



COVID-19 Safety Plan

Offices/Administrative Areas - UBCO

Effective at Step 3 of BC Restart Plan

Note: At the start of Step 4 of the BC Restart Plan, UBC will transition to a communicable disease plan.

Scope

UBC is committed to providing a healthy and safe environment. This safety plan details the COVID-19 measures and controls required for all UBC Okanagan offices and administrative areas. This plan is in alignment with Step 3 of [BC's Restart Plan](#) and the criteria outlined by Public Health.

Rationale

The University of British Columbia envisions a climate in which students, faculty and staff are provided with the best possible conditions for learning, researching and working. Above and beyond immunizations, infectious contacts throughout the post-secondary environment can be reduced using the prevention and control measures outlined in this plan.

Engagement and Review

COVID-19 Safety Plans have been developed in collaboration with Public Health, the Ministry of Advanced Education and WorkSafeBC.

This plan has been reviewed by UBC Okanagan's Joint Occupational Health and Safety Committees. Feedback and suggestions have been incorporated into the plan.

Regulatory Context

[BC Restart Plan](#)

[Provincial Health Office Orders](#)

[Post-Secondary Go-Forward guidelines](#)

[WorkSafeBC](#)

Responsibility

We can all contribute personally to the pandemic response and safety of our communities by getting vaccinated (as we are able), following campus safety plans, performing a daily health check, staying home when sick, following handwashing and hygiene etiquette and following public health orders and guidelines both on and off campus.

It is up to each one of us to do our part, but it is our collective efforts that will make the difference.



UBC COVID-19 Rules

COVID-19 Campus Safety rules apply to all persons on campus. These rules confirm expectations of all members of the campus community, including:

- [Completing Daily Health Assessments](#) - required of everyone prior to attending campus
- [COVID-19 training](#) - required of employees
- [Wearing non-medical masks](#) - non-medical masks are recommended in alignment with Step 3 of the BC Restart Plan, in indoor common spaces like hallways, washrooms, elevators etc. for all people 12 and older who are not yet fully vaccinated.
- [Following Direction of Public Health](#) - as it relates to PHO Orders, contact tracing and isolation requirements

For further information and complete list of rules, visit [COVID-19 Campus Safety Rules](#).

Infection Control in Office Spaces

Although the expected occupancy of office spaces is consistent with pre-COVID-19 levels, there are several controls that are being applied within these spaces in order to reduce the risk of COVID-19 transmission.

Remote Working and Return to Campus Considerations

Faculty and staff are required to follow remote working guidance of their Faculty/Department/Unit. Return to Campus Considerations are:

Timeline	Welcome Back	Decision Made By
June 1 st onwards	Employees (both faculty and staff) that need to report in-person to support instructional or operational planning and/or preparation for fall service model	Supervisor/Director/ Department Head with appropriate approvals
July 1 st onwards	Employees not included in the first group but who wish to work on campus	Individual decision with approval from Manager, Supervisor or Department Head/School Director
September 1 st onwards	Employees that are required to be on campus as they provide in person teaching, research and campus services	Supervisor/Director/ Department Head with appropriate approvals



UBCO COVID-19 Safety Plan: Offices/Administrative Areas

Cleaning and Hygiene

UBCO Facilities Management is providing enhanced cleaning that includes disinfection of common high touch surfaces (door handles, table tops, hand rails) per [BCCDC guidance](#). UBCO Facilities Management clean offices once every week. Desktops and personal items are not disinfected by UBCO Facilities Management however supplies are available for individual use. Everyone is encouraged to wipe down their own worksurfaces and common office equipment regularly. Office kitchens, meeting rooms, and other shared areas may stay open with a daily cleaning schedule.

Respiratory Etiquette and Hand Hygiene

Occupants are expected to practice respiratory etiquette by coughing/sneezing into their mask, a tissue, or into the sleeve of their shirt. Occupants are also expected to regularly wash their hands with soap and warm water for at least 20 seconds or make use of hand sanitizer stations. Hand sanitizer and self-serve cleaning stations are available in building entrances/foyers and throughout common areas and informal study spaces in UBCO buildings. Everyone is encouraged to carry their own hand sanitizer.

Signage

All occupants, including visitors are required to follow signage in all spaces.

Manage Contacts and Limit Close Interactions

Throughout campus, students, faculty and staff are encouraged to limit the number of close sustained contacts with others, which includes avoiding situations where individuals congregate in shared areas. Occupants are expected to not linger, wait or loiter in hallways, corridors, foyers and other spaces that are intended for travel.

Physical Barriers

Areas involving high contact with the public may consider the installation of barriers (e.g. plexiglass). There may be application for barriers that have already been installed. Before removing or purchasing additional barriers, contact hse.ok@ubc.ca for advice and recommendations.

Scheduling

Faculties/departments/units are required to maintain schedules of faculty and staff on-site to support any Public Health contact tracing efforts.

Additional Resources & Support

To support and enhance the health and wellbeing of all faculty and staff, UBC offers a variety of health resources available to the campus community. Visit UBC [Human Resources](#) for further information.



Communication Strategy

This Safety Plan will be posted on [UBCO COVID-19 website](#) and the [UBCO Safe App](#) and links to the plan should be included in communication to faculty and staff.

Monitoring and Continual Improvement

Joint Occupational Health and Safety Committees and Local Safety Teams are encouraged to engage with workers and supervisors to perform site reviews and report unresolved concerns to ready.ok@ubc.ca.

Every effort is to be taken by all students, faculty and staff to promote an understanding of PHO Orders, COVID-19 Campus Rules and COVID-19 Safety Plans within the campus community. A respectful and educational approach is expected for all related interactions. Where members of the campus community are not comfortable addressing non-compliant behavior or feel that related interactions cannot be performed in a respectful manner, the matters should be referred to either their supervisor/program head or to [UBCO Campus Security](#).

Safety Concerns

Any concerns or questions should be initially sent to your direct supervisor. If unresolved, contact your [Joint Occupational Health and Safety Committee](#) or ready.ok@ubc.ca.