



COVID-19 Safety Plan:
Unit Level Plan for the Department of Asian Studies





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Faculty of Arts COVID-19 Safety Plan

This plan is based on the faculty level operational and workspace safety plan for the Faculty of Arts. This plan reviews the operational activities in the Department of Asian Studies buildings to ensure effective controls are in place to prevent the transmission of COVID-19. Management and supervisory staff are responsible for developing and updating each unit document to meet current government-mandated requirements. <https://covid19.ubc.ca/>.

Department / Faculty	Faculty of Arts, Department of Asian Studies
Facility Location	Building Names and Floors see Appendix A
Proposed Re-opening Date	November 2 nd 2020
Workspace Location	For individual unit floorplan see Appendix A

Introduction to Your Operation

1. Scope and Rationale for Opening

Research, teaching and operational activity within the Department of Asian Studies requires access to select offices in five buildings across UBC-V campus. Many of our teaching faculty also require equipment/resources that are located on campus. During the COVID-19 shutdown, the productivity of many faculty members has been adversely affected, delaying project completion, and career progression. Thus, it is essential that the Department of Asian Studies open to some limited access for specific research activity and build future access activity on this plan moving forward.

This plan proposes to open a very limited amount of spaces in the following building(s): the Asian Centre, Auditorium Annex A, Auditorium Annex B, the C. K. Choi Building and the Jack Bell Building. All of these spaces are necessary to support the academic mission of the university.

Asian Centre rooms: [REDACTED]

Auditorium Annex B rooms: [REDACTED]

C. K. Choi Building rooms: [REDACTED]

Jack Bell Building rooms: [REDACTED]

Auditorium Annex A rooms: [REDACTED]

To maintain the occupancy limits for Stage 1, occupancy limits have been calculated to allow for 2-metre physical distancing between employees. "Pinch Points" such as entry ways, common areas, hallways & stair cases have been considered when planning the occupancy limits. Measures to maintain physical distancing have been outlined in section 7 & 8 of this document. Approved occupants



of Asian Studies for Stage 2 will be 42 occupants over 5 buildings, out of approximately 200 (pre-COVID-19).

Refer to resources: <https://srs.ubc.ca/files/2020/06/8.-Space-Analysis-Re-Occupancy-Planning-Tool.pdf> ; [UBC Employee COVID-19 Physical Distancing Guidance \[PDF\]](#)

Anticipated to start on 11/02/2020 all Department of Asian Studies faculty and staff who can work off-campus must continue to do so in Stage 1 and Stage 2.

Plans Complete for Stage 1 (~33% occupancy). Unit-level safety plans are to be directed to the Faculty of Arts Safety Plan Review Team:

- Brett Eaton brett.eaton@ubc.ca
- Gerald Vanderwoude gerald.vanderwoude@ubc.ca
- Ana Policzer ana.policzer@ubc.ca
- Nick Smolinski nick.smolinski@ubc.ca

Plans Complete for Stage 2 (~67% occupancy). Unit-level safety plans are to be directed to ready.ubc@ubc.ca with a CC to nick.smolinski@ubc.ca . Please clearly highlight specific areas of your document where you require guidance or additional review. Additional plan review will occur at the Faculty of Arts level with approval from the Dean of Arts. In addition, plans may require further review by:

- The UBC COVID-19 Safety Planning Steering Committee
- UBC Executive

Section #1 – Regulatory Context

2. Federal Guidance

- [Government of Canada: “Hard-surface disinfectants and hand sanitizers \(COVID-19\): List of disinfectants with evidence for use against COVID-19”](#)

3. Provincial and Sector-Specific Guidance

- [BC’s Restart Plan: “Next Steps to move BC through the pandemic”](#)
- [Provincial post-secondary education/institution resources studying during covid-19](#)
- [Provincial post-secondary-education/institution resources go forward guidelines.pdf](#)
- [BCCDC BC Centre for Disease Control: COVID -19 symptoms](#)
- [BC Thrive Self Assessment Tool - covid19](#)

4. Worksafe BC Guidance

- [COVID-19 and returning to safe operation – Phase 2](#)
- [Worksafebc Motion Picture Television Production](#)
- [Worksafe COVID-19 Safety Plan](#)
- [Worksafe: Designing Effective Barriers](#)
- [Worksafe: Entry Check for Workers](#)
- [Worksafe: Entry Check for Visitors](#)
- [WorkSafeBC Protocol: Offices](#)



<ul style="list-style-type: none"> • WorkSafeBC Protocols: Post-Secondary Education
5. UBC Guidance
<ul style="list-style-type: none"> • COVID-19 Campus Rules • Guidelines for Preparing for Reoccupancy • Guidelines for Safe Washroom Reoccupancy • Space Analysis and Reoccupancy Planning Tool • UBC Employee COVID-19 PPE Guidance • UBC SRS COVID-19 Site • UBC SRS health-safety-COVID-19 guidance site • UBC SRS COVID-19 Safety Planning Site • UBC SRS COVID-19 Safety Planning Templates and Resources • UBC SRS Physical Distancing Guidance • UBC SRS Meetings and Training Guidance • UBC PPE & Ordering Critical Supplies • UBC SRS Planning Communications Resources - Signage • Workplace Physical distancing Planning Tool and Signage Kit • UBC Building Operations Custodial Considerations • UBC Cleaning Standards & Recommendations for Supplementary Cleaning [PDF] • UBC Preventing the Spread of COVID-19 ONLINE TRAINING • UBC Classroom Safety Planning • UBC Teaching & Learning Spaces Safety Plan • UBC Student Resources Site – COVID-19 • Ready UBC
6. Professional/Industry Associations
None

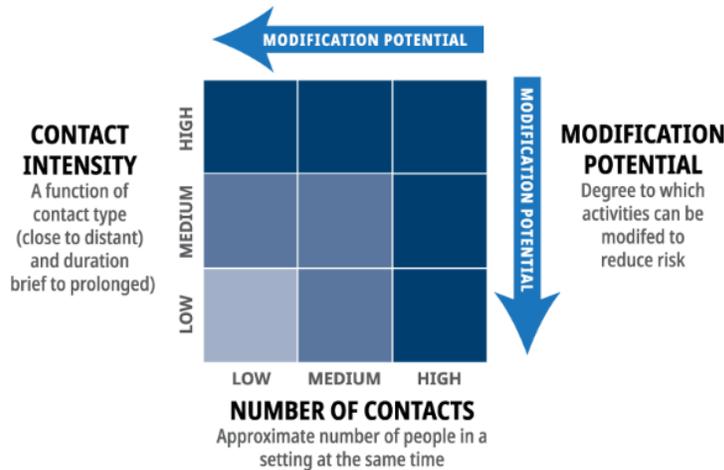
Section #2 - Risk Assessment

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.

UBC has conducted a risk assessment using the following approach to determine activity level risk by identifying both the Unit/Department’s **contact intensity**, **contact number**, and any **operational risks** 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

- Occupants are required to maintain a minimum of 2 metres safe physical distance at all times.
- Most contact outside of individual offices is brief contact with surfaces such as door handles, bathroom facilities, and the copier. These high-touch surfaces and areas will be regularly cleaned by [UBC Custodial staff](#). Any unit specific equipment (such as copiers and scanners) will be cleaned by individual users before and after each use. See [UBC's Guide to Supplementary Cleaning](#)
- Offices – Users will clean high touch points in personal offices before and after every use and will maintain physical distancing measures at all times with a limited occupancy of one person per room.



- Access to common rooms, lounges and kitchens will not normally be provided. Units requesting the use of common rooms, lounges & kitchens must carefully detail how they will ensure areas will be kept hygienic, occupancy limits will be adhered to, and will ensure handwashing/sanitization signage is posted. Users will need to be notified of who to go to for additional cleaning supplies. Areas that cannot be maintained will be closed.

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 the same time)

As mentioned above, we are reducing the number of people in the buildings to reduce contact between people. Individual units will be asked to provide a list of approved occupants when submitting their safety plan for approval.

Faculty of Arts recommends that each office will be occupied by one user only (staff/faculty) at a time. Shared spaces may have additional occupants only if physical distancing of 2 metres radius between work stations can be maintained at all times, or there are adequate physical barriers separating workstations, and 'pinch points' in common spaces will not be overburdened.

Asian Centre Normal Operations: 85

Level 1: 10

Level 2: 25

Level 3/4: 25

Level 5/6: 25

Asian Centre COVID-19 Measures Limited Operations: 16

Level 1: 0

Level 2: 7

Level 3/4: 7

Level 5/6: 2

Auditorium Annex B Normal Operations: 60

Auditorium Annex B COVID-19 Measures Limited Operations: 13

Auditorium Annex A Normal Operations: 31

Auditorium Annex A COVID-19 Measures Limited Operations: 2

C. K. Choi Normal Operations (Asian Studies Dept. Members only): 11

C.K. Choi under School of Public Policy and Global Affairs COVID-19 Measures Limited Operations: 5

Jack Bell Building Normal Operations (Asian Studies Dept. Members only): 10

Jack Bell Building under School of Social Work COVID-19 Measures Limited Operations: 3



***Operational Risk - In addition to contact density and contact number in buildings planned operational activities and access scenarios need to be evaluated in terms of risk level. **Please see and complete appendix E regarding operational risk assessment, mitigation strategies and checklist.**

Operation/Activity	Stage 1 research labs, Stage 2 shared & individual offices for return to teaching
Location	Asian Centre, Auditorium Annex B & Auditorium Annex A; see Section 1
Frequency	Staggered and scheduled; Monday-Friday 8:30-4:30
Risk Considerations	
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input checked="" type="checkbox"/>	Risk #3 – The workplace or activity is indoors and windows cannot be opened
<input type="checkbox"/>	Risk #4 – Employees/students/visitors have frequent contact with high-touch surfaces
<input type="checkbox"/>	Risk #5 – The activity involves people who are at higher risk of severe illness (i.e., older adults or those with chronic health conditions) (e.g., some alumni events)
<input type="checkbox"/>	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

Mitigation & Protocols:

- Occupied spaces are primarily single user occupancy. Utilization of shared offices is staggered to ensure that only one occupant accesses the office on any given day.
- Occupants limits posted on doors
- Strict non-admittance to anyone with symptoms
- Post signage to maintain physical distancing measures of 2 metres at all times
- Enable 2-metre distancing
- Reduction of high touchpoints or increased cleaning
- UBC custodial services is scheduled to clean all common touched surface cleaning daily
- Post signage reminding occupants of regular hand hygiene
- Enable and encourage increased hand washing hygiene
- UBC non-PPE masks are required in buildings and common areas guidance is in effect
- UBC non-PPE masks are required in buildings and common areas guidance is in effect
- UBC covid-19 training required to be completed by all occupants

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

- The Faculty of Arts Safety Plan Committee has drafted the organizational document on which this plan is based. The Committee will require anyone submitting a unit-specific safety plan to have the plan reviewed by their faculty and staff for further comments. The resumption of



research policies will be then distributed to employees during this time via email to solicit further feedback.

- Formal JOHSC review of this Safety Plan will occur within 30 days of research resumption activities.
- Expectations of workers is outlined in Appendix B and has been emphasized during the communication of this faculty safety plan.
- The Local Safety Team will be presented with the plan within 30 days of the resumption of scholarly activities in the Asian Studies buildings. The LST has representation from faculty, staff and graduate students.
- Any faculty, staff or graduate students requesting access into Asian Studies spaces, are required to confirm they have read and will abide by all safety protocols in the unit safety plan.

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

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 staff meetings
- email broadcasts
- One-on-one meetings with direct supervisors
- JOHSC Meetings & Communications

Supervisors are encouraged to disseminate information from [UBC Wellbeing](#) and [UBC Occupational Preventative Health](#)

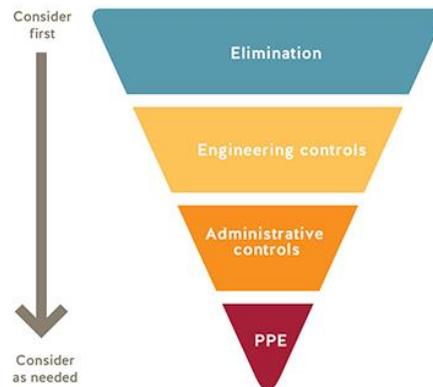
11. Plan Publication

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

This plan will be posted to the following: UBC’s COVID-19 Safety Plan website and the Asian Studies AIR website, publicly available. Additionally, a hardcopy and/or a QR code linking to the most up-to-date plan have been posted on Health and Safety boards and in the main departmental office and at/near the **worksite** entry of the Asian Centre, Auditorium Annex A and Auditorium Annex B.

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. See: [BCCDC BC Centre for Disease Control: COVID -19 symptoms](#)
- All staff are aware that they must maintain a physical distance of at least 2 meters from each other at all times. See: [UBC PHYSICAL DISTANCE GUIDANCE](#)
- 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. During periods where supervisors are off-site, a designate supervisor must be appointed. All workers must be aware of who their supervisor is and all designates must be aware of all their [supervisory responsibilities](#) (e.g. in the case of emergencies, CAIRS, etc.)
- Occupants will be made familiar with the information and resources on the [UBC SRS working safely on campus site](#).
- All employees, students and visitors will follow the requirements around mask-wearing described in:
 - a. <https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/>
 - b. <https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf>
- Unit Intermediate and Unit/Workspace plans will detail any further requirements for the use of non-PPE masks for staff within their specific workspace(s). Masks do not necessarily require to be of medical grade.



- See Section 7 in this document for information on the use required use of non-PPE masks
- See Section 6 in this document for information Personal Protective Equipment (PPE)

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

- Most faculty and staff in Stage 1 **will continue to work from home wherever possible**, most of the time. In Stage 2 most faculty, staff and any students that are participating in classes will also continue to work/learn remotely.
- Exceptions that will be considered and thoroughly reviewed with individual safety plans:
 - 1) Academic/Research resumption: Preparing and recording lectures, labs (instructional and research). Services that directly support the resumption of research, teaching and learning
 - 2) Approved F2F teaching: Classes where on campus instruction is determined essential
 - 3) Some public venues and revenue generating units: Museums, Performing Arts Spaces (theatres) and Art Galleries.
 - 4) Administrative units: Administrative offices
- Health and safety must be considered for employees working from home, including resources for ergonomic health and general wellbeing.
- **Resources for Supervisors** will include:
 - General Wellbeing resources
 - [UBC Wellbeing campaigns and initiatives - Thrive](#)
 - Ergonomics for home guide
 - [Ergonomics-for-Home-Offices.-Supervisor-Guide.pdf](#)
- **Resources for staff working from home** will include:
 - Working from Home – Set Up Guide
 - [UBC HR Wellbeing Working From Home Temporary Set up.pdf](#)
 - Fitting in Movement – Guide
 - [UBC HR Wellbeing Fitting in Movement.pdf](#)
- Some Faculty and staff have been approved for occasional access to their individual offices opened during stage one to carry out necessary research and teaching activities on campus. They will have access, **Monday to Friday, 8:30 am to 4:30 pm. (based on risk assessment)**
- Moving forward, the Head can approve of more requests for office use so long as physical distancing of 2 metres can be achieved and is managed by the hierarchy of controls, and safety plans should be updated as required. Ongoing and additional approved occupants lists and floor plans require to be forwarded to the Faculty of Arts Safety Plan Team for record keeping:
 - Brett Eaton brett.eaton@ubc.ca
 - Gerald Vanderwoude Gerald.Vanderwoude@ubc.ca
 - Ana Policzer ana.policzer@ubc.ca
 - Nick Smolinski nick.smolinski@ubc.ca



- Some teaching-stream faculty and research-stream faculty who are teaching during Stage 1 and stage 2 for whom conditions make it impossible to provide classes from home will be permitted to use their office for lectures, so long as the occupant caps are observed and all safety protocols are observed.
- Teaching-stream faculty or research-stream faculty who require access to on-campus space to prepare materials for the fall (e.g., making videos for online course production) will also be accommodated by the Head where possible.
- In-person group meetings, events or lectures will not be organized in Stage 1. Stage 2 will maintain online meeting protocol where ever possible. Exception to this guidance occurs where an in-person meeting is determined to be operationally essential and would require appropriate precautions and a space that can accommodate a minimum of 2 metres distance between participants.
- See: [UBC SRS Meetings and Training Guidance](#)
- Where exemptions have been given for a faculty member to access their office, they must not have guests in the office during Stage 1. In Stage 2 a safe distance of 2 m must maintained at all times.

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

For those required or wanting to resume work at UBC, detail how you are able to schedule workers (e.g. shifted start/end times) in order to limit contact intensity at any given time at UBC; describe how you may group employees semi-permanently to limit exposure to specialized workers, if applicable

- Staff will only return to their offices to carry out limited work they are unable to do from home. Limited on campus activity must be approved by the unit Administrator in advance and follow all safety plan protocols.
- Access to any office in will be restricted to **8:00 am to 6:00 pm, Monday to Friday**, to ensure custodial worker crew scheduling and access to sanitize facilities freely without added risk of coming into contact with any staff or faculty occupants.
- All workers returning to campus are based in individual offices, studios or facilities that possess adequate engineering controls to considerably limit contact intensity. (see attached floorplans).
- Any worker who is alone in the building will follow the **work alone policy and procedure** of the department/unit through established remote monitoring and check-in procedures at the beginning, during and end of each shift. See: [UBC SRS Work Alone Page](#)
- During Stage 1 and stage 2, scheduling will also be used where required in any shared spaces without compromising the ability to maintain *physical distancing*. It is the responsibility of the department administrator to ensure scheduling is performed. The mode of data collection / sign-in will be available via the Asian Studies Check-in/Check-out AIR form. That data will be available in case there is a need for occupant tracking in case of emergencies or contact tracing. The detailed approaches to sign in/sign out protocols are described in Appendix C.



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

In addition to the below, the Faculty of Arts are looking for spaces that could be turned into a bookable study space for students on campus, with physical distancing & cleaning guidelines/expectations set up in the space. This work is currently ongoing and will be completed in consultation with the UBC Facilities team, as well as Units proposing face-to-face teaching within their plans.

Using UBC building keyplans, we have detailed the following attached floorplans* with:

- 1) Entry and Exit points (It is recommended that separate doorways are used to avoid congestion)
- 2) Illustrated directional traffic flows.
- 3) An illustrated 2-metre radius circle around stationary workspaces where occupants are confirmed
- 4) Elevators and Washrooms that will be used.
- 5) Additional information including hand sanitizing stations should be posted at entrances, exits, elevators and at individual offices.

- Individual units will attach floorplans in Appendix A, as required.
- *Please contact - Ana Policzer ana.policzer@ubc.ca if you require assistance with acquiring your floor plans or spatial analysis.

Office Considerations at the Unit level:

Office occupancy parameters: limit of 1 person per room at a time. These occupancy limits will also be posted on the door of each shared office/lab space by 11/02/2020. Occupants of shared office space will be required to coordinate their office use with one another to avoid any overlap in the space or with their supervisor. Asian Studies shared offices/labs are Auditorium Annex B: [REDACTED]. These offices will be sign-posted with the maximum occupancy of **1** by 11/02/2020.

Building/Facility Considerations

Common areas (lunchrooms, lounges, study space, admin, teaching spaces, bathrooms, elevators)

- All accessible rooms will be sign-posted with the maximum occupancy based on available floor space to allow for 2 metres physical distancing. In Stage 1 occupancy should be maintained as 1 where ever possible. Stage 2 must ensure the 2 M physical distancing is able to be maintained between occupants in spaces.
- Stairwells will be separately marked for UP only or DOWN only. Please see Appendix A for the relevant floorplans.
- Elevators should only be used for heavy loads and accessibility needs; limited to 1 occupant and 1 caregiver as and if required, with appropriate signage.
- Place UBC supplied floor tape or UBC supplied floor decals on the ground to indicate where workers should stand while lining up to enter the elevator. Ensure adequate space is provided for those exiting the elevator
- When common office machines are used (e.g., copier, scanner) they must be wiped down by the user with disinfectant prior to and following use



- Washrooms will be single-person only in stage 1 and can increase to additional occupants if 2 m safe distance can be accommodated
- All lounges will remain closed in Stage 1 and 2

Points of Access to Building and Access Control

- Access to the Asian Centre, Jack Bell Building and C.K. Choi buildings are provided using key cards and the buildings will remain locked during Stage 1 and Stage 2. Only approved authorized users will retain card access.
- Auditorium Annex A and Auditorium Annex B are still accessible by physical keys (no key card readers). All efforts have been made to communicate the buildings remain closed, and only approved occupants should be accessing the space at this time.
- To minimize high touch surfaces, interior doors that can be safely propped open without violating fire codes, will be propped open. DO NOT prop open fire doors open which are labelled with a decal indicating *FIRE DOOR* as this is a violation of building fire code.

Undergraduate / Graduate Learning and Teaching Spaces

- Classrooms and meeting rooms that are not bookable within units will be closed off (with signage) for Stage 1 and Stage 2

General Classrooms

- Although local teaching spaces may be closed consider the resources available through UBC Learning Spaces who offer dynamic teaching spaces across campus. General classroom and learning facilities are bookable and are supported through the classroom services safety plan.
- See: [UBC Learning Spaces - gts classroom safety planning](#)
- See: [UBC Learning Spaces Covid-19 Safety Plan PDF](#)

Anticipated Start-Up and Building/Facility Maintenance Issues Arising

- The building was not open during the research curtailment. It must be cleared by UBC Facilities in anticipation for greater building occupancy with regards to water line flushing and other required building services such as HVAC and custodial scheduling.
- The lead time at this point is a minimum of 5 business days. All unit level child plans that are submitted with the Faculty of Arts Safety Plan Review Committee will be notified by the Faculty of Arts when UBC facilities confirms their building or facility is clear for entry.

Signage and Directional Guides

- Face mask required posted at entrances to buildings or facility
- Elevator (maximum of 1 occupant + caregiver if and when required)
- Stairwells for ascending and descending
- Physical distancing signage must be posted at entrances and/or hallways



- Narrow hallways and halls that do not allow for 2 metres distancing can be designated to one way or can be two-way with the with appropriate signage on the floor and at eye level. Right of Way must be observed, meaning be respectful to those already moving in the hallway before proceeding.
- A Worker Entry Check sign will be posted 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. See: [Worksafe: Entry Check for Workers](#) or [UBC's Entry Check for Workers](#)
- Post signage within the units to communicate the measures in place

Hand Sanitizer Stations

- Hand washing/sanitizing stations are installed at the entrances and exits of Buildings
- Hand sanitizing stations should be considered at locations where propping the doors interferes with a building's airflow/temp stability and or fire doors. Individual hand sanitizing station will be supplied by the unit. Contact unit Administrator if the supply needs topping up.

Offices

- Single occupancy office space is to be used only for those offices listed in this plan, as decided by the Administrator and the Head.
- Temporary short access to offices not listed in this plan (e.g. 10 minutes for grabbing a book) will be provided by Administrator and Head's approval on a case-by-case basis.
- Graduate student / trainee offices will not be used in Stage 1 except where special exemptions are awarded by the Head.

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

Common Physical Distancing Protocols (Everyone)

- Physical distancing is required at all times with research personnel spaced by at least 2 metres.
- See: [UBC SRS PHYSICAL DISTANCE GUIDANCE](#)
- No visitors are permitted in the buildings during Stage 1, including relatives (e.g., parents, children), friends or other non UBC personnel.
- All elevators are limited to 1 occupant and 1 caregiver where applicable.
- See above in section 14 for directional flow.
- Do not congregate in common areas. Minimize social interactions in the building. Maintain physical distance of a minimum of 2 meters at all times.
- All employees, students and visitors will follow the requirements around mask-wearing described in:



- a. <https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/>
- b. <https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf>.
- Unit Intermediate and Unit/Workspace plans will detail any further requirements for the use of non-PPE masks for staff within their specific workspace(s). Masks do not necessarily require to be of medical grade.
- See Section 7 in this document for information on the required use of non-PPE masks
- See Section 6 in this document for information Personal Protective Equipment (PPE)
- No in-person group meetings, social events, lectures or other gatherings shall take place until further notice.

Administration Spaces:

- Front offices will not be open during Stage 1 or Stage 2.

Common Spaces / Hallways / Washrooms / etc.

- Use of common rooms (e.g., locally-assigned classrooms and meeting rooms, social spaces, lunch rooms) will remain closed during Stage 1.
- Unit/Department-bookable classrooms will be blocked off from access for Stage 1
- See section 2, point 7 regarding lunch rooms and common areas. Faculty and staff are encouraged to bring in non-perishable bagged lunches, eat outside when possible or in their individual offices.

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

Where applicable see: [UBC Guidance for Shared Vehicles FINAL.pdf](#)

Public Transit Considerations see: [Translink Rider Guide](#)

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.

Before coming to work, all personnel must check their health status. Personnel experiencing any symptoms of COVID-19 must not come to work:

Most common symptoms of COVID-19 include:	While less common, symptoms can also include:
Fever	Stuffy nose
Chills	Conjunctivitis (pink eye)
Cough or worsening of chronic cough	Dizziness, confusion
Shortness of breath	Abdominal pain
Sore throat	Skin rashes, discoloration of fingers or toes
Runny nose	
Loss of sense of smell or taste	
Headache	



Fatigue	
Diarrhea	
Loss of appetite	
Nausea and vomiting	
Muscle aches	

- COVID-19 symptoms can range from mild to severe. This list may change as the Provincial Health Authority & BCCDC learns more. See: [BCCDC BC Centre for Disease Control: COVID -19 symptoms](#)
- Personnel must inform supervisor and/or Responsible Faculty Member (RFM) if they will not be attending work.
- Anyone with a positive COVID-19 diagnosis can only return to work, or resume in-person UBC activities on UBC Premises, after 10 days have passed since the start of symptoms and the fever is gone. Additional information: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation> .
- 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 Thrive Self Assessment Tool](#) or 811 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.
- New researchers arriving from international destinations are required to self-quarantine for 14 days prior to beginning research. Supervisors cannot give personnel in quarantine work that would require them to break the quarantine.
- 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 WorksafeBC signage, as below
 - [UBC Entry Check Sign](#)
 - [Worksafe: Entry Check for Workers](#)
 - [Worksafe: Entry Check for Visitors](#)
- Workers will be encouraged to use the [Thrive BC Self-Assessment Tool](#) to monitor themselves for symptoms of COVID19 or other concerns prior to work attendance.
- The supervisor will be responsible to ensure the workers who are ill do not return to work until they are well and cleared to do so. Please contact your [HR Advisor](#) or [Faculty Relations Senior Manager](#) with further questions.

18. Prohibited Worker Tracking



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

- The primary method for communication with the workers will be via e-mail.
- To assist with Worker Screening, Workday 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 Worksafe).
- The FoA Scheduling Tool collects phone numbers for any emergency scenarios or contact tracing situations.

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 departmental staff for common areas/surfaces (BOPS Custodial has limitations on cleaning frequency, etc.)

- The standard UBC custodial standards will apply. Custodial crews will clean the building outside of research hours (after 6 PM).
- See: [UBC Custodial Services - keeping your facility clean and sanitized page](#)
- Supplementary Cleaning may be required: Surfaces or devices that are not part of Custodial Services procedure but require cleaning or sanitizing by occupants, users or staff between sessions. See: [UBC Cleaning Standards & Recommendations for Supplementary Cleaning \[PDF\]](#)
- Faculty and staff in office spaces that are typically shared will be required to wipe down surfaces before and after use with a disinfectant. Necessary training and supplies will be provided by the unit. (see link above)
- Personnel must wash their hands regularly and avoid direct contact with one another and always maintain a minimum physical distance of 2 meters
- UBC Building Operations additional online resources: <http://facilities.ubc.ca/covid-19/covid-custodial-services/>

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

- Common surfaces for high touch tools and equipment including hand tools, keyboards, controllers, etc. will require to be wiped down before use and after use, every session with disinfectant by the user/occupant. Supplies will be made available so that this disinfection can be done by users. Protocol and training will be developed in coordination with area technicians.
- Used wipes or clean up rubbish must be appropriately deposited of in lined garbage bins in the hallway for disposal by custodial. Custodial Services will not clean/sanitize specialised equipment. This is the responsibility of the unit and users.



- All laptops brought on campus should be wiped down by its user with disinfectant upon arrival and at departure.
- Take care to review equipment manual and manufacturers recommendations for sensitive equipment cleaning measures. Ready.ubc@ubc.ca can be contacted for guidance too.

21. Partitions or Plexiglass installation

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

Physical barriers to be used at public-facing or point-of-service areas are not required for Stage 1. Individual unit plans will be required to outline how they will use barriers in their department level safety plan. Any such barriers will refer to:

- [WorkSafeBC guidance - designing-effective-barriers](#)
- [UBC Building Operations cleaning, sanitization and plexi-barriers](#)

Section #5 – Administrative Controls

22. Communication Strategy for Employees

Describe how your unit has or will communicate the risk of exposure to COVID-19 in the workplace to your employee and the safety controls in place to reduce such risk.

Dissemination of this Plan to the JOHSC

Once this plan is complete, it will be distributed to the FoA JOHSC for review. Not only will this give the worker representatives on the committee a chance to preview the document, but it will give them the opportunity to provide further suggestions for improvement. The JOHSC will review the plan within 30 days of approval.

Communication of the Plan to Employees

To communicate the risk of exposure to COVID-19 in the workplace to the employees, the Department will disseminate this unit-level plan via e-mail. On a worksite, everyone has varying levels of responsibility for workplace health and safety. You should know and understand your responsibilities — and those of others. The roles and responsibilities of the employees will also be covered (see sections below **24** and **Appendix B**).

Communication of Worker’s Concerns

- Workers can raise health & safety concerns with their supervisor. Their supervisor should investigate the issue and try to mitigate without delay. The Local Safety Team (LST) for your specific unit, Faculty of Arts [Joint Occupational Health & Safety Committee \(JOHSC\)](#), [Faculty of Arts Safety Advisor](#) can also be contacted.
- [Safety & Risk Services](#) can be contacted to provide assistance in resolving the issue.
- Workers may also report concerns confidentially to the department administrator.

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



- The Preventing COVID-19 Infection in the Workplace online training course has been developed and is mandatory for all employees in the Department regardless of when they are scheduled to return to work on campus. All approved occupants and employees will send a copy of the completion certificate to the unit administrator. See link below:
- <https://wpl.ubc.ca/browse/srs/courses/wpl-srs-covid>
- ALL approved occupants and employees will receive a copy of this plan via email. Please ensure to take the time to highlight **Appendix B: Responsibilities**.
- Additional Guidance to consider: [UBC SRS Meetings and Training Guidance](#)
- Be familiar with the UBC Covid -19 Campus Rules which are listed here: [COVID-19 Campus Rules](#)

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)

- The units/departments in the Faculty of Arts will utilize the signage from the [Safety & Risk Services COVID-19 website](#), the [Worksafe's COVID-19 – Resources](#) website, WorkSafe BC, and from Building Operations. Building Operations has also sent out approved floor tape and decals to all of the individual units.

Required Signage:

- 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 of 2 m spaces where people might line up (if needed)
- Sign regarding equipment cleaning procedure and disposal of clean up material
- Signs that state non-medical masks are required

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.

All of the BERPs (building emergency response plan) within the individual units will be updated to accommodate the reduced staffing levels. When the designated Fire Wardens are not scheduled to work, all 'Responsible Persons' will be certified Fire Wardens and will be responsible for BERP protocols. See interim floor warden training link below. They will also have access to lists of the research personnel and laboratory rooms that are occupied each day. A comprehensive document that provides safety and emergency contacts as well as an emergency response plan must be publicly available both online and as a hard copy at the work site.

- The UBC BERP amendment June 2020 will be included:
<https://riskmanagement.sites.olt.ubc.ca/files/2020/06/BERP-Amendment-June-2020.pdf>



- All Asian Studies members returning to work on campus are required to complete the UBC online floor warden training course: <https://srs.ubc.ca/training-and-general-education-courses/safety-programs-training/>

Handling Potential COVID-19 Incidents:

- Suspected positive incidents or exposure concerns are to be immediately reported to the Supervisor.
- Supervisors can refer to <https://srs.ubc.ca/covid-19/health-safety-covid-19/covid-19-infections/>.
- You can contact **UBC Occupational First Aid 604 822 4444** for immediate assistance.
- Contact **Safety and Risk Services** at **604-822-2029** or email ready.ubc@ubc.ca and a safety expert will provide guidance on any immediate follow-up measures.
- Further COVID-19 incident reporting information can be found on the [SRS responding to/reporting covid-19-exposure site](#)
- Direct people who are unsure about what they should do to the [BC Thrive Self Assessment Tool](#)
- [UBC OPH \(Occupational Preventative Health\) 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.

26. Monitoring/Updating COVID-19 Safety Plan

Describe how you will 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 the next 12-18 months

Every two weeks during UBC Stage 1, the individual units will analyze their monitoring information (e.g. online sign-in form) and will update the plans as necessary. Employee feedback on this plan can be sent directly to their Supervisor, to their worker representative on the JOHSC, or confidentially to the department administrator. For the policy on monitoring compliance, and managing non-compliance, see Appendix D.

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

- Our administrator will work closely with faculty and staff to assess any risks at our facilities and propose ways to mitigate those risks.
- Returning staff will be required to attend orientations and new training on procedures and protocols outlined in this Safety plan.
- Returning staff will be required to review BERPs and new protocols outlined in this Safety plan.
- It is recognized that this plan will constantly be reviewed as an ongoing dialogue prompting changes.



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

- We are not anticipating any new PPE requirements due to COVID-19. If tasks require the use of PPE outside of what is normally required, a safe work procedure will document the risk analysis of the task steps, and include details for mitigation using the hierarchy of controls. It will be the supervisor’s responsibility to ensure that persons are trained in new work procedures.
- PPE can include: N95 respirators, gloves, goggles and face shields, isolation gowns, etc.
- SEE: [UBC SRS - personal protective equipment guidance](#)

Section #7 – Masks (non-PPE)

29. Masks (non-PPE) (*New)

Describe your plan to inform faculty and staff on the wearing of masks (non-PPE)

- All employees, students and visitors will follow the requirements around mask-wearing described in:
See: <https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/>
See: <https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf>.
- See: Appendix I COVID-19 Safety Plan Addendum - Required Non-Medical Masks
- See: [BCCDC Face masks PDF \(link\)](#) for information on different kinds of masks
- See Section 6 in this document for information Personal Protective Equipment (PPE)

Office Spaces

- 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. Regarding use of **non-medical** masks in office spaces:
 - Non-medical masks are not required when working in a sole occupant office or enclosed room. Individually assigned cubicles in open concept workspaces have been designated to ensure they are 2m apart or have appropriate physical barriers. Therefore, 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
 - Any other time that 2m physical distancing cannot be maintained [September 17, 2020].

Section #8 - Acknowledgement

30. Acknowledgement



The following must be signed by the Administrative Head of Unit and the Dean confirming that: 1) the Safety Plan will be shared with staff by email and as a shared document; and 2) that staff will acknowledge receipt and will comply with the Safety Plan.

The Faculty of Arts COVID-19 Parent Safety Plan has been endorsed by Dr. Gage Averill – Dean, Faculty of Arts.

I acknowledge that this Safety Plan has been shared with staff both through email and will be made available as a shared document. Staff can either provide a signature or email confirmation that they have received, read and understood the contents of the plan.

Faculty of Arts

Date	_____
Name	_____
Title	_____

Unit or Department

	Department of Asian Studies
Date	October 23, 2020
Name	Sharalyn Orbaugh
Title	Department Head



Appendix A: Floorplans

The Department of Asian Studies is spread over 5 buildings at UBC-V; as follows:

- The Asian Centre – Facilities managed by Department of Asian Studies administration and FoA, detailed floorplans provided below
- Auditorium Annex A - Facilities managed by Department of Asian Studies administration and FoA, detailed floorplans provided below
- Auditorium Annex B - Facilities managed by Department of Asian Studies administration and FoA, detailed floorplans provided below
- The C. K. Choi Building – Facilities managed by the School of Public Policy and Global Affairs and FoA, detailed floorplans provided below wherein Asian Studies members reside
- The Jack Bell Building– Facilities managed by the School of Social Work and FoA, detailed floorplans provided below wherein Asian Studies members reside

Asian Centre

Level 5/6 (*Entry Level*) - **Removed for privacy concerns**

Level 3/4 (*down from 5/6*) - **Removed for privacy concerns**

Level 2 (*down from 3/4*) - **Removed for privacy concerns**

Level 1 (*basement level remains closed – no users on this level*) - **Removed for privacy concerns**

Auditorium Annex A

Level 1 – *no users on this level* - **Removed for privacy concerns**

Level 2 – *stairs accessible outdoors (not pictured)* - **Removed for privacy concerns**

Auditorium Annex B

Level 1 – *no users on this level* - **Removed for privacy concerns**

Level 2 – All single-occupancy offices, pictured to show separate workstations - **Removed for privacy concerns**

C. K. Choi Building (Asian Studies offices only on level 1 & 2)

Level 1 - **Removed for privacy concerns**

Level 2 - **Removed for privacy concerns**

Jack Bell Building (Asian Studies offices only on level 1)

Level 1 - **Removed for privacy concerns**



Appendix B: Responsibilities of Each Worker Group

Employee Responsibilities

- 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. Data processing, writing manuscripts, writing grant proposals, creating presentations, studying, ordering of lab supplies, online library research, computations, etc. should be done from home. Exceptions may be considered for cases where research personnel do not have the possibility to work from home.
- Must take the required UBC COVID-specific training course or the department specific training if the former is unavailable; they must submit a confirmation of the completion of training via email to the Dept Administrator.
- Teaching-stream faculty and research-stream faculty who are teaching during Stage 1 for whom conditions make it impossible to provide classes from home can apply to use their office for lectures; approval is decided by their head/director.
- Teaching-stream faculty or research-stream faculty who require access to on-campus space to prepare materials for the fall (e.g., making videos for online course production) should be accommodated by the head/director where possible as long as it will be done in a safe manner consistent with physical distancing requirements.
- In-person group meetings, events or lectures cannot be organized in Stage 1.
- Where exemptions have been given for a faculty member to access his or her office, they must not have guests in the office during Stage 1.
- When an employee is concerned about the rules for Stage 1, they should follow the standard WorkSafeBC reporting guidelines (**address the concern to their supervisor first**). However, they may also report concerns confidentially to the Head.

Responsibility of Unit or Department Heads and Directors



- Must take the required UBC COVID-specific training course or the unit specific training if the former is unavailable; they must submit a confirmation of the completion of training via email to the Dept Administrator.
- Responsible for communicating the safety plan of the unit to faculty and research personnel.
- 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 putting hand sanitizer at key points (e.g., near entrances, entrances to shared instrument facilities) for personnel, if not supplied by building operations

Responsibility of Faculty of Arts

- Work together with Units, Departments and Institutes to develop safe working plans at each stage
- Coordinate safety plans across shared buildings
- Review and approve department / institute safety plans (ADR and ADF)
- Help 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



Appendix C: Sign In/Sign Out Protocols

Building Sign-in and Sign-out Calendar

Sign in/sign out data will be available online on an [Asian Studies Air Form](#) (following the template from ARTS ISIT). The Administrator will oversee sign-in/sign-out documentation for their unit/group.



Appendix D: Monitoring Compliance and Managing Non-Compliance

Monitoring Compliance:

- Overall compliance will be monitored by inspection of sign in logs, key card access, and periodic checks by safety staff.

Managing Non-Compliance:

- Research personnel should report any safety concerns (e.g., crowding of a space, failure to complete a necessary cleaning protocol) to the Head/Director.
- The Head/Director must investigate the situation without delay by contacting the appropriate people. They may also seek advice from UBC Safety & Risk Services.
- As part of the investigation, it may be advisable, though not always feasible, to do visual inspection of the space in question.
- If a claim about non-compliance is substantiated, the Head/Director will consult with Human Resources, Faculty Relations, Safety & Risk Services, and other units to determine an appropriate response. The response could include:
 - Suspension of access to on-campus facilities;
 - Curtailment of the type or location of activity that can be undertaken on campus;
 - Depending on the nature and severity of the non-compliance, suspension or other employment-related discipline.

Resumption of activity can only occur with the agreement of the Head/Director who investigated the complaint, and only when that person is satisfied that the conditions leading to the non-compliance have been resolved.



Appendix E: Asian Studies Child Plans

C. K. Choi Building

COVID-19 Workspace Safety Plan Department of Asian Studies Offices C. K. Choi Building

This workspace safety plan will include a review of activities to be undertaken in the lab to ensure effective controls are in place to prevent the spread of COVID-19. Department of Asian Studies administration is 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/>.

Name of Building	C. K. Choi Building
Address of Building	1855 West Mall
Work Space Location	[REDACTED]

Introduction

The C. K. Choi Building houses Department of Asian Studies faculty member offices. Faculty members have requested access to their offices to engage in teaching and instruction preparation as well as ongoing academic and research scholarship. This plan is supplemental to the COVID-19 Unit Safety Plan prepared by the School of Public Policy and Global Affairs. All department members will abide by all rules outlined in the parent plan as well as this child plan.

Reference Documents:

The following guidance documents and resources on the [Safety & Risk Services \(SRS\) COVID-19 Website](#) were used in the development of this workspace plan:

- [UBC Employee COVID-19 Physical Distancing Guidance Document](#)
- [UBC Employee COVID-19 PPE Guidance Document](#)
- [UBC Employees COVID-19 Essential In-person Meetings/Trainings Guidance Document](#)
- [UBC COVID-19 Prevention FAQ](#)
- [WorkSafeBC Forms and Resources](#)
- [WorkSafeBC Returning to Safe Operation Guide](#)
- [Canadian Centre for Occupational Health and Safety – Business Reopening Tips](#)
- [BC Centre for Disease Control](#)

General Procedure:



The following general procedures align with guidelines set by the BCCDC to prevent the spread of COVID-19. Please describe how some or all of the methods below will be used in your office:

Work place traffic flow will ensure physical distancing requirements can be met and will be arranged through signage

- Non-medical masks are to be worn at all times when traveling through the building hallways and common areas
- Meeting rooms and internal common spaces (kitchens, printer rooms, waiting rooms etc.) will be closed for Stage 1 & 2. When permitted to open, they must have maximum number of people allowed in space posted on door
- Sanitizing will be maintained by having staff wipe commonly touched areas with disinfectant wipes at the start and end of each shift, after using equipment, or when visibly soiled
- All faculty and post-doc offices will have signage posted with a maximum occupancy of one person per office

Workspace Activities:

The following safety plans must be followed:

Direction of Travel

- In spaces where one direction of travel can be assigned, decals and tape on floors will indicate the direction of travel for people to move around safely.
- In spaces where one direction of travel cannot be assigned, signage will remind occupants to practice walking on the right and yielding to oncoming traffic.

Offices

- All offices will be single occupant only.
- Wash hands before and after using any equipment.
- No sharing of kitchen dishware/utensils. Bring your own cup and containers from home.

Personal Protective Equipment (PPE):

The requirement to wear non-medical masks indoors recognizes that transmission is reduced when face masks are worn in conjunction with physical distancing and other safety practices. All employees, students and visitors will follow the requirements around mask-wearing on UBC campus. For more information, including details about exceptions, please refer to the [COVID-19 Campus Rules](#) or [UBC Safety and Risk Services](#).



Communications Plan

The C. K. Choi Building Safety Plan (part of SPPGA’s Unit Safety Plan) and Department of Asian Studies Safety Plan will be made available to all faculty, staff and students through email, and with a printed copy posted inside the entry to the C. K. Choi Building (Level 1). All faculty, staff and students returning to C. K. Choi will be required to complete the “Preventing COVID-19 Infection in the Workplace” Training.

Monitoring

All Department of Asian Studies users returning to the space are required to follow an access schedule, which will be maintained by the department administrator, Maija Norman. Faculty members will report immediately to the Maija if there are any changes to requested access.

Emergency Procedures

Building Emergency Response Plan (BERP)

All members of the Department of Asian Studies will read and abide by the BERP provided by the C. K. Choi Building administration.

I confirm that this Safety Plan will be shared with faculty who will be accessing this space both through email and will be made available as a shared document. Staff can either provide a signature or email confirmation that they have received, read and understood the contents of the plan.

Date October 22nd 2020

Name (Manager or Supervisor) Maija Norman

Title Manager, Administration

Faculty and Staff Occupying Workspace

Name	Email	Scheduling Arrangements (i.e MTW 8-5)
Xiaowen Xu	xiaowen.xu@ubc.ca	Monday, Tuesday & Friday, 8am-5pm
Renren Yang	Renren.yang@ubc.ca	Tuesday, Wednesday & Thursday, 8am-5pm
Sunil Bhatt	Sunil.bhatt@ubc.ca	Tuesday, Wednesday & Thursday, 8am-5pm
Ayaka Yoshimizu	Ayaka.yoshimizu@ubc.ca	Monday & Tuesday, 8am-5pm
Michelle Strauss	michelle.strauss@ubc.ca	Tuesday, Wednesday & Thursday, 8am-5pm



Physically Distanced Floorplan

Level 1 - *Removed for privacy concerns*

Level 2 - *Removed for privacy concerns*

Occupancy

Occupancy prior to COVID-19: 12

Occupancy with COVID-19 distancing measure: 5



Jack Bell Building

COVID-19 Workspace Safety Plan Department of Asian Studies Offices Jack Bell Building

This workspace safety plan will include a review of activities to be undertaken in the offices to ensure effective controls are in place to prevent the spread of COVID-19. Department of Asian Studies administration is 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/>.

Name of Building	Jack Bell Building
Address of Building	2080 West Mall
Work Space Location	[REDACTED]

Introduction

The Jack Bell Building houses Department of Asian Studies faculty member offices. Faculty members have requested access to their offices to engage in teaching and instruction preparation as well as ongoing academic and research scholarship. This plan is supplemental to the COVID-19 Unit Safety Plan prepared by the School of Social Work. All department members will abide by all rules outlined in the parent plan as well as this child plan.

Reference Documents:

The following guidance documents and resources on the [Safety & Risk Services \(SRS\) COVID-19 Website](#) were used in the development of this workspace plan:

- [UBC Employee COVID-19 Physical Distancing Guidance Document](#)
- [UBC Employee COVID-19 PPE Guidance Document](#)
- [UBC Employees COVID-19 Essential In-person Meetings/Trainings Guidance Document](#)
- [UBC COVID-19 Prevention FAQ](#)
- [WorkSafeBC Forms and Resources](#)
- [WorkSafeBC Returning to Safe Operation Guide](#)
- [Canadian Centre for Occupational Health and Safety - Business Reopening Tips](#)
- [BC Centre for Disease Control](#)

General Procedure:

The following general procedures align with guidelines set by the BCCDC to prevent the spread of COVID-19. Please describe how some or all of the methods below will be used in your lab:



Work place traffic flow will ensure physical distancing requirements can be met and will be arranged through signage

- Non-medical masks are to be worn at all times when traveling through the building hallways and common areas
- Meeting rooms and internal common spaces (kitchens, printer rooms, waiting rooms etc.) will be closed for Stage 1 & 2. When permitted to open, they must have maximum number of people allowed in space posted on door
- Sanitizing will be maintained by having staff wipe commonly touched areas with disinfectant wipes at the start and end of each shift, after using equipment, or when visibly soiled
- All faculty and post-doc offices will have signage posted with a maximum occupancy of one person per office

Workspace Activities:

The following safety plans must be followed:

Direction of Travel

- In spaces where one direction of travel can be assigned, decals and tape on floors will indicate the direction of travel for people to move around safely.
- In spaces where one direction of travel cannot be assigned, signage will remind occupants to practice walking on the right and yielding to oncoming traffic.

Offices

- All offices will be single occupant only.
- Wash hands before and after using any equipment.
- No sharing of kitchen dishware/utensils. Bring your own cup and containers from home.

Personal Protective Equipment (PPE):

The requirement to wear non-medical masks indoors recognizes that transmission is reduced when face masks are worn in conjunction with physical distancing and other safety practices. All employees, students and visitors will follow the requirements around mask-wearing on UBC campus. For more information, including details about exceptions, please refer to the [COVID-19 Campus Rules](#) or [UBC Safety and Risk Services](#).

Communications Plan

The Jack Bell Building Safety Plan (part of the School of Social Work's Unit Safety Plan) and Department of Asian Studies Safety Plan will be made available to all faculty, staff and students through email, and with a printed copy posted inside the entry to the Jack Bell (Level 1). All faculty, staff and students returning to Jack Bell will be required to complete the "Preventing COVID-19 Infection in the Workplace" Training.



Monitoring

All Department of Asian Studies users returning to the space are required to follow an access schedule, which will be maintained by the department administrator, Maija Norman. Faculty members will report immediately to the Maija if there are any changes to requested access.

Emergency Procedures

Building Emergency Response Plan (BERP)

All members of the Department of Asian Studies will read and abide by the BERP provided by the Jack Bell Building administration.

I confirm that this Safety Plan will be shared with faculty who will be accessing this space both through email and will be made available as a shared document. Staff can either provide a signature or email confirmation that they have received, read and understood the contents of the plan.

Date October 22nd 2020

Name (Manager or Supervisor) Maija Norman

Title Manager, Administration

Faculty and Staff Occupying Workspace

Name	Email	Scheduling Arrangements (i.e MTW 8am-5pm)
Willis Monroe	Willis.monroe@ubc.ca	Monday & Tuesday 8am-5pm
Yuki Ohsawa	yuki.ohsawa@ubc.ca	Thursday & Friday 8am-5pm

Physically Distanced Floorplan - *Removed for privacy concerns*

Occupancy

Occupancy prior to COVID-19: 10

Occupancy with COVID-19 distancing measure: 2