

Executive Briefing Note (COVID-19): UBC Green College – Reopening Request Summary

Executive Action/Decision Requested	1. For Decision re: Approval of Intermediate COVID-19 Safety Plan for UBC Green College
Endorsement	EOC Directors: Rae Ann Aldridge and Pam Ratner COVID-19 Safety Planning Steering Committee
Authorship	UBC Green College Mark Vessey (Owner) Consultation with: Clark Lundeen, Peter Joseph
Date	8/11/2020
Decision required no later than	8/12/2020

Reopening Facts

<input checked="" type="checkbox"/> Under current Provincial Restart BC Phase	<input checked="" type="checkbox"/> Safety Plan complete
<input checked="" type="checkbox"/> Revenue-generating entity	<input type="checkbox"/> Feedback from students/parents received
<input type="checkbox"/> Teaching/Learning outcome	<input type="checkbox"/> External Approval received: _____ (e.g. external regulatory entity, such as VCH)
<input checked="" type="checkbox"/> Community Engagement & Service	<input type="checkbox"/>

Reopening Rationale and Scope

Rational

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.

Operational Model

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.

Mitigations and procedures are appended to the Plan and include:

- Floor Plans
- Room Occupancy Table
- Common Kitchen COVID-19 Operating Plan
- Revised Office Procedures

- Residential Activity Spaces

Considerations

- Green College Residence Dining Staff are a separate entity.
- Scholar's Catering will have their own Safety Plan



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	<u>Green College</u>
Facility Location	<u>6201 Cecil Green Park Road</u>
Proposed Re-opening Date	<u>August 10, 2020</u>
Workspace Location	<u>Admin Building F ("Office")</u>

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.

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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
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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

<p>2. Federal Guidance</p> <ul style="list-style-type: none"> • Government of Canada: “Hard-surface disinfectants and hand sanitizers (COVID-19): List of disinfectants with evidence for use against COVID-19”
<p>3. Provincial and Sector-Specific Guidance</p> <ul style="list-style-type: none"> • 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
<p>4. WorksafeBC Guidance</p> <ul style="list-style-type: none"> • 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
<p>5. UBC Guidance</p> <ul style="list-style-type: none"> • 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)
<p>6. Professional/Industry Associations</p> <p>List any specific industry association (or counterpart) guidance used in developing the plan</p>



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.

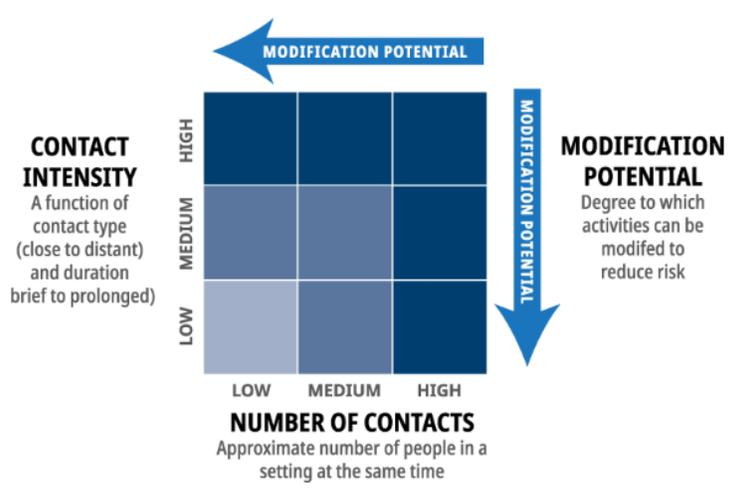


Figure 1. BC COVID-19 Go Forward Management Strategy Risk Matrix

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)

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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 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

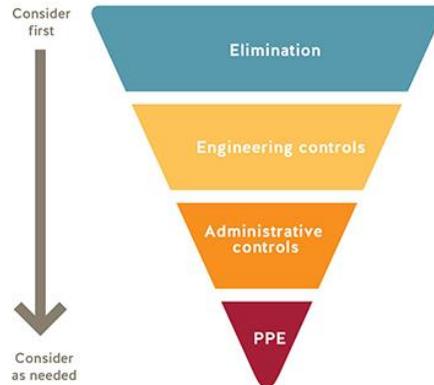
Describe how you will publish your plan ONLINE and post in HARD COPY at your workplace for employees and for others that may need to attend site

- 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.



<p>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</p>
<ul style="list-style-type: none">• Per University and provincial directives, all staff will continue to WFH except when scheduled for baseline residential services at the office<ul style="list-style-type: none">○ 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.<ul style="list-style-type: none">○ 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).
<p>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</p>
<ul style="list-style-type: none">• 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.).<ul style="list-style-type: none">○ Minimum scheduled occupancy when the office is open for walk-ins is <u>two</u>: 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/copiers 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
<p>15. Spatial Analysis: Occupancy limits, floor space, and traffic flows Using UBC building keyplans:</p> <ol style="list-style-type: none">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; and3) Illustrate one-way directional traffic flows
<ul style="list-style-type: none">• 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

Employee scope:

- 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
- 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.
- The reception desk is a high-traffic and high-contact area.
 - 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
 - Installed a plexiglass barrier at the reception desk. Barrier to include both front-facing and side coverage
 - Installed a shelf for contactless package delivery and pickup
 - Use of a gate to restrict non-employee traffic past the reception area
 - Cash transactions are not permitted
 - 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.)
 - 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.
 - Loaned keys will be sanitized when returned by residents and workers
- Desk working spaces in the office naturally keep a 2 metre distance (see Appendix I)
- 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.
 - Coffee pot, kettle, and shared dishes will be temporarily boxed and removed
- The photocopier / back office area will be limited to one employee at a time.
 - Signage will discourage printing and copying in favour of digital alternatives.
 - Employees are expected to wash their hands before and after use of the photocopier.
 - A personal scanner was purchased for use upstairs to minimize need for use of the main photocopier
 - Upstairs printer used by default by employees with workspaces on the 2nd floor.
- The washroom is single-occupancy and for employees-only
- The upstairs break area (couch) will be limited to one person
- 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.

Residential Scope

- Green Commons will remain closed from residential use
- Rooms and elevator will all have occupancy limits and appropriate signage



- 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



<p>Residential Scope</p> <ul style="list-style-type: none"> • 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). <ul style="list-style-type: none"> ○ 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. • 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
<p>21. Equipment Removal/Sanitation</p> <p>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</p>
<ul style="list-style-type: none"> • Shared coffee maker, kettles, shared dishes and utensils will be removed and stored. <ul style="list-style-type: none"> ○ Personal water bottles, mugs, and other personal appliances are encouraged. ○ 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
<p>22.Partitions or Plexiglass installation</p> <p>Describe any inclusion of physical barriers to be used at public-facing or point-of-service areas</p>
<ul style="list-style-type: none"> • 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

<p>23. Communication Strategy for Employees</p> <p>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.</p>
<p>Employee Scope</p> <ul style="list-style-type: none"> • 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
 - 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
 - Occupancy limits
 - Cleaning expectations where applicable (e.g. clean before and after use)
 - Identification of high-touch surfaces
 - Reminder of social distancing rules at 2m
 - 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 postering 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 not required. If staff wish to wear them, they must be aware of the risks and limitations (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 may be appropriate 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.

Date _____



Name (Manager or Supervisor)	Mark Vessey
Title	Principal

Faculty and Staff Occupying Workspace

Name	Email	Confirmation of Understanding
Astorino, Tania	Tania.astorino@ubc.ca	<input type="checkbox"/>
Gumboc, Alan	Alan.gumboc@ubc.ca	<input type="checkbox"/>
Lumempouw, Refano	Refano.lumempouw@ubc.ca	<input type="checkbox"/>
Lundeen, Clark	Clark.lundeen@ubc.ca	<input type="checkbox"/>
Pedro, Lyn	Lyn.pedro@ubc.ca	<input type="checkbox"/>
Tam, Anna	Anna.tam@ubc.ca	<input type="checkbox"/>
Vessey, Mark (Dept. Head)	Mark.vessey@ubc.ca	<input type="checkbox"/>

Document Control

Revision	Issued For / Update	Date
A	Green College review	20200601
B	Conversion to SRS template, distribution for review	20200615
C	Final draft for approval	20200703
0	Final for submission	20200706
1	Revised for submission	20200728



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