

UBCM Office Safety Plan – as of November 13, 2020

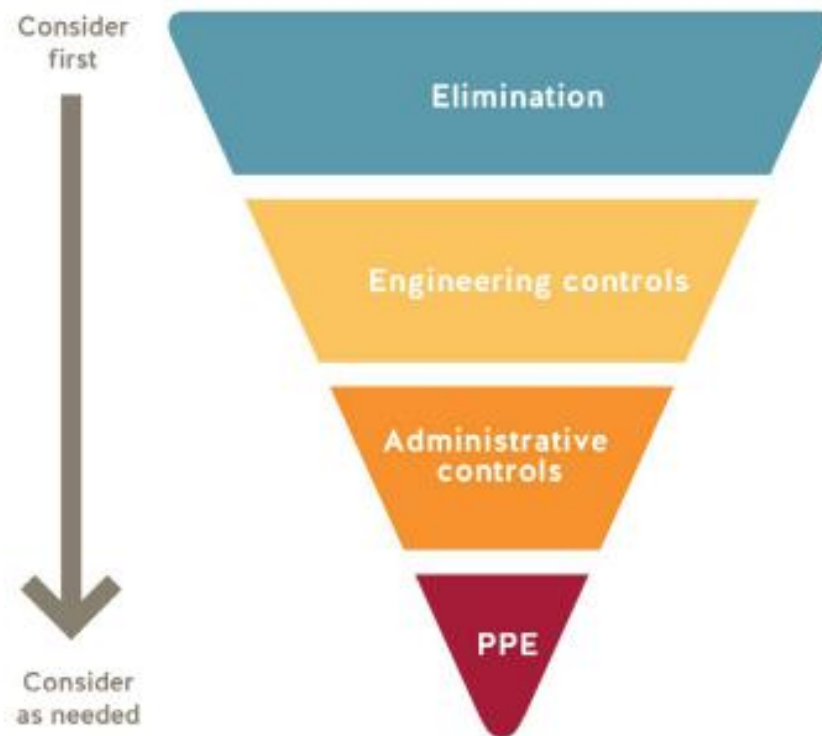
1. STEP 1: Workplace Risk Assessment – Developing a COVID-19 Safety Plan

Employers are required to develop a COVID-19 (COVID) Safety Plan that outlines the policies, guidelines, and procedures put in place to reduce the risk of COVID transmission. This plan follows the six steps outlined on COVID and returning to safe operation. Employers must involve all staff, joint health and safety committees, and supervisors in identifying protocols for the workplace.

A formal plan does not need to be in place to begin operations, but it is expected to develop and protect the safety of staff and external guests. UBCM does not have to provide a copy of the workplan to WorkSafeBC, but in accordance with the order of the Provincial Health Officer, this plan must be openly posted within the building.

One part of developing the COVID Safety Plan is identifying protocols that everyone at the workplace must follow to keep everyone safe. UBCM may need to identify and implement additional protocols if the protocols suggested here do not sufficiently address the risk to staff.

As per the WorkSafeBC guidelines for office protocols, there are four (4) protocol levels for Victoria (Appendix A) and Richmond (Appendix B) locations to consider. Note that different protocols offer different protections.



Level 1 protection (Elimination): Use policies and procedures to keep people at a safe physical distance from one another. Limit the number of people in your workplace at any one time, and



implement protocols to keep workers at least 2 metres from other workers, customers, and members of the public.

- ✓ *Level 1 protection is appropriate to the recommended policies and procedures for both UBCM Victoria and Richmond office locations.*

Level 2 protection (Engineering Controls): If you can't always maintain physical distancing, install barriers such as plexiglass to separate people.

- X Level 2 protection is not required for the Victoria and Richmond locations. Both UBCM locations have individual private offices and common areas with adequate space to meet physical distancing requirements.

Level 3 protection (Administrative Controls): Establish rules and guidelines, such as cleaning protocols, telling workers to not share tools, or implementing one-way doors or walkways.

- ✓ *Level 3 protection is appropriate, and rules and guidelines for cleaning protocols and common areas have been established.*

Level 4 protection (PPE): If the first three levels of protection aren't enough to control the risk, consider the use of non-medical masks. Be aware of the limitation of non-medical masks to protect the wearer from respiratory droplets. Ensure workers are using masks appropriately.

- X Level 4 protection is not required for the Victoria and Richmond locations; **however:**
 - *Disposable masks will be available to UBCM guests and visitors, if needed.*

2. STEP 2: Implement Protocols to Reduce Risks

Based on the above tiered protection guidelines, both UBCM offices should concentrate on following **Level 1 (elimination) and Level 3 (administrative controls) protections:**

3. STEP 3: Develop Policies

For the daily operations to resume in the Victoria and Richmond offices with increased staff during COVID, there are many practices that would be used by all throughout the building based on occupancy and/or usage.

4. STEP 4: Develop Communication Plans and Training

1. UBCM's Senior Leadership Team (SLT) will review and approve the provided return-to-work guidelines (Safety Plan).
2. SLT will communicate the Safety Plan to staff. Staff are responsible for understanding the Safety Plan before returning to work and following the Safety Plan while in any UBCM office.
3. Any questions or concerns should be communicated directly to an SLT member.

4. Office Administrator(s) will create posters and information sheets outlining current guidelines, as required.
5. Staff will be advised of any changes to the Safety Plan via email, as required.

5. STEP 5: Monitor Workplace and Update Plans as Necessary

1. All staff are responsible for monitoring the workplace environment and providing input regarding the Safety Plan, to the SLT as necessary.
2. The SLT will make any necessary amendments to the Safety Plan.

6. STEP 6: Assess and Address Risks from Resuming Operations

1. SLT will continue to assess and address risks through active monitoring from all staff.
2. The Safety Plan is subject to change based on identification of risks, information provided from WorkSafeBC, BC Ministry of Health, and/or the Public Health Officer (APPENDIX C).

UBCM - Victoria (525 Government Street)		APPENDIX A
Building/ Workplace Access	<ul style="list-style-type: none"> STAFF MAXIMUM CAPACITY = 8 people (50% regular staff), per day. Masks <u>must</u> be worn in any public areas including stairwells, elevator, hallways and washrooms throughout the building, while maintaining a safe distance of 2m (6ft) apart for social and physical distancing. In addition, masks <u>must</u> be worn within the UBCM office in common areas including hallways, boardroom, copier room and kitchen. Hands must be thoroughly washed/sanitized upon each entry to the building and frequently throughout the day. Contractors and Guests are exempt from our 50% capacity per day, but must comply with current office protocols to wear masks and submit a COVID Questionnaire Form prior to entry. Hand sanitizer and disinfectants are available throughout the building. Gloves and/or disposable masks are available upon request. All Communal doors to stairwells, kitchens and hallways will remain open during the business hours to reduce contact exposure. 	<ul style="list-style-type: none"> ALL Staff and Visitors are required to submit the current COVID screening questions for each day they are in the office: <ol style="list-style-type: none"> Have you travelled outside of Canada within the last 14 days? Have you been identified by Public Health as being a close contact of someone with COVID? Have you been told to isolate by Public Health? Are you displaying any of the following new or worsening symptoms: (Fever or chills • Cough • Loss of sense of smell or taste • Difficulty breathing • Sore throat • Loss of appetite • Extreme fatigue or tiredness • Headache • Body aches • Nausea or vomiting • Diarrhea) **** Individuals answering YES to any or all of these questions are to stay home and away from the office ****
Staff/ Staff Offices	<ul style="list-style-type: none"> Flexible work schedules (work in the office or remotely from home) are in place to reduce exposure risks and maintain physical distancing until further notice. For changes or requests to office access, contact the Office Coordinator to ensure daily capacities are maintained. Housekeeping staff will no longer clean individual offices, as done pre-COVID; housekeeping will only enter offices to vacuum, and have been instructed not to touch or remove anything. <ul style="list-style-type: none"> ~ Staff are responsible for the disinfecting and cleanliness of their own offices. 	<ul style="list-style-type: none"> Individual offices and meeting rooms are to be closed when not in use (to serve as a visual confirmation the area has been is disinfected). Operational requirements may result in Office schedule changes, as needed
Kitchen(s)/ Catering	<ul style="list-style-type: none"> Kitchen access restricted to UBCM staff only. Food sharing (buffet-style catering, communal foods (i.e. staff celebrations, cookies, etc). is eliminated Beverages/ snacks are no longer offered during meetings; visitors can bring their own in disposable single-use containers only. 	<ul style="list-style-type: none"> All countertops and eating areas are to be disinfected, as used Communal supplies (dishwasher, dishes/utensils/cups etc.) are no longer be available Staff are responsible for the keeping, cleaning and storage of their own dishes.
Meeting Guests & Visitors	<ul style="list-style-type: none"> Scheduled visitors to not arrive more than 5 minutes before their meeting(s); an internal waiting area is not available. Meeting guests are to <ul style="list-style-type: none"> ~ wash/sanitize their hands immediately upon entry; ~ be advised of the office protocols for distancing, masks and disinfecting; ~ be escorted directly to the 1st Floor boardroom. Early entry for meetings is restricted. 	<ul style="list-style-type: none"> All chairs, tables and other computer equipment must be disinfected after use. Visitors must keep their belongings with them at all times. Guests and visitors are restricted to the 1st floor Boardroom and restroom only.
Common Areas	<ul style="list-style-type: none"> Keep the common area clutter- and traffic-free Maintain social distancing 	<ul style="list-style-type: none"> Disinfect communal office equipment (printers, scanners, etc.) after each use.
Large Boardroom	<ul style="list-style-type: none"> In-person attendance is reduced for social distancing MAXIMUM CAPACITY = 7 people 	<ul style="list-style-type: none"> It is the responsibility of the those attending a meeting to disinfect the meeting room (tables, chairs, door handles, etc.) at the end of each meeting. Door(s) to disinfected rooms are to remain closed when not in use
Bathroom(s)	<ul style="list-style-type: none"> Meeting guests and visitors' washroom access is restricted to the 1st Floor wheelchair-accessible washroom. 	<ul style="list-style-type: none"> Washroom touchpoints must be disinfected after each use by user (toilet seats, door handles, sinks, faucets, etc.).
Elevator(s)	<ul style="list-style-type: none"> Maximum occupancy = 1 person 	<ul style="list-style-type: none"> Elevator panel(s) and railings are disinfected after each use
Deliveries	<ul style="list-style-type: none"> Deliveries should be as contactless as possible Incoming/Outgoing packages should not be received beyond the office entrance or the foyer area (for heavier items). 	<ul style="list-style-type: none"> Mail and Courier persons are not to enter the building, unless assisting with heavy items Masks are required of Mail/Courier persons entering the building.
COVID-19 workplace signage	<ul style="list-style-type: none"> <i>Post all COVID-19 Protocols signage in visible, accessible locations, stating</i> <ul style="list-style-type: none"> ~ UBCM's COVID-19 guidelines and maximum capacities ~ Employees or visitors exhibiting COVID-like symptoms are not allowed to enter the office building. ~ Handwashing and Sanitizing guides ~ Social distancing guidelines 	<ul style="list-style-type: none"> Ensure ALL changes made to the office are clearly posted and communicated to Staff

UBCM – Richmond (60-10551 Shellbridge Way)		APPENDIX B
Building/ Workplace Access	<ul style="list-style-type: none"> STAFF MAXIMUM CAPACITY = 4 people (33% regular staff), per day due to space limitations Masks <u>must</u> be worn in any public areas including stairwells, elevator, hallways and washrooms throughout the building, while maintaining a safe distance of 2m (6ft) apart for social and physical distancing. In addition, masks <u>must</u> be worn within the UBCM office in common areas including hallways, boardroom, copier room and kitchen. Hands must be thoroughly washed/sanitized upon each entry to the building/office and frequently throughout the day. Contractors and Guests are exempt from our maximum capacity per day, but must comply with current office protocols to wear masks and submit a COVID Questionnaire Form prior to entering the office. Hand sanitizer and disinfectants are available throughout the office. Gloves and/or disposable masks are available upon request. All communal doors within the office including kitchen and boardroom will remain open during the business hours to reduce contact exposure. 	<ul style="list-style-type: none"> ALL Staff and Visitors are required to submit the current COVID screening questions for each day they are in the office: <ol style="list-style-type: none"> Have you travelled outside of Canada within the last 14 days? Have you been identified by Public Health as being a close contact of someone with COVID? Have you been told to isolate by Public Health? Are you displaying any of the following new or worsening symptoms: (Fever or chills • Cough • Loss of sense of smell or taste • Difficulty breathing • Sore throat • Loss of appetite • Extreme fatigue or tiredness • Headache • Body aches • Nausea or vomiting • Diarrhea) **** Individuals answering YES to any or all of these questions are to stay home and away from the office ****
Staff/ Staff Offices	<ul style="list-style-type: none"> Flexible work schedules (work in the office or remotely from home) are in place to reduce exposure risks and maintain physical distancing until further notice. For changes or requests to office access, contact the Office Coordinator to ensure daily capacities are maintained. Office housekeeping staff will no longer clean individual offices, as done pre-COVID; housekeeping will only enter offices to vacuum, and have been instructed not to touch or remove anything. <ul style="list-style-type: none"> ~ Staff are responsible for the disinfecting and cleanliness of their own offices. 	<ul style="list-style-type: none"> Individual offices and meeting rooms are to be closed when not in use (to serve as a visual confirmation the area has been is disinfected). Operational requirements may result in Office schedule changes, as needed
Kitchen(s)/ Catering	<ul style="list-style-type: none"> Kitchen access restricted to UBCM staff only. Food sharing (buffet-style catering, communal foods (i.e. staff celebrations, cookies, etc). is eliminated Beverages/ snacks are no longer offered during meetings; visitors can bring their own in disposable single-use containers only. 	<ul style="list-style-type: none"> All countertops and eating areas are to be disinfected, as used Communal supplies (dishwasher, dishes/utensils/cups etc.) are no longer be available Staff are responsible for the keeping, cleaning and storage of their own dishes.
Meeting Guests & Visitors	<ul style="list-style-type: none"> Scheduled visitors to not arrive more than 5 minutes before their meeting(s); an internal waiting area is not available. Meeting guests are to <ul style="list-style-type: none"> ~ wash/sanitize their hands immediately upon entry; ~ be advised of the office protocols for distancing, masks and disinfecting; ~ be escorted directly to the boardroom. Early entry for meetings is restricted. 	<ul style="list-style-type: none"> All chairs, tables and other computer equipment must be disinfected after use. Visitors must keep their belongings with them at all times. Guests and visitors are restricted to the Boardroom and restroom only.
Common Areas	<ul style="list-style-type: none"> Keep the common area clutter- and traffic-free Maintain social distancing 	<ul style="list-style-type: none"> Disinfect communal office equipment (printers, scanners, etc.) after each use.
Boardroom	<ul style="list-style-type: none"> In-person attendance is reduced for social distancing Door(s) to disinfected rooms are to remain closed when not in use 	<ul style="list-style-type: none"> It is the responsibility of the those attending a meeting to disinfect the meeting room (tables, chairs, door handles, etc.) at the end of each meeting.
Bathroom(s)	<ul style="list-style-type: none"> Washroom sanitation protocols under the control of building management AEP (Airport Executive Park). 	<ul style="list-style-type: none"> AEP responsible for maintaining washroom sanitation.
Elevator(s)	<ul style="list-style-type: none"> Elevator safety protocols under the control of building management AEP (Airport Executive Park). 	<ul style="list-style-type: none"> AEP responsible for maintaining elevator sanitation.
Deliveries	<ul style="list-style-type: none"> Deliveries should be as contactless as possible Incoming/Outgoing packages should not be received beyond the office entrance. 	<ul style="list-style-type: none"> Mail and Courier persons are not to enter the general office area, unless assisting with heavy items. Masks are required of Mail/Courier persons entering the office.
COVID-19 workplace signage	<ul style="list-style-type: none"> <i>Post all COVID-19 Protocols signage in visible, accessible locations, stating</i> <ul style="list-style-type: none"> ~ UBCM's COVID-19 guidelines and maximum capacities ~ Employees or visitors exhibiting COVID-like symptoms are not allowed to enter the office building. ~ Handwashing and Sanitizing guides ~ Social distancing guidelines 	<ul style="list-style-type: none"> Ensure ALL changes made to the office are clearly posted and communicated to Staff

AMENDMENT 1: UBCM Office Safety Plan

APPENDIX C

Due to the revised Order from the Provincial Health Officer announced this week, the SLT have adjusted the following guidelines for the UBCM Richmond and Victoria offices to **take effect at 8:00am Friday, November 13, 2020.**

New Requirements:

1. A maximum of 3 staff will be permitted to work at the Richmond office on any day. Julia will continue to work in the Richmond office every day due to the nature of her work. All other staff are asked to keep their office visits to a minimum and to schedule their office time through Julia.
2. Victoria office will maintain a maximum of 50% of staff in the office on any day to be scheduled through Brenda.
3. All staff must wear a mask in both offices whenever they are in the common areas. Staff do not need to wear a mask in their own office.
4. Staff will notify the office administrators (Brenda or Julia) in advance when they plan to work in the office.
5. As an added measure under the new Regional Order, staff who are coming into the office must advise their manager and office administrator each morning by email before going into the office that they have read the Work Safe BC (WSBC) COVID-19 worker safety protocol below and that they are symptom free. For the Victoria office please send to Glen and Brenda. For the Richmond office please send to your manager Kathleen or Marie with a copy to Julia.
 - Staff are asked to “cut and paste” the questions into the email and provide their answers. (*SLT is currently investigating options such as an App for staff to use for the self-assessment requirement*).

If staff answer yes to any of the following WSBC questions they are not to go in to work at the UBCM offices and should remain at home to work remotely if well enough:

1. *Have you travelled outside of Canada within the last 14 days?*
2. *Have you been identified by Public Health as being a close contact of someone with COVID-19?*
3. *Have you been told to isolate by Public Health?*
4. *Are you displaying any of the following new or worsening symptoms:*
 - *Fever or chills*
 - *Cough*
 - *Loss of sense of smell or taste*
 - *Difficulty breathing*
 - *Sore throat*
 - *Loss of appetite*
 - *Extreme fatigue or tiredness*
 - *Headache*
 - *Body aches*
 - *Nausea or vomiting*
 - *Diarrhea*

We want all of our staff to know that UBCM wants to ensure the health and safety of each of you and your families. We understand that further COVID protocols put more responsibility on each of us to reduce to the spread of the virus and appreciate all that our staff our doing to be “safe”.