



COVID-19 Safety Plan

Offices/Administrative Areas

Effective at Step 3 of BC Restart Plan

Note: At the start of Step 4 of the BC Restart Plan, UBC will transition to a communicable disease plan.

Scope

UBC is committed to providing a healthy and safe environment. This safety plan details the COVID-19 measures and controls required for all UBC Vancouver offices and administrative areas. This plan is in alignment with Step 3 of BC's Restart Plan and the criteria outlined by Public Health. Beyond COVID-19, this plan includes strategies to prevent the spread of communicable diseases on campus.

Rationale

The University of British Columbia envisions a climate in which students, faculty and staff are provided with the best possible conditions for learning, researching and working. Above and beyond immunizations, infectious contacts throughout the post-secondary environment can be reduced using the prevention and control measures outlined in this plan.

Engagement and Review

COVID-19 Safety Plans have been developed in collaboration with Public Health, the Ministry of Advanced Education and WorkSafeBC.

This plan has been reviewed by UBC Vancouver's Joint Occupational Health and Safety Committees. Feedback and suggestions have been incorporated into the plan.

Regulatory Context

[BC Restart Plan](#)

[Provincial Health Office Orders](#)

[Post-Secondary Go-Forward Guidelines](#)

[WorkSafeBC](#)

Responsibility

We can all contribute personally to the pandemic response and safety of our communities by getting vaccinated (as we are able), following campus safety plans, performing a daily health check, staying home when sick, following handwashing and hygiene etiquette and following public health orders and guidelines both on and off campus.

It is up to each one of us to do our part, but it is our collective efforts that will make the difference.



UBC COVID-19 Rules

COVID-19 Campus Safety rules apply to all persons on campus. These rules confirm expectations of all members of the campus community, including:

- [Completing Daily Health Assessments](#) - required of everyone prior to attending campus
- [COVID-19 training](#) - [UBC Go Forward COVID-19 Safety Planning Training](#) required of employees
- [Wearing non-medical masks](#) - non-medical masks are required when inside buildings in areas where services to the public are provided or areas that the public or students are permitted to access including, for example, lobbies, hallways, stairwells, elevators, classrooms and teaching laboratories unless:
 - i. you are the sole occupant of an enclosed room; or
 - ii. one of the exceptions outlined in Attachment “A” of the [COVID-19 Campus Rules](#) apply;
- [Following direction of Public Health](#) - as it relates to PHO Orders, contact tracing and isolation requirements

For further information and complete list of rules, visit [COVID-19 Campus Rules](#). Frequently asked questions about COVID-19 protocols at UBC can be found [here](#).

Infection Control in Office Spaces

Although expected occupancy of office spaces is consistent with pre-COVID-19 levels, there are several controls that are being applied within these spaces in order to reduce the risk of COVID-19 transmission.

Remote Working and Return to Campus Considerations

Faculty and staff are required to follow remote working guidance of their Faculty/Department/Unit. Return to Campus Considerations are:

Timeline	Welcome Back	Decision Made By
June 1 st onwards	Employees (both faculty and staff) who need to report in-person to support instructional or operational planning and/or preparation for fall service model	Supervisor/Director/ Department Head with appropriate approvals
July 1 st onwards	Employees not included in the first group but who wish to work on campus	Individual decision with approval from Manager, Supervisor or Department Head/School Director
September 1 st onwards	Employees who are required to be on campus as they provide in person teaching, research and campus services	Supervisor/Director/ Department Head with appropriate approvals

Cleaning and Hygiene

UBC Building Operations will continue to clean public spaces and sanitize high touch areas daily. For further information, visit [UBC Building Operations](#). UBC Building Operations clean offices once every two



weeks. Desktops and personal items are not cleaned by UBC Custodial Services. Waste must be brought to the centralized sorting stations provided on all floors of each building. Everyone is encouraged to wipe down their own work surfaces and common office equipment regularly. Circulation areas and other shared spaces (including but not limited to staff lounges) will resume normal use with a daily cleaning/sanitizing schedule.

Respiratory Etiquette and Hand Hygiene

Occupants are expected to practice respiratory etiquette by coughing/sneezing into their mask, a tissue or into the sleeve of their shirt. Occupants are also expected to regularly wash their hands with soap and warm water for at least 20 seconds or make use of hand sanitizer stations. Hand sanitizer stations managed by Building Operations are available in the main building entrance/foyer. Everyone is encouraged to carry their own hand sanitizer.

Signage

All occupants, including visitors, are required to follow signage in all spaces.

Managing Contacts and Limiting Close Interactions

Throughout campus, students, faculty and staff are encouraged to limit the number of close sustained contacts with others, which includes avoiding situations where individuals congregate in shared areas. Occupants are expected to not linger, wait or loiter in hallways, corridors, foyers and other spaces that are intended for travel.

Physical Barriers

Office/Administrative areas involving high contact with the public may consider the installation of barriers (e.g. plexiglass). There may be application for plexiglass already installed. Before removing or purchasing additional plexiglass, contact ready.ubc@ubc.ca for advice and recommendations.

Scheduling

Faculties/Departments/Units are required to maintain schedules of on-site faculty and staff to support Public Health contact tracing efforts.

Additional Resources and Support

To support and enhance the health and wellbeing of all faculty and staff, UBC offers a variety of health resources available to the campus community. Visit UBC [Human Resources](#) for further information.

Communication Strategy

This Safety Plan will be posted on Safety & Risk Services' [website](#) and the [UBC Safe Vancouver App](#). Links to the plan should be included in communication to faculty and staff.



Monitoring and Continual Improvement

Building administrators, Joint Occupational Health and Safety Committees and Local Safety Teams are encouraged to engage with workers and supervisors to monitor office/administrative areas and report unresolved concerns to ready.ubc@ubc.ca.

Every effort is to be taken by all students, faculty and staff to promote an understanding of PHO Orders, COVID-19 Campus Rules and COVID-19 Safety Plans within the campus community. A respectful and educational approach is expected for all related interactions. Where faculty and staff are not comfortable addressing non-compliant behavior or feel that related interactions cannot be performed in a respectful manner, matters should be referred to their supervisor. Campus Security can assist as necessary. For further information and strategies, review the [Respectful Engagement guidance document](#).

Safety Concerns

Any concerns or questions should be initially sent to your direct supervisor. If unresolved, contact your [Joint Occupational Health and Safety Committee representative](#) or ready.ubc@ubc.ca.