

**VPS Life Building COVID-19 Safety Plan**  
**Location: 6138 Student Union Blvd**

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# COVID-19 Workspace Safety Plan

*Use of this template: All light italicized grey font are instructional and must be removed before final copy is approved. Management of the workspace must review and approve of this plan. Any modification of the requirements outlined in this template must contact UBC Safety & Risk Services for approval.*

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

<https://covid19.ubc.ca/>

Department / Faculty	<u>LIFE Building – Public Areas</u>
Facility Location	<u>6138 Student Union Blvd</u>
Proposed Re-opening Date	<u>Phased approach taking place over the month of September and October.</u>
Workspace Location	<u></u>

## Introduction to Your Operation

### 1. Scope and Rationale for Opening

#### Scope:

The scope of this safety plan includes the public spaces of the Life Building. The unit spaces within the life building (e.g. Go Global, Food Services etc.) will or have already submit child safety plans that outline their planned operations during COVID-19.

The public areas outlined in this plan are due to open once this plan is approved. The planned building opening hours are 10:00am – 6:00pm on Mondays to Fridays and closed on the weekends.

#### Rationale for opening:

The Life Building houses multiple services and is a hub for students, staff, and visitors on campus. We are looking to safely re-open the building in alignment with the ~8000 students returning to campus for Winter Term 1, as well as to support other members of the UBC community on campus.

#### Timelines:

The Life Building is planning on opening its public spaces once this plan is approved. This would include reopening the following:

- The building to the campus community (through the south entrance)
- The building’s public spaces: Hallways, elevators, washrooms, staff kitchen/lunch room.
- The north entrance to the building will remain closed to the public; building staff will be asked to enter through this entrance.
- Food Services (Subway and Pacific Poke) on the main floor

Anticipated reopening dates of unit spaces within the Life Building:

Space/Unit	Date
Go Global	TBC – No plans to open Winter Term 1
International Student Development	TBC
Wellness Centre: Includes programming for Nurse on Campus	TBC (child plan under development)
Chaplains Space	Child plan under development
Athletics & Recreation Fitness Space + Classroom	Athletics & Recreation child safety plan approved on July 23, 2020; unit space reopened.
Food Services	Food Services child safety plan approved on September 4, 2020; unit space reopened.
General Meeting Room Space	TBC
AMS Clubs	AMS follows a different safety approval process from UBC; AMS submits a safety plan to their building manager for approval.  Some AMS spaces within the Life building have reopened.
Collegia	TBC
Study Space	TBC
Swing Space on second floor - Department of Physical Therapy Teaching Labs (2)	Department of Physical Therapy child plan approved; lab space reopened.
Swing Space on second floor - Department of Electrical and Computer Engineering Teaching Labs	ECE Intermediate Safety Plan approved; open for recording or prepping material for online delivery.
Swing Space on second floor - General Teaching Space Classrooms	GTS Safety Plan Approved; Open for scheduled activities

As noted above, child plans have been/will be submitted for each of these spaces through the UBC process (excluding AMS spaces).

Risk:

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

- Risk #1 – Higher proportion of individuals from outside of the UBC community visit the campus/unit; if employees or staff are exposed to more than 10 random people in a day; or if the unit is public facing
- Risk #2 – Prolonged close interaction with others not in the usual cohort of colleagues; if contact lasts for more than 15 minutes and transient in nature
- Risk #3 – The workplace or activity is indoors and windows cannot be opened

- Risk #4 – Employees/students/visitors have frequent contact with high-touch surfaces (service counters, card payment machines)
- Risk #5 – The activity involves people who are at higher risk of severe illness (i.e., older adults or those with chronic health conditions)
- Risk #6 – The activity involves people who are not able or likely to follow hygiene practices such as washing hands frequently, respiratory etiquette, and identifying when they are feeling ill and staying home

Applicable risks in public areas of Life Building: Risk #1, Risk #3, Risk#4. Risk mitigation measures outlined on the SRS website have been implemented.

Other areas of Life Building: Risks are to be considered in the appropriate child plans

## Section #1 – Regulatory Context

2. Federal Guidance
<ul style="list-style-type: none"> <li>• <a href="#">Government of Canada: “Hard-surface disinfectants and hand sanitizers (COVID-19): List of disinfectants with evidence for use against COVID-19”</a></li> </ul>
3. Provincial and Sector-Specific Guidance
<ul style="list-style-type: none"> <li>• <a href="#">BC’s Restart Plan: “Next Steps to move BC through the pandemic”</a></li> <li>• <a href="#">BC COVID-19 Self Assessment Tool</a></li> </ul>
4. Worksafe BC Guidance
<ul style="list-style-type: none"> <li>• <a href="#">COVID-19 and returning to safe operation – Phase 2</a></li> <li>• <a href="#">Worksafe COVID-19 Safety Plan</a></li> <li>• <a href="#">Worksafe: Designing Effective Barriers</a></li> <li>• <a href="#">Worksafe: Entry Check for Workers</a></li> <li>• <a href="#">Worksafe: Entry Check for Visitors</a></li> <li>• <a href="#">WorkSafe: Retail and COVID-19 safety</a></li> <li>• <a href="#">WorkSafeBC Protocol: Offices</a></li> <li>• <a href="#">WorkSafeBC Protocols: Post-Secondary Education</a></li> </ul>
5. UBC Guidance
<ul style="list-style-type: none"> <li>• <a href="#">COVID-19 Campus Rules</a></li> <li>• <a href="#">Guidelines for Preparing for Reoccupancy</a></li> <li>• <a href="#">Guidelines for Safe Washroom Reoccupancy</a></li> <li>• <a href="#">Space Analysis and Reoccupancy Planning Tool</a></li> <li>• <a href="#">UBC Employee COVID-19 PPE Guidance</a></li> <li>• <a href="#">Ordering Critical Personal Protective Equipment</a></li> <li>• <a href="#">UBC Employee COVID-19 Use of Shared UBC Vehicles Guidance</a></li> <li>• <a href="#">Building Operations COVID-19 website - Service Level Information</a></li> <li>• <a href="#">General Teaching Spaces COVID Safety Plan</a></li> <li>• <a href="#">Non-medical masks at UBC</a></li> <li>• <a href="#">UBC Employees COVID-19 Required In-person Meetings/Trainings Guidance</a></li> <li>• <a href="#">Workplace Physical distancing Planning Tool and Signage Kit</a></li> </ul>

- [Preventing COVID-19 Infection in the Workplace training course](#)
- [UBC Cleaning Standards & Recommendations for Supplementary Cleaning](#)
- [UBC Signage](#)

6. Professional/Industry Associations

- N/A

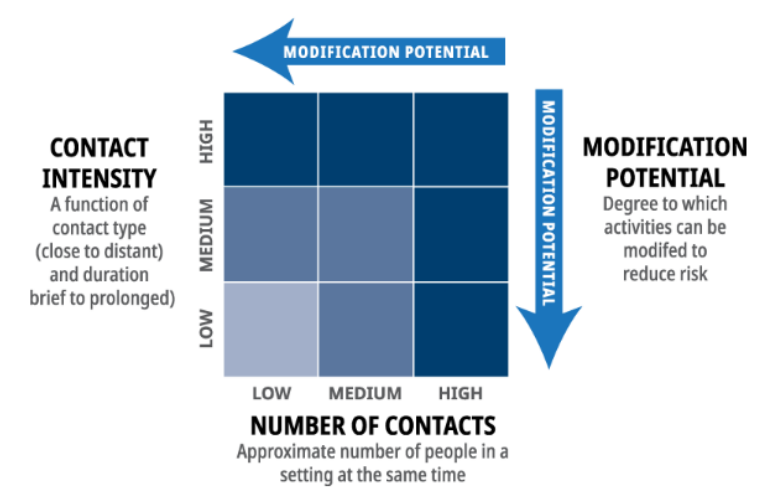
## Section #2 - Risk Assessment

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

Prior to opening or increasing staff levels:

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

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



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

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

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

Describe the type of contact (close/distant) and duration of the contact (brief/prolonged) under COVID operations - where do people congregate; what job tasks require close proximity; what surfaces are touched often; what tools, machinery, and equipment do people come into contact with during work

Space	Type and duration of Contact	How will the number of people in this space/proximity be managed	Cleaning Protocols
Basement: Common Space – Hallways/Stairwells	Generally distant and brief	<ul style="list-style-type: none"> <li>• All floors of the building have wide hallways thus we can ensure two-way traffic flow with ground markings (directional arrows) floor decals throughout the main floor and stairwells throughout</li> <li>• Stairwells will have directional arrows to keep traffic 2M apart.</li> </ul>	See Section 19: Engineering Protocols
Main Floor: Common space – Hallways/Stairwells	Generally distant and brief	<ul style="list-style-type: none"> <li>• All floors of the building have wide hallways thus we can ensure two-way traffic flow with ground markings (directional arrows) floor decals throughout the main floor and stairwells throughout</li> <li>• During peak lunch hours, Food Services units will have a staff member to monitor the lineups that intersection with hallway traffic and direct lineups away from foot traffic.</li> </ul>	See Section 19: Engineering Protocols
Main Floor: Common space- Seating Area (not	Generally distant and prolonged	<ul style="list-style-type: none"> <li>• Life Building Operations staff will remove seats and tables</li> </ul>	See Section 19: Engineering Protocols

including Food Services Eating Area)		<p>to ensure the ones that remain are appropriately distanced.</p> <ul style="list-style-type: none"> <li>• Furniture that can't be used (but is too heavy to move) will be taped off.</li> </ul>	
Main Floor: Common Space – Seating Area (Designated eating area across from Subway food outlet)	Generally distant and prolonged	<ul style="list-style-type: none"> <li>• Food Services staff will be managing this seating area.</li> <li>• During peak hours, Food Services staff will be supervising the area to ensure that the maximum capacity seating of 50 is not exceeded.</li> </ul>	See Section 19: Engineering Protocols
Main Floor: North Building Entrance/Exit	Generally distant and brief	<ul style="list-style-type: none"> <li>• Signage at door</li> <li>• Hand sanitizer at building entrance</li> <li>• Floor decals</li> <li>• Directional tape</li> </ul>	See Section 19: Engineering Protocols
Main Floor: South Building Entrance/Exit	Generally distant and brief	<ul style="list-style-type: none"> <li>• The south doors will be the only entrance/exit point for public</li> <li>• The doors will be managed with 2 staff at peak hours (one counting ingress/one counting egress) during peak hours</li> <li>• The entrance to the building will have two stanchioned line-ups (one for regular public entrance; one for scheduled appointments with units – e.g. Student Health Services)</li> <li>• Signage at door</li> <li>• Hand sanitizer at building entrance</li> <li>• Floor decals</li> <li>• Directional tape</li> </ul>	See Section 19: Engineering Protocols
Top Floor: Common Space – Hallways/Stairwells	Generally distant and brief	<ul style="list-style-type: none"> <li>• All floors of the building have wide hallways thus we can ensure two-way traffic flow with ground markings (directional arrows) floor decals throughout the main floor and stairwells throughout</li> </ul>	See Section 19: Engineering Protocols

All Floors: Common Space – Washrooms	Generally distant and brief; however, small pinch points may result in close proximity for brief durations	<ul style="list-style-type: none"> <li>• Washrooms will be decreased capacity (washroom stalls blocked off to ensure physical distancing)</li> <li>• Washroom stalls will be taped off to steer foot traffic</li> <li>• Washroom stalls that have sinks will be kept open.</li> <li>• Signage in washroom space directing users to keep at a 2M distance.</li> <li>• Floor decals</li> </ul>	See Section 19: Engineering Protocols
Loading Dock: Common Space	Distant/Brief	<ul style="list-style-type: none"> <li>• Open 7 days a week 6:00am – 6:00pm unsupervised</li> <li>• Used by Nest and Food Services</li> <li>• Outside space where staff are asked to maintain safe physical distance.</li> </ul>	See Section 19: Engineering Protocols
All Floors: Elevators	Generally distant and Brief	<ul style="list-style-type: none"> <li>• Elevators should be used only when necessary and by a maximum of two occupants at a time</li> <li>• Elevators permit physical distancing requirements</li> </ul>	See Section 19: Engineering Protocols
Staff Kitchen (Room 1502)	Generally distant and prolonged	<ul style="list-style-type: none"> <li>• Maximum occupancy calculated as 4 people</li> <li>• Hand sanitizer</li> <li>• Signage</li> </ul>	See Section 19: Engineering Protocols
Bottom Floor: Nest and Life Building joined doors	Generally distance and brief	<ul style="list-style-type: none"> <li>• There will be signage asking students not to enter the Life Building from the Nest (it will direct them to the Life Building south entrance)</li> <li>• If a student ignores the signage and goes up the stairs, the staff managing the south entrance (counters) will ask the students to leave the building and join the line-up outside (if there is one).</li> <li>• If a student ignores the signage and goes up the east stairs, the east doors that connect to the main floor will be locked from the inside.</li> </ul>	See section 19: Engineering Protocols



		<ul style="list-style-type: none"> <li>• There will be signage in front of the bottom floor elevators indicating that the elevators are for accessibility access only.</li> </ul>	
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**8. Contact Number (proposed COVID-19 Operations)**

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

- The general range of foot traffic in the building pre-covid was a range of 1000 to 3000 people (not including staff) throughout the course of the day, with surges in building occupancy from 11am to 1pm.
- During COVID Operations:
  - With only limited spaces open, the following contact numbers are anticipated by floor of the Life Building:
    - Basement: hallways and stairs being used for walkthrough to ARC, AMS clubs, custodial services. ARC and AMS are setting their capacity as indicated in their child safety plans.
    - Main Floor: 135. However, during the first phase of the building reopen, public capacity has been set as 50.
    - Second Floor: 160
    - All Floors: it is also anticipated that there will be approximately 30 staff on various floors of the building at any given time.

**9. Employee Input/Involvement**

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

The plan was developed with input from the Life Building working group which includes VPS leadership and unit leads that have spaces within the Life Building: Robbie Morrison, Dr. Samantha Reid, Kavie Toor, Andrew Parr, Jodi Scott, Rae Ann Aldridge, Eka Nagatani, Heather Quigley, Samantha Wellman, Jodi Scott, Paul Gill, Levonne Abshire, Kelly White, Michelle Suderman.

Once approved, the plan will be submitted to the UBC Administrative Units Joint Occupational Health and Safety Committee for review and comment within 30 days.

**10. Worker Health**

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

- Generally as this is a building plan, all Child Plans are required to include information about UBC Workplace Health measures and support available for UBC employees at <https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive>
- Currently Operations Coordinator is working on site as needed.
- The Operations Coordinator will be working with their supervisors for a safe return to work and limited on-site hours
- During normal operations, the Operations Coordinator has student staff. The hiring of student staff for the 2020 Winter Term 1 has been put on hold.

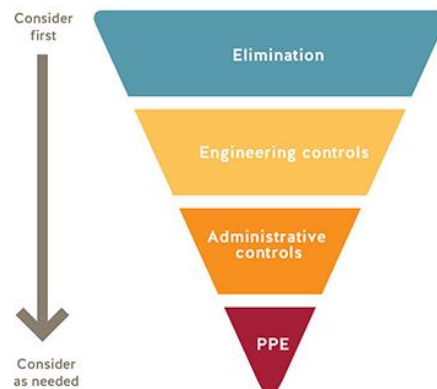
## 11. Plan Publication

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

- An electronic copy of the plan will be posted on one of the following websites: [students.ubc.ca](http://students.ubc.ca) or [vpstudents.ubc.ca](http://vpstudents.ubc.ca) . The website URL will be included on signage in the building
- A hard copy of the plan will be posted on the Life Building Bulletin Board
- A hard copy of the plan will also be available in the Life Building Operations Coordinators' office
- All units within the building will be provided a copy of the approved plan
- A copy of the plan will be provided to the appropriate JOHSC members

## Section #3 – Hazard Elimination or Physical Distancing

Coronavirus is transmitted through contaminated droplets that are spread by coughing or sneezing, or by contact with contaminated hands, surfaces or objects. UBC's goal is to minimize COVID-19 transmission by following the safety hierarchy of controls in eliminating this risk, as below.



The following general practices shall be applied for all UBC buildings and workspaces:

- Where possible, workers are instructed to work from home.
- Anybody who has travelled internationally, been in contact with a clinically confirmed case of COVID-19 or is experiencing “flu like” symptoms must stay at home.
- All staff are aware that they must maintain a physical distance of at least 2 meters from each other at all times
- Do not touch your eyes/nose/mouth with unwashed hands
- When you sneeze or cough, cover your mouth and nose with a disposable tissue or the crease of your elbow, and then wash your hands
- All staff are aware of proper handwashing and sanitizing procedures for their workspace
- Supervisors and managers must ensure large events/gatherings (> 50 people in a single space) are avoided

- Management must ensure that all workers have access to dedicated onsite supervision at all times.
- UBC students, faculty, staff and visitors will be required to wear non-medical masks when indoors on UBC campuses. The requirement for the use of non-medical masks applies to shared indoor spaces within UBC buildings, such as hallways, stairways, building entryways, washrooms and study spaces, classrooms, common areas in residences and other high-traffic areas. Exceptions will be provided for people with underlying medical conditions that inhibit their ability to wear masks. Masks may also be removed when taking part in certain athletic or fitness activities and in situations where wearing a mask impedes delivery and receiving of services. The definition of appropriate non-medical masks: an appropriate mask must have 2 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.

**12. Work from Home/Remote Work**

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

- The only employee who supervises the operations of the building public spaces is the Operations Coordinator
- The Operations Coordinator will be overseeing the implementation of the Life Building Safety plan on a schedule with the other unit leads in the building.
- Operations Coordinator has a separate office that allows for physical distancing from general public in the common areas
- Meetings to be conducted outside or on Zoom to allow for distancing
- All other stakeholders in the building will complete and provide child plans prior to opening their units. The Child plans will include information about which workers can/will continue to work from home for each unit.

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

For those required/wanting to resume work at UBC, detail how you are able to rescheduling of workers (e.g. shifted start/end times) in order to limit contact intensity; describe how you may group employees semi-permanently to limit exposure, where necessary.

- As noted, the only employee currently falling under this plan is the Operations Coordinator. Schedule for that employee noted above.
- All other units in the building will complete or have completed this section in their respective child plans

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

Describe or use UBC building key plans (or do both, where appropriate) to identify and list the rooms and maximum occupancy for each workspace/area, explaining your methodology for determining occupancy

- Basement:
  - Basement: hallways and stairs being used for walkthrough to ARC, AMS clubs, custodial services. ARC and AMS are setting their capacity as indicated in their child safety plans.

- This includes ARC appointments, AMS club appointments.
  - Athletics & Recreation Department will be managing access to the ARC as outlined in their child safety plan
  - The AMS will be managing access to the AMS club spaces as outlined in their safety plan.
- The maximum occupancy for the public spaces on the main level of the Life Building has been calculated at 135. However, it has been decided to initially reopen the building with a maximum capacity of 50 on the main floor.
    - This includes public entry for food, washrooms, walkthrough to transit
    - The occupancy will be managed by staff located at the south doors of the building
    - The staff will have clickers that count how many people have entered the building.
    - There will also be staff stationed at the exit doors (south doors of the building) counting people as they leave the building.
    - The two staff members counting people entering and exiting the building will reconcile their numbers to ensure there is a live count of how many individuals are on the main floor at any point in time. When the maximum occupancy of 50 is met, access to the building will be restricted.
    - Signage will direct people on the main floor to only exit the building from the south exit, enabling staff managing building capacity to better track occupancy levels. However other building exits will be operational based on emergency requirements.
    - Chairs and seating areas will be limited to ensure safe spacing between users
    - The conversation pit will initially remain closed
    - Meeting rooms on the main level will be closed for use and temporarily used to store excess furniture
    - Please see the main floor key plan with capacity noted
  - The maximum occupancy for the top level of the building has been calculated at: 160
    - This includes students and instructors in scheduled in person classes, instructors or lab technicians prepping/recording material for online courses, classroom users for scheduled, approved activities.

There is also an expectation for approximately 30 staff to be on various levels of the building at any given time in addition to the general occupancy levels identified by floor. These staff members include:

- Unit staff
- Building operations staff
- Custodial staff

#### **15. Accommodations to maintain 2 metre distance**

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

- Employees that interact in the Life Building:
  - Operations Coordinator – personal office
  - Unit staff (Go Global, Food Services, Wellness Centre etc.). The details regarding how they will interact within their respective unit spaces is included in their child plans.
- The staff listed above operate out of their own spaces in the building but will intersect in these spaces:

- Public spaces (covered elsewhere in this plan, physical distancing implemented)
- Staff Lunch Room (covered elsewhere in this plan, physical distancing implemented).

#### 16. Transportation

Detail how you are able to (or not) apply UBC's COVID-19 vehicle usage guidelines to the proposed operational model - if you cannot apply these guidelines, please describe alternative control measures

- Not Applicable

#### 17. Worker Screening

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

- Clear [signage](#) at building entry points not to enter the building if feeling unwell, recently travelled, or if advised to self-isolate.
- Units within the building are required to include information about workers completing daily BCCDC self-assessments in their respective child plans.

#### 18. Prohibited Worker Tracking

Describe how you will track and communicate with workers who meet categories above for worker screenings

- Each unit that works out of the LIFE Building will be required to have individual unit worker tracking and communications protocols included in their respective child plans.

## Section #4 – Engineering Controls

#### 19. Cleaning and Hygiene

Detail your cleaning and hygiene plan, including identification for hand-washing stations and the cleaning regimen required to be completed by your departmental staff (i.e. non-Building Operations) for common areas/surfaces

- Custodial services will clean all high touch points (door handles, elevators, stairwells) will be cleaned in all reoccupied circulation areas twice a day
- Custodial services will clean all washrooms twice per day in reoccupied areas.
- Custodial services will clean offices on a twice per month rotation. Occupants of offices are encouraged to source wipes if needed for interim cleaning.
- Hand sanitizing stations at the building entrances will be refilled by Building Operations
- Collaboration from food services for more frequent cleaning of tables used by patrons of food service outlets
- Signage will be posted at entrance ways and in common areas of the building reminding occupants to perform hand hygiene regularly
- In addition to the regular custodial cleaning protocols noted above, the following supplementary cleaning is also planned:

<b>Space</b>	<b>Additional Cleaning Protocols Required</b>
Basement: Common Space – Hallways/Stairwells	Additional cleaning above custodial services standards not required for this space.
Main Floor: Common Space - Hallways	Additional cleaning above custodial services standards not required for this space.
Main Floor: Common Space – Eating Area	Upgraded cleaning protocols using Health Canada Approved Disinfectant: cleaning high touch points an extra 2-3 x per day during operational hours (as per Food Services child plan)
Main Floor: Common Space – Seating Space/Study Area	Not Open. Details regarding cleaning protocols TBA. This space will be included in the student study space child plan.
Main Floor: North Building Entrance/Exit	Additional cleaning above custodial services standards not required for this space.
Main Floor: South Building Entrance/Exit	Additional cleaning above custodial services standards not required for this space.
Top Floor: Common Space – Hallways/Stairwells	Additional cleaning above custodial services standards not required for this space.
All Floors: Common Space - Washrooms	Additional cleaning above custodial services standards not required for this space.
All Floors: Elevators	Additional cleaning above custodial services standards not required for this space.
Staff Kitchen or Staff Room (Room 1502)	Additional cleaning above custodial services standards not required for this space.  Provide sanitizing solution and paper towels for users to wipe down used surfaces.  Signage provided stating: please wipe surfaces before and after use  Dishes and utensils may be cleaned and sanitized in the dishwasher with a hot rinse cycle or washed with hot soapy water
High-touch areas	An ambassador role will be responsible for sanitization of high-touch areas.

## 20. Equipment Removal/Sanitation

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

- Building's common spaces:
  - Removal of chairs and tables throughout the main floor public areas where possible
  - Staff Room: signage to be placed to minimise usage of shared utensils and cutlery, if they are to be used, they must be sanitised in the dish washer
  - See Section 19: Cleaning and Hygiene

### 21. Partitions or Plexiglass installation

Describe any inclusion of physical barriers to be used at public-facing or point-of-service areas

- This is anticipated for the Student Health Services unit. The details will be included in their child safety plan.

## Section #5 – Administrative Controls

### 22. Communication Strategy for Employees

Describe how you have or will communicate the risk of exposure to COVID-19 in the workplace to your employee, the conduct expectations for the employee's physical return to work around personal hygiene (including use of non-medical masks), the familiarization to contents of this plan, including how employees may raise concerns and how you will address these, and how you will document all of this information exchange

- All Faculty, Staff, Students and visitors accessing the space are expected to follow the [UBC COVID 19 Campus Rules](#)
- All units within the building will be provided a copy of this building safety plan. All employees will be required to review this safety plan and indicate acknowledgement directly to their unit. This may be completed when the unit has developed their child plan.
- Signage at the building entrance ways will indicate where the electronic copy of this plan may be found and a printed copy will be posted in the building.
- For public spaces in the Life Building, we will continue to monitor and modify our workplace COVID-19 Safety Plan as needed based on when risks are identified as part of the reopening process.
- Employees may raise any concerns with their supervisor or a member of their [Joint Occupational Health and Safety Committee](#)
- Changes to our process and/or training for employees will be made as and when needed.
- Supervisors are encouraged to contact the Operations Coordinator if assistance is needed to resolve concerns in public spaces.

### 23. Training Strategy for Employees

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

- All employees will be required to complete UBC's 'Preventing COVID-19 infection in the workplace' online training module. Supervisors will be responsible for tracking staff completion as well as site – specific training. This will be included in each unit's child plan.
- Each unit is required to provide this building plan and their respective child plan to their employees, acknowledge receipt and ensure they are appropriately trained prior to returning to the building.
- Standards and in-house safety plan will be communicated to all building stakeholders

#### 24. Signage

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

- Tape and decals on the floors throughout the space – hallways, stairwells, area immediately outside the South entrance doors
- Signage will be placed in washroom areas, external doors and entry points, tables
- Tape will be placed on immovable chairs and furniture
- Sandwich boards in front of elevators explaining that the elevators are for accessibility use only.
- All signage throughout public areas of the building will align with the signage available on the [SRS COVID-19 website](#). Building Operations Facilities Manager will be contacted for approved floor tape and decals. Individual units within the building will include information in their child plans.

#### 25. Emergency Procedures

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

- For information about potential COVID-19 incidents, visit the [SRS webpage](#)
- Workers are encouraged to contact UBC First Aid at 2-4444 if they are presenting COVID-19 like symptoms
- Physical distancing is not required during an emergency evacuation. The primary goal in an emergency situation shall always be to evacuate the building expeditiously and meet at a pre-designated safe location outside the building.
- A copy of the building emergency response plan has been shared with all building units. However, if units require a copy, they may contact the Life Operations Coordinator.
- Returning workers must be familiar with the content on the buildings wall mounted emergency procedures (Specifically: Pre-designated Meeting Area, pull station, fire extinguishers and exit routes).

#### 26. Monitoring/Updating COVID-19 Safety Plan

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

- Members of the Life Building working group will monitor the safety plan in relation to evolving guidance from provincial health authorities. Should guidance on gathering size, building occupancy, physical distancing etc. change, this would trigger the plan to be revisited.
- Should an employee of the Life Building have a safety concern, they should raise this to their supervisor or a member of their Joint Occupational Health and Safety Committee.

#### 27. Addressing Risks from Previous Closure

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

- There has not been staff changes/turnover since closures.



- There will be an ambassador role that will be responsible for managing the two line-ups at the south entrance of the building (i.e. maximum occupancy levels) as well as additional sanitization of the building's high-touch areas. Appropriate training will be provided.

## Section #6 – Personal Protective Equipment (PPE)

### 28. Personal Protective Equipment

Describe what appropriate PPE you will utilize and how you will/continue to procure the PPE

- PPE is not expected to change for workers from pre-COVID

## Section #7 – Non-Medical Masks

### 29. Non-Medical Masks

Describe your plan to inform faculty and staff on the wearing of non-medical masks

- UBC students, faculty, staff and visitors will be required to wear non-medical masks, when indoors on our campuses. The requirement for the use of non-medical masks applies to shared indoor spaces within UBC buildings, such as hallways, stairways, building entryways, washrooms and study spaces, common areas in residences and other high-traffic areas. Exceptions are detailed in Attachment A of the [UBC COVID-19 Campus Rules](#).
- All Faculty, Staff, Students and visitors accessing the space are encouraged to review the information about non-medical masks on the [SRS website](#).
- Each child plan is required to review and implement information related to UBC's non-medical mask requirement in their workplace safety plan. Refer to the [COVID-19 Safety Plan Addendum: Required Non-Medical Masks](#) for instructions and sample language.

## Section #8 - Acknowledgement

### 30. Acknowledgement

Plan must demonstrate approval by Administrative Head of Unit, confirming: 1) the Safety Plan will be shared with staff and how; 2) staff will acknowledged receipt and will comply with the Safety Plan.

This plan has been approved by Samantha Reid, Executive Director, Office of the Vice President Students, on September 22, 2020.

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

**Date** October 4, 2020  
**Name** (Manager or Supervisor) Samantha Reid  
**Title** Executive Director, Office of the Vice President Students

### Faculty and Staff Occupying Workspace

Name	Email	Confirmation of Understanding
Robbie Morrison		<input type="checkbox"/>
Andrew Parr		<input type="checkbox"/>
Kavie Toor		<input type="checkbox"/>
Eka Nagatani		<input type="checkbox"/>
Levonne Abshire		<input type="checkbox"/>
Kelly White		<input type="checkbox"/>
Darren Stolz		<input type="checkbox"/>
Samantha Wellman		<input type="checkbox"/>
Connie Lay		<input type="checkbox"/>
Jodi Scott		<input type="checkbox"/>
Taryn Cigagna		<input type="checkbox"/>
Chery Dumaresq		<input type="checkbox"/>
Michelle Suderman		<input type="checkbox"/>
Amandeep Breen		<input type="checkbox"/>
Craig O'Brien		<input type="checkbox"/>

## Appendices

### A. UBC Life Building Floor Plans (Main Floor and Second Floor)



Appendix A - UBC  
Life Building Floor P

### B. UBC Life Building Safe Seating Calculations (Main Floor)



Appendix B - UBC  
Life Building Safe Se

### C. UBC Life Building BERP Amendment



Appendix C - UBC  
Life Building BERP A

### D. UBC Life Building Safety Posters



Appendix D - UBC  
Life Building Safety I