COVID-19 Protocol for site visits to non-UBC facilities

Check List: General Prevention of Exposure to COVID-19

As part of the infection control procedures, please orient yourself to the COVID-19 safety plan of your planned non-UBC site visit. Additional information can be found on BC’s Centre for Disease Control website @ www.bccdc.ca

General

☐ Assess your health before attending on-site (in-person) activities.
  • We recommend to use the BC COVID-19 Symptom Self-Assessment Tool (https://bc.thrive.health/covid19/en) on a daily basis and/or before leaving your home to participate in any on-site (in-person) activities.

☐ Do not attend on-site (in-person) activities if you feel unwell, and alert your direct work supervisor or manager as soon as possible.
  • Common COVID-19 symptoms according to the British Columbia Centre for Disease Control (BC CDC) are:
    ▪ Fever, chills
    ▪ Dry cough or worsening of chronic cough
    ▪ Sore throat
    ▪ Tiredness
    ▪ Shortness of breath
    ▪ Loss of taste/smell

☐ If you are experiencing any symptoms of COVID-19, you must self-isolate and contact 811. Contact tracing will be done by the Provincial Public Health Authority.

☐ If you have traveled outside of Canada within the past 14 days, please self-isolate and follow the instructions of the BCCDC or corresponding Provincial Public Health Authority.

Physical Distancing

☐ Occupancy limits should be posted on all rooms to inform users how many people can be in the space at one time.

☐ Limit close contact by keeping at least two metres (six feet) away from others.
  o In the event that other safety considerations require two people to be in close proximity to complete a given task, follow the approved workspace plan of the non-UBC site owner.

☐ Obey all signage and directional markings on doors and floors. Avoid passing others on stairs whenever possible.
Anyone accessing buildings is encouraged to take precautions when navigating entrances/ exits, corridors, and blind corners. If the maximum occupancy for an indoor space has been reached and another person attempts to enter the space, those already in the space should politely communicate this to the person attempting entry.

Greet people with a wave instead of a handshake!

**Hand Sanitizing**
- Please review the location of hand hygiene stations on the planned non-UBC site.
  - These are commonly placed near the main entrances to buildings and by the elevators.
  - Hand sanitizing with soap and water can be practiced in washrooms; this is the preferred best practice whenever possible.
- Sanitize your hands when entering the building and before leaving. Frequently wash your hands or use a hand sanitizer station throughout the day.
- Avoid touching your face except immediately after hand washing.
- Cough or sneeze into your own arm.

**Maintaining a Sanitized Environment**
- Follow instructions given related to shared spaces or equipment.
  - This may include cleaning with disinfectant before and after use, ensuring that any points of contact or potential contamination are covered.

**Non-Medical Mask Use**
- Please follow the policies provided by the workplace regarding the use of non-medical masks.
  - For UBC’s position on the use of non-medical masks, please visit: [https://srs.ubc.ca/covid-19/healthsafety-covid-19/non-medical-masks/](https://srs.ubc.ca/covid-19/healthsafety-covid-19/non-medical-masks/)
- Please be aware: wearing a non-medical mask or face covering might help you to protect others. However, any mask, no matter how good it is at catching respiratory droplets or how well it seals, will have minimal effect if it is not used together with other preventive measures, such as frequent hand washing and physical distancing.

**Working Alone Plans**
- The immediate supervisor/instructor should be aware of anyone going to a non-UBC site.
- If you are going to be working alone in a non-UBC site, please develop safe working alone practices in consultation with immediate supervisor/instructor.

**Training**
- All UBC personnel will be expected to complete required training assigned by the non-UBC site as soon as these are made available.
Safety Concerns

☑ As a worker, you have the right to refuse unsafe work if you have reasonable cause to believe that performing a job or task puts you or someone else at risk; you must not perform the job or task; you must immediately notify your supervisor or employer, who will then take the appropriate steps to determine if the work is unsafe and remedy the situation.

☑ All UBC personnel are encouraged to discuss safety concerns with their immediate supervisor, and as necessary, their home department and APSC.