

# Life Building Wellness Centre Work Place Safety Plan- Summary

November 16, 2020

Staff, student staff and volunteers in the space:

- **Wellness Centre Navigators (student staff)** - Health and wellbeing resource navigation for students as a 'drop-by' service
  - Anticipated start date **in-person - Tuesday November 3, 2020**
  - 4 student staff will rotate shifts to do this role
  - Brief in person interactions (no more than 5 minutes)
  - 1 Student staff staffing the "reception desk" outside the Wellness Centre - location is just outside the doors of the Wellness Centre in the hallway.
  - This service will be offered at the foot of the entrance of the Wellness Centre so that student visitors are not entering into the physical space.
  - Navigators will take shifts so there is one Navigator at the reception desk at a time.
  - A moveable, plexiglass barrier will be on top of the reception desk to separate the Navigators from students who drop by.
  - Students who drop by will be asked to stand at a designated floor decal, and the decals will be in a row 2 meters apart to allow for any possible line-up. The line will be situated outside of the Wellness Centre.
  - No sharing of laptops will be required.
  - Navigators will clean and sanitize the welcome desk before and after their shift.
  - Professional staff supervision required, staff member will use their office in the 1400 space and is available by email and text.
  - Masks will be worn in accordance with UBC policy on masks in indoor spaces.
  - Navigators will keep their personal items with them at the desk.
- **Wellness Peer** - one on one supportive conversations with students happening virtually from the Wellness Centre.
  - Anticipated start date **Tuesday November 3, 2020**
  - Wellness Peers will be in the Wellness Centre to perform their one-on-one conversations in a virtual setting by drop in and appointment bookings. They will be using specific offices that allow for physical distancing.
  - Wellness Peers will be scheduled in triads, and will have shifts weekly and will come into the Wellness Centre to host their one-on-one virtual wellness conversations.
  - If a Wellness Peer is unwell and cannot come in, they will cancel their shift and no one will substitute in to keep the cohorts the same.
  - Wellness Peers will work in separate offices, and will use their own laptops with some exceptions.
  - Professional staff supervision required, also in a separate office.
  - Professional staff will advise the peers via Zoom.
  - Wellness Peers will enter 1400 by the South doors of the Wellness Centre and exit by the North doors, and have staggered start times. The Wellness Peers will let their supervisor know via Slack when they've arrived outside 1400 so that they do not enter the space early.
  - Wellness Peers will wipe down the offices/desk spaces when they start their shift, and at the end of their shifts in preparation for the next user.
  - Wellness Peers will keep their items with them in their office/workspace.
- **Nurse on Campus** - drop-by service, no appointment and **in-person**
- One nurse will be available in-person one day a week, located in room 1501 in the Life Building
  - Anticipated start date **Thursday November 5, 2020**
  - Ongoing drop-by to see the nurse Thursdays from 12:30-2:00 pm

- Students will 'check-in' at the Navigator desk to see the nurse
- A student staff member will come into the Centre during the T/W/Th operating hours to prepare Nurse on Campus board materials but will plan for this ahead of time, and let the staff know. Scheduling for this to be arranged with their supervisor.
- To visit the nurse in person, a student will be required to follow these guidelines:
  - Wear a mask
  - Wash your hands
  - Maintain a 2m physical distance
    - If you're not feeling well, stay home or call 811 to speak with a nurse or make an appointment with Student Health Service.
- Nurse will be provided with a desk or table in 1501
- Nurse will wear PPE in the form of surgical masks, this equipment is provisioned through Student Health Services.
- Note: we have one student staff who will be responsible for picking up/dropping off and creating display boards to support NoC across campus. They will have a specific schedule and this may change to have even fewer tasks on campus, and may end up working remotely for most of their hours.

#### **Wellness Centre facility:**

- People will be asked not to congregate in groups larger than two
- No one other than those staff scheduled, will be able to enter the Wellness Centre, including other staff. (ie. no drop-in's) See attached staff schedule in this document for details.
- Professional staff will only work in their enclosed offices
- Student staff will work at individual work stations that maintain appropriate physical distancing or will work in enclosed offices
- The photocopier must be cleaned and sanitized before and after each use and will be labelled with the appropriate protocol
- Door handles, light fixtures, alarm pad, tables, and chairs must be cleaned and sanitized regularly throughout the day
- Shared desktops and laptops must be cleaned before and after use and stored in the appropriate locked bin.
- Hand sanitizer bottles or stations will be set up near the entry doors
- We will have one-way entry, and exit, so staff can leave by the doors on the north side of the space that lead outside
- There will be no communal office supplies; staff and student staff must keep a supply in their offices
- Staff will eat lunch in their own offices or outside of the Wellness Centre
- There will be no communal fridge in the Wellness Centre to store lunches
- We will no longer serve tea or food to visitors
- All resources must be given out by staff or student volunteers - there will not be resources on display for students, staff, and faculty to pick up
- Staff will be reminded of the workplace health measures through signage, staff meetings, and email communications.

#### **Physical Distancing & Safety**

- 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
- Before coming to work, all personnel must check their health status. Personnel experiencing any symptoms of COVID-19 as per BCCDC guidelines must not come to work.
  - Individuals displaying symptoms must remain home and should be tested. A negative test allows individuals to return to work with the resolution of all symptoms other than a dry cough. In the absence of testing or with a positive test, individuals must remain in isolation until all symptoms other than a dry cough resolve and 10 days have passed since the onset of symptoms.

- Personnel will be referred to the BC Health Self-Assessment Tool to determine if they require testing and/or medical care.
- Anyone returning from outside of Canada must follow the directions of the quarantine act, which specifies 14 days of self-isolation, regardless of whether or not they are experiencing COVID-19 symptoms.
- Every entry door has signage for both workers and visitors/guests that prohibits entry if any of the above 3 criteria apply. UBC and WorkSafeBC provides such signage
- Staff have to do a self-assessment each day
- 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
- Similar to the Life Building 10-6 in terms of staff being in the building. The operating hours for the in-person Navigators & Nurse on Campus is 11-3 Tuesday, Wednesday, Thursday.
- Washrooms will be cleaned twice a day, and will be open for public use with spacing as per the Life Building safety plan.

**General cleaning** and disinfecting of surfaces will occur at least once a day and includes:

- Professional staff, student staff and student volunteers will be responsible for cleaning and disinfecting their own work spaces before and after each shift.
- Navigators will clean high touch areas around their desk, and outside the Wellness Centre.
- Professional staff will clean high touch areas at the beginning, midpoint and end of their shifts for general areas inside the Centre.
- All cleaning to be performed wearing disposable gloves.
- Debrief table, chairs and plexiglass will be cleaned by professional staff should this section be used
- Navigator desk will be cleaned before and after each student staff's shift
- Nurses will be responsible cleaning and disinfecting the tables, and chairs in 1501 before and after each session and in between student visits (Wellness Centre to provide cleaning supplies)
- The photocopier should be cleaned and disinfected before and after each use, this should be professional staff using the copier. Supplies will be kept by the copiers.
- Cleaning supplies, including disinfectant will be provided, in each office for the Wellness Peers and in the "debrief area" where the cleaning supplies are currently being stored.
- Signage will be posted at office entrance ways and in common areas to remind occupants to perform hand hygiene regularly.
- Hand sanitizing stations at the building entrances will be refilled by Building operations

**Signage** will be posted at office entrance ways and in common areas to remind occupants to perform hand hygiene regularly.

- Entry Checklist to be posted on entry doorways
- Floor decals: keep 2 meters apart
- Floor decals: Wait here
- Signage will be posted at office entrance ways reminding occupants to perform hand hygiene regularly
- Signage will be placed on any immovable furniture that can't be used
- All signage throughout the office will be in line with templates provided by Safety & Risk Services
- Facilities Manager approving/supplying floor tape and decals
- "Please do not enter this workplace if you:" will be posted at the entrance
- "Handwashing" signage in the washroom mirrors above the sink
- "Occupancy limit" signage at the washrooms and office entrance
- "Access restrictions" signage on the internal meeting room

**Covid-19 Campus rules** will be shared with staff via email and during a staff meeting.

- Staff will complete the Preventing COVID-19 Infection in the Workplace training and submit their certificate of completion to their supervisor
- The Safety Plan will be shared with staff and staff will be required to sign off in an email that they have read the plan.
- Signage within the Wellness Centre will indicate where the electronic copy of this plan may be found and a printed copy will be posted.
- The HEP Co-Directors and the Executive Director, Vice President Students will continue to monitor and modify our safety plan as needed based on when risks are identified as part of the re-opening process.
- Employees may raise concerns directly with their supervisor or a member of their JOHSC.
- All processes and procedures will be documented and shared in the unit's shared drive