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/

<table>
<thead>
<tr>
<th>Department / Faculty</th>
<th>Walter C. Koerner Library,</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Location</td>
<td></td>
</tr>
<tr>
<td>Proposed Re-opening Date</td>
<td>August 10</td>
</tr>
<tr>
<td>Workspace Location</td>
<td>Room 202</td>
</tr>
</tbody>
</table>

Introduction to Your Operation

1. Scope and Rationale for Opening

We are requesting to re-open the Research Data Centre with limited capacity as soon as possible. The RDC provides access to restricted Statistics Canada datasets in a secure facility. There is no way to access these datasets outside an RDC, and they are crucial to the ongoing research of many UBC faculty and students. Students are facing delayed graduation because they cannot complete their MA and PhD research without access to the RDC.

The UBC RDC normally has capacity for 10 users* at individual workstations. To adhere to new spacing requirements, we will restrict access to three users and one staff member at a time. The RDC usually operates on a walk-in and reservation basis. We will move to a reservation-only system, with users able to reserve three-hour blocks. This will enable contact tracing for all users and ensure exposure to other users is minimized.

This draft plan will be vetted and approved by the UBC library and is a child plan under the VPRI.

*Note: in this document, “users” refers to researchers and students using the RDC facility.

Section #1 – Regulatory Context

2. Federal Guidance


3. Provincial and Sector-Specific Guidance

- BC’s Restart Plan: “Next Steps to move BC through the pandemic”

4. Worksafe BC Guidance

- COVID-19 and returning to safe operation – Phase 2
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

- Users will be at workstations at least two metres from one another. They will be in the RDC with other users (maintaining 2 M distance) for a maximum of three hours at a time.
- The staff member works in a separate office. The door to this office will be closed unless a researcher needs to consult with the staff member. In that case, the user and staff will remain 2 metres from one another. A notice will be placed on the closed door to the staff office to knock and then step back to maintain 2 metre distance.
- Users will need to walk past workstations when they enter or leave the lab. They will not come within 2 metres of one another for this passage.
- There are no areas in the lab where people congregate, nor do they typically speak to one another.
- No jobs require close proximity
- Users only come into contact with a single workstation during their work. This includes a desk and computer (keyboard, mice, monitors). Users will sanitize their workstations before use. There will be signs posted to remind users of this responsibility. Lysol wipes and hand sanitizers will be placed at each active workstation.
• Arts ISIT staff provide maintenance support to the RDC lab. One designated staff member provides maintenance. On rare occasions when particularly difficult problems arise additional Arts ISIT staff members may be called in to help. Arts ISIT will have their own safety working procedures in place and all COVID-19 safety measures, including safe distancing of 2 M, will be maintained at all times.

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)

• Normal occupancy is 1-12 (max 10 users and 2 staff).
• COVID-19 safety plan occupancy will be a maximum of 4 (3 users and/or Arts ISIT maintenance staff and one Statistics Canada employee).

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 designed in consultation (zoom meetings and email correspondence) with the Statistics Canada Regional Manager, Darren Lauzon, who supervises the Statistics Canada analysts who staff the centre, the front-line staff (Statistics Canada analysts) in the RDCs, and Aleteia Greenwood, Associate University Librarian, Library Administration.
• Statistics Canada has met regularly with staff to determine concerns and include them in planning considerations. Staff were actively engaged by working directly with their manager in determining distancing options within the lab. Staff also met with their supervisor and our health and safety representative to address questions and concerns.
• The plan will be posted on the UBC RDC website (https://rdcweb.arts.ubc.ca/) and a hardcopy will be posted on a bulletin board in the RDC.

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

• The RDC is staffed by Statistics Canada employees. They are not UBC employees. The Statistics Canada Regional manager who supervises staff has regular meetings with his management team where current information is communicated. Reopening plans are reviewed and signed off by the senior manager (Director General level) responsible for health and safety before staff are permitted into the work site.
• Arts ISIT staff provide maintenance services to the RDC. Gary Chan, the Arts ISIT Manager in charge of Arts ISIT staff who maintain the RDC has been provided a copy of the safety plan to review and will communicate its protocols to Arts ISIT staff who provide support to the RDC.

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 plan will be posted on the UBC RDC website (https://rdcweb.arts.ubc.ca/) and a hardcopy will be posted on a bulletin board in the RDC.

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

- Working from home is not feasible as Statistics Canada does not allow the datasets in the RDC to be accessed outside RDCs.

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

- Only one Statistics Canada staff member will be in the RDC at a time.
- Users will be restricted to maximum 3 hour shifts blocks (9-9:50; 10-12:50; 1-3:50; 4-4:45), with a maximum of three blocks per week to minimize exposure to others.
- If/when Arts ISIT staff need to enter the RDC to maintain lab equipment, lab capacity will be reduced by the same number of users as Arts ISIT staff to ensure physical distancing can be maintained.
- It is not feasible to group users given the variable nature of their schedules and fluctuations in their need for time in the RDC.

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

- See attached diagrams.

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

- Work stations with at least 2 metre separation have been identified for use.
- No workstations within 2 metres of path from lab entrance will be used.
- Users or Arts ISIT support staff needing to engage with staff will knock on staff door then step back to maintain 2 metre distance. Handoff of papers or other items will not be direct – items will be left by one person and then picked up by the other.
- Common phone will be removed. Statistics Canada is seeking an exemption to allow the use of cell phones for users to contact team members outside the centre in order to discuss work on their projects. This is a departure from normal risk management practices to minimize high-concentration touch points.
### 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 household or as medically advised

- We will post the WorkSafeBC signage below at the entry door for users and staff. The RDC staff will verbally check with users and Arts ISIT support staff that they pass the entry check before allowing entry.
- WorksafeBC: Entry Check for Workers
- WorksafeBC: Entry Check for Visitors

### 18. Prohibited Worker Tracking

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

- Any issues arising with Statistics Canada staff who are unable to report to work will be handled by Statistics Canada and Provincial regulations will be followed. University authorities will be contacted if contact tracing is necessary.
- Any users turned away will be recorded by Statistics Canada staff and the Academic Director notified.
- Staff or users exhibiting symptoms of COVID-19 must follow the instructions provided in the BC COVID-19 Symptom Self-Assessment Tool. They will be encouraged to call the 811 health line if they have questions.

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## 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

- Workstations (desk surfaces, chair armrests and adjustments, keyboards, monitors, mice) will be sanitized with disinfectant wipes by users before use. Lysol wipes will be provided at each workstation.
- Hand sanitizer will be provided inside the front door to the lab and at active workstations.

### 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
• The shared phone in the lab will be removed.
• Shared workstations will be disinfected between users

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
• Statistics Canada staff will have an opportunity to meet one on one via phone or videoconference with their Statistics Canada supervisor and the Academic Director of the RDC to review the safety plan and protocols and express any concerns.
• Statistics Canada staff will have opportunity to review the plan and have already provided input. Staff will be in frequent contact with their manager to report concerns or raise suggestions for improving provisions.
• Users will be emailed the safety plan prior to the RDC re-opening and will have the opportunity to express any concerns to the Academic Director via email or phone/videoconference.

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
• RDC staff must successfully complete the Preventing COVID-19 Infection in the Workplace online training before accessing the RDC. They must submit a certificate of completion to the BCIRDC Academic Director, Sylvia Fuller.
• All users accessing the RDC will be notified that they must successfully complete the Preventing COVID-19 Infection in the Workplace online training. They must submit a certificate of completion to the RDC staff. They will not be granted access to the RDC without evidence of completion.

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)
• UBC signage (https://srs.ubc.ca/covid-19/safety-planning/communications-resources/) will be placed on closed workstations to indicate that they should not be used.
• The “cover your cough” poster from UBC signage will be posted in a visible location in the RDC.
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

- Emergency procedures will follow the Koerner Building Emergency Response Plan.
- The BERP will include the UBC BERP Amendment - [https://riskmanagement.sites.olt.ubc.ca/files/2020/06/BERP-Amendment-June-2020.pdf](https://riskmanagement.sites.olt.ubc.ca/files/2020/06/BERP-Amendment-June-2020.pdf)
- Individuals presenting COVID-19-like symptoms will be directed to call UBC First Aid at 2-4444 and use the [BC Self Assessment tool](https://bc.ca.vaccine.gov/)
- Suspected or confirmed positive incidents will be reported to the Academic Director and Statistics Canada Regional Manager. The Academic Director will email ready.ubc@ubc.ca for guidance.

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

- The safety plan will be reviewed and updated when there is a change in provincial phase.
- Statistics Canada staff will be directed to raise safety concerns to the Academic Director of the RDC and their Statistics Canada Regional Manager.
- Arts ISIT support staff will be directed to raise safety concerns to their manager.
- Users will be directed to raise safety concerns with the Academic Director of the RDC
- The [Library Services JOHSC](https://library.ubc.ca/johsc) will be made aware of this plan and provide recommendations within 30 days of plan approval.

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

- There have been no staff changes or changes in worker roles since closure.

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

- PPE is not required for this type of work. However, users and staff will be welcome to wear masks while in the RDC. Statistics Canada will supply masks for staff who choose to wear them. Users who choose to wear masks will supply their own.
- Users will be notified via email that masks are a choice in the RDC and that they are welcome to use them, but that wearing a mask does not override physical distancing and other safety measures. This email communication will include the link to UBC’s webpage on the use of non-

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 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: 2020-07-23
Name (Manager or Supervisor): Sylvia Fuller
Title: Academic Director

Faculty and Staff Occupying Workspace

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Confirmation of Understanding</th>
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<tbody>
<tr>
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☐
Active workstations (available during RDC operating hours) are coloured in **green**. Workstations that are only available for running long programs after-hours are coloured in **yellow**. Inactive workstations are coloured in **red**. **Orange** arrows indicate traffic flow through the RDC. Please refer to the legend at the end of the document for the rest of the coding.
## RDC Floor Plan Legend

<table>
<thead>
<tr>
<th>Symbols</th>
<th>Description</th>
<th>Symbols</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wall</td>
<td>Wall</td>
<td>Sliding door</td>
<td></td>
</tr>
<tr>
<td>Pillar</td>
<td>Pillar</td>
<td>Lockers</td>
<td></td>
</tr>
<tr>
<td>Door</td>
<td>Door</td>
<td>Emergency exit</td>
<td></td>
</tr>
<tr>
<td>Filing cabinet/Shelves</td>
<td>Filing cabinet/Shelves</td>
<td>Lounge chair</td>
<td></td>
</tr>
<tr>
<td>Analyst desk</td>
<td>Analyst desk</td>
<td>Empty desk and chair (i.e. with no computer)</td>
<td></td>
</tr>
<tr>
<td>Active researcher workstation (green) and chair (blue)</td>
<td>Active researcher workstation (green) and chair (blue)</td>
<td>Active researcher workstation (yellow) and chair (blue)</td>
<td>for running long programs</td>
</tr>
<tr>
<td>Partitions</td>
<td>Partitions</td>
<td>Inactive researcher workstation (red) and chair (blue)</td>
<td></td>
</tr>
<tr>
<td>Coat rack</td>
<td>Coat rack</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wardrobe</td>
<td>Wardrobe</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Window</td>
<td>Window</td>
<td></td>
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</tr>
</tbody>
</table>

**CAM** Camera location  
**PCAM** Proposed camera location  
**KP** Alarm key pad  
**MD** Motion detector  
**CR** Card reader
Users will exit from E1

Washroom for RDC users

DENOTES LAST REVISION

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