Operations and Risk Management after consultation with the UBCO COVID-19 Resumption, Planning and Coordination Committee.



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#### 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

X The **Supported Work Units** 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 / Pls 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:

Supported work units will continue with remote work arrangements where appropriate. The following teams will continue to operate primarily through remote work arrangements with on-campus attendance on an as-needed basis only: Office of Business Operations, Food Services, Residence Life, Residence Administration, Building Operations and Maintenance, Conferences and Accommodation, Bookstore and Parking Services.

Work Unit	Manager	Building	Room	Reduced Occupancy (#)	Normal Occupancy (#)	RATIONALE
Office of Business Ops	Dunn	UNC	325	<b>1 (max)</b> 1 2x/week	2 5x/week	Continuing management and oversight of crucial services.
Food Services	Hartung	UNC	Picnic	11 5x/week 2 4x/week 27 3x/week	51 5x/week 3 3x/week 3 2x/week	Continuing: serving campus needs <i>Will be replaced in late August by Sunshine Café below.</i>
		LIB	Tim Hortons	<b>4 (max)</b> 2 4x/week 9 3x/week	11 5x/week 1 3x/week	Continuing: serving campus needs
		ADM	Sunshine Cafe	<b>10 (max)</b> 14 5x/week	43 5x/week	Increasing: effective late August to replace UNC service to campus



				9 4x/week 17 3x/week		
		COM	Comma	5 (max) 4 4x/week 7 3x/week	13 5x/week 1 3x/week	Increasing; effective late August to serve on campus population
Residence Life	Brodrick	Nicola Residence	SHHS office	3 3 x/week	3 5x/week	Continuing: supporting inventory limited to meet demand in Cascades, Monashee, Purcell, Skeena and Nicola
Residence Administration	Larsen	Nicola Residence	SHHS Office	1 5x/week 1 3x/week 2 5x/week 2 4x/week	1 5x/week 2 5x/week 3 5x/week 4 2x/week	Continuing: supporting students on campus currently through front desk services and handling admissions for fall term.
Building Operations and Maintenance	Guttman	Nicola Residence	SHHS Office	1 4x/week	2 5x/week	Continuing: supervision, work coordination.
		All Residence Buildings		3 (max)	3	Continuing: on-going maintenance and response to urgent occupant requirements.
Conferences & Accommodation	Nazareno	Nicola Residence	SHHS Office	2 3x/week 1 2x/week 1 5x/week	4 5x/week	Continuing: management of contract arrangements, marketing and sales.
Parking Services	Pisch	Kalamalka Residence	Parking Office & various lots	1 5x/week 1 3x/week	3 5x/week	Continuing: attending campus on an as-needed basis.
		Various	Parking Lots	2 5x/week	3 5x/week	Continuing: performing outside lot maintenance.
Bookstore	Hirowatari	ADM	Bookstore	4 5x/week	4 5x/week	Continuing: providing on-line ordering and curbside pick-up.



						Intention to increase to limited in person retail services.
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## 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](https://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 BC's Health Authorities that they are a contact of a confirmed case are required to self-isolate and follow directions of the public health team.

X	The Work Units identified in <b>Section 5 – Supported Work Units</b> will communicate Health Screening and Self-Isolation requirements to all workers.
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### 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](http://bc.thrive.health)) and follow associated instructions.

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

X	The Work Units identified in <b>Section 5 – Supported Work Units</b> will communicate Symptom Development requirements to all workers.
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### 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.

X	The Work Units identified in <b>Section 5 – Supported Work Units</b> are expected to follow the UBCO Common Area Safety Plan and UBCO Circulation Floor Plans and communicate them to their personnel on campus.
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### 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.

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More information on Physical Distancing at UBCO can be found [here](#) on the HSE Infection Control Website.

X	The Work Units identified in <b>Section 5 – Supported Work Units</b> 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).
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### 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.

X	The Work Units identified in <b>Section 5 – Supported Work Units</b> will ensure workers have adequate hand washing / sanitizing facilities and that they are reminded regularly of this requirement.
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### 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](#).



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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 <b>Section 5 – Supported Work Units</b> will assess their areas for high touch areas and will implement supplementary cleaning within their work area.
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## **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

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](#).

X 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](http://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.

X 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.

X 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 July 30, 2020

Name Shannon Dunn

Title Director, Business Operations

#### Unit Managers

Name	Email	Confirmation of Understanding
Gary Hartung	<a href="mailto:gary.hartung@ubc.ca">gary.hartung@ubc.ca</a>	X
Steve Brodrick	<a href="mailto:steve.brodrick@ubc.ca">steve.brodrick@ubc.ca</a>	X
Sam Larsen	<a href="mailto:sam.larsen@ubc.ca">sam.larsen@ubc.ca</a>	X
Guy Guttman	<a href="mailto:guy.guttman@ubc.ca">guy.guttman@ubc.ca</a>	X
Suzanne Nazareno	<a href="mailto:suzanne.nazareno@ubc.ca">suzanne.nazareno@ubc.ca</a>	X
Ben Pisch	<a href="mailto:ben.pisch@ubc.ca">ben.pisch@ubc.ca</a>	X
Ryan Hirowatari	<a href="mailto:ryan.hirowatari@ubc.ca">ryan.hirowatari@ubc.ca</a>	X
		<input type="checkbox"/>



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## Appendices

### 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

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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
- 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.



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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/>





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**APPENDIX B - CIRCULATION FLOOR PLANS**

*Append the Circulation Floor Plans related to the campus buildings that are identified in Section 5 – Supported Work Units*

**APPENDIX C – FOOD SERVICES STAFFING INFORMATION**

For all positions below (including the kitchen) there will be floor decals indicating where people are standing to work, direction arrows for flow, and for areas that are tight, floor markings also designating that only 1 person at a time is allowed to enter the area.

**Comma**

- Hours: Monday – Friday, 8:00 AM – 5:00 PM
- 5 staff in the location at any one time; 3 across the front counter and 2 in the back

**Tim Hortons**

- Hours: Monday – Friday, 7:00 AM – 4:00 PM
- Our tightest location to work out of
- No more than 4 staff in the locations at one time (including the baker); most of the time it will be 3
- Most shifts will also be shorter than 7 hours to eliminate overlap in the space

**Sunshine**

- Hours: 7 days a week, 8:00 AM – 11:00 PM
- Primary dining location for residence students on meal plan
- Staff covering 3 meal periods per day, 7 days a week
- Front of House staff: 5-6 per shift, including cashiers, expeditor, table cleaners
- Kitchen staff: spread out between pasta station, grill, burrito & poke station, dishwasher, prep
- Most staff working reduced number of shifts

**Picnic**

- Not open to the public, but staffed to prepare food for students in isolation / quarantine, Comma, Grab & Go items
- This spreads out staff across another location, improving social distancing
- Hours: 7 days a week, staffed 7:00 AM – 8:00 PM
- Staff spread out over 7 days, across multiple shifts
- Most staff working a reduced number of shifts
- Kitchen staff: spread across 4 stations up front, 1 dishwasher, 1 baker, prep (in the back)
- Front of House staff: 1 team lead, 3 other staff to prepare, deliver and ring in orders