



Department of Forest & Conservation Sciences

COVID-19 Workspace Safety Plan

As a unit under the Faculty of Forestry, the Department of Forest & Conservation Sciences 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:

WORK FROM HOME/REMOTE WORK

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 documents are filed in the department office. Any change in work from home arrangements, job scope or responsibility will require the approval of the Supervisor and Head. This information will also be relayed to the Senior Manager, HR & Operations.

RESEARCH ACTIVITIES

Research activities are guided under approved Research Resumption Plans that includes 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.

VEHICLE USAGE/OCCUPANCY

Only one person is to ride in a vehicle. Vehicles that are shared between members must be cleaned and sanitized after use. Laminated (washable) signs showing that the vehicle has been appropriately cleaned and is safe to use must be placed on the dashboard of the vehicle.

SHARED OFFICE/LAB SPACES

In instances where staff, graduate student or postdoc/research associate offices are too small to maintain physical distancing requirements, Faculty members/PIs will coordinate with the Administrator to explore alternate space arrangements. If proper social distancing is impossible, masks must be worn. Reusable cloth masks and disposable gloves are available to workers if needed. Supplies are available in the mail room cabinet.

COMMON SPACES

In common spaces such as copy room, cleaning/sanitizing supplies will be provided. Members have to disinfect and sanitize shared contact items as much as possible throughout the day. The maximum occupancy limits posted on doors must be observed.

ILLNESS POLICY

In case of illness or self-isolation, supervisors should inform the Administrator who will update JOHSC.