COVID-19 Safety Plan
Vice-President Research & Innovation “Parent” Plan

Scope & Regulatory Context
This parent plan for the Vice-President Research & Innovation (VPRI) portfolio outlines principles and approaches for safety planning for the portfolio.

The plan has been reviewed and endorsed by:
- Helen Burt, Associate Vice-President, Research & Innovation
- Matthew Evenden, Associate Vice-President, Research & Innovation
- Jamie Hall, Senior Manager, Communications, VPRI Office
- Greg Martyn, Director, VPRI Portfolio
- Gail Murphy, Vice-President Research & Innovation
- Sharon Wu, Managing Director, Research Support Services

The plan is available on research.ubc.ca and is provided to all staff in the VPRI portfolio. The Director, VPRI Portfolio is responsible for updating this document as needed to meet government mandated requirements.

The Portfolio
On the UBC-Vancouver campus, the VPRI Portfolio comprises approximately 350 staff, across 17 individual units, in 15 distinct buildings. Within VPRI are the Shared Research Platforms which have provided crucial on-site support for research, including research related to COVID-19 and other research deemed essential from the time of research curtailment. The VPRI Portfolio also provides support for the Peter Wall Institute of Advanced Studies (PWIAS). Appendix 1 outlines the status of subsidiary plans for the 17 units and the PWIAS. The detailed operational safety plans for crucial on-site services are available for review within these subsidiary plans.

The VPRI Portfolio is system-wide. Units and services on the Okanagan campus fall under the guidance of the Vice-Principal, Research & Innovation. These units are following the process established by the Okanagan campus Resumption Planning & Coordination Committee (RPCC).

VPRI administrative and digital service units successfully transitioned to operating remotely. For most units and most staff, remote work can continue though some staff would benefit from on-campus access. In some cases, working remotely is less efficient for a variety of reasons, and the opportunity to return to the work space is a matter of productivity and personal wellbeing. In other cases, some work periods require access to printers and other infrastructure. Others have found their productivity and efficiency improved by remote work owing, for example, to not having to commute, or because of the quiet surroundings in a home office without interruptions.

This plan focuses on enabling a limited number of administrative and digital service staff across the portfolio to return to on-campus work spaces in controlled densities. The number of people present at any one time will depend on the feasibility of maintaining 2m of physical space for each person.

The VPRI Portfolio and its units are adopting the following guiding principles:
- The health and well-being of staff, faculty, students and visitors is paramount.
- The orders, notices and guidance of the Provincial Health Officer will be followed.
- Equity will be considered in evaluating how to plan and implement a staged return to on-campus work spaces.
• Administrative and technical staff who have been working from home are expected to continue to do so. Staff seeking permission to return to on-campus work places must consult with their supervisor and the HR Manager responsible to seek an exception to the remote-work policy.
• There will be a staged and coordinated approach for staff to return as approved and on a managed basis to their on-campus work spaces.
• Staff will not be required to return to their on-campus work spaces except where business needs require it, in recognition the range of personal situations that influence individual decision making about one’s own return to campus.
• If an employee has a concern about returning to on-campus work spaces, they should discuss with their supervisor, Human Resources and their employee group, as appropriate.
• Staged resumption of on-campus activity may need to be reversed and stricter conditions imposed in response to public health guidance or changes to the situation on campus.
• Plans reflect collaboration and consultation with other UBC Units and Departments that share a space or building with a VPRI Unit. Circumstances in different buildings may result in different VPRI administrative units being allowed to return to campus on different timelines.

Portfolio: Vice-President Research & Innovation  
Facility Location: Multiple (refer to subsidiary plans)  
Proposed Re-opening date: Effective immediately (some units never closed)  
Work Space Location: Multiple (refer to subsidiary plans)

Regulatory Context
Several Provincial and University guidelines are relevant to child plans within the VPRI Portfolio. Intermediate and/or Child plans shall account for some or all of the following regulatory guidance:

• Federal Resources:
  o Coronavirus disease (COVID-19): Awareness resources  

• Provincial Resources:
  o BC’s Restart Plan: “Next Steps to move BC through the pandemic”  
  o BC Centre for Disease Control

• WorkSafe BC Resources:
  o COVID-19 and returning to safe operation – Phase 2  
  o Worksafe COVID-19 Safety Plan  
  o Worksafe: Designing Effective Barriers  
  o Worksafe: Entry Check for Workers  
  o Worksafe: Entry Check for Visitors  
  o WorkSafeBC Protocol: Offices  
  o WorkSafeBC Protocols: Post Secondary Education

• UBC Resources:
  o Guidelines for Preparing for Reoccupancy  
  o Guidelines for Safe Washroom Reoccupancy  
  o Space Analysis and Reoccupancy Planning tool  
  o Physical Distancing Guidance
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 to the novel coronavirus as low as reasonably achievable. The VPRI units accounted for in this parent plan are considered to have “low” residual risk. Risk mitigation controls are being implemented as set out in the sections below. We require that child plans developed by these units be in alignment with WorkSafe BC requirements for engagement with workers and supervisors. Child plans account for and clearly demonstrate collaborative planning with other units that may occupy the same work space or building.

Contact Density (proposed COVID-19 Operations)
Individual units are responsible for having COVID-19 Safety Plans (CSP) that identify and mitigate as much as reasonably feasible:

- the type and duration of contact where people congregate;
- the jobs that require close proximity;
- the surfaces that are touched most often;
- tools, machinery and equipment that are high contact points;
- Details for each site are located in their respective CSPs.

Contact Number (proposed COVID-19 Operations)

- All units shall aim to reduce the physical density of staff working at static sites as needed to maintain physical distancing.
- Essential operational areas and functions that are not spatially constrained may elect to maintain a higher number of staff on site. The ability to physically distance, or provide equivalent control measures, shall be the determinative factor.
- Details for each location are located in their respective CSPs.

Employee Input/Involvement

- This plan will be presented to VPRI personnel, for questions and feedback. Specific units may use whatever means of communication are best suited to their areas to ensure these plans are known and accessible.
- The AW JOHSC and UADM JOHSCs will review this plan and feedback will be incorporated where possible.
- Staff will be encouraged to email or discuss any questions, concerns or suggestions for improvements with their supervisor, their JOHSC representative, or the office of the Vice-President Research & Innovation.

Worker Health

- All units are to inform supervisors on appropriate Workplace Health measures and supports for staff mental and physical health. Check in’s and supports can be made available via the following channels:
  - Regular team meetings
  - Portfolio and departmental communications and, one-on-one meetings with direct supervisors
  - JOHSC Meetings & Communications
- Supervisors are encouraged to disseminate information from UBC Wellbeing: [https://wellbeing.ubc.ca/](https://wellbeing.ubc.ca/)

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**Essential In-person Meetings / Trainings Guidance**

- Safe Working Procedure Review form (available on the SRS COVID-19 Safety Planning website)
- COVID19 Campus Rules
- UBC Employee COVID-19 PPE Guidance
- Building Operations COVID-19 website (Service Level Information)
- COVID-19 Infection Prevention in the Workplace training course available on wpl.ubc.ca Note: All staff are required to complete the course prior to returning to any on-campus work space.
Plan Publication
Final plans will be posted to VPRI unit websites. Child plans are shared with staff and posted in such a way as to ensure the privacy and protection of any personal information contained in the plans.

Elimination/Physical
Coronavirus is transmitted through contaminated droplets that are spread person to person 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 hierarchy of hazard controls in mitigating this risk, as per the dynamic guidance from Public Health & Safety Authorities for the duration of the public health emergency.

The following general practices shall be applied for all UBC buildings and workspaces until guidance from Public Health Authorities allows otherwise:

- 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 metres from each other unless otherwise permitted by safe work procedures.
- 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.
- Ensure 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 or follow the Guidance for Essential In-person meetings.
- Management must ensure that all workers have access to onsite supervision at all times.
- All staff wearing non-medical masks at work are aware of the risks and limitations of the face covering they have chosen to wear or have been provided with to limit the dispersion of respiratory droplets. See SRS website for further information.

Remote Work
- All work that can be done off campus must continue to be done off campus in all the respective units under VPRI in accordance with UBC telecommuting guidelines and safety considerations unless permissions have been sought and received by unit leadership as per operational CSP.
- Home ergonomic set up resources are provided by WHS http://www.hr.ubc.ca/wellbeing-benefits/workplace-health/ergonomics/ergonomics-resources/
- Most meetings can be held virtually through Zoom or phone

Work Schedule Changes/Creation of Work Pods or Crews or Cohorts
- Where appropriate, each child or intermediate plan will require that a schedule will be outlined for each individual unit that enables physical distancing. This can include a rotating schedule of staff for administrative areas. Units that work weekends as part of their schedule will need to be explicitly identified in the intermediate and child plans.
• For shift workers, scheduling will be required to limit contact intensity. Scheduling employees into
dedicated groups (sometimes called cohorts) can also help to limit exposure and facilitate contact tracing.
• Workers needing to enter buildings other than their primary work location to carry out assigned tasks must
adhere to the safety plan and relevant signage in place for that workspace.
• The UBC guidance for shared UBC vehicles will be followed where applicable.

Physical Distancing/Spatial Analysis
Guided by Spatial analysis specific to each work space, SRS Guidelines for Re-occupancy and Space Analysis and Re-
occupancy Planning Tool will be used by the individual units to determine occupancy for their areas. Each unit will
take responsibility for mapping their workspaces to identify traffic flow, building entry/exits, elevators, staircase
usage, etc.
• Units will utilize the “UBC Building Administrators package” provided by UBC Facilities to implement signage
for occupancy limits, traffic flows and/or behavioral expectations/remindersPhysical distancing will be
maintained when and wherever possible; where this is not possible, supervisors will work with SRS
representatives to use other control measures to limit the duration and intensity of contact.
• Staff in the VPRI Portfolio will respect the UBC Campus rules, including the September 16th, 2020 update
regarding the use of non-medical masks, Access to all office areas in the portfolio are controlled via a UBC
access card. Offices are not open to the public. Once inside an office suite of the VPRI Portfolio, staff may
continue to wear a mask if they wish, but masks will not be required while inside the suite.

Worker Screening
• Staff will follow campus rules regarding daily self-assessment and monitoring and encouraged to use the
Thrive BC Self-Assessment Tool to monitor themselves for symptoms of COVID19 or other concerns prior to
work attendance.
• 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.
• Every front and back entry door has signage for both workers and visitors/guests that prohibits entry if any
of the above 3 criteria apply. WorkSafeBC provides such signage, as below:
  o WorkSafeBC: Entry Check for Workers
• 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.
• No unnecessary visitors are permitted in the buildings, including relatives (e.g., parents, children), friends of
staff. Exceptions may include: couriers, IT Services, building maintenance/service, ACS and ACC members
with responsibility for Animal Welfare Oversight, Safety & Risk Services and Campus Mail personnel.
• OPH programs and services remain available to all staff, faculty, and paid students who have questions or
concerns about their personal health as related to safety in the workplace, including questions around
COVID-19.

Prohibited Worker Tracking
• The Personal Absence Tracking PAT system (or equivalent) will be utilized to track any workers who cannot
attend work due to one or more of the three categories of restriction (as defined by WorkSafeBC).
1) Exhibiting symptoms of the common cold, influenza or gastroenteritis
2) Self-isolation if returning to Canada from international travel
3) Self-isolation if clinical or confirmed COVID-19 case in household or as medically advised

Engineering Controls
- Engineering controls needed to establish barriers between individuals will be implemented as appropriate and documented in intermediate or child plans by each unit;
- Engineering controls available and needed to eliminated the need for individuals to work in close proximity will be implemented as appropriate and documented in intermediate or child plans by each unit;

Cleaning and Hygiene
- The standard UBC custodial standards will apply – see Facilities COVID-19 website.
- Personnel must wash their hands regularly and avoid contact with one another.
- Personal desktops and items will not be cleaned by custodial staff and individuals are asked to maintain a clean workplace by disinfecting any shared areas or equipment before and after use as well as when visibly soiled.
- Individuals are asked to sanitize their hands when entering the building and beginning work and to frequently wash hands or use hand sanitizer throughout the day.

Equipment Removal/Sanitation
- If microwaves or other cooking equipment are being used, there must be signage and training to reinforce cleaning protocols (e.g. users disinfecting the handles and buttons) and there must be supplies available there for this purpose.
- If there is no dishwasher, staff should be asked to bring their own dishes and utensils from home.
- Units may consider preventing the use of common food preparation equipment if they think it is unsafe.

Partitions or Plexiglass installation
- Each unit will address need for partitions or plexiglass installation in their child plans using WorkSafeBC’s “Designing Effective Barriers” guidance and Building Operations guidance on the purchase and installation of barriers.

Administrative Controls
The UBC Campus Rules are central to this parent plan, and will be referenced in all unit-level plans. Administrative controls, such as this parent plan, unit-specific plans, and other guidance and tools will be adopted across the portfolio. All staff returning to their on-campus work spaces are expected to comply with these rules. Child plans will account for specific application of the hierarchy of controls, including:

Communication & Training
- Unit-level child plans will be shared with staff in each unit, and posted on a shared drive that is accessible by all staff in that unit. Staff will be required to acknowledge in writing that they have received and understood the unit-level plan. Child plans will be reviewed and updated as needed on an ongoing basis.
- Mandatory Training. All staff in the portfolio are required to complete the Preventing COVID-19 Infection in the Workplace training module before returning to an on-campus work space. Unit directors will monitor
completion of the training module via a report generated in the Human Resources Management System (HRMS).

Signage

- Utilization of 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.
- 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.
  - 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).
  - Checklist of items that require disinfection at the end of each shift (if needed).

Emergency Procedures

- Emergency Procedures
  - Units with staff on site are expected to update their Building Emergency Response Plan (BERP) with the BERP Amendment.
  - Units can designate interim floor wardens to perform this task after they have completed online training, which will take approximately 15-20 minutes. These individuals should be those that are currently working on campus. Staff must not be asked to come to campus to solely to fulfill their role as a floor warden.
  - Units are to consider that with fewer people on campus, building occupants should be reminded on what to do and where to go when the fire alarm rings. Include information on the location of the wall mounted Emergency Procedure Key Plans and the Building Emergency Response Plan.
- Handling Potential COVID-19 Incidents:
  - Suspected positive incidents or exposure concerns are to be reported to the Supervisor. Further incident reporting information can be found on the SRS webpage.
  - Direct people who are unsure about what they should do to the BC Self-Assessment Tool.
  - OPH programs and services remain available to all staff, faculty, and paid students who have questions or concerns about their health and safety in the workplace, including questions around COVID-19.

Monitoring/Updating COVID-19 Safety Plan

- Intermediate and child plans will need to be updated regularly. Units are to establish the frequency of review and what might trigger a review (shift in provincial phases, higher building occupancy, a standard review cycle).
- Employees can raise concerns through their supervisor or JOHSC representative.

Addressing Risks from Previous Closure
• Where staff are asked to take on new roles or responsibilities, there must be documented training for these new tasks.

**Personal Protective Equipment (PPE)**

• The operational work included in the Shared Research Platforms within the portfolio that does require the use of personal protective equipment will follow the [UBC guidance on COVID-19 PPE](#) as outlined in the relevant subsidiary plans.

• Personal protective equipment is not required to fulfil the administrative and digital service duties housed in this portfolio.

**Acknowledgement**

This parent safety plan has my endorsement.

<table>
<thead>
<tr>
<th>Date</th>
<th>August 27th, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Gail C. Murphy</td>
</tr>
<tr>
<td>Title</td>
<td>Vice-President Research &amp; Innovation</td>
</tr>
</tbody>
</table>
## Appendix 1: List of Units in the VPRI Portfolio

<table>
<thead>
<tr>
<th>Unit</th>
<th># Staff</th>
<th>Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>VPRI Office</td>
<td>26</td>
<td>Koerner Library, Suite #580</td>
</tr>
<tr>
<td>Advanced Research Computing</td>
<td>22</td>
<td>West Mall Annex</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Gerald McGavin Building, Suite 112A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>University Data Centre, Pharmaceutical Sciences Building</td>
</tr>
<tr>
<td>Animal Care Services – CCM</td>
<td>120</td>
<td>CCM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CDM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MBF</td>
</tr>
<tr>
<td>entrepreneurship@UBC</td>
<td>10</td>
<td>Institute for Computing, Information and Cognitive Systems, Rooms</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Robert H. Lee Alumni Centre, Suite</td>
</tr>
<tr>
<td>FINDER</td>
<td>4</td>
<td>Life Sciences Centre</td>
</tr>
<tr>
<td>Indigenous Research Support Initiative</td>
<td>6</td>
<td>Centre for Interactive Research &amp; Sustainability, Suite 4156</td>
</tr>
<tr>
<td>Institutional Programs Office</td>
<td>19</td>
<td>Centre for Interactive Research &amp; Sustainability, Suite 4140</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Technology Enterprise Facility III, Suite 409</td>
</tr>
<tr>
<td>Office of Research Ethics</td>
<td>9</td>
<td>Technology Enterprise Facility III, Suite 102</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vancouver Coastal Health Research Institute Research Pavilion, Suite 210</td>
</tr>
<tr>
<td>Office of Research Services</td>
<td>15</td>
<td>Technology Enterprise Facility III, Suite 102</td>
</tr>
<tr>
<td>Peter Wall Institute for Advanced Studies</td>
<td>5</td>
<td>University Centre, 6331 Crescent Road</td>
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<tr>
<td>Plant Care Services</td>
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<td>Horticulture Building, 6394 Stores Road</td>
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<tr>
<td>Research Finance</td>
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<td>Technology Enterprise Facility III, Suite 409</td>
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<tr>
<td>Sequencing &amp; Bioinformatics Consortium</td>
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<td>Pharmaceutical Sciences Building</td>
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<td>SPARC Office</td>
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<td>Technology Enterprise Facility III, Suite 101</td>
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<td>UBC Press</td>
<td>26</td>
<td>Ponderosa Annex B – 2029 West Mall</td>
</tr>
<tr>
<td>University-Industry Liaison Office</td>
<td>30</td>
<td>Technology Enterprise Facility III, Suite 103</td>
</tr>
</tbody>
</table>

**NOTE:** Some Units have staff in more than one building (e.g. e@UBC; Institutional Programs Office). We will ensure that staff are aligned with the safety planning process where their primary workstation is located.
Appendix 2: Roles, Responsibility & Accountability

Responsibility of Vice President Research & Innovation
- Responsible for developing these plans for approval by UBC executive
- Work together with units to develop safe working plans at each stage
- Coordinate safety plans across shared buildings
- Review and approve department / institute safety plans
- Have regular meetings where Safety Plan updates/review is a standing agenda item
- Help unit heads and directors deal with issues of non-compliance and offer confidential reporting of non-compliance
- Address patterns of non-compliance in a manner consistent with UBC policy

Responsibility of Heads of Unit (HU)
- Must take the required UBC COVID-specific training course.
- Responsible for the development or communication of safety plans for their departments / buildings (in conjunction with building administrators and the joint occupational health & safety committees) All developed plans must incorporate the guidelines outlined in this document.
- In situations where staff are located in a building where they are not the primary controller/owner of that space. It is the HUs responsibility to ensure that the staff member has read through and acknowledged the safety plan for their worksite.
- Responsible for ensuring that signage is in place throughout the common spaces of the building. This signage is in place to ensure physical distancing and cleaning protocols are practiced in common areas (e.g., elevators, social rooms, lunch rooms, bathrooms, stairwells), department offices (e.g., main office, mail room), and shared facilities that are under their purview
- Responsible for approving site-specific safety plans that ensure physical distancing and safe working practices, and for making it clear that supervisors/managers must enforce the measures taken

Responsibility of Supervisors and Managers
- Responsible for ensuring that their space either has a site specific plan or has access to a plan that includes their specific location, and communicating this to all personnel.
- In situations where staff are located in a building where they are not the primary controller/owner of that space. It is the manager or supervisor responsibility to ensure that the staff member has read through and acknowledged the safety plan for their worksite.
- Responsible for ensuring that their personnel take the mandatory Preventing COVID-19 Infection in the Workplace training course, as well as taking it themselves.
- Responsible for posting on the doors to their work areas the maximum number of occupants.
- Where a workspace is shared by multiple groups, this maximum occupancy must be agreed upon by all supervisors/managers.
- Responsible for scheduling shifts / rotations of personnel as needed to ensure that physical distancing can be practiced and that the workspace.
• Employees may not have the same comfort level or ability to return to work supervisors have a duty to acknowledge each situation individually.
• Ensure the availability of all necessary PPE prior to assigning tasks requiring it.

Employee Responsibilities
• Employees who are continuing or resuming work on campus must take the Preventing COVID-19 Infection in the Workplace training course.
• Before coming to work, all personnel must check their health status. Personnel experiencing any symptoms of COVID-19 (cough, sneezing, shortness of breath, loss of sense of smell/taste, sore throat, tiredness, fever) must not come to work.
• 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: https://bc.thrive.health/.
• All work that can be done off campus must continue to be done off campus.
• Where an employee is given to access their office, they must not have guests in the office during Stage 1 or Stage 2.
• Employees through communication from their Manager/Supervisor must know the location of safety plans for their spaces. All identified health and safety issues should be brought to the supervisor’s attention. All employees are encouraged to consult with their JOHSC.
• However, they may also report concerns confidentially to the email address: ready.ubc@ubc.ca, this is monitored by Safety & Risk Services, and health and safety assistance will be provided.
• In situations where staff are located in a building where they are not the primary controller/owner of that space. Employees are responsible for reading through and acknowledging the safety plan for their worksite.
• Prioritization of personnel within a work location will be determined by the supervisor/manager and approved by the Heads of Unit.