COVID-19 Safety Plan for Green College

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/

Department / Faculty | Green College
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Facility Location    | 6201 Cecil Green Park Road
Proposed Re-opening Date | August 10, 2020
Workspace Location   | Admin Building F (“Office”)

Introduction to Your Operation

1. Scope and Rationale for Opening

Green College is an interdisciplinary graduate residential college and hospitality venue in the North Campus Area at the University of British Columbia Vancouver campus, and a community of scholars. Green College is both a residence to graduate and postdoctoral members and an amenity to the wider campus community through its public lectures, visitor accommodations (Guest House, Short-term accommodations) and meeting and event spaces.

Our rationale for opening is to re-establish limited residential operations and amenities. The residential community remains active but at a reduced (<50%) occupancy level. The Green College Dining Society (GCDS) suspended operations and the Common Kitchen was shut down in March. Residential spaces lack individual cooking amenities.

Our scope is split between employee and common/shared areas for residential occupants.

1. Employee areas include the Office and the GCDS Kitchen in the basement of Graham House.
   a. These areas are a pre-requisite to ensure monitoring of common/shared spaces, and prepare for the resumption of in-house take-out meal service provided by the GCDS
   b. The office would resume the reception, sorting, and distribution of mail and packages
   c. The office would resume providing access to trades workers and residents, a matter of increasing importance as current residents transition in and out of the College in August and September

2. Common/shared spaces for the residential community include the Common Kitchen and Graham House.

Out of scope is the resumption of free public lectures and of hospitality operations such as visitor accommodations and space rental. These activities are medium to high risk and introduce additional vectors for COVID-19 transmission within the residential community. Our priority is first to reoccupy the office area and be in a better position to monitor and insist on safe behaviour in the residential area. Secondary to that, we aim to safely expand residential access and use of the facilities.

All services would not resume at pre-pandemic levels, but at a level commensurate with providing safe and orderly residential operations. This plan has been approved by the Green College Principal and head of unit, Mark Vessey.
Section #1 – Regulatory Context

2. Federal Guidance


3. Provincial and Sector-Specific Guidance

- BC’s Restart Plan: “Next Steps to move BC through the pandemic”
- COVID-19 Guidance to the Hotel Sector
- BC COVID-19 Go-Forward Management Strategy

4. WorksafeBC Guidance

- COVID-19 and returning to safe operation – Phase 2
- WorkSafeBC: COVID-19 Safety Plan
- WorkSafeBC: Designing Effective Barriers
- WorkSafeBC: Entry Check for Workers
- WorkSafeBC: Entry Check for Visitors
- Legionella Advisory from idle water systems
- Offices: Protocols for returning to operation
- Accommodations: Protocols for returning to operation
- Restaurants, cafes and pubs: Protocols for returning to operation

5. UBC Guidance

- UBC Employee COVID-19 PPE Guidance
- UBC Employee COVID-19 Physical Distancing Guidance
- UBC Employee COVID-19 Essential In-Person Meetings/Training Guidance
- Building Operations COVID-19 website - Service Level Information
- Managing Employees re: Right to refuse unsafe work
- Self-Service Communications Materials e.g. Signage
- Mental health resources
- Self-Care 101
- Building Evacuation Amendment (BERP)

6. Professional/Industry Associations

List any specific industry association (or counterpart) guidance used in developing the plan

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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.

Figure 1. BC COVID-19 Go Forward Management Strategy Risk Matrix

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 to delineate space or for increased ventilation
- Administrative controls – clear rules and guidelines
- Personal protective equipment – like the use of respiratory protection
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

Employee Scope
- Congregation in mail room / foyer, contact is close and brief
- Congregation at reception is close and brief
  - Mail, packages, key returns/assignments (transmission of objects) are one-on-one interactions with non-employees at reception
  - Keys and point-of-sale device high-touch objects
- Congregation at photocopier and water cooler is distant and brief
  - Congregation is happenstance between employees
  - Area is used as a waiting area for use of the washroom or getting supplies and print-jobs
  - Water cooler spout handles and photocopier are high-touch surfaces
- Office-wide, doors/door handles, gate, telephones, mailboxes, keys, keyboards and mice, light switches and alarm panels, and point of sale device are high-touch areas.
- GCDS kitchen management for their employees (non-UBC third party) is out of scope, and must comply with WorkSafeBC’s requirements independently

Residential Scope
- Congregation in Graham House density varies by room and is reduced to distant and brief through traffic controls, occupancy limits (Appendix II) and furniture rearrangement
  - Space is used for quiet study, music practice, and small gatherings
  - Dining partially out-of-scope (GCDS service). Floor plans with occupancy and traffic flows have been considered in Appendix I.
  - Washroom faucets and toilets, light switches, door handles, garbage and recycling lids, chairs and tables are high-contact surfaces
- Common Kitchen density is close and prolonged. Their plan and mitigating strategy is outlined separately in Appendix III

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)

Employee Scope:
Pre-COVID-19, the office may have up to 7 staff working at a given moment. Temporary increases to that through meetings held in the Principal’s Office may draw up to an additional four visitors. Walk-ins from residents, patrons, guests, suppliers and deliveries may add an additional person.

Our office normally services approximately 100 graduate students and postdoctoral scholars, and the activities and needs of that community have contact implications. Additionally, as a hotel for visitor accommodations, the Guest House can draw 5-10 for visitor accommodation. Less frequently, meeting spaces with or without catering bring campus units to the College, ranging from small meetings of 6-24 (common) to large lunches of 100 (rare). Public lectures and receptions during the academic year for residents and the wider community would draw crowds of 20-60 people.
Proposed COVID-19 operations eliminate visitor accommodations, meeting spaces, and public (in-person) lectures and therefore limit the number of non-community visitors. The office would restrict walk-ins to the office to one at a time (e.g. one resident, delivery person, etc.). Office operations will include the physical presence of up to 4 staff per day to manage mail and packages, coordination of tradespersons and resident tenancies, monitoring of common space use and general residential support. Office operations will service approximately 50 residents through to the end of summer 2021. The GCDS would resume operation as a take-out service (no regular dining) for all Resident Members.

Residential Scope
Pre-COVID, the residential community houses approximately 100 Resident Members. Members would use the common spaces in Graham House and Green Commons (TV/Activity Room) for study, small gatherings, entertainment, and dining; not all members would be in these spaces at once, but most would be expected to circulate through these spaces each day. A majority subset of Resident Members who opt-in would have access to the Common Kitchen, and would be required to participate in the administration, cleaning, and care of the space. 10 meals per week would be provided by the GCDS in the Great Hall (Graham House), while members would be expected to use the Common Kitchen for other meals or build capacity elsewhere. Some residents may have a mini-fridge, kettle, and microwave in their personal accommodations. The onset of the pandemic forced the shutdown of the GCDS and the Common Kitchen facilities.

Proposed COVID-19 operations will service approximately 50 Resident Members. Use of common areas would be restricted to use by staff, trades workers, and the residential community. Contact would be further limited with layout modifications, traffic controls, and occupancy limits. Use of the Common Kitchen is covered separately in Appendix III, and would limit contact to those in agreed-upon ‘pods’.

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

- Staff identified areas where people gather and areas of risk in contribution to the plan
- Staff identified processes that need revision to comply with distancing protocols
- Staff identified tools, equipment and other high-touch surfaces
- Staff identified and considered areas for continued closure
- Staff contributed to the content of the safety plan
- The Common Kitchen Committee comprised of Resident Members created the Common Kitchen Plan (Appendix III)
- All permanent Green College staff are ex officio members of the Local Health and Safety Team (LST). Our Residents’ Council co-chair and Green Lantern member were also involved in providing input. They provided input and materials to the plan and approve the draft before it is sent to the Principal.
- The University Administrative Units Joint Occupational Health and Safety Committee will review the document, and provide ongoing news and update to our LST for university-wide practices to add to the plan
10. Risk Level Determination (H/M/L)
The following risks are considered in accordance with https://srs.ubc.ca/covid-19/safety-planning/determining-safety-plan-risk/

- Risk #1 – Higher proportion of individuals from outside of the UBC community visit the campus/unit; if employees or staff are exposed to more than 10 random people in a day; or if the unit is public facing
- Risk #2 – Prolonged close interaction with others not in the usual cohort of colleagues; if contact lasts for more than 15 minutes and transient in nature
- Risk #3 – The workplace or activity is indoors and windows cannot be opened
- Risk #4 – Employees/students/visitors have frequent contact with high-touch surfaces (service counters, card payment machines)
- Risk #5 – The activity involves people who are at higher risk of severe illness (i.e., older adults or those with chronic health conditions)
- Risk #6 – The activity involves people who are not able or likely to follow hygiene practices such as washing hands frequently, respiratory etiquette, and identifying when they are feeling ill and staying home

Employee Scope (Office and GCDS Kitchen) – moderate risk
- Work in the office involves risk factors 1 and 4
  - As a public-facing office, visitor traffic is expected to be light but will include trades workers, mail and package deliverers, and residents (risk 1)
  - As a public-facing office, visitor traffic will concentrate contact at the reception area with the counter as a high-touch area. Low-volume card payments are also processed. (risk 2)
- Work in the GCDS Kitchen is out of scope (non-UBC Third Party). Building plumbing will need to be flushed to ensure safe food preparation and sanitation
- This may be subject to change based on Covid-19 developments, and will be addressed as part of the monitoring requirements.

Residential Scope (common areas for residential use) – high risk
- Residential use of common spaces (including Common Kitchen, covered in more detail in Appendix III) involves risk factors 4, 5, and 6
  - Common spaces will be limited to staff, trades workers, and members of the residential community, eliminating risks 1 and 2
  - Common access by community members will drive risk to high-touch surfaces such as tables, chairs, lights, door handles, railings, etc. (risk 4)
  - Some residential community members may have chronic health conditions (risk 5)
  - Washrooms and hand sanitizer will be available in Graham House, however the individual behaviour of community members in these commons spaces may not fully comply with social distancing protocols, respiratory etiquette, and frequent hand-washing and sanitization (risk 6)
- This may be subject to change based on Covid-19 developments, and will be addressed as part of the monitoring requirements.
11. 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

**Employee Scope**
- Supervisors have independently researched as well as consulted with colleagues in Safety and Risk Services and Student Housing and Community Services on these measures.
- Daily (virtual) standing meetings will continue to bring employees both at work and working from home together for check-ins/reduce isolation and encourage communication, while also providing a platform for sharing new COVID-19 related work changes
- All staff are encouraged to take [Self-care 101](#), while other [mental health resources](#) will be encouraged and links made on the College’s SharePoint site
- Supervisors, like staff, will review the plan and sign the acknowledgment form (section 7.30)
- Principal (as Head and supervisor) approves draft plan before submission to the Dean

**Residential Scope**
- The Green College website will include all current COVID related measures at the College
- Resident Members will be reminded of COVID related measures by email, and cross posted on the Green College Residents’ Discussion Forum on Canvas
- Physical signage near the areas of restriction and/or entrances to buildings will further set expectations / remind residents of any active measures

12. 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 UBC’s COVID-19 Safety Plan website and to Health and Safety boards in hardcopy.
- An alert noting the plan availability and link to this final posting will be included on the Green College website
- Hard copy of the plans will be kept by the office photocopier and message board
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.
13. Work from Home/Remote Work
Detail how/which workers can/will continue to work from home (WFH); this is required where it is feasible

- Per University and provincial directives, all staff will continue to WFH except when scheduled for baseline residential services at the office
  - Where possible, virtual meetings will continue in place of physical meetings following UBC’s guidance
- Work in the Green College Office is the exception to the norm, to provide baseline services for the safe use of the facility for resident members and service partners. Safe use includes monitoring for general security as well as COVID-related monitoring of the residence.
  - Baseline services that have a physical component such as receiving and distributing goods, or getting a visual on the state of the facility and/or rooms, and to facilitate emergency operations (e.g. fire).

14. 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

- To fulfill baseline, physical office services, employees would be on a scheduled rotation.
- For service consistency and expectations, the resumption of work in the office will be scheduled to match pre-COVID levels; staff may occupy the office Monday-Friday, 8-5, excluding statutory holidays.
- Employees scheduled for office shifts will remain flexible to accommodate employee’s personal situations re: COVID risk management, with voluntary substitutions and other forms of coverage possible (e.g. vacation, illness, etc.).
  - Minimum scheduled occupancy when the office is open for walk-ins is two: one staff member and one supervisor. If the minimum is not met, work may continue however the office building will not be open to the public for walk-ins.
  - Maximum occupancy is set to four. Workspace (e.g. employee desks) in the office are sufficient to maintain distancing per the floor plans. However, transiting the space to common spaces and equipment like the bathroom, stationery storage, break cart, and printers/photocopiers may be challenging (see Appendix I). Limiting staff to four at a time reduces contact potential when working away from desks in the office to use shared spaces and equipment. Scheduling staggered entry is not considered necessary with the above controls

15. Spatial Analysis: Occupancy limits, floor space, and traffic flows
Using UBC building keyplans:
1) Identify and list the rooms and maximum occupancy for each workspace/area;
2) Illustrate a 2 metre radius circle around stationary workspaces and common areas; and
3) Illustrate one-way directional traffic flows

- See Appendices I and II
### 16. 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

<table>
<thead>
<tr>
<th>Employee scope:</th>
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<tbody>
<tr>
<td>- The office foyer will be limited to one visitor at a time and be marked with appropriate signage; most commonly this will be residents checking their mailboxes</td>
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<tr>
<td>- The reception area will be signed with occupancy limits, limited to one visitor at a time including residents, delivery drivers, custodial workers, and other service partners.</td>
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<tr>
<td>- The reception desk is a high-traffic and high-contact area.</td>
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<tr>
<td>- Reception occupancy limit set at 1 visitor at a time with signage to indicate this limit and where/how to wait. Reception pre-COVID seldom has a queue of walk-in visitors</td>
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<tr>
<td>- Installed a plexiglass barrier at the reception desk. Barrier to include both front-facing and side coverage</td>
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<tr>
<td>- Installed a shelf for contactless package delivery and pickup</td>
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<tr>
<td>- Use of a gate to restrict non-employee traffic past the reception area</td>
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<tr>
<td>- Cash transactions are not permitted</td>
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<tr>
<td>- Will conduct credit card transactions on its POS as contactless, as telephone/card not present sales. Customers will not touch the POS keypad. The volume of transactions is significantly reduced with no visitor accommodations and a reduced resident population. The remaining transactions may be for incremental cost recoveries for late check-outs when tenancies end and for merchandise sales (soap, water bottles, etc.)</td>
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<tr>
<td>- Employees who rotate shifts in the reception area will sanitize the work area before and after their shift. Employees will have their own secondary keyboard assigned to them for use at the reception.</td>
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<td>- Loaned keys will be sanitized when returned by residents and workers</td>
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<td>- Desk working spaces in the office naturally keep a 2 metre distance (see Appendix I)</td>
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<tr>
<td>- The break area (microwave, mini-fridge) will be limited to one at a time. Staff will be required to sanitize the equipment before and after using the area.</td>
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<tr>
<td>- Coffee pot, kettle, and shared dishes will be temporarily boxed and removed</td>
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<tr>
<td>- The photocopier / back office area will be limited to one employee at a time.</td>
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<tr>
<td>- Signage will discourage printing and copying in favour of digital alternatives.</td>
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<tr>
<td>- Employees are expected to wash their hands before and after use of the photocopier.</td>
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<tr>
<td>- A personal scanner was purchased for use upstairs to minimize need for use of the main photocopier</td>
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<tr>
<td>- Upstairs printer used by default by employees with workspaces on the 2nd floor.</td>
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<tr>
<td>- The washroom is single-occupancy and for employees-only</td>
</tr>
<tr>
<td>- The upstairs break area (couch) will be limited to one person</td>
</tr>
<tr>
<td>- Entry and exit will be restricted and signage posted internally for staff. Staff who work on the ground floor will enter and exit exclusively via the front door. Staff who work on the 2nd floor will enter and exit via the back door.</td>
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</tbody>
</table>

**Residential Scope**

- Green Commons will remain closed from residential use
- Rooms and elevator will all have occupancy limits and appropriate signage
COVID-19 Safety Plan for Green College

- Rooms will have furniture layouts posted, where furniture is rearranged to accommodate 2m distancing and safe passage between rooms
- Stairs will be directionally set to minimize crossflow
- Communications to residents (email, signage) will all encourage distancing protocols; if distancing is not maintained, access may be revoked
- More detail on distancing for the Common Kitchen is covered in Appendix III

17. 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

- Not applicable - Green College has no company vehicles

18. 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

Employee Scope
- Before coming to work, all staff must check their health status. Staff 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.
- Staff should refer to the BC Health Self-Assessment Tool to determine if they require testing and/or medical care.
- Individuals displaying symptoms of COVID-19 (described above) must remain at home and call 811, isolated until they have been confirmed COVID-free by testing or have been symptom free for at least 14 days.
- Staff who have been in contact with a person confirmed or presumed to have COVID-19 must also self-isolate as per provincial health guidelines.
- WorkSafeBC Entry Check poster equivalent for visitors / workers will be posted at office entrances WorksafeBC: Entry Check for Workers, WorksafeBC: Entry Check for Visitors

Residential Scope
- Resident Members experiencing any symptoms of COVID-19 (cough, sneezing, shortness of breath, loss of sense of smell/taste, sore throat, tiredness, fever) are asked to notify staff, and must not enter common spaces.
- Resident Members returning from international travel will be required to quarantine
- Resident Members are told to refer to the BC Health Self-Assessment Tool to determine if they require testing and/or medical care.
- Individuals displaying symptoms of COVID-19 (described above) must remain in their suite and call 811, isolated until they have been confirmed COVID-free by testing or have been symptom free for at least 14 days.
- Resident Members who have been in contact with a person confirmed or presumed to have COVID-19 must also self-isolate as per provincial health guidelines.
- WorkSafeBC Entry Check poster equivalent for visitors / workers will be posted at Graham House and the Common Kitchen/Laundry entrances
19. Prohibited Worker Tracking
Describe how you will track and communicate with workers who meet categories above for worker screenings

Employee Scope
- Absence tracking is clearly defined on Green College’s intranet (SharePoint):
  - Supervisors and reception are notified of the absence
  - Absence tracking (in-out board equivalent) is recorded in SharePoint
  - Absence is officially recorded in the Personnel Absence Tracking system (PAT) with comments outlining the time, method of notification, and reason for absence
  - COVID-related absences would be noted in the comments in PAT

Residential Scope
- All resident tenancies are tracked in software
- Resident Members are expected to report to the office any international travel, the onset of symptoms, and any contact with a confirmed COVID-19 case
- Resident Members and any roommates will be required to isolate in their assigned accommodations. Isolation may be arranged elsewhere at the College by staff on a case-by-case basis

Section 4 – Engineering Controls

20. 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.)

Pre-COVID, SHCS provides custodial care for the facilities at Green College. One area service worker is assigned to Green College, with an additional support worker sent Mondays and Fridays. The following were created in consultation with Building Services Manager Adrian Popple. One area service worker can be expected at Green College going forward.

Employee scope:
- Office will be cleaned by SHCS custodial following their elevated COVID cleaning protocols and with approved cleaning products per Health Canada (e.g. with DIN).
  - Once daily for general cleaning
  - Twice daily for high-touch surfaces: door handles and crash bars, light switches, alarm keypads, railings, sink faucets, garbage and recycling bin lids.
- Staff will be responsible to clean before and after use of shared tools and appliances such as:
  - Microwave and fridges.
  - Keyboards, mice, telephones and point of sale device
  - Photocopier
  - Water cooler
- Green College will have hand sanitizer for visitors at reception
- Green College has a supply of hand sanitizer and disinfecting wipes to employees for use at desks and equipment
Residential Scope

• Common spaces will be cleaned by SHCS custodial following their elevated COVID cleaning protocols and with approved cleaning products per Health Canada (e.g. with DIN).
  o Once daily for general cleaning
  o Twice daily for high-touch surfaces: door handles and crash bars, light switches, alarm keypads, railings, sink faucets, garbage and recycling bin lids.
• Residents will be responsible to wash their hands / use sanitizer before and after use of common spaces
• The dining hall will have hand sanitizer, for dining hall use as a large study hall

21. 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 utensil

• Shared coffee maker, kettles, shared dishes and utensils will be removed and stored.
  o Personal water bottles, mugs, and other personal appliances are encouraged.
  o Hot water can be obtained without a kettle from the water cooler.
• Cleaning responsibilities are covered above in 4.20.
• Seating and table will be removed from Reception
• Visitor seating in room 114 (Assistant Principal’s Office) will be removed

22. Partitions or Plexiglass installation
Describe any inclusion of physical barriers to be used at public-facing or point-of-service areas

• A plexiglass installed at reception desk so that all close-contact, public-facing interactions are shielded
• Additional side barriers at reception are installed for employee protection at reception for when employees transit past the reception
• A retractable gate is installed at the reception desk to prevent walk-throughs past the reception desk
• A retractable belt/barrier is installed at the reception area to prevent walk-ups to the upstairs office area

Section 5 – Administrative Controls

23. 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.

Employee Scope

• In order to maintain a safe workplace, all employees are responsible to monitor their health and comply with the latest guidelines and hygiene rules. These rules are in place to ensure a safe work environment for employees, service partners (Student Housing and Community Services, Green College Dining Society, contractors), residents, and patrons of Green College.
• All employees have the right to refuse unsafe. Prior granting any accommodations or making process adjustments, managers must consult Safety and Risk Services.
• Daily (virtual) team standing meetings will continue and provide a recurring platform for staff and managers to communicate reminders and raise concerns about risk of exposure to COVID-19
• All permanent staff are members of the Local Safety Team and may raise issues of risk and exposure during those monthly meetings and further to the University Administrative Units Joint Occupational Health and Safety Committee.
• Signage will provide visual reminders of risks to COVID-19 exposure
• Confirmed updates to the plan will be communicated by email
• Safety measures will be published on the Green College website with updates and reminders sent via email to residents

Residential Scope
• Signage will provide visual reminders of risks to COVID-19 exposure
• Confirmed updates to the plan will be communicated by email and cross-posted to the Green College Residents’ Discussion Forum Canvas site.
• Safety measures will be published on the Green College website with updates and reminders sent via email to residents

24. 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
• All staff have completed the Preventing COVID-19 Infection in the workplace training online
• All staff have contributed to and will have reviewed the plan and are familiar with it
• Signage at workplace entrances (WorkSafeBC equivalent signage for employees and visitors) reinforces requirements of not coming to work while sick and maintaining physical distance
• Daily virtual standing meetings encourages dialogue about areas of plan improvement and clarification through practice/experience
• UBC Service partners such as SHCS and the GCDS when conducting work on the property will have their own training and procedures
  o Where physical distancing cannot be maintained, the use of PPE is expected

25. 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)
• Signage for each room will include
  o Occupancy limits
  o Cleaning expectations where applicable (e.g. clean before and after use)
  o Identification of high-touch surfaces
  o Reminder of social distancing rules at 2m
  o Where applicable, waiting/standing markers and directional tape
• Signage in bathrooms will additionally include hand-washing information
• Signage about new/revised work procedures
• Buildings will have employee/worker entry check poster equivalents from UBC and WorkSafeBC
26. 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. 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

- Resumption of work in the office restores the College to standard emergency procedures
  - While under full WFH arrangements, emergency responses are referred to SHCS Building Service Managers with coordination at the Exchange Residence
  - Resumption of work in the office will have emergency response restored to pre-pandemic procedures. Emergencies will be covered first by scheduled staff during regular office hours, with evening/weekend responses referred to SHCS via the Exchange Residence.
- Management will communicate via email and hardcopy posting to employees and resident occupants of relevant emergency instructions for an emergency (amendments to the College’s Fire Safety Plan / BERP)
  - The Building Emergency Director shall be the supervisor on duty.
  - Floor wardens will be variable depending on who is scheduled to work in the office; the office will rotate among supervisors, while Graham House will be set to the staff employee scheduled that day
  - Fire drill for 2020 is suspended

COVID-19 Incident Procedure
- For individuals presenting COVID-19-like symptoms, the employees may call UBC First Aid at 2-4444.
- Suspected positive incidents or exposure concerns are to be reported to the Supervisor. Further incident reporting information can be found on the SRS webpage.
- Direct people who are unsure about what they should do to the BC Self-Assessment tool.
- OPH programs and services remain available to all staff, faculty, and paid students who have questions or concerns about their health and safety in the workplace, including questions around COVID-19.

If there was a confirmed positive incident, UBC would defer to the government response protocols and rely on their direction. UBC would provide assistance as requested.

27. 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 next 12-18 months

- Opportunities to raise suggestions for improvement are mentioned previously in 5.23
- The Safety Plan will be updated as required as items are identified
- A review of the Safety Plan will be explicitly raised as a standing item during the monthly Health and Safety Team meeting
- The University Administrative Units Joint Occupational Health and Safety Committee will be included in the review process of this document.
- All documents use document control naming conventions
28. 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

- New procedures are outlined in Appendix IV
- Procedures are expected to evolve with suggestions raised at standing meeting
- New procedures will be posted near where it would be performed
- There are no staff changes since March

Section #6 – Personal Protective Equipment (PPE)

29. Personal Protective Equipment
Describe what appropriate PPE you will utilize and how you will/continue to procure the PPE

- Work in our office environment does not normally require PPE.
- Hierarchy of controls – elimination, engineering controls, administrative controls will be considered before PPE is necessary
- The use of non-medical PPE (e.g. masks or shields) is required. See Appendix VI for details.
- Staff must be aware of the risks and limitations of non-medical masks (see UBC Guidance on PPE in section 1.5)
  - A small stock of non-medical masks will be kept in the office for employee use only
  - Non-medical masks can be effective at minimizing spread of droplets, and are required when walking inside the office
- Hand sanitizer will be provided at each employee desk
- Wipes and other cleaning products will be provided where there are new processes/procedures resulting from COVID-19, such as sanitizing keys, keyboards and mice, etc. as outlined elsewhere in this plan

Section #7 - Acknowledgement

30. 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.

- Plan will be sent via email
- Electronic of the final plan will be posted on the Green College SharePoint, and other locations within UBC as specified in section 2.12.
- All staff will be required to sign an acknowledgement letter that they have received, read, and understand the contents of the 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.
# COVID-19 Safety Plan for Green College

## Date

<table>
<thead>
<tr>
<th>Name (Manager or Supervisor)</th>
<th>Mark Vessey</th>
</tr>
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## Faculty and Staff Occupying Workspace

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Appendix I – Floor Plans
See file GRCLCOVID-19SafetyPlan_AppendixI-FloorPlans_RevA.docx

Appendix II – Room Occupancy Table
See file GRCLCOVID-19SafetyPlan_AppendixII-OccupancyLimits_RevA.xlsx

Appendix III – Common Kitchen COVID-19 Operating Plan
See file GRCLCOVID-19SafetyPlan_AppendixIII-CommonKitchen_RevA.docx

Appendix IV – Revised Office Procedures
See file GRCLCOVID-19SafetyPlan_AppendixIV-RevisedOfficeProcedures_RevA.docx

Appendix V – Residential Activity Spaces
See file GRCLCOVID-19SafetyPlan_AppendixV-ResidentialActivitySpaces_RevA.docx

Appendix VI – Required Non-medical Masks
See file GRCLCOVID-19SafetyPlan_AppendixVI-RequiredNon-medicalMasks_RevA.docx
Graham House - Second Floor
Appendix II - Occupancy Limits

For
Graham House p 2
Green Commons p 3
Coach House p 4
Common Kitchen p 5
Office p 6

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# Appendix II - Occupancy Limits

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## Appendix II - Occupancy Limits

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Proposed Safety Plan for the
GREEN COLLEGE
COMMON KITCHEN

Green College Residents’ Council
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. 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.

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

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

The details of Plan 1 below have also been discussed with a representative from the Environmental Health Unit at VCH. 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 28th 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 15th 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. 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. 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. 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.

Contact information available upon request.

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

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

The Community Living BC: Guidelines for COVID-19 Letter from April 2, 2020 and the associated links with it have also be consulted. 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.

4 Contact information available upon request.
5 See section D p. 1
6 http://www.vch.ca/Documents/Coronavirus%20Disease%20Guideline%20for%20Community-Based%20Food%20Programs.pdf
7 http://www.dpmmanagement.ca/
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). 8 “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 rangers 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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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:
  o Take out all the food and wipe the inside of the fridge.
  o 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:
  o Take out all the food and wipe the inside of the fridge.
  o 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.
  o If no name, put items in the common fridge.
● Guidelines for throwing out food:
  o 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).
  o 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.
  o Regardless of labels, if food is visibly mouldy, oozing, or gives any other indication of spoiling, get rid of it immediately.
  o 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.
  o 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”

<table>
<thead>
<tr>
<th>Time</th>
<th>Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:00-2:00</td>
<td>Free time</td>
</tr>
<tr>
<td>2:00-3:00</td>
<td>Free time</td>
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<tr>
<td>3:00-4:00</td>
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</tr>
<tr>
<td>4:00-5:00</td>
<td>Free time</td>
</tr>
<tr>
<td>5:00-6:00</td>
<td>Free time</td>
</tr>
<tr>
<td>6:00-7:00</td>
<td>Free time</td>
</tr>
<tr>
<td>7:00-8:00</td>
<td>Free time</td>
</tr>
<tr>
<td>8:00-9:00</td>
<td>SHCS Cleaning / Free time</td>
</tr>
<tr>
<td>9:00-10:00</td>
<td>Free time</td>
</tr>
<tr>
<td>10:00-11:00</td>
<td>POD1</td>
</tr>
<tr>
<td>11:00-12:00</td>
<td>POD2</td>
</tr>
<tr>
<td>12:00-13:00</td>
<td>POD3</td>
</tr>
<tr>
<td>13:00-14:00</td>
<td>POD4</td>
</tr>
<tr>
<td>14:00-15:00</td>
<td>SHCS Cleaning / Free time</td>
</tr>
<tr>
<td>15:00-16:00</td>
<td>POD5</td>
</tr>
<tr>
<td>16:00-17:00</td>
<td>POD6</td>
</tr>
<tr>
<td>17:00-18:00</td>
<td>POD7</td>
</tr>
<tr>
<td>18:00-19:00</td>
<td>Free time</td>
</tr>
<tr>
<td>19:00-20:00</td>
<td>Free time</td>
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<tr>
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<td>21:00-22:00</td>
<td>Free time</td>
</tr>
<tr>
<td>22:00-23:00</td>
<td>Free time</td>
</tr>
<tr>
<td>23:00-24:00</td>
<td>Free time</td>
</tr>
</tbody>
</table>
Appendix III – Floorplan
Appendix IV – Revised Office Procedures

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Revised Procedures ............................................................................................................................. 1
  Mail/Package Pickup ...................................................................................................................... 1
  POS Transactions ............................................................................................................................ 1
Document Control ............................................................................................................................... 2

Scope
This appendix is supplemental to the COVID-19 Safety Plan for Green College (“Safety Plan”). This appendix outlines revised office procedures.

Revised Procedures

Mail/Package Pickup
• Green College staff place the outbound mail bin at reception by the wire rack
• Campus Mail retrieves the outbound mail bin and places the inbound bin next to the wire rack.
  o Pre-COVID, Campus Mail would exchange mail bins at the back of the office
• Green College staff process inbound packages, sending email notification to the recipient and storing the package on the wire rack
  o Pre-COVID, package storage was in the back of the office
• Upon package collection, Green College staff send email receipt to the recipient (contactless)
  o Pre-COVID, recipients would physically sign for packages from a package log on a clipboard.
• Green College staff sort mail and deliver mail to individual mailboxes in the office foyer
• Green College staff wash their hands after handling mail and packages
  o Pre-COVID, hand washing was not explicitly prescribed

POS Transactions
• Green College staff will only accept credit card payments (no debit)
Pre-COVID, we had already eliminated cash purchases. We would accept Visa, MasterCard, and debit card payments.

- Green College staff will conduct all POS transactions contactlessly.
  - Pre-COVID, we would conduct transactions as both telephone (contactless) for visitor accommodations and directly with customers on the POS
  - Customer can pass the card through the plexiglass barrier, or call out credit number for contactless processing

### Document Control

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<th>Revision</th>
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<th>Date</th>
</tr>
</thead>
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<td>Final draft for review</td>
<td>20200703</td>
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<td>0</td>
<td>Final for submission</td>
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Appendix V – Residential Activity Spaces

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  Density ................................................................................................................................................ 2
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    Coach House ................................................................................................................................. 3
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  Contact Number ............................................................................................................................. 3
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Scope
This appendix is supplemental to the COVID-19 Safety Plan for Green College ("Safety Plan"). This appendix covers an assessment of the risks of COVID-19 transmission for public (residential) use of College facilities and any controls used in those areas.

Excluded from this plan are the office (covered in the Safety Plan) and the Common Kitchen (covered in detail in Appendix III of the Safety Plan)

Included spaces include:
Green College's priority for opening Graham House is for residential activity and for the resumption of dining services as provided by the Green College Dining Society (GCDS). Resident use of these spaces is important as spaces across campus have not opened yet and are (relatively) less-safe than using community-only spaces at the College. These spaces are important for psychosocial well-being, especially after a long period of isolation. Employee use of these areas is primarily for monitoring plan compliance and identifying hazards.

**Risk Assessment**
Each space is assessed for density and number of contacts to determine the overall risk and areas needing mitigation.

<table>
<thead>
<tr>
<th>Key Assumptions when considering density and number of contacts:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Spacing will remain restricted from visitors from outside the residential community</td>
</tr>
<tr>
<td>o No guests invited by employees or residents</td>
</tr>
<tr>
<td>o No visitor accommodations running to bring outsiders into the community</td>
</tr>
<tr>
<td>o No meeting spaces rented to other campus units</td>
</tr>
</tbody>
</table>

**Density**

**Graham House**

- Congregation in the Piano Lounge is predominantly distant but may be prolonged:
  - As a reception and entertainment room, social activities may invite closer contact through seating arrangement.
  - High-touch surfaces include the piano, tables, and upholstered furniture.
- Congregation in the Billiard Room may be distant and prolonged:
  - A recreational space for Billiard room play and lounging may invite closer contact through play
  - Billiard table and equipment, tables, and upholstered furniture are high-touch surfaces
- Congregation in the Gibson room is predominantly distant and prolonged:
  - Primarily a meeting and study space, with cyclical demand in line with the academic year
- Congregation in the Reading Room may be distant and prolonged:
  - A room for quiet study and reading may invite closer contact through seating arrangement
  - Upholstered furniture, tables, books and magazines are high-touch surfaces
- Congregation in the Great Hall is close and prolonged
  - At the time of writing, the GCDS is not in an operating position until late summer 2020.
  - Primarily the dining space for meals provided by the GCDS, standard seating invites closer contact while dining and conversing. Close contact is a product of seating arrangements and of the limited service hours (1-2hrs per meal).
  - The GCDS is a non-UBC entity and the service plan and procedures is outside the scope of Green College’s safety plan.
Additional congregation may occur at the tray return / compost area during meal service
- Until dining resumes, the space will be used for studying and recreational play (table tennis, foosball). Play invites close contact.
- High touch items include: tables and chairs; table tennis table, paddles and balls; foosball table and balls; door handles and crash bars

**Congregation in the Servery is close and brief:**
- Use of the Servery would be under the GCDS plan for meal service delivery. At the time of submission, no use of the Servery is under consideration.
- The GCDS’s COVID-19 Safety Plan for safe operations for their employees is outside the scope of this plan
- Density is close and may extend to prolonged while waiting for or receiving service.
- High touch-points include trays, counters, railings, fridges, drink dispensers, tables and chairs.

**Coach House**
- A separate building normally for the performance of public lectures and occasional resident use.
  - Has a single-occupancy washroom.
- Emergency use at present is for food storage (fridges and freezers) and as a satellite Servery for the receipt and distribution of meal boxes to residents, as provided by Scholars’ Catering.
- No considerations at this time for opening this for residential activities

**Green Commons**
- A separate building with a TV Lounge for resident use and for office space/storage with a single-occupancy washroom.

**Contact Number**

**Graham House**
- Combined activity by residents can vary from 5-75, excluding Gala events (140+)
  - Small rooms may have groups of approximately 5
  - Dining in the Great Hall may draw approximately 75 together in the Great Hall; staggered arrivals and departures and abstentions during the dining period rarely fill the room. Dining operations are managed by the GCDS.
  - Dining operations were suspended in March 2020 and replaced by a drop catering / take-out delivered to the Coach House; dining operations are expected to resume later in summer 2020 and is contingent on their safety plan.
  - The Great Hall as an alternative study space could safely seat 20-25, in consideration that other study areas on campus are not yet open and are populated by people outside the community

**Coach House**
- Combined activity can vary from 1-20
- The lecture space is converted to food storage and distribution. Contact is limited to storing and retrieving food and/or meal boxes
Green Commons

- The office side has no tenant and is currently used for storage
- The TV and games side may draw 1-8
- Nature of space use is predominantly for shared contact/engagement; watching popular TV series' or sports, playing games together

<table>
<thead>
<tr>
<th>Building</th>
<th>Pre-COVID</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graham House</td>
<td>5-75</td>
<td>5-35</td>
</tr>
<tr>
<td>Coach House</td>
<td>1-60</td>
<td>4</td>
</tr>
<tr>
<td>Green Commons</td>
<td>1-8</td>
<td>0*</td>
</tr>
</tbody>
</table>

*In consideration of redirected and/or limited cleaning abilities by SHCS staff and that restricting occupancy limits the usefulness of the space for sharing activities together, the space will remain closed.

Risk Level Determination

Using the BC COVID-19 Go Forward Management Strategy Risk Matrix, pre-mitigation the risks are:

<table>
<thead>
<tr>
<th>Building</th>
<th>Contact Intensity</th>
<th>Number of Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graham House</td>
<td>Medium</td>
<td>High</td>
</tr>
<tr>
<td>Coach House</td>
<td>Medium</td>
<td>Medium</td>
</tr>
<tr>
<td>Green Commons</td>
<td>(Remain Closed)</td>
<td>(Remain Closed)</td>
</tr>
</tbody>
</table>

Mitigating Controls

This section covers the hierarchy of controls taken in each space. That hierarchy is first elimination (including physical distancing), engineering controls, administrative controls, and finally use of Personal Protective Equipment (PPE).

Graham House

<table>
<thead>
<tr>
<th>Control</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elimination</td>
<td>Graham House use will be restricted to residents, employees, and permitted service partners</td>
</tr>
<tr>
<td>Elimination</td>
<td>Multi-occupant washrooms in the basement will remain closed (two genderless single-occupant washrooms remain on the main floor)</td>
</tr>
<tr>
<td>Elimination</td>
<td>Billiard table will be restricted from use. The area it occupies is also a corridor for access to other rooms in the building</td>
</tr>
<tr>
<td>Elimination /</td>
<td>Furniture (Piano Lounge, Gibson Room, Billiard Room, Reading Room, Great Hall) will be rearranged (see Appendix I) to enable and promote social distancing while using the space</td>
</tr>
<tr>
<td>Engineering</td>
<td>Fireplace will be restricted from use. Existing fireplace rules encourage congregation (use for groups) and prolonged contact (responsible person must remain until fire is extinguished).</td>
</tr>
<tr>
<td>Elimination /</td>
<td>All interior, non-fire doors will be held open either by magnetic latch (alarm-controlled) or where no latch is present a floor wedge to minimize touching door hardware and to ensure users can clearly see how many are in a given room before entering it</td>
</tr>
<tr>
<td>Engineering</td>
<td></td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th><strong>Elimination / Administrative</strong></th>
<th>Occupancy limits (see Appendix II) for each room will be clearly posted</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Elimination / Administrative</strong></td>
<td>Elevator use will be restricted to one person at a time with clear signage at all floors</td>
</tr>
<tr>
<td><strong>Engineering</strong></td>
<td>Building will be cleaned by SHCS custodial following their elevated COVID cleaning protocols and with approved cleaning products per Health Canada (e.g. with DIN).</td>
</tr>
<tr>
<td></td>
<td>- Once daily for general cleaning</td>
</tr>
<tr>
<td></td>
<td>- Twice daily for high-touch surfaces: door handles and crash bars, accessible door buttons, light switches, railings, chair touch points (non-fabric), vending machine buttons, piano, Coinomatic card loading machine, garbage and recycling container tops, sink faucets, soap and towel dispensers</td>
</tr>
<tr>
<td><strong>Engineering</strong></td>
<td>Stairwells will be directionally designated and signed to minimize contraflow.</td>
</tr>
<tr>
<td></td>
<td>- Western stairwells (basement to foyer, foyer to Servery landing) will be designated for going up.</td>
</tr>
<tr>
<td></td>
<td>- Eastern fire-exit stairwells will be for going down</td>
</tr>
<tr>
<td><strong>Engineering</strong></td>
<td>By directionally designating stairwells, the Great Hall entry will be only via the west stairwell and exit via the eastern fire exit stairwells</td>
</tr>
<tr>
<td><strong>Engineering</strong></td>
<td>Door between Reading Room and Gibson Room to remain closed at all times to restrict traffic flow. Door signed with restriction</td>
</tr>
<tr>
<td><strong>Engineering</strong></td>
<td>Reading Room books and games will not be available for loan. Books will be taped off/signed</td>
</tr>
<tr>
<td><strong>Engineering / Administrative</strong></td>
<td>Hand sanitizer will be provided at the entrance to the Great Hall</td>
</tr>
<tr>
<td><strong>Administrative</strong></td>
<td>Rules of Graham House use will be emailed to staff and residence and posted at the entrance, such as physical distancing, not moving furniture, observing occupancy limits, and hand-washing / sanitizing</td>
</tr>
<tr>
<td><strong>Administrative</strong></td>
<td>Signage directing residents and staff to observe physical distancing and to not enter if sick will be posted at building entrances</td>
</tr>
<tr>
<td><strong>Administrative</strong></td>
<td>Hand washing signage will be posted in every operating washroom</td>
</tr>
<tr>
<td><strong>Administrative</strong></td>
<td>High-touch surfaces such as elevator buttons will be signed</td>
</tr>
<tr>
<td><strong>Administrative</strong></td>
<td>A floor plan will be posted in each room to show the expected arrangement</td>
</tr>
<tr>
<td><strong>Administrative</strong></td>
<td>Table tennis and Foosball will be signed with rules of use. Those rules include a signup sheet to record who was using it and when, and the requirement that users wash their hands before and after use.</td>
</tr>
<tr>
<td><strong>Administrative</strong></td>
<td>Piano will be signed with rules of use. Those rules include a signup sheet to record who was using it and when, and the requirement that users wash their hands before and after use.</td>
</tr>
</tbody>
</table>

**Coach House**

<table>
<thead>
<tr>
<th><strong>Control</strong></th>
<th><strong>Action</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Elimination</strong></td>
<td>As of March 2020, space was converted from lecture (~60 people) to food storage and meal box delivery. As of January 2021 space now can permit small (up to 4) socially-distanced activity</td>
</tr>
<tr>
<td><strong>Engineering / Administrative</strong></td>
<td>Occupancy limit set to 4. Occupancy restricted to residents and staff with strict non-admittance of anyone presenting symptoms of COVID-19.</td>
</tr>
</tbody>
</table>
Engineering / Administrative

Required use of non-medical masks and hand-hygiene protocols for hand-washing and/or hand sanitizing.

Engineering

Building will be cleaned by SHCS custodial following their elevated COVID cleaning protocols and with approved cleaning products per Health Canada (e.g. with DIN).

- Once daily for general cleaning
- Twice daily for high-touch surfaces: door handles and crash bars, accessible door buttons, light switches, fridge and freezer door handles, garbage and recycling container tops, sink faucets, soap and towel dispensers

Green Commons

<table>
<thead>
<tr>
<th>Control</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elimination</td>
<td>Closed from use (storage only)</td>
</tr>
</tbody>
</table>

Communications and Training

Controls and restrictions will be broadcast by email to current Green College residents. The building will have significant signage added to it to remind occupants about how to safely use the space. The safety of residents in the use of Graham House relies predominantly on maintaining physical distance, and where that cannot be maintained additional controls will be implemented (elimination, such as the Billiard Table, and additional rules such as the Piano/Table Tennis/Foosball).

UBC and other Contractors

Service partners such as SHCS and the GCDS may have their own COVID-19 Safety Plans and additional procedures for their employees to maintain physical distance and employee safety while conducting work on the property.

Safe Play Protocols for Indoor Sport

The following protocols were created to provide rules that would permit indoor sport such as table-tennis and billiards play in the spaces at Green College.

Players:

- Must wash or sanitize hands, common surfaces, and equipment before and after play
- Must never play if feeling sick or under isolation and quarantine orders
- Must maintain 2m distance from others
- Must wear non-medical masks during play
- Must complete the Green College Contact Tracing form for every session
- Must adhere to the occupancy limits set for the room
- Must open windows for increased ventilation
- May elect and are encouraged to use their own personal equipment for play (e.g. paddles)
- May be required to book a time slot in advance

Players caught not following these safe play protocols will receive a warning. A second infraction will result in being barred from further play and may face additional sanctions from Green College and SHCS.
up to and including eviction. Recurrent disregard for these rules may also result in the removal of sporting equipment and the loss of use for all of the Green College resident community.

Signage on or near the equipment will repeat the above rules, and include specific instructions for sanitizing surfaces and equipment. Appropriate and COVID-19 effective sanitizing materials for the surfaces will be identified and kept near the equipment.

**High-touch surfaces examples**

<table>
<thead>
<tr>
<th>Sport and Equipment</th>
<th>Sanitizing Considerations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Table-tennis</strong></td>
<td></td>
</tr>
<tr>
<td>Paddles</td>
<td>Clean before and after play. Players may purchase or bring own paddles to minimize sharing</td>
</tr>
<tr>
<td>Balls</td>
<td>Clean after play. Consider ‘sets’ of sanitized balls for play so that one set can dry and be ready for another set of players.</td>
</tr>
<tr>
<td>Table</td>
<td>Clean before and after play. Pay special attention to the edges of the table surface nearest the players</td>
</tr>
<tr>
<td><strong>Billiards</strong></td>
<td></td>
</tr>
<tr>
<td>Pool Cues</td>
<td>Clean before and after play.</td>
</tr>
<tr>
<td>Pool Balls</td>
<td>Clean before and after play unless gloves are worn. Consider wearing disposable gloves to minimize contact with balls, especially when clearing pockets and racking.</td>
</tr>
<tr>
<td>Pool Rails (table edge)</td>
<td>Clean before and after play.</td>
</tr>
<tr>
<td>Pool Table (felt)</td>
<td>Do not clean.</td>
</tr>
<tr>
<td>Chalk</td>
<td>(Removed). Players are encouraged to play without chalk, or procure their own personal chalk for their own use.</td>
</tr>
</tbody>
</table>

**Resident Events**

- Must all be approved by the Principal’s Office. Approval may be revoked or altered
- All events must be proposed via a [webform](#)
- Resident Members must not participate in in-person events if they feel unwell or are in quarantine.
- All event participants are expected to wash and/or sanitize their hands immediately before and after any in-person event
- Physical distancing for in-person events must adhered to at all times; if indoors, participants must wear masks unless covered by an approved exception under Green College’s non-medical mask rules
• All events must adhere to the occupancy limits of the space, as posted in the space and as documented in our published COVID-19 Safety Plan on the Green College website.
• All event participants for in-person events must log their participation for contact tracing purposes via this URL: https://greencollege.ubc.ca/event-contact-tracing-form
  o For greater clarity, approved events held in an indoor space have exclusive use of that indoor space. No untraced individuals may remain in the indoor space with the event.
• No persons from outside the residential community at Green College are permitted to participate in in-person Resident Committee events.
• Off-site Resident Committee events may require an activity waiver (e.g. hike, etc.)
• No in-person event can exceed 50 participants.
• Additional safety protocols may be required in order to make the event safe.

More risk-mitigating controls may be required by the event organizer. When approving events, the Principal’s Office will consider:

• Where prolonged contact may increase virus transmission risk
• Where activities may make physical distancing, hand hygiene and mask wearing difficult to maintain
• Where activities may breach room occupancy limits
• Opportunities for participants to practice good hand hygiene practices
• Elimination or control of high-touch surfaces
• Elimination or control the shared equipment, food, and other objects
• A cleaning and disinfecting strategy
• A communications strategy between organizers and participants regarding safety rules and their application at the proposed event.

Participants caught not in compliance with relevant UBC rules regarding COVID-19 safety protocols, such as those covered here or as required by the event/event organizer will be asked to comply or be removed from the event. The Principal’s Office and the event organizer is fully empowered to terminate the event if they have reasonable belief that the event activities are unsafe or are a significant deviation from the approved event. Recurrent disregard for UBC rules may result in sanctions and discipline up to and including eviction.

**Document Control**

<table>
<thead>
<tr>
<th>Revision</th>
<th>Issued For / Update</th>
<th>Date</th>
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<tbody>
<tr>
<td>A</td>
<td>Final draft for review</td>
<td>20200703</td>
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<tr>
<td>0</td>
<td>Final submission</td>
<td>20200707</td>
</tr>
<tr>
<td>1</td>
<td>Updated Coach House occupancy limit, added rules for Safe Play Protocols for Indoor Sport, added rules for Resident Events</td>
<td>20201110</td>
</tr>
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</table>
Appendix VI – Required Non-medical Masks

Purpose
In accordance with the COVID-19 Campus Rules, COVID-19 Residence Rules, and needs that are specific to Green College’s operation this appendix outlines Green College’s specific rules for use of non-medical masks. Green College’s mixed constituencies may result in some confusion unless there are consolidated rules.

Scope
Green College is a member-based academic community that is managed and operated by Green College staff and not all of its constituents may be governed by the same rules. The College is a complex unit as an interdisciplinary graduate residential college that is one part graduate residence, one part hospitality venue (events and accommodation), and one part public venue for academic engagement through lectures.

Effective September 16, 2020 UBC implemented COVID-19 Campus Rules whereby students, faculty, staff and visitors are required to wear non-medical masks in common indoor spaces on campus and applies broadly to everyone at Green College. Separately, residents of Green College living on-contract must follow SHCS COVID-19 Residence Rules. COVID-19 Safety Plans provide additional rules and exceptions to the non-medical mask requirement.

The following rules set the standards for minimum use of non-medical masks while at Green College.

Non-medical mask requirements at Green College
Prevention of the transmission of COVID-19 is very important at Green College where our shared living and working arrangements increase our risk of spreading the virus. According to the BC Centre for Disease Control, the wearing of non-medical masks can “help protect others by containing your own droplets when talking, laughing, singing, coughing, or sneezing … but will have minimal effect if it is not used with other preventive measures, such as frequent hand washing and physical distancing.”

- As per UBC’s COVID-19 Campus Rules, non-medical masks must be worn by students, faculty, staff and visitors:
  - when travelling through building corridors and common spaces, including: common hallways, stairways, elevators, building entryways, and other high-traffic areas
  - any other time that 2m physical distancing cannot be maintained
- Additionally as per SHCS’s COVID-19 Residence Rules:
  - residents, their guests and other visitors must wear an appropriate mask when inside buildings on residence property. An appropriate mask must have two
layers of tightly woven fabric (cotton or linen), or be a commercially produced disposable non-medical mask, and securely fit, without gaping, over the nose and mouth with ties or ear loops. For more information on appropriate masks please click here.

- Additionally, non-medical masks must be worn:
  - when UBC employees and contractors enter a resident or guest room
  - when working or are engaged in an activity indoors (e.g. not seated) where physical activity is likely to breach 2m physical distancing and/or increase the spread of droplets on surfaces
  - when required by Green College staff on a case by case basis

- Non-medical masks are not required for persons:
  - when they are the sole occupant of an enclosed room, private residence unit and/or connected single rooms
  - when working in an enclosed room that has been arranged to ensure occupants in these spaces remain 2m apart and/or has appropriate physical barriers. In such spaces, users have the option to remove their non-medical mask when seated or while engaged in activities where the physical distancing requirement is met. These spaces are mapped in Appendix I of the Green College Safety Plan and a corresponding map is printed and posted in the spaces alongside occupancy limit signage.
  - when consuming food or beverages while seated in residence dining facilities in seating areas designated for consuming food or beverages.
  - with a medical condition, including breathing or cognitive difficulties, or a disability, that prevents them from wearing a mask or renders them unable to put on or remove a mask without the assistance of another person.
  - where communication with a person requires that a person to be able to see the speaker’s mouth.
  - while assisting with a health or safety emergency.
  - for persons who have been granted an exception in writing by the Green College Principal or SHCS Director of Residence Life and Administration, in consultation with UBC Safety and Risk Services
  - when covered by an exception not covered above in the COVID-19 Campus Rules policy.
  - when covered by an exception not covered above in the COVID-19 Residence Rules policy.

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</tr>
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<tbody>
<tr>
<td>0</td>
<td>Final for incorporation into Safety Plan</td>
<td>20201110</td>
</tr>
</tbody>
</table>