



Guidelines for Preparing for Re-Occupancy

Effective during BC Restart Step 3, use this as a guide to assist in increasing occupancy in your workspace. For the most up to date announcements, visit ok.ubc.ca/covid19/

For Consideration:

1. Reminders for Supervisors
2. Training
3. Setting up your workspace to return/increase activities on campus
4. Use of UBC vehicles and carpooling
5. Work outside your primary building
6. Building Emergency Response Plans & fire wardens
7. Contact information for further support
8. Existing health & safety advice

(COVID-19 Safety Plans are not covered by this document, see ok.ubc.ca/covid19/health-safety/)

Reminders for Supervisors:

- Units are reminded not to implement rules and guidance that are over and above public health requirements
- As B.C. continues to roll out its provincial vaccination program, the provincial government has announced that employees can have [up to three hours of time off, without loss of pay](#), to get each dose of their COVID-19 vaccine
- Everyone is required to check for symptoms of COVID-19 before entering a UBC controlled space (Optional: **UBC SAFE mobile app** can be used for this – [Click here](#) to learn more and to download the app)
- Ask those who are ill to stay home and use the Thrive Health self-assessment tool for guidance. Follow the advice from Public Health
- Everyone is asked to wash hands regularly, for a minimum of 20 seconds, with soap and water or alcohol based hand rub
- Every worker should know their rights and responsibilities, including the requirement to raise health and safety concerns with their supervisor.
- Supervisors have a responsibility to investigate health and safety concerns and ensure hazards are controlled. Supervisors can [contact Health, Safety and Environment](#) for assistance resolving health & safety concerns.

Training

- All faculty and staff currently working-on or returning to campus must complete the mandatory online training module [UBC Go Forward COVID-19 Safety Planning](#). This replaces the previous course “Preventing COVID-19 Infection in the Workplace”.
- Managers and supervisor can run reports in Workday to see who has completed the course. This is done by running the “Completion of UBC General Required Training for Onboarding” report to determine what required training is complete and what is outstanding (this also includes data for student employees). For department wide reports, contact your department HR representative.
- For more information on orientation and training, visit <https://hse.ok.ubc.ca/safety/training/>



The Space

Some reminders for reopening:

Entrances

- Some buildings on campus are currently locked (FIP, ASC) with current status listed at <https://ok.ubc.ca/covid19/operations/>. Check that all workers have Salto access and know to carry their cards.
- Buildings entrances have externally visible COVID-19 Health Check signs
- Building foyers have hand sanitizer

Common areas

- Washrooms are fully reopened, and have signage for proper handwashing techniques
- Elevators can return to typical occupancy
- Water coolers, fountains and spigots can be used. **Warning: a health hazard may exist if they have been unused for a considerable amount of time.** Facilities Management will ensure filters and equipment have been maintained and lines flushed, however users are asked to run water prior to use in areas where tap water is used for consumption.
- Lounges and casual seating have been reconfigured to pre-COVID19 capacity and are available for use

Break rooms

- Kitchens can be operational
- If kitchens and break rooms have been closed, contact the Facilities Management to reinstate regular cleaning

Meeting Areas

- Meeting rooms can be used at typical occupancy. Consider choosing meeting rooms with videoconferencing capability to assist participation for those who are still working remotely or need to stay home if unwell.

Work Areas

- Work areas can be used at typical occupancy
- Practice good workplace [ergonomics](#). This may mean setting up your work station again, or reviewing best practices to prevent musculoskeletal injuries.
- Consider that colleagues may still be invited to videoconferencing calls, and may need some understanding from colleagues or a quiet place to take these meetings. Consider using a head-set for videoconferencing calls in open-plan spaces.
- If additional sanitation supplies are available for staff & faculty, communicate where these items can be found, and how they can be safely used.

Note: remember UBCO's guidance around [scents in the workplace](#), and try to get products without fragrances or perfumes, or communicate with others when scented products are about to be used.

Use of Physical Barriers

- If not already in place, new barriers do not need to be purchased or installed.

Use of Vehicles and Carpooling

- Restrictions no longer apply to the number of people who can travel together in a UBC Vehicle
- While not a UBC work task, it is a good idea to notify your supervisor if you carpool. Follow public health advice for safe carpooling: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/common-questions>



Work Outside of your Primary Building

- At a minimum, everyone should be following the [Campus Rules & Expectations](#). This site will be kept up to date with expectations around wearing non-medical masks.
- Follow the applicable [UBC safety plan](#) for the space you need to work in.

Further Support

Questions, concerns and insights?

Contact your [HSE](#) for support or ready.ok@ubc.ca