

AFRC COVID-19 Workspace Safety Plan

This plan aims to provide unit specific information under the Faculty of Forestry's parent plan. It reviews the operational activities in AFRC's workspace to ensure effective controls are in place to prevent the transmission of COVID-19. The plan will be updated to meet current government mandated requirements. <https://covid19.ubc.ca/>

Asia Forest Research Centre, Dean's Office

Office information -

Single occupancy: FSC 2614

Shared offices: FSC 3640, FSC 3642, FSC 3644, and FSC 3646

Name of the AFRC members

Dr. Guangyu Wang

Ms. Xinxin Zhu

Dr. Anil Shrestha

Dr. Joanna (Na) Zhong

Ms. Kalifi Ferretti-Gallon

Ms. Joris (Xuan) Jun

Current working arrangement:

As recommended by the Faculty, all team members have been working from home (WFH) since late March. There are no changes to the current set up and the team will continue to WFH until further notice from the faculty. The Director of AFRC has been delivering the latest safety plan and protocols to the team through weekly virtual meetings, while the Assistant Director of AFRC has been highlighting important reminders on training and resources through email communications .

The members of the AFRC team have been informed that if they need to return on site for any reason, they will need to complete the required training module provided by UBC Safety & Risk Services. The course completion certificates need to be sent to Forestry's HR along with the approval from the Director of AFRC. All members will also need to complete the Faculty of Forestry COVID 19 Training Worksheet (Appendix E) prior to their visit.

If there is any change in job scope or responsibility, the Director of AFRC will consult with the Senior Manager, HR & Operations.

Schedules:

Once the team receives approval for members to work on site, the team will coordinate scheduling through an online sign-up sheet. As recommended, multi-day use may reduce viral transmission risks therefore members will have to alternate working schedule weekly instead of daily unless there is an urgent situation, which will be evaluated and approved by the Director of AFRC. No weekend work will be scheduled at this time to comply with Building Operations service levels during COVID-19.

The Team's workspace on the third floor has four divided offices. At this point, only one person is allowed to occupy an office and only two offices can be used at any given time. For members who are sharing offices, the online sign-up sheet will provide most updated information on schedules and

reinforce social distancing. The Director of AFRC will provide weekly reports to HR administrator on which team member(s) has/have been working in the FSC building.

For shared offices:

Each team member has their own working station. Those working in office will be required to clean and/or sanitize the common area at the start and end of each day, for example doorknobs, printer buttons, and shared table surfaces. Each team member has the responsibility to report to the Director and Forestry's HR on any potential risk or hazard appeared in the workspace, including cleaning items that need to be refilled.

Individuals will need to follow the recommended general practices:

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, and follow the signage posted in the FSC building.

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.

For individuals presenting COVID-19-like symptoms, the direction to employees is to call UBC First Aid at 2-4444. Suspected positive incidents are to be reported to the Supervisor and documented by the supervisor in CAIRS as well as by emailing ready.ubc@ubc.ca.

For more detailed information, the following guidance will be recommended to the team to review:

- [UBC Employee COVID-19 Physical Distancing Guidance](#)
- [UBC Employees COVID-19 Essential In-person Meetings/Trainings Guidance](#)
- 🔗 [UBC Employees COVID-19 Use of Shared UBC Vehicles Guidance](#)
- 🔗 [UBC Employee Safe Working Procedure Review Form](#)
- 🔗 [UBC Employee COVID-19 PPE Guidance](#)
- 🔗 [Guidelines for Preparing for Reoccupancy](#)
- 🔗 [Guidelines for Safe Washroom Reoccupancy](#)

Acknowledgment

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 July 9, 2020
 Name (Manager or Supervisor) Guangyu Wang
 Title Associate Dean, Asian Strategies; Director, Asia Forest Research Centre

Faculty and Staff Occupying Workspace

Name	Email	Confirmation of Understanding
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