



COVID-19 Safety Plan

SHCS RESIDENCE COMMONSBLOCKS COVID-19 Safety Plan

Department / Faculty
Facility Location – SHCS Residence Commonsblocks

UBC Student Housing & Community Services

Acadia Park – 2707 Tennis Crescent
Exchange – 5960 Student Union Blvd., 3rd Floor
Marine Drive – 2205 Lower Mall, Bldg 3
Orchard Commons – 6363 Agronomy Road
Place Vanier – 1935 Lower Mall
Ponderosa Commons – 2075 West Mall
Thunderbird – 6335 Thunderbird Cres., L1
Totem Park – 2525 West Mall
Walter Gage – 5959 Student Union Blvd.

Regulatory Context

Federal Guidance
Public Health Agency of Canada http://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html
Provincial and Sector-Specific Guidance
BC CDC Guidelines for Hotel Operators: https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-hotel-sector.pdf
BC CDC Guidelines for cleaning and disinfecting: http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/cleaning-and-disinfecting
Worksafe BC Guidance
WorksafeBC guidelines for Hospitality Industry https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-industry-information/hospitality
Workplace Exposure https://www.worksafebc.com/en/resources/about-us/guides/preventing-exposure-to-covid-19-in-the-workplace?lang=en
Workplace Accommodations https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/accommodation
UBC Guidance
Safety and Risk Services https://srs.ubc.ca/covid-19/
Cleaning and disinfecting https://riskmanagement.sites.olt.ubc.ca/files/2020/04/SRS-OHS-SWP-001-General-Surface-Cleaning_final.pdf

Step 1: Assess the risks at your workplace

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face.

The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.

The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

We have involved workers when assessing our workplace:

Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together workers are and the longer they are close to each other, the greater the risk.

- ✓ We have involved frontline workers, supervisors, and the joint health and safety committee (or worker health and safety representative, if applicable).
- ✓ We have identified areas where people gather, such as break rooms, production lines, and meeting rooms.
- ✓ We have identified job tasks and processes where workers are close to one another or members of the public. This can occur in your workplace, in worker vehicles, or at other work locations (if your workers travel offsite as part of their jobs).
- ✓ We have identified the tools, machinery, and equipment that workers share while working.
- ✓ We have identified surfaces that people touch often, such as doorknobs, elevator buttons, and light switches.
- ✓ We have referenced safe practices from the BC CDC, BC Health Authority, BC Government's Guidance for the Hotel Sector as well as Work Safe BC Hospitality and COVID-19 Safety Guidelines
- ✓ Guidance from Safety and Risk Services at UBC

Step 2: Implement protocols to reduce the risks

When selected and implemented protocols to minimize the risks of transmission. We looked to the following for information, input, and guidance:

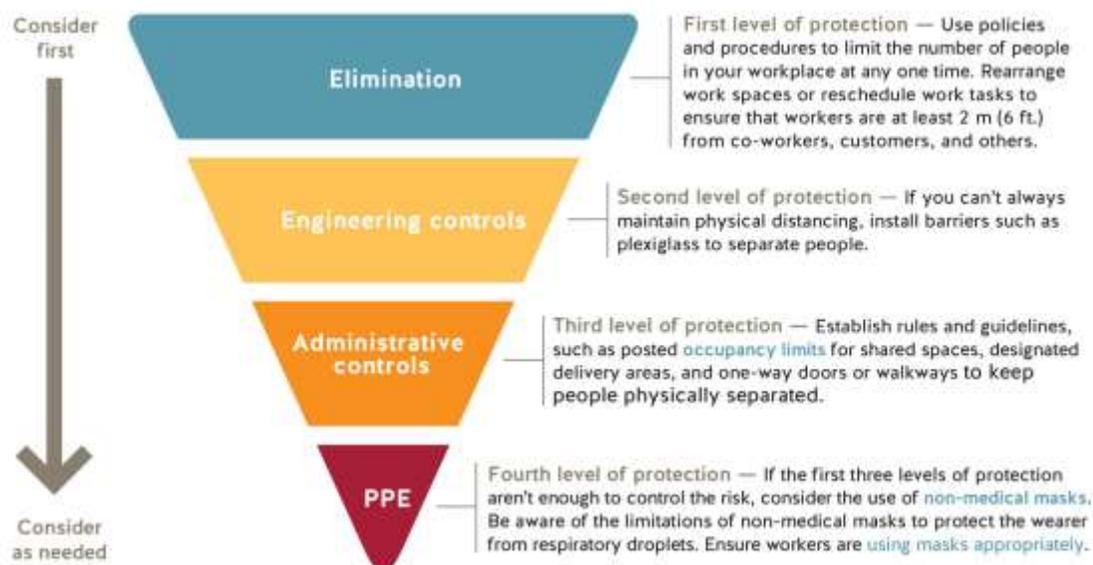
- ✓ Review industry-specific protocols on worksafebc.com to determine whether any are relevant to our industry. Guidance for additional sectors will be posted as they become available. If protocols are developed specific to our sector, we implemented these to the extent that they are applicable to the risks at our workplace. We may need to identify and implement additional protocols if the posted protocols don't address all the risks to our workers.
- ✓ Frontline workers, supervisors, and the joint health and safety committee (or worker representative).

- ✓ Orders, guidance, and notices issued by the provincial health officer and relevant to our industry.
- ✓ Our health and safety committee.

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Reduce the risk of person-to-person transmission

To reduce the risk of the virus spreading through droplets in the air, we implemented protocols to protect against our identified risks. Different protocols offer different levels of protection. Wherever possible, we used the protocol that offers the highest level of protection. We took into consideration controls from additional levels if the first level isn't practicable or does not completely control the risk. We likely need to incorporate controls from various levels to address the risk at our workplace.



First level protection (elimination): Limit the number of people at the workplace and ensure physical distance whenever possible

- ✓ We have established and posted an occupancy limit for our premises. Public Health has advised that the prohibition on gatherings of greater than 50 people refers to “one-time or episodic events” (weddings, public gatherings), and is therefore not intended to apply to workplaces. However, limiting the number of people in a workplace is an important way to ensure physical distancing is maintained. [Public Health has developed guidance for the retail food and grocery store sector that requires at least 5 square meters of unencumbered floor space per person (workers and customers). This allows for variation depending on the size of the facility, and may be a sensible approach for determining maximum capacity for employers from other sectors that do not have specific guidance on capacity from Public Health.]
- ✓ In order to reduce the number of people at the worksite, we have considered work-from-home
 - arrangements, virtual meetings, rescheduling work tasks, and limiting the number of customers and visitors in the workplace.

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- ✓ We have established and posted occupancy limits for common areas such as break rooms, meeting rooms, change rooms, washrooms, and elevators.
- ✓ We have implemented measures to keep workers and others at least 2 meters apart, wherever possible.
 - Options include revising work schedules and reorganizing work tasks.

Measures in place at the Commonsblock:

- Reduction in staffing levels or changes to work tasks and breaks to meet physical distancing requirements wherever possible.
- Elimination or reduction of seating in the commonsblock to limit the number of stationary persons.
- Closure of residence recreation rooms as a preventative measure given the number of high touch surfaces in those spaces.
- Closure of adjacent lounge/meeting room spaces for student use in residence commonsblocks.
- Using floor markings every two meters to provide visible cues for residents/visitors to support physical distancing while standing in line for the reception desk.
- Separating work stations at the front reception desk so that a two-meter physical distance between staff is achieved.
- Placing signs near entrances and throughout the residence informing residents/visitors of the physical distancing methods being implemented within the property.
- Messaging via emails sent to new and departing residents not to expose others if experiencing cold, influenza, or COVID-19 like symptoms.
- Advising staff to meet with others over the phone or video conferencing software where possible. When conducting in person meetings, to position the chair in their office to maintain appropriate physical distancing guidelines with others.
- Changes to multiple daily tasks to limit person to person interactions.
For example: changes to package delivery and pick up that allows workers and others to keep a safe distance by placing packages on a surface at or by the desk appropriately away from workers; as well, not requiring a signature for receipt from the delivery company. In some locations packages for pick up by students can be kept in electronic mailboxes to avoid person to person interactions.
- Placing hand sanitizer at all front desk areas.

Second level protection (engineering): Barriers and partitions

- ✓ We have installed barriers where workers can't keep physically distant from co-workers, customers, or others.
- ✓ We have included barrier cleaning in our cleaning protocols.
- ✓ We have installed the barriers so they don't introduce other risks to workers (e.g., barriers installed inside a vehicle don't affect the safe operation of the vehicle).

Additional Measures in place at the Commonsblock:

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- Arranging tables and using stanchions in front of the reception desk as a barrier to separate employees from residents/visitors and help maintain a two-meter physical distance.

Third level protection (administrative): Rules and guidelines

- ✓ We have identified rules and guidelines for how workers should conduct themselves.
- ✓ We have clearly communicated these rules and guidelines to workers through a combination of training and signage.

Additional Measures in place at the Commonsblock:

- Signage at the elevators to limit load capacity to respect physical distancing.
- Limiting access to residence music rooms to students requiring them to practice as a function of their academic program and requiring students to gain access through the residence Front Desk. Additionally, implementing signage reminding users to wash their hands before and after use of the piano, and increased frequency of cleaning by Building Services staff members.
- Signage posted in residence laundry rooms reminding students to wash hands before and after use of machines, and to indicate capacity of the space.
- Signage posted in public washrooms in residence commonsblock to remind users of hygienic handwashing practices (Vancouver Coastal Health).
- Placing signs near entrances and throughout the residence informing residents/visitors of the physical distancing methods being implemented within the property.
- Messaging via emails sent to new and departing residents not to expose others if experiencing cold, influenza, or COVID-19 like symptoms.
- Provided instructions to staff regarding safe practices in interactions with customers at the desk
- Email updates and instructions to staff regarding safe work practices for distancing, sanitizing work stations, serving customers, etc.
- Coordinators instructing and monitoring team members on changes to tasks.

Fourth level protection: Using masks (optional measure in addition to other control measures)

- ✓ We have reviewed the information on selecting and using masks and instructions on how to use a mask.
- ✓ We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that masks should only be considered when other control measures cannot be implemented.
- ✓ We have trained workers in the proper use of PPR, following manufacturers' instructions for use and disposal.

Additional Measures in place at the Commonsblock:

- Disposable gloves are available to staff. Posters and information provided re proper glove removal procedures.
- Personal face shield provided to each front desk staff person. Instructions re usage as well as cleaning instructions provided with each face shield.

- As per UBC direction we are not offering any type of masks to staff, however we are providing staff with information from WorkSafe BC on how to properly wear masks if they choose to wear one.

Reduce the risk of surface transmission through effective cleaning and hygiene practices

- ✓ We have reviewed the information on cleaning and disinfecting surfaces.
- ✓ Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessed.
- ✓ We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers. Frequent handwashing and good hygiene practices are essential to reduce the spread of the virus. [Handwashing and Cover coughs and sneezes posters are available at worksafebc.com.]
- ✓ We have implemented cleaning protocols for all common areas and surfaces — e.g., washrooms, tools, equipment, shared tables, desks, light switches, and door handles. This includes the frequency that these items must be cleaned (number of times per day) as well as the timing (before and after shift, after lunch, after use).
- ✓ Workers who are cleaning have adequate training and materials.
- ✓ We have removed unnecessary tools and equipment to simplify the cleaning process — e.g., coffee makers and shared utensils and plates

Cleaning protocols in place at the Commonsblock:

- Staff trained and follow the Safe Work Procedure for Cleaning and Disinfecting as well as the Elevated High Touch Point Disinfecting procedure
 - Reference:
 - https://riskmanagement.sites.olt.ubc.ca/files/2020/04/SRS-OHS-SWP-001-General-Surface-Cleaning_final.pdf
 - Elevated High Touch Point Checklist (Attached)
 - Elevated High Touch Point Procedure (Attached)
- High touch points in common areas disinfected twice daily in on days that areas are open, this includes:
 - Offices
 - Staff break rooms
 - Washroom facilities
 - Elevators, door handles
- Staff are using an approved Health Canada product known to kill covid-19.
- Reference: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/cleaning-and-disinfecting>

Step 3: Develop policies

Develop the necessary policies to manage your workplace, including policies around who can be at the workplace, how to address illness that arises at the workplace, and how workers can be kept safe in adjusted working conditions.

Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace.

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- ✓ Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
- ✓ Anyone directed by Public Health to self-isolate.
- ✓ Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must
 - self-isolate for 14 days and monitor for symptoms.
- ✓ Visitors are prohibited or limited in the workplace.
- ✓ First aid attendants as per first aid policy.
- ✓ We have a working alone policy in place (if needed).
- ✓ We have a work from home policy in place (if needed).
- ✓ Ensure workers have the training and strategies required to address the risk of violence that may arise as customers and members of the public adapt to restrictions or modifications to the workplace. Ensure an appropriate violence prevention program is in place.

Our policy addresses workers who may start to feel ill at work. It includes the following:

- Sick workers should report supervisor who calls first aid even with mild symptoms.
- If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911.
- Clean and disinfect any surfaces that the ill worker has come into contact with.

Step 4: Develop communication plans and training

You must ensure that everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at your workplace.

- ✓ We have a training plan to ensure everyone is trained in workplace policies and procedures.
- ✓ All workers have received the policies for staying home when sick.
- ✓ We have posted signage at the workplace, including occupancy limits and effective hygiene practices. [A customizable occupancy limit poster and handwashing signage are available on worksafebc.com.]
- ✓ We have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms.
- ✓ We are using all video sign boards for all messaging and reinforcement
- ✓ Plans posted on department website
- ✓ Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.
- ✓ Workers to be trained on the COVID course once it comes out. Canvas is used to track and document worker training.
- ✓ Staff are trained on emergency response according to fire safety plans.
 - Fire safety plans are posted in all work spaces
 - Adjusted work schedules and occupancy limits allows for maintaining of fire safety plan procedures in the event of an emergency
 - Two step risk assessment allows for early identification of resident Covid-19 issues, which are followed up with by management and SRS

- An approved access guide has been created for these resident suites with PPE usage for appropriate cleaning and maintenance attendance, approved by SRS
- Workers reporting symptoms:
 - Sick workers should report supervisor who calls first aid even with mild symptoms
 - If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911.
 - Clean and disinfect any surfaces that the ill worker has come into contact with.
 - Workers and Supervisors have been made aware and trained on these protocols
 - Clean and disinfect any surfaces that the ill worker has come into contact with.

Reporting incidents: <https://srs.ubc.ca/covid-19/health-safety-covid-19/reporting-covid-19-exposure/>

Step 5: Monitor your workplace and update your plans as necessary

Things may change as our business operates. If we identify a new area of concern, or if it seems like something isn't working, we will take steps to update your policies and procedures. Involve workers in this process.

- ✓ We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
- ✓ Workers know who to go to with health and safety concerns.
- ✓ When resolving safety issues, we will involve joint health and safety committees or worker health and safety representatives (or, in smaller workplaces, other workers).
- ✓ Management review of daily operations
- ✓ Respond to input and feedback from staff

Step 6: Assess and address risks from resuming operations

Even though our workplace has continued to operate during the COVID-19 pandemic, we may need to manage risks arising from increased traffic as staff working from home return to work and the new school year begins.

- ✓ We have a training plan for new staff – supervisor driven with the JOHSC included
- ✓ We have a training plan for staff taking on new roles or responsibilities.
- ✓ We have a training plan around changes to our business, such as new equipment, processes, or products.
- ✓ We have reviewed the start-up requirements for vehicles, equipment, and machinery that have been out of use.
- ✓ We have identified a safe process for clearing systems and lines of product that have been out of use.



COVID-19 Safety Plan Addendum: Required Non-Medical Masks

Effective September 16, 2020 UBC implemented a university-wide policy across UBC-V and UBC-O whereby students, faculty, staff, and visitors are required to wear non-medical masks in common indoor spaces.

Approved by: Andrew Parr, AVP, Student Housing & Community Services

Signature:  _____

Date: September 30, 2020

Purpose

In accordance with the [COVID-19 Campus Rules](#), and the [Required Non-Medical Mask Addendum](#), the following document has been developed to outline Student Housing and Community Services (SHCS) incorporation, and use of non-medical masks.

Scope

This addendum is applicable to all UBC-V approved SHCS COVID-19 Safety Plans, including: Bookstore & Campus Mail, Conferences & Accommodations, Student Housing, Parking & Access, Food Services, and Child Care.

Required Mask Wearing in SHCS

- ✓ SHCS staff are required to wear non-medical masks when in common indoor spaces on campus including; common hallways, stairways, building entryways, washrooms, common areas in residences and other high-traffic areas.
- ✓ SHCS staff visiting or working in SHCS indoor locations/offices that are not considered to be their “home location/office”, are required to wear a mask upon entering that space and during their time in that work area.

Mask Exceptions in SHCS

SHCS staff working in SHCS locations/offices that are considered to be their “home location/office” are not required to wear a mask upon entering that space, unless the approved safety plan for their work area requires mandatory mask usage (eg. Food Services).

Lunch or Breakroom Mask Exceptions

- Masks are not required when seated 2 m apart while eating or drinking during a break.
- Note: The maximum capacity for a break space must be posted and not exceeded.

Office Space Mask Exceptions

- Masks are not required when working in a sole occupant office or enclosed room.
- Individually assigned cubicles in open concept workspaces have been designated to ensure they are 2m apart or have appropriate physical barriers. Therefore, while occupying an assigned workspace, users have the option to remove their non-medical mask when seated or while engaged in activities where the physical distancing requirement is met.
- Non-medical masks are not required in internal office hallways that have been designated as one way, yield to others, or able to meet physical distancing requirements.
- As per UBC's policy, non-medical masks must be worn:
 - When travelling through building corridors and shared spaces.
 - Any other time that 2m physical distancing cannot be maintained.

Workshop Exceptions

- Non-medical masks are not required when working in a sole occupant workshop or enclosed room.
- Workstations in shared workshops have been designated to ensure they are 2m apart or have appropriate physical barriers. Therefore, while in a shared workshop, users have the option to remove their non-medical mask while engaged in activities where the physical distancing requirement is met.
- As per UBC's policy, non-medical masks must be worn:
 - When travelling through building corridors and shared spaces.
 - While entering or exiting workshops or while moving from your assigned workshop location, or at any other time that 2m physical distancing cannot be maintained.

Medical Exceptions

- It is important to recognize not all members of the campus community are able to wear a mask safely.
- Some members of SHCS may have medical conditions that prevent them from wearing a mask. Treat mask-exception situations with respect, kindness, and an open mind.
- If you have a medical condition or concern that prevents you from wearing a mask as prescribed, please speak with your manager. They will work with you to find an appropriate solution.

Support and Additional Info

- Connect with your SHCS manager for guidance and support regarding masks.
- Share your experiences, ideas and suggestions with your Local Safety Teams and Joint Occupational Health and Safety Committee members.
- For more information, including details about exceptions, please refer to the [COVID-19 Campus Rules](#) (attached) and the [Non-Medical Mask FAQs](#) found on the Safety & Risk Services webpage.