



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	UBC Library
Facility Location	Biomedical Branch Library, Gordon and Leslie Diamond Health Care Centre, 2775 Laurel Street, Floor 2, Vancouver
Proposed Re-opening Date	BMB has 24X7 keycard access, overseen by building Security
Workspace Location	BMB Library patron space

Introduction to Your Operation

1. Scope and Rationale for Opening

We are creating a safety plan so that Faculty of Medicine students and residents with keycard access can use library study space safely. No library personnel are expected to provide service to this area at this time.

This safety plan pertains to the Library space within the BMB Library. Other spaces accessible through the library are two video-conferencing rooms (rooms 2161 and 2163) and three Residents' rooms (rooms 2153, 2155, 2157). These are owned and controlled by the Faculty of Medicine, and are under the scope of the [Faculty of Medicine Guidelines for the Resumption of Activities at the Gordon and Leslie Diamond Health Care Centre \(DHCC\)](#).

Pre-Covid there was a Librarian (Faculty) and two library staff (CUPE) on site. At this time we do not intend for those employees to return physically to work; they will remain working from home for the foreseeable future.

The following were consulted:

- Faculty of Medicine Facilities Managers, Kelsey Hilton and Eileen Koshi, were consulted in the writing of the plan for input on Faculty of Medicine guidelines, and questions about custodial service, occupancy, and signage.
- The plan was reviewed by Ben Loosley, the Library's Safety & Risk Services contact on July 28 and Paul Gill, Health & Safety Manager (Education), Faculty of Medicine on July 31.
- The plan will be shared with the Diamond Health Care Centre Local Safety Team after approval.



Section #1 – Regulatory Context

2. Federal Guidance
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • BC’s Restart Plan: “Next Steps to move BC through the pandemic”
4. Worksafe BC Guidance
<ul style="list-style-type: none"> • COVID-19 and returning to safe operation – Phase 2 • Worksafe COVID-19 Safety Plan • Worksafe: Designing Effective Barriers • Worksafe: Entry Check for Workers • Worksafe: Entry Check for Visitors
5. UBC Guidance
<ul style="list-style-type: none"> • Faculty of Medicine Guidelines for the Resumption of Activities at the Gordon and Leslie Diamond Health Care Centre (DHCC) - July 24, 2020 • Faculty of Medicine Resumption Safety Plan • SRS Self-serve materials to support recommended physical distancing protocols • UBC Facilities COVID-19 website - Service Level Information • UBC Employee COVID-19 PPE Guidance
6. Professional/Industry Associations

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

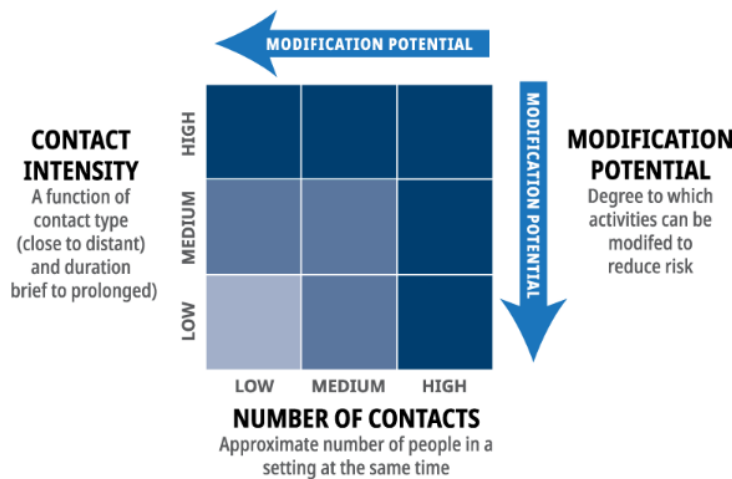


respect to identifying and mitigating risks, and further re-evaluating the controls in place using the following risk assessment process.

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

- For the Library space, chairs at carrels and tables are spaced 2 metres apart.
- For the Faculty of Medicine spaces located within BMB Library (i.e. resident offices, rooms 2161 and 2163), medical residents, students and instructors will follow occupancy guidelines from the Faculty of Medicine.

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 same time)

- Library space pre-Covid: Maximum 87 occupants. 58 seats at carrels, 4 armchairs, 12 computer workstations, 3 employee desks, 10 in group study room (2159).
- Library space with Covid plan: Maximum 25 occupants. 17 seats at carrels, 0 armchairs, 7 seats at computer workstations (with keyboards and scanner removed), 1 employee desk, 0 group study room (2159) as it is locked.

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 plan was presented via email on July 28 to the Librarian and two staff of BMB Library as a heads-up on how the space is being used by students.
- Faculty of Medicine Facilities Managers, Kelsey Hilton and Eileen Koshi, were consulted in the writing of the plan for input on Faculty of Medicine guidelines, and questions about custodial service, occupancy, and signage.
- The plan was reviewed by Ben Loosley, the Library’s Safety & Risk Services contact on July 28 and Paul Gill, Health & Safety Manager (Education), Faculty of Medicine on July 31.
- The plan will be shared with the Diamond Health Care Centre Local Safety Team after approval.

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

- N/A (all library employees are working from home)
- <https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive>

11. Plan Publication

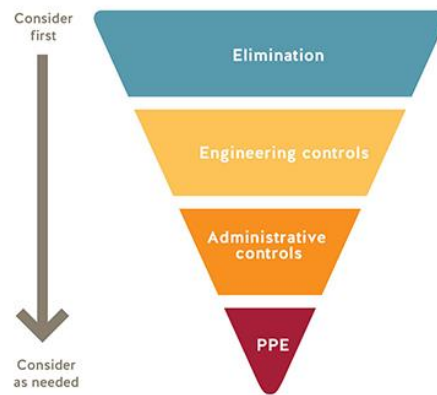
Describe how you will publish your plan ONLINE and post in HARD COPY at your workplace for employees and for others that may need to attend site



- The final copy of this COVID-19 Safety Plan will be posted online on the Biomedical Branch Library’s website at: <https://woodward.library.ubc.ca/services-at-hospitals/bmb/>
- Entry signage will indicate the website for this plan

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.

<p>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</p> <ul style="list-style-type: none"> ● Librarian (Faculty) and two CUPE staff members will continue to work from home.
<p>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 rescheduling of 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</p> <ul style="list-style-type: none"> ● N/A (all library employees are working from home)
<p>14. Spatial Analysis: Occupancy limits, floor space, and traffic flows Describe or use UBC building keyplans (or do both, where appropriate) to identify and list the rooms and maximum occupancy for each workspace/area, explaining your methodology for determining occupancy</p> <ul style="list-style-type: none"> ● For Library space, the maximum occupancy is 25 people as indicated in the diagram drawn by Chantal Bobyn, UBC Planning using BMB Library floor plan (see Appendix). Please note: although the plan accounts for 1 staff member to be in the space, at this time, all library employees will work from home. ● As the Diamond Health Care Centre follows guidelines from Vancouver Coastal Health and Brookfield Global Integrated Solutions, directions flows were not required on the diagram or signage. ● For Faculty of Medicine spaces located within BMB Library (i.e. resident offices, rooms 2161 and 2163), medical residents, students and instructors will follow occupancy guidelines from the Faculty of Medicine (as per Facilities Managers Kelsey Hilton and Eileen Koshi). ● Building Entrances: All learners and staff are required to access the second floor by using the staircase located on the east side of the building. ● Elevators: The elevator is reserved for learners with physical limitations, patients and staff at DHCC. Maximum occupancy is posted and must be adhered to.
<p>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</p> <ul style="list-style-type: none"> ● N/A (all library employees are working from home)



- Note: Seating for medical students will be marked using 6” green floor decals (BGIS-approved). Seating has been spaced out such that the available carrels are 2 m apart and occupancy in meeting rooms is limited to allow for 2 m physical distancing.

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

- We have reviewed the UBC Employees COVID-19 Use of Shared UBC Vehicles guidance document and it is not applicable as we will not be using vehicles.

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 household or as medically advised

- N/A (all library employees are working from home)
- Signage is posted at the front door to DHCC that says “Please stop & clean your hands. If you have cold or flu-like symptoms, or have been near someone who is sick, please do not enter. Thank you for helping keep our patients and staff site.” In addition, there is a checkpoint where people are screened as they enter the building.
- Users (students, instructors, residents) receive the DHCC Guidelines with the following instructions:
 - Monitor your health status. Before leaving your home to participate in academic activities, complete the [BC COVID-19 Symptom Self-Assessment Tool](#), and follow the direction provided.
 - Do not use an academic learning space or workspace if you are ill, have flu like symptoms or have a fever or cough, and contact your manager, instructor, or program staff as soon as possible. If you are experiencing any symptoms of COVID-19, you must self-isolate.
 - Contact tracing will be done by the Provincial Public Health Authority.

18. Prohibited Worker Tracking

Describe how you will track and communicate with workers who meet categories above for worker screenings

- N/A (all library employees are working from home)

Section #4 – Engineering Controls



<p>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</p> <ul style="list-style-type: none"> ● Custodial staff wipe down tables and study carrels in the BMB Library every evening as per section 7.4 “Sanitizing surfaces” in the Faculty of Medicine Guidelines for the Resumption of Activities at the Gordon and Leslie Diamond Health Care Centre (DHCC). ● Signage will be posted to remind medical students to wash their hands. ● Hand hygiene locations at DHCC are located: <ul style="list-style-type: none"> ○ Main entrances to buildings and by the elevators ○ Hand washing with soap and water can be practiced in washrooms.
<p>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 risk of transmission, such as coffee makers, kettles, shared dishes and utensils</p> <ul style="list-style-type: none"> ● A scanner and keyboards for 12 public computer workstations have been temporarily removed as Custodial staff will not clean equipment, and students have their own laptops. ● Chairs were removed to limit seating.
<p>21. Partitions or Plexiglass installation Describe any inclusion of physical barriers to be used at public-facing or point-of-service areas</p> <ul style="list-style-type: none"> ● N/A (all library employees are working from home)

Section #5 – Administrative Controls

<p>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</p> <ul style="list-style-type: none"> ● N/A (all library employees are working from home)
<p>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</p> <ul style="list-style-type: none"> ● N/A (all library employees are working from home)



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)

All signage is included in the Appendix.

- Signage at entry:
 - Occupancy limit of 25 people in Library space.
 - Signage indicating that study space is available to key card holders but there are no library services, including scanning, printing and photocopying. Sign will include URL to safety plan and contact email for Sally Taylor and Dean Giustini.
 - [“Wash your hands”](#) from [Safety & Risk Services COVID-19 website](#)
- Signage on carrels: [“occupancy limit: 1 poster”](#) from [Safety & Risk Services COVID-19 website](#)
- Green floor decals marking where individuals can sit.

25. Emergency Procedures

Recognizing limitations on staffing that may affect 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

- N/A (all library employees are working from home)
- In the event of an emergency, standard emergency procedures are to be followed, while adhering, as best as possible, to physical distancing practices. See: DHCC Fire Safety plan (soon to be inserted into the [Faculty of Medicine Guidelines for the Resumption of Activities at the Gordon and Leslie Diamond Health Care Centre \(DHCC\)](#)).
- If learners accessing the space have queries related to COVID-19 incidents, contact [FoM Health & Safety](#).

26. Monitoring/Updating COVID-19 Safety Plan

Describe how monitor your workplace and update your plans as needed; detail how employees can raise safety concerns (e.g. via the JOHSC or Supervisor) - plan must remain valid and updated for next 12-18 months

- After it is approved, the plan will be reviewed by Aleteia Greenwood and Sally Taylor on a monthly basis for up to 12 months.
- If the plan is updated, it will follow the same review process, and the updated version will be posted on the BMB Library website.

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 (all library employees are working from home)

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

- N/A (all library employees are working from home)

Section #7 - Acknowledgement

29. Acknowledgement

Plan must demonstrate approval by 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 I have read this Safety Plan and it 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) Susan Parker
Title University Librarian

Faculty and Staff Occupying Workspace

Name	Email	Confirmation of Understanding
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>



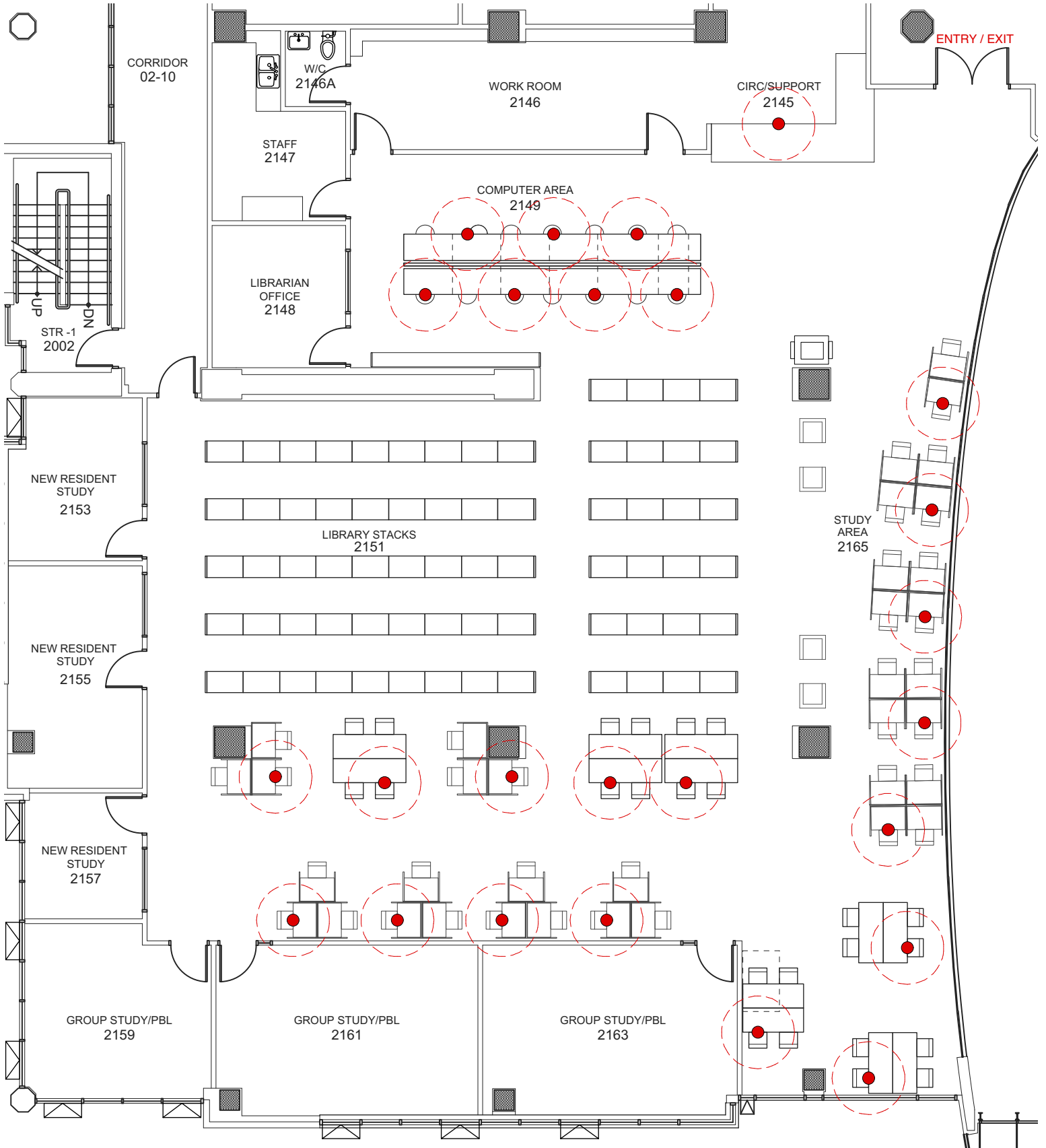
Appendix

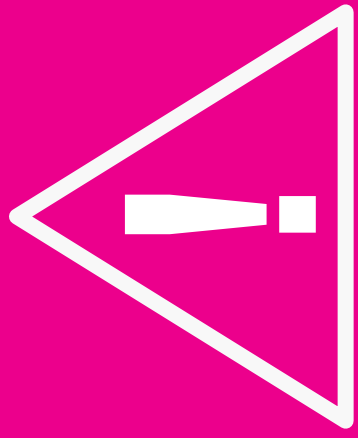
Contains:

- BMB Library floor plan with physical distance spacing (dated July 29)
- Signage with occupancy limit for entry.
- Signage regarding use of library space with URL for safety plan and contact emails for Dean Giustini and Sally Taylor.
- Signage on door to “wash hands” from [Safety & Risk Services COVID-19 website](#)
- Signage on carrels: “occupancy limit: 1 poster” from [Safety & Risk Services COVID-19 website](#)
- Green 6” floor decals marking where individuals can sit.



UBC BMB Library
VGH Diamond Health Care Centre
ID - Facilities Planning
Carrel Count: September 06 2017





PHYSICAL DISTANCING

Help prevent the spread of COVID-19
Occupancy limit in UBC Library
Space only: 25 people

In order to reduce risk of exposure to the virus that causes COVID-19, we are limiting the number of people in this space.



NOTICE TO USERS

Library spaces are available to key card holders only.

All in-person BMB Library services, including scanning, printing, copying, are temporarily suspended.

For remote support with library research, please contact Dean Giustini, UBC Biomedical Librarian at Dean.Giustini@ubc.ca

Remember to adhere to posted occupancy limits and maintain a 2-metre distance from others.

BMB Library Covid Safety Plan is available at: <https://woodward.library.ubc.ca/services-at-hospitals/bmb/>

For questions, please contact Sally Taylor, Interim Head, Woodward Library and BMB Library at sally.taylor@ubc.ca





Wash your hands

This area is cleaned at least once every 24 hours, but is used by many people.

Wash your hands or sanitize frequently as you move around campus to reduce the risk of COVID-19 transmission.



Occupancy limit: **1 person**

In order to reduce risk of exposure to the virus that causes COVID-19,
we are limiting the number of people in this space.



Green 6" floor decals marking where individuals can sit.
<https://www.creativesafetysupply.com/smart-stripe-dots/>

sm@rt stripe tape

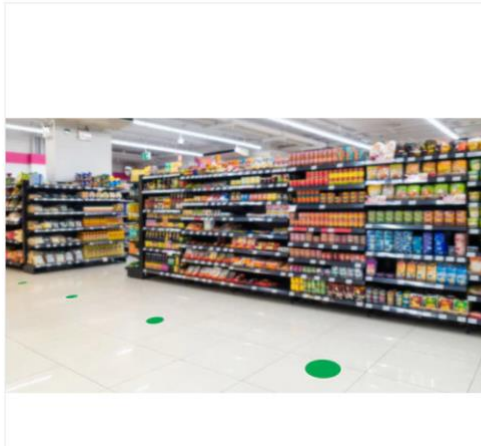
Tapes

Shapes

Floor Tape Finder

Get free samples

Home > Floor Marking Tape > Smart Stripe Tape > Smart Stripe Dots



Smart Stripe Dots

Smart Stripe

★★★★★ (1 review) [Write a Review](#)

\$25.00

SKU: SSD305

Color:

Green

Size:

3.5" Diameter (50 Pack)

Quantity:

- 2 +