Custodial Joint Occupational Health & Safety Committee Meeting Minutes

Name of Committee: UBC Building Operations Custodial Joint Occupational Health & Safety Committee

Worker Co-Chair: Patricia Saville (chair)
Employer Co-Chair: Sean Lynch

Date: June 10, 2020
Time: 2:00 p.m.
Location: ZOOM Video Conferencing

AGENDA:
1. Roll Call
2. Determination of Quorum
3. Approval of Previous Joint Occupational Health and Safety Committee (JOHSC) Meeting Minutes
4. Additional Agenda Items, Review Actionable Items from Local Safety Team (LST) Minutes & Approval of Agenda
5. Review Central Accident/Incident Reporting System (CAIRS) report of Accidents/Incidents
   • Monthly Incident List & Statistical Summary Report
6. Review Workplace Safety Inspections (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)
7. Review Education and Training
8. Ongoing Business – Status of Action Items
9. JOHSC Formal Recommendation Letters & Regulatory Inspections
10. New and Other Business
11. Next Meeting
12. Meeting Adjournment

Minutes Approved by:

Employer Representative, Co-Chair
Print Name: Sean Lynch
Sign: 
Date: 

Worker Representative, Co-Chair
Print Name: Patricia Saville
Sign: 
Date: 

Minutes Recorded by: Shirley Tseng
Distributed: July 8, 2020

1. ROLL CALL

<table>
<thead>
<tr>
<th>Worker Representatives</th>
<th>Association/Union</th>
<th>Work Location</th>
<th>Present</th>
<th>Regrets</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edward Ganal</td>
<td>CUPE 116</td>
<td>Scheduler/Trainer</td>
<td></td>
<td>☑️</td>
<td>☐️</td>
</tr>
<tr>
<td>Rubilyn Ravanera (co-chair alternate)</td>
<td>CUPE 116</td>
<td>Custodial Service Worker</td>
<td>☑️</td>
<td>☐️</td>
<td>☐️</td>
</tr>
<tr>
<td>Patricia Saville</td>
<td>CUPE 116</td>
<td>Custodial Head</td>
<td>☑️</td>
<td>☐️</td>
<td>☐️</td>
</tr>
</tbody>
</table>
1. **ROLL CALL**

<table>
<thead>
<tr>
<th>Worker Representatives</th>
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<th>Work Location</th>
<th>Present</th>
<th>Regrets</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jag Khella</td>
<td>CUPE 116</td>
<td>Utility Worker Head</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
</tr>
<tr>
<td>Emily Pateres</td>
<td>CUPE 116</td>
<td>Custodial Service Worker</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Felinor Adriano</td>
<td>CUPE 116</td>
<td>Custodial Service Worker</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Ernest Enongone</td>
<td>CUPE 116</td>
<td>Custodial Service Worker</td>
<td>☐</td>
<td>☐</td>
<td>☑</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Management Representatives</th>
<th>Work Location</th>
<th>Present</th>
<th>Regrets</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sean Lynch</td>
<td>Operations Manager</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Barry Brooks</td>
<td>Operations Manager</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Conor Creg-Guinan</td>
<td>Day Shift Assistant Supervisor</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Denise Tang</td>
<td>Custodial Assistant Supervisor</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Resources/Guests</th>
<th>Work Location</th>
<th>Present</th>
<th>Regrets</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greg Scott</td>
<td>Managing Director</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Linda Roseborough</td>
<td>SRS</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Shirley Tseng</td>
<td>Clerical Pool</td>
<td>☑</td>
<td>☐</td>
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</tr>
</tbody>
</table>

2. **DETERMINATION OF QUORUM**

   a. A minimum of 4 members;
   b. Worker representatives (faculty and staff workers who do not exercise managerial functions) and employer representatives (management workers who exercise managerial functions);
   c. At least half of the members must be worker representatives;

Is there quorum for this meeting?  
Yes ☑ No ☐

3. **APPROVAL OF PREVIOUS JOHSC MEETING MINUTES**

(Statement to indicate minutes of previous meeting have been read & acknowledged and to record any corrections to it)

- Move to adopt minutes: Moved by: **Sean Lynch**  
  Seconded by: **Barry Brooks**

- Amendments to minutes:
- Minutes were adopted as amended

Are the minutes approved?  
Yes ☑ No ☐
4. ADDITIONAL AGENDA ITEMS & APPROVAL OF AGENDA
   • USB COVID-19 Facility Safety Plan review by Managing Director

4 A. REVIEW ACTIONABLE ITEMS FROM LST MINUTES (if applicable)

   Place actionable items under Accident/Incident Investigation, Safety Inspections, Correspondence, New Business etc. as applicable and assign proper item # for further discussion/action.

   ☑ No actionable items noted

<table>
<thead>
<tr>
<th>Is the agenda approved?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☑</td>
<td></td>
</tr>
</tbody>
</table>

5. REVIEW CAIRS REPORT OF ACCIDENTS/INCIDENTS:

See attached incident report:
   ○ Monthly Incident List & Statistical Summary Report *(For any general CAIRS information that requires discussion or action, please record under “New Business” e.g. make note of trends etc. Any incident specific items and follow up requests are to be listed below)*

(* See Legend at end for Priority and Status Codes)

<table>
<thead>
<tr>
<th>Item # (Use CAIRS Incident ID #)</th>
<th>Priority</th>
<th>Accident Type</th>
<th>Action Plan (Actions Taken/Need to be taken)</th>
<th>Assigned To</th>
<th>Follow up: Date Pending</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

- No Accident/Incidents in May 2020

6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)

Distribute inspection checklist(s) and report(s) for meeting and use this table to record discussion and new recommendation(s)

   ☑ No actionable items noted
### 6. REVIEW OF WORKPLACE SAFETY INSPECTIONS (including any changes to equipment, machinery or work processes that may affect the health or safety of workers)

<table>
<thead>
<tr>
<th>Item #</th>
<th>Priority</th>
<th>Date</th>
<th>Discussion/Comments/Recommendations</th>
<th>Assigned To</th>
<th>Follow up: Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Henning Rm 109B/112A 211/275/313</td>
<td>E</td>
<td>Apr 15/20</td>
<td>No deficiencies found</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Kenny Rm 2313/2307 3101/1226</td>
<td>E</td>
<td>Apr 15/20</td>
<td>No deficiencies found</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Dorothy Somerset (M18) Rm 107B</td>
<td>E</td>
<td>Apr 16/20</td>
<td>No deficiencies found</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Chemistry D Center Wing Rm D333/D131 D238/D246</td>
<td>E</td>
<td>Apr 16/20</td>
<td>No deficiencies found</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Chemistry C East Wing Rm 124A</td>
<td>E</td>
<td>Apr 16/20</td>
<td>No deficiencies found</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>CIRS Rm B1372/ B1364/6362/ 1362/2337/ 3337/4337</td>
<td>E</td>
<td>Apr 16/20</td>
<td>Rm 2337: Item in the Janitor room that is not belong there, backpack, box (like electronic)... Recommendations/Actions - needs to clean up and remove that things not belong in our operation</td>
<td>BS</td>
<td>Apr 20/20</td>
<td>C</td>
</tr>
<tr>
<td>Food, Nutrition &amp; Health Bldg. Rm 013/378/ 272/172</td>
<td>E</td>
<td>Apr 15/20</td>
<td>Rm 172: Label #72 is fading in dispenser chemical Recommendations/Actions - Need to replace Rm 013: Label #72 is fading in dispenser chemical Recommendations/Actions - Need to replace</td>
<td>BS</td>
<td>Apr 20/20</td>
<td>C</td>
</tr>
<tr>
<td>BC Binning Studio (M17) Rm 113/116/210A</td>
<td>E</td>
<td>Apr 16/20</td>
<td>Rm 210A: A ladder in the room. Custodial hang their clothes on that ladder. Recommendations/Actions - Inform the custodial that is not safe to hang their clothes in that ladder</td>
<td>PS</td>
<td>Apr 29/20</td>
<td>C</td>
</tr>
</tbody>
</table>
### 6. REVIEW OF WORKPLACE SAFETY INSPECTIONS

| Geography                        | E  | May 26/20 | Rm 103: No deficiencies found
|                                 |    |           | Recommendations/Actions -
|                                 |    |           | Rm 203: Safety goggles is missing
|                                 |    |           | Recommendations/Actions -
|                                 |    |           | Give Safety goggles
|                                 |    |           | Rm 214: No deficiencies found
|                                 |    |           | Recommendations/Actions -
| Geog. 5. 74th/78th               | E  | May 27/20 | No issue.
| Chemistry Bio                   |    |           | Recommendations/Actions -
| Rm 106/002/287/595A              |    |           | N/A
| Chemistry Physics               |    |           | N/A
| Rm A026/A245/A345/A401A          |    |           | N/A
| Continuing Studies              |    |           | N/A
| Rm A1104/A110E/B2104             |    |           | N/A
* GI- General Inspection

### 7. REVIEW EDUCATION AND TRAINING

(General discussion, confirm all training is up-to-date, etc. For all actionable items please list below)

<table>
<thead>
<tr>
<th>Item # (ED-yy/mm/dd-01)</th>
<th>Priority</th>
<th>Action Plan (Actions Taken/Need to be taken)</th>
<th>Assigned To</th>
<th>Follow up: Date Pending</th>
<th>Status</th>
</tr>
</thead>
</table>
| ED-2020/02/12-03        | C        | New Member’s Safety Training
|                         |          | EE to update at next meeting. In progress. Effective Feb. 12th, 2020, Ernest Enongone is a worker rep and expected to complete Part I online and Part II in class JOHSC safety training by August 2020. | EE         | Aug 2020
|                         |          | Feb 2020 | IP
| ED-2020/03/11-05        | E        | Safety Day Registration
|                         |          | SRS will have more updates to come in a few more weeks whether it will take place online or in person. | All        | Oct 2020 | IP


7. REVIEW EDUCATION AND TRAINING

<table>
<thead>
<tr>
<th>Item #</th>
<th>Priority</th>
<th>Date</th>
<th>Action Plan (Actions Taken/Need to be taken)</th>
<th>Assigned To</th>
<th>Follow up: Date Pending</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>739</td>
<td>C</td>
<td>10-Jun-20</td>
<td><strong>New Custodial Inspection Template</strong>&lt;br&gt;PS reformat the template for custodial purpose based on SDS form online for all JOHSC campus wide. The form is confirmed by SL to be implemented. Item complete.</td>
<td>SL</td>
<td>Jun/20</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td></td>
<td>13-May-20</td>
<td>Draft template presented at meeting. SL to distribute for review and feedback.</td>
<td>PS</td>
<td>May/20</td>
<td>IP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>08-Apr-20</td>
<td>PS to update at next meeting. In progress.</td>
<td>SL</td>
<td>Mar/20</td>
<td>IP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11-Mar-20</td>
<td>In progress.</td>
<td>PS</td>
<td>Feb/20</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12-Feb-20</td>
<td>LR recommended to cross-reference the inspection template listed on SRS website. PS to draft a new inspection template to be informative and user-friendly purpose for review at next meeting.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8. ONGOING BUSINESS – Status of Action Items

<table>
<thead>
<tr>
<th>Item #</th>
<th>Priority</th>
<th>Date</th>
<th>Action Plan (Actions Taken/Need to be taken)</th>
<th>Assigned To</th>
<th>Follow up: Date Pending</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>752</td>
<td>C</td>
<td>10-Jun-20</td>
<td><strong>Machine Shop Safe Work Procedure</strong>&lt;br&gt;BB sent to EG for review. Update at next meeting.</td>
<td>BB</td>
<td>Jul/20</td>
<td>IP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>13-May-20</td>
<td>BB to send out.</td>
<td>BB</td>
<td>Jun/20</td>
<td>IP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>08-Apr-20</td>
<td>No update.</td>
<td>EG</td>
<td>May/20</td>
<td>IP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11-Mar-20</td>
<td>The final copy is not received as per BB. Only small component (Handling and disposal section) is related to custodial. Machine shop to be reviewed.</td>
<td>EG</td>
<td>Apr/20</td>
<td>N</td>
</tr>
<tr>
<td>767</td>
<td>C</td>
<td>10-Jun-20</td>
<td><strong>Floor Work Stripping, Finishing and scrubbing SWP Review</strong>&lt;br&gt;No update at meeting.</td>
<td>All</td>
<td>Jul/20</td>
<td>IP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>13-May-20</td>
<td>SL presented Work Stripping, Finishing and Scrubbing Safe Work Procedure documents. Members to review and comment for approval.</td>
<td>All</td>
<td>Jun/20</td>
<td>N</td>
</tr>
</tbody>
</table>

*ED – Education and Training*
8. **ONGOING BUSINESS – Status of Action Items**

<table>
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<tr>
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<th>Status</th>
</tr>
</thead>
</table>
| 768    | E        | 10-Jun-20  | Pre-work Warm Up  
LR consulted with a physiotherapist from the Allan McGavin Sports Medicine Centre to update routine workup. More actions to come.  
Given employees returning to campus with more physical demands after working from home for couple months, volunteers needed for photograph or video takings to show employees how general motion and dynamitic stretches before work as a regular routine are important. LR to schedule time and date with volunteers. | LR          | Jul/20                  | IP     |
|        |          | 13-May-20  |                                                                                                             | LR          | Jun/20                  | N      |

* ED – Education and Training  * GI- General Inspection  *NB – New Business

9. **JOHSC FORMAL RECOMMENDATION LETTERS & REGULATORY INSPECTIONS (e.g. WorkSafeBC)**

<table>
<thead>
<tr>
<th>Item # (use Recommendation #)</th>
<th>Priority</th>
<th>Discussion and/or Action Items</th>
<th>Assigned To</th>
<th>Date of Issue</th>
<th>Date to be Completed</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>None</td>
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</tr>
</tbody>
</table>
10. NEW and OTHER BUSINESS:

<table>
<thead>
<tr>
<th>Item #</th>
<th>Priority</th>
<th>Date</th>
<th>Discussion and/or Action Items</th>
<th>Assigned To</th>
<th>Date to be Completed</th>
<th>Status</th>
</tr>
</thead>
</table>
| 769    | E        | 10-Jun-20| **USB COVID-19 Facility Safety Plan**
To prevent the infection from COVID-19, effective controls are listed below.
1. Self-Monitoring before work
2. Following hygiene recommendations and maintaining physical distancing
3. COVID-19 course is required at CANVAS
See appendix for more detail information.                                                                 | All         | N/A      | Info only            |
| 770    | E        | 10-Jun-20| **Current work arrangements**
Over the last week or so we have started to see more businesses begin opening up as a part of BC’s Restart Plan. It is important that all faculty and staff do not to change their “current personal work arrangements until your Faculty’s or administrative unit’s operational and safety plans or reopening plans have been approved by the Executive.” This was stated in UBC’s last broadcast email. Please communicate this message to your groups. | All         | N/A      | Info only            |
### Terms of Reference (TOR)

To align with the most recent changes to the Workers Compensation Act, please find attached an updated JOHSC Terms of Reference along with a pdf of notable changes. Please use this template when your committee is approaching their anniversary date and it’s time to review the TOR. For committees that have already reviewed their TOR, a simple statement indicating “the committee has reviewed and accepts the changes as outlined in the ‘List of Terms of Reference Changes’ document as an appendix to the TOR” will suffice.

All changes to be made to the JOHSC Terms of Reference were reviewed at meeting and ratified by the group. See image below.

#### Building Emergency Response Plan

An amendment has been created to the BERP to outline additional responsibilities for building emergency directors, floor wardens and building occupants during these unique times. An additional item to highlight is that all fire drills for this year are on hold. This decision has been made after consultation with the Vancouver Fire and Rescue Services. Building users are advised not to submit a fire drill service request until further notice.
More Training Available
Local Safety Team, JOHSC Administrator and SharePoint is now available via zoom. You can see the available dates for these courses here: https://safetycommittees.ubc.ca/training-calendar/ and sign up for what you need.

Face Covering or Non-medical Masks Conversation
Align with new guidance from WHO’s recommendation, face covering or non-medical masks are brought into discussion for consideration in senior leadership team.

*NB – New Business*

11. NEXT MEETING
Date: Wednesday July 8, 2020
Time: 2:00 PM
Location: ZOOM Video Conferencing

12. MEETING ADJOURNED
Time: 2:44PM

**LEGEND**

<table>
<thead>
<tr>
<th>PRIORITY</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Critical/Life threatening/high probability</td>
</tr>
<tr>
<td>B</td>
<td>Urgent/moderate probability of re-occurrence</td>
</tr>
<tr>
<td>C</td>
<td>Important/low probability of re-occurrence</td>
</tr>
<tr>
<td>D</td>
<td>Reminders</td>
</tr>
<tr>
<td>E</td>
<td>Information</td>
</tr>
</tbody>
</table>

**Monthly Distribution and Posting of Meeting Minutes (Required):**
- Responsible VP
- Responsible Managing Director/Dean
- All JOHSC members
- Internal Communications Person
- Posted on any Safety Bulletin Boards
- Risk Management Services for posting on UBC JOHSC website
  (Email to: ubcsafety.committee@ubc.ca)
COVID-19 Building Safety Plan
University Services Building (USB)
2329 West Mall, Vancouver, BC V6T 1Z4

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Introduction

This COVID-19 Building Safety Plan will provide assistance for Managers, Heads, Supervisors and occupants returning to work on-campus within USB. This plan will include a review of USB operational activities and directives to ensure effective controls are in place to prevent the infection from COVID-19. This document will be updated per government and/or University mandated requirements are changed. https://covid19.ubc.ca/

Communications Plan

With regards to the workplace safety plan, Building Operations will disseminate this plan through its communication channels including; Building Operations website, New Employee Orientation, Building Operation’s newsletter, crew talks and emails. The use of business unit safety boards located in the various shops will also be used to ensure that employees that are working on campus are aware of expectations of the department when working on campus and in particular when working in USB.

Self-Monitoring

All staff must adapt their behavior to ensure a safe phased approach to the return of staff to campus. Always comply with the latest guidelines and the hygiene rules. The health and safety of all of our staff will continue to be our number one priority.

1. Before you come to work, monitor your health status. If you feel ill please follow our standard procedure and contact your supervisor. Do not come into work if you are feeling ill or have COVID-19 related symptoms. According to the WHO, the common symptoms of COVID-19 are:
   - Fever
   - Dry Cough
   - Tiredness
   - Loss of sense of taste/smell
   - Sore throat

   If you are experiencing any of these symptoms, complete the [BC COVID-19 Symptom Self-Assessment Tool](https://covid19.ubc.ca/) and call 8-1-1. If you feel you have COVID-19 or have been diagnosed with COVID-19, you must not come to work and must self-isolate for 14 days.
General Procedures
Methods and practices outlined in this plan are in accordance with guidelines set by BCCDC to prevent the spread of COVID-19. Your self-compliance with the guidelines set out in this document is of the utmost importance. Additionally, each division is responsible for adhering to policies put in place by UBC and their respective Faculties and Departments.

We also ask that that each division do their best to be flexible as we all adapt to new ways of operating. Whilst we understand that some measures will be inconvenient, the health and safety of our community is priority number one.

All Safety and Risk Services COVID-19 safety documents can be found here: https://srs.ubc.ca/covid-19/health-safety-covid-19/

1. GETTING TO WORK
Private methods of transportation are preferred – free parking permits are available thru end of August 2020, visit parking.ubc.ca. Where proximity allows, biking and walking may be good options. If you need to take transit, try your best to maintain social distancing at all times and follow hygiene recommendations (hand washing, use of hand sanitizer etc.).

2. USB WORKPLACE TRAFFIC FLOW
   - Building Entrances – Building entrances will remain locked 24/7. Users with programmed card access can enter the building via entrances that are equipped with card scanners. Card scanners can be found at both the North and South atrium entrances. CTLT and Project Services have entrances that require a physical key. Please be sure to not let anyone that is not a UBC employee enter the building behind you.

   - Elevators – USB elevator have been assigned a maximum occupancy rating of one (1). Corresponding signage has been posted at elevator doors on both levels. Whenever possible, usage of elevators should be prioritized for those with accessibility needs or transporting materials to prevent bottlenecks in the building. Occupants are not to exceed these temporary occupancy ratings.

   - Stairwells – USB stairwells have been assigned “Up Only” or “Down Only” (flow direction) Designations and corresponding signage has been posted. Occupants are only to travel in stairwells in the designated direction. Stairwell direction information is presented on each floor’s individual COVID Safety floor plan.
• Traffic flow in higher-occupancy areas – Hallways have been prepared with directional arrows where the walk ways are not wide enough to accommodate traffic in both directions. Corresponding entry and exit signage has also been posted throughout all USB shops. Occupants are to enter and exit these spaces in accordance with posted signage. Entry and exit flow information for these spaces is presented on the USB COVID Safety floor plan.

3. USB SPACE OCCUPANCY RESTRICTIONS

• Offices and cubicle workstations
  As per University directives, work that can be done remotely (i.e. from home) should continue to be done remotely. Please contact your Supervisor if this option is available to you. As result, the use of USB offices and open concept or cubicle workstations will continue to be limited to the greatest extent possible.
  Employees with personal office spaces are to practice physical distancing guidelines and be sure that they are able to accommodate 2 meters (6 feet) of distance prior to additional employees entering their space. Outside of offices, we have taken a conservative approach to cubicle seating and have reduced the number of employees in cubicle spaces (see floorplans in Appendix A).
  - The number of persons allowed in each shared office space has been determined by SRS based on adherence to physical distancing requirements - and must not be exceeded.
  - The chart below outlines maximum occupancy limits for USB shared offices:

<table>
<thead>
<tr>
<th>Department</th>
<th>Office Number</th>
<th>Maximum Occupancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical</td>
<td>0004A</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>0004E</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>0004D</td>
<td>2</td>
</tr>
<tr>
<td>Mechanical</td>
<td>0002</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>0003B</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>0003C (MTR)</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>0003E</td>
<td>4 (with plexi divider)</td>
</tr>
<tr>
<td>Garage</td>
<td>0024</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>0025</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>0032</td>
<td>2</td>
</tr>
<tr>
<td>Stores</td>
<td>0045B</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>0045A</td>
<td>1</td>
</tr>
<tr>
<td>Carpentry</td>
<td>0053A</td>
<td>3</td>
</tr>
<tr>
<td>Sign Shop</td>
<td>0063</td>
<td>2</td>
</tr>
</tbody>
</table>
Zone Offices:

Custodial:
- Check in and check out signage is in place asking that only one (1) employee enter the zone office at one time.
- Only 1 person in the office at a time to pick up a key, get their area assignment and gloves. The rest of the staff will line up outside of the office, 6 feet apart down the hallway or outside (additional notes included in Appendix 1 Custodial floorplans).
- Cones or tape have been installed to identify where employees have to wait before entering the office.
- At all areas we have an electrostatic sprayer, we disinfect the counters before start of each shift at the end of the shift we wipe the counters again and spray the keys with the sanitizer.
- Currently working with SRS to procedure to maintain physical distancing when we will need to increase staffing levels due to operational requirements.

Trades:
- Maximum occupancy has been posted on the Zone office doors:

<table>
<thead>
<tr>
<th>Zone</th>
<th>Maximum Occupancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Green/Teal Office</td>
<td>4</td>
</tr>
<tr>
<td>Orange/Yellow Office</td>
<td>4</td>
</tr>
<tr>
<td>Brown/Grey Office</td>
<td>2</td>
</tr>
<tr>
<td>Red Blue Zone Office</td>
<td>3</td>
</tr>
<tr>
<td>Brown/Grey Locker</td>
<td>2</td>
</tr>
<tr>
<td>LSC Lunch Room</td>
<td>4</td>
</tr>
</tbody>
</table>
- Certain desks have been designated as “do not occupy” and staff will be scheduled according to maximum occupancy for the space
- X’s have been added to indicate seating in common/shared spaces
- A schedule has been put in place for staff to sign-up to use the computer

- Common kitchens
  Occupants using shared kitchens must strictly adhere to social distancing requirements and stay more than 2 metres (6 feet) from one another. To reduce the risk of contamination, users of common (shared) kitchen appliances such as refrigerators, microwaves and water dispensers should wash their hands before and after usage of these items.

  Water fountains will be closed for use.

  If utilizing kitchen spaces, minimize socializing in the kitchens and eat your lunch at a safe distance to others. Lunch rooms have been designated maximum occupancy limits (signage posted) and where employees are to sit has been marked off with green X’s

- Washrooms
  Multiple occupant-rated washrooms located on the second floor and the south entrance to USB are restricted to a maximum of one (1) occupant at one time. Protocol for multiple-occupant washrooms is as follows:
  o Only enter the washroom if the door is propped open
  o Keep the door closed while you are occupying the washroom
  o Remember to prop the door open for the next user when leaving the washroom
  o All washrooms have been equipped with a door stop to use to prop the door open. Please only prop the door open slightly, otherwise, signage cannot be read by the next user
4. MEETINGS and MEETING ROOMS

According to University directives, face-to-face meetings should be avoided whenever possible during this time. Virtual meetings and digital communications should be arranged whenever possible.

Meetings or training sessions deemed essential may need to occur. In such cases, social distancing requirements and all USB space-used restrictions are to be strictly adhered-to.

Maximum occupancy signage has been placed on USB Meeting Rooms. It is imperative that all employees adhere to the new occupancy limits when occupying these spaces for meetings or training sessions.

For all SRS meeting and training guidelines please refer to: https://riskmanagement.sites.olt.ubc.ca/files/2020/04/Guidelines-for-Meetings-Trainings-FINAL.pdf

5. VEHICLES

Vehicle Usage
- Employees are encouraged to walk whenever possible
- If possible, assign the same vehicle to the same person on consecutive days

Vehicle Occupancy
- When a vehicle must be used, there should only be ONE person in the vehicle at a time unless the vehicle is large enough (e.g. a van) to maintain physical distancing requirements (a minimum of 2 metres) between all passengers throughout the trip. If it is necessary to have more than one person in a vehicle then a face shield must be worn during the duration of the trip. This provision does not apply to Smart Cars.

Personal Hygiene
- Wash hands with soap and warm water for 30 seconds before and after vehicle use
- Avoid touching the face before, during, and after vehicle use
- Cough or sneeze into your arm

Equipment and Supplies
- Disinfecting wipes (with WHMIS or workplace labels) should be provided for users of shared UBC Vehicles
- Provide waste container or bag for disposal of used disinfecting wipes for each user

Vehicle Cleaning
- Users of shared UBC vehicles are responsible for wiping down high touch surfaces, both upon entry and exit, to ensure everyone’s safety
- High touch spots include the exterior and interior door handles, steering wheel, gear shifter, turn signals, and any other surfaces touched while driving
6. PERSONAL PROTECTIVE EQUIPMENT (PPE)

The University has produced official, university-wide guidance documents on the procurement and use of PPE during the COVID-19 pandemic. PPE is considered “the last line of defense”. Other methods of protection, such as social distancing, good hygiene practices, and administrative steps (like work shift rotations) etc. are preferred.

These resources are attached in Appendix 3. All occupants of USB are to reference, and adhere to, these policies, standards and practices.

Non-mandatory PPE:
The use of non-mandatory masks and face coverings – other than PPE used for regular work duties and requirements – will be a matter of personal choice.

Anyone choosing to wear a non-medical mask at UBC must be aware of the limitations and risks associated with doing so.

Limitations and risks of non-medical masks:

- Non-medical masks do not protect the person wearing them as they do not seal to the face and allows virus particles to pass through them.
- Do not offer complete protection for others if the wearer is ill, as only the largest droplets are captured, and are not a substitute for physical distancing.
- Wearing a mask can provide a false sense of security, leading to decreased attention to physical distance and hand washing.
- Self-contamination occurs when touching and reusing contaminated masks. Frequent changing/laundering and proper donning/doffing is required.
- Have potential to cause breathing difficulties, and can be dangerous to wearer with underlying health conditions

Additional info on PPE and non-medical masks/face coverings included in Appendix 2

7. ACCOMMODATIONS TO MAINTAIN 2M DISTANCE

Standard operating procedures have been reviewed and adjusted to meet the physical distance recommendations required by COBID-19. When work must be performed that require 2 or more employees working in close proximity to each other, SOPs have been adjusted in consultation with Safety & Risk Services and their recommendations have been implemented. Safety & Risk Services will continue to be involved in assessing the risk to employees in the performance of their work as more activities are identified.
8. CLEANING & HYGIENE

Our cleaning practices meet ISSA Canada and APPA Leadership in Educational Facilities cleaning standards for COVID-19.

- **Hand sanitizers**: Hand sanitizing stations located at the main entry for each building are refilled by Building Operations. The main entry is where the building’s name signage is located.
- **Cleaning**: Cleaning standards: Building Operations continues to meet ISSA Canada and APPA Leadership in Educational Facilities cleaning standards for COVID-19.
- **Rotations**: Custodial Services cleaning will take place during weekdays only, no weekend shifts at this time.
- **Cleaning areas**: Cleaning is focused on public areas. High touch points areas in main corridors, elevators and stairwells will be cleaned once per day.
- **Washrooms**: Washrooms will be cleaned once per day.
- **Offices**: Personal offices will be cleaned at night to maintain physical distancing and will be cleaned at a cadence of once every two weeks.
- **Workstations**: Personal desktops and personal items will not be cleaned by Custodial. Individuals occupying these spaces will be encouraged to clean their own spaces regularly. Employees will not share desks, but several “swing-spaces” will be set up to enable employees that primarily work from home to be on campus for a few hours if operational needs require it. These spaces will contain disinfectant and instructions to clean the space before and after use.
Appendix 1: USB Floorplans – Ground Floor Directional
Appendix 1: USB Floorplans – Second Floor Directional
Appendix 1: USB Floorplans – Project Services
Appendix 1: USB Floorplans – Ground Floor Seating

*Red indicates seat will not be used. Office maximum capacity limits are to be adhered to at all times. Rotating office staff will continue to be practiced to ensure physical distancing protocols are met.
Appendix 1: USB Floorplans – Ground Floor Seating
Appendix 1: USB Floorplans – Ground Floor Seating
Appendix 1: USB Floorplans – Ground Floor Seating
Appendix 1: USB Floorplans – Second Floor Seating
Appendix 1: Floorplans – Custodial Zone Offices

Notes:

- Custodial has 2 teams; green works 1 week, purple works the 2nd week, repeat
- Purple and Green indicate where the Heads sit in the buildings and the color dashes show where the staff line up to keep their physical distance
- Life Sciences Centre (4-12): Maria is green team, Gurpreet is purple team
- Campus &Community Planning (4-12): Bill is green team, Ana is purple team
- Campus &Community Planning (6-2): Manjit is green team, Patricia is purple team
- Life Building (7-3): Samson and Ariel are green, Danica, Jas and Kuldeep are purple team.
- Life Building (11:30p - 7:30a): Jason and Jovian due 3 days/2 days the same as the other Supervisors.
  *Ed Ganal/trainer is the green team. Ed covers if the Head is off which is quite often
  *Marcelo Pax/assistant Head is the purple team. Marcelo covers if Head is off which is quite often
Appendix 1: Floorplans – Life Sciences Centre
Appendix 1: Floorplans – Campus & Community Planning
Appendix 1: Floorplans – Campus & Community Planning
Appendix 1: Floorplans – Life Building
Appendix 2: UBC COVID-19 Personal Protective Equipment (PPE) Guidance Documents

UBC Employee COVID-19 PPE Guidance Overview

This document provides guidance about UBC’s stance on employee Personal Protective Equipment (PPE), including industry standard face masks/respirators, gloves, homemade and non-surgical masks and other PPE in relation to COVID-19 and other infectious diseases.

Visit ubc.ca/covid19 for more information about UBC’s response to COVID-19, including frequently asked questions.

Current health guidance relating to PPE

Throughout the current COVID-19 global outbreak UBC has taken direction on infection prevention from the Provincial Health Officer, the BC Centre for Disease Control (BCCDC) and Vancouver Coastal Health (VCH), and continues to do so. This guidance can be expected to evolve as these agencies continually monitor accumulating scientific evidence to determine how we can best prevent the spread of COVID-19.

As this document has been developed, the current health guidance from the above agencies can be summarized as follows:

- Incorrect selection and/or use of PPE may increase your risk of exposure.
- Using non-medical or homemade protective equipment does not diminish the need for physical distancing, frequent hand washing and avoiding touching your face.
- There is no established proof that wearing non-medical or homemade protective equipment protects the person wearing it, and it may provide a false sense of security.
- Wearing a non-medical mask in public may help to limit the travel of your respiratory droplets when you cough, sneeze or talk - which may help to protect others.
- Medical /surgical masks should be used by people who are sick and health care workers.
- N95 Respirators, Medical masks and other critical PPE are in short supply and are needed by health care workers to safely care for their patients.

Personal Protective Equipment in the workplace

Based on the above medical guidance and circumstances on our campuses, UBC’s position on PPE is as follows:

- UBC employees carrying out tasks that require PPE, including respirators, will continue to be supplied with the appropriate equipment, as per the relevant safe working procedure.
- UBC employees carrying out tasks that do not normally require PPE will not be supplied with masks or respirators of any description.
- UBC will not provide employees with non-medical or homemade masks as these masks do not meet the performance standards for workplace PPE and do not satisfy the safety requirements of any work task.
- UBC employees may wear a non-medical mask or homemade mask at work, provided it does not interfere with them safely carrying out their duties.
- UBC asks the campus community to be respectful of students, faculty and staff who choose to wear masks.

The role of PPE in protecting employees PPE is used to protect employees from specific risks, however it is the least effective method of protecting employees, as outlined in the below Hierarchy of Controls diagram. The diagram also includes examples of current UBC COVID-19 risk mitigation activities.

Respirators & Masks

Respirators are one type of PPE, and conditions of their usage for workplace safety is closely regulated by WorkSafeBC. To be effective, all respirators used must be fitted to an individual’s face through a fit test. Health care workers may be directed to wear either N95 Respirators or Medical/Surgical Masks as part of their PPE for specific tasks and under the regulations as they pertain to health care settings.

Supply shortages in N95 respirators have prompted the assessment of KN95 respirators as an alternative to address particulate respiratory hazards. However KN95 masks have been deemed inappropriate for occupational use at UBC due to the inability to properly fit test them and lack of vendor clarity around manufacturing standards. Any KN95 masks received as donations cannot be issued to UBC Employees.

Gloves

There are many types of gloves, and the choice of glove must take into account all of the hazards that may be present, as gloves are rated for their usefulness as a barrier to different types of chemicals. Medical gloves create a barrier around the hands to reduce an individual’s risk of exposure to hazardous agents. This type of PPE can be used during infectious outbreaks but must be used carefully to avoid transferring contamination between the handling of infected and clean items. Personal electronics, high touch surfaces and other shared items are prone to this ‘cross contamination.’
Eye & Face Protection

Eye protection, through safety glasses or goggles, and face shields are recommended for health care workers where there is the potential for any spraying or splattering of blood or other bodily fluids. Safety glasses can be found in various different styles and offer side protection in the form of either wraparound arms or shields. Goggles offer a higher degree of spray/splatter protection compared to safety glasses due to their ability to form a tight seal around the eyes. Face shields can protect the entire face from biological hazards. A face shield is often considered a secondary safeguard to protective eyewear. In other words, face shields are typically not used on their own. As per WorkSafeBC requirements, these types of PPE need to meet CSA Standards.

Information about using non-medical or homemade protective equipment

Non-medical/homemade masks are not classed as Personal Protective Equipment. UBC does not endorse the use of non-medical or homemade masks. UBC will only supply Personal Protective Equipment that meet applicable standards and as required for UBC work.

If you are considering using a non-medical or homemade mask, you can find information about how to do so safely on the BC Centre of Disease Control website.

Advice on PPE at UBC

If you have any questions or require advice about PPE at UBC, or if you need to widely communicate information in this document, please contact Safety & Risk Services by emailing ready.ubc@ubc.ca.

Additional, up-to-date UBC-COVID resources are found at:

1. [https://covid19.ubc.ca/](https://covid19.ubc.ca/)
   The ‘Faculty and Staff FAQs’ and the ‘Resources’ sections may be particularly useful.

   The ‘Approved University-wide COVID-19 Safety Documents’ section may be particularly useful.

Regarding the use of non-medical and homemade masks while at work at UBC during COVID

The University is following the guidance of the BC CDC and Public Health Officer on prevention of COVID19 by implementing:

- Physical distancing wherever feasible including scheduling of personnel to allow for physical distancing
- Engineering controls such as barriers at points of service
- Personal Protective Equipment where appropriate
The use of non-medical masks, including re-usable cloth masks by healthy people in the university community carries the following limitations and risks:

Limitations
• Nonmedical masks do not protect the person wearing it, and are not PPE.
• Their effectiveness in containing of the droplets expelled during breathing, talking, laughing, sneezing or coughing is limited and highly variable.
• Depending upon the positioning of the individuals in close proximity to each other, these masks may or may not reduce the droplets expelled by each worker into the breathing zone of the other.
• Nonmedical masks are not equivalent to respirators, and do not override the needs for physical distancing, good hygiene and staying home when ill.
• Nonmedical masks become less effective if soiled or damp, so must be changed and laundered frequently and routinely.

Risks
• Self-contamination that can occur by touching and reusing contaminated mask, especially in worksites where allergens, chemicals or other hazardous materials are present and can be absorbed onto mask material
• Potential breathing difficulties
• False sense of security, leading to potentially less adherence to other preventive measures such as physical distancing and hand hygiene
• Not a measure to protect others if the wearer has symptoms or is ill.

UBC employees may choose to wear a non-medical mask or homemade mask at work, provided it does not interfere with them safely carrying out their duties. UBC asks the campus community to be respectful of students, faculty and staff who choose to wear masks. SRS is currently not recommending the use of homemade or nonmedical masks in the workplace. If a unit within the Life Sciences Centre decides to proceed with providing masks to their employees, the recipients must be aware of the limitations and risks outlined above and acknowledge receipt of the information. Our goal is to continue to recommend physical distancing, as we know that is the best method to reduce the risk of transmission.