



# COVID-19 Workspace Plan Dean’s Office Administrative Spaces KAIS, PPC & McGavin Buildings

## Change log:

Date	Version	Writer	Change Description	Approved By
2020.06.04	1.0	Ailish Statham, Senior Manager, Special Projects & Facilities	Document being first approved	James Olson, APSC Dean

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

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

Name of applicant	Ailish Statham
Department/School/Unit	<u>Department of Mechanical Engineering</u>
Faculty	<u>The Faculty of Applied Science</u>
Building(s)	<u>Kaiser, Pulp &amp; Paper Centre, McGavin</u>
Lab(s)/workspace(s) location	<u>KAIS 5000-5026, 1120 A-E, 1100 A-F, PPC 100 A-P, 103,5,7,9,11-13,15,17, McGavin 211</u>
Proposed Re-opening Date / Amendment Date	<u>June 4<sup>th</sup>, 2021</u>



## Introduction to Your Operation

### Scope and Rationale for Opening

Dean's office COVID safety plans is based on four basic principles:

- 1) Do not go to campus if you are sick.
- 2) Practice physical distancing.
- 3) Wash your hands frequently and avoid touching your face.
- 4) Wear a non-medical mask when indoors unless this plan allows otherwise.

This Workspace plan opens up office and administrative support spaces as physical distancing allows.

This plan was written by Ailish Statham, Senior Manager, Special Projects & Facilities. It will be vetted by the APSC Return to Campus Committee (Richard Colwell, Marlene Chow, Jennifer Pelletier, Marie-Helen Clopin, Jody Swift), and approved by the APSC Dean James Olson.

Staff will be able to access office spaces a few days a week

## Section #1 – Regulatory Context

### 3. Provincial and Sector-Specific Guidance

- [BC's Restart Plan: "Next Steps to move BC through the pandemic"](#)
- [BC COVID-19 Self-Assessment Tool](#)

### 4. WorkSafeBC Guidance

- [COVID-19 and returning to safe operation - Phases 2 & 3](#)
- [WorkSafeBC COVID-19 Safety Plan](#)
- [WorkSafeBC: Designing Effective Barriers](#)
- [WorkSafeBC: Entry Check for Workers](#)
- [WorkSafeBC: Entry Check for Visitors](#)
- [WorkSafeBC Protocol: Offices](#)
- [WorkSafeBC Protocols: Post-Secondary Education](#)



5. UBC Guidance
<ul style="list-style-type: none"><li>• <a href="#">COVID-19 Campus Rules</a></li><li>• <a href="#">Guidelines for Preparing for Reoccupancy</a></li><li>• <a href="#">Guidelines for Safe Washroom Reoccupancy</a></li><li>• <a href="#">Space Analysis and Reoccupancy Planning Tool</a></li><li>• <a href="#">UBC Employee COVID-19 PPE Guidance</a></li><li>• <a href="#">Ordering Critical Personal Protective Equipment</a></li><li>• <a href="#">UBC Employee COVID-19 Use of Shared UBC Vehicles Guidance</a></li><li>• <a href="#">UBC Facilities COVID-19 website - Service Level Information</a></li><li>• <a href="#">UBC Employees COVID-19 Essential In-person Meetings/Trainings Guidance</a></li><li>• <a href="#">Workplace Physical distancing Planning Tool and Signage Kit</a></li><li>• <a href="#">Preventing COVID-19 Infection in the Workplace training course</a></li><li>• <a href="#">UBC Cleaning Standards &amp; Recommendations for Supplementary Cleaning</a></li><li>• <a href="#">UBC Classroom Safety Planning</a></li><li>• <a href="#">UBC Signage</a></li><li>• <a href="#">COVID-19 Safety Plan Addendum: Required Non-Medical Masks</a></li></ul>
6. Professional/Industry Associations
N/A

## Section #2 - Risk Assessment

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

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



Applicable risk factors may be subject to change based on COVID-19 developments and Campus operations, and will be addressed as part of required monitoring.

2.1. Risk # Associated to your Activity

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

- Risk #1 does not apply.
- Risk #2 does not apply.
- Risk #3 does not apply.
- Risk #4 does not apply.
- Risk #5 does not apply.
- Risk #6 does not apply.

2.2. Hazard Identification

Describe the type of contact (close/distant) and duration of the contact (brief/prolonged) under COVID operations - where do people congregate; what job tasks require close proximity; what surfaces are touched often; what tools, machinery, and equipment do people come into contact with during work

There is little or no shared tools or equipment. Each employee has their own workspace, stationary, and other items.

The most common areas where people could gather is around the kitchen/break room and the photocopiers. The kitchen/break room will remain closed at this time, with the exception of the sink in the kitchen (as it is needed for hand washing). The photocopy room is occupancy one. Hand sanitizer will be available within the Dean's Office common spaces.

All contacts will be ad hoc interactions as people move through the space – distant and brief.

2.3. Pre-COVID vs. Post-COVID Occupancy

Provide actual numbers and percentage of its normal capacity.

Desk configuration: in the standardized shared spaces without barriers workers may not sit face-to-face, but back-to-back and adjacent with 2m accommodations is appropriate. Based on desk geometry in these standardized spaces, diagonal seating is permitted. Naturally, single occupancy offices are approved for use.



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

At this point, any Dean's Office administrative staff operating on campus are doing so on a voluntary basis -- employees returning to work are those who have either requested or expressed a willingness to return to work.

Any employee uncomfortable with returning to work will discuss their concerns with their supervisor. If the supervisor is unable to alleviate the concerns, the worker is free to discuss them further with human resources or the local safety team / Joint Occupational Health and Safety Committee.

#### 2.5. Employee Input/Involvement

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

The primary source for this plan was the MECH Dept's Administrative Plan, which was developed by Monica Clarkson (LST Co-Chair, JOHSC CUPE 2950 Rep), and Jennifer Pelletier (LST member, JOHSC Worker Co-Chair and M&P Rep, and Mech Manager responsible for Safety), and reviewed by all admin staff (2950 and M&P) and the Local Safety Team (including faculty representatives), and approved by the MECH Department Head, Steve Feng.

It will also be reviewed by 2 staff in the Dean's office.

It will be vetted by the APSC Return to Campus Committee (Richard Colwell, Marlene Chow, Jennifer Pelletier, Marie-Helen Clopin, Jody Swift), and approved by the APSC Dean James Olson.

#### 2.6. Worker Health

Detail how all Supervisors have been notified on appropriate Workplace Health measures and support available and how they will communicate these to employees. <https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive>

All supervisors have been informed on appropriate Workplace Health measures and supports for staff mental and physical health, to be made available as they return to campus. Check in's and supports will also be made available via the following channels:

- Weekly team meetings (virtual)



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

Supervisors are encouraged to disseminate information from [UBC Wellbeing](#).

Workers are reminded that Workplace Health measures and supports are available to them, as found at <https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive>

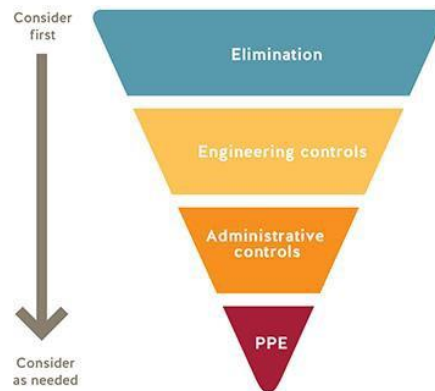
#### 2.7. Plan Publication

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

The adopted plan will be emailed to the relevant administrative staff who will be working on campus in the Dean's Office spaces listed above, posted within the Dean's Office. A QR code and link directing people to the soft copy plan will be posted on each occupied door. A QR code which links to a soft copy of this plan will also be posted in main Dean's Office spaces.

### 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

3.1. Work from Home/Remote Work

Detail how/which workers can/will continue to work from home (WFH)

<https://www2.gov.bc.ca/gov/content/covid-19/info/restart>

Detail how/which workers can/will continue to work from home (WFH)

As indicated in BC's Restart Guide, as of May 25, businesses were allowed to begin a gradual return to the workplace. The vast majority of employees will continue to work from home until we reach Step 2 or 3 of the Restart Plan.

3.2. Work and room schedule

If you need to use a SHARED space, give the name of the person responsible of room booking in each building you plan on entering.

Not applicable at this time.

3.3. Working alone procedure

Discuss your working alone procedures and how they will be adapted for this Workspace plan

There are people from many different units & Departments occupying the buildings, so this is not applicable at this time.

We recommend as a best practice that Dean's Office admin staff let at least one colleague know if they're going into the office and to let family members or roommates know they can call Campus Security at 604-822-2222 if you do not return home or they have reason to be concerned for your safety.

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

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

As such: Using floor plans and/or photographs of your lab/workspace:

- 1) Identify and list the rooms and maximum occupancy for each workspace/area explaining your methodology for determining occupancy;
- 2) Illustrate a 2 metres radius circle around stationary workspaces/benches/instruments and common areas or equivalent approach to social distancing; and



### 3) Illustrate one-way directional traffic flows

The following common area safety plans must be followed:

- **Kitchen & lunchrooms** remain closed.
- **Bathrooms**
  - Waiting locations to access the washroom are marked in hallway, 2 m from door
  - Hand washing and sanitizing signs posted near and inside bathroom
  - Single occupancy at all times with busy light/flag when in use
  - Doors open for mid size washrooms (south side of the building) to avoid touching handles
- **Hallways**
  - The hallways are approximately 2 m wide as such the building will have one-way traffic only. Floors have been marked with directional signage. Hallways must be kept clear of clutter at all times.
- **Entrances/Exits**
  - All persons entering the building must use the main Main Mall entrance. Entry through other doors is not permitted at this time, card access has been deactivated for all other doors. All persons MUST use a sanitizing station upon entry.
  - Do not attempt to circumvent the designated exit doors by wedging/propping them open.
  - You may exit by any perimeter door. Front door usage for exiting is discouraged. When several persons are attempting to enter and exit at the same time, persons exiting have priority, one at a time, while others must wait their turn 2 meter away from each other. All persons MUST use a sanitizing station upon entry and exit.
- **Elevators**
  - Use of elevators is for those needing to transport materials, those needing assistance, or have difficulty using the stairwell. No one should ride the elevator when they can readily manage the stairs. A maximum of one person is permitted to use the elevators at the same time. Immediately sanitize hands after exiting the elevator.
- **Stairwells:**
  - The main Kaiser stairwell will only be used for occupants who are travelling upward.
  - Please follow directional signs and instructions.
- **Meeting Rooms**
  - All Kaiser Meeting rooms are *closed until further notice*. This includes the following:
    - KAIS 5002
    - KAIS 5004
- **Balcony**
  - The Kaiser 5<sup>th</sup> Floor balcony is *closed until further notice*

There must be a Worker/Visitor Entry Check sign at every entrance that describes the symptoms of COVID-19 and other self-declaration items, and prohibits entry for any personnel that may meet one of the three criteria. Hand washing/sanitizing stations should be considered inside of building entrances, subject to availability.





### 3.5. Worker Screening

Describe how you will screen workers: 1) exhibiting symptoms of the common cold, influenza or gastrointestinal; 2) to ensure self-isolation if returning to Canada from international travel; and 3) to ensure self-isolation if clinical or confirmed COVID-19 case in household or as medically advised

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

Before coming to work, all personnel must check their health status. You must NOT enter the building if you have any of the following:

- a. any symptoms of Covid-19 (cough, shortness of breath, loss of sense of smell/taste, sore throat, fever, chills, nausea and vomiting, muscle aches)
  - b. anyone returning from outside Canada in the past 14 days, unless exemption applies
  - c. anyone who has been contacted by BC Health Authorities
- Every front and back entry door will include signage for both workers and visitors/guests that prohibits entry if any of the above criteria apply. The signage will either copy, or will directly use the signage below:
    - a. [UBC Entry Check Sign](#)
    - b. [WorkSafe: Entry Check for Workers](#)
    - c. [WorkSafe: Entry Check for Visitors](#)
  - Every person (employee, visitor, contractor, etc.) returning on campus (also the employees working remotely) will do the [SRS training](#).

To complete the SRS training, if the person does not have a CWL, a temporary one can be hosted by the Department/School/Unit through [UBC IT](#).

### 3.6. Prohibited Worker Tracking

Describe how you will track and communicate with workers who meet categories above for worker screenings

The QR code Qualtrics survey database will have the information if someone who tried to access a building has COVID-19 symptoms. These workers will inform their supervisors by email and will decide if they want to take a sick day or work remotely if possible. If they decide to take a sick day, they will enter that request onto the WorkDay system.

## Section #4 – Engineering Controls

### 4.1. Cleaning and Hygiene

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

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

- Personnel must wash their hands regularly and avoid contact with one another.
  - Hand washing/sanitizing stations should be considered inside of building entrances, at locations near shared spaces, and at locations where propping the doors interferes with a building's airflow/temp stability, subject to availability.
- The UBC custodial standards will apply. Custodial crews will clean the common areas of buildings outside of operation hours (after 7 PM).
  - If there is any additional required cleaning (e.g. high-touch surfaces) the protocols and cleaning solutions must be provided. Any laboratory cleaning will follow the [WHO guidelines for decontamination](#).
- Cleaning supplies have been provided, including surface sprays and wipes.
- Workers have individual work areas with personal work equipment, but are encouraged to clean their desks, keyboards, and mice regularly.
- Used cleaning supplies can be discarded in regular waste bins, which are lined by custodial services.

### 4.2. Equipment Removal/Sanitation

Detail your appropriate removal of unnecessary tools/equipment/access to areas and/or adequate sanitation for items that must be shared that may elevate risk of transmission, both activity-related (i.e. instruments, tools) and general (i.e. coffee makers in break rooms)

Signs have been posted to indicate that all kitchen equipment (kettles, coffee makers, toaster oven) is not to be used at this time.

The following tools and equipment may be shared by workers, and are encouraged to wash their hands (or use hand sanitizer) after using shared equipment.

- Photocopiers
- Fax machine
- Supply cabinet handles

As far as practical, each person is to work at their personal workstation, using their own computer, pens, and other stationary supplies.

- Dishes and utensils may be cleaned and sanitized in the dishwasher with a hot rinse cycle or washed with hot soapy water



4.3. Partitions or Plexiglass installation

Describe any needs for safety infrastructure i.e. physical barriers, plexiglass installation required for your lab/workspace and if possible include them on your photos/room plan.

- N/A

## Section #5 – Administrative Controls

5.1. Training Strategy for Employees

Detail how you will mandate, track and confirm that all employees (including the ones who continue to work remotely) successfully complete the Preventing COVID-19 Infection in the Workplace online training; further detail how you will confirm employee orientation to your specific safety plan

- The SRS [Preventing COVID-19 Infection in the Workplace](#) online training course is mandatory for all employees (including those who remain working remotely).
- The SRS course link, the 'Return to Campus Activity Commitment Form' (please see Appendix1) as well as a list of all documents required for reading ahead of returning to campus (i.e. building safety plans, and their specific Workspace safety plans) must be sent by email to all workers.
- A copy of the completed course certificate and a signed 'Return to Campus Activity Commitment Form' must be returned to the Department/School designate [apsc.return-to-campus@ubc.ca](mailto:apsc.return-to-campus@ubc.ca).

5.2. Communication Strategy for Employees

Describe how employees may raise concerns and how you will address these, and how you will document all of this information exchange

Communication of the Plan to Employees

- To communicate the risk of exposure to COVID-19 in the workplace to the employees, the UBC Applied Science Dean's Office will disseminate this Workspace plan via e-mail and will post it as hard copy on the door to the workspace.

Communication of Worker's Concerns

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

5.3. Signage

Detail the type of signage you will utilize and how it will be placed (e.g. floor decals denoting one-way walkways and doors) 'cleanliness state' of equipment/instruments, hand-washing guidance. Please see signage templates on [Safety & Risk Services COVID-19 website](#) and [Worksafe's COVID-19 – Resources](#)

The APSC Dean's Office will utilize the signage from the [Safety & Risk Services COVID-19 website](#), and [the WorkSafe's COVID-19 – Resources](#) website, WorkSafe BC, and from Building Operations.

Required Signage:

- Signs that state the maximum occupancy of common rooms
- Use of tape to block-off spaces which are off-limits



- Use of tape and floor signage to direct traffic through high flow areas
- Signs to remind people to adhere to physical distancing guidelines
- Floor signs to mark off 2m spaces where people might line up (if needed)

#### 5.4. Emergency Procedures

The applicant must ensure that all employees entering the lab should be aware of the Building Emergency Response Plan (BERP) and have access to it. If applicable, detail your strategy to amend your emergency response plan procedures during COVID-19. The current Building Emergency Response Plans and the overall Building Safety Plans can be found at: [apsc.ubc.ca/covid-19](https://apsc.ubc.ca/covid-19)

See the SRS guidelines for handling potential COVID-19 incidents here: <https://srs.ubc.ca/covid-19/health-safety-covid-19/reporting-covid-19-exposure/>

For individuals presenting COVID-19-like symptoms, OPH (Occupational & Preventive Health) 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 unsure about what to do refer to the BC COVID-19 Self Assessment Tool, <https://bc.thrive.health/>.

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

#### 5.5. Monitoring/Updating COVID-19 Safety Plan

Describe how you will monitor your workplace (supervisor, departmental safety representative, other) and update your plans as needed; plan must remain valid and updated for next 12-18 months

- The workspace plan will be reviewed every 3 months.
- The following items would trigger an off-cycle review:
  - Request by Safety and Risk Services
  - Moving to higher building occupancy
  - Second wave of COVID-19
  - Shift in provincial guidelines
  - Or incidence of COVID-19 infections
- Area supervisors / senior staff will check the compliance as well as the LSTs for the periodic review.

#### 5.6. Addressing Risks from Previous Closure

Describe how you will address the following since the closure: staff changes/turnover; worker roles change; any new necessary training (e.g. new protocols); and training on new equipment



- If a change to the worker role becomes necessary for continued operation, training in the new protocols of the job must be included (including full documentation of the training).

## Section #6 – Personal Protective Equipment (PPE)

### 6.1. Personal Protective Equipment

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

- No PPE needs to be purchased or procured at this time.

## Section #7 – Non-Medical Masks

### 7.1. Non-Medical Masks (New)

Describe your plan to inform faculty and staff on the wearing of non-medical masks

- See [Using Non-Medical Masks](#) website for the most up to date information
- Effective September 16, 2020 UBC implemented a policy whereby students, faculty, staff and visitors are required to wear non-medical masks in common indoor spaces on campus.
  - Office spaces:
    - Non-medical masks are not required when working in a sole occupant office or enclosed room.
    - In individually assigned cubicles in open concept workspaces that have been designated to ensure they are 2m apart or have appropriate physical barriers: while occupying an assigned workspace, users have the option to remove their non-medical mask when seated or while engaged in activities where the physical distancing requirement is met.
    - Non-medical masks are not required in internal office hallways that have been designated as one way, yield to others, or able to meet physical distancing requirements.
- As per UBC's policy, non-medical masks must be worn:
  - When travelling through building corridors and shared spaces;
  - While entering or exiting research spaces or while moving from an assigned research location;
  - While entering or exiting classrooms;
  - Within classrooms while moving to a seat;
  - Any other time that 2m physical distancing cannot be maintained



## Section #8 - Acknowledgement

### 8.1. Acknowledgement

Plan must demonstrate approval by Administrative Head of Unit, confirming: 1) the Safety Plan will be shared with staff and how; 2) staff will acknowledged receipt and will comply with the Safety Plan.

Workers will sign the commitment form in Appendix 1.

### Principal Investigator / Manager Submitting:

Name: Ailish Statham, Senior Manager, Special Projects & Facilities

DATE: June 4, 2021

Signature: *Ailish Statham*

### Department Head/School Director Approval

Name: James Olson, Dean, Faculty of Applied Science

DATE: **June 4, 2021**

Signature:

*James Olson*



### Appendix 1 – Return to Campus Activity Commitment Form

Building requirements for conduct related specifically to COVID-19 safety have been developed for the UBC Applied Science Dean's Office administrative spaces. All students, staff and faculty who are permitted to resume activities in the KAIS, PPC & McGavin buildings are required to complete the following requirements. Send completed form to **[apsc.return-to-campus@ubc.ca](mailto:apsc.return-to-campus@ubc.ca)**

Requirement	Initial when complete
Review this Workspace safety plan	
Complete the SRS online COVID-19 safety course and sent the certificate to <a href="mailto:apsc.return-to-campus@ubc.ca">apsc.return-to-campus@ubc.ca</a>	

Your name: \_\_\_\_\_

Date: \_\_\_\_\_

Primary office space: \_\_\_\_\_

Your role (staff): \_\_\_\_\_

Supervisor name: \_\_\_\_\_

Your signature: \_\_\_\_\_

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

- Doing the daily building check-in and check-out (QR code access)
- Practices for protecting against getting COVID-19 (stay home if ill; avoid touching your face; wash hands frequently; physical distancing > 2 m)
- Knowing the guidelines for entry/exit to/from the building and getting around it
- Accessing washrooms and photocopy room
- Knowing who to contact for safety and interpersonal concerns/problems
- Abide by your unit's working alone policy
- Building evacuation procedures in case of emergency
- What to do if someone shows signs of respiratory illness
- Consequences of not following requirements and rules



# COVID-19 Workspace Plan Dean's Office Admin Spaces

## Appendix 2 –Door Signage



Access this room's safety plan at



[apsc.ubc.ca/covid-19](https://apsc.ubc.ca/covid-19)