COVID-19 Safety Plan for Administrative Staff
Primarily CEME 2054 and 2205

General Guidelines

- No more than 3 MECH administrative or teaching staff/faculty will be permitted in CEME at one time.
  - This load has been coordinated with Civil Engineering.
- All workers coming to campus must take the Safety and Risk Services COVID-19 training and submit their certificate to the Department file prior to scheduling a visit date.
- In order to reduce the number of people at the worksite, we have considered work-from-home arrangements - all personnel at UBC have been directed not to work on campus unless they must be on campus and have permission through a specific exemption. This plan covers administrative staff that are required to support phased return to research, online teaching, and necessary operations.
- Anyone who has had symptoms of COVID-19 in the last 14 days must stay home. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
- Anyone directed by Public Health Authority or a medical professional to self-isolate must stay home.
- Anyone who has arrived from outside of BC or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.
- Avoid touching your face (eyes, nose and mouth).
- Wash your hands regularly.
- Use hand sanitizer only when hand washing is not possible. Sanitizer must be applied over entire hand and must remain in place >20 seconds to be effective. Washing hands with soap and water is more effective at preventing infection than hand sanitizer.
- Cough or sneeze into your upper sleeve; don’t cover your mouth/nose with your hands.
- Wash your hands or use hand sanitizer after coughing or sneezing.

Guidance Documents
The following documents were used in completing this application, and are available to all staff.

- Preventing Exposure
- Personal Protective Equipment
- Physical Distancing Guidelines
- Reporting COVID-19 Exposure
- Communications Resources
- UBC Research Resumption webpage
- WorksafeBC
Cleaning and Hygiene Practices

- Workers shall review the information on cleaning and disinfecting:
- Surfaces that are handled by multiple users must be effectively disinfected between users. Dirt and debris must be cleaned off; soap and water are to be used preferentially if suitable. Check and follow the manufacturer’s instructions for using a disinfection product.
- Handwashing is available in the 2054 kitchen and the bathrooms adjacent to 2205. Hand sanitizer is also available at both locations.
- Policies that specify when workers must wash their hands are provided below:
  
  - Wash hands:
    - Upon arrival at work
    - Before and after going on breaks
    - After handling suspect items
  - Wash hands for a minimum of 20 seconds with soap, rubbing all surfaces and then rinse well.
  - If soap and water are not available then an alcohol-based hand sanitizer is acceptable. Rub 3-5 ml over all surfaces of your hands and rub or leave in place until hands feel dry; do NOT wipe away sanitizer using paper towels or other materials as that defeats the disinfecting process.
  
  - We have implemented cleaning protocols for all common areas and surfaces - washrooms and other areas/facilities shared by building occupants in general will be cleaned by UBC custodial services.
  - The microwaves and fridges located in these spaces are not to be used in Phase 1. Workers are encouraged to bring lunches with ice packs that do not need to be heated.

Risk Assessment and Response

About COVID-19

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face. The risk of person-to-person transmission increases the closer you come to other people, the more time you spend
near them, and the more people you come near. The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

**Room Occupancy**
Room occupancy will be set conservatively to reduce both proximity and ventilation load. Occupancy limits will be posted. **No more than 3 MECH administrative or teaching staff/faculty will be permitted in CEME at one time.** Room occupancy numbers do not override the 2-3 person per day occupancy limits.

- CEME 2054 common area – not more than 4 persons
- 2054 A, B, C, D, E – 1 person each
- 2054 F&G – 1 person combined
- 2054 H – lounge closed
- 2205 common area – not more than 2 persons
- 2205 A, B, C, D, E – 1 person each

Workers should be verbally in contact with those in the vicinity when using walkways or moving about a space to ensure a 2m distance between persons is maintained at all times.

When working alone, the supervisor or designate of the worker must be contacted at the start of shift, every four hours thereafter, and at the end of shift. See [http://safety.mech.ubc.ca/procedures/working-alone-procedures/](http://safety.mech.ubc.ca/procedures/working-alone-procedures/) for detailed procedures.

**Scheduling**
**No more than 3 MECH administrative or teaching staff/faculty will be permitted in CEME at one time.**

Room occupancies are to be respected at all times. Those who need to work on campus will email access@mech.ubc.ca at least 1 working day in advance to check availability and schedule their time on campus.

**Job Tasks and Processes with Proximity Implications**
Job tasks and processes may bring workers in closer proximity to each other and how they will be managed:

- **Support Work Requests and Consultations**
  - Whenever possible, discussions are to be conducted on-line.
  - Requests and consultations requiring in-person meetings will respect the 2m distancing requirement.
- **Item Pick-up and Drop-off**
  - Electronic notification of exchange (request, drop-off) will be used, with locations that maintain 2m distancing between persons.
Items will be placed on a surface or the floor, rather than being directly handed to the person picking up.

- Purchasing Requests
  - Taken by purchasing@ece.ubc.ca or MECH Finance online only.
- Entering other university spaces not listed above to carry on business.
  - This should be done only if absolutely necessary.
  - A distance of 2m must be kept between all persons.
  - All surfaces and items to be handled, where it is unclear that they have not been touched within the 72 hour period prior, need to be wiped down with antiseptic wipes before proceeding. If this is not practical, then the affected persons shall wash or disinfect their hands as soon as practicable after finishing handling the item.

Shared Tools and Equipment
The following tools and equipment may be shared by workers. Workers will be required to clean the equipment before using it, and wash their hands immediately afterwards.

- Pens
- Tape for hanging signs, marking lines

As far as practical, each person is to work primarily from a designated area with tools that only they handle. Where this is not practical, before use, wipe shared items with disinfectant wipes unless it is known to have been untouched for 72 hours.

Dispose of wipes into the regular trash; do not reuse.

Commonly Touched Surfaces
The following surfaces are touched often by people, and will be cleaned before being used.

- Shared door handles, light switches, and alarms panels
- Shared counter tops
- Shared shelving

HVAC
Auxiliary household fans, and opening of windows will be used to supplement fresh air exchange as weather conditions permit.

PPE
- No PPE is required for regular work.
- We have reviewed the information on selecting and using masks and instructions on how to use a mask - the workers must review the information on the websites:
We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that masks should only be considered when other control measures cannot be implemented:

- Cloth masks may offer some level of protection to others by preventing the wide spread of droplets from the wearer. However, they are not a proven method of protection for the wearer as they may not prevent the inhalation of droplets.
- Surgical masks, like cloth masks, offer limited protection to the wearer from the inhalation of droplets, but may offer some protection to others by preventing the wide spread of droplets from the wearer. They should be preserved for use by health care workers, whenever possible.
- There is no anticipated need for N95 or P100 type respirators. If and when such are needed, they must be used in accordance with the Occupational Health and Safety Regulation.
  - Non-medical masks do not protect the person wearing them as they do not seal to the face and allows virus particles to pass through them.
  - Do not offer complete protection for others if the wearer is ill, as only the largest droplets are captured, and are not a substitute for physical distancing.
  - Wearing a mask can provide a false sense of security, leading to decreased attention to physical distance and hand washing.
  - Self-contamination occurs when touching and reusing contaminated masks. Frequent changing/laundering and proper donning/doffing is required.
  - Have potential to cause breathing difficulties, and can be dangerous to wearer with underlying health conditions.

**Visitors, Faculty, Students and other Non-technical Staff**

- Visitors, faculty, students and employees who are not part of Administrative Staff and who have not otherwise been qualified by MECH Access will not have access to the listed facilities.

**Violence Prevention**

- Workers have the training and strategies required to address the risk of violence that may arise as people in the department adapt to restrictions or modifications to the workplace. The required violence prevention program is in place - all personnel have completed the UBC Preventing and Addressing Workplace Bullying and Harassment Training course and the Workplace Violence Prevention training course.

**Workers who Become Ill at Work**

- Workers must call UBC First Aid (604 822 4444).
- Individuals who become sick at work must immediately don a mask (will be provided by employer) to prevent spread of droplets, wash or sanitize their hands, and immediately take measures to move to self-isolation.

http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation
• If anyone is in immediate distress 9-1-1 must be called. First Aid must also be called if the person in distress is a Worker.
• Any spaces occupied or items handled by the ill person are not to be occupied or handled until a determination has been made that it is safe to do so. The area supervisor is to determine how, and when disinfection of the affected area or item is to take place.

Communication

This Document
This document will be provided to all workers, who will confirm by signing that they have received and reviewed the document prior to coming to work.

Signage
Signage identifying locations of hand sanitizer and reminding users to wash hands is already in place.

Building Plans
This document is designed to supplement the CEME COVID-19 Safety Building plan and the Building Emergency Response Plan (BERP). Both documents shall be reviewed by all occupants.

Monitoring

Updates to Policies and Procedures
Guidance from Safety and Risk Services, WorkSafeBC, and the Faculty of Applied Science will be implemented as it becomes available.

Signing In and Signing Out
Workers will sign in and out with their supervisor. By signing in and out, they are certifying that they are free of COVID-19 symptoms, have not been knowingly exposed to the virus, and have not travelled outside of BC in the last fourteen days.

Compliance
The Machine Shop Lecturer and the Program Support Electrical Engineer will be responsible for compliance monitoring. These spaces are also regularly patrolled by the APSC Safety Officer, who can provide guidance if needed.

Worker Rights and Responsibilities

Involvement of Workers in Plan Development
This plan was developed by Jennifer Pelletier from the Technical Staff plan, which was developed by by Markus Fengler (LST Co-Chair, Machine Shop Supervisor), Sean Buxton (Program Support Electrical Engineer, Worker Rep), Monica Clarkson (LST Co-Chair, Worker Rep), and Jennifer Pelletier (Manager responsible for safety). It was reviewed by all administrative staff members.
Right to Refuse Unsafe Work
All workers have the right to refuse unsafe work. Workers are to cease activity where they are aware it is unsafe, and are encouraged to identify safety issues and concerns, and bring them forward as below. If a worker feels unsafe returning to work, or has any concerns about this plan, or is uncomfortable with any task asked of them, they are encouraged to talk to their supervisor. If they are uncomfortable talking to their supervisor, they are encouraged to talk to either the Local Safety Team representative or their Joint Occupational Health and Safety Representative (safetycommittees.ubc.ca), or to their Department Head or designate.

Approval
This plan is an application for up to three administrative staff to come to CEME on any given day. With no more than three combined administrative and teaching staff/faculty to be in the building at a time.

Approved by

Steve Feng, Department Head

July 3, 2020

Date

Administrative Staff Agreement

Josy Austin

Edwin Avelino

Saxon Bishop

Rico Choi

Monica Clarkson

Sarah Clayton
COVID 19 Safety Plan for Technical Services

Heather Gerrits

Rinna Gotay

Dennis Kwong

Athena Leong

Jennifer Pelletier

Amelia Pitt-Brooke

Sisi Zhuu