

# COVID-19 Workspace Safety Plan

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	Occupational Science and Occupational Therapy, UBC Faculty of Medicine
Facility Location	Koerner Pavilion, 2211 Wesbrook Mall, Vancouver, BC
Proposed Re-opening Date	Monday, August 24, 2020
Workspace Location	<i>3<sup>rd</sup> Floor of the building, south and west side; includes main office, labs, seminar rooms and office space</i>

## Introduction to Your Operation

### 1. Scope and Rationale for Opening

The areas listed in this request are used to plan and deliver the Master of Occupational Therapy (MOT) program. A major component of the UBC MOT program is the emphasis on experiential learning, which is enacted through hands-on skills sessions, including experiences with patient as educators, application of learning in laboratories, community engagement projects, interprofessional student experiences, practice setting visits, and fieldwork placements. Essential to the curriculum delivery is the extensive use of specialized rehabilitation and medical equipment (for example: wheelchairs, mats, hospital beds, plinths, overhead lifts and slings, specialized assessment kits, adapted equipment for personal self-care, intervention protocols and kits, adapted seating systems). Clinical faculty and people with lived experience contribute to the MOT courses.

Returning to classes in Fall 2020 with face-to-face (f2f) components is essential for the education of MOT students in order to acquire the knowledge, skills and attitudes at a level of competency required for the MOT degree and that of practicing therapists. The continued incorporation of these f2f components into the curriculum is also a requirement to maintain accreditation standards. The clinical placements are held in Health Authority facilities or community-based sites, and students are required to follow the safety and emergency response plans for those facilities. Approval for on-site activities is limited to learners, and faculty and staff who are required to support these activities and cannot conduct this work remotely. All activities that can be done remotely will be carried out accordingly.

Preparation for on-site educational activities would begin the week of August 18 with limited staff and faculty present. To ensure that effective controls are in place, we are staggering our availability and presence on-site and minimizing our interaction with each other. On a daily basis, no more than four individuals will be on-site to carry out these duties.

All staff, faculty, clinical faculty and other personnel required to be on-site have been advised to complete the Preventing Covid-19 Infection in the Workplace Training course and forward their certificate of completion to their respective supervisors and/or contact person by August 21. For those who intend to be on-site during the week of August 18, have been recommended to complete their training before being on-site on a regular basis. In addition, faculty, clinical faculty and other

personnel required for f2f teaching have been advised to review the information module related to donning and doffing PPE.

## Section #1 – Regulatory Context

<b>2. Federal Guidance</b>
<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>
<b>3. Provincial and Sector-Specific Guidance</b>
<ul style="list-style-type: none"><li>• <a href="#">BC’s Restart Plan: “Next Steps to move BC through the pandemic”</a></li></ul>
<b>4. Worksafe BC Guidance</b>
<ul style="list-style-type: none"><li>• <a href="#">COVID-19 and returning to safe operation – Phase 2</a></li><li>• <a href="#">Worksafe Protocol: Child care and day camps</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></ul>
<b>5. UBC Guidance</b>
<p>The following guidance documents and resources on the Safety &amp; Risk Services (SRS) COVID-19 Website were used in the development of this workspace plan:</p> <ul style="list-style-type: none"><li>• <a href="https://riskmanagement.sites.olt.ubc.ca/files/2020/04/COVID-19-Physical-Distancing-Guidance-FINAL-.pdf">https://riskmanagement.sites.olt.ubc.ca/files/2020/04/COVID-19-Physical-Distancing-Guidance-FINAL-.pdf</a></li><li>• <a href="https://riskmanagement.sites.olt.ubc.ca/files/2020/04/COVID-19-PPE-Guidance_final.pdf">https://riskmanagement.sites.olt.ubc.ca/files/2020/04/COVID-19-PPE-Guidance_final.pdf</a></li><li>• <a href="https://bc.thrive.health/">https://bc.thrive.health/</a></li><li>• <a href="http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms">http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms</a></li><li>• <a href="#">UBC Employee COVID-19 PPE Guidance</a></li><li>• <a href="#">Preventing Covid-19 Infection in the Workplace training course</a></li><li>• <a href="#">Covid-19 Infection Prevent and Control for Students Starting Clinical Placements</a></li><li>• Ordering Critical Personal Protective Equipment</li><li>• <a href="#">Building Operations COVID-19 website</a> - Service Level Information</li></ul>
<b>6. Professional/Industry Associations</b>
N/A

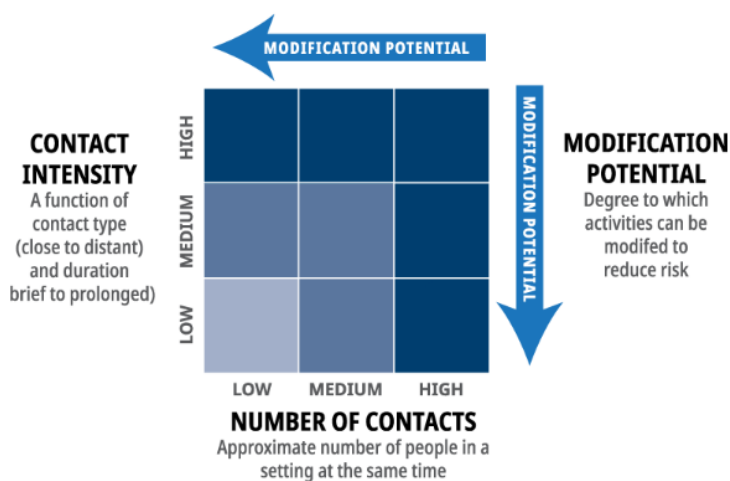
## Section #2 - Risk Assessment

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)

*Reducing density:* To facilitate physical distancing of 6 feet between individuals, we are using video conference technology configured by MEDIT to connect our 2 large teaching labs. This allows us to have half the number of students (max of 30) in each lab rather than having all students in one single lab. The arrangement of having students located across 2 labs will significantly decrease density and allow for more consistency. Rather than having 2 students to a lab table, each student will have their own table and students will sit at the same table for every class.

*Consistent groupings:* When learners are required to work in partners or small groups they will consistently work with the same groups and be wearing the appropriate PPE (described below). These

consistent groupings have already been established and students have been made aware of these groupings. The necessity of maintaining these groupings will be reinforced during the first skill class orientation.

*Use of PPE:* The OSOT department ordered and received supplies of PPE for all students, faculty and staff. PPE for the MOT program includes disposable masks, protective eyewear/safety glasses, and gloves. All students, faculty, staff, and TA's will have completed the PPE online module <https://video.med.ubc.ca/videos/cpd/elearning/PPE/home.html> by August 21. In addition, they are required to review the information about non-medical masks on the [SRS website](#). There will also be a live demonstration of proper PPE donning and doffing for all MOT students during orientation.

*Equipment used:* A variety of specialized equipment (for example: wheelchairs, mats, hospital beds, plinths, overhead lifts and slings, specialized assessment kits, adapted equipment for personal self-care, intervention protocols and kits, adapted seating systems) will be used during f2f skills and activity sessions. The OSOT department has ordered and received a shipment of sanitizing wipes which will be used following the use of equipment. In addition to the equipment, included in the "wipe-down" will be the lab tables and chairs at the end of each session. The students will wipe down equipment and surfaces.

*General principles:*

- When moving about the 3<sup>rd</sup> floor, physical distancing principles will be observed with individuals expected to yield to others when walking down hallways, narrow spaces etc.
- All faculty and staff must complete the mandatory training course developed by UBC Safety and Risk Services before accessing academic learning spaces. Link: [Preventing COVID-19 Infection in the Workplace](#)
- All building occupancy limits and safety plans will be followed.
- Signage related to maximum capacity will be posted in all areas within the jurisdiction of the department (for example: washroom, main office, laboratories, seminar rooms).

Note: Common spaces such as kitchen facilities, lounges and meeting spaces – will remain closed; alternate eating areas with safety procedures will be recommended and whenever possible outdoor areas will be considered.

## 8. Contact Number (proposed COVID-19 Operations)

*Number of Students:* In the class of 2022 (MOT 1) there are 59 students while the class of 2021 (MOT 2) has 56 students. As described above, these classes of students will be divided in half such that the maximum number of students in our large teaching labs will be 30 with the support of up to 2 instructors/ teaching assistants in each lab.

*Scheduling:* Because of space limitations, it will be rare that both classes are in the department at the same time. The term is scheduled such that when the MOT1 class is involved in f2f skills laboratories on site, the MOT2 class will be in sessions that are being delivered online (and will not be in the OSOT department). Conversely, when the MOT 2 class is participating in f2f sessions, the MOT1 class will be involved in curriculum that can be offered online. As such from Aug 24 – Nov 6, 2020, there will be one class of students in the OSOT department 4-5 days/week.

Beginning Nov 9, 2020, however, the MOT2 class will be in the community, engaged in clinical placements and will not be returning to the OSOT department until January 2021. Therefore, only the MOT1 class will be onsite in the OSOT Department from Nov 9 – Dec 16, 2020, on average 2-2.5 days/week.

*Numbers of Faculty and Staff:* Faculty and staff approved to be on-site to support the educational activities are expected to follow all guidelines provided by UBC and the FOM. All other staff will continue to work remotely. We are planning that on average, there will be 1 – 3 staff on site to support the educational sessions (cleaning, technology set-up and take-down, addressing student and faculty issues).

We are also planning to have 2-4 faculty or TAs available to support classroom activities and student learning particularly across the 2 rooms and to attend unexpected issues should they arise.

## 9. Employee Input/Involvement

The plan is being presented to faculty and staff during a meeting via ZOOM on August 20, 2020. During the session questions will be addressed and feedback considered. There may be minor revisions and additions to the plan based on that feedback.

Staff, faculty and students returning to on-site activities have been consulted in the development of this safety plan and will be provided a copy of the approved plan. A hard copy of the plan will be printed and stored in the main administrative office and posted on our website by Friday, August 21.

Members of SRS have been involved in the development of our educational resumption plan, as well as being part of the safety plan.

Management and supervisory staff are responsible for developing and updating this document to meet current government mandated requirements. <https://covid19.ubc.ca/>Monitoring of compliance with COVID safety plans will be undertaken by the Administrative Manager of the OSOT Department.

The Faculty of Medicine JOHSC will review the plan within 30 days of submission, and the plan will be revised as necessary. If an employee is concerned about any of these policies, they should follow the standard WorkSafeBC reporting guidelines and contact their representative on the FoM JOHSC to express their concerns. Learners are encouraged to bring forward concerns to their program, a member of the [FoM JOHSC](#) or [FoM Health & Safety](#).

## 10. Worker Health

The Department Head, Associate Department Head and Administrative Manager led the development of the workplace health measures for the OSOT department and thus are well informed. As described above, the rest of faculty and staff will be advised of these safety measures during the Aug 19 meeting and will be directed to the online resources of the *Safety & Risk Services (SRS) COVID-19 Website*. In addition, all OSOT faculty and staff must complete the mandatory training course developed by UBC Safety and Risk Services before accessing academic learning spaces. Link: [Preventing COVID-19 Infection in the Workplace](#)

For learners, the orientation website housed on the CANVAS learning management system, has a section on safe practices and protocols during COVID-19. During orientation in the first day of term this area of the website will be reviewed and available to students throughout the term. Safety Protocols for UBC Faculty of Medicine Learners will be provided on this site. All learners are reminded of wellbeing support resources when they complete the required COVID-19 Infection Prevention and Control for Students Starting Clinical Placements.

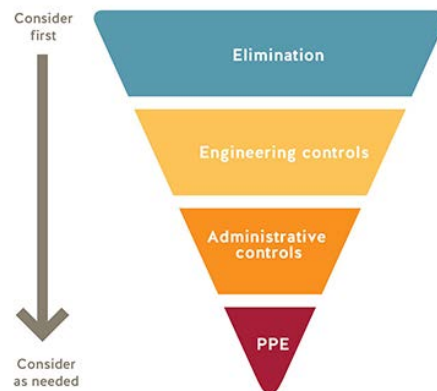
UBC staff that are approved to be on-site will be required to take the Preventing COVID-19 Infection in the Workplace training. Employees will also be reminded of resources available to them at <https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive>.

### 11. Plan Publication

Final plans will be posted to our department website and to Health and Safety boards/main administrative office in hardcopy.

## 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.
- All staff wearing non-medical masks are aware of the risks and limitations of the face covering they have chosen to wear or have been provided to protect against the transmission of COVID-19. See [SRS](#) website for further information.

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

Only staff and faculty required to support approved education activities will be on-site. When on-site, appropriate safety measures will be taken, as described in other areas of this document.

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

*Scheduling of f2f and online curriculum:* Because of space limitations, it will be rare that both classes of students (MOT1 and MOT2) are in the department at the same time. The term is scheduled such that when the MOT1 class is involved in f2f skills laboratories on site, the MOT2 class will be in sessions that are being delivered online (and will not be in the OSOT department). Conversely, when the MOT 2 class is participating in f2f sessions, the MOT1 class will be involved in curriculum that can be offered online. As such for the 11-week period from Aug 24 – Nov 6, 2020, there will be one class of students in the OSOT department at any one time and this will occur 4-5 days/week. Beginning Nov 9, 2020, however, the MOT2 class will be in the community, engaged in clinical placements and will not be returning to the OSOT department until January 2021. Therefore, only the MOT1 class will be onsite in the OSOT Department for the 6-week period from Nov 9 – Dec 18, 2020, on average 2-2.5 days/week.

*Daily scheduling:* So as not to create a mass gathering of up to 59 students coming into the front door of Koerner Pavilion to attend skills laboratory sessions, students have been split into groups A and B. Those students in group A will arrive 20 mins prior to the class and enter through a side door (stairwell #9), declare they have completed the self-assessment tool and walk single-file up the stairs maintaining a distance of approximately 6 feet. This will then be repeated for students in group B who will arrive 10 minutes prior to class. Appropriate use of PPE is expected of all students. Students that might be late for class will come through the front door as these groupings will be very small and will not create a mass gathering. Exiting the building will be down stairwell #9. Again, students will be asked to descend the stairs in single-file maintaining 6-foot distance.

*Scheduling of Faculty and Staff:*

It is expected that there will be less than 8 faculty and staff onsite at any one time. Individuals who have been approved to be on-site are asked to only remain on-site for as long as necessary to perform required tasks and to otherwise work from home. Most faculty and staff have private offices and for those that do not have a private office, they will be designated one for the time they are in the OSOT department. Offices will be limited to single occupant use. Appropriate use of PPE is expected of all faculty and staff.

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

*Occupancy:* The area occupied by the OSOT Department is dedicated space specifically configured for the MOT program. To minimize the spread of COVID-19, use of this space has been altered to adhere to the 6-foot physical distance principle or 36 ft sq for each individual.

The primary teaching space is in Lab 3 and Lab 1-2. These are 2 large teaching labs of 1800 ft sq each. With these dimensions, an adjusted room occupancy (ARO) of 50 people can be accommodated in each laboratory. However, because we are dividing our classes in half there will be a maximum of 30 students in each lab, a density that is well below the density criteria.

The furniture layout of each room will be further apart that would be normal due to the significant decrease in the number of students in each lab.

There is also a third teaching lab in OSOT of medium size (600 ft sq) that will hold up to 14 students and 1 teaching faculty. This will be used in selected situations when more room is required for the skills being taught and practiced.

Signage related to maximum capacity will be posted in all areas within the jurisdiction of the department (for example: washroom, main office, laboratories, seminar rooms). Signage resources are available on the [SRS website](#).

UBCH Operations have installed signage in elevators for capacity guidelines for physical distancing protocols. Maximum occupancy posted for elevators, usually 2 or 3 persons, must be followed at all times, and distance maintained while waiting. Priority is to be given to patients and hospital staff.

*Flow of traffic:* In the OSOT department, the wide hallways allow individuals to pass each other at a reasonable distance. Where there is a smaller area or increased number of people, individuals are expected to give-away until there is an appropriate space to pass.

In addition, each of the large teaching spaces – Lab 1-2 and Lab 3 – has 2 doors. The first door will be used to enter the lab and the back door will be used to exit the lab. There are disinfectant stations both inside and outside these doors and all are expected to disinfect their hands when moving in or out. There is also a disinfectant station outside the smaller teaching lab to allow for hand cleansing.

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



*Direction of Travel:* Individuals will travel to the right and maintain a 2 meters distance.

Right of way will be given if spaces are less than 2 meters. Care should be given when approaching doors that open into the hallway. Everyone is reminded to stay to the right and yield to others when they approach narrow hallways, or space.

Entering through the main door of the UBC Hospital, staff and faculty will be require to sanitize their hands. Exit from the space will be via clearly marked exit stairwells.

*Personnel:*

Follow established work schedule as set out by the Faculty of Medicine Education Re-entry Plan. Staff are encouraged to work from home as often as possible.

*Environmental Adjustments:*

- Washrooms will have signage with maximum occupancy posted on the doors.
- Department Reception Area will be open for one person at a time to seek assistance.
- UBCH operations advised us not to use floor decals for directions. We may use signage to mark space for lineups to main office and washrooms by placing tapes on the wall.
- Lunch rooms, kitchen facilities and meeting rooms remain closed.

**16. Transportation**

N/A

**17. Worker Screening**

Faculty, staff and students are required to monitor their health status daily before leaving home by completing the BC COVID-19 Symptom Self-Assessment Tool (<https://bc.thrive.health/covid19/en>)

If faculty, staff or students are experiencing any of these symptoms (fever, dry cough, tiredness, loss of sense of taste/smell, sore throat, sign of infection), they should remain at home, not come to UBC, or not enter any building.

If individuals are unsure what to do should symptoms occur, they should:

- Stay at home
- call 811 for information and guidance
- continue to monitor health status
- alert supervisor, instructor, or program staff as soon as possible
- self-isolate

If they or anyone in their household is experiencing any symptoms of COVID-19, they should self-isolate. Contact tracing will be done by the Provincial Public Health Office.

Anyone who has traveled within the past 2 weeks outside of Canada, or to a high-risk region within Canada, must follow current provincial guidelines for self-quarantine before returning to UBC.

**18. Prohibited Worker Tracking**

A local tracking system will be utilized to track any staff members who cannot attend work due to one or more of the three categories of restriction (as defined by WorkSafeBC) and notify the Administrative Manager. Faculty are asked to report to their Department Head. Students will report to OSOT Student Services Manager.

## Section #4 – Engineering Controls

### 19. Cleaning and Hygiene

- It is highly encouraged that faculty, staff and student increase frequency and duration of handwashing. Hands should be washed with soap and warm water for 30 seconds before and after leaving an academic learning space via the washroom or at one of the several hand sanitizing stations throughout the department.
- In addition, each of the large teaching spaces – Lab 1-2 and Lab 3 – has 2 doors. The first door will be used to enter the lab and the back door will be used to exit the lab. There are disinfectant stations both inside and outside these doors and all are expected to disinfect their hands when moving in or out of these spaces. There is also a disinfectant station outside the smaller teaching lab to allow for hand cleansing.
- Contracted cleaning services through University Hospital, clean washrooms typically in the evening once a day. Normally, offices (floors and garbage removal) are cleaned at night. All faculty and staff approved to be on-site will need to clean their own workspaces regularly. Users are recommended to supplement the regular cleaning by wiping down surfaces before and after use, which includes shared equipment, ensuring that any points of contact or potential contamination are covered.

### 20. Equipment Removal/Sanitation

#### *Curtailed Shared Equipment and Surfaces:*

We have significantly curtailed the use of common spaces, surfaces and equipment in the following:

- The kitchen is closed with all appliances removed or decommissioned.
- The Seaview Student Lounge is temporarily closed for renovations and its reopening will be considered in the context of the pandemic at that time.
- The Seaview Student Computer Lab is temporarily closed for renovations and its reopening will be considered in the context of the pandemic.

#### *Ongoing use of Shared Equipment and Surfaces:*

- The washrooms are cleaned each day under the hospital cleaning contract.
- The photocopier/printer machine in the main office will be wiped before and after each use by the user of the machine. This will be facilitated by a sign to remind users to wipe it down and a container of sanitizing wipes maintained beside the machine.

#### *Teaching and learning Specialized Equipment:*

This includes, for example, manual wheelchairs, wheelchair cushions, assistive devices, plinths, patient ceiling lifts, transfer belts, paper-based assessment & intervention kits, to name a few.

- All this equipment will be cleaned by students after use, with support from the TA and the Classroom Assistant.

*Furniture in teaching spaces:*

- Students will wipe down their lab table and chair prior to leaving. Wipes will be provided.
- The custodial services will wipe the high touch areas such as doorknobs and light switches, and will do their regular cleaning routines (sink area, floors, etc).

21. Partitions or Plexiglass installation

N/A

## Section #5 – Administrative Controls

22. Communication Strategy for Employees

- All faculty, staff, and students in the MOT Program will be informed about the safety plan. The Plan will be placed on Canvas and all faculty, staff, and students entering the space will need to verify in Canvas that they have read and understand the OSOT Academic Spaces Safety Plan.
- All necessary procedures will be documented and made available prior to entry into the OSOT space.
- Entrance and Exit doors and room occupancy will be clearly indicated to ensure physical distancing requirements can be met.
- Workplace traffic flow will be clearly indicated to staff and students in the MOT program.

Users can wear a non-medical mask or homemade mask at work, provided it does not interfere with them safely carrying out their duties. It is important to remember:

- Cloth and paper masks are meant to prevent the spread of asymptomatic carriers of COVID-19
- Non-medical masks should be washed frequently (using a washing machine is fine)
- Non-medical masks are not a replacement for social distancing protocols

The Faculty of Medicine asks all users to be respectful of students, faculty and staff wearing masks. For further information about non-medical masks, visit the [SRS website](#).

All employees are encouraged to contact their supervisor, a member of the [FoM JOHSC](#) to express their concerns or [Faculty of Medicine Health & Safety](#). If a learner is concerned about any of these policies, they should contact their program, a member of the [FoM JOHSC](#) or [Faculty of Medicine Health & Safety](#). FoM Health & Safety or the JOHSC will work with the employee and supervisor to resolve any concerns.

23. Training Strategy for Employees

All faculty, staff and students involved in on-site activities will be provided with written safety protocols. Faculty, staff and student employees are required to take the [Preventing COVID-19 Infection in the Workplace training](#) and email the certificate of completion to their manager. Students, faculty, clinical faculty and external instructors are required to take the [FOM module on](#)

[donning and doffing PPE](#), however this will be on the honour – system as there is no certificate that it issued.

All staff are expected to confirm that they have read and understood the safety plan with a message to the Administrative Manager certifying: I have read and understand the information included in the plan.

#### 24. Signage

We will use the signage templates on Safety & Risk Services COVID-19 website. Floor decals are not allowed to be used in UBCH controlled spaces.

- Workplace traffic flow will be clearly indicated to faculty, staff and students verbally.
- Entrance and Exit doors and room occupancy will be clearly indicated to ensure physical distancing requirements can be met.
- Physical distancing guidelines will be observed in all common areas. Room capacities for these spaces will be clearly indicated in conjunction with the adjacent research areas.
- Strict physical distancing requirements will be adhered to in all shared workspaces. Room occupancy will be indicated on the door of each room.
- “In” and “Out” doorways will be clearly labelled for all academic lab spaces.

#### 25. Emergency Procedures

- UBC Hospital / VCH emergency procedures apply to this workplace.
- All normal emergency procedures are in place.
- Physical distancing protocols shall not be followed if an evacuation is necessary. Everyone needs to vacate the building as quickly as possible.
- UBC COVID-19 exposure information can be found on the [SRS webpage](#)
- If there was a confirmed positive incident, Safety & Risk Services would defer to the government response protocols and rely on their direction. UBC would provide assistance as requested.

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

Monitoring of compliance with COVID safety plans will be done by the Administrative Manager.

This plan will be reviewed as new on-site activities are resumed, or if/when the direction of the Public Health Office or UBC changes. Units will be requested to review more frequently (monthly at a minimum) to ensure measures put in place are effective at mitigating potential risks associated with their on-site activities, as well as any time new activities are added.

Safety concerns may be raised to the supervisor or a member of the [FoM JOHSC](#) to express their concerns or [Faculty of Medicine Health & Safety](#).

#### 27. Addressing Risks from Previous Closure

- Faculty, staff and students will be trained on proper disinfection of shared materials or equipment for infection control, and will be required to complete any additional training required by UBC or WorkSafeBC, such as the Preventing COVID-19 Infection in the Workplace training.
- Students within the health professions will also be provided with instruction on donning and doffing PPE.

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

### 28. Personal Protective Equipment

- PPE for all students and instructors will be provided centrally through UBC.
- See *UBC Employee COVID-19 PPE Guidance*  
[https://riskmanagement.sites.olt.ubc.ca/files/2020/04/COVID-19-PPE-Guidance\\_final.pdf](https://riskmanagement.sites.olt.ubc.ca/files/2020/04/COVID-19-PPE-Guidance_final.pdf)
- Ordering Critical Personal Protective Equipment is done by contacting the University Procurement team at [critical.supply@ubc.ca](mailto:critical.supply@ubc.ca)

After applying the Hierarchy of Controls to meet COVID-19 requirements, the following activities will require personal protective equipment:

#	Type of PPE	Activity and PPE Use Rationale
2000	Mask	Needed for academic lab sessions where distancing may not always be possible. One/student/4hr session.
200	Gloves	Normal PPE for academic lab work. One pair/student/4hr session
180	Protective Eye wear/Safety glasses	Normal PPE for academic lab work. One per instructors, staff and students.

*\*procurement of this PPE is being coordinated through the FoM Health Professions*

## Section #7 - Acknowledgement

### 29. Acknowledgement

All faculty, staff and students are expected to confirm that they have read and understood the safety plan with a message to the Administrative Manager certifying: I have read and understand the information included in the plan.

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 August 21, 2020  
 Name (Manager or Supervisor) Shareen Khan  
 Title Administrative Manager

