

# COVID-19 Workspace Safety Plan

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. The area supervisors are responsible for developing and updating this document to meet current government mandated requirements. <https://www.ufv.ca/coronavirus/>

Area	<i>University of the Fraser Valley</i>
Building Location	<i>Building B</i>
Workspace Location	B 164
Proposed Return Date	<i>UPDATED SEPTEMBER 14<sup>TH</sup>, 2020</i>

## Introduction to Your Operation

### 1. Scope and Rationale for Returning to Campus

In a few sentences, describe what services you intend to offer on campus.  
What is your rationale for needing to return to the workplace?

The CHASI Hub is a research centre collaborative in nature and therefore working together is optimal and performance is enhanced by real time interaction. We will not be providing face-to-face services to, and have no contact with, the general public, and therefore by operating, pose very limited risk to UFV. Employees frequently need access to programs that are located on the HUB computers, and due to security concerns regarding data we must keep this data safely stored at the HUB. The HUB is a spacious office with ample room to adapt to social distancing measures, and therefore we have been able to safely utilize this space in a way that is mindful of public health measures. As BC is in Phase 3, provincial health authorities have allowed for offices to open as long as they follow the appropriate guidelines. Below you will find our plan to ensure we will be smart and safe as we continue our work.

## Regulatory Context

### 2. Federal, Provincial and /or Sector-Specific Guidance

List any specific COVID-19 regulatory guidance used in developing the plan such as the BC Go Forward Plan, Post Secondary Sector Guidelines, Public Health Officer guidelines/orders, and any applicable industry specific guidelines.

Coronavirus disease (COVID-19): For businesses and employees

<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19/businesses-employees.html>

Risk mitigation tool for workplaces/businesses operating during the COVID-19 pandemic

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<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents/risk-informed-decision-making-workplaces-businesses-covid-19-pandemic.html>

BC COVID-19 Go-Forward Management Strategy

COVID-19 Safety Plan

BC's Restart Plan

Work Safe BC-Offices: Protocols for returning to operation

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

For additional resources, please see comprehensive list (UFV COVID Resource list) at the end of the document.

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#### **4. UFV Guidance**

List any specific UFV COVID-19 guidance tools used in developing the plan –  
<https://www.ufv.ca/coronavirus/return-to-campus/resources-templates/>

We have consulted the UFV coronavirus resources as listed from the website below when developing this workspace safety plan.

<https://www.ufv.ca/coronavirus/return-to-campus/resources-templates/>

***We paid special attention to the following policies:***

[COVID-19 Exposure Control Plan](#)

[UFV COVID-19 Institutional Safety Plan](#)

[Safe Return to Campus Plan](#)

Operations guidelines

- [Cleaning protocols](#)
- [Confirmed case on campus](#)

- Educate, Encourage, Escalate Safety Model
- First aid response & screening protocol
- In-person meetings
- Masks
- Outdoor spaces
- Personal Protective Equipment (PPE)
- Physical distancing
- Risk & Safety ambassadors
- Safety orientation for employees
- Signage
- Violence in the workplace
- Working alone or in isolation

For additional resources we consulted, please see comprehensive list (UFV COVID Resource list) at the end of the document.

## **5. Professional/Industry Associations**

List any specific industry association (or counterpart) guidance applicable for your area used in developing the plan.

While we are not bound by any specific industry or professional standards, we have consulted documents and resources relevant to businesses and offices as highlighted below.

Work Safe BC-Offices: Protocols for returning to operation

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

Employers & Businesses

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/employers-businesses>

For additional resources we consulted, please see comprehensive list (UFV COVID Resource list) at the end of the document.

## Risk Assessment

### 6. Employee Input/Involvement

Involving employees and obtaining their input in identifying risks and protocols are mandatory requirements. Detail how you have done this.

*All employees have the ability to work remotely at this time. Many employees are taking this opportunity and this eliminates risk. Accommodations (i.e. video/phone calls) are made whenever necessary to ensure employee safety and reduce risk of transmission. Employees are encouraged to voice any health concerns during the weekly check in and to wear masks if they wish, which are supplied by the HUB. Employees are encouraged to self-screen for COVID-19 symptoms on a daily basis using the BC COVID-19 app and must stay home if they exhibit any symptoms.*

### 7. Employee Health

Detail how all supervisors have been notified on appropriate Workplace Health measures and support available and how they will communicate these to employees.

*Supervisors have been in constant contact with relevant departments and understand the protocols to be followed. All COVID-19 updates will be shared by the supervisor to employees as soon as possible and the supervisor will remind employees of updates at the weekly check in meeting.*

### 8. Plan Publication

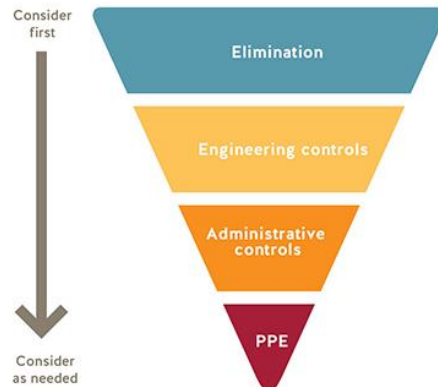
Describe how you will publish your plan ONLINE and post in HARD COPY at your workplace for employees and for others that may need to attend site.

*We will upload our COVID plan on the CHASI HUB website. Employees and guests will be encouraged to review it digitally. We will also print a copy for HUB and post it as appropriate.*

## 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. UFV'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 UFV buildings and workspaces:

- Where possible, employees are instructed to work from home;
- Anyone who has travelled internationally, been in contact with a confirmed case of COVID-19 or is experiencing “flu like” symptoms must stay home;
- All employees are aware 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 employees are aware of proper handwashing and sanitizing procedures for their workspace;
- Supervisors must ensure large events/gatherings (> 50 people in a single space) are avoided;
- Supervisors must ensure all employees have access to dedicated onsite supervision at all times.

## 9. Work from Home/Remote Work

Detail how many employees will continue to work remotely; this is required where it is feasible.

*All employees will work remotely when possible and work in the office when necessary.*

## 10. Work Schedule Changes/Creation of Cohorts/Teams

For those required or wanting to resume work at UFV, detail how you are able to reschedule employees return to the workplace (e.g. shifted start/end times) in order to limit contact intensity at any given time; describe how you may group employees temporarily to limit exposure, if applicable.

*The CHASI HUB team is currently comprised of nine individuals, with employees taking advantage of working remotely. Employees and visitors will check in and out each day to provide a log of movement (either physically or digitally). Each employee works at their designated work station, and therefore limits crossover.*

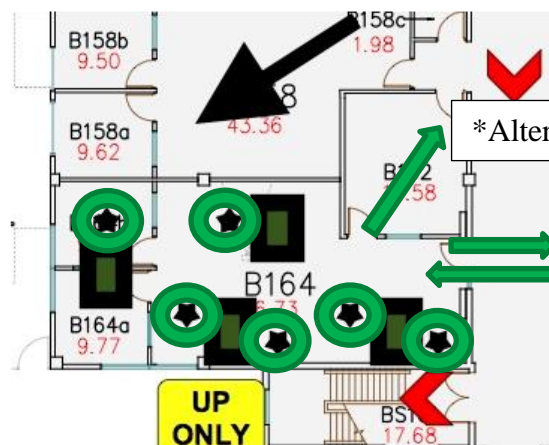
## 11. Spatial Analysis: Occupancy limits, floor space, and traffic flows

Using UFV building floor plans:

- 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

Room: B 164

Maximum occupancy- 16 persons (as per 5m<sup>2</sup> per person)/ 11 persons with furniture



\*Clear glass door reduces contact by ensuring people are coming  
\*\*Keeping the door open with a stop sign reduces touchpoints and encourages only permitted guests to enter  
\*\*\*All staff are provided with keyed entry to room B162

## 12. 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.

*Work stations have been set up with a 2m radius and employees only use one work station. Rolling tables allows for easy movement to change work spaces to facilitate enlarging radii should visitors come in. DO NOT USE signs have been placed in certain areas to ensure employees maintain distance. Employees should sanitize their workstations before and after they work. Maximum occupancy signs have been posted.*

## 13. Transportation

Detail how you are able to apply UFV's COVID-19 Operations Guideline – Vehicle Procedures to the proposed operational model. If you cannot apply these guidelines, please describe alternative control measures.

All staff will be encouraged to reduce transmission of COVID-19 through sanitizing their personal use vehicles when arriving at and departing from UFV.

## Engineering Controls

### 14. Cleaning and Hygiene

Detail your cleaning and hygiene plan, including identification for hand-washing stations and the cleaning regimen required to be completed by employees for common areas/surfaces.

- *Outside of the HUB there is a sanitizing station. It will be requested that all employees will use this upon entering the room. Employees are encouraged to use this station regularly. All employees must sanitize their work areas before leaving the office. All high touch surfaces (i.e keyboards, desktops, handles, etc). should be sanitized at the end of work day.*
- **We will communicate with facilities that this space is occupied and work with them on sanitizing schedule.**

### 15. 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 utensils.

*Items that are high touch (i.e. coffee maker, microwave, and fridge) should be sanitized before and after use to reduce the spread.*

*Furniture that should not be used due to seating restrictions has been labeled as such.*

### 16. Partitions or Plexiglas installation

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

Partitions are not required as there is ample social distancing space within the HUB and we do not engage face-to-face with the general public.

## Administrative Controls

### 17. 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.

*Please see section 6-8 above.*

### 18. Training Records for Employees

Detail how you will confirm and keep record of your area's Workspace Safety Plan training and orientation and **COVID-19 Safety Plan for Employees** online training.

*The COVID-19 safety plan will be included in the onboarding manual for employees and employees must read this document before beginning work. The supervisor will be responsible for ensuring this occurs and will document it.*

### 19. Signage

Detail the type of additional signage you will utilize.

*We have displayed the following signs in the office to ensure employees are informed about COVID-19.*

*<https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-occupancy-limit?lang=en>*

*<https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-entry-check-workers?lang=en>*

*<https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-how-to-use-mask?lang=en>*

## Personal Protective Equipment (PPE)

### 20. Personal Protective Equipment

Describe what appropriate PPE you will utilize and how you will/continue to procure the PPE.



Due to the contactless nature of the work at the HUB and lack of interaction with the general public, elimination through social distancing and working remotely are the primary measures undertaken. PPE is not required.

# UFV COVID-19 Resource Links

## PROVINCIAL GUIDELINES AND REFERENCES

### Overall Planning

[COVID-19 Safety Plan](#)

[BC COVID-19 Go-Forward Management Strategy](#)

[BC's Restart Plan](#)

### Sector-Specific

[Hotel Sector – May 11, 2020](#)

[Retail Food and Grocery Stores – April 25, 2020](#)

[Emergency Response Centres – April 16, 2020](#)

[Essential Workers Returning to BC – April 10, 2020](#)

[Farms and Farm Workers – April 6, 2020](#)

[Self-Isolation for Multi-Generational Households – April 4, 2020](#)

[Social Service Providers – April 4, 2020](#)

[Faith-based Organizations – March 31, 2020](#)

[Compliance and Enforcement, Brief – March 31, 2020](#)

[Compliance and Enforcement – March 31, 2020](#)

[Food Businesses](#)

[Construction Sites – March 22, 2020](#)

[Long-Term Care Facilities & Assisted Living](#)

[First Responders – March 18, 2020](#)

[Social Sector Stakeholders – March 18, 2020](#)

[Essential Service Workers Return to Work After Travel – March 16, 2020](#)

### WorkSafeBC

[COVID-19 Safety Plan](#)

[Industry Specific Protocols](#)

[COVID-19 health and safety: Designing effective barriers](#)

[COVID-19 health and safety: Selecting and using masks in non-health care settings](#)

[COVID-19 health and safety: Cleaning and disinfecting](#)

[Help prevent the spread of COVID-19: Occupancy limit](#)

[Help prevent the spread of COVID-19: How to use a mask](#)

[Help prevent the spread of COVID-19: Handwashing](#)

[Help prevent the spread of COVID-19: Cover coughs and sneezes](#)

[Help prevent the spread of COVID-19: Entry check for visitors](#)

[Help prevent the spread of COVID-19: Entry check for workers](#)

[OFAA protocols during the COVID-19 pandemic: A guide for employers and occupational first aid attendants](#)

<a href="#">Working Alone: A Handbook for Small Business</a>
<a href="#">Your Retail Business Working Alone</a>
<a href="#">Working from home: A guide to keeping workers healthy and safe</a>
<a href="#">Violence Prevention</a>
<b>BC Centre for Disease Control (BCCDC)</b>
<a href="#">BC COVID-19 Self Assessment Tool</a>
<a href="#">Self Isolation</a>
<b>FEDERAL GUIDELINES AND REFERENCES</b>
<a href="#">Coronavirus disease (COVID-19): For businesses and employees</a>
<a href="#">Risk mitigation tool for workplaces/businesses operating during the COVID-19 pandemic</a>
<a href="#">Bank of Canada asks retailers to continue accepting cash</a>
<b>UFV OPERATIONS GUIDELINES (links to be updated)</b>
<a href="https://www.ufv.ca/coronavirus/return-to-campus/resources-templates/">https://www.ufv.ca/coronavirus/return-to-campus/resources-templates/</a>
<a href="#">Cleaning Protocols</a>
<a href="#">Confirmed Case on Campus</a>
<a href="#">Consequences for not complying - Employee</a>
<a href="#">Consequences for not complying - Student</a>
<a href="#">Risk &amp; Safety Ambassadors</a>
<a href="#">Drop in Computer Labs</a>
<a href="#">Drop in Spaces</a>
<a href="#">Educate, Encourage, and Escalate Safety Model</a>
<a href="#">Getting Around Campus</a>
<a href="#">Higher Risk Population</a>
<a href="#">HVAC</a>
<a href="#">In-Person Meetings</a>
<a href="#">Keyboards</a>
<a href="#">Masks</a>
<a href="#">Mental Health – Employees</a>
<a href="#">Mental Health – Students</a>
<a href="#">Orientation</a>
<a href="#">Outdoor Campus Spaces</a>
<a href="#">Physical Distancing</a>
<a href="#">PPE</a>
<a href="#">Self Assessment</a>
<a href="#">Sick Leave</a>
<a href="#">Signage</a>
<a href="#">Touchless Water Fountains</a>

<a href="#">Vehicle Procedures</a>
<a href="#">Violence in the Workplace</a>
<a href="#">Working Alone or in Isolation</a>
<a href="#">International Travel</a>
<b>UFV ACADEMIC GUIDELINES (links to be updated)</b> <a href="https://www.ufv.ca/coronavirus/return-to-campus/resources-templates/">https://www.ufv.ca/coronavirus/return-to-campus/resources-templates/</a>
<a href="#">Unscheduled Teaching Spaces</a>
<a href="#">Practicums</a>
<a href="#">Respectful Learning</a>
<a href="#">Safety of Online Learning</a>
<a href="#">Face-to-face (F2F) Learning</a>
<a href="#">Vehicles in Field</a>
<a href="#">Off Campus Activities</a>
<a href="#">Remote Learning</a>
<a href="#">Accessibility</a>