COVID-19 Workplace Safety Plan – Unit Level

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>Cognitive Systems Program (COGS) / Faculty of Arts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Location</td>
<td>See Appendix A for all buildings</td>
</tr>
<tr>
<td>Proposed Re-opening Date</td>
<td>August 31, 2020</td>
</tr>
<tr>
<td>Workspace Location</td>
<td>See Appendix B for floorplans of all workspaces</td>
</tr>
</tbody>
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Introduction to Your Operation

1. Scope and Rationale for Opening

Research within the Cognitive Systems Program requires access to research materials that can only be accessed at UBC. During the COVID-19 shutdown, such research has been adversely affected, delaying graduation times, grant-mandated project completion, and career progression. Thus, it is essential that the Cognitive Systems Program open to restart the research mission.

This plan proposes to open the following buildings and workspaces (Iona B155). All of these workspaces are necessary to conduct on-site research, including the research activities of the programme’s Chair.

To maintain the UBC Research Resumption Committee-mandated cap of 33% (or 1/3) normal occupancy in accordance with Stage 1 of the Research Resumption planning, the services within each building and facility will be staffed at reduced levels. A maximum of two people (the Chair and a Postdoctoral Fellow supervised by the Chair) will have access to the space.

Starting this August, all faculty, staff, and research personnel who can work off campus must continue to do so in Stage 1. This arrangement will still hold (the Program Coordinator will continue to work from home, and may stop by Iona B154 for 15 minutes for a pick up or drop off) during Stage 2. Stage 3 is 100% return to work. At the moment, the timing of these stages is fluid and will align with provincial guidance.

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”
- Provincial post-secondary education/institution resources studying during covid-19
4. Worksafe BC Guidance

- 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
- WorkSafeBC Protocol: Offices (New)
- WorkSafeBC Protocols: Post-Secondary Education (New)

5. UBC Guidance

- COVID-19 Campus Rules (New)
- Guidelines for Preparing for Reoccupancy (New)
- Guidelines for Safe Washroom Reoccupancy (New)
- Space Analysis and Reoccupancy Planning Tool (New)
- UBC Employee COVID-19 PPE Guidance
- UBC SRS covid-19 Site
- UBC SRS Meetings and Training Guidance
- UBC PPE & Ordering Critical Supplies
- UBC SRS Planning Communications Resources - Signage
- Workplace Physical distancing Planning Tool and Signage Kit (New)
- UBC Building Operations Custodial Considerations
- UBC OK Guidance Supplementary Cleaning.pdf
- UBC Cleaning Standards & Recommendations for Supplementary Cleaning [PDF]
- UBC Preventing the Spread of COVID-19 ONLINE TRAINING
- UBC Classroom Safety Planning (New)
- UBC Teaching & Learning Spaces Safety Plan
- UBC Student Resources Site – COVID-19
- Ready UBC

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.
COGS has conducted a risk assessment using the following approach to determine activity level risk by identifying both the Department’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)?
   Pre-mitigation: Close/brief contact in room B155 (the Chair’s office). Close/brief contact in room B152 (the TA office) only during fall and spring terms. Close/prolonged contact in room B154 (the Program Coordinator’s Office, since traditionally students visit for advising appointments, and appointments last from 30-mins to 1 hour). Ranging from close-distant/brief-prolonged contact for B150A (the Cognitive Systems Society Lounge area); approximately 10 students are in the room for weekly meetings during the fall and spring terms, and 30-50 students in the room for events (but this will not occur any time soon since undergraduate students are not returning to campus yet).

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. With no students entering the COGS area (since students at large are not coming back to campus any time soon), the maximum number of people who would be regularly on site is one (the Chair), as the Chair conducts research. (The Program Coordinator will continue to work from home until Stage 3.)

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.

- No job tasks require congregation or people coming into close proximity (advising is done over email and appointments will be held virtually until further notice).
- General High-touch surfaces and areas will be regularly cleaned by UBC Custodial staff, and also by occupants after using said surfaces.
- See: http://buildingoperations.ubc.ca/2020/05/25/custodial-services-keeping-your-facility-clean-and-sanitized/
- Any COGS-specific equipment, tools, or machinery will be cleaned by individual users after each use.
- See: UBC Cleaning Standards & Recommendations for Supplementary
- Offices (B154, B155) – Users will clean personal offices high touch points before and after use and maintain physical distancing measures of one person per room.
- COGS Common Room (B150A) – During Stage 1 of the Resumption of Research process, all common rooms will remain closed.
- COGS Lab (B151) – During Stages 1 and 2 of the Resumption of Research process, the lab will remain closed.
- COGS Kitchen (B153) – During Stages 1 and 2, the kitchen will remain closed.

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)

We are maintaining the number of people in the COGS area to **three maximum** (1. Chair, 2. Postdoctoral Fellow, 3. Program Coordinator (only for pick-up/drop-offs)).

Each office will be occupied by one user only (staff/faculty) at a time. Shared spaces may have additional occupants only if physical distancing of 2 metres radius between work stations can be maintained at all times, or there are adequate physical barriers separating workstations, and ‘pinch points’ in common spaces will not be overburdened.

**Normal Operations:**
- H - COGS common area (B150A) : 20 persons
- H - COGS lab area (B151) : 25 persons
- H - COGS kitchen (B153) : 4 persons
- H - COGS TA office (B152) : 1-3 persons
- H - COGS Chair office (B155) : 1 person
- H - COGS Program Coordinator office (B154) : 1 person

**COVID-19 Measures Limited Operations:**
- L - COGS common area (B150A) : 2 persons maximum (to ensure the Chair and Postdoctoral Fellow can meet while maintaining >2 meters of physical distance)
• **L - COGS lab area (B151): CLOSED** (unless Chair or Program Coordinator needs to drop off or pick up something)
• **L - COGS kitchen (B153): CLOSED**
• **L - COGS TA office (B152): 1 person (to be occupied by the Postdoctoral Fellow)**
• **L - COGS Chair office (B155): 1 person (Occupied by the Chair)**
• **L - COGS Program Coordinator office (B154): CLOSED**

***See attached floorplans for proposed COVID-19 density and directions on proposed flow through.***

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

- COGS is comprised of two workers: the **Chair** and the **Program Coordinator**. The Chair and the Program Coordinator have co-created this plan based on the template provided by the Dean of Arts Office. This plan will be reviewed by the Faculty Operations in Arts, the **Vancouver School of Economics**, and the **Iona House**, and will be communicated to the Postdoctoral Fellow.
- Formal JOHSC review of this Safety Plan will occur within 30 days of research resumption activities.
- Expectations of workers is outlined in Appendix C and has been emphasized during the communication of this safety plan.

10. **Risk Level Determination (H/M/L)**
Identify the COVID-19 risk category (High / Medium / Low) pre-mitigations for your operation using the BC COVID-19 Go Forward Management Strategy Risk Matrix

- Based on the measures outlined in this plan, the Program’s operations are considered to be low risk, post mitigation. The measures outlined in this plan will be evaluated through feedback from users and assessed by staff, then adjusted as necessary.

11. **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

All Supervisors have been informed on appropriate Workplace Health measures and supports for staff mental and physical health, to be made available as they return to campus. Check in’s and supports will also be made available via the following channels:

- Weekly staff meetings
- email broadcasts
- One-on-one meetings with direct supervisors
- JOHSC Meetings & Communications

Supervisors are encouraged to disseminate information from [UBC Wellbeing](https://wellbeing.ubc.ca) and [UBC Occupational Preventative Health](https://occupationalhealth.ubc.ca/preventative-health).

12. **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

This plan will be posted to the following: the FoA JOHSC website, and Departmental website. Additionally, hardcopies will be posted on Health and Safety boards and in the main departmental
office. An alert noting the plan availability and link to this final posting will be included on the main sites of the COGS Program and the Faculty of Arts.

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. See: BCCDC BC Centre for Disease Control: COVID-19 symptoms
- All staff are aware that they must maintain a physical distance of at least 2 meters from each other at all times. See: UBC PHYSICAL DISTANCE GUIDANCE
- 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. During periods where supervisors are off-site, a designate supervisor must be appointed. All workers must be aware of who their supervisor is and all designates must be aware of all their supervisory responsibilities (e.g. in the case of emergencies, CAIRS, etc.)
- Occupants will be made familiar with the information and resources on the UBC SRS working safely on campus site.
- 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 UBC SRS non-medical mask limitations page for further information.
13. Work from Home/Remote Work

Detail how/which workers can/will continue to work from home (WFH); this is required where it is feasible

- Most faculty and staff in Stage 1 (33%) will continue to work from home wherever possible, most of the time. In Stage 2 (67%) most faculty, staff and any students that are participating in classes will also continue to work/learn remotely.

- Exceptions that will be considered and thoroughly reviewed with individual safety plans:
  1) Academic/Research resumption: Preparing and recording lectures, labs (instructional and research). Services that directly support the resumption of research, teaching and learning
  2) Approved F2F teaching: Classes where on campus instruction is determined essential
  3) Some public venues and revenue generating units: Museums, Performing Arts Spaces (theatres) and Art Galleries.
  4) Administrative units: Administrative offices

- Health and safety must be considered for employees working from home, including resources for ergonomic health and general wellbeing.

- **Resources for Supervisors** will include:
  - General Wellbeing resources
    - UBC Wellbeing campaigns and initiatives - Thrive
  - Ergonomics for home guide
    - Ergonomics-for-Home-Offices.-Supervisor-Guide.pdf

- **Resources for staff working from home** will include:
  - Working from Home – Set Up Guide
    - UBC HR Wellbeing Working From Home Temporary Set up.pdf
  - Fitting in Movement – Guide
    - UBC HR Wellbeing Fitting in Movement.pdf

- Some Faculty and staff (Dr. Aaron Henry, Postdoctoral Fellow, Philosophy) have been approved for occasional access to their individual offices opened during stage one to carry out necessary research and teaching activities on campus. They will have access, **Monday to Friday, 8:00 am to 6:00 pm.**

- Moving forward, the Head can approve of more requests for office use so long as physical distancing of 2 metres can be achieved and is managed by the hierarchy of controls, and safety plans should be updated as required. Ongoing and additional approved occupants lists and floor plans require to be forwarded to the Faculty of Arts Safety Plan Team for record keeping:
  - Brett Eaton brett.eaton@ubc.ca
  - Gerald Vanderwoude Gerald.Vanderwoude@ubc.ca
  - Ana Policzer ana.policzer@ubc.ca
  - Nick Smolinski nick.smolinski@ubc.ca
• Some teaching-stream faculty and research-stream faculty who are teaching during Stage 1 (33%) and stage 2 (67%) for whom conditions make it impossible to provide classes from home will be permitted to use their office for lectures, so long as the occupant caps are observed and all safety protocols are observed.

• Teaching-stream faculty or research-stream faculty who require access to on-campus space to prepare materials for the fall (e.g., making videos for online course production) will also be accommodated by the Head where possible.

• In-person group meetings, events or lectures will not be organized in Stage 1. Stage 2 will maintain online meeting protocol where ever possible. Exception to this guidance occurs where an in-person meeting is determined to be operationally essential and would require appropriate precautions and a space that can accommodate a minimum of 2 m or 6 ft. distance between participants.

• See: UBC SRS Meetings and Training Guidance

• Where exemptions have been given for a faculty member to access his or her office, they must not have guests in the office during Stage 1. In Stage 2 a safe distance of 2m must maintained at all times.

14. Work Schedule Changes/Creation of Work Pods or Crews or Cohorts
For those required or 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 at any given time at UBC; describe how you may group employees semi-permanently to limit exposure to specialized workers, if applicable

• Staff will only return to designated facilities to carry out work they are unable to do from home.

• Access to any workspace in COGS will be restricted to **8:00 am to 6:00 pm, Monday to Friday**, to ensure custodial worker crew scheduling and access to sanitise facilities freely without added risk of contacting any COGS staff or faculty.

• All workers returning to campus are based in individual offices that possess adequate engineering controls to considerably limit contact intensity. (See Appendix B).

• Any worker who is alone in the building will follow the work alone policy of the department through established remote monitoring and check-in procedures at the beginning, during and end of each shift. (See Appendix F)
  o Basic check in procedure (via email) for office based, low risk level of work:
    Informing in advance
    Start of shift
    Every 2 hours
    End of shift
  o See: UBC SRS Work Alone Page

15. Spatial Analysis: Occupancy limits, floor space, and traffic flows

Using UBC building keyplans, we have detailed the following attached floorplans** with:
1) Entry and Exit points (It is recommended that separate doorways are used to avoid congestion) 
2) Illustrated directional traffic flows. 
3) An illustrated 2-metre radius circle around stationary workspaces where occupants are confirmed 
4) Elevators and Washrooms that will be used. 
5) Additional information including hand sanitizing stations should be posted at entrances, exits, 
elevators and at individual offices. 
**See attached floorplans in Appendix B 

Office Considerations at the Unit Level: 

Laboratory or office occupancy parameters (i.e. description): 
- COGS Chair office (B155): 1 person (occupied by Chair) 
- COGS TA office (B152): 1 person (occupied by Postdoctoral Fellow) 
- COGS Program Coordinator office (B154): CLOSED, but 1 person (Program Coordinator) will be 
in the room if she needs to pick something up or drop something off. 

Occupancy limits will also be posted on the door of each room by August 31. 

Building/Facility Considerations 

Common areas (lunchrooms, lounges, study space, admin, teaching spaces, bathrooms, elevators) 
- All accessible rooms will be sign-posted with the maximum occupancy based on available floor 
space to allow for 2m physical distancing (but common rooms in the COGS area will not be 
open during Stage 2) 
- Identify stairwells marked for ascending or descending between floors (of course this will not 
apply in an emergency, such as a fire): ST 1 (entry), ST 12 (exit) 
- Elevators should only be used for heavy loads and accessibility needs; limited to either 1 or 2 
occupants, based on elevator size, with appropriate signage. Place UBC supplied floor tape or 
UBC supplied floor decals on the ground to indicate where workers should stand while lining 
up to enter the elevator 
- Place tape or markings on the ground to indicate where workers should stand while lining up 
to enter the elevator. Ensure adequate space is provided for those exiting the elevator 
- When common office machines are used (e.g., copier, scanner) they must be wiped down by 
the user with disinfectant prior to and following use. 
- See: UBC Cleaning Standards & Recommendations for Supplementary Cleaning [PDF] 
- Washrooms will be single-person only in stage 1 and can increase to additional occupants if 2 
m safe distance can be accommodated. 

Points of Access to Building and Access Control 
- Access to the Iona Building is provided using key cards and the buildings will remain locked 
during Stages 1 and 2. 
- Since COGS intends to have very few people (ranging from 1-2 people) in the area at a time, 
doors will not be propped open for increased security.
Undergraduate / Graduate Learning and Teaching Spaces

- Classrooms and meeting rooms that are bookable within units will be closed off (via a key card lock) for Stages 1 and 2.

Anticipated Start-Up and Building/Facility Maintenance Issues Arising

- The Iona building was not open during the research curtailment. It must be cleared by UBC Facilities in anticipation for greater building occupancy with regards to water line flushing and other required services.

Signage and Directional Guides

- Elevators (maximum of either 1 or 2 occupants, based on elevator size)
- Stairwells that are busy or very tight (for directionality)
- Physical distancing signage must be posted at entrances and/or hallways
- Narrow hallways and halls that do not allow for 2 metres distancing can be designated to one way or can be two-way with appropriate signage on the floor and at eye level. Right of Way must be observed, meaning be respectful to those already moving in the hallway before proceeding.
- A Worker Entry Check sign will be posted at every entrance that describes the symptoms of COVID-19 and other self-declaration items, and prohibits entry for any personnel that may meet one of the three criteria. Worksafe: Entry Check for Workers or UBC’s Entry Check for Workers
- Post signage within the units to inform everyone of the measures in place

Hand Sanitizer Stations

- Hand washing/sanitizing stations will be placed inside of building entrances (B150:1).
- Hand sanitizers should be considered near the entrance to all shared labs/multi-user facilities (to be provided by PI or facility manager), subject to availability.
- Hand sanitizing stations should be considered at locations where propping the doors interferes with a building’s airflow/temp stability subject to availability.
- Contact Unit Administrator if the supply needs topping up.

Offices

- Single occupancy office space is to be used only in the case of special exemptions awarded by the Chair. These are exclusively for very special situations.
- Temporary short access to the office by the Program Coordinator (e.g. 10 minutes for grabbing or filing a document) will be provided by the Chair’s approval on a case-by-case basis.
- B152 will not be used in Stages 1 and 2 except where special exemptions are awarded by the Chair (Approved occupants: Dr. Aaron Henry, Postdoctoral Fellow, Philosophy).

Shared Facilities (e.g., BGMX Lab, Shops)

- The only shared facilities COGS has (during Stages 1 and 2) are the kitchen B153 and the washroom (B156). The kitchen will remain closed during Stage 2. The washroom has a single person occupancy.
16. 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

Common Physical Distancing Protocols (Everyone)
- Physical distancing is required at all times with research personnel spaced by at least 2 m. Where physical distancing is not possible, then UBC guidelines for these situations should be followed - . See: [UBC SRS PHYSICAL DISTANCE GUIDANCE](#)
- No unnecessary visitors are permitted in the buildings during Stage 1 or Stage 2, including relatives (e.g., parents, children), friends of faculty. Exceptions include: couriers, industry representatives dropping off samples for analysis, other researchers on campus accessing equipment
- All elevators are limited to either 1 or 2 occupants, based on elevator size.
- When stairwells are not sufficiently wide to allow for cross-directional traffic with appropriate physical distancing, can be marked as single-direction. Follow directions in buildings. Right of Way must be observed, meaning be respectful to those already moving in the hallway before proceeding.
- Do not congregate in common areas. Minimize social interactions in the building. Maintain physical distance of a minimum of 2 meters at all times.
- **Use of non-medical masks or other safety devices** is guided by BC Health guidelines. Medical masks are not currently required unless the particular task required them pre-COVID. Personnel who choose to wear masks **must** still comply with physical distancing requirements. Those who wear masks must wash and dispose of them properly. Use of other PPE, such as lab coats and eye protection, should follow UBC ‘Safety and Risk Services’ (SRS) Guidelines, linked here [UBC PPE GUIDANCE](#)
- No in-person group meetings, social events, lectures or other gatherings shall take place until further notice.

Offices
- Office use (B154, B152) is by permission from Chair only.
- People in common areas must also adhere to physical distancing.
- Temporary short access to the office by the Program Coordinator (e.g. 10 minutes for grabbing or filing a document) will be provided by the Chair’s approval on a case-by-case basis.

Shared Facilities / Shops / Stores / etc.
- Shared facilities must restrict the number of personnel in the facility at a time. Facility managers are responsible for developing a safe physical distancing practice; this may include adding scheduling for services and access to equipment. The maximum occupancy of each lab must be posted on the door. During Stage 2, the maximum occupancy of each room will remain 1.
Administration Spaces

- COGS does not have a front office; the office that is most “front-facing” is B154. The Program Coordinator will continue to work from home through Stage 2 (unless stopping by for a quick pick up or drop off) so B154 will be closed.

Common Spaces / Hallways / Washrooms / etc.

- Use of common rooms (e.g., locally-assigned classrooms and meeting rooms, social spaces, lunch rooms) should be controlled carefully by departments. Remove chairs from common rooms to limit the number of people who can sit in accordance with 2 m physical distancing standards.
- Units requiring the use of common rooms, lounges & kitchens must carefully detail how they will ensure areas will be kept hygienic, occupancy limits will be adhered to, and will ensure handwashing/sanitization signage is posted. Users will need to be notified of who to go to for additional cleaning supplies. Areas that cannot be maintained will be closed.
- Department-bookable classrooms should be blocked off from access for Stage 1 unless there is a need to keep them open.
- Spaces for eating must have signage to indicate the maximum number of people permitted at a time while maintaining physical distancing and any clean up/sanitization procedures.

17. 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. All workers will adhere to the UBC Employee COVID-19 Use of UBC Vehicles Guidance, including only one person per vehicle. (Both the Chair and Program Coordinator do not drive.)

Public Transit Considerations see: Translink Rider Guide

18. 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.

Before coming to work, all personnel must check their health status. Personnel experiencing any symptoms of COVID-19 (cough, sneezing, shortness of breath, loss of sense of smell/taste, sore throat, tiredness, fever see: BCCDC BC Centre for Disease Control: COVID -19 symptoms) must not come to work. Personnel must inform supervisor and/or Responsible Faculty Member (RFM) that they will not be attending work.

Before coming to work, all personnel must check their health status. Personnel experiencing any symptoms of COVID-19 must not come to work:

<table>
<thead>
<tr>
<th>Most common symptoms of COVID-19 include:</th>
<th>While less common, symptoms can also include:</th>
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<tbody>
<tr>
<td>Fever</td>
<td>Stuffy nose</td>
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<tr>
<td>Chills</td>
<td>Conjunctivitis (pink eye)</td>
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<tr>
<td>Cough or worsening of chronic cough</td>
<td>Dizziness, confusion</td>
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<tr>
<td>Shortness of breath</td>
<td>Abdominal pain</td>
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<tr>
<td>Sore throat</td>
<td>Skin rashes, discoloration of fingers or toes</td>
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<tr>
<td>Runny nose</td>
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<tr>
<td>Symptom</td>
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<tr>
<td>Loss of sense of smell or taste</td>
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<td>Headache</td>
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<td>Fatigue</td>
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<td>Diarrhea</td>
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<td>Loss of appetite</td>
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<tr>
<td>Nausea and vomiting</td>
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<td>Muscle aches</td>
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- Individuals displaying symptoms of COVID-19 (described above) must remain at home and isolated until they have been confirmed COVID-free by testing or have been symptom free for the length of time recommended by the BCCDC. Personnel who have been in contact with a person confirmed or presumed to have COVID-19 must also self-isolate as per provincial health guidelines. Personnel will be referred to the BC Health Self-Assessment Tool or 811 to determine if they require testing and/or medical care.
- Anyone returning from outside of Canada must follow the directions of the quarantine act, which specifies 14 days of self-isolation, regardless of whether or not they are experiencing COVID-19 symptoms. Anyone exposed to a traveler must also self-isolate for 14 days. Supervisors cannot give personnel in quarantine work that would require them to break the quarantine.
- New researchers arriving from international destinations are required to self-quarantine for 14 days prior to beginning research. Supervisors cannot give personnel in quarantine work that would require them to break the quarantine.
- Every front and back entry door will include signage for both workers and visitors/guests that prohibits entry if any of the above criteria apply. The signage will either copy, or will directly use the WorksafeBC signage, as below:
  a. [UBC Entry Check Sign](New)
  b. [Worksafe: Entry Check for Workers](New)
  c. [Worksafe: Entry Check for Visitors](New)
- Workers will be encouraged to use the [Thrive BC Self-Assessment Tool](New) to monitor themselves for symptoms of COVID19 or other concerns prior to work attendance.
- The supervisor will be responsible to ensure the workers who are ill do not return to work until they are well and cleared to do so.
- Please contact your HR Advisor or Faculty Relations Senior Manager with further questions.

19. Prohibited Worker Tracking

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

- The primary method for communication with the workers will be via e-mail; the Chair and Program Coordinator are conversing regularly and will report to each other if they are not feeling well, suspect that they were exposed to the virus, etc.
- Since the Program Coordinator does not have access to UBC PAT (personnel absence tracker) there will be a record kept on email re: the details if either the Chair or Program Coordinator meet the categories above for worker screening.
Section 4 – Engineering Controls

20. Cleaning and Hygiene
Detail your cleaning and hygiene plan, including identification for hand-washing stations and the cleaning regimen required to be completed by departmental staff for common areas/surfaces (BOPS Custodial has limitations on cleaning frequency, etc.)

- The standard UBC custodial standards will apply. Custodial crews will clean the building outside of research hours (after 6 PM).
- See: UBC Custodial Services - keeping your facility clean and sanitized page
- Supplementary Cleaning may be required: Surfaces or devices that are not part of Custodial Services procedure but require cleaning or sanitizing by occupants, users or staff between sessions. See: UBC Cleaning Standards & Recommendations for Supplementary Cleaning [PDF]
- Faculty and staff in office spaces that are typically shared will be required to wipe down surfaces before and after use with a disinfectant. Necessary training and supplies will be provided by the unit. (see link above)
- Personnel must wash their hands regularly and avoid direct contact with one another and always maintain a minimum physical distance of 2 meters
- UBC Building Operations additional online resources: http://facilities.ubc.ca/covid-19/covid-custodial-services/

21. 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

- Tools must be removed from tool cabinets with gloves on and any tool removed must be wiped down before and after it is returned.
- Cleaning schedules will be generated by designated Responsible Faculty Members or office administrators for all high-touch items, such as laboratory equipment. For all new cleaning protocols, training regarding the protocols and cleaning solutions must be provided. Any laboratory cleaning will follow the WHO guidelines for decontamination (https://www.who.int/gpsc/5may/Guide_to_Local_Production.pdf).
- See: UBC Cleaning Standards & Recommendations for Supplementary Cleaning [PDF]
- Common surfaces (e.g., solvent containers, mice on lab computers) should be wiped regularly with disinfectant. Supplies will be made available by the Program Coordinator so that this disinfection can be done by users.
- Used wipes or clean up rubbish must be appropriately deposited of in lined garbage bins in the hallway for disposal by custodial. Custodial Services will not clean/sanitize specialised equipment. This is the responsibility of the unit and users.
- All laptops brought on campus should be wiped down by its user with disinfectant upon arrival and at departure.
22. Partitions or Plexiglass Installation
Describe any inclusion of physical barriers to be used at public-facing or point-of-service areas
Physical barriers to be used at public-facing or point-of-service areas are not required for Stage 1. Any such barriers will refer to:
- worksafebc guidance - designing-effective-barriers
- UBC Building Operations cleaning, sanitization and plexi-barriers

Section 5 – Administrative Controls

23. Communication Strategy for Employees
Describe how your unit has or will communicate the risk of exposure to COVID-19 in the workplace to your employee and the safety controls in place to reduce such risk.

Dissemination of this Plan to the JOHSC
Once this plan is complete, it will be distributed to the FoA JOHSC for review. Not only will this give the worker representatives on the committee a chance to preview the document, but it will give them the opportunity to provide further suggestions for improvement.

Communication of the Plan to Employees
All COGS employees are involved in the creation of this plan (there are only two) so they know in detail about this safety plan. The Program will disseminate this unit-level plan via e-mail. On a worksite, everyone has varying levels of responsibility for workplace health and safety. You should know and understand your responsibilities — and those of others. The roles and responsibilities of the employees will also be covered (see sections below 24 and appendix C).

Communication of Worker’s Concerns
- When an employee is concerned about any of these policies, they should raise this with the ir supervisor, supervisor to investigate and fix without delay if they are able, otherwise worker can connect their LST/JOHSC representatives, Arts Leadership or UBC Safety and Risk Services for assistance.
- They may also contact their worker representative of the JOHSC to express their concerns
- They may also report concerns confidentially to Gerald Vanderwoude (Dean of Arts, Faculty Operations)
- If the above do not resolve the issue follow the standard WorkSafeBC reporting guidelines (see Right to Refuse Unsafe Work below)

24. 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
• The Preventing COVID-19 Infection in the Workplace online training course has been developed and is mandatory for all employees in the Program regardless of when they are scheduled to return to work on campus. All approved occupants and employees will send a copy of the completion certificate to the unit administrator. See link below:
  • https://wpl.ubc.ca/browse/srs/courses/wpl-srs-covid
  • ALL approved occupants and employees will receive a copy of this plan via email. A zoom meeting will be scheduled to review the content and attendance of that review/training session will be recorded. Please ensure to take the time to highlight Appendix C:

      Responsibilities.

• Additional Guidance to consider: UBC SRS Meetings and Training Guidance
• Be familiar with the UBC Covid-19 Campus Rules which are listed here: COVID-19 Campus Rules (New)

25. 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)

• COGS will utilize the signage from the Safety & Risk Services COVID-19 website, the Worksafe’s COVID-19 – Resources website, WorkSafe BC, and from Building Operations. Building Operations has also sent out approved floor tape and decals to all of the departments.

Required Signage:
• Signs that state the maximum occupancy of common rooms
• Use of tape to block-off rooms and classrooms that are off-limits
• Use of tape and floor signage to direct traffic through high flow areas
• Signs to remind people to adhere to physical distancing guidelines
• Floor signs to mark of 2 m spaces where people might line up (if needed)
• Signed Access Agreement on lab doors indicating maximum occupancy
• Checklist of items that require disinfection at the end of each shift. This should include switches, freezer / fridge handles, keyboards and mice of communal computers, cart handles, etc.

26. 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.

• Since COGS occupies the Iona Building with the Iona House and Vancouver School of Economics (VSE), and the VSE Administrator is currently updating / making a COVID-19 amendment to the BERP, COGS will adhere to the VSE BERP once it reaches completion. In the meantime, COGS has drafted a smaller-scale emergency response plan based on the BERP template (See Appendix H).
• 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 (as per the VSE BERP). They will also have access to lists of the research personnel and rooms that are occupied each day. 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.
The UBC BERP amendment June 2020 will be included:
Interim floor wardens will be trained by taking the UBC online floor warden training course:
https://srs.ubc.ca/training-and-general-education-courses/safety-programs-training/
Handling Potential COVID-19 Incidents:
Suspected positive incidents or exposure concerns are to be immediately reported to the Supervisor.
You can contact UBC Occupational First Aid 604 822 4444 for immediate assistance.
Contact Safety and Risk Services at 604-822-2029 or email ready.ubc@ubc.ca and a safety expert will provide guidance on any immediate follow-up measures.
Further COVID-19 incident reporting information can be found on the SRS responding to/reporting-covid-19-exposure site
Direct people who are unsure about what they should do to the BC Thrive Self Assessment Tool
UBC OPH (Occupational Preventative Health) Services remain available to all staff, faculty, and paid students who have questions or concerns about their health and safety in the workplace, including questions around COVID-19.

27. Monitoring/Updating COVID-19 Safety Plan
Describe 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) - plan must remain valid and updated for the next 12-18 months
Every week during UBC Stage 1 and every month during UBC Stage 2, COGS will analyze their monitoring information (e.g. sign-in records) and will update the plans as necessary. Employee feedback on this plan can be sent directly to their Supervisor, to their worker representative on the JOHSC, or confidentially to Dean of Arts Office to Gerald Vanderwoude or Nick Smolinski. For the policy on monitoring compliance, and managing non-compliance, see Appendix G.

28. 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
- The Chair and Program Coordinator (Administrator) will work closely with the Safety & Environment Advisor, Faculty of Arts to assess any risks at our facilities and propose ways to mitigate those risks. Further:
- Returning staff will be required to attend orientations and new training on procedures and protocols outlined in this Safety plan.
- Returning staff will be required to review BERPs and new protocols outlined in this Safety plan.
- As of July 2020, there were no changes in staff, worker roles, or equipment.

Section #6 – Personal Protective Equipment (PPE)

29. Personal Protective Equipment
Describe what appropriate PPE you will utilize and how you will/continue to procure the PPE
- We are not anticipating any new PPE requirements due to COVID-19
- Where COVID-19-specific PPE may be required, Responsible Faculty Member (RFM) will consult with SRS to do a PPE risk assessment in accordance with UBC guidance on COVID-19 PPE
• Please review the Procurement of Critical Supply Document for information on procurement processes
• Where an employee makes the personal choice to wear a non-medical or home made mask in the workplace they will be informed of the risks limitations associated with this kind of equipment (see: UBC Employee PPE Guidance and/or UBC working safely - non medical masks)

Section #7 - Masks (non-PPE)

29. Masks (non-PPE) (*New)
Describe your plan to inform faculty and staff on the wearing of masks (non-PPE)

• All employees, students and visitors will follow the requirements around mask-wearing described in:
• Unit Intermediate and Unit/Workspace plans will detail any further requirements for the use of non-medical masks for staff within their specific workspace(s).
• Suggested instruction for Intermediate or Unit/Workspace/Local Safety Plans: Using the COVID-19 Safety Plan Addendum: Required Non-Medical Masks please edit your existing plan and add to your appendix as necessary.
• See: Appendix I COVID-19 Safety Plan Addendum - Required Non-Medical Masks
• See: BCCDC Face masks PDF (link) for information on different kinds of masks
• See Section 6 in this document for information Personal Protective Equipment (PPE)

Section #8 - Acknowledgement

30. Acknowledgement
The following must be signed by the Administrative Head of Unit (the Chair) and the Dean confirming that: 1) the Safety Plan will be shared with staff by email and as a shared document; and 2) that staff will acknowledge 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.

Unit or Department | Cognitive Systems
--- | ---
Date | August 17, 2020
Name | Christopher Mole
Title | Chair
### Appendix A: Faculty of Arts Unit and Building List

<table>
<thead>
<tr>
<th>Unit</th>
<th>Building</th>
<th>Unit</th>
<th>Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts Academic Advising</td>
<td>Buchanan D</td>
<td>Department of History</td>
<td>Buchanan Tower</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Ponderosa E</td>
</tr>
<tr>
<td>Arts Co-op Program</td>
<td>Buchanan C</td>
<td>The Department of Linguistics</td>
<td>Totem Field Studios</td>
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<td></td>
<td></td>
<td></td>
<td>Buchanan Tower</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Stores Rd. Annex</td>
</tr>
<tr>
<td>Arts Communications</td>
<td>Buchanan D</td>
<td>Department of Philosophy</td>
<td>Buchanan E</td>
</tr>
<tr>
<td>Arts Culture and District</td>
<td>Buchanan Tower</td>
<td>Department of Political Science</td>
<td>Buchan C</td>
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<tr>
<td>Arts ISIT</td>
<td>Buchanan C</td>
<td>Department of Psychology</td>
<td>D T Kenny Building</td>
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<td></td>
<td>CIRS (level 4 south)</td>
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<td></td>
<td></td>
<td></td>
<td>Audain Art Centre (level 4 south)</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Stores Rd. Annex</td>
</tr>
<tr>
<td>Arts Financial Group</td>
<td>Jack Bell Building</td>
<td>The Department of Sociology</td>
<td>Anthropology &amp; Sociology Building</td>
</tr>
<tr>
<td>Arts One Program</td>
<td>IK Barber Learning Centre</td>
<td>The Department of Theatre and Film</td>
<td>Frederic Wood Theatre + office wing</td>
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<td></td>
<td></td>
<td></td>
<td>Dorothy Somerset Studios</td>
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<td></td>
<td></td>
<td></td>
<td>BC Binning Studios</td>
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<td></td>
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<td></td>
<td>Theatre Film Production Building (ARTFS1)</td>
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<tr>
<td>Arts Undergraduate Society</td>
<td>Buchanan C</td>
<td>Development and Alumni Engagement</td>
<td>Mary Bollert Hall</td>
</tr>
<tr>
<td>BC Journals</td>
<td>Anthropology &amp; Sociology Building</td>
<td>Institute of Asian Research</td>
<td>CK Choi</td>
</tr>
<tr>
<td>Canadian Literature</td>
<td>Anthropology &amp; Sociology Building</td>
<td>Institute for Gender, Race, Sexuality and Social Justice</td>
<td>Buchanan Tower</td>
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<tr>
<td>Chan Centre for the Performing Arts</td>
<td>Chan Centre</td>
<td>Humanities 101</td>
<td>Buchanan E</td>
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<tr>
<td></td>
<td>Mary Bollert Hall</td>
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<tr>
<td>Cognitive Systems</td>
<td>Iona Building</td>
<td>Media Studies</td>
<td>Westbrook Building</td>
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<tr>
<td>Creative Writing</td>
<td>Buchanan E</td>
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<td>Mary Bollert Hall</td>
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<tr>
<td>Dept of Anthropology</td>
<td>Anthropology &amp; Sociology Building</td>
<td>Institute of Asian Research</td>
<td>CK Choi</td>
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<tr>
<td>Dept of Art History, Visual Art and Theory</td>
<td>Audain Art Centre</td>
<td>Pacific Affairs</td>
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<td></td>
<td>BC Binning Studios</td>
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<td>Dorothy Somerset Studios</td>
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<td>Old Fire Hall</td>
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<td>Auditorium Annex A</td>
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<td></td>
<td>Lasserre</td>
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<tr>
<td>Department of Asian Studies</td>
<td>Asian Centre</td>
<td>Vancouver School of Economics</td>
<td>Iona Building</td>
</tr>
<tr>
<td>Department of Central, Eastern and Northern European Studies (CENES)</td>
<td>Buchanan C</td>
<td>School of Information (ISchool)</td>
<td>IK Barber Learning Centre</td>
</tr>
<tr>
<td>Department of Classical, Near Eastern &amp; Religious Studies C</td>
<td>Buchanan C</td>
<td>UBC Graduate School of Journalism (JWAM)</td>
<td>Sing Tao Building</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Buchanan Tower</td>
</tr>
<tr>
<td>English Language and Literatures Department</td>
<td>Buchanan Tower</td>
<td>School of Music</td>
<td>Music Building</td>
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<td></td>
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<td>Lasserre Building</td>
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<td></td>
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<td></td>
<td>Chan Centre</td>
</tr>
<tr>
<td>Department of First Nations and Indigenous Studies</td>
<td>Buchanan E</td>
<td>School of Public Policy and Global Affairs</td>
<td>CK Choi</td>
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<td></td>
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<td>Liu Institute</td>
</tr>
<tr>
<td>Department of French, Hispanic &amp; Italian Studies</td>
<td>Buchanan Tower</td>
<td>School of Social Work</td>
<td>Jack Bell Building</td>
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<tr>
<td>The Department of Geography</td>
<td>Geography Building</td>
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<tr>
<td></td>
<td>Ponderosa West</td>
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</tbody>
</table>
Appendix B: Floorplans for of Buildings that COGS occupies

COGS is located in the Iona building (basement) at UBC-V:

The blue circles are designated work stations. B155 is the room that will be used most, by the Chair, for research activities. B154 will not be used as often, as the Program Coordinator is scheduled to work from home until Stage 3.

The blue arrows are the suggested entry and exits. The orange indicates signage locations. The pink circle is where a hand sanitizing station would be located (just inside the entry door B150:1).
Appendix C: Responsibilities of Each Worker Group

Employee Responsibilities

- Before coming to work, all personnel must check their health status. Personnel experiencing any symptoms of COVID-19 (cough, sneezing, shortness of breath, loss of sense of smell/taste, sore throat, tiredness, fever) must not come to work.
- Individuals displaying symptoms of COVID-19 (described above) must remain at home and isolated until they have been confirmed COVID-free by testing or have been symptom free for the length of time recommended by the BCCDC. Personnel who have been in contact with a person confirmed or presumed to have COVID-19 must also self-isolate as per provincial health guidelines. Personnel will be referred to the BC Health Self-Assessment tool to determine if they require testing and/or medical care: https://bc.thrive.health/.
- All work that can be done off campus must continue to be done off campus. Data processing, writing manuscripts, writing grant proposals, creating presentations, studying, ordering of lab supplies, online library research, computations, etc. should be done from home. Exceptions may be considered for cases where research personnel do not have the possibility to work from home.
- Teaching-stream faculty and research-stream faculty who are teaching during Stage 1 / Stage 2 for whom conditions make it impossible to provide classes from home can apply to use their office for lectures; approval is decided by their head/director.
- Teaching-stream faculty or research-stream faculty who require access to on-campus space to prepare materials for the fall (e.g., making videos for online course production) should be accommodated by the head/director where possible as long as it will be done in a safe manner consistent with physical distancing requirements.
- In-person group meetings, events or lectures cannot be organized in Stage 1.
- Where exemptions have been given for a faculty member to access his or her office, they must not have guests in the office during Stage 1 or Stage 2.
- Individual faculty members will be responsible for developing return-to-on-campus-research plans for their own research spaces. These will be reviewed and approved by department heads / directors. Heads and directors are encouraged to consult with their JOHSC.
- When an employee is concerned about the rules for Stage 1 or Stage 2, they should raise this with their supervisor, otherwise worker can connect their LST/JOHSC representatives, Arts Leadership or UBC Safety and Risk Services for assistance.
- They may also report concerns confidentially to Dean of Arts Office Gerald Vanderwoude or Nick Smolinski.
- If the above do not resolve the issue follow the standard WorkSafeBC reporting guidelines (see Right to Refuse Unsafe Work below).

Responsibility of Department Heads and Directors

- Must take the required UBC COVID-specific training course.
- Responsible for communicating the safety plan of the unit to faculty and research personnel.
- Responsible for ensuring that signage is in place throughout the common spaces of the building. This signage is in place to ensure physical distancing and cleaning protocols are practiced in
common areas (e.g., elevators, social rooms, lunch rooms, bathrooms, stairwells), department offices (e.g., main office, mail room), and shared facilities that are under their purview

- Responsible for approving designated Responsible Faculty Member safety plans for their workspaces that ensure physical distancing and safe working practices, and for making it clear that they must enforce the measures taken
- Responsible for putting hand sanitizer at key points (e.g., near entrances, entrances to shared instrument facilities) for personnel, if not supplied by building operations

**Responsibility of designated Responsible Faculty Members**

- Responsible for developing a laboratory safety plan for their space, and communicating this to all group members. This will be reviewed and approved by department heads or directors prior to restarting research in the lab.
- Responsible for ensuring that their trainees take the mandatory UBC COVID-specific training course, as well as taking it themselves
- Responsible for posting on the doors to their lab areas the maximum number of occupants. Where a lab is shared by multiple PIs, this maximum occupancy must be agreed upon. In the event that it is not agreed upon, then the head or director can impose a limit.
- Responsible for scheduling shifts / rotations of researchers during Stage 2 as needed to ensure that physical distancing can be practiced. Where a lab is shared by multiple PIs, this schedule must be agreed upon. In the event that it is not agreed upon, then the head or director can decide the schedule.
- Trainees and staff may not have the same comfort level or ability to return to work and anyone can choose to defer their return to on-campus work, at their own discretion. Supervisors have a duty to recognize and accommodate each situation individually.

**Responsibility of Faculty of Arts**

- Work together with Departments and Institutes to develop safe working plans at each stage
- Coordinate safety plans across shared buildings
- Review and approve department / institute safety plans (ADR with subset of ROCR committee)
- Help heads and directors deal with issues of non-compliance and offer confidential reporting of non-compliance
- Address patterns of non-compliance in a manner consistent with UBC policy
Appendix D: Sign In/Sign Out Protocols

Iona Building Sign-in and Sign-out Records
Sign in/sign out records will be kept using an Arts AIR Form. The Chair and Program Coordinator will oversee sign-in/sign-out documentation for their unit/group.
Appendix E: Determining Operational and Activity Risk

The Safety Plans developed for all UBC departments/units will mitigate the risk of transmission of COVID-19 by introducing appropriate measures as recommended by public health and WorkSafeBC. The plans reflect the currently available evidence and expert opinion, and are subject to change as new information on transmissibility, epidemiology, and effectiveness of public health and risk mitigation measures is made available.

Risk levels may vary and approval processes will be adjusted accordingly. The assessed residual risk, following implementation of planned mitigation, will determine the appropriate level of approval (i.e., department/school head/director or managing director/executive director/AVP; dean/VP, or UBC Executive).

The below information is intended to serve as a guide for risk assessment and the planning of mitigation strategies.

Activities are considered high risk if they meet any three risk considerations, and must be advanced for further review to the COVID-19 Safety Planning Steering Committee. All required risk mitigations must be implemented in order for the activity to be considered to have low residual risk.

<table>
<thead>
<tr>
<th>Risk</th>
<th>Context</th>
<th>Risk Mitigation</th>
</tr>
</thead>
</table>
| 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 | The risk of COVID-19 introduction and spread is presumed to be greater as the number of contacts increases | • Enable two metre physical distancing; pinch-points must be addressed and carefully managed.  
• Use of plexiglass barriers wherever possible  
• Reduction of high touch points or increased cleaning  
• Use of cohort groups, where appropriate  
• Enable and encourage increased hand hygiene  
• Strict non-admittance to anyone with symptoms |
| 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 | Person-to-person spread is more likely with prolonged contact | • Enable two metre physical distancing  
• Reduction of high touch points or increased cleaning  
• Enable and encourage increased hand hygiene |
| Risk #3 – The workplace or activity is indoors and windows cannot be opened | A confined indoor space is presumed to have greater risk | • Strict non-admittance to anyone with symptoms  
• Enable two metre physical distancing  
• Reduction of high touch points or increased cleaning  
• Enable and encourage increased hand hygiene  
• Strict non-admittance to anyone with symptoms |
|---|---|---|
| Risk #4 – Employees/students/visitors have frequent contact with high-touch surfaces | A higher frequency of contact with high-touch surfaces (e.g., service counters, card payment machines) is presumed to have greater risk | • Enable two metre physical distancing  
• Use of plexi-glass barriers wherever possible  
• Reduction of high touch points or increased cleaning  
• Enable and encourage increased hand hygiene  
• Strict non-admittance to anyone with symptoms |
| Risk #5 – The activity involves people who are at higher risk of severe illness (i.e., older adults or those with chronic health conditions) (e.g., some alumni events) | COVID-19 can cause more severe illness among people who are 65 and over, and those who have compromised immune systems or other underlying medical conditions | • Work with HR for individual accommodations  
• Encourage work from home arrangements  
• Enable two metre physical distancing  
• Reduction of high touch points or increased cleaning  
• Enable and encourage increased hand hygiene  
• Strict non-admittance to anyone with symptoms |
| 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 | COVID-19 spread can occur when personal preventive practices are not consistently followed. For example, young children are less likely to be able to carry out these practices | • Reduction of high touch points or increased cleaning  
• Strict non-admittance to anyone with symptoms  
• Limiting of non-essential contacts in space  
• Strict non-admittance to anyone with symptoms |

Any questions about whether or not an activity/unit is considered higher risk can be directed to ready.ubc@ubc.ca for clarification. See checklist below.
Operational/Activity Risk Checklist

In addition to contact density and contact number in buildings planned operational activities and access scenarios need to be evaluated in terms of risk level. The below information is intended to serve as a guide for risk assessment and the planning of mitigation strategies.

Activities are considered high risk if they meet any three risk considerations, and must be advanced for further review to the COVID-19 Safety Planning Steering Committee. All required risk mitigations must be implemented in order for the activity to be considered to have low residual risk.

<table>
<thead>
<tr>
<th>Operation/Activity</th>
<th>Location</th>
<th>Frequency</th>
<th>Risk Considerations</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ 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</td>
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</tr>
<tr>
<td>☐ 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</td>
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</tr>
<tr>
<td>☐ Risk #3 – The workplace or activity is indoors and windows cannot be opened</td>
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</tr>
<tr>
<td>☐ Risk #4 – Employees/students/visitors have frequent contact with high-touch surfaces</td>
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</tr>
<tr>
<td>☐ Risk #5 – The activity involves people who are at higher risk of severe illness (i.e., older adults or those with chronic health conditions) (e.g., some alumni events)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ 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</td>
<td></td>
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</tr>
</tbody>
</table>

Mitigation and Protocols:

- *Post signage at the entrance, asking people to check for symptoms before entering*
- *install plexi-glass barrier and demark 2 m waiting zones on floor.*
Appendix F: Working Alone Protocols

A Work Alone procedure is required for any worker who is working alone or in isolation, whether on campus or at home where in the case of an emergency, injury or ill health, assistance would not be readily available to the worker. Please see: WorkSafe BC OHSR 4.20.1 - 4.23

A check-in procedure must be developed that will effectively confirm the employees safe status during the period they are considered to be working alone or in isolation. The procedure must have a clear response in the event that the employee status cannot be confirmed.

Supervisors must assess if workers require to follow a work alone procedure in their role in the workplace. This includes workers who are working from home during the COVID-19 pandemic period who may qualify. In addition a risk assessment (link) may be required and training must be provided in that procedure to the affected employees, related monitors, etc.

- Work Alone procedures must be documented per employee.
- Check In times and any status notes or response procedures must all be documented per day.
- Risk assessments must be completed to determine intervals for check-in and check-in times must be predetermined.
- Employees and monitors must be trained in all the procedures.
- External Service Provider option: https://safetylineloneworker.com/- Connect with Nick for more information. This service provider is in use at UBC within other units.
- Check-in communications can be done via email, text, radio, phone or video. Live check-ins are preferred for safety reasons.

**Step 1. Sign/Check-in for start of day**
Upon arrival at workplace or start time (if working at home) email or call your Designated Check-In Contact to: **check in (start of day) – “I am starting my shift, all is well”**

**Step 2. Periodic check in throughout the day**
Once every 2 – 4 hours* (pre-determined time, based on risk assessment) after the arrival on site or workplace start time contact (step 1). You are required email or call you Designated Check-In Contact to: **check in (at set intervals) and confirm you are still on site and working – “I am checking in at x time, all is well”**
*2 hours during Stage 1, 4 hours during Stage 2 (low risk; score less than 250)

**Step 3. Sign/Check-Out for end of day**
Upon departure from workplace or end of day (from home) email or call your Designated Check-In Contact to: check out (end of day) — *“I am leaving now, end of day, all is well”*

**Failed Periodic Check-In or Failed Check out Procedure. Missed check-in**

Failure to send the emails or calls at the predetermined check-in periods or the end of day check-out will result in the following actions to get in contact with employee and confirm their status:

**A. Worker On Campus Response Procedure**

When an employee fails to check in it is considered an unconfirmed emergency and the Designated Check-In Contact will:

1. Email the employee and Call the employee office phone to check-in approximately 10 minutes after the employee check in was expected to arrive. Messages to employee must clearly indicate that they have missed a predetermined check in and need to respond to the designated monitor as soon as possible to confirm their safe status.
2. Failure to respond to the initial attempt to contact the employee by email and phone within 5 minutes will result in a call to employee alternate contact number or cell phone. Employee supervisor requires to be notified by this second attempt to reach the employee directly.
3. Failure to respond to the second attempt to contact employee will result in a call to UBC Campus Security to call and physically check on employee work location and confirm their status.
4. Failing UBC Security or their confirmation of employee safe status the employee Personal Emergency Contact will be contacted to confirm if they are aware of the employee status or if they had any contact. Emergency Services/Police will be contacted indicating that the employee may be in a personal emergency in the workplace as they have not responded to contact attempts and cannot be accounted for.

*All actions and response notes must be documented in daily log.*

**B. Worker At Home Response Procedure**

When employee fails to check in it is considered an unconfirmed emergency and the Designated Check-in Contact will:

1. Email and Call the employee at their Home Contact Number to check-in approximately 10 minutes after the employee check in was expected to arrive. Messages to employee must clearly indicate that they have missed a predetermined check in and need to respond to the designated monitor as soon as possible to confirm their safe status.
2. Failure to respond to the first attempt to contact the employee at their email and phone within 5 minutes will result in a second phone call, now to the employee Alternate Contact Number/Cell Phone. Employee supervisor requires to be notified by this second attempt to reach the employee directly.
3. Failure to respond to this second phone call will result in a call to the employee provided Personal Emergency Contact Person who will be asked if they have had any contact with the employee and if they have a method to check-in on the employee and confirm their status.

4. Failure to respond to that check in or failure for Emergency Contact Person to confirm your wellness status will result in a call to Emergency Services for a wellness check indicating that the employee may be in a personal emergency in the workplace as they have not responded to contact attempts and cannot be accounted for.

*All actions and response notes must be documented in daily log.

The Designated Check-in Contact for the Chair is the Program Coordinator, and vice versa.
Appendix G: Monitoring Compliance and Managing Non-Compliance

Monitoring Compliance:
- Overall compliance will be monitored by inspection of sign in logs, key card access, and periodic checks by Responsible Faculty Member (RFM) and safety staff.

Managing Non-Compliance:
- Research personnel should report any safety concerns (e.g., crowding of a space, failure to complete a necessary cleaning protocol) within a lab/research space to the Head/Director.
- The Head/Director must investigate the situation without delay by contacting the appropriate people. This could be research staff, trainees, PI or RFM. They may also seek advice from UBC Safety & Risk Services.
- As part of the investigation, it may be advisable, though not always feasible, to do visual inspection of the lab/research space in question.
- If a claim about non-compliance is substantiated, the Head/Director will consult with Human Resources, Faculty Relations, Safety & Risk Services, and other units to determine an appropriate response. The response could include:
  - Suspension of access to on-campus facilities;
  - Curtailment of the type or location of activity that can be undertaken on campus;
  - Depending on the nature and severity of the non-compliance, suspension or other employment-related discipline.

Resumption of activity can only occur with the agreement of the Head/Director who investigated the complaint, and only when that person is satisfied that the conditions leading to the non-compliance have been resolved.
Appendix H: Emergency Response Plan (while the VSE completes its BERP)

Since the COGS Program only has two workers (the Chair and the Program Coordinator), the Chair will act as the Floor Warden in the case where he is on campus and an emergency occurs (since there is nobody else to act as Floor Warden in the COGS area). If the Chair is not present and the Program Coordinator is, and an emergency occurs, the Program Coordinator will act as the Floor Warden.

Occupational First Aid:
First Aid at UBC is a free service available 24 hours a day for all UBC employees. The mobile first aid service is available by calling 604 822 4444 (or 2 4444 from a University telephone). Injured visitors or unpaid students can call 911. Students can also attend Student Health Services in the UBC Hospital. In the event of a medical emergency all faculty and staff should call 911 and then first aid at 604 822 4444. This will ensure the quickest response for assistance.

In the Case of a Building Fire:

Building Floor Wardens – Instructions
1. If not activated, activate the closest fire pull alarm immediately.
2. If immediately accessible, put on your safety vest.
3. Direct all personnel within your area to the nearest safe exit.
4. Urge people to stay calm and evacuate in a quick and orderly manner. WALK, DO NOT RUN
5. Knock on closed and/or locked doors, state the nature of the emergency and proceed without delay to sweep through area. Ensure you evacuate with your assigned personnel and report any rooms/areas that were locked or inaccessible.
6. If it is safe to do so, close (do not lock) windows and doors on your way out. This will help to prevent oxygen from feeding the fire, provide containment, and slow the advancement of the fire.
7. Use the stairway to evacuate; DO NOT use the elevator(s).
8. If possible, assist occupants that are unable to evacuate using the stairs. Individuals requiring assistance are required to have a personal evacuation plan. Refer to Appendix 4: Persons Requiring Assistance and Appendix 5: Personal Evacuation Plan. Alternatively, individuals having difficulty can be directed to an area of refuge or a safe location inside the building, IONA B151. Building Floor Wardens and Building Emergency Directors must relay the location of these occupants to the Fire Department.
9. Direct evacuated occupants to the Predesignated Meeting Area upon exiting the building. The building Predesignated Meeting Area is: the Iona Building’s south entrance (where the totem pole is).
10. Call 911:
   a. State your name.
   b. Provide the address and the nearest intersection. The address of your building is: 6000 Iona Drive
   c. Provide the following information about the fire:
i. WHERE: Floor number, room number  
ii. WHEN: Approximate time fire started  
iii. WHAT: What caused the fire, is it spreading, are people injured or requiring urgent assistance  
iv. OTHER INFORMATION: Hazardous materials, potential access issues etc.

11. Proceed to pre-determined meeting location for Building Emergency Directors and Building Floor Wardens (e.g. at an open area that is a safe distance away from the building). The pre-determined meeting location for Building Emergency Directors and Building Floor Wardens is: to be obtained from VSE BERP

12. Relay pertinent information (e.g. occupants who were unwilling or unable to evacuate the building) to the Building Emergency Director or Fire Department at an open area that is a safe distance away from the building.

13. Stay on the scene until the Fire Department arrives. Once evacuated, DO NOT ALLOW ANYONE TO RE-ENTER THE BUILDING until the Fire Department gives permission to do so.

Building Occupants – Instructions
1. If it is not already activated, activate the closest fire pull alarm immediately.
2. Follow instructions of Building Floor Wardens during evacuation.
3. Leave the immediate area, alert others, and move everyone away from the area of the fire.
4. If it is safe to do so, close (do not lock) windows and doors on your way out. This will help to prevent oxygen from feeding the fire, provide containment, and slow the advancement of the fire.
5. Urge people to stay calm and evacuate in a quick and orderly manner; however, ensure everyone is WALKING and NOT RUNNING.
6. Use the stairway to evacuate; DO NOT use the elevator(s).
7. If possible, assist occupants that are unable to evacuate using the stairs. Refer to Appendix 4: Persons Requiring Assistance and Appendix 5: Personal Evacuation Plan. Alternatively, individuals having difficulty can be directed to an area of refuge or a safe location inside the building, IONA B151. Building Floor Wardens and Building Emergency Directors must relay the location of these occupants to the Fire Department.
8. Proceed directly to the Predesignated Meeting Area upon exiting the building, and wait for further instructions from the Building Emergency Director. The Predesignated Meeting Area is: the Iona Building’s south entrance (where the totem pole is).
9. Call 911:
   a. State your name
   b. Provide the address and the nearest intersection. The address of your building is: 6000 Iona Drive
   c. Provide the following information about the fire:
      i. WHERE: Floor number, room number
ii. WHEN: Approximate time fire started
iii. WHAT: What caused the fire, is it spreading, are people injured or requiring urgent assistance
iv. OTHER INFORMATION: Hazardous materials, potential access issues etc.

10. Once evacuated, DO NOT RE-ENTER THE BUILDING until the Fire Department gives permission to do so.

In the Event of a Power Outage:

Building Emergency Directors, Floor Wardens and Building Occupants - Instructions

1. If a power outage has occurred, consider exiting the building. Note: Emergency lighting may be battery powered and will only last 30 minutes. Lights may slowly dim and turn off making egress difficult. Consider other items like time of day and year.

2. If evacuation is determined necessary, due to a fire alarm or other emergency, urge people to remain calm and evacuate in a quick and orderly manner. Follow your Building Emergency Response procedures.

3. Use the stairway to evacuate; DO NOT use the elevator(s). WALK, DO NOT RUN.


5. State your name

6. Provide the building name of where the power outage is located and the nearest intersection.

7. Provide information about the power outage:
   a. WHERE: floor number, room number
   b. WHEN: When the power was lost, how long has emergency lighting been activated?
   c. OTHER INFORMATION: Are there any dangers associated with the loss of power?

8. Building Operations Service Centre will dispatch appropriate staff weekdays from 7:30am – 4:30pm. Before or after these times, crews may need to be called in which will add to delays of power restoral.

9. For large scale outages (affecting multiple buildings) Energy & Water Services staff will be automatically notified through computer generator messaging and will respond immediately.

10. For any total building outage, all admin staff will be updated at regular intervals, via email and SMS texts, as to the expected restoration times. Restoration times can vary up to two hours.

11. For outages affecting small areas or portions within a single building, local admin will be updated through the Facility Manager.

12. Researchers that have -80 degree freezers should not open any freezers and plan to obtain dry ice in case of outages that could last greater than 4 hours.

13. Once power has been restored to your facility, wait at least 5 minutes before entering the building to confirm power stability.

14. Once power has been restored, all admin staff will receive confirmation via email and SMS texts or through their Facility Manager.
In the event of an Earthquake:

Building Floor Wardens – Instructions

If you are indoors - After the shaking stops
1. Count to 60 to allow debris to finish falling after the shaking stops and before attempting to exit.
2. Assess your immediate surroundings for dangers (i.e. check for fires, gas leaks, exposed/arcing electrical components/wires, leaking sewage pipes, broken water pipes, dangling fixtures/furnishings).
3. Determine whether it is safer to stay indoors or evacuate. Do not assume it is safe to exit. Proceed with evacuating the building if it safe/ necessary.
4. Repeat DROP, COVER, AND HOLD procedure before resuming evacuation if an aftershock occurs during evacuation and you are still inside the building.
5. Begin Building Floor Warden Evacuation Procedures.
   a. Evacuate occupants in the area(s) that are assigned to you.
   b. Urge people to stay calm, and to evacuate quickly and in an orderly manner. WALK, DO NOT RUN.
   c. Do not allow building occupants to use the elevator(s).
   d. If possible, assist occupants that are unable to evacuate using the stairs. Individuals having difficulty can be directed to an area of refuge or a safe location inside the building, IONA B151, Building Floor Wardens and Building Emergency Directors must relay the location of these occupants to emergency personnel.
   e. Upon exiting the building, ask evacuated occupants to proceed to the Predesignated Meeting Area. The Predesignated Meeting Area is: the Iona Building’s south entrance (where the totem pole is).
6. Meet the Building Emergency Director at the pre-determined location for Building Emergency Directors and Building Floor Wardens (e.g. at an open area that is a safe distance away from the building) to give any additional information about the evacuation or about the building as required. The pre-determined meeting location for Building Emergency Directors and Building Floor Wardens is: to be obtained from VSE BERP.
7. Ensure pertinent information is relayed to the Building Emergency Director. Once evacuated, DO NOT ALLOW ANYONE TO RE-ENTER THE BUILDING until the Fire Department or authorized UBC building officials give permission to do so.

If you are outdoors - After the shaking stops
1. Count to 60 to allow debris to finish falling after the shaking stops.
2. Assess your immediate surroundings for dangers. (e.g. fallen wires). Stay away from exterior walls and heavy objects which may fall.

3. Proceed to pre-determined meeting location for Building Emergency Directors and Building Floor Wardens (e.g. at an open area that is a safe distance away from the building) and wait for Building Floor Wardens to report information about the earthquake, the evacuation, or about the building as required. The pre-determined meeting location for Building Emergency Directors and Building Floor Wardens is: to be obtained from VSE BERP.

4. Ensure all evacuation information is reported to the Building Emergency Director and then that information is relayed over to 1st Responders when they arrive (e.g. Fire, Police or Ambulance).

5. Do not enter your building to evacuate occupants

6. DO NOT ALLOW ANYONE TO ENTER THE BUILDING until the Fire Department or authorized UBC building officials give permission to do so.

To sign up for UBC Alert:

Students:
1. Log into the UBC Student Service Centre
2. Add your cell phone number to “Your Details”

Staff and Faculty:
1. Log onto www.msp.ubc.ca
2. Update your contact information on the Faculty and Staff Self Service Section
   a. Update your cell phone number in order to receive UBC Alerts with the “Phone Numbers” link under my Personal Info:
   b. Update your emergency contact information (contact for parent, spouse, friend who can be reached in case you are ill or injured on campus) under “Emergency Contacts”

NOTE: Progress is currently being made by the University to address the area of Emergency Social Services (ESS) for the campus community. While the University is taking additional measures to help prepare the campus for disasters such as earthquakes, we also strongly encourage staff, faculty, residents and students to be personally prepared (e.g. having 72 hours emergency preparedness kits). Additional ESS related information will be provided once available.

Building Occupants – Instructions

If you are indoors - After the shaking stops
1. Count to 60 to allow debris to finish falling after the shaking stops and before attempting to exit.
2. Assess your immediate surroundings for dangers (i.e. check for fires, gas leaks, exposed/arching electrical components/wires, leaking sewage pipes, broken water pipes, dangling fixtures/furnishings).
3. Determine whether it is safer to stay indoors or evacuate. Do not assume it is safe to exit.
4. Repeat **DROP, COVER, AND HOLD** procedure before resuming evacuation if an aftershock occurs during evacuation and you are still inside the building.

5. Proceed with evacuating the building if it safe/ necessary and follow instructions of Building Floor Wardens and/or Building Emergency Director.

6. Remain calm, and evacuate quickly and in an orderly manner. WALK, DO NOT RUN.

7. Do not use the elevator(s).

8. If possible, assist occupants that are unable to evacuate using the stairs. Individuals having difficulty can be directed to an area of refuge or a safe location inside the building, **IONA B151**. Building Floor Wardens and Building Emergency Directors must relay the location of these occupants to emergency personnel.

9. Proceed directly to the Predesignated Meeting Area upon exiting the building, and wait for further instructions from the Building Emergency Director. The Predesignated Meeting Area is: **the Iona Building’s south entrance (where the totem pole is)**.

10. **DO NOT ALLOW ANYONE TO ENTER THE BUILDING** until the Fire Department or authorized UBC building officials give permission to do so.

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**If you are outdoors - After the shaking stops**

1. Count to 60 to allow debris to finish falling after the shaking stops.

2. Assess your immediate surroundings for dangers (e.g. fallen wires). Stay away from exterior walls and heavy objects which may fall.

3. Proceed directly to the Predesignated Meeting Area and wait for further instructions from the Building Emergency Director and/or Building Floor Warden(s). **The Predesignated Meeting Area is: the Iona Building’s south entrance (where the totem pole is)**.

4. Do not enter your building to evacuate occupants

5. **DO NOT ENTER ANY BUILDINGS** until the Fire Department or authorized UBC building officials give permission to do so.

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**In the event of an explosion or fire due to Hazardous Materials:**

**Building Emergency Director, Floor Warden and Building Occupants – Instructions**

1. Evacuate the immediate area, closing the doors behind you. If possible, control the fire with the appropriate fire extinguisher if it is a small manageable fire, you are trained, confident, and have an exit route behind you. Refer to Appendix 7: Operating a Fire Extinguisher. To help contain the fire, close windows and doors that are near to you on your way out, but ONLY DO SO IF IT IS SAFE.

2. Activate the fire alarm.

3. Follow instructions of Building Floor Wardens during evacuation.

4. Urge people to stay calm and evacuate in a quick and orderly manner. WALK, DO NOT RUN.

5. Use the stairway to evacuate; **DO NOT USE the elevator(s)**. See Note 1.
6. If possible, assist occupants that are unable to evacuate using the stairs. Individuals having difficulty can be directed to an area of refuge or a safe location inside the building, **IONA B151**. Building Floor Wardens and Building Emergency Directors must relay the location of these occupants to the Fire Department.

7. Upon exiting the building, provide the Emergency Responders, Building Emergency Director and/or Building Fire Wardens with any information on hazardous materials involved (e.g., Safety Data Sheets (SDS)) and location of individuals unable to exit the building.

8. Proceed directly to the Predesignated Meeting Area and wait for further instructions from the Building Emergency Director. The Predesignated Meeting Area is: **the Iona Building’s south entrance (where the totem pole is)**.

9. Call **911** to ensure that the Fire Department received the alarm. Provide the following:
   a. State your name
   b. Provide the address where the fire is located and the nearest intersection. The address of your building is: **6000 Iona Drive**
   c. Provide information about the fire:
      i. **WHERE**: Floor number, Room number
      ii. **WHEN**: Approximate time fire started
      iii. **WHAT**: what caused the fire, is it spreading, are people injured or requiring urgent assistance

10. Call Campus Security at **604 822 2222**.

11. **DO NOT ENTER THE BUILDING** until the Fire Department or authorized UBC building officials give permission to do so.

**In the event of a Gas Leak:**

**Building Emergency Director, Floor Warden and Building Occupants – Instructions**

As a building occupant who suspects there is a real/potential gas leak, follow the steps below:

1. Activate the fire alarm.

2. Shut down equipment and close doors on your way out, but ONLY DO SO IF IT IS SAFE.

3. Proceed to Predesignated Meeting Area and wait for further instructions from the Building Emergency Director and/or Building Fire Wardens. The Predesignated Meeting Area is: **the Iona Building’s south entrance (where the totem pole is)**.

4. Call **911** when you are OUTSIDE:
   a. State your name.
   b. Give the address where the gas leak is and the nearest intersection. The address of your building is: **6000 Iona Drive**.
   c. Provide information about the gas leak:
      i. **WHERE**: What floor, intensity of gas leak
ii. WHEN: Approximate time the gas leak started/noticed
iii. WHAT: are there any people injured or require urgent assistance.

5. Call Campus Security at 604 822 2222.
6. DO NOT ENTER THE BUILDING until the Fire Department or authorized UBC building officials give permission to do so

In the event of a Chemical, Biological or Radiation Spill:

Building Emergency Director, Floor Warden and Building Occupants – Instructions
Any uncontrolled release of hazardous materials is considered a spill. Spills of small volumes or low risk substances can often be addressed by trained users. Where larger volumes or higher risk substances are involved that take clean up beyond capability of users these procedures must be followed:

1. Shut down equipment if time permits.
2. Evacuate immediate area or building as necessary. To help contain the area, close windows and doors that are near to you on your way out, but ONLY DO SO IF IT IS SAFE.
3. Prevent re-entry.
4. Proceed directly to an area that is at a safe distance outside the contained area. In case of building evacuation, this will be the main entrance of the building or the Predesignated Meeting Area. The Predesignated Meeting Area for building evacuation is: the Iona Building’s south entrance (where the totem pole is).
5. Call 911. Provide the following information about the spilled material to the operator (please note: do not hang up the phone call until the operator releases you):
   a. State your name
   b. Provide the location of the hazardous materials release (street address, room number). The address of your building is: 6000 Iona Drive
   c. Any injuries
   d. Substance name
   e. Quantity
   f. Other hazards (e.g. energized equipment, sharps, etc.).
   g. Do not hang up until the operator releases you
6. Call Campus Security at 604 822 2222.
7. Have someone wait for emergency personnel outside the main entrance of the building. This person is responsible for directing the first responders to the exact location of the spill and providing information such as the Safety Data Sheet(s) (SDSs).
8. Inform the Supervisor or Department Head
9. DO NOT RE-ENTER THE BUILDING until the Fire Department or authorized UBC building officials give permission to do so
In the event of a Bomb Threat:

Building Emergency Director, Floor Wardens and Building Occupants – Instructions

All threats must be taken seriously and handled as though an explosive device is on campus. If you receive a bomb threat, contact the RCMP (911) immediately, and then campus security (604-822-2222). In the case of an explosion, get out of the building as quickly and calmly as possible.

What to do?

Bomb threats can be received by telephone, letter or email. If you receive a bomb threat by telephone, stay calm and try to get as much information as possible. Although this might be difficult, try to note any unique features about the voice and any background sounds you hear over the telephone. Keep the caller on the line as long as possible and take detailed notes about what is said. Do not upset the caller. Indicate your willingness to cooperate.

Take notes on everything said and on your observations:

- Time the call was received.
- Telephone number on which the call was received.
- Exact words of the person making the call (including location of bomb and any time factor involved).
- Noises (listen for any background noises including traffic, music, etc.).

Try to gather as much information as possible:

- Where is the bomb?
- When is the bomb going to explode?
- What kind is it?
- What does it look like?
- Permit the caller to say as much as possible without interruption.

Be aware of the caller’s:

- Voice (child or adult, male or female, accent, whether or not the voice is familiar.
- Estimated age.
- State of mind (are they calm? agitated? angry? crying?).
- Any accent or distinguishing characteristics

What to do after?

Call RCMP — 911 immediately, and then UBC Campus Security to report the threat. If possible, get a co-worker to do this while you continue talking to the caller. (The purpose of keeping the person talking is to assist in identifying the caller. Tracing is not always possible.)
- Survey your immediate work area. If you see a package or a foreign object in an unusual place — DON’T TOUCH IT.
- Follow instructions given by emergency personnel. You will be advised if evacuation is necessary.
- An explosion of any type must be reported immediately to the Fire Department. Call 911.

In the event of receiving a suspicious package:

Building Emergency Director, Floor Wardens and Building Occupants – Instructions

UBC Campus Mail is trained in recognizing suspicious packages and letters and is the initial receiver of all UBC mail. In the event you do receive a suspicious package or find a written threat, take proper precautions and use the following procedures:

Notice a suspicious object
- Do not touch or disturb the object.
- Note the location and description of the object and provide that information to Campus Security at 604.822.2222
- Wait for instructions from Campus Security.
- Be prepared to evacuate.

Suspicious Envelopes or Packages
- If you have opened the letter, or package, set it down gently where you first read/opened it. Leave it alone, remain calm and avoid sudden movements.
- Inform a co-worker in the immediate area about what has happened and ask them to call Campus Security at 604.822.2222.
- Move to an area where you can avoid contact with others and stay there.
- Remain calm. Exposure does not mean that you will become sick. Campus Services will make sure you receive specific information about symptoms and effective treatment.

Common Features of Suspicious Letters or Packages
- No return address; postmark or name of sender is unusual.
- Excessive or inadequate postage.
- Handwritten or poorly typed addresses.
- Misspelling of common words.
- Restrictive markings such as “Confidential”, “Personal”, etc.
- Excessive weight and/or a feeling of a powdery substance.
- The letter/package is lopsided or unusually thick.
- Rub-on block lettering.
• Threat of any type of contamination.

In the event of an Active Shooter:

Building Emergency Director, Floor Warden and Building Occupants – Instructions

An active shooter is a person actively shooting at people, usually at random, in a confined or populated area. In most cases, there is no pattern or method to their actions. Event is unpredictable and evolves quickly. Knowing what to do can save lives. When an active shooter is in your vicinity, you must be prepared both mentally and physically to deal with the situation. If faced with an active shooter incident either on UBC campus or elsewhere, you have THREE options to protect your personal safety immediately—RUN, HIDE, FIGHT. For updates in the event of an incident occurring, refer to www.ubc.ca

RUN (get out)
If you see or hear an armed intruder and if you believe it is possible to safely exit the area – RUN!
• Leave belongings behind
• Advise others to leave
• Assist others if you can
• Warn others of the threat
• Call police – 911 as soon as it is safe to do so.

HIDE (hide out)
If you don’t know exactly where the shooting is happening or evacuation is not possible to escape safety – HIDE!
• Take shelter if you are inside a classroom or office, stay there. If you are in a corridor, go to the closest room that’s not already locked
• Lock windows and doors, refer to any lockdown procedures posted in the room and await instructions from emergency personnel
• Barricade the entry if the door does not lock. Use tables and chairs.
• Close curtains and blinds. Turn off the lights
• Keep quiet. Put your cell phone on silent mode – including the vibrate feature
• Hide behind large objects if possible.
• Stay low and keep away from windows and doors
• Remain calm and await further instructions from emergency personnel
• Call 911 if safe to do so
• If the fire alarm is activated, remain where you are and await further instructions from emergency personnel
• Do not open the door for anyone unless they validate their identity as an emergency personnel.
Fight/Defend (take out)
As an absolute last resort if you cannot run or hide, and if you feel your life is in imminent danger – FIGHT!
- Commit to your actions with the goal being to delay, block, or overcome the threat
- Work with the people around you
- Do what you need to stay alive, including using force to protect yourself
- Look for objects that could be used as tools for self-defense

What to do when law enforcement arrives
- Remain calm and follow instructions
- Drop items in your hands (ie. Bags, jackets)
- Keep hands raised (spread fingers) and visible at all times
- Avoid quick movements towards officers, such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not ask questions when evacuating

The first officers to arrive on scene are tasked to end the incident, and they may not stop to help the injured. Know that rescue teams will enter after the initial officers. These rescue teams will treat and remove the injured once it is safe to do so.

Once you have reached a safe location, you will likely be held in that area by police until the situation is under control and all witnesses have been identified and questioned. Do not leave the area until police have instructed you to do so.

What to do when law enforcement arrives
- Location of the active shooter
- Your location
- Number of shooter(s)
- Number and type of weapons held by the shooter(s)
- Number of potential victims at location

Building Evacuation COVID-19:
While it is important to maintain a safe physical distance (>2 metres) to minimize the risk of spreading the disease, the priority is to execute a safe and expeditious evacuation.

Responsibilities of the Building Floor Warden*
The Building Floor Warden is responsible for the following:
1. Review wall mounted Emergency Procedure Key Plans to ensure all evacuation routes and Predesignated Meeting Areas are known and appropriately used.
2. Physical distancing is **not required** during an evacuation. Note: Physical distancing is not required during an emergency evacuation. The primary goal in an emergency situation shall always be to evacuate the building expeditiously and meet at a predesignated safe location outside the building.

3. When all occupants have exited the building and met at the Predesignated Meeting Area, floor wardens are to provide instruction for all to maintain a 2-metre physical distance from each other.

4. When reporting the status of the evacuation to the Building Emergency Director, utilize electronic means of communication where possible to minimize in person-to-person conversations.

5. Refrain from touching your face after evacuating the building as you may have touched doors, handrails etc. Once permitted to re-enter the building, maintain your physical distance and wash or sanitize your hands before returning to your work area.

**Building Occupants* Instructions:**

When evacuations are necessary for various emergencies outlined in this document, you must evacuate the building and follow the instructions of building floor wardens. Maintain appropriate physical distancing when gathering at the predesignated meeting area. Note: Physical distancing is **not required** during an emergency evacuation. The primary goal in an emergency situation shall always be to evacuate the building expeditiously and meet at a predesignated safe location outside the building. **As per the VSE BERP, the location is the Iona Building’s south entrance, where the totem pole is.**

Refrain from touching your face after evacuating the building as you may have touched doors, handrails etc. If possible, sanitize your hands. Once permitted to re-enter the building, maintain your physical distance and wash your hands with soap and water before returning to your work area.

**Persons Requiring Assistance:**

Persons Requiring Assistance who are not working from home and reporting to work as usual, should work with their Floor Warden and Building Emergency Director to develop a modified personal evacuation plan that incorporates physical distancing. If this is not feasible, a **safe location** that is away from the hazard should be identified so the individual can remain there until the Emergency responders can assist these persons. **There are no COGS staff who require assistance at this time (August 2020).**

**Safe Locations:**

For personnel who are unable to evacuate the building, it is recommended that if a safe location in the building has been pre-identified in the BERP that the individual remain there until emergency responders can assist. If more than one person needs to remain in the safe location, maintain 2 metres distance or the maximum possible, where 2 metres is not feasible.

**Fire Evacuation Drills (as per the VSE BERP COVID-19 amendment):**

All fire drills are on hold for the year 2020. This decision has been made after consultation with the Vancouver Fire and Rescue Services. Building users are advised not to submit a fire drill service request until further notice.
Appendix I: COVID-19 Safety Plan Addendum: Required Non-Medical Masks

ID19-Safety-Plan-Addendum_Required-Non-Medical-Masks_6.0_Final.pdf