**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/>

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| --- | --- |
| Department / Faculty | Land and Food Systems |
| Facility Location | *2357 Main Mall* |
| Proposed Re-opening Date | *Oct 1, 2020* |
| Workspace Location | *MCML 220, 230, 240* |

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## Introduction to Your Operation

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| --- |
| 1. Scope and Rationale for Opening |
| *Describe what service and activity types/levels you are requesting to open by facility and date.* *What is your rationale for opening?* *Who has vetted and approved your draft plan within your department or faculty?**Briefly describe what services you intend to offer. How would the service levels differ from normal operations, and describe the phasing, if you would have different levels of ramp-up.* |
| 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.Workspace 1 – MCML 220**Introduction:**At present, the FNH teaching lab has no weekly scheduled undergraduate course activities until Mar 31, 2021. In person lab courses have been postponed and modified due to covid-19. MCML 220 is usually used for microbiological labs and dissecting labs. There are multiple sub-rooms in MCML 220, namely MCML 220A – D. MCML 220D is used by another research, which to date did not request the use of the particular space. MCML 220C is the teaching lab specialized equipment that houses the atomic absorption spectrometer, the high-performance liquid chromatography system and the qPCR instrument. MCML 220B is a storage room assigned to another researcher that teaches the introduction to entomology; again, there is no anticipated activities associated with this course until next academic year. MCML 220A is currently decommissioned and remains vacant. Researchers that need to use instruments in MCML 220 will schedule with the faculty technician for access. **Activities:**1. Perform experiment to collect data set for analysis for FNH 325.

This year, due to the pandemic, all courses have been moved to online delivery. FNH 325 is a laboratory course so the instructor has modified the course such that the focus will be on scientific writing and data analysis. In order for the students to perform data analysis, experimental data set will have to be collected. Since there was originally a plan to refresh the experiments in the course, this offers the opportunity to test run these experiments and collect data set that can be used for the course. A work learn student Alison C. has been hired to assist with the literature review on methodologies, design of the revised experiments, as well as the performance of the experiments to collect data. She will work alongside Imelda C. to generate data set for the course. Experiments that require the use of microbiological technique and instruments will be done in MCML 220, typically on either **Thursday or Friday**.1. Host three in-person, hands-on labs for students in the Aquaculture professional program.

The Graduate Certificate in Aquaculture is a 4-month program, running from Sept – Dec 2020. To support teaching activities for the Graduate Certificate in Aquaculture, 2 in-person, hands-on labs are planned. Dates for the labs are **Oct 14 and Oct 28** between **10:00 am – 12:00 pm**.Three labs will require the instructor, Dr. Barry M. and the two registered students, Ahmed A. and Robby A. to be present in the lab with appropriate physical distancing. The labs will be scheduled as above such that no other activities will be present in MCML 220.Each lab will run approximately one hour. The proposed activities include tissue handling skills such as post-mortem inspection, tissue sampling for virology, tissue sampling for histology, and bacteriology. The instructor will bring fish and equipment needed. LFS will supply latex / nitrile gloves. Human safety concerns would be sharps use (scalpel and scissors), fainting, and use of flame to sterilize inoculating loops. The instructor will arrange to access the building through Imelda. The instructor and two students will complete the “Preventing Covid-19 infection at the workplace” training. Each will complete the LFS Mandatory check in/out survey prior to entering the building or upon entering, and then when leaving. When accessing the building, hand sanitizer will be used upon entry and hand washing station is available in MCML 220. Each student will work at a different lab bench with appropriate physical distancing. The lab has sinks for handwashing. Students will enter and exit MCML with the instructor. They will not access the building at any other time.1. Research experiment – PhD student Lennie C. supervised by Dr. Yada

**Beginning Dec 2020**, Lennie C. will begin to work on her thesis project at the teaching lab. Lennie C. originally shares lab space in FNH 390 but due to the safe occupancy limit as well as the availability of facility/instrument, it is more appropriate to schedule initial work at the teaching lab. Lennie C. will mainly work independently in MCML 220 to perform her proposed work: 1) rearing cultures, 2) procedure for evaluating suppression of mycelial growth using disk diffusion assay, 3) procedure for evaluating antimicrobial activity using microplate spectroscopy.1. In-Person lab sessions for FNH 325 – to be determined

Although most courses have adopted deliveries online, it is critical for students in the food science program to gain hands on experience prior to completing the degree. FNH 325 is a laboratory course so complete online delivery will not serve the purpose of providing hands on practice for students. FNH 325 currently has 31 students and the instructor intends to host just two basic labs in term 1. One session will be protein analysis by microplate assay while the other will be microbial analysis by plating. The lab sessions can be run in a safe manner in both MCML 220 and MCML 240 given that the cohort of students are split into 3 groups (10, 10 and 11). In MCML 220, there can be a maximum of 8 people working in the space while maintaining the 2-m distance. However, in our plan, we will likely have only 4 – 5 students in the space at any time. The instructor will coordinate with the students to determine the best day(s) to host the lab sessions, mainly on **Tuesday and Thursday**. If the sessions are performed over 3 different days, then sanitation will be done before and after sessions. If the sessions are to be held on the same day, then the sessions will be held at 9 – 11am, 12 – 2pm, 3 – 5pm to allow an hour time in between for proper sanitation of equipment and bench surface.During the in-person lab sessions, the technician will ensure no other scheduled activity will take place in MCML 220.**Workspace procedures:**1. As detailed above, a maximum of **8** people will be in the lab. Users listed in lab plans will **complete all of the UBC and LFS mandatory safety training** prior to working in the labs during Phase ½. All listed users in lab plans who have access are required to have their up to date training certificates **loaded in the** [**LFS Training Record Management System**](https://training-report.landfood.ubc.ca/). Undergraduate students and graduate students accessing the space with course instructors will only be required to take [the Preventing Covid-19 Infection in the Workplace](https://wpl.ubc.ca/browse/srs/courses/wpl-srs-covid) training and will not be listed as users of space since they will be fully supervised at all times.
2. All users must participate in the LFS mandatory check in and check out surveys

**each and every time** they come into the building. This will include the undergraduate students and graduate students participating in the lab sessions. The instructors and teaching assistants will be provided with the proper instructions.* 1. Check in (QR code posted at entrances): \*To be completed prior to arriving on site: https://ubc.ca1.qualtrics.com/jfe/form/SV\_bjdyCvEwfJigUWV
	2. Check out (QR code posted at exits): https://ubc.ca1.qualtrics.com/jfe/form/SV\_0qWXlFJet4Oq0jX

(NB: This process is to ensure that the faculty has ways to determine occupancy level for emergency purpose. It will also provide data for track and trace purpose if a covid-19 case is reported.)1. Physical distancing between all users/instructors/TAs/students will be maintained at a minimum of 2 m. The use of non-medical (e.g., cloth) masks will be encouraged at all times and will be required when a 2 m distancing cannot be maintained.
2. The teaching lab will ensure sufficient supply of 70% ethanol solution, paper towel, gloves and hand soap for sanitation.
3. Before and after commencing work, users will be asked to wash hands thoroughly for 20 sec, sanitize their work space with 70% ethanol.
4. Any shared lab spaces or areas outside of the assigned workspace will be accessed by one worker at a time and any touch surfaces must be wiped down with 70% ethanol before and after use.
5. Users must wear lab coats and gloves in the lab at all times. The use of non-medical masks will be required when multiple users are working in the same closed space.

**Workspace and facility access:**All users will use MacMillan main entrance stairwell to access MCML 220 according to the [MCML building intermediate plan](https://lfs-my.sites.olt.ubc.ca/files/2020/06/LFS_Workspace_Safety-Plan_MCML.pdf). The users will enter and exit MCML 220 through the designated door (see diagram above). Only 2nd floor washrooms will be used. Eating area will be outdoors if possible, or otherwise in the Agora space in basement. Workspace 2 – MCML 230**Introduction:**At present, the FNH teaching lab has no weekly scheduled undergraduate course activities until Mar 31, 2021. In person lab courses have been postponed and modified due to covid-19. MCML 230 is usually used for sample and reagent preparation as well as offers space for carrying out small projects. MCML 230 also includes a central sink area for dishwashing; MCML 230G is the chemical storage room and MCML 230A is the walk-in cold room. Most users are not allowed to access these areas since these are dedicated space for the FNH courses. If necessary, the technician will provide necessary supplies to users in MCML 220 and MCMCL 240 to reduce foot traffic into MCML 230. Four people can safely access this space while maintaining a 2 m distance: one in MCML 230C, one in MCML 230D and 2 in MCML 230.**Activities:**1. Perform experiment to collect data set for analysis for FNH 325.

This year, due to the pandemic, all courses have been moved to online delivery. FNH 325 is a laboratory course so the instructor has modified the course such that the focus will be on scientific writing and data analysis. In order for the students to perform data analysis, experimental data set will have to be collected. Since there was originally a plan to refresh the experiments in the course, this offers the opportunity to test run these experiments and collect data set that can be used for the course. A work learn student Alison C. has been hired to assist with the literature review on methodologies, design of the revised experiments, as well as the performance of the experiments to collect data. She will work alongside Imelda C. to generate data set for the course. Sample and reagent preparation for these experiments will take place in MCML 230, mainly on **Thursday and/or Friday**, if no other users have scheduled work in this space.1. In-Person lab sessions for FNH 325 – to be determined

Although most courses have adopted deliveries online, it is critical for students in the food science program to gain hands on experience prior to completing the degree. FNH 325 is a laboratory course so complete online delivery will not serve the purpose of providing hands on practice for students. FNH 325 currently has 31 students and the instructor intends to host just two basic labs in term 1. One session will be protein analysis by microplate assay while the other will be microbial analysis by plating. The lab sessions can be run in a safe manner in both MCML 220 and MCML 240 given that the cohort of students are split into 3 groups (10, 10 and 11). In MCML 230, there can be a total of 4 people working in the space while maintaining the 2-m distance. However, in our plan, we will likely just use this space as reagent and sample preparation. During the in-person lab sessions, the technician will ensure no other scheduled activity will take place in MCML 220, 230 and 240.1. Experimental work with Vitalus

Isabelle L.from Vitalus has an agreement to utilize our teaching lab space and equipment to perform experimental work in MCML 230. Isabelle L. (Vitalus) will arrange schedule (**mainly Thursday and Friday**) with the technician and gain access the building through contacts with the technician. Isabelle L. will complete all mandatory training necessary for working in the FNH Teaching Lab, including the Preventing Covid-19 Infection at the Workplace, prior to working in the lab. The LFS Mandatory check in survey will be completed prior to coming to the building each morning. When accessing the building, hand sanitizer will be used upon entry and hand washing station is available in MCML 230.**Workspace procedures:**1. As detailed above, a maximum of **4** people will be in the lab. Users listed in lab plans will **complete all of the UBC and LFS mandatory safety training** prior to working in the labs during Phase ½. All listed users in lab plans who have access are required to have their up to date training certificates **loaded in the** [**LFS Training Record Management System**](https://training-report.landfood.ubc.ca/). Undergraduate students and graduate students accessing the space with course instructors will only be required to take [the Preventing Covid-19 Infection in the Workplace](https://wpl.ubc.ca/browse/srs/courses/wpl-srs-covid) training and will not be listed as users of space since they will be fully supervised at all times.
2. All users must participate in the LFS mandatory check in and check out surveys

**each and every time** they come into the building. This will include the undergraduate students and graduate students participating in the lab sessions. The instructors and teaching assistants will be provided with the proper instructions.* 1. Check in (QR code posted at entrances): \*To be completed prior to arriving on site: https://ubc.ca1.qualtrics.com/jfe/form/SV\_bjdyCvEwfJigUWV
	2. Check out (QR code posted at exits): https://ubc.ca1.qualtrics.com/jfe/form/SV\_0qWXlFJet4Oq0jX

(NB: This process is to ensure that the faculty has ways to determine occupancy level for emergency purpose. It will also provide data for track and trace purpose if a covid-19 case is reported.)1. Physical distancing between all users/instructors/TAs/students will be maintained at a minimum of 2 m. The use of non-medical (e.g., cloth) masks will be encouraged at all times and will be required when a 2 m distancing cannot be maintained.
2. The teaching lab will ensure sufficient supply of 70% ethanol solution, paper towel, gloves and hand soap for sanitation.
3. Before and after commencing work, users will be asked to wash hands thoroughly for 20 sec, sanitize their work space with 70% ethanol.
4. Any shared lab spaces or areas outside of the assigned workspace will be accessed by one worker at a time and any touch surfaces must be wiped down with 70% ethanol before and after use.
5. Users must wear lab coats and gloves in the lab at all times. The use of non-medical masks will be required when multiple users are working in the same closed space.

**Workspace and facility access:**All users will use MacMillan main entrance stairwell to access MCML 230 according to the [MCML building intermediate plan](https://lfs-my.sites.olt.ubc.ca/files/2020/06/LFS_Workspace_Safety-Plan_MCML.pdf). The users will enter and exit MCML 230 through the designated door (see diagram above). Only 2nd floor washrooms will be used. Eating area will be outdoors if possible, or otherwise in the Agora space in basement. Workspace 3 – MCML 240**Introduction:**At present, the FNH teaching lab has no weekly scheduled undergraduate course activities until Mar 31, 2021. In person lab courses have been postponed and modified due to covid-19. MCML 240 is usually used for analytical chemistry labs and housed multiple analytical instruments like the Tecan microplate reader, Agera colorimeter, etc. Usage of MCML 240 will be scheduled with the faculty technician. **Activities:**1. Perform experiment to collect data set for analysis for FNH 325.

This year, due to the pandemic, all courses have been moved to online delivery. FNH 325 is a laboratory course so the instructor has modified the course such that the focus will be on scientific writing and data analysis. In order for the students to perform data analysis, experimental data set will have to be collected. Since there was originally a plan to refresh the experiments in the course, this offers the opportunity to test run these experiments and collect data set that can be used for the course. A work learn student Alison C. has been hired to assist with the literature review on methodologies, design of the revised experiments, as well as the performance of the experiments to collect data. She will work alongside Imelda C. to generate data set for the course (mainly on **Thursday and/or Friday**). Experiments that require the use of analytical chemistry technique and instruments will be done in MCML 240.1. In-Person lab sessions for FNH 325 – to be determined

Although most courses have adopted deliveries online, it is critical for students in the food science program to gain hands on experience prior to completing the degree. FNH 325 is a laboratory course so complete online delivery will not serve the purpose of providing hands on practice for students. FNH 325 currently has 31 students and the instructor intends to host just two basic labs in term 1. One session will be protein analysis by microplate assay while the other will be microbial analysis by plating. The lab sessions can be run in a safe manner in both MCML 220 and MCML 240 given that the cohort of students are split into 3 groups (10, 10 and 11). In MCML 240, there can be a total of 10 people working in the space while maintaining the 2-m distance. However, in our plan, we will likely have only 8 students at any time. The instructor will coordinate with the students to determine the best day(s) to host the lab sessions (mainly on **Tuesday and Thursday**). If the sessions are performed over 3 different days, then sanitation will be done before and after sessions. If the sessions are to be held on the same day, then the sessions will be held at 9 – 11am, 12 – 2pm, 3 – 5pm to allow an hour time in between for proper sanitation of equipment and bench surface.During the in-person lab sessions, the technician will ensure no other scheduled activity will take place in MCML 230.1. Use of Tecan Spectrophotometer for sample analysis for Soil Science Group.

The Tecan spectrophotometer in MCML 240 was co-funded by the FNH and the APBI program. The Tecan spectrophotometer is therefore open for use for any graduate students in the program. At this point, one student Hannah F. from Dr. Sean S.’s lab requires the use of the instrument to perform sample analysis. Hannah F. will reserve the Tecan spectrophotometer via the [online booking calendar](https://my.qreserve.com/reservablecalendar/5TrYN4xfyRphNg1gphbrqvrPSq8%3D) to ensure there will not be conflicts with other scheduled activities that will exceed the occupancy limit in the lab.**Workspace procedures:**1. As detailed above, a maximum of **10** people will be in the lab. Users listed in lab plans will **complete all of the UBC and LFS mandatory safety training** prior to working in the labs during Phase ½. All listed users in lab plans who have access are required to have their up to date training certificates **loaded in the** [**LFS Training Record Management System**](https://training-report.landfood.ubc.ca/). Undergraduate students and graduate students accessing the space with course instructors will only be required to take [the Preventing Covid-19 Infection in the Workplace](https://wpl.ubc.ca/browse/srs/courses/wpl-srs-covid) training and will not be listed as users of space since they will be fully supervised at all times.
2. All users must participate in the LFS mandatory check in and check out surveys

**each and every time** they come into the building. This will include the undergraduate students and graduate students participating in the lab sessions. The instructors and teaching assistants will be provided with the proper instructions.* 1. Check in (QR code posted at entrances): \*To be completed prior to arriving on site: <https://ubc.ca1.qualtrics.com/jfe/form/SV_bjdyCvEwfJigUWV>
	2. Check out (QR code posted at exits): <https://ubc.ca1.qualtrics.com/jfe/form/SV_0qWXlFJet4Oq0jX>

(NB: This process is to ensure that the faculty has ways to determine occupancy level for emergency purpose. It will also provide data for track and trace purpose if a covid-19 case is reported.)1. Physical distancing between all users/instructors/Tas/students will be maintained at a minimum of 2 m. The use of non-medical (e.g., cloth) masks will be encouraged at all times and will be required when a 2 m distancing cannot be maintained.
2. The teaching lab will ensure sufficient supply of 70% ethanol solution, paper towel, gloves and hand soap for sanitation.
3. Before and after commencing work, users will be asked to wash hands thoroughly for 20 sec, sanitize their work space with 70% ethanol.
4. Any shared lab spaces or areas outside of the assigned workspace will be accessed by one worker at a time and any touch surfaces must be wiped down with 70% ethanol before and after use.
5. Users must wear lab coats and gloves in the lab at all times. The use of non-medical masks will be required when multiple users are working in the same closed space.

**Workspace and facility access:**All users will use MacMillan main entrance stairwell to access MCML 240 according to the [MCML building intermediate plan](https://lfs-my.sites.olt.ubc.ca/files/2020/06/LFS_Workspace_Safety-Plan_MCML.pdf). The users will enter MCML 240 through the front door and exit through the back door (see diagram above). Only 2nd floor washrooms will be used. Eating area will be outdoors if possible, or otherwise in the Agora space in basement. |

## Section #1 – Regulatory Context

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| --- |
| 2. Federal Guidance |
| * [Government of Canada: “Hard-surface disinfectants and hand sanitizers (COVID-19): List of disinfectants with evidence for use against COVID-19”](https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html)
 |
| 3. Provincial and Sector-Specific Guidance |
| * [BC’s Restart Plan: “Next Steps to move BC through the pandemic”](https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/gdx/bcs_restart_plan_web.pdf)
* [BC COVID-19 Self Assessment Tool](https://bc.thrive.health/)
 |
| 4. WorkSafeBC Guidance |
| * [COVID-19 and returning to safe operation - Phases 2 & 3](https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation)
* [WorkSafeBC COVID-19 Safety Plan](https://www.worksafebc.com/en/resources/health-safety/checklist/covid-19-safety-plan?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f)
* [WorkSafeBC: Designing Effective Barriers](https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-designing-effective-barriers?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f)
* [WorkSafeBC: Entry Check for Workers](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-entry-check-workers?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f)
* [WorkSafeBC: Entry Check for Visitors](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-entry-check-visitors?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f)
* [WorkSafeBC Protocol: Offices](https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/offices)
* [WorkSafeBC Protocols: Post-Secondary Education](https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/education-advanced)
 |
| 5. UBC Guidance |
| * [COVID-19 Campus Rules](https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf).
* [Guidelines for Preparing for Reoccupancy](https://srs.ubc.ca/files/2020/06/5.-Guidelines-for-Preparing-for-Re-Occupancy.pdf)
* [Guidelines for Safe Washroom Reoccupancy](https://srs.ubc.ca/files/2020/06/6.-Guidelines-for-Safe-Washroom-Re-Occupancy.pdf)
* [Space Analysis and Reoccupancy Planning Tool](https://srs.ubc.ca/files/2020/06/8.-Space-Analysis-Re-Occupancy-Planning-Tool.pdf)
* [UBC Employee COVID-19 PPE Guidance](https://riskmanagement.sites.olt.ubc.ca/files/2020/04/COVID-19-PPE-Guidance_final.pdf)
* [Ordering Critical Personal Protective Equipment](https://srs.ubc.ca/covid-19/health-safety-covid-19/working-safely/personal-protective-equipment/)
* [UBC Employee COVID-19 Use of Shared UBC Vehicles Guidance](https://riskmanagement.sites.olt.ubc.ca/files/2020/04/Guidance-for-Shared-Vehicles-FINAL.pdf)
* [Building Operations COVID-19 website](http://facilities.ubc.ca/covid-19/) - Service Level Information
* [UBC Employees COVID-19 Essential In-person Meetings/Trainings Guidance](https://riskmanagement.sites.olt.ubc.ca/files/2020/04/Guidelines-for-Meetings-Trainings-FINAL.pdf)
* [Workplace Physical distancing Planning Tool and Signage Kit](https://srs.ubc.ca/covid-19/safety-planning/communications-resources/)
* [UBC Facilities COVID-19](http://facilities.ubc.ca/covid-19/) information
* [UBC Entry Check Sign](https://riskmanagement.sites.olt.ubc.ca/files/2020/06/Entry-Check-Red.pdf)
* [Preventing COVID-19 Infection in the Workplace training course](https://wpl.ubc.ca/)
* [UBC Cleaning Standards & Recommendations for Supplementary Cleaning](https://riskmanagement.sites.olt.ubc.ca/files/2020/08/Guidelines_cleaning_spaces_V_8_final.pdf)
* UBC Classroom [Safety](https://learningspaces.ubc.ca/covid-19-gts-classroom-safety-planning) Planning
* [UBC Signage](https://srs.ubc.ca/covid-19/safety-planning/communications-resources/)(New)
* COVID-19 Safety Plan Addendum: Required Non-Medical Masks ̣̣(New)
 |
| 6. Professional/Industry Associations |
| None |

## 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

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| 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 |
| * Main use of MCML 220, 230 and 240 will not require close contact between individuals. When two individuals need to work together within 2 m distance, face masks will be mandatory in order to limit the spread of Covid-19.
* For in person lab sessions, students will be asked to wear masks throughout the lab sessions and will be spaced at least 2 m apart to work independently.
* Anyone working in the labs are required to wear lab coats and gloves.
* 70% ethanol will be provided in each lab such that high touch surface can be sanitized before and after use.
 |
| 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) |
| * At normal capacity, MCML 240 can host up to 40 students at once; MCML 220 can host up to 20 students while MCML 230 can have up to 10 students. During Covid-19, the number is greatly reduced to 8, 4, 10 in MCML 220, 230 and 240, respectively. In the floor map shown in Section 14, it is clear that the suggested capacity should be sufficient to allow for proper distancing while maintaining quality of the workspace.
 |
| 9. Employee Input/InvolvementDetail 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 |
| This plan has been reviewed by all proposed personnel that will be working in the laboratories. The plan will also be submitted for review by the LFS research resumption committee for approval, which includes faculty and staff members who are frontline to maintaining health and safety of LFS community. |
| 10. Worker HealthDetail how all Supervisors have been notified on appropriate Workplace Health measures and support available and how they will communicate these to employees |
| *As detailed in the above plan, each student, worker and instructor will have to perform the LFS mandatory check in and check out surveys, which include the BC Covid-19 health assessment each and every time they access the building and teaching labs.*Check in (QR code posted at entrances): \*To be completed prior to arriving on site: <https://ubc.ca1.qualtrics.com/jfe/form/SV_bjdyCvEwfJigUWV>Check out (QR code posted at exits): <https://ubc.ca1.qualtrics.com/jfe/form/SV_0qWXlFJet4Oq0jX> |
| 11. Plan PublicationDescribe 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 |
| The final approved plan will be emailed to all personnel listed on the plan, printed and made available in each lab. It will also be made available on the teaching lab wiki page at <https://wiki.ubc.ca/FNH_Teaching_Lab>.  |

## 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](https://srs.ubc.ca/covid-19/) website for further information.

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| 12. Work from Home/Remote WorkDetail how/which workers can/will continue to work from home (WFH); this is required where it is feasible |
| * As much as possible, remote work is still highly encouraged. However, in a teaching lab setting, much work is lab related and must be conducted in person. The data tabulation and analysis will be conducted at home.
 |
| 13. Work Schedule Changes/Creation of Work Pods or Crews or CohortsFor 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 |
| * Most activities in the teaching lab will be scheduled via the teaching lab technician, Imelda C.. Imelda C.will manage the schedule of the teaching lab to ensure different user groups of the teaching lab do not interact.
 |
| 14. Spatial Analysis: Occupancy limits, floor space, and traffic flowsDescribe 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 |
| **MCML 220****Floor plan and work flow:**Sink for handwashingEntrance/Exit for MCML 220Sink for handwashing**MCML 230****Floor plan and work flow:**Sink for handwashingEntrance/Exit for MCML 230Sink for handwashingSink for handwashing**MCML 240****Floor plan and work flow:**Sink for handwashingSink for handwashingSink for handwashingEntrance for MCML 240Exit for MCML 240 |
| 15. Accommodations to maintain 2 metre distancePlease 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  |
| * Signage and directional arrows have been provided throughout the MCML building to direct flow of traffic.
* Occupancy limit of washroom in MCML building still remains at one. Clear signage has indicated a location for waiting if the washroom is being used.
* Work station will be properly set up to clearly indicate where student should be, when in person lab sessions take place. Clear guidance will be discussed with TAs and instructor in advance to ensure proper distancing can be maintained throughout.
 |
| 16. TransportationDetail 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 ScreeningDescribe 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 |
| All users must participate in the LFS mandatory check in and check out surveys **each and every time** they come into the building to access the teaching lab. A QR code poster will be posted in each lab so students can easily perform the surveys. This will include the undergraduate students and graduate students participating in the lab sessions. The instructors and teaching assistants will be provided with the proper instructions.* Check in (QR code posted at entrances): \*To be completed prior to arriving on site: <https://ubc.ca1.qualtrics.com/jfe/form/SV_bjdyCvEwfJigUWV>
* Check out (QR code posted at exits): <https://ubc.ca1.qualtrics.com/jfe/form/SV_0qWXlFJet4Oq0jX>

Those who have permission to access the sites are strongly encouraged to follow BC Centre for Disease Control guidelines on self-isolation and self-monitoring. Anyone who is displaying potential COVID-19 symptoms (frequent coughing, frequent sneezing, or fever) will be asked to contact 811 and stay home following self-isolating protocols. * If any faculty, staff, and student, who have returned to work on campus, experience symptoms, and are clinically tested positive, they should immediately alert the LFS Research Resumption and Planning Committee at lfs-restart@lists.ubc.ca to ensure proper actions can be taken. The individual should continue to self-isolate as advised by Healthline at 811.
* If any faculty, staff and student, who have returned to work on campus, experience symptoms, and are clinically tested negative, they should follow guidelines provided by Healthline at 811. If they were told it is safe to return to work, we recommend that the individual wears face covering for another work week as an extra precautionary measure.
 |
| 18. Prohibited Worker TrackingDescribe how you will track and communicate with workers who meet categories above for worker screenings |
| All tracking will be done in the UBC Qualtrics database. In case where a worker/student has symptoms of Covid-19, the individual will be asked to stay home, isolate and call 811 for proper guidance and instructions of what to do next. The individual will not return to the teaching lab until he/she was told that it is safe to return, when symptoms improve, and/or when covid-19 test result comes back negative. |

## Section #4 – Engineering Controls

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| 19. Cleaning and HygieneDetail 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 |
| * The teaching lab will ensure sufficient supply of 70% ethanol solution, paper towel, gloves and hand soap for sanitation.
* Before and after commencing work, users will be asked to wash hands thoroughly for 20 sec, sanitize their work space with 70% ethanol.
* Any shared lab spaces or areas outside of the assigned workspace will be accessed by one worker at a time and any touch surfaces must be wiped down with 70% ethanol before and after use.
* Users must wear lab coats and gloves in the lab at all times. The use of non-medical masks will be highly recommended.
 |
| 20. Equipment Removal/SanitationDetail 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.  |
| N/A |
| 21. Partitions or Plexiglass installationDescribe any inclusion of physical barriers to be used at public-facing or point-of-service areas |
| N/A |

## Section #5 – Administrative Controls

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| 22. Communication Strategy for EmployeesDescribe 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 Worker’s Concerns: * When an employee is concerned about any of these policies, they should follow the standard WorkSafeBC reporting guidelines (See Right to Refuse Unsafe Work policy).
* Worker may contact their worker representative on the LFS JOHSC to express their concerns.
* Employees will be able to also make anonymous comments/suggestions and raise concerns by using the [LFS Resumption Open Feedback Channel](https://ubc.ca1.qualtrics.com/jfe/form/SV_d0xslqMad9vS1iB). This will be monitored by the LFS RRPC with concerns will be treated discreetly.
 |
| 23. Training Strategy for EmployeesDetail how you will mandate, track and confirm that all employees successfully complete the [**Preventing COVID-19 Infection in the Workplace**](https://wpl.ubc.ca/browse/srs/courses/wpl-srs-covid) online training; further detail how you will confirm employee orientation to your specific safety plan |
| * All users of teaching labs will be required to complete UBC’s ‘Preventing COVID-19 Infection in the Workplace’ online training module. Supervisors will be responsible for tracking staff completion and site-specific training through the [LFS Training Record Management System](https://training-report.landfood.ubc.ca/). Staff training is to be outlined in the PI or office admin site-specific plans.
* All instructors, TAs, staff and graduate students who wish to conduct work in LFS facilities will be required to complete [all mandatory training](http://lfs-my-2020.sites.olt.ubc.ca/lfs-mandatory-training/) in accordance with the UBC Guidelines, and the site/equipment specific training, prior to final approval by the LFS RRPC. Training activities of these individuals will be monitored through the [LFS Training Record Management System](https://training-report.landfood.ubc.ca/) to ensure all safety requirements are met. Undergraduate students who attend lab sessions to teaching labs fully supervised will be exempt from the mandatory training except Preventing Covid-19 infection in the Workplace.
* All users will be expected to fully understand their responsibilities and read the Safety and lab Plans (Parent, Intermediate, and Child) prior to starting work.
 |
| 24. SignageDetail the type of signage you will utilize and how it will be placed (e.g. floor decals denoting one-way walkways and doors) |
| Entrances • Restricted access to the building for approved work or research • Sign-in instructions using the Qualtrics survey • Proper social distancing protocols • Ensure you wash your hands frequently and sanitize work surfaces • QR codes for Qualtrics Check In/Check out procedure Elevators • COVID-19 Elevator Policy • Only use the elevator for moving large equipment or if you are unable to use the stairs • Only one person is allowed in the elevator at a time (unless otherwise posted) • “Wait here” floor decal Washroom • COVID-19 Bathroom Policy • Occupancy maximum posted on the door • Signage to limit use of specific stalls/sinks in order to maintain physical distancing • Handwashing guides posted in the bathrooms • “Wait here” floor decal Directional guides/Traffic flow • Tape markings on the floor to show a direction of traffic within the building including stairwells Labs • Each lab approved for working under Phase 1 will post their schedule and signed Stage 1 VPRI Access Agreement. In Stage 2 of Resumption, each lab should post a new Access Agreement, if changes have been proposed and approved by the LFS Research Resumption and Planning Committee.  |
| 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 |
| LFS will maintain an operations staff member in the facilities daily. Through the pre-approved list of occupants and mandatory check in/out procedures, an up-to-date list of current occupants will be available to assist and direct first responders in the event of an emergency. Part of individual safety plans will be the requirement for researchers to ensure users have full understanding of specific Building Emergency Response Plans (BERP) and the emergency evacuation protocols. BERPs within the Faculty of LFS have been updated to accommodate the reduced staffing levels. When the designated Fire Wardens are not scheduled to work, all ‘Responsible Persons’ will be certified Fire Wardens and will be responsible for BERP protocols. A comprehensive document that provides safety and emergency contacts as well as an emergency response plan must be publicly available both online and as a hard copy. Amended BERPS will be provided, where necessary, as part of the PI and office administration site-specific safety planning. Call emergency response in case of urgent medical or safety situations: * Occupational First Aid (Vancouver Campus) 604-822-4444
* Hazardous Material Response (Vancouver Fire & Rescue Services) 911
* Campus Security (For an Emergency call 911) 604-822-2222
* Fire, Police, or Ambulance: 911
* For individuals presenting COVID-19-like symptoms, the direction to employees is to call 811 and follow the directions of HealthLink BC
* Suspected positive incidents are to be reported to the Supervisor. Further incident reporting information can be found on the [SRS webpage](https://srs.ubc.ca/covid-19/health-safety-covid-19/reporting-covid-19-exposure/)
 |
| 26. Monitoring/Updating COVID-19 Safety PlanDescribe 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 |
| This safety plan of teaching lab will be updated and reviewed every term (3 – 4 months) in order to accommodate the change of activities that may take place in the teaching lab. The plan may also be revised sooner if additional personnel requires access to the teaching lab for teaching or research purpose. Once a revised plan is drafted, it will be reviewed by all personnel on the safety plan, then submitted for approval by LFS RRPC. |
| 27. Addressing Risks from Previous ClosureDescribe 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 |

## Section #6 – Personal Protective Equipment (PPE)

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| 28. Personal Protective EquipmentDescribe what appropriate PPE you will utilize and how you will/continue to procure the PPE |
| * Users carrying out tasks requiring PPE, including respirators, will continue to use the appropriate equipment, as per the relevant safe working procedure.
* Users carrying out tasks that do not normally require PPE will not be supplied with masks.
* It is now mandatory to wear a mask when occupying indoor space at UBC with more than one person for prolonged periods of time.
* Hand sanitizer stations are placed at the entrances to MCML.
 |

## Section #7 – Non-Medical Masks

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| 29. Non-Medical Masks Describe your plan to inform faculty and staff on the wearing of non-medical masks |
| * See [Using Non-Medical Masks](https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/) website for the most up to date information
* Users working in the teaching labs will be required to wear masks unless mask wearing will interfere with the work done, in which case user will be asked to work independently and alone in the closed space.
 |

## Section #8 - Acknowledgement

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| 30. AcknowledgementThe 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. |
|  |

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** | Oct 5, 2020 |
| **Name** (Manager or Supervisor) | Imelda Cheung |
| **Title** | Faculty Technician, FNH |

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

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