

Department of Wood Science

COVID-19 Workspace Safety Plan

The Department of Wood Science has 21 faculty members involved in the delivery of undergraduate and graduate teaching and research programs. Furthermore, Centre for Advanced Wood Processing provides extension facilities and hands-on training for our students to complement their academic experience. As a unit under the Faculty of Forestry, **the Department of Wood Science will follow the Faculty of Forestry parent plan** in implementing risk mitigation measures to keep the risk of exposure as low as reasonably achievable. Highlights include:

- Those who are able to work from home will continue to do so. Those resuming UBC activities on campus will be required to complete the mandatory training module, [Preventing COVID-19 Infection in the Workplace training](#), and the COVID 19 Training Worksheet. These are incorporated in the Department onboarding process. The Department Welcome Package will include a link to the Safety Plan. These documents are filed in the Department.
 - Research activities are guided under approved Research Resumption Plans that include safety and cleaning protocols. PIs (or their designate) will develop and post schedules for use of their lab space and/or offices. They will also maintain a sign in and sign out schedule of those working on campus under their supervision. This is important for contact tracing purposes should that be needed. In instances where graduate student or postdoc offices are too small to maintain physical distancing requirements, Faculty members/Pis will coordinate with the Administrator to explore alternate space arrangements.
 - In common spaces such as copier room, cleaning/sanitizing supplies will be provided (e.g., disinfection spray bottles and paper towel for wiping down surfaces as well as hand sanitizing dispensers).
 - In case of illness or self –isolation, supervisors should inform the Administrator who will update the Head and JOHSC as needed.
 - Any change in work from home arrangements, job scope or responsibility will require the approval of the Supervisor and the Head. This information will also be relayed to the Senior Manager, HR & Operations.
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Appendix

Department of Wood Science COVID 19 Training Worksheet

This form must be completed and emailed to wood.reception@ubc.ca before you can return to work at the Forest Sciences Centre or the Centre for Advanced Wood Processing.

Name:

Position:

Location: FSC/CAWP

1. You will be required to monitor your health, and to stay home if you are unwell. Name at least five symptoms that could be related to COVID-19, according to the [BC Centre for Disease Control](#).
2. What is the single most effective practice you can use to reduce transmission of COVID-19?
3. If you are feeling unwell, what COVID-19 website will you consult to self-evaluate whether you need medical attention?
4. What hours of the day and days of the week is research activity permitted in the Forest Sciences Centre and the Centre for Advanced Wood Processing? For site-specific plans, please indicate location as applicable.
5. If you are working alone, what will be your check in/check out safety procedure?

In the event of emergency, who will you contact (name and phone number)?

6. What days of the week are you permitted to be in your workplace according to the plan for your research group or permission from your supervisor?

7. Will fridges, microwaves or sinks in mailrooms be available for use?

8. What room is your primary workspace, and what is the maximum occupancy?

9. From your primary workspace (Q8), where is the nearest washroom (room #), and what is its maximum occupancy in the Faculty plan?

Is the hallway you will use to walk there designated one-way or two-way?

10. You are required to use hand sanitizer on entering the workplace. Where is hand sanitizer available in the building?

Date (MM/DD/YY):

By submitting this, I acknowledge I have read, understood and will comply with the contents of the Safety Plan