



# UBC Vancouver COVID-19 Safety Plan (Combined Version)

## Effective at Step 3 of BC Restart Plan

Note: At the start of Step 4 of the BC Restart Plan, UBC will transition to a communicable disease plan.

<b>Building Name:</b>	UBC Learning Exchange	<b>Date:</b> August 31, 2021
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### Scope

UBC is committed to providing a healthy and safe environment and has created seven [COVID-19 Safety plans](#) that address various spaces and activities. The following plan components are relevant to the Learning Exchange

- Learning Spaces (Classrooms and Teaching Labs)
- Offices / Administrative Areas

These plans detail the COVID-19 measures and controls required for university spaces and are in alignment with Step 3 of [BC's Restart Plan](#) and the criteria outlined by Public Health. Beyond COVID-19, this plan includes strategies to prevent the spread of communicable diseases on campus.

The Learning Exchange, in consultation with UBC Safety and Risk Services, has used this document to present a streamlined, single-document overview of the COVID-19 Safety Plans that pertain to the Learning Exchange.

### Rationale

The University of British Columbia envisions a climate in which students, faculty and staff are provided with the best possible conditions for learning, researching and working. Above and beyond immunizations, infectious contacts throughout the post-secondary environment can be reduced using the prevention and control measures outlined in these plans.

### Engagement and Review

COVID-19 Safety Plans have been developed in collaboration with Public Health, the Ministry of Advanced Education and WorkSafeBC.

UBC COVID-19 Safety Plans have been reviewed by UBC Vancouver's Joint Occupational Health and Safety Committees. Feedback and suggestions have been incorporated into the plans.

### Regulatory Context

[BC Restart Plan](#)



[Provincial Health Office Orders](#)

[Post-Secondary Go-Forward guidelines](#)

[WorkSafeBC](#)

## Responsibility

We can all contribute personally to the pandemic response and safety of our communities by getting vaccinated (as we are able), following campus safety plans, performing a daily health check, staying home when sick, following handwashing and hygiene etiquette and following public health orders and guidelines both on and off campus.

It is up to each one of us to do our part, but it is our collective efforts that will make the difference.

## UBC COVID-19 Rules

COVID-19 Campus Safety rules apply to all persons using the Learning Exchange building or at Learning Exchange in-person activities. These rules confirm expectations of all members of the campus community, including:

- **Completing Daily Health Assessments** - required of everyone prior to attending campus
- **COVID-19 training** - [UBC Go Forward COVID-19 Safety Planning Training](#) required of employees
- **Wearing non-medical masks** - non-medical masks are required when inside buildings in areas where services to the public are provided or areas that the public or students are permitted to access including, for example, lobbies, hallways, stairwells, elevators, classrooms and teaching laboratories unless:
  - i. you are the sole occupant of an enclosed room; or
  - ii. one of the exceptions outlined in Attachment “A” of the [COVID-19 Campus Rules](#) apply;
- **Direction of Public Health** - As it relates to PHO Orders, contact tracing and isolation requirements

For further information and complete list of rules, visit [COVID-19 Campus Safety Rules](#). Frequently asked questions about COVID-19 protocols at UBC can be found [here](#).

## Remote Working and Return to Campus Considerations

Faculty and staff are required to follow remote working guidance of their Faculty/Department/Unit.

## Infection Control in University Spaces

Although expected occupancy of university spaces is consistent with pre-COVID-19 levels, there are several controls that are being applied within these spaces in order to reduce the risk of COVID-19 transmission.

## Cleaning and Hygiene

### Learning Spaces (classrooms and teaching laboratories):



Cleaning contractors will provide cleaning of learning spaces once a day, when the space is used, (usually evening) that will include sanitizing high touch surfaces (door handles, table tops, hand rails).

#### **Offices / Administrative Areas:**

Cleaning contractors will continue to clean public spaces and sanitize high touch areas daily and will clean offices and workstations every two weeks. Computers, devices and documents and personal items are not cleaned by custodial contractors. Desktops are cleaned when they are cleared of items.

#### **Additional guidance:**

Throughout campus, everyone is encouraged to wipe down their own work surfaces and common equipment regularly. Further cleaning protocols are in place for staff who support public facing programming. Further information on contractor cleaning levels available on request.

### Respiratory Etiquette and Hand Hygiene

Occupants (students, residents, faculty, staff and visitors) are expected to practice respiratory etiquette by coughing/sneezing into their mask, a tissue, or into the sleeve of their shirt. Occupants are also expected to regularly wash their hands with soap and warm water for at least 20 seconds or make use of hand sanitizer stations. Hand sanitizer stations managed by cleaning contractors are available in the main building entrance/foyer. Everyone is encouraged to carry personal hand sanitizer.

### Signage

All occupants (students, residents, faculty, staff and visitors) are required to follow COVID-19 safety signage in all spaces.

### Managing Contacts and Limiting Close Interactions

Throughout campus, students, faculty and staff are encouraged to limit the number of close sustained contacts with others, which includes avoiding situations where individuals congregate in shared areas. Occupants are expected to not linger, wait or loiter in hallways, corridors, foyers and other spaces that are intended for travel.

### Physical Barriers

Areas involving high contact with the public may consider the installation of barriers (e.g. plexiglass). There may be application for plexiglass already installed. Before removing or purchasing additional plexiglass, contact [ready.ubc@ubc.ca](mailto:ready.ubc@ubc.ca) for advice and recommendations.

### Scheduling

On-site faculty and staff are required to note on-site and remote working days in their calendars to support Public Health contact tracing efforts.

### **Additional Resources & Support**

**Students:** To support and enhance the health and wellbeing of all students, UBC offers a variety of health



resources available to the campus community. Visit the [Students Services website](#) for further information.

**Faculty and Staff:** To support and enhance the health and wellbeing of all staff, UBC offers a variety of health resources available to the campus community. Visit UBC [Human Resources](#) for further information.

## Communication Strategy

COVID-19 Safety Plans will be posted on Safety & Risk Services' [website](#) and the [UBC Safe Vancouver App](#).

Links to the plans should be included in communication to the relevant occupants (students, faculty, staff and visitors, as applicable).

## Monitoring and Continual Improvement

Building administrators, Joint Occupational Health and Safety Committees and Local Safety Teams are encouraged to engage with workers and supervisors to perform on-site reviews and report unresolved concerns to [ready.ubc@ubc.ca](mailto:ready.ubc@ubc.ca).

Every effort is to be taken by all students, faculty and staff to promote an understanding of PHO Orders, COVID-19 Campus Rules and COVID-19 Safety Plans within the campus community. A respectful and educational approach is expected for all related interactions. Where members of the campus community are not comfortable addressing non-compliant behavior or feel that related interactions cannot be performed in a respectful manner, matters should be referred to their supervisor. For further information and strategies, review the [Respectful Engagement guidance document](#).

## Safety Concerns

**Faculty and Staff:** Any concerns or questions should be initially sent to your direct supervisor. If unresolved, contact your [Joint Occupational Health and Safety Committee representative](#) or [ready.ubc@ubc.ca](mailto:ready.ubc@ubc.ca).

**Students:** Any concerns or questions can be sent to [ready.ubc@ubc.ca](mailto:ready.ubc@ubc.ca).



## **Additional Area and Activity-Specific Considerations:**

### **Learning Spaces**

#### **Transitioning Between Activities**

Visitors are expected to promptly exit the room upon the completion of their session. Visitors waiting for their session to commence should ensure the room has been fully vacated by the previous group before entering the room.

#### **Seating**

Students are encouraged to return to the same seating area during classes to support Public Health contact tracing efforts.

### **Field Trips**

Field trip organizers are required to complete a field work safety plan in addition to implementing COVID-19 safety requirements.

### **Cleaning and Hygiene**

Everyone is encouraged to wipe down their own work surfaces and common equipment regularly. Shared areas must have a regular cleaning schedule.