

Proposed Safety Plan for the

# GREEN COLLEGE COMMON KITCHEN



Green College Residents' Council

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## Introduction

This proposal outlines two plans aimed at re-opening the Common Kitchens at Green College to expand the food options and lessen the financial burden on current and prospective residents. These plans are devised with a meal plan service (yet to be determined) in mind. They conform to current health guidelines and therefore would continue to function if another wave of COVID-19 were to hit and impact operations at Green College. The plans laid out are in preliminary stages and would require more planning and support to come to fruition.

The ensuing scenarios follow regulations outlined in the Phase 2 Opening Plan of the province to keep Green College in line with Public Health requirements of social distancing, cleaning/sanitizing, and the prevention of the spread of the virus.<sup>1</sup> The *Workplace COVID-19 Safety Plan for Personal Service Establishments* has been consulted to make sure that any common cooking spaces meet the same standard as businesses in the city that function in the service and food industries.<sup>2</sup>

All scenarios discussed below have been reviewed against the Vancouver Coastal Health (VCH) initiatives surrounding COVID-19 and in particular the Environmental Health directives around communal living and food as well as in consultation with the *BC Community Food*

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<sup>1</sup> <https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/bc-restart-plan>

<sup>2</sup> <https://www.worksafebc.com/en/resources/health-safety/checklist/covid-19-safety-plan?lang=en>

*Assessment Guide*.<sup>3</sup> The details of Plan 1 below have also been discussed with a representative from the Environmental Health Unit at VCH.<sup>4</sup> The scenarios below have been compiled based on current resident feedback and ideas, either on initiatives already in place that could be expanded, or on suggestions for utilizing the spaces that they live and interact with on a daily basis. These measures (in their initial forms) were presented to a Meeting of a Special Working Group of the Green College Advisory Board on May 28<sup>th</sup> 2020. There are also attempts underway to set up a meeting with members of UBC Student Housing (Laurie Ann McGowan – Associate Director of Residence Dining). A site visit was performed on Monday June 15<sup>th</sup> by Paul Gill and Janet Hankins from UBC Safety and Risk Services and that their comments were incorporated in the plan below.

This suggests that the Common Kitchen facilities at Green College can be safely reopened if the provisions outlined in the provincial order regarding “Food Service Establishments and Liquor Services” given on March 17, 2020 and amended on May 22, 2020 by the Provincial Health Officer.<sup>5</sup> In addition to the regulations on food services, the *Coronavirus Disease Guidelines for Community-Based Food Programs* has been consulted and analyzed when creating these proposed strategies due to the communal structure of the space in question.<sup>6</sup> The Common Kitchen at Green College is a part of our independent living facilities that needs to be functioning in order to create a safe and sustainable residential space. All residents have agreed to abide by provincial public health regulations and would like to open a dialogue with Student Housing about what can be done to guarantee access to food.

As there are currently apartment buildings in Vancouver that are operating with full access of their common kitchens to all of their tenants, the number of which would be similar in scope to those at both Green College and St. John’s, we believe the initial shut down of our own Common Kitchen should be re-evaluated.<sup>7</sup> The apartment buildings have been able to keep these common spaces fully functioning even throughout the intensity of March and April. With the opening of the province to sit down food service, there is a high chance that the common facilities at Green College can be opened safely and can be utilized fully, even if a second wave of COVID-19 were to hit campus.

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<sup>3</sup> <http://www.bccdc.ca/pop-public-health/Documents/communityfoodassessmentguide.pdf>

<sup>4</sup> Contact information available upon request.

<sup>5</sup> See section D p. 1 where educational institutions are discussed, and the provision that food is served primarily to residents rather than the general public, and the independent living facilities.

[https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-order-nightclubs-food-drink.pdf?bcgovtm=20200319\\_GCPE\\_AM\\_COVID\\_4\\_NOTIFICATION\\_BCGOV\\_BCGOV\\_EN\\_BC\\_NOTIFICATION](https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-order-nightclubs-food-drink.pdf?bcgovtm=20200319_GCPE_AM_COVID_4_NOTIFICATION_BCGOV_BCGOV_EN_BC_NOTIFICATION)

<sup>6</sup> <http://www.vch.ca/Documents/Coronavirus%20Disease%20Guideline%20for%20Community-Based%20Food%20Programs.pdf>

Likewise, the *Operations Manual for COVID-19 Management in Housing* has been reviewed.

<http://www.vch.ca/Documents/Operations%20manual%20for%20COVID-19%20management%20in%20housing.pdf>

The *Community Living BC: Guidelines for COVID-19* Letter from April 2, 2020 and the associated links with it have also been consulted. [https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-letter-clbc.pdf?bcgovtm=20200319\\_GCPE\\_AM\\_COVID\\_4\\_NOTIFICATION\\_BCGOV\\_BCGOV\\_EN\\_BC\\_NOTIFICATION](https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-letter-clbc.pdf?bcgovtm=20200319_GCPE_AM_COVID_4_NOTIFICATION_BCGOV_BCGOV_EN_BC_NOTIFICATION)

<sup>7</sup> <http://www.dpmmanagement.ca/>. In particular they have a building in Strathcona that operates with 6 units sharing a common kitchen, common area and 2 bathrooms between all 6 units. Green College does not have to worry about the bathroom issue, and has already adopted a 6-person grouping model for the common areas that would be continued.

## The Common Kitchen

The Common Kitchen (from here referred to as the CK) is an integral part of life at Green College as a space to supplement the food from the mandatory meal plan. The meal plan typically supplies ten (10) out of twenty-one meals (21) to the Green College residents, meaning that the CK supplements a majority of the meals for graduate students. As the meal plan was discontinued on short notice in March the CK facilities became even more integral to residents. While the office staff went above and beyond to supply boxed meals from Scholars Catering, the amount of meals provided still stands at 10/21. This model of 10/21 meals appears to be what will continue in the future academic year, whether through Scholars Catering boxed meals or a new meal plan from Green College itself. This still leaves more than half of a graduate students' meals unaccounted.

The CK as a community space for residents is important to both social and physical sustenance is created and fostered. While under COVID-19 restrictions, spaces where residents can safely interact are important to reduce isolation and associated mental health issues, and this is especially important for the CK as it has a dual function as a psychosocial and food production space. The CK is an opt-in process and not all residents of Green College elect to use the space. By opting in, all users agree to participating in the upkeep and cleaning of the space. About 75% of the residents (a rough estimate) use the CK with the majority of traffic happening between Friday to Sunday.

As of right now the CK at Green College is cleaned and sanitized by members of the UBC Student Housing team. This is complemented by a cleaning schedule that is implemented by the residents themselves. To keep within new community standards implemented in March 2020 the number of residents allowed within the CK space was limited to six (6) at a time. This is a standard that we have maintained and will continue to do in all of the proposed phases below. Likewise, the capacity for residents in the laundry facilities has been limited to one (1) to keep in line with social distancing protocols. Additionally, we have been able to increase the quality and quantity of our disinfectants and other cleaning supplies during this period and will continue to use these as precautions outlined by the province and the university. Hand sanitizing stations have been set up at each entrance to common spaces and will still be used. We welcome any discussion to expand on these ideas or to set a plan in motion to assure the safe food supply of the residents at Green College for the upcoming academic year.

## Using the Common Kitchen

The information discussed below would involve having full access to the CK, including the reconnection of the stoves and ovens. In order to meet all provincial standards, the following guidelines would be implemented:

### Social Distancing Guidelines

- As stated above some social distancing protocols have already been put in place and will continued to be followed – namely the limiting of people in the CK to 6 people at a time, which meets all provincial health standards.
- There would also need to be shifts (or “Pods”) of organized groups that would work more exclusively together in the common areas (a design already being

implemented by groups of residents at Green that has had great success).<sup>8</sup> “Pods” will be discussed further below.

- The flow of traffic can easily be rerouted to have a cyclical function so that people are not entering and exiting at the same time through the same space.
- Most of the chairs have already been removed to prevent lingering in the space and this setup would continue.
- There are multiple windows that can be opened to facilitate air flow, also recommended by provincial standards.
- The ovens can be used safely within the 2m social distancing length – an additional regulation can be put in place that only the two outside burners can be used at once, or one can be designated for the stove top and one can be designated for baking purposes to keep the number of people at the space minimized (since baking often requires less time at the appliance itself).
- Additional single or double burner stovetops (2) can be placed along the kitchen counter to facilitate cooking purposes as well if needed, following social distancing measurements. As the table would no longer be used for socializing it can be incorporated as a space for preparation so the loss of counterspace in this model would not be an issue.
- Adding a partition between the two ranges would also be a viable option, as there is already a space between the stoves that could be used to incorporate it.

#### Cleaning the CK Space

- The CK cleaning tasks that are done by residents daily have been attached in Appendix I. These tasks are performed daily by a pair of students (with the Fridge cleaning done on the weekends). The cleaning by residents is complimented by daily wipe downs of the space by Student Housing Staff who also perform a deep clean of the space at least once a week. An increase in cleaning by Student Housing would have to be considered.
- The dishwasher is run on the hot cycle to increase sanitization which is standard protocol for cleaning in BC as we understand it.
- Potentially adding an additional cleaning rotation
  - Continue with the cleaning in the morning provided by UBC Student Housing (SHCS), along with the resident cleaning schedule, plus add an additional cleaning in the evening by SHCS. A second cleaning of the space was provided by SHCS in March before the space was shut down and we are proposing that this would continue. The Green College Residents Council has agreed to donate part of its annual budget to assist with this if necessary.
  - Benefits – Adding an additional time block of cleaning to the space would meet the requirements laid out for Personal Service Establishments in BC (including restaurants) and would reduce the chance of infection in the common area.

#### Covid19 Related Signage

- There are two entrances to the CK: the first is the one that leads to the main space and the second that leads to the laundry room. The laundry room door (at the back)

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<sup>8</sup> <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation>

has been designated for laundry room entry only and residents have been instructed to only bring clothes to that door with emails and signage and will continue this way. The door at the front has been designated for entrance/exit into the main part of the space to prevent cross-traffic between the spaces.

- The maximum occupancy at each space is also posted and will be updated with standards (1 in the laundry room and 4-6 in the kitchen space).
- Signage at entry states that if one feels sick for any reason they should do not enter.
- Signage has been posted and will be updated about the proper process for washing hands, sanitizing shared spaces/items/appliances etc.
- Tape/floor markers inside the CK should clearly mark 6' distances, notably around the ovens.

Using the CK with new regulations and the “Pod” system

- It is strongly recommended that residents use facial coverings (masks) while using the CK space.
- If possible use your own cutlery/flatware/glassware in the space.
- Seating has already been removed and the table has been converted to a preparation station (this will continue).
- For selection of the “Pods” the first month (September) the “Pods” will be assigned based on room number in order to facilitate training and orientation and then they can be reformed to fit the social groupings of the College.
- The “Pods” setup proposed for using the CK takes into consideration the idea of residents at Green having a shared “household” and the current social groupings at the College that share a “bubble” of contact with other residents. If people are sharing their social distancing circle (roommates, cohort members etc.) they share the same risks as an individual using the space. With the “Pods” the capacity of the CK would be set at 6 with the consequence that if one member of the “Pod” is feeling ill than the entire grouping would need to avoid the communal space and self-isolate. This follows the College’s roommate situation where if someone shares a bathroom and one is sick, both people self-isolate.
- For those not using the “Pod” system the capacity would be set at 4.
- A schedule for usage will be created and maintained in conjunction with the cleaning schedule for the day by residents and Student Housing Staff, the details of which will be subject to further revision by the community and the office staff.

Implementation of the “Pod” system

- “Pods” will be initially chosen based on room number, sequentially, preserving existing roommate pairings within each “Pod” to accommodate new arrivals and ensure all residents receive orientation of the shared space.
- “Pod” sizes cannot exceed 6 Resident Members, but may be smaller.
- Each “Pod” will have a scheduled hour each day in the Common Kitchen, and will be responsible for cleaning the spaces before and after use. This hour is the only time where it is guaranteed that no one else outside of your social bubble will be in the Common Kitchen, however there will still be access outside of this time. See Appendix II for Sample Schedule.

- Unscheduled (“Free time”) each day will allow any resident who has opted-in to use the Common Kitchen either to perform chore/roster duties or for individual use outside of their “Pod” arrangement. This Free Time will be subject to the occupancy limit (4). This occupancy limit does not include the laundry room which is adjacent and limited to 1 individual.
- The Common Kitchen Committee shall maintain the schedule and “Pod” members, with a copy of these records being sent to the Green College Local Safety Team (LST). The initial grouping of “Pods” will be decided by the office based on room numbers (as stated above) but can be altered after the Welcome Month/Orientation period (discussed below).

#### Forming, Maintaining and Changing “Pods”

- The Common Kitchen Committee shall maintain the schedule and rosters of “Pod” members.
- The schedule of time slots will be rotated at regular intervals to ensure all Resident Members have consistent and fair access to the CK during optimal times.
- Initial “Pods” are set for at least one month preceding move in (September) to accommodate all required orientation for new and returning Resident Members.
- “Pod” constituents are expected to want to change “Pods” over time; they may opt-out of use of the Common Kitchen, or group themselves with other friends at the College. Constituents may apply to be part of another “Pod” but need to follow proper procedures (outlined below) in order to meet with safety standards for all involved.
  - The Common Kitchen Committee is responsible for approving requests to alter “Pod” composition. All requests for “Pod” changes will be reviewed once per month starting in October after orientation ends.
  - The Common Kitchen Committee will prioritize existing roommate pairs and friendship groups when reforming “Pods”, and consult with “Pods” if it deems reasonable to amalgamate partial Pods.
  - Requests for reforming “Pods” will be considered in October and once a month thereafter.
  - Resident Members who opt-in or opt-out of use of the Common Kitchen will be added/removed by the Common Kitchen Committee from their respective “Pod” assignments. It is not guaranteed that you will be placed in the “Pod” of your choice should you opt-out of the CK and opt-back-in. However, all efforts will be made to accommodate preference if this situation arises.
- Process for changing and reforming “Pods”
  - Requests for changing or reforming “Pods” must go through the CK Committee (email).
  - The names of all members being impacted by the change need to be included in the request (cc’d) for transparency and for communication by the CK Committee.
  - The Committee will verify with “Pod” members before making any official new group or switch. In the case of an exchange of members, if a

majority of individuals in a Pod approves the changing of members, it is approved and the Committee will announce the change to both “Pod” groups and update the schedule accordingly.

- Green College Resident Members may not change “Pods” without written approval by the Common Kitchen Committee. Changes made without approval may result in temporary bans from the use of the Common Kitchen facilities.
- The process is subject to further revision as efficiencies are found over the course of the year such as adoption of online forms, use of Microsoft Teams, etc.

## Conclusion

The individual at Vancouver Coastal Health conveyed that there are teams surveying areas that need assistance with COVID-19 planning, but the availability might not be readily accessible. However, the outline in Plan 1 (the ideal setup) has been devised by reviewing provincial guidelines and has been discussed with a representative of VCH. If the issue with food security at Green College could be resolved, the College is generally set up to deal with the current pandemic better than other residences at UBC, due to the amount of space per student available, especially if some of the above scenarios or compromises can be met. Combined with the level of community engagement and support that is present at the College and the older age demographic, there are reasonable arguments to keep the College open and safe during the next academic year. It is important to note that a number of these ideas could also be conceptualized at St. John’s College (tweaked for their specific setup). We ask that UBC SHCS consider our requests and perhaps meet with residents and our administrators to discuss future plans for the College’s food access and security.

## Appendix I – Resident Cleaning Tasks

These cleaning tasks are completed by residents who opt-in to use the CK and are demonstrated during a mandatory orientation session at the beginning of the year. Residents are put in a cleaning schedule by month and each pair of residents are responsible for hitting all of the bullet points in the Daily Tasks section on their day. The Fridge Tasks are done every weekend on top of the Daily tasks.

### CK Cleaning Tasks by Residents

#### Daily Tasks

- Table and counters: Wipe down. Remove any food: place labelled personal or common food in cabinets or refrigerators and throw away any food that is expired.
- Stovetops: Clean with a soft sponge (cleaner is under the sink).
- Sinks: Clean, including emptying the drain catch into the compost.
- Drying rack: Put away dry dishes left on the drying rack. Wash the rack.
- Microwave: Wipe the inside and front of the microwave.
- Soap containers: Check and refill if needed with soap from under the sink.

- Compost: Empty the two bins (set into the counter under the windows facing Graham House) into the large green compost bin outside the CK.
- Dishwasher\*: Put away clean dishes, if any. If there are enough dirty and dishwasher-friendly dishes around to **mostly fill** the dishwasher (over two-thirds full), fill the dishwasher. Run it immediately after adding a detergent “Pod” and Rinse Aid (in the cupboard to the left of the dishwasher). If there are not enough dirty and dishwasher-appropriate dishes, gather the dirty dishes, wash and dry them by hand, and return them to their appropriate cupboards.
- **Sign the roster to confirm that you’ve completed the job.**

## Fridge Tasks

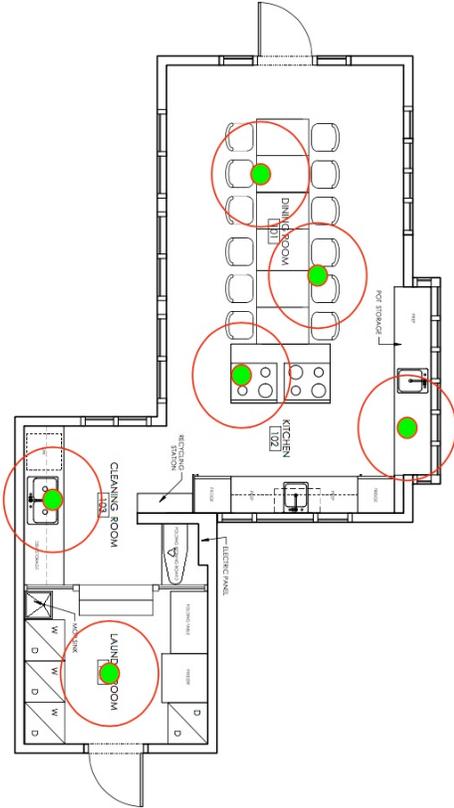
- Must be done by the end of the weekend.
- Clean the white fridges by the entrance to the CK:
  - Take out all the food and wipe the inside of the fridge.
  - Go through the items of the fridge, verifying the expiration date and dispose of food that has gone bad according to guidelines below.
- Clean both grey fridges:
  - Take out all the food and wipe the inside of the fridge.
  - Go through the items of the fridge, verifying they are labelled with a name and date and dispose of food that has gone bad according to guidelines below.
  - If no name, put items in the common fridge.
- Guidelines for throwing out food:
  - If packaged food has a best-before date on its packaging, throw out food once it is two weeks past that date (e.g. throw out food expiring on the 1st February after the 15th of February).
  - If food does not have a best-before date, refer to the labelled date. Throw out food two weeks after its labelled date has passed.
  - Regardless of labels, if food is visibly mouldy, oozing, or gives any other indication of spoiling, get rid of it immediately.
  - Please keep in mind that other residents may be storing foods in the CK that are unfamiliar to you. Do not throw out such foods for their own sake.
  - Final note: fridge cleaners have the discretion to dispose of food they consider to have gone bad. If you think that food has gone bad, please get rid of it in the interests of cleanliness and limited space.
- **Sign the roster to confirm that you’ve completed the job.**

## Appendix II – Sample Schedule for “Pods”

Time	Group
1:00-2:00	Free time
2:00-3:00	Free time
3:00-4:00	Free time
4:00-5:00	Free time
5:00-6:00	Free time
6:00-7:00	Free time
7:00-8:00	Free time
8:00-9:00	SHCS Cleaning / Free time
9:00-10:00	Free time
10:00-11:00	POD1
11:00-12:00	POD2
12:00-13:00	POD3
13:00-14:00	POD4
14:00-15:00	SHCS Cleaning / Free time
15:00-16:00	POD5
16:00-17:00	POD6
17:00-18:00	POD7
18:00-19:00	Free time
19:00-20:00	Free time
20:00-21:00	Free time
21:00-22:00	Free time
22:00-23:00	Free time
23:00-24:00	Free time

# Appendix III – Floorplan

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main floor  
PT  
SCALE: 1/4" = 1'-0"



key plan

### REVISIONS

NO.	REVISIONS	DATE
1	ISSUED FOR PERMITS	3/25/11



portico design group

1141 1/2th Cambridge Street, Durham, NC 27705  
919.487.2780 FAX: 919.487.2800  
www.porticodesigngroup.com

green college  
building 'A' north

plan

DATE: 02/20/10  
DRAWN: JCA/K  
CHECKED: JC  
SCALE: 1/4" = 1'-0"  
id 1.01