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	Applied Animal Biology/ Land & Food Systems
Facility Location	Macmillan 2357 Main Mall, Vancouver, BC V6T 1Z4
Proposed Re-opening Date	January 4th, 2021
Workspace Location	Various outdoor locations on and off campus: UBC campus (near buildings of Buchanan A, Asian Centre, Residential School History & Dialogue Centre) and UBC Wesbrook Village, Stanley Park, and near Templeton Station outside of YVR airfield

Contents

Introduction to Your Operation

1. Scope and Rationale for Opening
The proposed workspace safety protocol is to support students in APBI/ CONS 495 who would like to undertake a community project involving outdoor fieldwork. Students will work in groups of maximum 4 students and be expected to create a schedule in which no more than 2 students at a time attend a study site and must do so physically distanced and following Covid-19 Safety Protocol. All field work will be outdoors and provide students with the opportunity to develop hands-on skills in a safe manner. Students who do not wish to partake in field work will have the option to work on projects remotely. Students may be monitoring the following sites on campus: various administration buildings (Buchanan A, Residential School History & Dialogue Centre, the Asian Centre) and residence buildings in Wesbrook Village. Off campus sites will include partnership with YVR airport's wildlife management program and will include monitoring Canadian geese from Templeton Station area (away from the Canada Line station, but off the airfield). Additional off campus sites include Stanley Park where we will work with Stanley Park Ecology Society on a coyote monitoring project through the use of camera traps placed throughout the park.
The following risks are considered in accordance with https://srs.ubc.ca/covid-19/safety-planning/determining-safety-plan-risk/ • Risk #1 – Higher proportion of individuals from outside of the UBC community visit the campus/unit; if employees or staff are exposed to more than 10 random people in a day; or if the unit is public facing • Risk #2 – Prolonged close interaction with others not in the usual cohort of colleagues; if contact lasts for more than 15 minutes and transient in nature • Risk #3 – The workplace or activity is indoors with no building ventilation system and access to outdoor air is not available (e.g. openable windows) • Risk #4 – Employees/students/visitors have frequent contact with high-touch surfaces (service counters, card payment machines) • Risk #5 – The activity involves people who are at higher risk of severe illness (i.e., older adults or those with chronic health conditions) • Risk #6 – The activity involves people who are not able or likely to follow hygiene practices such as washing hands frequently, respiratory etiquette, and identifying when they are feeling ill and staying home Note: Applicable risk factors (from above) are listed may be subject to change based on COVID-19 developments and Campus operations, and will be addressed as part of the monitoring requirements. The following risks would be encountered under this Plan: Risk #2. To mitigate this risk we will: • enable two metre physical distancing, • wear non-medical masks,

- ensure there is no shared equipment during interactions (only one student will handle equipment) and if equipment is to be passed on to another student that it is properly sanitized,
- enable and encourage increased hand hygiene, and
- have students complete symptom checklist prior to doing fieldwork

The course instructor and teaching assistants will be responsible for communicating these risks and ensuring compliance with the mitigation strategies.

Section #1 – Regulatory Context

2. Federal Guidance
• Government of Canada: "Hard-surface disinfectants and hand sanitizers (COVID-19): List of disinfectants with evidence for use against COVID-19"
3. Provincial and Sector-Specific Guidance
• BC's Restart Plan: "Next Steps to move BC through the pandemic" • BC COVID-19 Self Assessment Tool
4. WorkSafeBC Guidance
• COVID-19 and returning to safe operation - Phases 2 & 3 • WorkSafeBC COVID-19 Safety Plan • WorkSafeBC: Designing Effective Barriers • WorkSafeBC: Entry Check for Workers • WorkSafeBC: Entry Check for Visitors • WorkSafeBC Protocol: Offices • WorkSafeBC Protocols: Post-Secondary Education
5. UBC Guidance
• COVID-19 Campus Rules

- Guidelines for Preparing for Reoccupancy
- Guidelines for Safe Washroom Reoccupancy
- Space Analysis and Reoccupancy Planning Tool
- UBC Employee COVID-19 PPE Guidance
- Ordering Critical Personal Protective Equipment
- UBC Employee COVID-19 Use of Shared UBC Vehicles Guidance
- Building Operations COVID-19 website
- UBC Employees COVID-19 Essential In-person Meetings/Trainings Guidance
- Workplace Physical distancing Planning Tool and Signage Kit
- UBC Facilities COVID-19
- UBC Entry Check Sign
- Preventing COVID-19 Infection in the Workplace training course
- UBC Cleaning Standards & Recommendations for Supplementary Cleaning
- UBC Classroom Safety Planning
- UBC Signage
- COVID-19 Safety Plan Addendum: Required Non-Medical Masks

6. Professional/Industry Associations

Community Partner Associations:

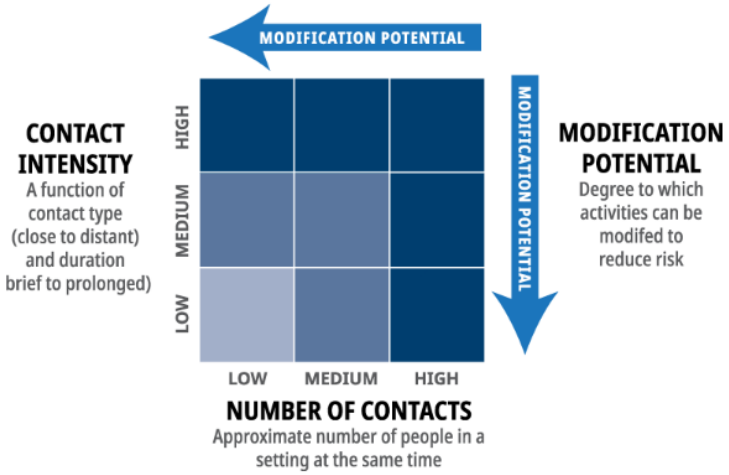
- YVR Airport Wildlife Management
- Stanley Park Ecology Society
- Fur Bearer Defenders
- SEEDS Sustainability Program

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) 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
• Student groups will consist of no more than 4 students. Students who choose in-person field work will meet in-person but only outdoors and it could be for either brief or prolonged periods depending on the nature of their monitoring. We will request that no more than 2 students conduct field work together at a time, and that they maintain physical distancing (>2m) at all times and wear non-medical masks. Students will meet at various outdoor study sites depending on the project they are participating in and will have their own personal materials for monitoring such as writing utensils, paper and books. Shared research equipment will only consist of trail camera gear (cameras, memory cards, locks on cameras). One person will be responsible for changing the memory cards and handling the equipment. If equipment

much be shared, it will be cleaned with hand sanitizer or appropriate bleach-based cleaner before transfer. Some students will be working with binoculars to view wildlife. Each student will be issued their own set of binoculars which will be maintained by the student and returned at the end of the course.

8. Contact Number (proposed COVID-19 Operations)

Describe the number of contacts in your proposed COVID-19 operational setting (# of people present in setting at the same time)

- The maximum number of potential people present at a study site at one time is 7 (a group of four students, the professor, one teaching assistant and one representative from the community partner). This would only happen one time initially to start field work.

9. Employee Input/Involvement

Detail how you have met the MANDATORY requirement to involve frontline workers, Joint Occupational Health and Safety Committees, and Supervisors in identifying risks and protocols as part of this plan

The LFS leadership team responsible for coordinating the phased return to research activities includes representation from the Faculty's core academic, research, and operational leadership. It includes the dean, associate deans, program heads, operations personnel, and membership from faculty safety committees. LFS Research Resumption and Planning Committee Membership includes:

- Rickey Yada, Dean
- David Kitts, Associate Dean of Research
- Sue Grayston, Program Director, Applied Biology
- Les Lavkulich, Program Director, GRS
- Christine Scaman, Program Director, FNH (July 1).
- Sean Smukler, Associate Dean, Graduate and Postdoctoral Studies
- Zhaoming Xu, Associate Dean, Academic
- Andy Jeffries, Faculty Operations Manager
- Patrick Leung, Food, Nutrition, and Health Building Manager
- Peter Hoffman, FNH Research Lab Technician
- Nicholas Grant, Research Facilitator
- Baohua Wang, Research Assistant
- Imelda Cheung, Faculty Technician (FNH)
- Lewis Fausak, Faculty Technician (APBI)

Expectations of workers are outlined in this workplace safety plan with the PI/Faculty/Administrative lead having the responsibility to ensure all HQP's listed within are in full understanding of this plan along with all applicable safety protocols and requirements laid out in the related LFS intermediate and parent COVID safety plans. Signatures/Initials of HQP's are included in this document to confirm their acknowledgement, understanding and agreement of the plan.

10. Worker Health

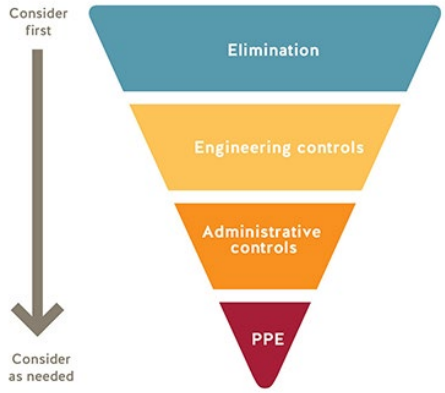
Detail how all Supervisors have been notified on appropriate Workplace Health measures and support available and how they will communicate these to employees

All representatives from community partners will be given a copy of the APBI/ CONS 495 Safety Plan. Students and all teaching personnel for APBI/CONS 495 will receive this safety plan and it will be discussed in class to ensure all field protocols follow the safety plan. Students will be required to

confirm in written form that they have received this safety plan, as well as any applicable community partner safety plans.
11. Plan Publication Describe how you will publish your plan ONLINE and post in HARD COPY at your workplace for employees and for others that may need to attend site
Final plans will be posted online to the course Canvas site for all students to review. Community partners will receive an email copy of the safety plan. Since there is no indoor site, we cannot post a 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 Detail how/which workers can/will continue to work from home (WFH); this is required where it is feasible
• Students who opt to participate in projects remotely will be able to do so. If at any given time a student who opted for in-person field work decides to choose a remote option, accommodations will be made so as not to affect student success in the course. This change could result in the student being provided with data. Additionally, if a student is sick and is unable to attend fieldwork, data accommodations will also be made.
13. Work Schedule Changes/Creation of Work Pods or Crews or Cohorts For those required/wanting to resume work at UBC, detail how you are able to reschedule workers (e.g. shifted start/end times) in order to limit contact intensity; describe how you may group employees semi-permanently to limit exposure, where necessary
• Students who wish to participate in projects involving fieldwork will be asked to create, with the guidance of the instructor/teaching assistant, a fieldwork schedule to divide the work amongst themselves so that no more than two students monitor the study site at a time.
14. Spatial Analysis: Occupancy limits, floor space, and traffic flows Describe or use UBC building key plans (or do both, where appropriate) to identify and list the rooms and maximum occupancy for each workspace/area, explaining your methodology for determining occupancy
All fieldwork for this course will occur outdoors therefore this is not applicable. As mentioned previously, we will encourage no more than 2 students work in the field together at any given time.
15. Accommodations to maintain 2 metre distance Please detail what accommodations/changes you have made to ensure employees can successfully follow the rule of distancing at least 2 metres from another employee while working
• As the majority of fieldwork will involve monitoring the perimeter of buildings or large parks, students will be asked to maintain a 2 metre distance from each other (and any member of the public) at all times and to begin monitoring in opposite areas of the study site so that they do not overlap with each other.
16. Transportation Detail how you are able to (or not) apply UBC's COVID-19 vehicle usage guidelines to the proposed operational model - if you cannot apply these guidelines, please describe alternative control measures
N/A
17. Worker Screening

Describe how you will screen workers: 1) exhibiting symptoms of the common cold, influenza or gastrointestinal; 2) to ensure self-isolation if returning to Canada from international travel; and 3) to ensure self-isolation if clinical or confirmed COVID-19 case in their household or as medically advised
• Students will be asked to stay home if they feel unwell or if any symptoms from Covid-19 symptom checklist (https://bc.thrive.health) are experienced. Students should immediately alert the teaching team if they show symptoms related to Covid-19. Students will then be asked to self- isolate and contact 811 or their doctor for next steps.
18. Prohibited Worker Tracking Describe how you will track and communicate with workers who meet categories above for worker screenings
PAT will be utilized to track any workers who cannot attend work due to one or more of the three categories of restriction (as defined by WorkSafeBC).

Section #4 – Engineering Controls

19. Cleaning and Hygiene Detail your cleaning and hygiene plan, including identification for hand-washing stations and the cleaning regimen required to be completed by your departmental staff (i.e. non-Building Operations) for common areas/surfaces
• Students will meet at various outdoor study sites depending on the project they are participating in and will have their own personal materials for monitoring such as writing utensils, paper and books. Shared research equipment will only consist of trail camera gear (cameras, memory cards, locks on cameras). One person will be responsible for changing the memory cards and handling the equipment. If equipment much be shared, it will be cleaned with hand sanitizer or appropriate bleach-based cleaner before transfer. Some students will be working with binoculars to view wildlife. In that case, each student will be issued their own set of binoculars which will be maintained by the student and returned at the end of the course.
20. Equipment Removal/Sanitation Detail your appropriate removal of unnecessary tools/equipment/access to areas and/or adequate sanitation for items that must be shared that may elevate the risk of transmission, such as coffee makers, kettles, shared dishes and utensils.
• As students will only be monitoring outdoors, these concerns are mitigated.
21. Partitions or Plexiglass installation Describe any inclusion of physical barriers to be used at public-facing or point-of-service areas
• N/A

Section #5 – Administrative Controls

22. Communication Strategy for Employees Describe how you have or will communicate the risk of exposure to COVID-19 in the workplace to your employee, the conduct expectations for the employee's physical return to work around personal

hygiene (including use of non-medical masks), the familiarization to contents of this plan, including how employees may raise concerns and how you will address these, and how you will document all of this information exchange
• Communication of this safety plan and acknowledgement by students (e.g. sign-off that they have reviewed the Safety Plan, or meeting attendance tracked where Safety Plan contents were reviewed) • If students have concerns they are able to reach the teaching team at any time for mitigation. If students do not feel comfortable attending field work, they may contact the instructor and accommodations will be made. • All processes must be documented
23. 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; further detail how you will confirm employee orientation to your specific safety plan
• All students will be required to review the Covid-19 Safety Plan for the course either detailed through a class lecture or through completion on their own. Students must sign a document stating they have read and will comply with the safety plan. • Preventing Covid-19 Infection in the Workplace online training will be completed by faculty and staff of UBC involved in the course as stated by Safety and Risk Services (https://srs.ubc.ca/covid-19/safety-planning/covid-19-safety-training-rules/)
24. 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)
• N/A – all site attendance will be outdoors
25. Emergency Procedures Recognizing limitations on staffing that may affect the execution of emergency procedures, detail your strategy to amend your emergency response plan procedures during COVID-19. Also, describe your approach to handling potential COVID-19 incidents
• For individuals presenting COVID-19-like symptoms, they will be instructed to contact their local health authority for information and to quarantine until health authority instruction is provided to them. • Suspected positive incidents or exposure concerns are to be reported to the teaching team. • Individuals who are unsure about what they should do will be directed to the BC Self Assessment Tool • If the province recommends full quarantine in BC during the term, all students will be instructed to complete online remote research projects using previous data and survey work that the teaching team has arranged for preparation of this scenario.
26. 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) - the plan must remain valid and updated for next 12-18 months

• The teaching team will be in regular contact with students throughout the semester and will have a midpoint check in to review the safety of site monitoring. Students will have weekly check ins with a member of the teaching team.
27. Addressing Risks from Previous Closure Describe how you will address the following since the closure: staff changes/turnover; worker roles change; any new necessary training (e.g. new protocols); and training on new equipment
• N/A – Students will remain consistent throughout the semester. Students may choose to drop the course but new students will not be admitted once projects begin.

Section #6 – Personal Protective Equipment (PPE)

28. Personal Protective Equipment Describe what appropriate PPE you will utilize and how you will/continue to procure the PPE
We will require that students who are working on in-person projects wear non-medical face masks while conducting field work.

Section #7 – Non-Medical Masks

29. Non-Medical Masks Describe your plan to inform faculty and staff on the wearing of non-medical masks
All students in class will follow the requirements around mask-wearing described in https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/ and https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf.

Section #8 - Acknowledgement

30. Acknowledgement The plan must demonstrate approval by the 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.
The template below will be used to have all students and teaching assistants sign off on their receipt and understanding of the safety plan.

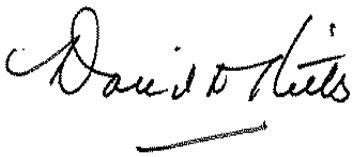
I acknowledge that this Safety Plan has been shared with staff both through email and will be made available as a shared document. Staff can either provide a signature or email confirmation that they have received, read and understood the contents of the plan.

Date
Name (Manager or Supervisor) Kristen Walker
Title

Faculty and Staff Occupying Workspace

Name	Email	Confirmation of Understanding
Kristen Walker	kristen.walker@ubc.ca	☐
		☐
		☐

APPROVAL

Title:	LFS Associate Deans of Research	LFS Dean
Signature:		
Name:	David Kitts	Rickey Y Yada
Date:	October 29, 2020	

Appendices

Appendix A: Community Partner Safety Plans

Stanley Park Ecology Society Safety Plans

- Covid-19 Safety Protocol for Stanley Park Ecology Society Fieldwork

YVR Wildlife Management

- YVR Student Safety Orientation Checklist
    - Note: As students will be not be accessing indoor facilities, YVR Safety Plans are not included

Appendix [X]: COVID-19 Workspace Safety Plan Document Revision

Date	Version	Writer	Change Description	Approved By
2020.DD.MM		First, Last Name, Role	Briefly Identify	VP/Dean/Head of Unit