**COVID-19 Safe Work Plan**

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

All on-campus work activities require a COVID-19 Safe Work Plan. This applies to work activities that have continued to operate on campus since March 2020 as well as those that have not been working on campus but are returning to operate on campus.

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.

Upon review, this plan will be posted on the UBCO website at:

|  |  |
| --- | --- |
| Department / Faculty |  |
| Work Unit / PI |  |
| Work Unit Manager |  |
|  |  |
| Facility Location | *building name and address* |
| Workspace Location | *room number(s)* |
| Proposed Re-opening Date (if applicable) |  |

**Section 1– Introduction to Your Operation**

|  |
| --- |
| Scope and Rationale for Opening |
| *In a few sentences, describe what services you intend to offer? How would the service levels differ from normal operations?*  *What is your rationale for opening?*  *Who has vetted and approved your draft plan within your department or faculty?* |

|  |
| --- |
| Employee Input/Involvement  Upon posting of the COVID-19 Safe Work Plan, the [JOHSCs](https://hse.ok.ubc.ca/committee/) will review and may provide input or recommendations. If the development of the Unit COVID-19 Safe Work Plan has involved input by unit workers or supervisors, please describe it below. |
| * *E.g. Staff meetings, town halls, email feedback* |

**Section 2 – Reducing Contact Intensity & Contact Frequency**

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 understanding the community health and individual risks of COVID-19 and identifying and mitigating the associated risks. This process has also involved continually re-evaluating the associated controls based upon guidance by the BCCDC, Health Authorities, WorkSafeBC and HSE.

The COVID-19 Safe Work Plan should articulate strategies to reduce contact intensity (type of contact – close/distant, and duration of contact – brief/prolonged) and contact frequency (number of people within a setting, frequency of ‘collisions’) within the work environment.

One or more steps under the following categories of 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

The following sections work through development and implementation of control measures aimed at reducing the potential for COVID-19 transmission at the workplace.

|  |
| --- |
| **Contact Intensity (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 |
|  |
| **Contact Frequency (proposed COVID-19 Operations)**  Describe the frequency of contacts in your proposed COVID-19 operational setting (# of people present in setting at same time) |
|  |

**Section 3 – Hazard Elimination**

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 workers are aware that they must maintain a physical distance of at least 2 meters from each other at all times
* Where physical distancing cannot be maintained, partitions or barriers will be implemented or if these are not practicable, workers will be assigned non-medical face masks or other face coverings as a form of source control.
* 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
* Supervisors must ensure that all workers are aware of proper handwashing and sanitizing procedures for their workspace
* Events/gatherings are discouraged. Large events/gatherings (> 50 people in a single space) are prohibited
* Management must ensure that all workers have access to supervision at all times.

|  |
| --- |
| **Work from Home/Remote Work**  Detail how/which workers can/will continue to work from home (WFH); this is required where it is feasible |
| * *Outline who remains working remotely and who you’ve requested back to work and why. E.g. Five M&P/AAPS staff will continue to work from home* |
| **Health Screening & other Self-Isolation Requirements**  Describe how workers will be informed of Health Screening and other Self-Isolation requirements. |
| * All workers must complete the required online UBCO Preventing COVID-19 Infection in the Workplace training (includes health screening information) * Entry Check Posters are located outside each main entrance of campus buildings * All workers will be provided a copy of the COVID – 19 rules (includes health screening information) *(electronically or paper)* * *Describe any additional health screening that the unit will implement* |
| **Symptoms that Develop at Work**  Describe how supervisors will ensure that workers are able to get home safely if workers develop symptoms while at work. |
| * *Do all workers commute in personal vehicles?* * *If not in a personal vehicle, how will workers get home (family members)?* |

**Section 4 – Physical Distancing**

|  |
| --- |
| **Physical Distancing: Process Changes**  Detail what process changes you have made to ensure workers can maintain physical distance (2m) from others in the workplace. |
| * *E.g. Use of only credit card machines; use only electronic documents provided; eliminate tasks requiring workers to be within 2 metres of each other* * *Consider closing congregation areas such as unit level lunch rooms and meeting rooms* |
| **Physical Distancing: Occupancy limits**  Using UBC building keyplans:  1) Identify and list the rooms and pre-COVID-19 occupancy for each workspace/area)  2) Illustrate a 2 metre radius circle around each stationary workspace;  3) Identify areas where occupancy reduction is required to provide for physical distancing |
| * *Summarize areas where occupancy reductions have been applied to allow for physical distancing* * *For support with obtaining building keyplans and other spatial planning, please contact HSE, at* [hse.ok@ubc.ca](mailto:hse.ok@ubc.ca) |
| **Physical Distancing: Circulation Routes**  Using UBC COVID-19 Circulation Floor Plans:  1) Highlight Unit Managed Spaces  2) Identify routes where bi-directional circulation may result in high frequency and intensity of contact  3) Determine where one-way directional traffic flows (exit/entrance; circulation routes) are appropriate  4) Mark-up Circulation Floor Plans for use in employee training and posting at entrance to work area |
| * *Identify spaces where circulation paths have changed* * *Attach Unit-Specific Circulation Floor Plans* |
| **Physical Distancing: Work Schedules**  Detail how rescheduling of workers (e.g. shifted start/end times) will be applied in order to limit contact intensity by reducing the number of simultaneous workers at any given time within the work area; describe how you may group employees semi-permanently to limit exposure to specialized workers, if applicable. |
| * *Work with your HR advisor to ensure collective bargaining agreements are being adhered to.* |
| **Gatherings**  Describe any work that involves gatherings of individuals in groups and what measures will be implemented to ensure physical distancing is maintained. |
| * *Gatherings of over 50 people are prohibited.* |

**Section 5 - Source Control**

Where physical distancing cannot be maintained, ask:

* 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 the answer is no and work activities must be performed additional ‘source’ control is required.

|  |
| --- |
| **Work Requirement**  Identify tasks/activities/situations where work is required and physical distancing cannot be maintained. |
| * *E.g. front line customer service, certain manual material handling tasks, equipment manipulation* |
| **Partitions or Physical Barriers installation**  Describe any inclusion of physical barriers to be used at public-facing or point-of-service areas |
| * *See Worksafe’s “Designing Effective Barriers” guidance (add link)* * *See Facilities Management guidance on the purchase and installation of Plexiglas barriers* |
| **Face Coverings**  Where physical distancing cannot be maintained and partitions/physical barriers are not practicable, Face Coverings must be used. Face-coverings may include non-medical masks and / or face shields. Where face coverings are required, the worker must be provided with the equipment and with education relating to limitations, use and care. |
| * *See* [*guidance*](https://hse.ok.ubc.ca/covid19infectioncontrol/) *that discussed face coverings for the purpose of source control* * *See* [*guidance*](https://hse.ok.ubc.ca/covid19infectioncontrol/) *relating to limitations, use and care of Face Coverings* |

**Section 6 – Hygiene & Cleaning**

|  |
| --- |
| **Cleaning and Hygiene**  Detail your cleaning and hygiene plan, including identification for hand-washing stations and the cleaning regimen required to be completed by departmental staff for unit-specific common areas/surfaces. |
| * *Information relating to custodial services and expectations can be located here. (add link)* * *Highlight anything above the standard regime and who was consulted from Facilities Management* * *If departmental staff will be cleaning, outline who and when and confirm cleaning supplies are available* |
| **Equipment Removal/Sanitation**  Detail where removal of unnecessary tools/equipment will be performed or additional supplementary cleaning implemented for items that must be shared. |
| * *Consider assignment of key pieces of equipment and label with the name of the assigned employee* * *If equipment cannot be individually assigned, then consider and explain your cleaning regime (or reference it above)* * *See* [*guidance*](https://hse.ok.ubc.ca/covid19infectioncontrol/) *for Working in Close spaces* |

**Section 7 – Training & Education**

|  |
| --- |
| **Communication Strategy for Employees**  Describe how your unit has or will communicate the risk of exposure to COVID-19 in the workplace to your workers and further detail how you will confirm employee orientation to your specific COVID-19 Safe Work Plan. |
| * *Outline the expectations for all employees returning to the workplace* * *Communication of this COVID-19 Safe Work Plan and how a worker would raise concerns* |
| **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. |
| * *Preventing COVID-19 Infection in the Workplace online training: request training record from your employees* |
| **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). |
| * *Signage standards are available here and can be ordered centrally (add link)* |
| **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 |
| * *Suggestion is to include a statement regarding your frequency of review and what might otherwise trigger a review or change to your plan for up to 18 months* |

**Section 8 – Personal Protective Equipment (PPE)**

|  |
| --- |
| **Personal Protective Equipment**  Describe what PPE you will utilize and how you will/continue to procure the 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*](https://hse.ok.ubc.ca/wp-content/uploads/sites/72/2020/05/UBCO-COVID-19-Guidance-PPE-1.pdf) *or contact HSE directly.* * *See UBC Ordering Critical Personal Protective Equipment* |

**Section 9 - Acknowledgement**

|  |
| --- |
| **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. |
| * *A template is offered below as a guide, but can take many forms. As a possible way to document Safety Plan receipt and understanding by your employees, please feel free to use the template language below under your own departmental/faculty letterhead.* |

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** |  |
| **Name** (Manager or Supervisor) |  |
| **Title** |  |

**Faculty and Staff Occupying Workspace**

|  |  |  |
| --- | --- | --- |
| Name | Email | Confirmation of Understanding |
|  |  | ☐ |
|  |  | ☐ |
|  |  | ☐ |
|  |  | ☐ |
|  |  | ☐ |
|  |  | ☐ |
|  |  | ☐ |
|  |  | ☐ |
|  |  | ☐ |
|  |  | ☐ |
|  |  | ☐ |
|  |  | ☐ |

### **Appendices**

*Please link to, or attach the Common Area Safety Plan, Building Circulation Floor Plan, and any additional maps, pictures, departmental policies or applicable UBC Guidance documents that constitute a material part of this COVID-19 Safe Work Plan.*