# COVID-19 Building Safety Plan

## Header House Building

2331 Lower Mall, Vancouver, BC V6T 1Z4

## Table of Contents

- **Introduction** ........................................................................................................................................ 2  
- **Communications Plan** ......................................................................................................................... 2  
- **Self-Monitoring** .................................................................................................................................. 2  
- **General Procedures** ............................................................................................................................. 3  
  1. **Getting to Work** ............................................................................................................................... 3  
  2. **HEADER HOUSE Workplace Traffic Flow** ....................................................................................... 3  
  3. **HEADER HOUSE Space Occupancy Restrictions** ........................................................................... 4  
  4. **Meetings and Meeting Rooms** ........................................................................................................ 6  
  5. **Vehicles** .......................................................................................................................................... 6  
  6. **Personal Protective Equipment (PPE)** ............................................................................................ 7  
  7. **Accommodations to Maintain 2 Meter Distance** ............................................................................. 7  
  8. **Cleaning & Hygiene** .......................................................................................................................... 8  
- **Appendix 1: Floorplans** ....................................................................................................................... 9  
  - Header House Floorplans ....................................................................................................................... 9  
- **Appendix 2: UBC COVID-19 PPE Guidance Documents** ................................................................. 11
Introduction

This COVID-19 Building Safety Plan will provide assistance for Managers, Heads, Supervisors and occupants returning to work on-campus within Header House. This plan will include a review of HEADER HOUSE 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 HEADER HOUSE.

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, 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. HEADER HOUSE 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. Please be sure to not let anyone that is not a UBC employee enter the building behind you.

- Elevators – HEADER HOUSE 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 – HEADER HOUSE 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 HEADER HOUSE 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 HEADER HOUSE COVID Safety floor plan

3. HEADER HOUSE SPACE OCCUPANCY RESTRICTIONS

• Offices and shared spaces
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 HEADER HOUSE 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).

  o 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
  o The chart below outlines maximum occupancy limits for HEADER HOUSE shared offices and spaces:

<table>
<thead>
<tr>
<th>Space</th>
<th>Maximum Occupancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>111 Lunchroom</td>
<td>9</td>
</tr>
<tr>
<td>100A Time Cards</td>
<td>2</td>
</tr>
<tr>
<td>105 Subhead Office</td>
<td>2</td>
</tr>
<tr>
<td>204 Lockers</td>
<td>5</td>
</tr>
<tr>
<td>204 Hall Lockers</td>
<td>3</td>
</tr>
<tr>
<td>214 Lockers</td>
<td>3</td>
</tr>
<tr>
<td>210 Lockers</td>
<td>5</td>
</tr>
<tr>
<td>208 Lunch Room</td>
<td>4</td>
</tr>
</tbody>
</table>
• 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 HEADER HOUSE 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 HEADER HOUSE space-used restrictions are to be strictly adhered-to.

Maximum occupancy signage has been placed on HEADER HOUSE 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 warn 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 HEADER HOUSE 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: Header House Ground Floor

All single-door rooms assumed 2-way entry/egress, and single occupancy unless noted otherwise.
Appendix 1: Header House Second Floor

Soft-Landscape
2nd. Floor

All single-door rooms assumed 2-way entry/egress, and single occupancy unless noted otherwise.
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.