**COVID-19 Workspace Safety Plan – Facility 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/>

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| Department / Faculty | Faculty of Science |
| Facility Location | UBC Botanical Garden (including Nitobe Memorial Garden) |
| Proposed Re-opening Date | November 1, 2020-March 15, 20201 Winter Plan |
| Workspace Location | UBC Botanical Garden  |

**Introduction to Your Operation**

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| 1. Scope and Rationale for Opening |
| Winter opening plan for UBC Botanical Garden (UBC BG) follows the same tenants was the previous Summer/Fall plan, and builds upon the successes we have already established. UBC BG extends several different garden areas, including an offsite nursery and Nitobe Memorial Garden. UBC BG has approximately 50 staff members, 15 of which are seasonal staff. Public outreach, education, practical horticulture training, retail, plant collections, horticulture, events, operations, and communications. UBC BG also has approximately 100 volunteers who actively participate in the activities of the Garden, including helping to maintain the Shop in the Garden. We also teach Vancouver’s only technical horticulture training program, which currently has 17 students. As a botanical garden much of the work that the Garden does is outdoors. This document deals with the Winter 2020 planning for the public spaces of UBC BG and our public-facing staff. Following curtailment in March 2020, UBC reopened campus attractions, with key public engagement returning to campus in July. This COVID-19 Safety Plan aligns with Faculty of Science and UBC guidelines as appropriate for public spaces. The public staff will be responsible for adhering to policies in this plan and those established by the Department with guidance from the Faculty and UBC generally. This plan assists supervisors and staff, and includes a review operational activities and directives to ensure effective controls are in place to reduce and prevent infection from COVID-19. This document will be updated when government and / or University mandated requirements are changed. https://covid19.ubc.ca/ Conducting on-campus work related to the public role of UBC BG will be limited to those who require on-campus resources and cannot conduct this work remotely. The goal continues to be to restrict the number of people in UBC BG in order to allow for physical distancing and safe practices in our public spaces. The plan has been approved by the Dean of Science, the following are revision to the accepted plan.  |

**Section #1 – Regulatory Context**

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| 2. Federal Guidance |
| * [Government of Canada: “Hard-surface disinfectants and hand sanitizers (COVID-19): List of disinfectants with evidence for use against COVID-19”](https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html)
 |
| 3. Provincial and Sector-Specific Guidance |
| * [BC’s Restart Plan: “Next Steps to move BC through the pandemic”](https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/gdx/bcs_restart_plan_web.pdf)
* Thrive BC Self-Assessment Tool
 |
| 4. Worksafe BC Guidance |
| * [COVID-19 and returning to safe operation - Phases 2 & 3](https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation)
* [WorkSafeBC COVID-19 Safety Plan](https://www.worksafebc.com/en/resources/health-safety/checklist/covid-19-safety-plan?lang=en&amp;origin=s&amp;returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f)
* [WorkSafeBC: Designing Effective Barriers](https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-designing-effective-barriers?lang=en&amp;origin=s&amp;returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f)
* [WorkSafeBC: Entry Check for Workers](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-entry-check-workers?lang=en&amp;origin=s&amp;returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f)
* [WorkSafeBC: Entry Check for Visitors](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-entry-check-visitors?lang=en&amp;origin=s&amp;returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f)
* [WorkSafeBC Protocol: Offices](https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/offices)
* [WorkSafeBC Protocols: Post-Secondary Education](https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/education-advanced)
 |
| 5. UBC Guidance |
| * [COVID-19 Campus Rules](https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf)
* [Guidelines for Preparing for Reoccupancy](https://srs.ubc.ca/files/2020/06/5.-Guidelines-for-Preparing-for-Re-Occupancy.pdf)
* [Guidelines for Safe Washroom Reoccupancy](https://srs.ubc.ca/files/2020/06/6.-Guidelines-for-Safe-Washroom-Re-Occupancy.pdf)
* [Space Analysis and Reoccupancy Planning Tool](https://srs.ubc.ca/files/2020/06/8.-Space-Analysis-Re-Occupancy-Planning-Tool.pdf)
* [UBC Employee COVID-19 PPE Guidance](https://riskmanagement.sites.olt.ubc.ca/files/2020/09/COVID-19-PPE-Guidance_Sept2020_final.pdf)
* [Ordering Critical Personal Protective Equipment](https://srs.ubc.ca/covid-19/health-safety-covid-19/working-safely/personal-protective-equipment/)
* [UBC Employee COVID-19 Use of Shared UBC Vehicles Guidance](https://riskmanagement.sites.olt.ubc.ca/files/2020/04/Guidance-for-Shared-Vehicles-FINAL.pdf)
* [UBC Facilities COVID-19 website](http://facilities.ubc.ca/covid-19/) - Service Level Information
* [UBC Employees COVID-19 Essential In-person Meetings/Trainings Gui](https://riskmanagement.sites.olt.ubc.ca/files/2020/04/Guidelines-for-Meetings-Trainings-FINAL.pdf)de
* [Workplace Physical distancing Planning Tool and Signage Kit](https://srs.ubc.ca/covid-19/safety-planning/communications-resources/)
* [Preventing COVID-19 Infection in the Workplace training course](https://wpl.ubc.ca/browse/srs/courses/wpl-srs-covid)
* [UBC Cleaning Standards & Recommendations for Supplementary Cleaning](https://riskmanagement.sites.olt.ubc.ca/files/2020/08/Guidelines_cleaning_spaces_V_8_final.pdf)
* [UBC Classroom Safety Planning](https://learningspaces.ubc.ca/covid-19-gts-classroom-safety-planning)
* [UBC Signage](https://srs.ubc.ca/covid-19/safety-planning/communications-resources/)
* [COVID-19 Safety Plan Addendum: Required Non-Medical Masks](https://riskmanagement.sites.olt.ubc.ca/files/2020/09/COVID19-Safety-Plan-Addendum_Required-Non-Medical-Masks_6.0_Final.pdf)
 |
| 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.

Prior to opening or increasing staff levels:

Where your organization belongs to a sector that is permitted to open, but specific guidance as to activities under that sector are lacking, you can use the following risk assessment approach to determine activity level risk by identifying both your organization’s or activity’s contact intensity and contact number, as defined below:

1. What is the contact intensity in your setting pre-mitigation – the type of contact (close/distant) and duration of contact (brief/prolonged)?
2. What is the number of contacts in your setting – the number of people present in the setting at the same time? As a result of the mass gatherings order, over 50 will fall into the high risk.



One or more steps under the following controls can be taken to further reduce the risk, including:

* Physical distancing measures – measures to reduce the density of people
* Engineering controls – physical barriers (like Plexiglas or stanchions to delineate space) or increased ventilation
* Administrative controls – clear rules and guidelines
* Personal protective equipment – like the use of respiratory protection

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| **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 |
| * The goal is to control the number of people in the Garden in order to reduce contacts between people to abide by provincial guidance around physical distancing in public spaces. Staff have assigned room occupancy numbers (vetted by the Director) to ensure that physical spacing is possible at all times. If a job or task requires close proximity, the Director and Administrative Manager will consult with Safety and Risk Services (SRS) to do a PPE risk assessment in accordance with UBC COVID-19 PPE guidance. In accordance with the guidance from the provincial health authority and within the established protocols, this number will increase incrementally as the COVID-19 situation changes to allow levels of patrons to increase over time.
* The Director and Administrative Manager are responsible for ensuring that staff are trained in appropriate cleaning protocols for the Garden spaces, including cleaning high contact surfaces, benches, elevator buttons, doorknobs, other shared equipment, and common areas.
 |
| **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) |
| * As mentioned above, we have reduced the number of people in the Garden in order to reduce contacts between people.
 |
| **9. Employee Input/Involvement**Detail how you have met the MANDATORY requirement to involve frontline workers, Joint Occupational Health and Safety Committees, and Supervisors in identifying risks and protocols as part of this plan |
| * The FoS’s internal, faculty-driven Resumption of On-Campus Research committee has drafted the organizational document on which this plan is based. The committee’s members include representatives from the faculty, the Departmental administration, trainee representatives, and representatives from the Joint Occupational Health and Safety Committee for the FoS (both employer and worker representatives), and is chaired by the Associate Dean, Research (ADR). All members solicited input from the groups they represented, and details included in this plan reflect input and guidance from this diverse cross-section of FoS employees. The back to work policies were then distributed to employees via e-mail to solicit further feedback.
* The Garden engaged a cross-section of employees to contribute to the re-opening plan. The Planning Working Group meeting was held every Tuesday from July-October, and members of the group subsequently worked cooperatively in sub groups and through emails and using shared documents to identify risks and develop protocols to mitigate the risks as part of this plan.
* Expectations for each worker group is outlined in Appendix B and will be emphasized during the communication of this site-specific safety plan.
* The Garden has adopted daily check-ins for individual staff using, each staff member will take the quick test before coming to work and report results to their supervisor and/or manager <https://bc.thrive.health>
 |
| **10. Worker Health**Detail how all Supervisors have been notified on appropriate Workplace Health measures and support available and how they will communicate these to employees |
| The Botanical Garden Director and all managers have been informed on appropriate Workplace Health measures and supports for staff mental and physical health, to be made available as they return to work at site. Check in’s and supports will also be made available via the following channels:* Weekly team meetings
* Team 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/wellbeing-campaigns-and-initiatives/thrive). |
| **11. Plan Publication**Describe how you will publish your plan ONLINE and post in HARD COPY at your workplace for employees and for others that may need to attend site |
| Final plans will be posted to the following: UBC Botanical Garden main website and the FoS JOHSC website. Additionally, hardcopies will be posted on Health and Safety boards within Garden building staff-only areas. An alert noting the plan availability will be included on the UBC Botanical Garden’s main website. |

**Section #3 – Hazard Elimination or Physical Distancing**

Coronavirus is transmitted through contaminated droplets that are spread by coughing or sneezing, or by contact with contaminated hands, surfaces or objects. UBC’s goal is to minimize COVID-19 transmission by following the safety hierarchy of controls in eliminating this risk, as below.



The following general practices shall be applied for all UBC buildings and workspaces:

* Where possible, workers are instructed to work from home.
* Anybody who has travelled internationally, been in contact with a clinically confirmed case of COVID-19 or is experiencing “flu like” symptoms must stay at home.
* All staff are aware that they must maintain a physical distance of at least 2 meters from each other at all times
* Do not touch your eyes/nose/mouth with unwashed hands
* When you sneeze or cough, cover your mouth and nose with a disposable tissue or the crease of your elbow, and then wash your hands
* All staff are aware of proper handwashing and sanitizing procedures for their workspace
* Supervisors and managers must ensure large events/gatherings (> 50 people in a single space) are avoided
* Management must ensure that all workers have access to dedicated onsite supervision at all times.
* All staff wearing non-medical masks are aware of the risks and limitations of the face covering they have chosen to wear or have been provided to protect against the transmission of COVID-19. See [SRS](https://srs.ubc.ca/covid-19/) website for further information.

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| **12. Work from Home/Remote Work**Detail how/which workers can/will continue to work from home (WFH); this is required where it is feasible |
| * Continued support the Garden’s operations, continues to be done off campus in accordance with the current UBC directive.
* In-person group meetings, events, programs are not organized.

Overall priority access criteria for employee work attendance (from most important to least important):* Staff whose primary responsibilities are to support the public facing function of the Garden including Visitor Services, Education, and Operational Personnel.
* Equity considerations will be made for staff who cannot work remotely (due to environmental reasons, such as the presence of children) and have been granted a special exemption by the Director or the Administrative Manager.
 |
| **13. 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 |
| The phased Garden reopening plan is included in Appendix C.* The Garden has set its regular schedule of public Hours, Wednesday to Sunday 10 a.m. to 3:00 p.m.
* Staff must respect the custodial servicing of work spaces during regular working hours and be mindful of custodial staff who may be working in other areas of the building.
* It is the responsibility of staff supervisors to ensure scheduling is prepared and communicated clearly to all staff.
 |
| **14. Spatial Analysis: Occupancy limits, floor space, and traffic flows** |
| NOVEMBER 1, 2020-March 15, 2021 UPDATE ONLY In accordance with the WorkSafe BC’s guidance the Garden will continue as specified in approved opening document with Building Capacity and Occupancy levels with the noted exceptions below:* Increase in Reception Centre to 18 individuals maximum. The space within the Reception Centre easily allows for social distancing within this, and desk areas will be set-up that will accommodate the 18-person maximum. This is to provide 1-3 hours per day respite for workers and students during the colder weather. This maximum will allow for ample opportunities for social distancing based on our regular pre-COVID-19 visitation statistics and experience and the calculations considering WorkSafe BC guidelines on the facility’s square footage, encumbered or furnished areas and circulation pinch points.
* Non-medical masks will be used in all indoor public spaces. Approved UBC Signage has been added to entry/exit passages in the Reception Centre.

See Appendix D for all floor space and directional flow maps.In accordance with the WorkSafe BC’s guidance on retail spaces, UBC BG will specifically:* Allow a maximum of 8 customers at a time, which is greater than 50% less of what is Worksafe BC guidelines allow, but seems appropriate for physical distancing based on our pre-COVID-19 experience. One of the two cashiers on duty will be responsible for monitoring at all times.
* Use floor directional signage and free-standing sign holders throughout to ensure directional flow of customer traffic through the store, and where applicable out to the Garden space.
* Trained cashiers will continue to utilize strategies and protocols to deal with customers who may be unwilling or who are unable to understand the approach to managing visitor access, volumes and directional flow.
* Deliveries will continue to be directed to the shop in the Garden
* Increase the Shop in the Garden capacity to eight-person maximum. With the closure of the main outdoors admissions desk for the season, Garden visitors will walk through the Shop to get into the Main Garden. They will also exit through the shop. The eight-person capacity is not foreseen to be a continuous capacity, but rather to issue individuals through the shop into the Garden, and that these individuals can be checked-in through the Eventbrite system (as per original reopening document).
* Non-medical masks will be used in all indoor public spaces. Approved UBC Signage has been added to entry/exit passages in the Shop in the Garden. Disposable masks are available for those guests who do not have a mask.
* Non-medical masks are not required in outdoor areas of the Garden.
 |
| **15. Accommodations to maintain 2 metre distance**Please detail what accommodations/changes you have made to ensure employees can successfully follow the rule of distancing at least 2 metres from another employee while working  |
| Common Physical Distancing Protocols (Everyone)* Physical distancing is required at all times with personnel spaced by at least 2 m. Where physical distancing is not possible, then UBC guidelines for these situations should be followed: refer to UBC Employee COVID-19 Physical Distancing Guidance. The personnel must contact SRS for guidance on appropriate PPE where physical distancing cannot be maintained. This is presently not anticipated for UBC Botanical Garden staff.
* No unnecessary visitors are permitted in the buildings, including relatives (e.g., parents, children), friends of faculty, or research personnel. Exceptions include: couriers, industry representatives, or researchers on campus accessing equipment or collections.
* Use of non-medical masks is guided by BC Health guidelines. Medical masks are currently required in public spaces within the university , wearing of non-medical masks is required in all common indoor spaces on UBC Premises unless an exception applies. [See COVID-19 Campus Rules and Non-Medical Mask FAQs for further information.](https://riskmanagement.sites.olt.ubc.ca/files/2020/09/COVID19-Safety-Plan-Addendum_Required-Non-Medical-Masks_6.0_Final.pdf)
* Classrooms capacities have been reduced so that designated seats are 2m apart. Therefore, while in classrooms, students and other classroom users have the option to remove their nonmedical mask when seated in designated seats, or while engaged in activities in a classroom where the physical distancing requirement is met.

COVID-19 Safety Plan Addendum: Required Non-Medical Masks September 29, 2020 – Version 6:* Faculty and instructors are not required to wear a non-medical mask in classrooms while physically distanced (2m) from students and other classroom users.

As per UBC’s policy, non-medical masks must be worn: * When travelling through building corridors and shared spaces • While entering or exiting classrooms • Within classrooms while moving to a seat, or at any other time that 2m physical distancing cannot be maintained [September 17, 2020].
* 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 SRS Guidelines, linked [here.](https://srs.ubc.ca/2020/05/13/non-medical-masks-and-the-risks-associated-with-them/)
* No in-person group meetings, social events, or other gatherings shall take place until further notice.
* People in common areas must also adhere to physical distancing.

Administration Spaces and Common Spaces / Hallways / Washrooms / etc. are managed under UBC BG plan.Garden Admissions through UBC Botanical Shop in the Garden* Provide hand sanitizers at the entrance, (serves as both admission and retail desk).
* Not offer any group tours, group educational programs or special events.
* Allow access by appointments only through an online ticketing system.
* Install sign to remind staff and visitors to wash their hands regularly and thoroughly. Institute a regular cleaning regiment for common high touch surfaces such as railings and handles.
* Washroom in the Reception Centre are spacious and will easily allow for social distancing. Signs will remind visitors to do so. Hand sanitizer will also be available at the entrance and main door to the washrooms can be propped open (where required).

UBC Botanical Shop in the Garden In accordance with the WorkSafe BC’s guidance on retail spaces, the Garden will specifically:* Place pictogram signs at the entrance informing customers not to enter the store if they are exhibiting symptoms of COVID-19.
* Ask customers to hold their ID so it is visible to allow identification for special visitor passes and discount programs, such as the UBCCard or admission coupons and special offers (e.g. Groupon, UBC Museums Pass, Vanpass, etc.).
* Posts signs asking customers to refrain touching merchandise unnecessarily.
* Institute a regular cleaning regiment for common high touch surfaces such as railings and handles.
* Post sign to encourage customer use of touchless pay methods, such as credit and debit, and require staff to sanitize or wash hands immediately after handling cash.
* Restock and rearrange merchandise when no customers are present and washing hands before and after doing so.
 |
| **16. Transportation**Detail how you are able to (or not) apply UBC's COVID-19 vehicle usage guidelines to the proposed operational model - if you cannot apply these guidelines, please describe alternative control measures |
| Vehicles at the Garden will continue to be used under the approved plan, no changes |
| **17. Worker Screening**Describe how you will screen workers: 1) exhibiting symptoms of the common cold, influenza or gastrointestinal; 2) to ensure self-isolation if returning to Canada from international travel; and 3) to ensure self-isolation if clinical or confirmed COVID-19 case in household or as medically advised |
| * 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.
* 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.
* 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:
	1. [Worksafe: Entry Check for Workers](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-entry-check-workers?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f)
	2. [Worksafe: Entry Check for Visitors](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-entry-check-visitors?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f)
* Workers will be encouraged to use the [Thrive BC Self-Assessment Tool](https://bc.thrive.health/covid19/en) to monitor themselves for symptoms of COVID19 or other concerns prior to work attendance.
 |
| **18. Prohibited Worker Tracking**Describe how you will track and communicate with workers who meet categories above for worker screenings |
| **No Changes**. PAT will be utilized to track any workers who cannot attend work due to one or more of the three categories of restriction (as defined by Worksafe). |

**Section 4 – Engineering Controls**

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| **19. Cleaning and Hygiene**Detail your cleaning and hygiene plan, including identification for hand-washing stations and the cleaning regimen required to be completed by departmental staff for common areas/surfaces (BOPS Custodial has limitations on cleaning frequency, etc.) |
| * The standard UBC custodial standards will apply. Custodial crews will continue clean buildings.
* Cashiers will follow a regular cleaning schedule (currently anticipated to be hourly) of high touch surfaces in the Shop in the Garden and Garden Centre within the approved cleaning product in accordance with federal guidance. Such staff will be required to log the time of each occurrence for monitoring by supervisors. Personnel must wash their hands regularly and avoid contact with one another.
* Cleaning schedules will be continue to generated by the Administrative Manager for all high-touch items, such as the cash desk and other surfaces, railings, door handles, sitting benches, display drawers and arm rests of available limited seating in the theatre. For all new cleaning protocols, training regarding the protocols and cleaning solutions must be provided.
* Common surfaces (e.g., cash register drawer, phone, mice on computers) should be wiped regularly with disinfectant. Supplies will be made available so that this disinfection can be done by users.
* All laptops brought into the facility should be wiped down by its user with disinfectant upon arrival and at departure.
 |
| **20. Equipment Removal/Sanitation**Detail your appropriate removal of unnecessary tools/equipment/access to areas and/or adequate sanitation for items that must be shared that may elevate risk of transmission, such as coffee makers, kettles, shared dishes and utensils |
| * Shared tools shall be cleaned before and after use.
 |
| **21. Partitions or Plexiglass installation**Describe any inclusion of physical barriers to be used at public-facing or point-of-service areas |
| Plexiglass barrier will continue to be used at the Cash desk at the Shop in the Garden. Worksafe guidance on designing effective barriers will be followed. |

**Section 5 – Administrative Controls**

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| **22. 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 FoS JOHSC Once this plan is complete, it will be distributed to the FoS 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 Faculty of Science EmployeesTo communicate the risk of exposure to COVID-19 in the workplace to the employees, the Garden distribute this plan highlighting the Winter 2020 updates.Communication of Worker’s Concerns to the Faculty of Science* When an employee is concerned about any of these policies, they should follow the standard WorkSafeBC reporting guidelines (see Right to Refuse Unsafe Work below).
* They may also contact their worker representative of the FoS JOHSC to express their concerns.
* They may also report concerns confidentially to the email address: accessfeedback@science.ubc.ca. This will be monitored by Mark MacLachlan, Associate Dean of Research & Graduate Studies, and concerns will be treated discreetly with heads and directors.
 |
| **23. Training Strategy for Employees**Detail how you will mandate, track and confirm that all employees successfully complete the **Preventing COVID-19 Infection in the Workplace** online training; further detail how you will confirm employee orientation to your specific safety plan |
| * When the Preventing COVID-19 Infection in the Workplace online training course has been developed, it will be mandatory for all employees working, regardless of when they are scheduled for physical return to work.
 |
| **24. Signage**Detail the type of signage you will utilize and how it will be placed (e.g. floor decals denoting one-way walkways and doors) |
| * UBC BG continues to utilize the signage from the[*Safety & Risk Services COVID-19 website*](https://srs.ubc.ca/covid-19/communications-resources/), the [*Worksafe’s COVID-19 – Resources*](https://www.worksafebc.com/en/forms-resources#sort=%40fcomputeditemdatefield343%20descending&f:language-facet=[English]&tags=Covid-19|a96b6c96607345c481bb8621425ea03f)website, and from Building Operations in addition to its own branded wall and floor signage specific to operations.

Required Signage:* Signs that state the maximum occupancy of common rooms.
* Use of tape to block-off rooms, galleries and other areas 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).
* Checklist of items that require disinfection at the end of each shift. This should include switches, door handles, keyboards and mice of communal computers, cart handles, etc.
 |
| **25. Emergency Procedures** Recognizing limitations on staffing that may affect execution of emergency procedures, detail your strategy to amend your emergency response plan procedures during COVID-19. Also describe your approach to handling potential COVID-19 incidents. |
| UBC BG will follow the guidance outlined in the Building Evacuation Amendment for COVID-19 operations.  |
| **26. 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 |
| The Garden has reviewed and updated the Safety Plan as required this being an example of an update. Employee feedback on this plan can be sent directly to their Supervisor, to their worker representative on the FoS JOHSC, or confidentially to the email address: accessfeedback@science.ubc.ca. This will be monitored by Mark MacLachlan, Associate Dean of Research & Graduate Studies, and feedback will be treated discreetly with the Director.  |
| **27. Addressing Risks from Previous Closure**Describe how you will address the following since the closure: staff changes/turnover; worker roles change; any new necessary training (e.g. new protocols); and training on new equipment |
| It is not anticipated that there will be changes to worker roles, with the exception of requiring heightened cleaning on high-touch surfaces.  |

**Section #6 – Personal Protective Equipment (PPE)**

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| **28. Personal Protective Equipment**Describe what appropriate PPE you will utilize and how you will/continue to procure the PPE |
| * Shop staff and customers are requested to wear masks in the Shop at all times, and in public indoors spaces, including the Reception Centre
* Where COVID-19-specific PPE may be required, staff 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
 |

**Section #7 - Acknowledgement**

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| **29. Acknowledgement**The Plan must demonstrate approval by Administrative Head of Unit, confirming: 1) the Safety Plan will be shared with staff and how; 2) staff will acknowledged receipt and will comply with the Safety Plan. |
| The following must be signed by the department head and the Dean (1) to confirm that it will be shared with the Departments, (2) to detail the method in which it will be shared, and (3) to acknowledge receipt and compliance 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.

**Faculty of Science**

|  |  |
| --- | --- |
| **Date** |  |
| **Name**  |  |
| **Title** |  |

|  |  |
| --- | --- |
| **Department** |  |
| **Date** |  |
| **Name** |  |
| **Title** |  |

### **Appendix A:** List of Buildings and Departments in the Faculty of Science

The Faculty of Science is a large Faculty (452 faculty, 535 staff, 1500 graduate students), consisting of 9 departments (botany, chemistry, computer science, EOAS, mathematics, microbiology & immunology (M&I), physics & astronomy, statistics, zoology), 4 research institutes with faculty positions (MSL, IOF, IRES, QMI), plus a few other institutes / labs (DSI, AMPEL, ICICS) and public-facing facilities, such as Beaty Biodiversity Museum, **Botanical Gardens, and Nitobe Gardens**. We are spread over at least 30 buildings on campus at UBC-V; the main 22 buildings for Science are as follows (other Faculties highlighted):

AERL IOF; IRES

Auditorium Annex Math

Biological Sciences Building Botany; Zoology

Biodiversity Research Centre (BRC) Botany; Zoology

[Beaty Biodiversity Museum]

Brimacombe QMI; AMPEL; Chem; Physics; App Sci

Chemistry A-block Chemistry; Physics;

Science Co-op / advising

Chemistry B-block Chemistry

Chemistry C-block Chemistry

Chemistry D-block Chemistry

Chemistry E-block Chemistry

Computer Science (ICCS) Computer Science; ICICS (App Sci)

EOSM EOAS; Data Science Institute

ESB FoS Dean’s Office; EOAS; Stats; PIMS

Hennings PHAS

I-CORD Zoology (2 groups); Medicine

Life Sciences Centre (LSI) M&I; Zoology; Medicine; Dentistry

Lower Mall Research Station M&I (one group); App Sci

LSK (Leonard Klink) Math; IAM; App Sci; UBC IT

Math Math

Math Annex Math

Michael Smith Laboratories MSL, Botany, Chem, M&I, Zoology;

Medicine; Forestry; App Sci; LSF

Networks of Centres of Excellence (NCE) MSL, Chem, M&I; Medicine

UBC IT, PIMS, Science Advising, Science Deans office and Science Co-op are located within our buildings. As well, there are many Science researchers scattered across the campus.

**Appendix B:** 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/.
* Must take the required UBC COVID-specific training course, when available.
* In-person group meetings, events or lectures cannot be organized in Phase 1 of the research resumption activities.
* When an employee is concerned about the rules for reopening, they should follow the standard WorkSafeBC reporting guidelines (address the concern in writing to their supervisor first). However, they may also report concerns confidentially to the email address: accessfeedback@science.ubc.ca. This will be monitored by Mark MacLachlan, Associate Dean of Research & Graduate Studies, and concerns will be treated discreetly with heads and directors.

**Responsibility of Director and Administrative Manager**

* Must take the required UBC COVID-specific training course, when available.
* Responsible for developing safety plans for their departments / buildings (in conjunction with building administrators and health & safety committees) that incorporate the guidelines in the main Faculty of Science safety plan.
* Responsible for communicating the safety plan to employees.
* 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., social rooms, lunch rooms, bathrooms, stairwells), offices, and other shared facilities.
* Responsible for ensuring that hand sanitizer is provided at key points (e.g., near entrances, entrances to shared instrument facilities) for personnel, if not supplied by building operations

**Appendix C:** **Phased Re-entry with Update in Phase 4 (current) -** Building COVID Occupancy Plans 