



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. Management and supervisory staff are responsible for developing and updating this document to meet current government mandated requirements.

<https://covid19.ubc.ca/>

Department / Faculty	UBC Robson Square
Facility Location	800 Robson Street, Vancouver, V6Z 3B7
Proposed Re-opening Date	Summer 2021
Workspace Location	Building access to office spaces in areas designated as 1.200, 1.300, 1.400, 1.500, 1.600 and 2.000

Introduction to Your Operation

1. Scope and Rationale for Opening

UBC Robson Square will remain closed until March 2021 to accommodate interior renovations as approved by UBC Exec. During the renovation timeframe (September to December), the facility will be accessible to staff whose workspaces are outside of the renovation footprint.

The rationale for re-opening a limited number of office spaces is to allow staff who need be on site to do their work, to be able to do so. As UBC’s remote working directive remains in place, all staff will continue to work remotely unless a unit identifies an operational need for them to be on site. Rationale for access based on operational needs will be based on each unit’s Local Plans. Access for January 2021 onwards will be submitted as a follow-up plan.

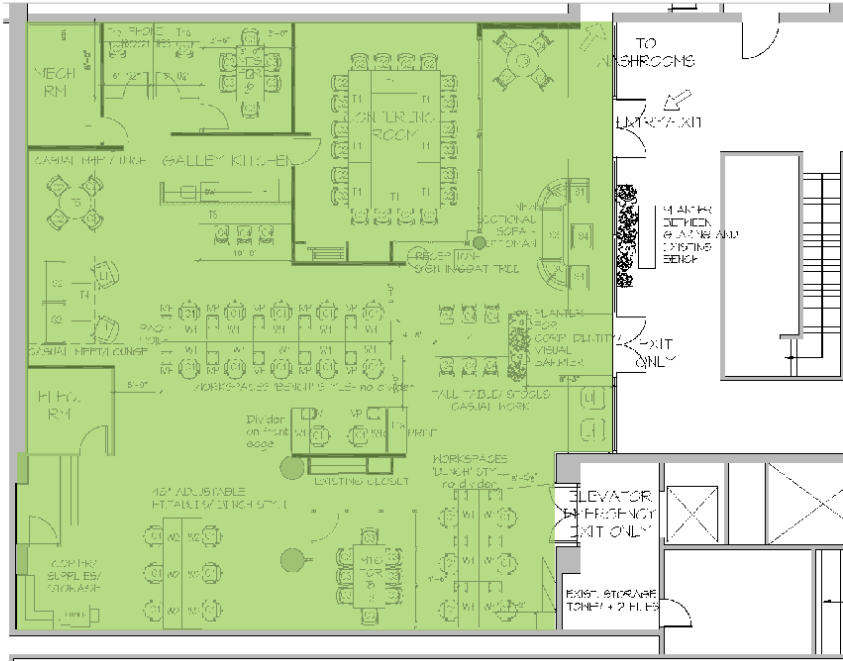
This plan has been reviewed by the VP External, and all of the UBC units referenced in this document.

For the September 2020 to July 2021 time period, building access will be limited to areas highlighted in green in floorplans below:



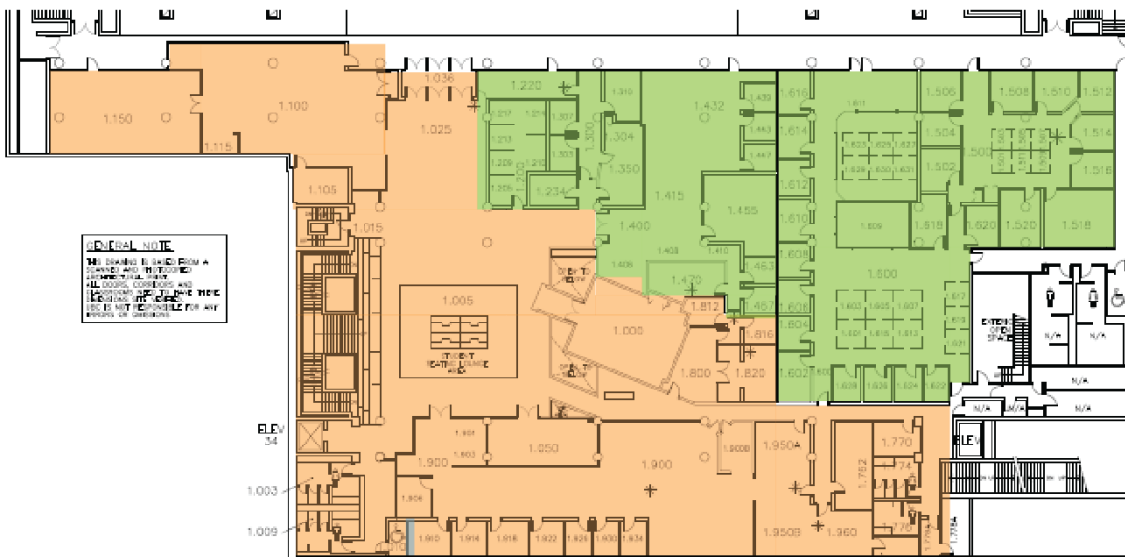
Workspaces accessible September to December 2020
Street level

- Limited access, staff only
- Off limits: construction zone



Workspaces accessible September to December 2020
Plaza level

- Limited access, staff only
- Off limits: construction zone





There will be no access the the classroom level of UBC Robson Square.

Update November 23, 2020: UBC Robson Square will continue to be closed until March 2021. This interim plan will remain in place until an official reopening date is confirmed.

Update February 3, 2021: UBC Robson Square continues to be closed until Summer 2021. This interim plan will remain in place until an official reopening date is confirmed.

Section #1 – Regulatory Context

2. Federal Guidance

List any specific federal COVID-19 regulatory guidance used in developing the plan

- Government of Canada: “Hard-surface disinfectants and hand sanitizers (COVID-19): List of disinfectants with evidence for use against COVID-19”
- Reference to the cleaning protocols in place by CBRE, facility manager for the Robson Square precinct per the Province’s contract
- [Coronavirus disease \(COVID-19\): Awareness resources](#)

3. Provincial and Sector-Specific Guidance

List any sector-specific provincial COVID-19 regulatory guidance used in developing the plan

- [BC’s Restart Plan: “Next Steps to move BC through the pandemic”](#)
- Order of the Provincial Health Officer: Workplace COVID-19 Safety Plans, dated May 14 2020
- Order of the Provincial Health Officer: Travellers and Employers Order, dated April 14 2020
- [BC Centre for Disease Control](#)
- [BC COVID-19 Go-Forward Management Strategy](#)
- [BC Health & Safety Guidance for Post-Secondary Institutions](#)
- [BC COVID-19 Self Assessment Tool](#)

4. Worksafe BC Guidance

List any WorkSafeBC COVID-19 regulatory guidance used in developing the plan

- [COVID-19 and returning to safe operation – Phase 2](#)
- Offices: [Protocols](#) for returning to operation
- Education (post-secondary): [Protocols](#) for returning to operation
- [Guide to reducing the risk of COVID-19](#)
- [COVID-19 Safety Plan](#)
- [COVID-19 Forms and Resources](#)
- [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](#)
- [WorkSafeBC Protocol: Offices](#)
- [WorkSafeBC Protocols: Post Secondary Education](#)

5. UBC Guidance

List any specific UBC COVID-19 guidance tools used in developing the plan

- [UBC Employee COVID-19 PPE Guidance](#)
- [UBC Non-Medical Masks at UBC Guidelines](#)
- [UBC Risk's Safety Planning Process guidelines](#)
- [COVID-19 Campus Rules](#)
- [Guidelines for Preparing for Reoccupancy](#)
- [Guidelines for Safe Washroom Reoccupancy](#)
- [Space Analysis & Reoccupancy Planning Tool](#)
- [UBC Employee COVID-19 Physical Distancing Guidance](#)
- [Ordering Critical Personal Protective Equipment](#)
- [UBC Employee COVID-19 Use of Shared UBC Vehicles Guidance](#)

- [UBC Facilities COVID-19 website](#)
- [UBC Employee COVID-19 Essential In-person meetings/trainings guidance](#)
- [Workplace Physical distancing Planning Tool and Signage Kit](#)
- [Preventing COVID-19 Infection in the Workplace training course](#)
- [UBC Cleaning Standards & Recommendations for Supplementary Cleaning](#)
- [UBC Classroom Safety Planning](#)
- [UBC Signage](#)
- [COVID-19 Safety Plan Addendum: Required Non-Medical Masks](#)

6. Professional/Industry Associations

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

N/A since facility will only be opening to a limited number of staff

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

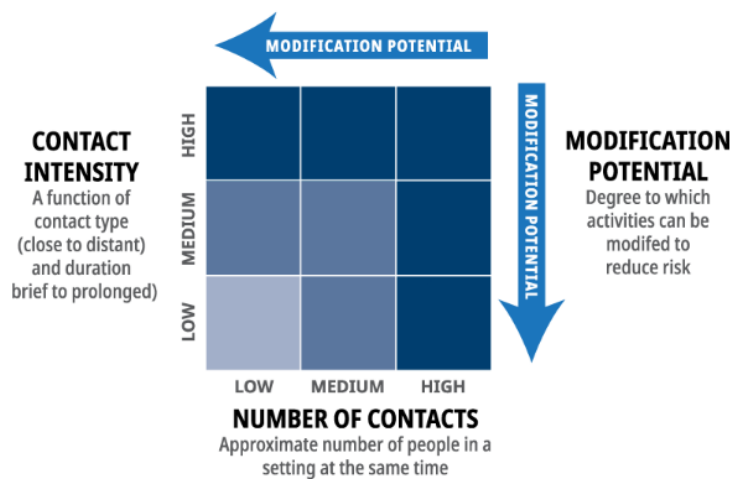


support the institution through these unprecedented times. These areas have been very active with respect to identifying and mitigating risks, and further re-evaluating the controls in place using the following risk assessment process.

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.



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 (like Plexiglas or stanchions to delineate space) or 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

Type of contact:

- Staff access will be restricted to their unit's work spaces, except to use the washrooms.
- Capacity will be restricted to either 25% of staff at any one time per UBC's Guidelines for Preparing for Re-Occupancy, or to the capacity approved in individual unit's Overarching Plans
- Staff will remain a minimum of 6' away from each other at all times while in their workspaces, or follow the rules in their units' Local Plans.
- Staff will not work in close proximity to each other. When needed, collaborative work will be done in boardrooms where physical distancing can be maintained.
- Workspace access will be arranged in advance to ensure the number of people in any one space falls under the maximum allowable occupancy in each area. Units will be responsible for approving and monitoring access into their respective work areas.

Duration of contact:

- Where in-person meetings on site are necessary, participants will follow the UBC's Essential In-person Meetings/Trainings Guidance.

Communal and support spaces

The facility's communal spaces will be closed, including:

- Lunchroom: The facility's lunchroom will be closed and inaccessible. Staff coming on site should plan to store and consume any food within their own office's break areas
- Washrooms: The facility's plaza and classroom-level washrooms will be closed and inaccessible due to them being inside the renovation's construction footprint. Alternate washrooms will be available in the precinct, accessible via a keycard. Washrooms are located near the office spaces in the ice rink level of the building and accessed through Suite 1.600. Only one staff member will access the washroom at a time, and the total capacity of the 1.600 office space will remain the same as noted above.
- First Aid room: The facility's first aid room will be closed and inaccessible due to it being inside the renovation footprint. Units should make allowances for an emergency first aid kit to be available within each unit's office area. For emergency response, please call 9-1-1

Robson Central team only:

- Staff will be encouraged to eat outside or at their desk
- Staff will refrain from providing and consuming communal foods
- Communal and office doors will remain open throughout the workday to reduce contact with door handles
- A first aid kit is available in the business office 1.300



- Use only our own equipment, such as pens, staplers, headsets, and computers. If additional supplies are needed, please reach out to the Front Desk Supervisor to arrange for additional supplies

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)

Outside visitors

- Any person who does not have a work space at UBC RS will be considered an outside visitor for the purposes of this operational plan
- Visitors will be allowed access in accordance to each unit's Local Plans, and limited to the unit's office space

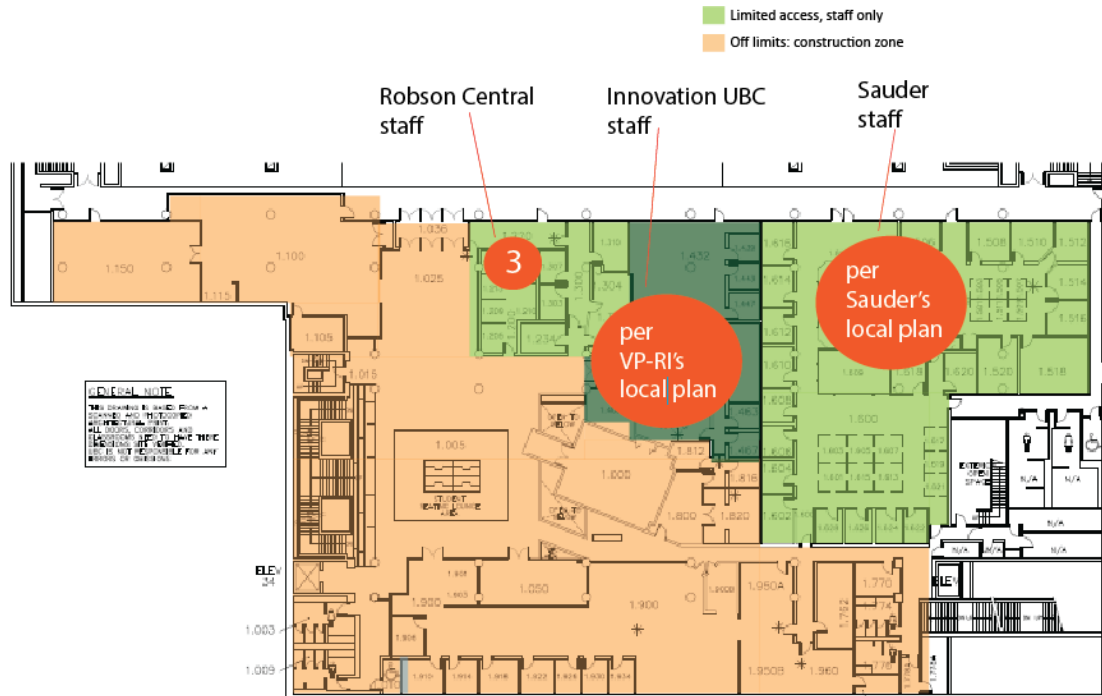
Deliveries

- Deliveries will be limited to the receiving areas specified by the Robson Central team, where the facility's dedicated security guard can receive and monitor
- Units are required to arrange for suppliers and/or delivery persons to drop off goods at designated drop off area as per the guidelines set out in the 'Staff Mail Pickup from Robson Square' shared by the Robson Central Front Desk Supervisor (see Appendix 1)

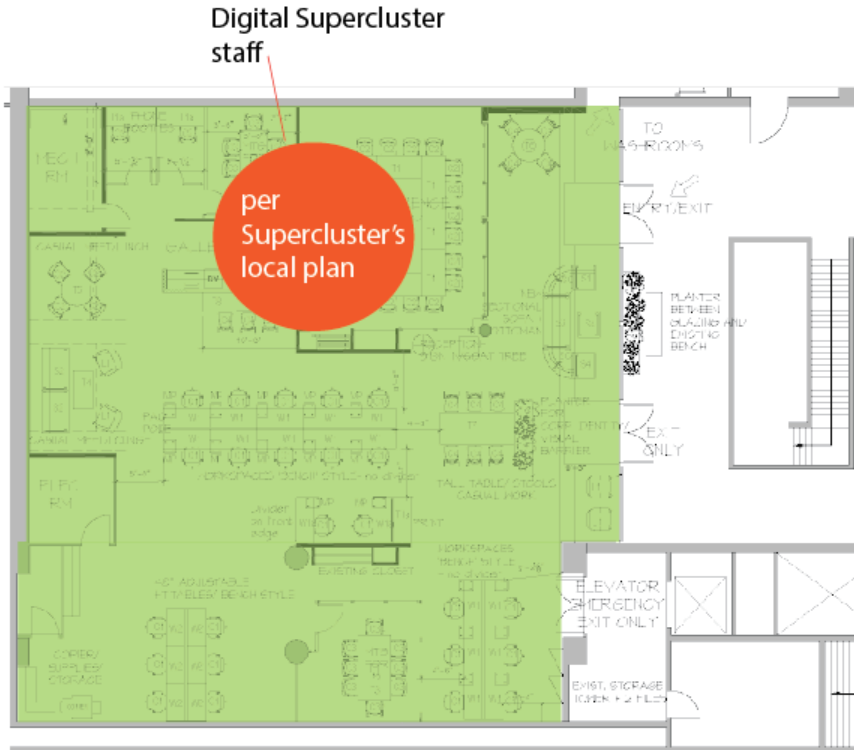


The proposed areas of operations, shown in the floorplans below, identify the units who are responsible for preparing Local Plans for their respective workspaces.

Plaza level work spaces : # of people present in setting at same time



Street level work spaces: # of people present in setting at same time



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

This plan was shared with Robson Central staff, as well as representatives from all partner units as follows:

- Robson Central staff:
 - o discussion and review with supervisors
 - o email communication to all unit staff inviting feedback. This group included both AAPS and CUPE2950 staff.
- Sauder School of Business:
 - o Linda Tommasini, Director, Resources & Operations, Sauder School of Business
 - o Bruce Wiesner, Associate Dean, Executive Education
 - o Cecily Lawrenson, Assistant Dean, Development & Alumni Engagement



- Graham McIntosh, Executive Director, Diploma in Accounting Program, Continuing Business Studies
- Extended Learning: Jarrad Wiens, Director of Administration Extended Learning
- Innovation UBC:
 - Iain Begg, Managing Director, Innovation Partnerships, Office of the Vice-President Research & Innovation
 - Monica Vucko, Senior Manager, Operations entrepreneurship@UBC
- Canada's Digital Technology Supercluster:
 - Gina Arsens, Chief Financial Officer
 - Luiza Wokan, Office Manager and Executive Assistant

We will also share the operational plan with the UBC RS Local Safety Team, made up of representatives from all units working at UBC RS. Plan will be shared at the next scheduled LST meeting on September 15th; we will update this plan with their feedback. Note: no changes required.

February 3, 2021: Updated plan shared with LST during monthly meeting.

10. 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

Leads for each of the units which have access to their workspaces will be responsible for communicating directly with their staff regarding UBC's wellness initiatives.

As the facility management team, Robson Central will:

- share information about Workplace Health through the weekly email which is sent to all staff with offices in the facility. This email includes 136 staff, as well as liaisons to the Digital Supercluster team.
- Continue to support mental wellness awareness through its Workplace Champions group made up of representatives from all units on site

11. 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

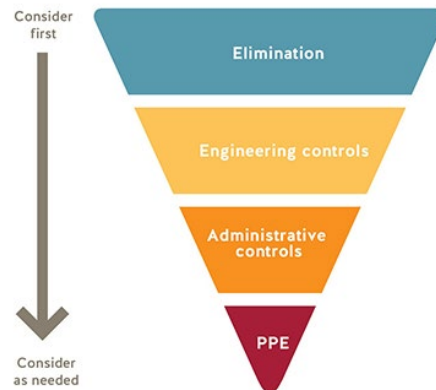
The plan will be:

- distributed to all operational leads listed under section 9
- posted on the UBC Robson Square website
- printed and posted at the front desk of each of the four areas being allowed limited staff access.



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.

12. Work from Home/Remote Work

Detail how/which workers can/will continue to work from home (WFH); this is required where it is feasible



Prior to the outbreak of COVID-19 UBC Robson Square was scheduled to be almost entirely shut down due to long anticipated renovations for approximately 4 months in the late spring/summer of 2021. Due to the potentially long-term uncertainty that arose at the onset of the pandemic, every effort was made by UBC Robson Square managers and partners to expedite the design and procurement process with the goal of having the project reach its completion by the end of this calendar year. Those efforts have proven to be successful, and UBC Robson Square will now remain closed to the public and in-person instruction until April 2021 - which means nearly all UBC Robson staff will continue to work from home until we are ready to reopen.

Units with exterior-facing entrances into UBC RS are responsible for detailing their individual teams' remote work arrangements as part of their Local Plans.

13. Work Schedule Changes/Creation of Work Pods or Crews or Cohorts

For those requiring/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; describe how you may group employees semi-permanently to limit exposure, where necessary

The units being allowed access to UBC RS as outlined in section 8 will manage the scheduling of their teams and access to their workspace in their Local Plans, as approved by their Dean or VP.

For Robson Central staff only:

- Work from home will be continue to be encouraged as everyone's top option until otherwise noted.
- Any (F/T, or 0.8 only) who are required onsite will have access only to the area allocated for Robson Central staff (1.300).
- There will be a maximum of 3 people on site at any one time
- Coordination of staff requiring to be onsite will be done through a shared Outlook calendar.
- In the event that more than three people are working onsite at the same time, one (or more) will leave to ensure the maximum number is maintained.
- Arrival times will be staggered.
- Access to work on site will be limited to staff with private offices or space-separated offices, specifically:
 - o Director x1
 - o Operations Manager x1
 - o Finance Officer x1
 - o Contracted, dedicated security guard
 - o Relationship Manager x1
 - o Front Desk Supervisor x1
 - o Event Services Coordinator x1
 - o Event Assistant x1
 - o Operations Assistant x1

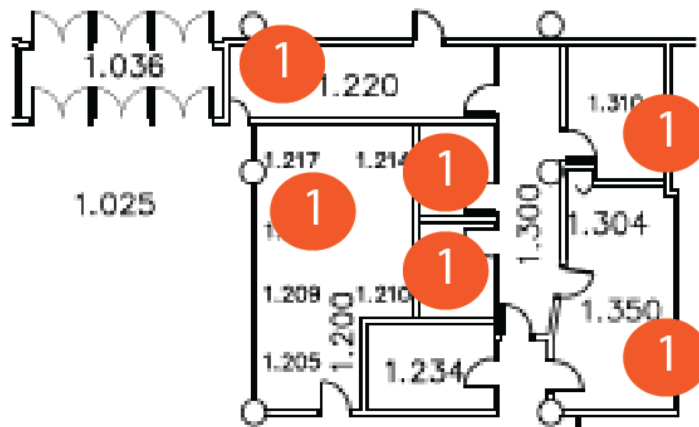
14. Spatial Analysis: Occupancy limits, floor space, and traffic flows

Describe or use UBC building keyplans (or do both, where appropriate) to identify and list the rooms and maximum occupancy for each workspace/area, explaining your methodology for determining occupancy

The units being allowed limited access to UBC RS as outlined in section 8 will manage the max occupancy for their workspaces along with, access to their workspace in their Local Plans, as approved by their Dean or VP.

For Robson Central staff only:

- All UBC Robson Square operations will continue in a remote format until otherwise noted. The timeline of this will be re-evaluated by Robson Central's Management Team in April 2021.
- No in-person meetings, training sessions, workshops or events will be permitted.
- Access to work on site will be limited to staff with private or space separated office space as shown in floorplan below
- A maximum of three (3) staff will be allowed on site at the same time



In the event an in-person gathering is deemed necessary/essential between September 2020 and Summer 2021, the following guidelines and protocols will be followed as per UBC's Essential Meeting Guidelines.

15. 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



Rules regarding physical distancing will be communicated to:

- Operational leads for all units with staff on site: via email
- All building staff: via weekly email

For Robson Central team only:

- Physical distancing will be communicated via email and through discussion during virtual staff meetings

16. 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

In alignment with the University's guidelines 'UBC Employees COVID-19 Use of Shared UBC Vehicles', the sharing of vehicles by staff is discouraged.

Although there are no shared UBC vehicles on site, the units should note based on clarification from UBC SRS this section is applicable to any vehicle used for UBC business.

For Robson Central team only:

- Staff members may use personal vehicles for UBC business but will not share vehicles at any time.

17. 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

Update Jan 8/21: Staff and contractors working on campus are required to directly confirm to their supervisor (or designate) that they have completed a daily self-assessment for symptoms of COVID-19 on arrival at their workplace. Staff are to use the BC self-assessment tool at <https://bc.thrive.health/>.

For more information, about this including what to do for students, visit the SRS website: <https://srs.ubc.ca/covid-19/health-safety-covid-19/frequently-asked-questions-covid-19-self-assessment-requirements/>

Guidelines:

- Individuals displaying [symptoms](#) of COVID-19 (described above) must remain at home and isolated until they have been confirmed COVID-free by testing or have been symptom free for the length of time recommended by the BCCDC. Personnel who have been in contact with a person confirmed or presumed to have COVID-19 must also self-isolate as per provincial health guidelines. Personnel will be referred to the [BC Health Self-Assessment Tool](#) to determine if they require testing and/or medical care.



- Anyone returning from outside of Canada must follow the directions of the quarantine act, which specifies 14 days of self-isolation, regardless of whether or not they are experiencing COVID-19 symptoms. Anyone exposed to a traveler must also self-isolate for 14 days.
- Supervisors cannot give personnel in quarantine work that would require them to break the quarantine.
- Employees arriving from international destinations are required to self-quarantine for 14 days prior to beginning returning to work.
- Every 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 Worksafe BC signage, as below:
 - Worksafe: Entry Check for Workers
 - Worksafe: Entry Check for Visitors
 - [UBC Entry Check Sign](#)

Screening

- All staff (and any visitors) are required to self-screen before entering any space in the facility
- Self-screening will be done through the BC COVID-19 self-assessment [tool](https://bc.thrive.health/) (<https://bc.thrive.health/>)
- It is expected that staff will be conscientious when travelling to work to minimize the risk of contracting COVID-19
- Units are required to track staff screening per the protocols in their respective Local Plans

Symptomatic throughout the workday

In the case that a staff member enters the facility and begins to feel unwell during their workday, the staff member will:

- Arrange for a ride home immediately
- Be moved to an available, unused office area for isolation. If they need to wait for transportation
- Notify their manager per the protocol established in the unit's Local Plan and following the guidelines set out by UBC Risk for the Local Safety teams
- The unit's manager will notify the UBC RS Operations Manager so the facility's cleaning contractor can clean and disinfect the space where the individual was separated and any areas used by them

Robson Central staff only:

- Any staff entering the facility will go through the self-screening tool and sign a check-in sheet indicating they are healthy and can attend work. All RSC employees must email the Operations Manager or Director indicating their anticipated schedule, and their negative self-assessment.
- Anyone receiving an assessment other than 'You don't appear to have symptoms of COVID-19' should:
 - leave the facility,
 - follow the instructions provided on the BC Thrive website, and
 - contact the Operations Manager or Director to let them know of their result



- The Operations Manager or Director will report all suspected positive incidents in CAIRS as well as by emailing ready.ubc@ubc.ca

18. Prohibited Worker Tracking

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

Individual units are responsible for monitoring workers who are required to self-isolate, and for communicating with their staff.

Section #4 – Engineering Controls

19. Cleaning and Hygiene

Detail your cleaning and hygiene plan, including identification for hand-washing stations and the cleaning regimen required to be completed by your departmental staff (i.e. non-Building Operations) for common areas/surfaces

As a leased facility, UBC Robson Square relies on the Province’s contracted Facility Manager (CBRE) to provide the custodial services in the building. Alpine Cleaning will continue to provide cleaning services for all areas which are open to staff as outlined in section 1. After consultation with CBRE it has been confirmed that:

- Regular weekday cleaning will be maintained per the facility’s lease agreement. The disinfectant and cleaning procedures currently used by Alpine are sufficient and meet current known requirements.
- Offices: Offices are cleaned at night once every two weeks.
- Workstations: Desktops and personal items will not be cleaned by Custodial Services. We encourage individuals to clean these items regularly.
- Additional cleaning procedures may change as new information regarding the coronavirus is known.

Staff self-reliance for personal cleanliness is encouraged by reinforcing a “clean in, clean out” requirement, whereby employees are required to disinfect their own work spaces at the beginning and at the end of each workday. Each unit with staff on site will provide its team with adequate supplies to maintain cleanliness within office space and lunch areas, per their Local Plans. These will include Instructions and materials for staff to maintain cleanliness at work stations

For Robson Central staff only:

- Employees will be required to remain situated at the their work space throughout the entire day



- Staff allowed to work on site will be provided with hand sanitizer for their individual work stations. Supplies have been procured and are on-site.
- Employees will wear a non-medical masks when working onsite with another employee.

20. 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

Units with staff on site will be responsible for looking after cleaning of any shared elements (e.g. coffee mugs, kettles, etc.) within their work spaces.

For Robson Central staff only:

- Staff need to bring all utensils and plates with them, and remove them at the end of each day
- Staff have access to the fridge behind the front desk for their day’s lunch/snacks, and are responsible for wiping down the door handles after each use. Wipes will be available next to the fridge.
- Staff will clean the Wa-2 water fountain taps with wipes after each use. Wipes are available next to the Wa-2 unit.

21. Partitions or Plexiglass installation

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

N/A as the facility is only opening to limited staff at this point. There are no public facing or POS areas during this initial phase.

Section #5 – Administrative Controls

22. Communication Strategy for Employees

Describe how you have or will communicate the risk of exposure to COVID-19 in the workplace to your employee, the conduct expectations for the employee's physical return to work around personal hygiene (including use of non-medical masks), the familiarization to contents of this plan, including how employees may raise concerns and how you will address these, and how you will document all of this information exchange

- Each unit will be responsible for communicating with its own staff inside the building, per their approved Local Plans.
- The Robson Central team will:
 - o Share any university-wide updates through the weekly email shared with all building staff. Email will be sent weekly until mid-September, then every 2 weeks thereafter
 - o Share this intermediate plan will be shared with all facility occupants



For Robson Central team only:

- Information regarding conduct expectations for staff allowed to return to their offices will be shared through this operational plan, via updates in supervisors' meetings, and during virtual staff meetings
- Staff will be encouraged to raise concerns through their supervisors, the Operations Manager or the Director
- Concerns will be tracked in writing, and discussed during staff meetings
- Staff on vacation: managers will schedule a meeting with all employees upon return and before heading into the office.

23. 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 employees will be required to complete UBC's 'Preventing COVID-19 Infection in the Workplace' online training module. Supervisors for each unit will be responsible for tracking staff completion as well as any site-specific training per the unit's individual Local Plans.

UBC RS contractors:

- UBC's 'Preventing COVID-19 Infection in the Workplace' training document will be emailed to the head of each facility contractor, specifically CBRE, Alpine Building Maintenance, Paladin Security, Abell Pest Control, and Botany Bay. Robson Central management will request a list of employees with whom the document has been reviewed before entry is allowed.
- Units are responsible for sharing the training document, and tracking adherence, with any subcontractors allowed access into their work spaces.

Robson Central staff only:

- All employees must complete online training before returning to site

24. 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

- Campus rules (8.5" x 11"), and Entry check for workers (8.5" x 11") signage will be placed at the exterior entrance of each unit's office area so protocols are clear to all staff and visitors before they enter any areas of the facility.



- Signage from the [Safety & Risk Services COVID-19 website](#), the [WorkSafeBC's COVID-19 – Resources](#) website, and from [Building Operations regarding approved floor tape and decals](#) will be used.
 - o Required Signage:
 - Entry door signage to remind staff of the requirements self monitoring and not to enter if experiencing COVID-19 symptoms or if meeting the requirements for quarantine/self-isolation.
 - Signs that state the maximum occupancy of common rooms.
 - Use of tape to block off rooms and classrooms that are off limits.
 - Signs to remind people to adhere to the physical distancing guidelines.

25. 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. Also describe your approach to handling potential COVID-19 incidents

- BERP changes were reviewed with the UBC RS Local Safety Team in July 2020 to ensure all units are aware of the changes to the Floor Warden protocols.
- The facility's BERP will include all appropriate COVID_19 related directions including those for symptomatic individuals.
- Suspected positive incidents are to be reported to the Manager and documented by Manager in CAIRS as well as by emailing ready.ubc@ubc.ca
- UBC COVID-19 exposure information can be found on the SRS [webpage](#)
- In the case of an evacuation, the mustering station outlined in the BERP remains unchanged.
- In case of an emergency, any staff should call 9-1-1

26. Monitoring/Updating COVID-19 Safety Plan

Describe how 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

This plan will be updated for the anticipated reopening. Until then, we will review as necessary, and monitor:

- Changes shared by units' for their Local Plans, including changes to their proposed staffing capacity onsite,
- Changes to the provincial health orders, and UBC's directives
- Shifts in BC's Restart Plan

27. 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

HR remains the responsibility of each unit, per their Local Plans and HR guidelines.

Robson Central team only:

- Staff turnover: new hires to replace existing FTEs will be planned based on the workload expected under the facility's temporary closure. Onboarding and training of any new, or returning staff will be done remotely. Where necessary to meet in person, staff will follow the University's 'UBC Employees COVID-19 Essential In-person Meetings/Trainings Guidance'
- Worker roles change: any changes to staff members' current roles will be reviewed against current job descriptions and follow the guidelines set out by CUPE 2950 and AAPS based on the staff members' affiliation

Section #6 – Personal Protective Equipment (PPE)

28. Personal Protective Equipment

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

PPE is not anticipated to change for workers from pre-COVID-19 timeframe, since only select areas in the facility will be open for a limited number of staff. However, each unit is responsible for ensuring such materials and equipment for their designated work spaces as required by their faculty's Overarching Plan.

Robson Central team only:

- While PPE is not required for the team's work, masks are [mandatory](#) while working with other staff members. Masks and sanitization materials are available for staff use.

Section #7 - Acknowledgement

29. 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.

I acknowledge that this Safety Plan has been shared with staff both through email and will be made available as a shared document. Key staff in each unit with access to UBC RS have provided email confirmation that they have received, read and understood the contents of the plan.



Date August 14, 2020

Name (Manager or Supervisor) Talia Rosales

Title Director, UBC Robson Square

Faculty and Staff Occupying Workspace

Name	Email	Confirmation of Understanding
Linda Tommasini on behalf of Sauder School of Business	linda.tommasini@sauder.ubc.ca	<input checked="" type="checkbox"/>
Iain Begg on behalf of Innovation UBC	iain.begg@ubc.ca	<input checked="" type="checkbox"/>
Gina Arsens on behalf of Canada's Digital Technology Supercluster	garsens@digitalsupercluster.ca	<input checked="" type="checkbox"/>



Appendix 1: Staff Mail Pickup (Canada Post) from Robson Square During Construction – August 2020 to March 2021

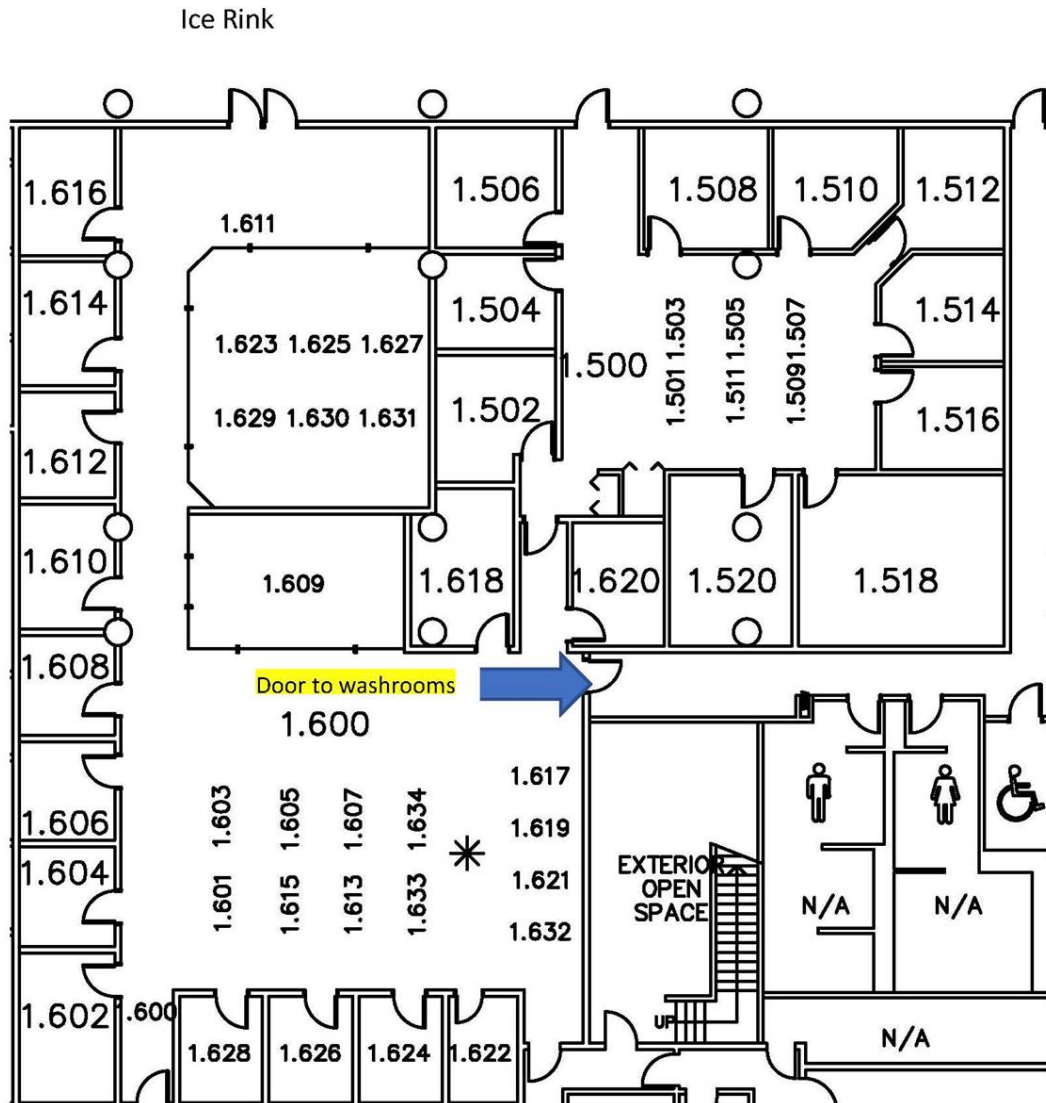
During this shutdown construction phase, please note the following interim mail pick-up process:

- Mail is delivered on Thursdays and will be accepted by the onsite Paladin guard.
- To arrange a time to pick up your collected mail, please contact Nick Palidwor (nick.palidwor@ubc.ca) or Matt Lee (matt.lee@ubc.ca).
- Pick-up can be scheduled between 9:00am and 1:00pm weekdays.
- We ask that you meet outside the 1.400 offices, the door is located to the left of our main doors at ice rink level, at the appointed time and the guard will give you access to the space to collect the mail for your area.
- Please bring ID, as only the pre-arranged staff member will be given access. We ask that you do not just show up and ask to be allowed to enter the space.
- Please bring any PPE you would like, i.e. masks, gloves, wipes, sanitizer and observe normal physical distancing practices. If you are feeling ill, or exhibit any COVID like symptoms we ask that you alert us and arrange an alternate staff member to collect the mail or reschedule for a later date.



Appendix 2: Washroom access during interior renovations

Washroom access is available through the 1.600 emergency exit near the 1.500 interior door (aka the skating rink accessible washroom). Access is via existing staff cards.



**Track Revisions**

Update #	Date of change	Change content
Update 1	August 19, 2020	Section 28: PPE, added acknowledgement of risks and limitations of masks per SRS recommendation
Update 2	September 9, 2020	Added Appendix 2: Washroom access for 1.500 and 1.600 offices during interior renovations, and 'Track Revisions' page
Update 3	September 21, 2020	Updated UBC mandatory mask requirements. Updated washroom access directions for all staff members.
Update 4	November 23, 2020	Extension of interim report to March 2021 due to site closure. Updated necessary guidance materials.
Update 5	December 18, 2020	Update language to reflect new safety plan terms
Update 6	January 8, 2021	Update worker screening requirements per WorkSafeBC.
Update 7	January 26, 2021	Updated floorplans to reflect new safety plan terms
Update 8	February 3, 2021	Extension of interim report to Summer 2021 due to site closure.