COVID-19 Child (Workspace) Plan

This workspace safety plan will assist faculty and staff who wish to resume academic activities including the services that directly support teaching & learning, as well as revenue generating activities. This plan will include a review of activities to be undertaken in the workspace to ensure effective controls are in place to prevent the spread of COVID-19. The applicants are responsible for ensuring this document reflects current government guidance and notices which can be found, along with information about UBC’s response to the pandemic at https://covid19.ubc.ca/.

This plan must be reviewed by your Local Safety Team, and signed by your Unit Head/Director.

Resources to Consult
The following guidance documents and resources were used in the development of this plan:

- Preventing Exposure
- Personal Protective Equipment
- Physical Distancing Guidelines
- Reporting COVID-19 Exposure
- Communications Resources
- WorksafeBC

Section #1: Workspace information

Name of applicant: Gary S Schajer
Department/School/Unit: Mechanical Engineering
Faculty: The Faculty of Applied Science
Building(s): CEME
Lab(s)/workspace(s) location: 1203
Proposed Re-opening Date: 2020 September 09

Introduction to Your Operation: Scope and rationale for opening

I am teaching MECH 463 Mechanical Vibrations, which is a large class of ~150 final year students. The course consists of 36 x 1hr lectures. Previous students who had experienced online teaching earlier in the year indicated that they had got on best with instruction formats that most resembled a conventional in-class experience. Thus, I wish to present my course from a lecture room and to teach my students “live” as if we were present together. I plan to teach in traditional way from the whiteboard and behave as much as possible as if my students and I were in the room together. To this end, I have acquired a high quality camera with zoom lens. This will be placed in a typical student sitting location so that the resulting view resembles the view that students normally see. I have also acquired a lapel microphone so that I can walk around at the whiteboard and point to things without being constrained to remain at a fixed microphone location. I also have also acquired a large computer monitor that I can place next to the camera, on which I plan to display the images of the students attending the class. In that way, both students and teacher can see each other, thus adding to the illusion of being present together. A teaching assistant will operate
the computer and camera and will be the only other person in the room. The use of the zoom camera lens allows us to remain separated by over 5m. The photos show the proposed setup.

Section #2 - Risk Assessment

The below information is intended to serve as a guide for risk assessment and the planning of mitigation strategies. Activities are considered high risk for COVID-19 if they meet any three risk considerations below. Your plan will be reviewed by your LST; they will consider both high and low risk activities as this will determine additional approval requirements (APSC Dean’s Office, Central UBC, etc.). Please note, the risk assessment is done before the risk mitigations are in place.

Only Risk #2 is present, all others are absent.

- Risk #1 is absent. Only 2 people will be present.
- Risk #2 is present. A teaching assistant acting as computer operator/cameraman will be present in addition to the teacher. However, the camera has a very long zoom lens, so the distance between the two persons is > 5m. Thus, adequate physical distancing can easily be maintained.
- Risk #3 is absent. The room has large windows that can easily be opened.
- Risk #4 is absent. The room is rarely if at all used by other people.
- Risk #5 is absent. Both teacher and computer operator/cameraman are in good health, without any compromising medical conditions.
- Risk #6 is absent. Both teacher and computer operator/cameraman are responsible and able to follow proper hygiene procedures.

<table>
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<tr>
<th>Risk Consideration</th>
<th>Context</th>
<th>Important Risk Mitigation</th>
</tr>
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<tbody>
<tr>
<td>Risk #1 – public facing units (interactions with 10+ people who are not your regular colleagues)</td>
<td>The risk of COVID-19 introduction and spread is presumed to be greater as the...</td>
<td>Enable two metre physical distancing; pinch-points must be addressed and carefully managed.</td>
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</tbody>
</table>
| Risk #2 – Prolonged close interaction with others (not in the usual cohort of colleagues); if contact lasts for more than 15 minutes | number of contacts increases | – 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 #3 – The workplace or activity is indoors and windows cannot be opened (e.g., some classroom and meeting spaces) | 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  
– 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 plexiglass 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) | COVID-19 can cause more severe illness among people who are 65 and over, and those | – Work with HR for individual accommodations  
– Encourage work from home arrangements |
| Risk #6 – The activity involves people who are not able to follow hygiene practices such as washing hands frequently, and identifying when they are feeling ill and staying home (e.g., Childcare Facilities, summer day camps) | 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 |

| who have compromised immune systems or other underlying medical conditions | – 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 |

| 2.1. Risk # Associated to your Activity |
List below the Risk # associated to your activity and give a brief description as to why. Activities are considered high risk if they meet 3 or more risks of the categories for risk consideration BEFORE mitigations are in place. |

| Risk #2 is present. A teaching assistant acting as computer operator/cameraman will be present in addition to the teacher. However, the camera has a very long zoom lens, so the distance between the two persons is > 5m. Thus, adequate physical distancing can easily be maintained. |

| 2.2. Hazard Identification |
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 teacher and computer operator/cameraman will be in the same room for one hour. However, their work stations are > 5m apart, so they may easily maintain physical distancing. Door knobs and light switches will be wiped with an alcohol tissue before use. The computer keyboard will be covered by a plastic sheet that will be wiped with an alcohol tissue both before and after each session. In addition, the room windows will be opened during each session to increase ventilation. |

| 2.3. Pre-COVID vs. Post-COVID Occupancy |
Provide actual numbers and percentage of its normal capacity. |

| Room CEME 1203 can host up to ~40 people in normal times. For the proposed purpose, 2 people will be present, thus, the room will be at 5% of its normal capacity. |
### 2.4. Confirm that you have discussed each employee’s comfort level

Confirm that you have discussed each employee’s comfort level with returning to work and have addressed any concerns, or will require further assistance in doing so. Any worker (staff, students, faculty, post docs, research associates, technicians and other research personnel) who has concerns about returning to work on campus can request an exemption to his/her supervisor.

Yes, the proposed plan has been discussed with each employee and each has indicated free willingness to work without concern.

### 2.5. Employee Input/Involvement

Detail how you have met the MANDATORY requirement to involve frontline workers, Joint Occupational Health and Safety Committees (JOHSC), and/or Local Safety Teams (LST) in identifying risks and protocols as part of this plan.

I developed this plan in conjunction with the Mech LST and JOHSC representatives.

### 2.6. 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. [https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive](https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive)

All persons involved have reviewed the information at [https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive](https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive)

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 team meetings (virtual)
- Team email broadcasts
- One-on-one meetings with direct supervisors
- JOHSC meetings & communications

Supervisors are encouraged to disseminate information from UBC Wellbeing.

### 2.7. 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 emailed to all workers involved and a hard copy posted on the wall in CEME 1203.

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**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 website for further information.

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

This part of MECH 463 teaching requires the use of classroom facilities that are not available in a private home. All other activities are being done remotely. In the proposed plan, only the teacher and a teaching assistant acting as computer operator/cameraman will be working on-site. The class students will attend the lectures remotely using Zoom.

3.2. Work and room schedule
If you need to use a SHARED space, give the name of the person responsible of room booking in each building you plan on entering.
Mech Reception has made room bookings for each lecture of the proposed course.

3.3. Working alone procedure
Discuss your working alone procedures and how they will be adapted for this Child plan

Two persons will be present in the same room, so no “working alone” is involved.

3.4. Spatial Analysis: Occupancy limits, floor space, and traffic flows
APSC recognizes that some workspaces are dynamic environments and it may be challenging to adhere to physical distancing guidelines. Nonetheless, controls must be in place to keep personnel spaced at least 2m apart at all times. Clear communication of this to employees, monitoring of implementation, in addition to physical controls (signage) are needed.

As such: Using floor plans and/or photographs of your lab/workspace:
1) Identify and list the rooms and maximum occupancy for each workspace/area explaining your methodology for determining occupancy;
2) Illustrate a 2 metres radius circle around stationary workspaces/benches/instruments and common areas or equivalent approach to social distancing; and
3) Illustrate one-way directional traffic flows

Room CEME 1203 is quite large, ~ 25mx10m, thus two persons can easily maintain >2m distance from each other without need of signage or other aids.

Laboratory/Office Considerations
Occupancy limits will also be posted on the door of each room by the PI or office administrator.

Building/Facility Considerations
Common areas (lunchrooms, lounges, study space, admin, teaching spaces, bathrooms, elevators)
- All rooms will be sign-posted with the maximum occupancy based on available floor space to allow for 2m physical distancing.
- Busy or tight stairwells must be marked for ascending or descending between floors (this will not apply in an emergency, such as a fire).
- 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 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.
- Staff and faculty using the campus during stage 2 should not expect to be able to use common areas like shared kitchens for food preparation or consumption, and should make arrangements accordingly
- Where kitchens or lunchrooms are open, a hand washing station (i.e. sink) must be available; Personnel must bring their own dishes.
- When common office machines or appliances are used (e.g., copier, microwave, refrigerator, kettles) they must be wiped down by the user with disinfectant prior to and following use.
• Chairs and desks in lunchrooms / lounges / study spaces / administration areas (e.g., main office) must be spaced far enough apart to allow for physical distancing.

• Where possible, doors to multi-person washrooms should be propped open to minimize high touch surfaces and maximize air flow. Where possible, only one person should use the washroom at a time. Occupied/unoccupied door signage should be used or light on/off system must be indicated.

• Main offices may be open where necessary to support research and teaching, but the number of people working should be very limited and always accommodating physical distancing.

• Where a feature/service leads to formation of a line-up (e.g., coffee machine, machine shops, access to Stores), markings spaced 2m apart should be on the floor.

• Individuals choosing to wear non-medical face masks or face coverings in common areas or labs must understand the risks and limitations of such masks, and that they don’t replace physical distancing. UBC Safety and Risk Services (SRS) states that: “Departments or units that choose to provide non-medical masks or face coverings to UBC Members (faculty, staff or students) must inform the recipients of the risks and limitations of non-medical mask usage.”

Points of Access to Building and Access Control
• Access to the buildings is provided using key cards and the buildings will remain locked until further notice. The now designated ‘exit doors only’ should have their fob deactivated by UBC Secure Access to prevent entry through these doors.

• To minimize high touch surfaces, interior doors that can be safely propped open without violating fire codes, should be propped open.

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 should be designated one-way with appropriate signage on the floor and at eye level.

• There must be a Worker/Visitor Entry Check sign 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.

• Post signage within the units to inform of the measures in place.

Hand Sanitizer Stations
• Hand washing/sanitizing stations should be considered inside of building entrances, subject to availability.

• 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.

Offices
• Single occupancy office space is to be used only in the case of special exemptions awarded by the Department Head.

• Temporary short access to offices (e.g., 10 minutes for grabbing a book) will be provided by Head/Director’s approval on a case-by-case basis.

• Use of graduate student/trainee offices can be allowed, but must accommodate physical distancing protocol. Priority will be given to offices that are required for teaching purposes.

Shared Facilities

• Access to some facilities will be restricted to appointments made by email (e.g., machine shop, Stores), others will require online scheduling.

• All shared tools, computer keyboards, and other high-contact areas must be wiped down with disinfectant prior to and following use.

• If required, visits to the workplace to deliver samples (e.g., industrial partners) should be prearranged, staggered, and safety protocols should be communicated before entry into the workplace (e.g., email and/or signage posted to entrance). Keep a record of visitors to the workplace.

• Users MUST comply with procedures or access/services will be denied.

3.5. 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

• Every Department/School will ensure that the check-in & check-out QR code (provided by the Dean’s Office) is posted on the entrance doors of each APSC building (where possible). The survey will have the questions from **Thrive BC Self-Assessment Tool**.

• Every person (employee, visitor, contractor, etc.) returning on campus (also the employees working remotely) will do the **SRS training**.
  
  o To complete the SRS training, if the person does not have a CWL, a temporary one can be hosted by the Department/School/Unit through **UBC IT**.
  
  o 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.

  o Individuals displaying symptoms of COVID-19 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:
  a. WorkSafe: Entry Check for Workers
  b. WorkSafe: Entry Check for Visitors

Section #4 – Engineering Controls

4.1. Cleaning and Hygiene
Detail the cleaning and hygiene regimen required to be completed by the user for common areas/surfaces (Custodial has limitations on cleaning frequency, etc.).

Outline specific cleaning processes and schedule for high-touch equipment, specialized/sensitive equipment or other unique circumstances to your lab/workspace. Detail how and what types of cleaning products and disposal options you will provide. If possible, include cleaning stations/infrastructure on your lab photos/plan.

- Personnel must wash their hands regularly and avoid contact with one another.
  - Hand washing/sanitizing stations should be considered inside of building entrances, at locations near shared spaces, and at locations where propping the doors interferes with a building’s airflow/temp stability, subject to availability.
- The standard UBC custodial standards will apply. Custodial crews will clean the common areas of buildings outside of operation hours (after 7 PM).
  - If there is any additional required cleaning (e.g. high-touch surfaces) the protocols and cleaning solutions must be provided. Any laboratory cleaning will follow the WHO guidelines for decontamination.

Room CEME 1203 is a low-traffic area, perhaps not used by anyone else. A supply of alcohol sanitizer will be kept in the room for use on hands, doorknobs, light switches, computer keyboard, etc. The needed procedures will be discussed between the teacher and assistant. Used cleaning supplies will be disposed of in the normal garbage cans found throughout the building.

4.2. 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, both activity-related (i.e. instruments, tools) and general (i.e. coffee makers in break rooms)

There is no special equipment in room CEME 1203, only tables and chairs. For each session, we will bring in and take out the camera and computer equipment.
4.3. Partitions or Plexiglass installation
Describe any needs for safety infrastructure i.e. physical barriers, plexiglass installation required for your lab/workspace and if possible include them on your photos/room plan.

N/A

Section #5 – Administrative Controls

5.1. Training Strategy for Employees
Detail how you will mandate, track and confirm that all employees (including the ones who continue to work remotely) 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 SRS Preventing COVID-19 Infection in the Workplace online training course is mandatory for all employees (including those who remain working remotely).
- The SRS course link, the ‘Return to Campus Activity Commitment Form’ (please see Appendix [X]) as well as a list of all documents required for reading ahead of returning to campus (i.e. building safety plans, and their specific Workspace safety plans) must be sent by email to all workers.
- A copy of the completed course certificate and a signed ‘Return to Campus Activity Commitment Form’ must be returned to the Department/School designate ➔ access@mech.ubc.ca

5.2. Communication Strategy for Employees
Describe how employees may raise concerns and how you will address these, and how you will document all of this information exchange

Communication of the Plan to Employees
- To communicate the risk of exposure to COVID-19 in the workplace to the employees, the Mechanical Engineering Department will disseminate this Child plan via e-mail and will post it as hard copy on Health and Safety boards.

Communication of Worker’s Concerns
- When an employee is concerned about any of these policies, they should follow the standard WorkSafeBC reporting guidelines (see Right to Refuse Unsafe Work).
- They may also contact their worker representative of the APSC JOHSC to express their concerns.

5.3. 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) ‘cleanliness state’ of equipment/instruments, hand-washing guidance. Please see signage templates on Safety & Risk Services COVID-19 website and WorkSafe’s COVID-19 – Resources


Required Signage:
5.4. Emergency Procedures
The applicant must ensure that all employees entering the lab should be aware of the Building Emergency Response Plan (BERP) and have access to it. If applicable, detail your strategy to amend your lab’s emergency response plan procedures during COVID-19.


- For individuals presenting COVID-19-like symptoms, the direction to employees is to call UBC First Aid at 2-4444
- Suspected positive incidents are to be reported to the Supervisor and documented by the supervisor in CAIRS as well as by emailing ready.ubc@ubc.ca
- If there was a confirmed positive incident, SRS would defer to the government response protocols and rely on their direction. UBC would provide assistance as requested.

The most updated version of the CEME BERP can be found here, http://safety.mech.ubc.ca/resources/.

5.5. Monitoring/Updating COVID-19 Safety Plan
Describe how you will monitor your workplace (supervisor, departmental safety representative, other) and update your plans as needed; plan must remain valid and updated for next 12-18 months

- The workspace plan will be reviewed every 3 months.
- The following items would trigger an off cycle review:
  - Moving to higher building occupancy
  - Second wave of COVID-19
  - Shift in provincial guidelines
  - Or incidence of COVID-19 infections
- The LST will check the compliance as well as the LSTs for the periodic review.

5.6. 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

N/A

Section #6 – Personal Protective Equipment (PPE)

6.1. Personal Protective Equipment
Describe what appropriate PPE you will utilize and how you will/continue to procure the PPE
# COVID-19 Child Plan Template

<table>
<thead>
<tr>
<th>#</th>
<th>Type of PPE</th>
<th>Activity and PPE Use Rationale</th>
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Section #7 - Acknowledgement

7.1. Acknowledgement

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.

A commitment form template is offered below in Appendix [X]. Please feel free to use the template language below under your own Departmental/School/Unit letterhead.

Department Head/School Director Approval

Name, Title

Date

Signature

X

Appendices
Appendix 1 – Return to Campus Activity Commitment Form

Building requirements for conduct related specifically to COVID-19 safety have been developed for the CEME building in general and workspace in particular. The building guidelines have been co-developed by the LST co-chairs from Civil and Mechanical Engineering. All students, staff and faculty who are permitted to resume activities in the CEME building are required to complete the following requirements. Send completed form to your supervisor or his/her designee → access@mech.ubc.ca

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Check when complete</th>
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<tbody>
<tr>
<td>Review the building safety plan</td>
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<tr>
<td>Review the workspace safety plan</td>
<td></td>
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<tr>
<td>Complete the SRS online COVID-19 safety course and send the certificate to</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:access@mech.ubc.ca">access@mech.ubc.ca</a></td>
<td></td>
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</tbody>
</table>

Your name: Gary S Schajer        Date: 2020 September 03

Faculty/Dept.: Applied Science/Mechanical Engineering   Your main room no.: CEME 2055

Your role (faculty, staff, grad student, etc.): Faculty

Supervisor: _______________ Signature: [redacted]

By your signature you agree that you intend to meet the requirements/principles for:

- Doing the daily building check-in and check-out (QR code access)
- Practices for protecting against getting COVID-19 (stay home if ill; avoid touching your face; wash hands frequently; physical distancing > 2 m)
- No building access unless authorized by the schedule set up by the supervisor
- Knowing the guidelines for entry/exit to/from the building and getting around it
- Accessing washrooms and photocopy room
- Eating guidelines
- Cleaning and disinfecting commonly touched surfaces and shared equipment/tools
• Knowing who to contact for safety and interpersonal concerns/problems
• Abide by your unit working alone policy
• Building evacuation procedures in case of emergency
• What to do if someone shows signs of respiratory illness
• Consequences of not following requirements and rules