

COVID-19 Building Safety Plan

Building Operations Safety Plan (ver5.0)

2329 West Mall, Vancouver, BC V6T 1Z4

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Introduction

This COVID-19 Building Operations Safety Plan will provide assistance for Managers, Heads, Supervisors and occupants returning to work on-campus within University Services Building (USB) and satellite work sites. This plan will include a review of Building Operations 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/>. Note that the Building Operations Safety Plan is an intermediary plan in accordance with the VPFO parent safety plan located here: <https://vpfinance-dev.sites.olt.ubc.ca/files/2020/08/VPFO-COVID-19-Safety-Plan.pdf>

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 Operations' newsletter, weekly 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.

Preventing COVID-19 in the Workplace Training Module

All Building Operations staff have completed the SRS mandatory COVID-19 training module via Canvas. A few exceptions for completion exist where staff have been on long-term leave. To ensure completion, weekly reports for training completion were pulled from Canvas/HRMS by the Clerical team and an e-mail was sent to all Heads and Managers to follow up with any staff that had not yet completed the training. Course is located at <https://wpl.ubc.ca/browse/srs/courses/wpl-srs-covid>

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 each time you come to work on campus, you must complete the [BC COVID-19 Symptom Self-Assessment Tool](#)** to 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, 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. Employees that have confirmed they have COVID like symptoms will be marked as sick on their timecards using the appropriate designation and work order number when applicable (see Employee FAQ for further details).

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 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. Visit parking.ubc.ca for employee flex pass options. Where proximity allows, biking and walking may be good options. If you need to take transit or carpool, wear a non-medical mask, 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 not to let anyone who is not a UBC employee enter the building behind you.
- Elevators – Elevators 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 – 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 walkways are not wide enough to accommodate traffic in both directions. Corresponding entry and exit signage has also been posted throughout all 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 COVID Safety floor plans

3. USE OF NON-MEDICAL MASKS:

UBC staff will be required to wear non-medical masks, in common indoor spaces on our campuses. The requirement for the use of non-medical masks applies to common indoor spaces, such as hallways, stairways, building entryways, washrooms, common areas in residences and other high-traffic areas. Details on the UBC indoor mask policy and its exceptions are provided in the [COVID-19 Campus Rules](#). Additional exceptions to the indoor mask policy specific to this Safety Plan include:

- Staff working at work stations in shared office spaces, service centres or shops that are not accessible by the general public and where work stations are spaced such that physical distancing requirements can be maintained. If a staff member gets up to walk around or if someone enters their workspace they must wear their mask.
- Building Operations staff working in areas of campus buildings not accessible by the general public provided that physical distancing requirements are maintained.
- Staff working in an enclosed office or room by themselves.
- Staff using dedicated lunch spaces may remove their masks to eat when properly seated and maintaining required physical distance from other staff members. When using items such as fridge, microwave and sink masks must be worn.
- Staff wearing personal protective equipment (PPE) offering more protection than a mask, or working in a situation where safety rules preclude wearing a non-medical mask provided they meet physical distancing requirements. Wearing a non-medical mask is not considered PPE and proper PPE should always take precedent over wearing a non-medical mask when PPE is required.

The requirement to wear non-medical masks indoors recognizes that transmission is reduced when face masks are worn in conjunction with physical distancing and other safety practices.

While wearing a non-medical mask supports reduced transmission of COVID-19, staff must be aware of the limitations and risks associated with wearing non-medical masks.

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

*For up to date information on medical exemptions and non-medical mask usage specific to each of the shared spaces listed in section four and five below, please visit <https://covid19.ubc.ca/>

4. SPACE OCCUPANCY RESTRICTIONS AND PROTOCOL

- **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 a result, the use of 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/spaces:

Department	Office Number	Maximum Occupancy
Electrical	0004	9
	0004A	2
	0004D	2
	0004E	2
	0006	1
	0006A	1
Mechanical		
	0002	6
	0003 (MTR)	2
	0003A	6



	0003B	2
	0003C (MTR)	2
	0003E	4 (with Plexiglas dividers)
	0003F	8
	0003G	1
	0003H	1
Garage	0024	4
	0024B	1
	0024C	1
	0032	4
	0032A	1
Stores	0045	2
	0045A	1
	0045B	2
Carpentry	0053	16
	0053A	3
	0053B	1
Sign	0063	1
Paint	0065	4
	0065A	2
	0065B, C, D & E	1 each
Glass	0067	2
SOS	103A & B	1 each
	105	1
	107	1
	150	16
	150A & D	1 each
	150F	2
Locksmith	0066	3
	0066A	1
HR	0072 (MTR)	2
	0076	5
SRS/Finance	0078	5



Second Floor	1002	1 (with Plexiglas barrier)
	1003	1
	1005	1
	1007	8
	1010	1
	1014	1
	1016	1
	1019	1
	1020	4
	1021	1
	1022	2
	1023	1
	1025	1
	1027	1
	1029	1
	1030	2
	1039	5
	1032	1
	1034	2

*signage included in Appendix 2

- The chart below outlines maximum occupancy limits for **Header House** shared offices/spaces:

Space	Maximum Occupancy
105 Subhead Office	2
100A Time Cards	2
111 Lunchroom	9
106 Storage	1
107 Storage	1
108 Storage	1
204 Lockers	5
204 Hall Lockers	3
208 Lunchroom	4
210 Lockers	5
214 Lockers	3
Drying Room	4
Stretch Room	2
Green Shed Storage	4
Seacan Storage	1

- The chart below outlines maximum occupancy limits for the **Nursery** shared offices/spaces:

Space	Maximum Occupancy
Nursery Garage	8
Nursery House	5

- The chart below outlines maximum occupancy limits for **Material Recovery Facility & Compost Facility** shared offices/spaces:

Space	Maximum Occupancy
Material Recovery	1
Compost Facility	2

- 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.
-

Space	Maximum Occupancy
C&CP 1 & 1A	4 (with Plexiglas divider)
Life Building 0076	4 (with Plexiglas divider)
Life Sciences B2217	4 (with Plexiglas divider)
SC Warehouse 101	2
SC Warehouse 102	4
SC Warehouse 202	4

Trades:

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

Zone	Maximum Occupancy
Green/Teal Office	4
Orange/Yellow Office	4
Brown/Grey Office	2
Red Blue Zone Office	3
Brown/Grey Locker	2
LSC Lunch Room	4

- **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:

- Only enter the washroom if the door is propped open
- Keep the door closed while you are occupying the washroom
- Remember to prop the door open for the next user when leaving the washroom
- 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

WEST MALL SWING SPACE WORKFLOW TRAFFIC

- Building Entrance – Building entrance will remain locked 24/7. Users with programmed card access can enter the building via the main entrance equipped with card scanners.
- Elevators – Elevators have been assigned a maximum occupancy rating of one (1). Corresponding signage has been posted at elevator doors on both levels. Occupants are not to exceed these temporary occupancy ratings.
- Stairwells – The centre stairwell is wide enough to accommodate two-way traffic. Occupants are

to move up the stairwells on the right side and to the left side when coming down the stairs. The north and south stairwells should be used for one-way traffic going down.

- 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. Entry and exit signage has been posted throughout the exits and entrances to the building.
- Due to classroom spaces only having one entrance/exit, staff will wait in the hallway area if maximum occupancy levels exist and staff must adhere to posted signage.
- Entry and exit flow information for these spaces is presented on the COVID Safety floor plans
- Locker areas – staff are not permitted to loiter around locker areas and should remove locker contents and leave the area.

WEST MALL SWING SPACE OCCUPANCY RESTRICTIONS

- **Desk workstations**

Employees with personal desk spaces within classrooms 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 desk space.

Maximum occupancy levels posted on each door

Room	Maximum Occupancy
121, 122	48
106, 108, 110	12
105, 107, 109	14
Washroom 103, 104, 1203, 204	2
206, 208, 210	12
205, 207	14
305, 307	12

- The chart below outlines maximum occupancy limits for **West Mall Swing Space** additional trades shared offices/spaces:

Space	Maximum Occupancy
Elevator Elec 307	12
Painters 305	12

5. TRAININGS, 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.

In-person meetings and trainings deemed essential may need to occur. In such cases, physical distancing requirements and all building space-used restrictions are to be strictly adhered-to. If physical distancing cannot be maintained between participants due to the requirements of the training, additional control mechanisms need to be in place.

Maximum occupancy signage has been placed on Meeting Rooms (see Appendix 2). It is imperative that all employees adhere to the new occupancy limits when occupying these spaces for meetings or training sessions.

Regarding the use of non-medical masks in a classroom setting, while in classrooms, employees and instructor have the option to remove their masks when seated in designated seats or areas and when physical distancing requirements are met.

For UBC COVID-19 guidelines on in-person meetings and trainings, please refer to:

<https://riskmanagement.sites.olt.ubc.ca/files/2020/04/Guidelines-for-Meetings-Trainings-FINAL.pdf>

6. 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. Non-medical masks must be worn by all passengers when more than ONE person is in a vehicle.

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 spray bottles and paper towel/cloths (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

7. 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 4.

All occupants of USB are to reference, and adhere to, these policies, standards and practices.

8. ACCOMODATIONS TO MAINTAIN 2M DISTANCE

Standard operating procedures have been reviewed and adjusted to meet the physical distancing recommendations required by COVID-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.

9. CLEANING, SANITIZATION & 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 are cleaned once per day, and additionally, sanitized at least once over a 24-hour period.
- **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.
- Refer to **Appendix 5** for general cleaning & disinfecting surfaces SOP's

10. MONITORING THE WORKPLACE & UPDATING SAFETY PLANS

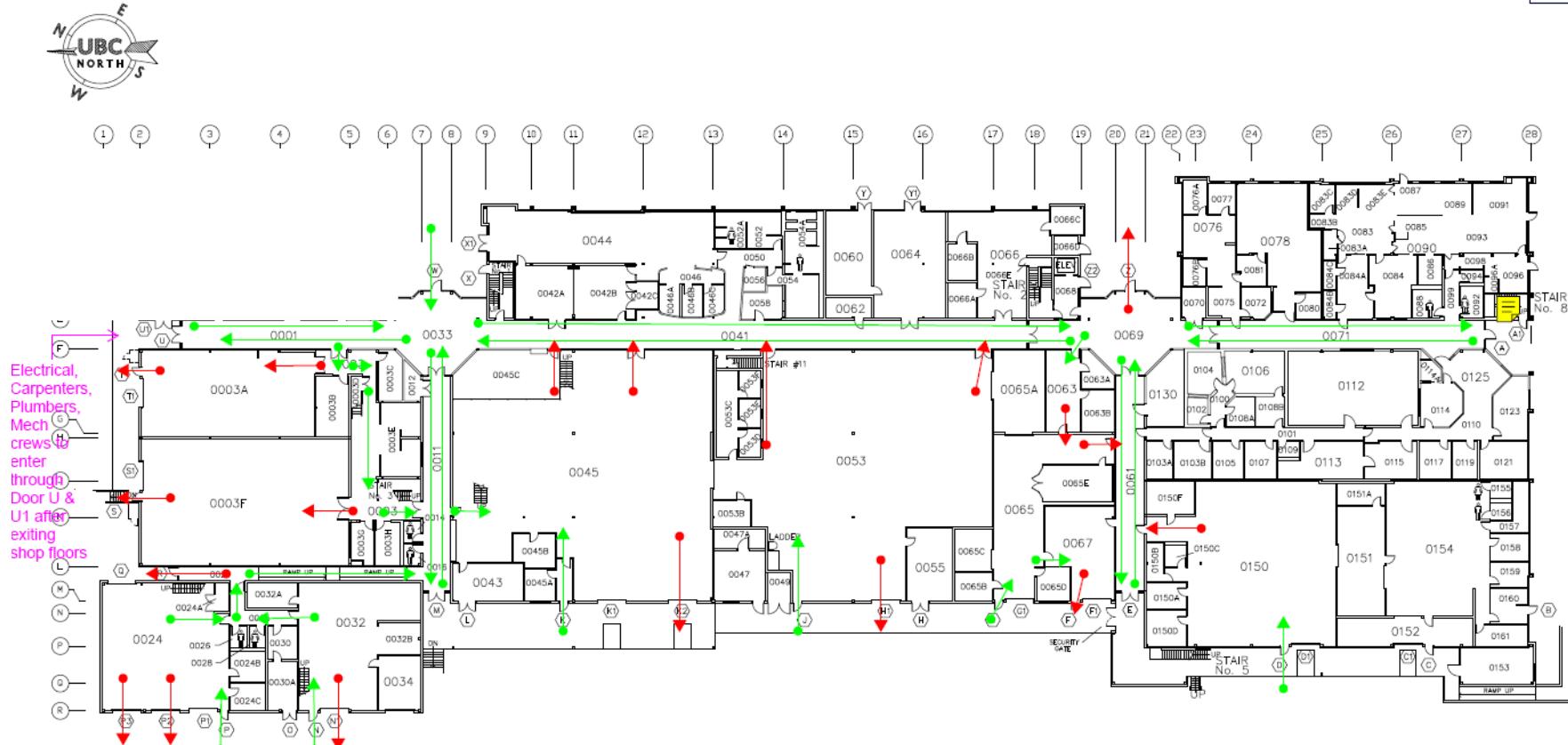
- Building Operations buildings/spaces will continue to be regularly monitored by SRS and management on a regular basis to ensure that all precautions that have been put in place continue to meet the safety needs of staff working from campus. Additional monitoring will take place and more safety precautions added (if needed) as more staff transition to working on-campus and/or work from campus more frequently
- Employees can raise safety concerns confidentially to their Heads and Supervisors or their JOHSC. Concerns are to be escalated to SRS, who will then communicate to senior management and the Leadership Team for review and consideration
- The Safety Plan will be amended on a monthly basis and incorporate concerns/feedback and improvements from employees and the JOHSC's
- The Building Operations Executive Secretary will continue to update and maintain the safety plan and ensure the most recent copy is available to staff on the Building Operations website

11. PROTOCOL WHEN WORKING IN ALL BUILDINGS ON CAMPUS

- It is very important that we continue to respect the safety and well-being of others and be diligently mindful when occupying public spaces in all buildings throughout campus.
- Wearing a non-medical mask, adhering to occupancy rules and maintaining a safe distance of 2m (6 feet) from others is UBC policy and needs to be enforced when you are working within all buildings on campus
- Please ensure that you are following all of the COVID-19 protocols put in place throughout all buildings on campus, including maintaining 2m of space between yourself and others as well as:
 - Wearing a non-medical mask in all common indoor spaces on campus
 - Wearing a non-medical mask is not considered PPE and proper PPE should always take precedent over wearing a non-medical mask when PPE is required
 - proper cleaning and hygiene
 - following directional arrows/traffic flow
 - adhering to entrance/exit signage
 - Compliance with maximum occupancy limits for meeting rooms, office spaces, kitchens and washrooms.
- Occupancy in some spaces is quite limited and It is extremely important that maximum occupancy limits are adhered to when entering spaces to complete work
- When entering a building or a space to complete work, it is very important that you:
 - Look for posted maximum occupancy signage so you are aware of the space restrictions
 - Open the door and check the space for occupants before entering
 - If there are people in the space, ask if it is safe to enter and complete your work at this time
 - If it is not safe to complete your work and proper physical distancing cannot be practiced, arrange a time that works for both the building occupants and yourself to return to the space and safely complete your work
- Ensure special instructions from client requested work is always followed
- Be sure to request lab clearances when deemed necessary (speak to your supervisor if clarity is required)

Appendix 1: USB Floorplans – Ground Floor Directional

641



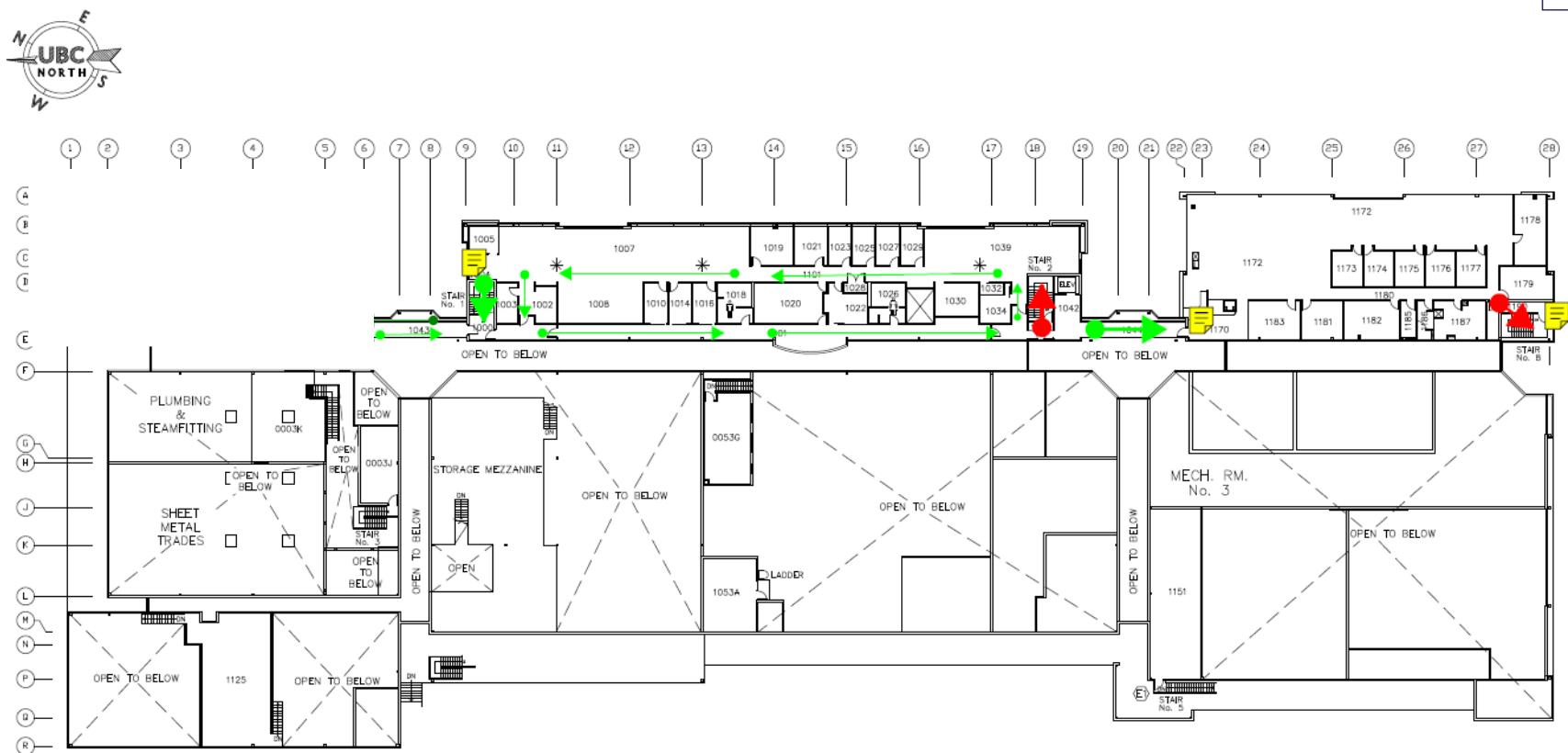
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COPYRIGHT © THE UNIVERSITY OF BRITISH COLUMBIA 2014 KEYPLAN BY INFRASTRUCTURE DEVELOPMENT

THE UNIVERSITY OF BRITISH COLUMBIA
UNIVERSITY SERVICES BUILDING
2329 WEST MALL, V6T 1Z4

FLOOR CONSTRUCTION DATE KEYPLAN DATE	GROUND DRAWN BY FJM	SCALE 1:400	DATE 14 AUG 19 15 MAR 19	PAGE NO. 31	FILE NO. SR159625	REVISION CODE CAGE REMOVED IFC/RM # APPROVAL	PL	*	DENOTES LAST REVISION
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				1 OF 3		30		04 DEC 18	SITE CHK RM 0150F, 0053, 0078

Appendix 1: USB Floorplans – Second Floor Directional



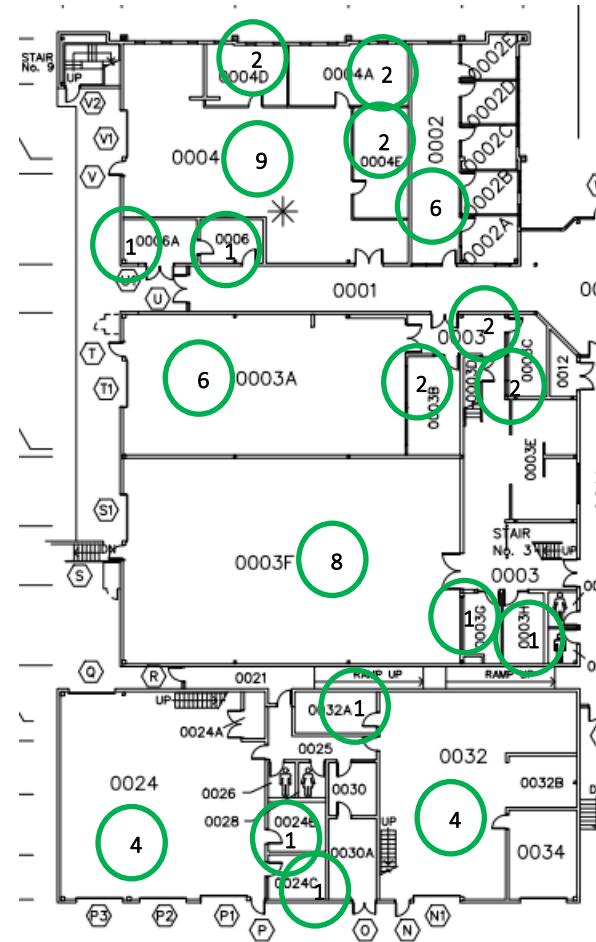
COPYRIGHT © THE UNIVERSITY OF BRITISH COLUMBIA 2019 KEYPLAN BY INFRASTRUCTURE DEVELOPMENT

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UNIVERSITY SERVICES BUILDING
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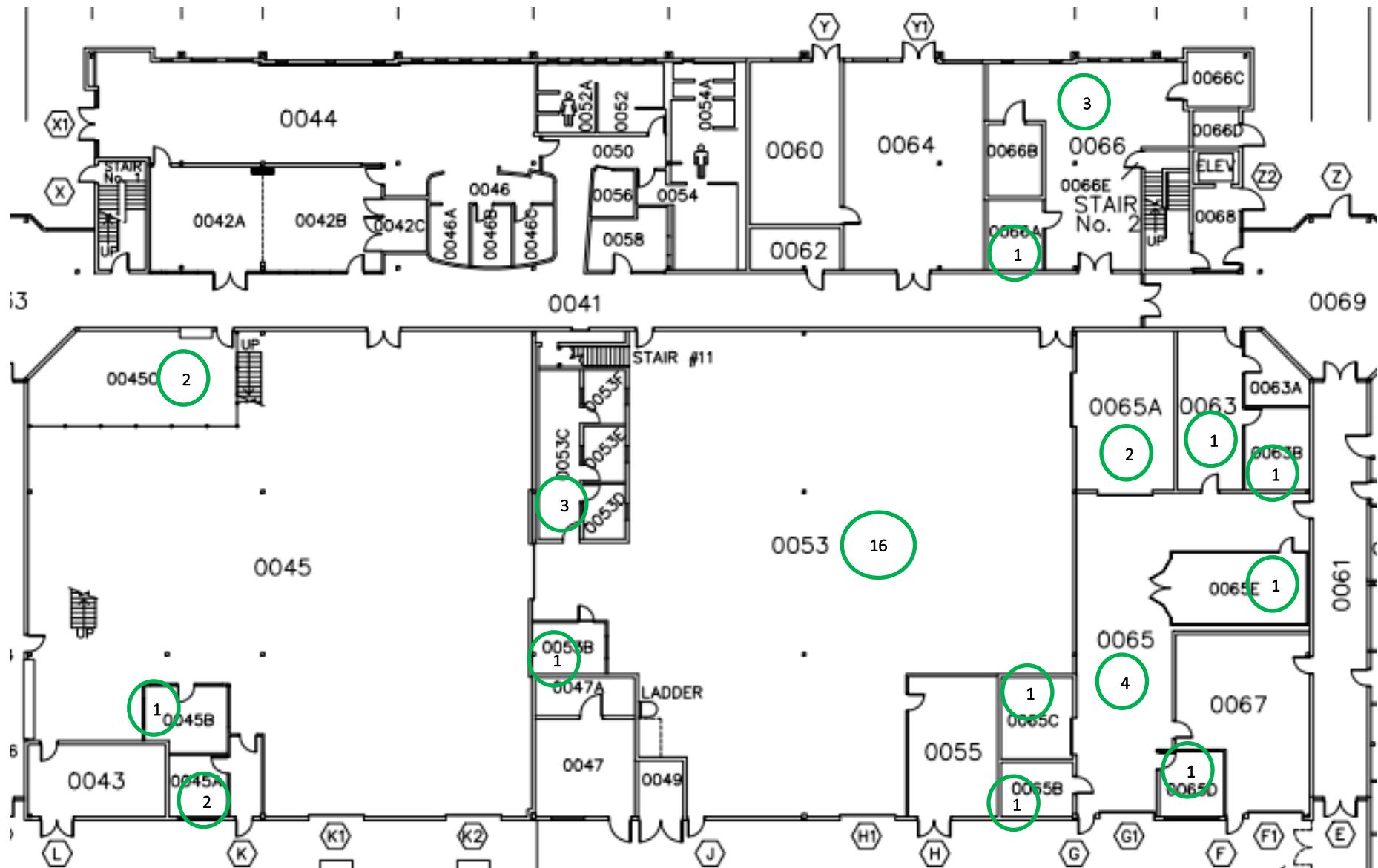
* DENOTES LAST REVISION									
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CONSTRUCTION DATE	1991	DRAWN BY	FJM	08	04 DEC 18	IFC/RM NO. APPROVAL	SITE CHK	RM 1053	PL
KEYPLAN DATE	15 NOV 90	PAGE	2 OF 3	10	29 JULY 19	RM1007	AS PER P. LINCOLN	PL	PL

Appendix 1: USB Floorplans – Ground Floor Seating

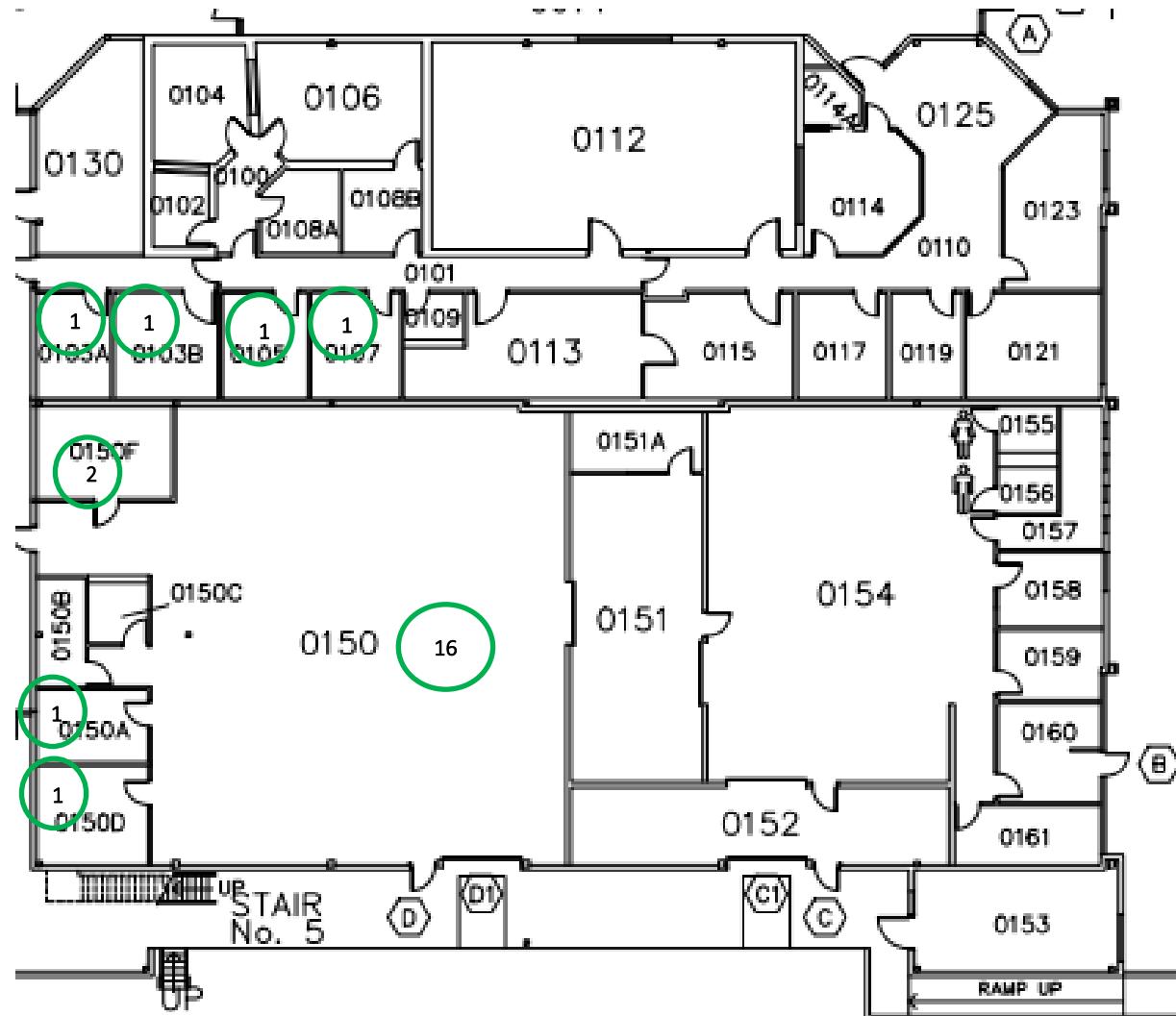
*Office maximum capacity limits are to be adhered to at all times. Rotating office staff will continue to be practiced to ensure physical distancing protocols are met.



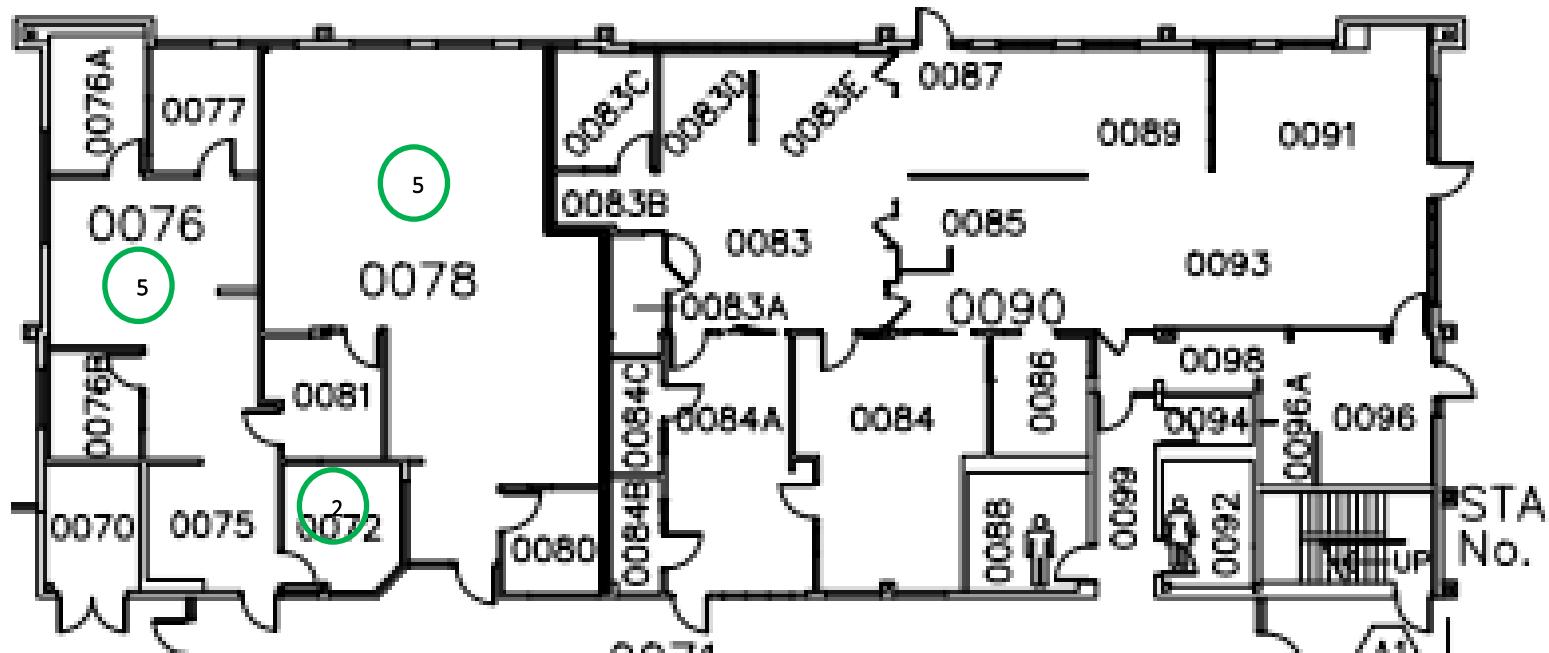
Appendix 1: USB Floorplans – Ground Floor Seating



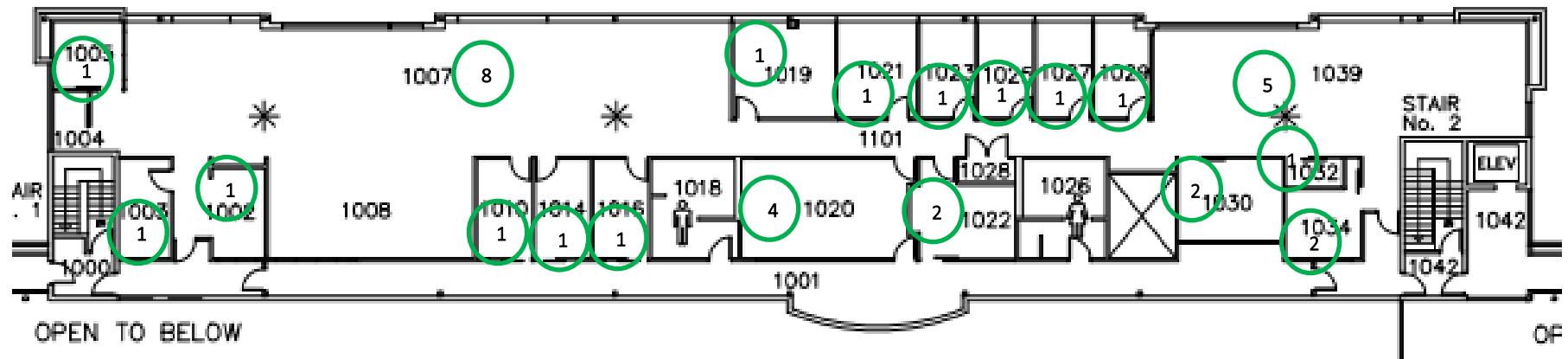
Appendix 1: USB Floorplans – Ground Floor Seating



Appendix 1: USB Floorplans – Ground Floor Seating

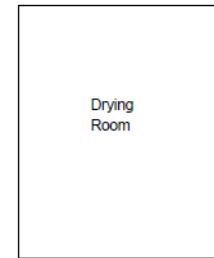
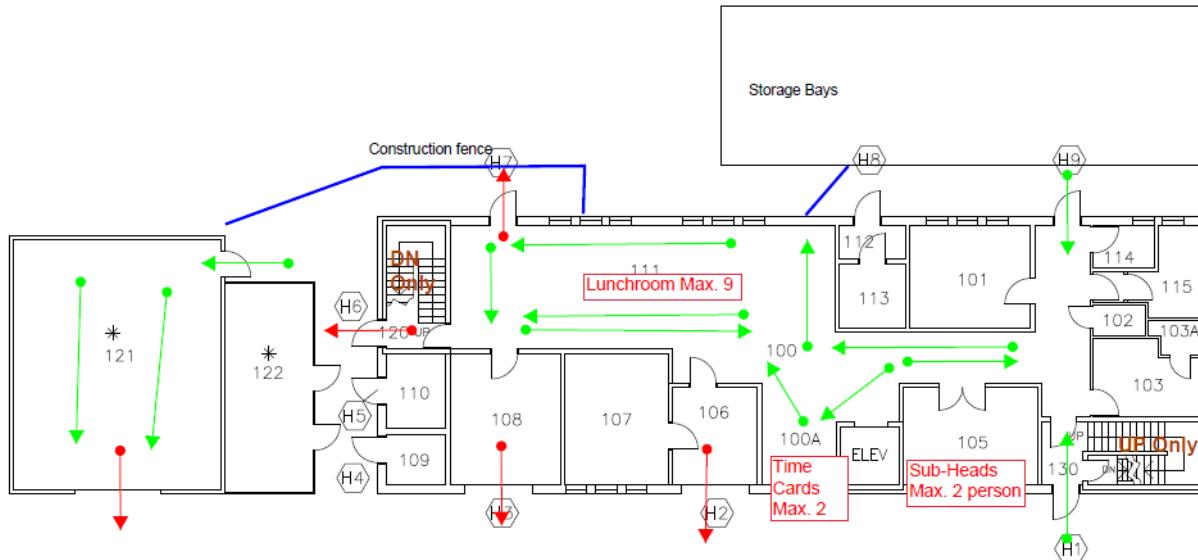


Appendix 1: USB Floorplans – Second Floor Seating



Appendix 1: Header House Ground Floor

024-5



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

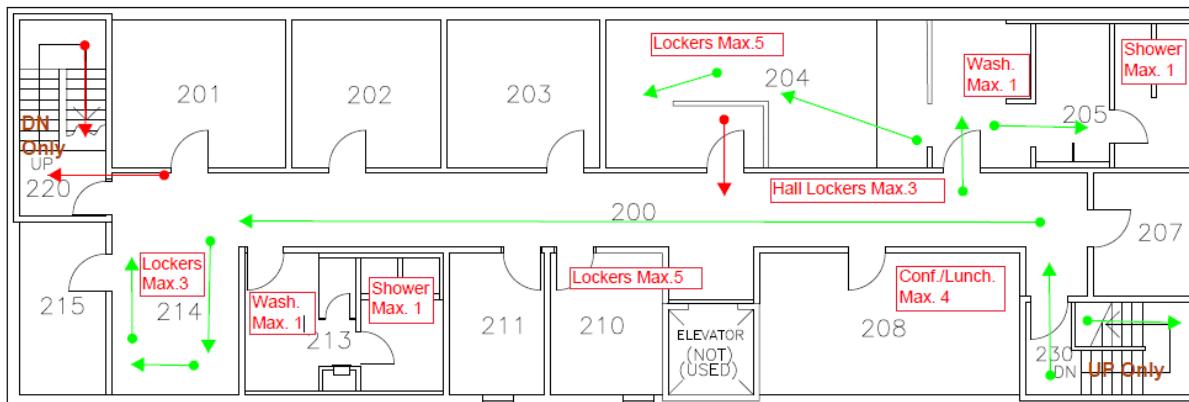
Soft-Landscape Ground Floor

Appendix 1: Header House Second Floor



024-5

Soft-Landscape
2nd. Floor



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

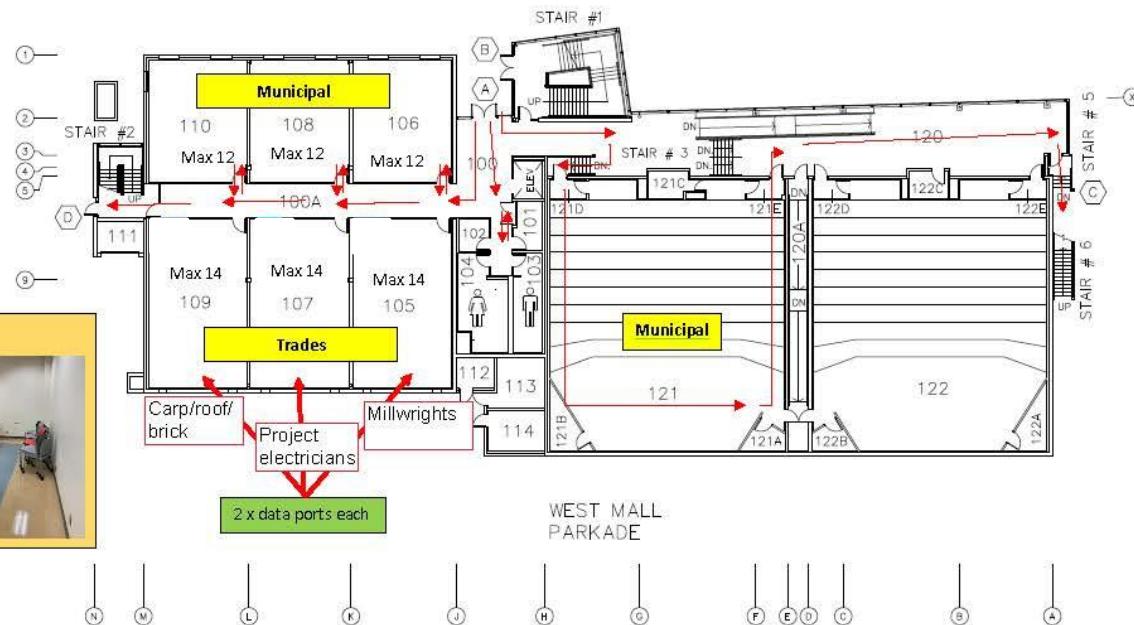
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ARM	SECOND
CONSTRUCTION DATE	1967
DESIGNER	AI
KEYPLAN DATE	12 JAN 99
PAGE	3 OF 4
NAME	1:100
DATE	03 07 JUN 02
REVISED	-
REVISION	-
WF	JEL
DCB	JEL

Appendix 1: West Mall Swing Space - ground floor

901



Note: Rooms 105, 107, 109 can be locked if necessary.



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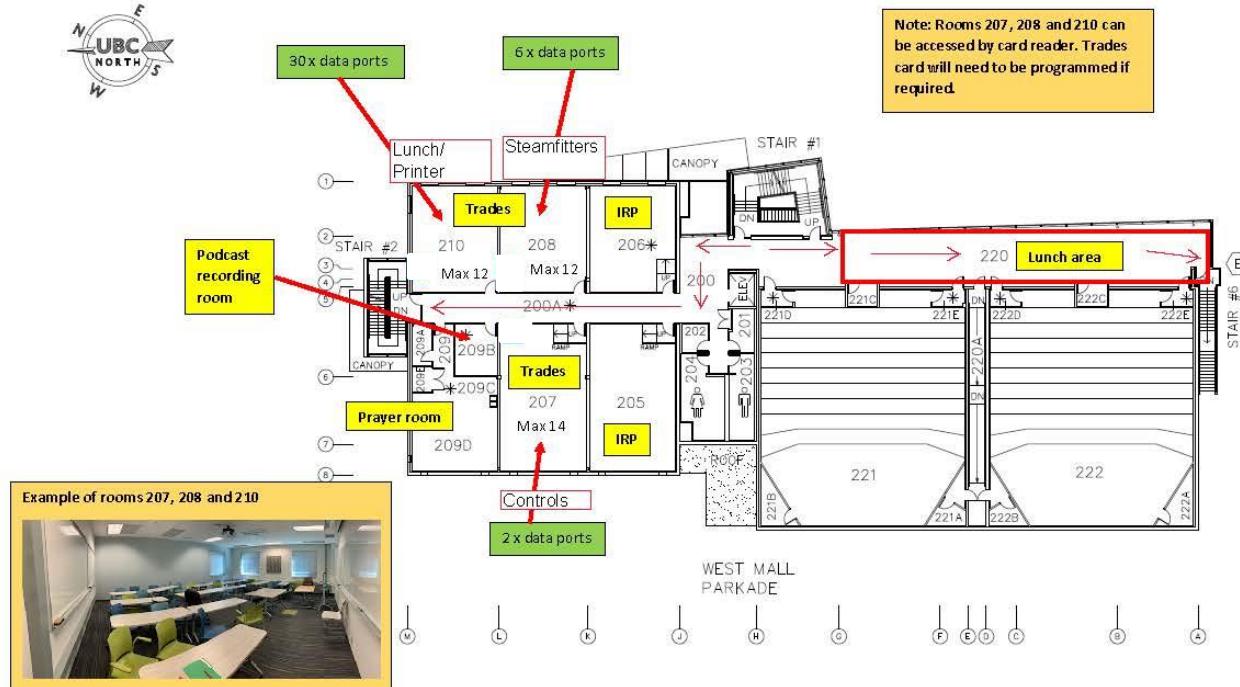
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WEST MALL SWING SPACE BUILDING
2175 WEST MALL, V6T 1Z4

		* DENOTES LAST REVISION	
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KEYPLAN DATE:	KAC	PAGE:	02 09 JAN 08
			03 21 APR 17
			UPDATE CORR. NUM:
			PL:



Appendix 1: West Mall Swing Space - second floor

901



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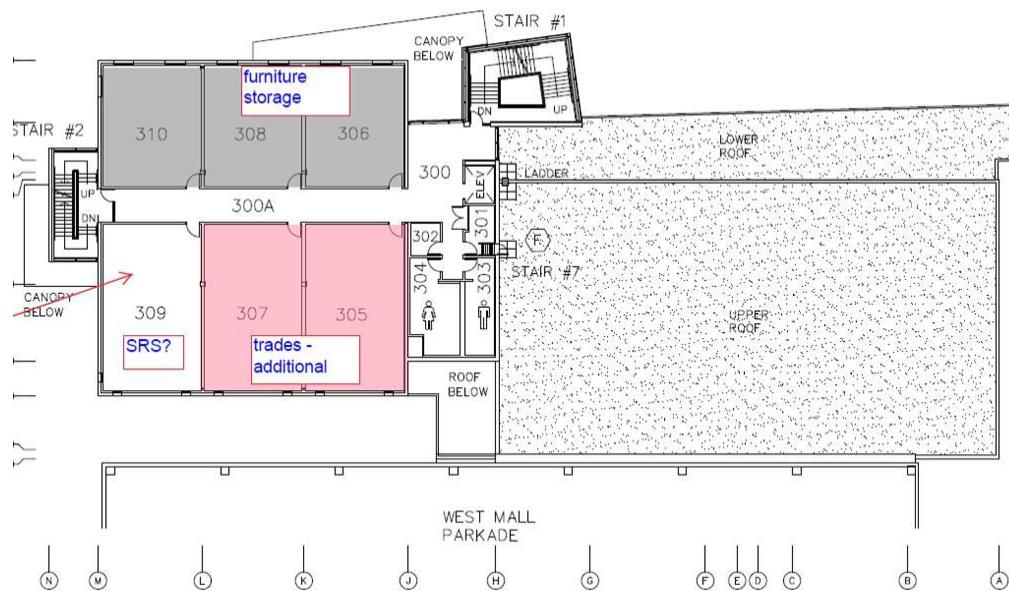


THE UNIVERSITY OF BRITISH COLUMBIA
WEST MALL SWING SPACE BUILDING
2175 WEST MALL, V6T 1Z4

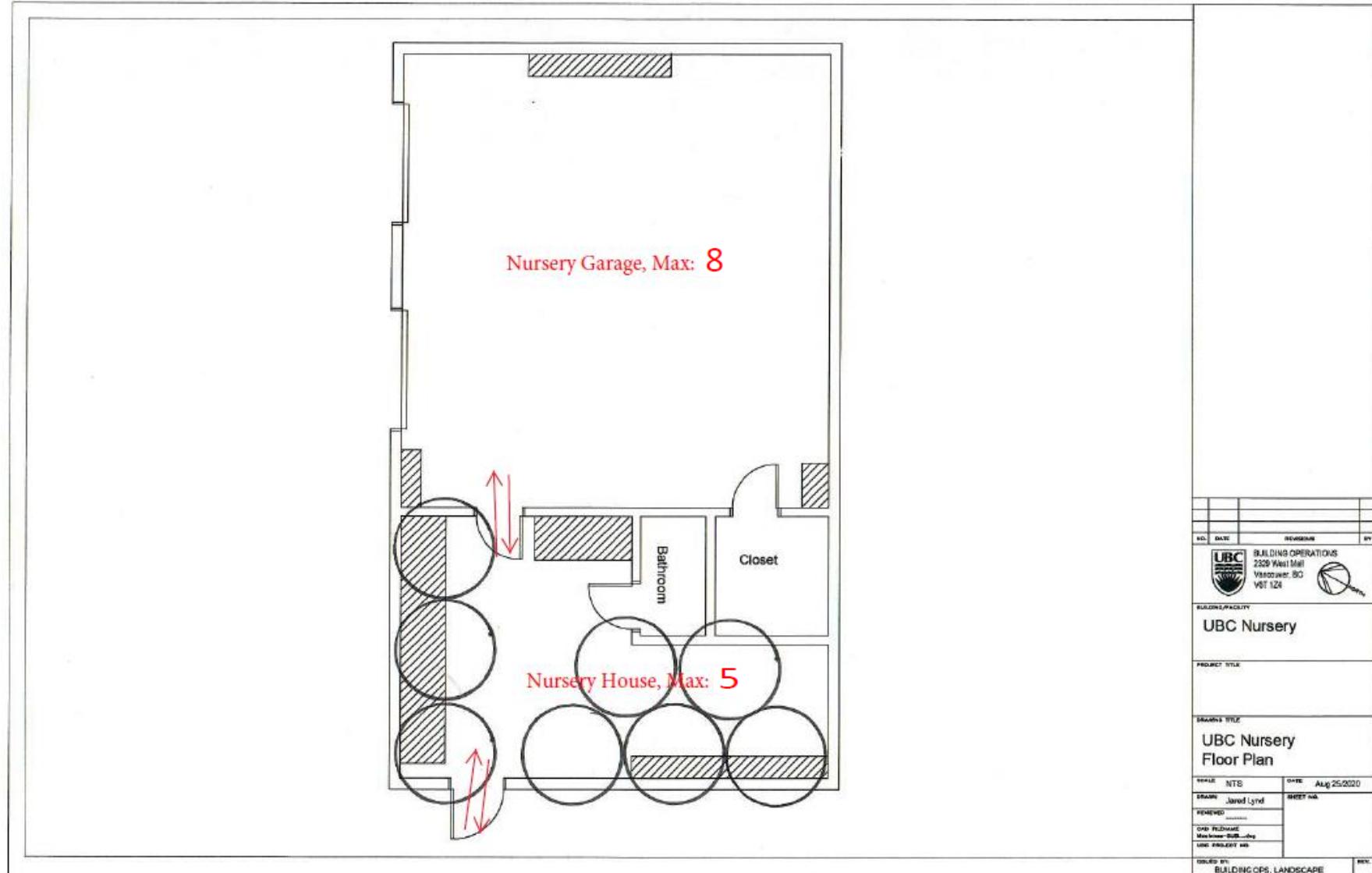
ROOM	SECOND CONSTRUCTION DATE	SCALE	DATE	REFERENCE
	2005	1:300	03	15 MAY 13
		DRAWER	02	CRT14163
		KAC	10 JAN 08	901-06-043
		PAGE	04	MINOR CHANGES
	09 JAN 06	2 OF 6	21 APR 17	JES
				UPDATE CORR. NUM
			*	PL
				PL

REV. VER. DRAFTS SIGN OFF → 2.4 Rev. DATA

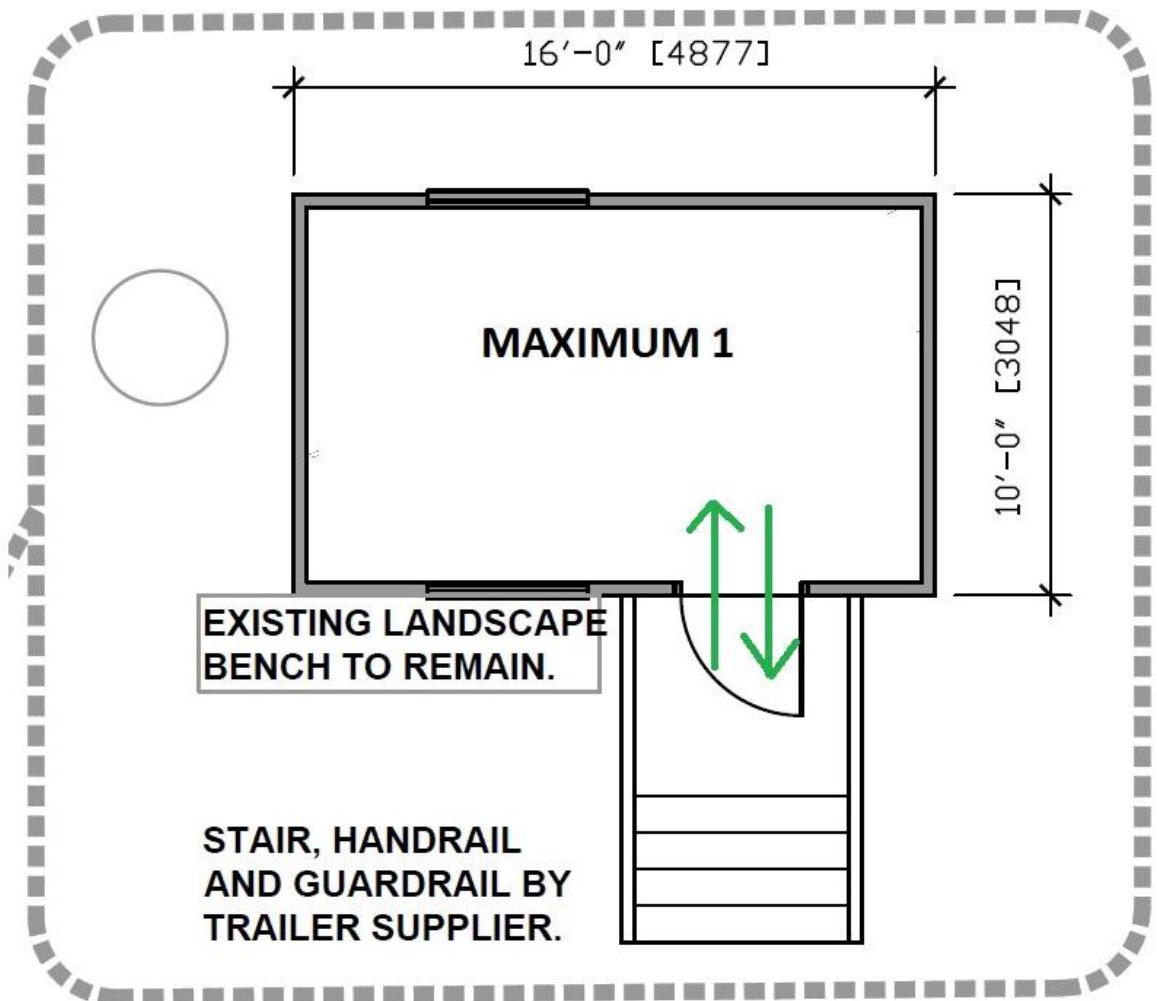
Appendix 1: West Mall Swing Space – third floor



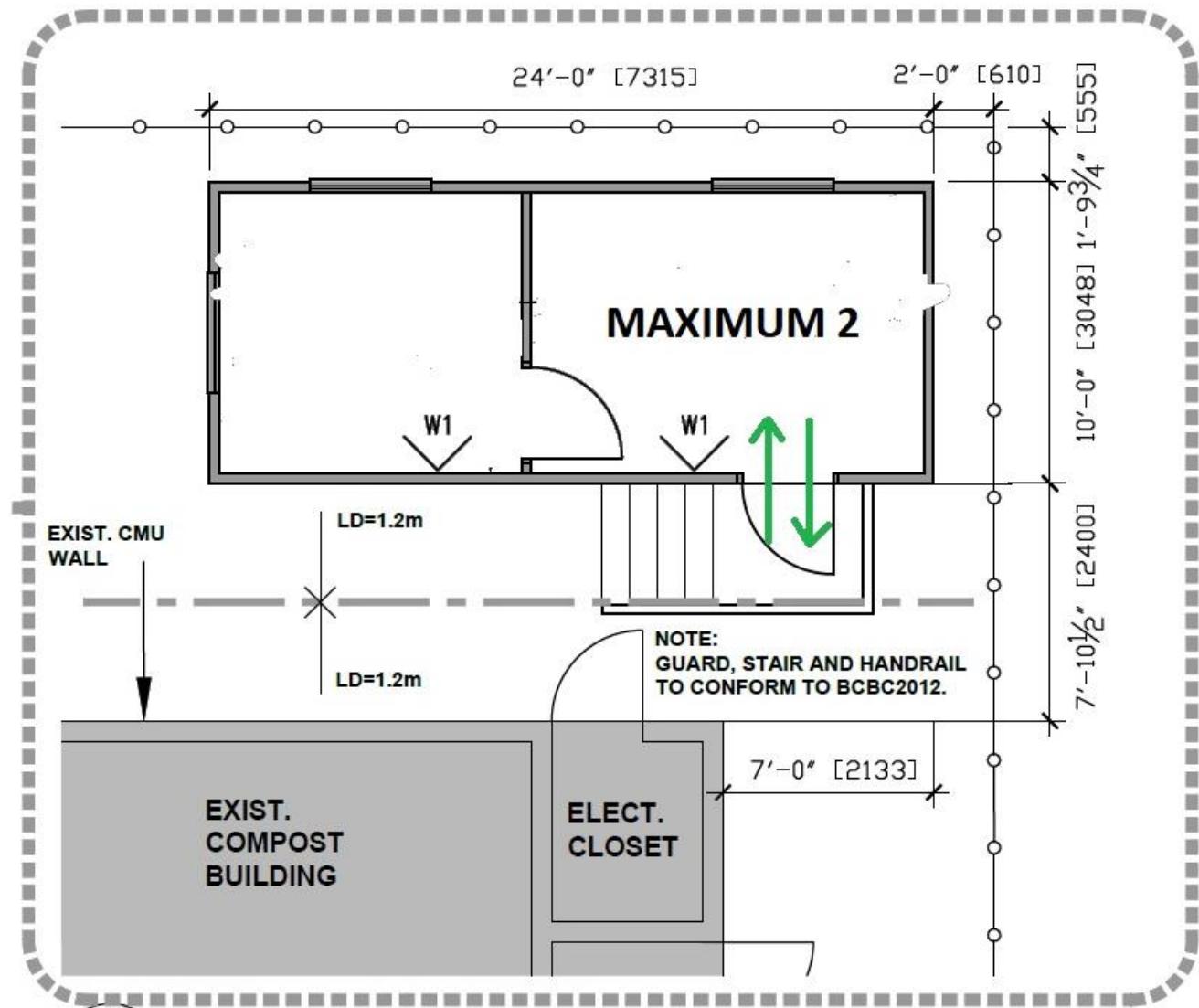
Appendix 1: Floorplans – the Nursery



Appendix 1: Floorplans – Material Recovery Facility



Appendix 1: Floorplans – Compost Facility



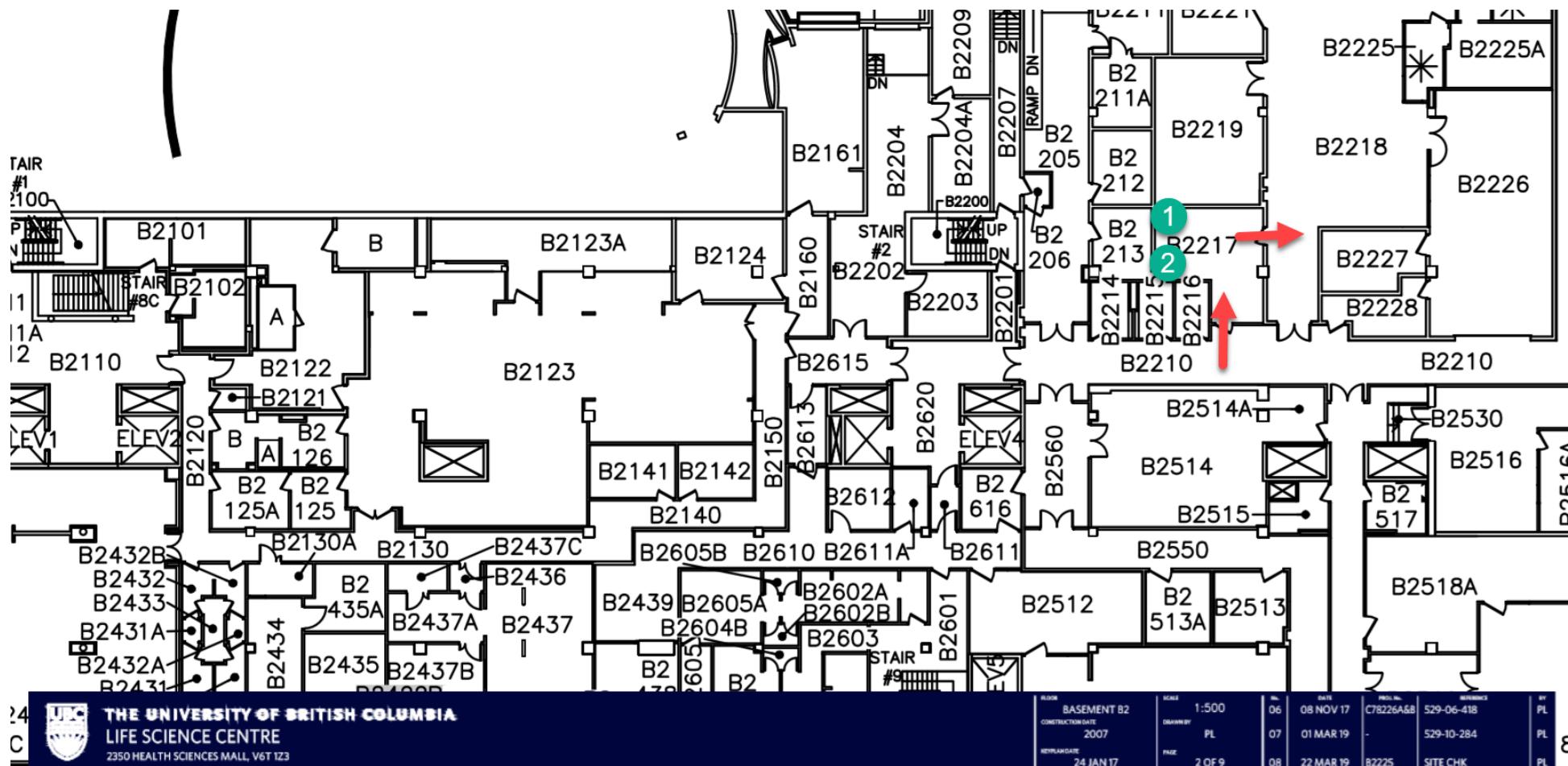
Appendix 1: Floorplans – Custodial Zone Offices

Notes:

- Life Sciences Centre (4-12): The office is not in use during this period for sign in/out of the regular frontline staffing. The keys and assignments are brought to the main level on a cart so that the staff can receive instruction. The office is used by both heads in space where 2 meter physical distancing can be maintained between workstations.
 - The frontline staff at LSC follow the routing maps as highlighted in this plan.
 - There are designated entry and exit doors at B2217 Custodial Office for one-way flow of employees.
- Campus &Community Planning (4-12) and (6-2): The office is used by 2 distinct master shifts, within each you have part time employees also reporting to work. 4:00pm to 12:00pm (approx. 65 employees) and 6:00pm to 2:00am (approx. 65 employees).
 - Each of the above shifts have 2 heads who work together for sign in and sign out at the front counter (in green below).
 - The counter has a full-length Plexiglas divider to separate the heads from the frontline staff.
 - One frontline staff member is to enter the space at any one time to pick up keys. Max occupancy for the front of counter space is 2 employees and flow will be managed by the heads.
 - The space behind the counter allows for at least 2 meters distance between the heads.
 - Where 2 meters distance cannot be maintained at the individual work cubicles, Plexiglas sneeze-guard partition extenders will be installed.
 - The heads in each shift along with the supervisor on duty will be considered a working cohort. Any relief provided by the assistant head service worker will be logged as an entry in their calendar to maintain record of movement.
- Life Building (7-3) and (11:30pm to 7:30am): The office is used by 2 distinct shifts, within which you have part time employees also reporting to work. 7:00am to 3:00pm (Dayshift -approx. 95 employees) and 11:30pm to 7:30am (Night Shift -approx. 45 employees).
 - The dayshift has 4 heads who work together for sign in and sign out at the front counter (in green below).
 - The night shift has one assistant supervisor and one head service worker who work together behind the same counter.
 - The counter has a full-length Plexiglas divider to separate the heads from the frontline staff.
 - One frontline staff member is to enter the space at any one time to pick up keys. Max occupancy for the front of counter space is 2 employees and flow will be managed by the heads.
 - The space behind the counter allows for at least 2 meters distance between the Night Shift supervisory staff based on 2 person max occupancy.

The heads on the dayshift will need to stand back to designated spaces when their employee is not at the counter awaiting assignment. Only the head dealing with an employee should be at the front of the counter. The maximum capacity at the counter is 2 heads at any one time on one side of the Plexiglas divider, 2 custodians on the other side.
 - Where 2 meters distance cannot be facilitated at the individual work cubicles for seated desk work, Plexiglas sneeze-guard partition extenders will be installed. The heads in each shift along with the heads in each shift along with the supervisor on duty will be considered a working cohort. Any relief provided by the assistant head service worker will be logged as an entry in their calendar to maintain record of movement.

Appendix 1: Floorplans – Life Sciences Centre



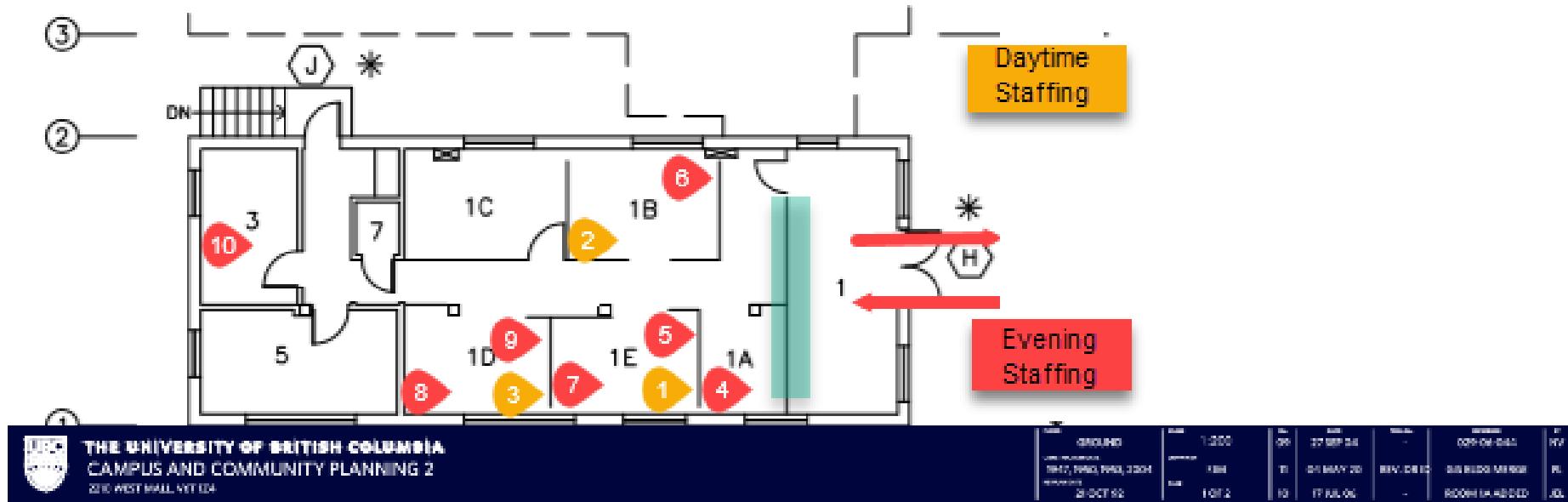
Appendix 1: Floorplans – Campus & Community Planning

029



ROOM		GROUND	SCALE	NO.	DATE	REV.	REFERENCE
CONSTRUCTION DATE			DRAWN BY	09	27 SEP 04	-	029-06-044
1947, 1950, 1953, 2004			FJM	11	04 MAY 20	REV. DR ID	GIS BLDG MERGE
KEYPLAN DATE			PAGE	10	17 JUL 06	PL	ROOM 1A ADDED
21 OCT 92						JEL	

Appendix 1: Floorplans – Campus & Community Planning

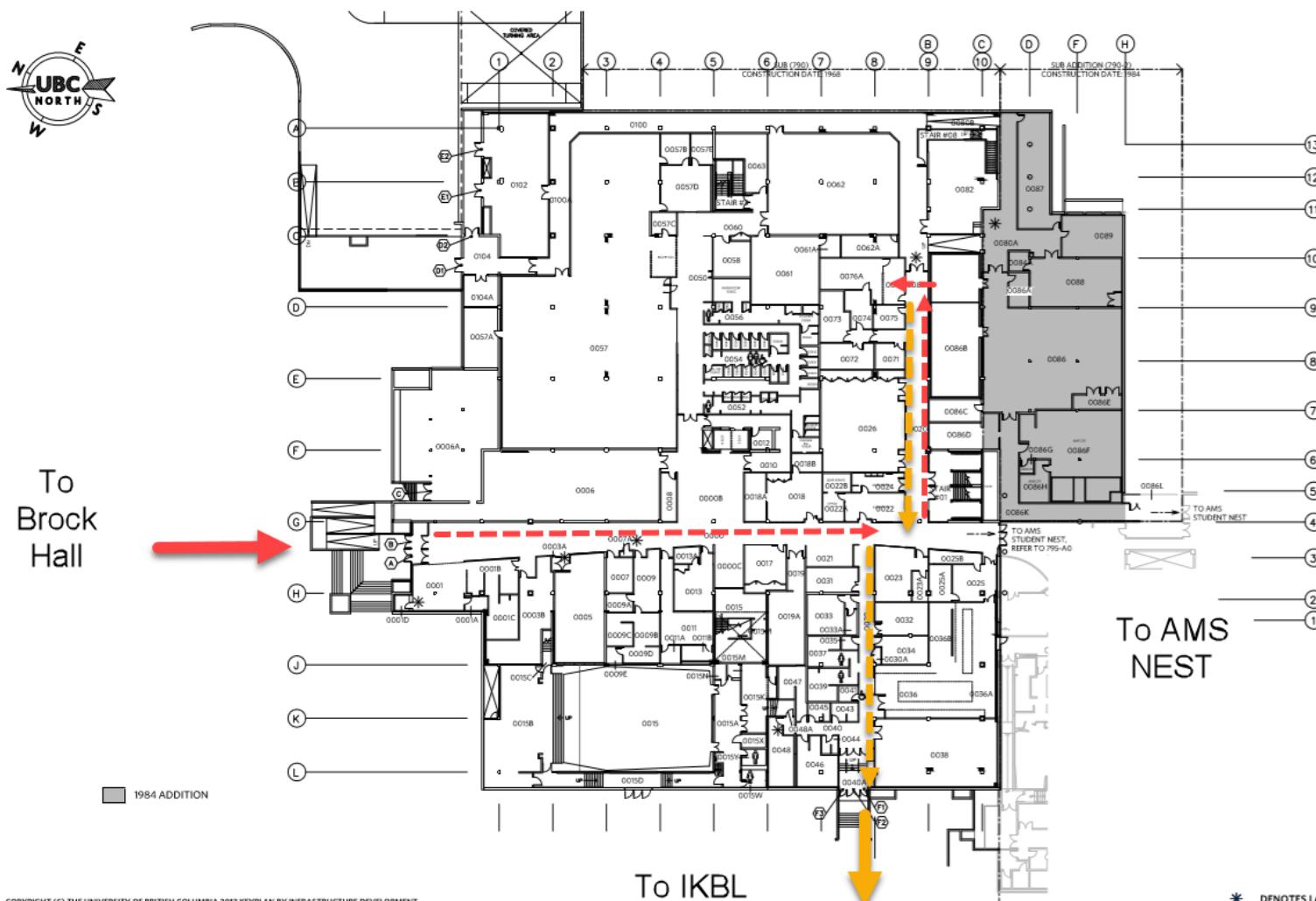




THE UNIVERSITY OF BRITISH COLUMBIA

Facilities

Appendix 1: Floorplans – Life Building

790
790-2

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 THE UNIVERSITY OF BRITISH COLUMBIA
UBC LIFE BUILDING
6138 STUDENT UNION BOULEVARD, V6T 1Z1

* DENOTES LAST REVISION

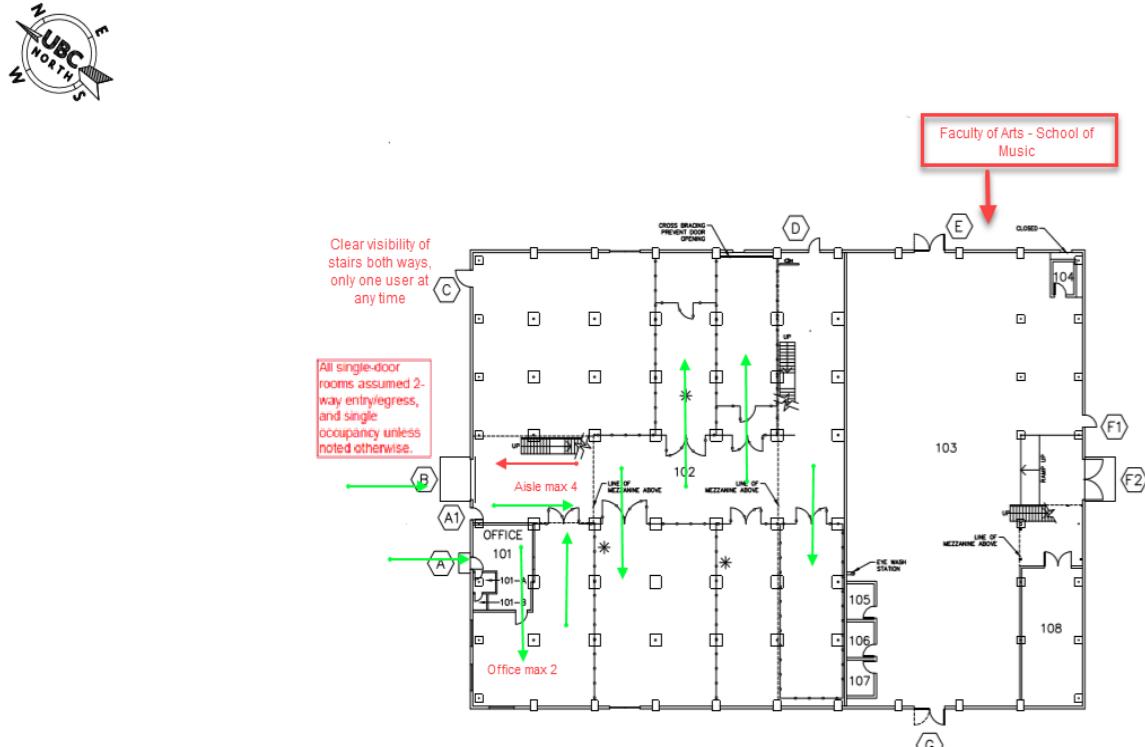
RODE	BASEMENT CONSTRUCTION 1968, 1984	ICRS DRAWN BY	ROLL NO.	REVISIONS
15	11 JAN 19	SITE CHK	-	PL
14	31 OCT 17	-	-	EL
13	22 MAY 15	AS PER K. ROBERTSON	795-06-153	PL
	KEYPLAN DATE 25 APR 94	PAGE	1 OF 4	

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Appendix 1: South Campus Warehouse

638



		* DENOTES LAST REVISION		
FLOOR	GROUND CONSTRUCTION DATE	SCALE	DATE	REVISION
	UNKNOWN	1:300	01 29 OCT 08	JEL
	REVISION DATE G: AUG 08	DRAWN BY JEL	02 24 FEB 14	CR142726 IFC DWG A03
		PAGE	1 OF 2	PL
			03 JAN 22 2020	CHUNKTBNE PER F. DESMARAIIS

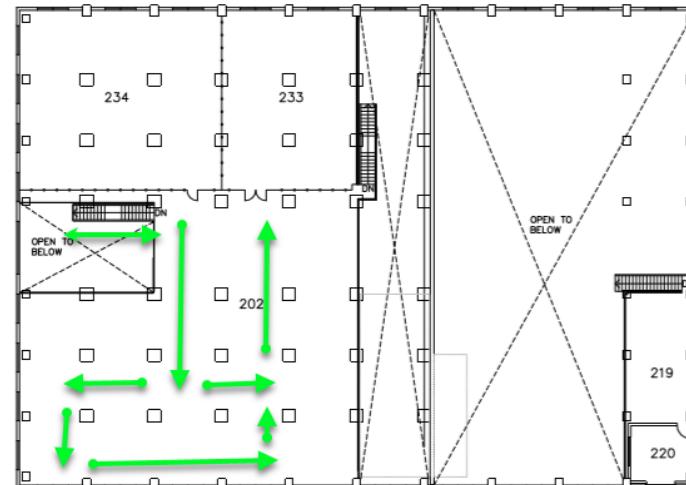
Appendix 1: South Campus Warehouse Mezzanine

638



Clear visibility of
stairs both ways,
only one user at
any time

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



Custodial Storekeepers, Streets and Operations
Support, All BOPS trades.

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THE UNIVERSITY OF BRITISH COLUMBIA
SOUTH CAMPUS WAREHOUSE (FORMERLY - FIELD HOUSE BUILDING)
 6116 NURSERIES ROAD, V6T 1Z3

* DENOTES LAST REVISION									
FLOOR	SECOND	SCALE	1:300	01	DATE	24 FEB 14	REF ID	CR142726	REFERENCE
CONSTRUCTION DATE	UNKNOWN	DRAWN BY	JEL	02	02 OCT 14	SITE CHK	FC DWG A05		AS PER S. LEE
KEYPLAN DATE	07 AUG 08	PAGE	2 OF 2	-	-	-	PL	PL	PL
							RE	KEYPLANS V3A-V3B-A2-DWG-JLARA	

Appendix 2: Signage and Decals

Floor Decals:



Entrance and Exit Signage:



Directional Stairwells:



Office Maximum Occupancy:



Appendix 2: Signage and Decals

Meeting Room Maximum Occupancy:



Washroom Maximum Occupancy:



Appendix 3: Building Emergency Response Plan Amendment and Floor Wardens

Building Evacuation Amendment COVID-19

Purpose

The following document is to provide guidance for incorporating COVID-19 precautions to Building Emergency Response Plans (BERP). The leadership and guidance of Emergency Directors and Floor Wardens are essential during this time of physical distancing to prevent disease transmission. While it is important to maintain a safe physical distance (>2 metres) to minimize the risk of spreading the disease, the priority is to execute a safe and expeditious evacuation.

Responsibilities

Building Emergency Directors (USB Director – Jose Teres)

The Emergency Director is responsible for determining and implementing the following:

- Knowing if designated floor wardens are in attendance to perform their duties (are they working in the building or from home?). Where necessary, the BED will appoint interim Floor Wardens to fill this role - complete
- Familiarizing available floor wardens with all the evacuation routes from their areas
- Physical distancing measures have been considered and included
- Once evacuated, floor wardens are to provide physical distance guidance to all evacuees.
- Note: Physical distancing is not required during an emergency evacuation. The primary goal in an emergency situation shall always be to evacuate the building expeditiously and meet at a predesignated safe location outside the building.
- When providing updates about the emergency and evacuation to the Fire Chief on site, maintain appropriate physical distancing (at least 2 metres apart).
- Encourage all floor wardens to provide an update about evacuations in their individual areas. (Cell phones and walkie talkies are recommended where possible)
- Refrain from touching your face after evacuating the building as you may have touched doors, handrails etc. Once permitted to re-enter the building, maintain your physical distance and wash your hands with soap and water for a minimum of 20 seconds.

Building Floor Wardens – Instructions

Building Floor Wardens are responsible for the following:

1. Review wall mounted Emergency Procedure Key Plans to ensure all evacuation routes and Predesignated Meeting Areas are known and appropriately used.
2. Physical distancing is not required during an evacuation.

Note: Physical distancing is not required during an emergency evacuation. The primary goal in an emergency situation shall always be to evacuate the building expeditiously and meet at a predesignated safe location outside the building.

1. When all occupants have exited the building and met at the Predesignated Meeting Area, floor wardens are to provide instruction for all to maintain a 2-metre physical distance from each other.
2. When reporting the status of the evacuation to the Building Emergency Director, utilize electronic means of communication where possible to minimize in person-to-person conversations.
3. Refrain from touching your face after evacuating the building as you may have touched doors, handrails etc. Once permitted to re-enter the building, maintain your physical distance and wash or sanitize your hands before returning to your work area.

Building Occupants – Instructions

When evacuations are necessary for various emergencies outlined in this document, you must evacuate the building and follow the instructions of building floor wardens. Maintain appropriate physical distancing when gathering at the predesignated meeting area.

Note: Physical distancing is not required during an emergency evacuation. The primary goal in an emergency situation shall always be to evacuate the building expeditiously and meet at a predesignated safe location outside the building.

Refrain from touching your face after evacuating the building as you may have touched doors, handrails etc. If possible, sanitize your hands. Once permitted to re-enter the building, maintain your physical distance and wash your hands with soap and water before returning to your work area.

Persons Requiring Assistance

Persons Requiring Assistance (as identified by the process outlined in Appendix 5 of the BERP) who are not working from home and reporting to work as usual, should work with their Floor Warden and Building Emergency Director to develop a modified personal evacuation plan that incorporates physical distancing. If this is not feasible, a **safe location** that is away from the hazard should be identified so the individual can remain there until the Emergency responders can assist these persons.

Safe Locations

For personnel who are unable to evacuate the building, it is recommended that if a safe location in the building has been pre-identified in the BERP that the individual remain there until emergency responders can assist. If more than one person needs to remain in the safe location, maintain 2 metres distance or the maximum possible, where 2 metres is not feasible.

Fire Evacuation Drills

All fire drills are on hold for the year 2020. 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.

COVID-19 Amendment- Emergency Procedures: Safety & Risk Services

Do's

- ✓ If fire alarm is ringing, promptly evacuate the building
Note: Physical distancing is not required during evacuation
- ✓ Remain calm
- ✓ Meet at predesignated meeting area (Location identified on wall mounted Emergency Procedures maps)
- ✓ Physically distance (2 m) once you have evacuated from building
- ✓ Wash hands before re-entering workspace
- ✓ Follow instructions from emergency personnel

Don'ts

- ✓ Impede a prompt evacuation from building
- ✓ Panic
- ✓ Ignore alarm and direction from emergency personnel

Floor Wardens and Alternates:

USB:

*note - **highlighted** alternates have been confirmed to work opposite schedules to appointed wardens to maximize coverage

POSITION	PHONE NUMBER	
	WORK	OTHER (e.g. work mobile)
Building Emergency Director	604-822-0807	(604)209-8465
Name: Jose Teres		
Deputy Building Emergency Director	(604) 822-0499	(778)877-4993
Name: Robin Shortt		
Building Floor Warden – Waste Mgmt		(604)319-4493
Name: Tamas Weidner		

Alternate Building Floor Warden - Waste Mgmt (604)970-7537

Name: Calvin Cheung

Building Floor Warden – Carpentry Shop (604)786-3308

Name: Martin Varma

Alternate Building Floor Warden - Carpentry Shop (604)916-6076

Name: Dan Lappin

Building Floor Warden – Paint Shop (604) 822-4289 (604)816-5721

Name: Bill Provenzano

Alternate Building Floor Warden - Paint Shop (604) 822-0626

Name: Sam Agawa

Building Floor Warden – Stores/Toolcrib (604)209-7856

Name: Steve Windle

Alternate Building Floor Warden - Stores/Toolcrib (604)822-5272 (604)313-3987

Name: Adam Rosenthal (afternoons/over lap 1/3 weeks)

Building Floor Warden – Garage (604)209-7855

Name: Jeff Woodburn

Alternate Building Floor Warden - Garage (604)209-7855

Name: Ken Ritchie

Building Floor Warden – Plumbing Shop (604)788-3025

Name: Clay McMullen

<u>Alternate</u> Building Floor Warden - Plumbing Shop	(604)822-3446
Name: Paul McLaughlin Building Floor Warden – Steamfitter Shop	(604)202-1651
Name: Mike Kupfer <u>Alternate</u> Building Floor Warden - Steamfitter Shop	(604)817-1273
Name: Thomas Shields Building Floor Warden – Electrical/Rooms 0002	(604) 822-9184
	(604)817-8348
Name: John Iampietro <u>Alternates</u> Building Floor Warden - Electrical/Rooms 0002	
Name: Naval Aery Name: Neil Ram (temp)	(604)790-4875
	(604)329-0991
Building Floor Warden – Locksmiths/MR	(604)822-4309
Name: Richard Robinson <u>Alternate</u> Building Floor Warden - Locksmiths/MR	(604)816-0163
Name: Peter Gordon Building Floor Warden – Finance /SRS/HR	(604) 822-1557
Name: Dan Tieu <u>Alternate</u> Building Floor Warden - Finance /SRS/HR	(604)838-4004
Name: Lori Takenaka Name: Heidi Harkness (temp) Name: Guy Champagne	(604-822-3940)
Building Floor Warden – UBC Studios	(604)822-6697
Name: Christopher Aitken <u>Alternate</u> Building Floor Warden - UBC Studios	(604)827-2566
Name: Christopher Spencer Building Floor Warden – Mail Room	(604)822-9495

Name: Andreas Vlachos

Alternate Building Floor Warden - Mail Room (604)822-9495

Name: Chris McCauley

Building Floor Warden – Daycare (604) 822-5794

Name: Leyla Torani

Alternate Building Floor Warden - Daycare (604) 822-5794

Name: Myra Cabansag

Building Floor Warden – 2nd Floor, South Office (604)822-9827

Name: Need New

Alternate Building Floor Warden – 2nd Floor, South Office

Name: Shiraz Khan

Building Floor Warden – 2nd Floor, North Office (604)827-5997 (604)868-0510

Name: Joey-Lee Rebelo

Alternate Building Floor Warden – 2nd Floor, North Office (604)822-4919

Name: Nicolas Banquero

Building Floor Warden – Room 1100 (604)827-4546

Name: Sandi Phelan

Alternate Building Floor Warden – Room 1100 (604)803-1613

Name: Darren Wong

Building Floor Warden – Centre for Teaching, Learning & (604)822-3573

Technology (CTLT)

Name: Jarrad Wiens

Alternate Building Floor Warden – Centre for Teaching, (604)822-9694
Learning & Technology (CTLT)

Name: Manuel Dias

Building Floor Warden – The Centre for Occupational (604)827-0739

Health, Safety & Wellbeing

Name: Noelle Hedges

Header House:

POSITION	PHONE NUMBER	
	WORK	OTHER (e.g. work mobile)
Building Emergency Director Name: Dale Low	(604) 822.0439	(604) 839.6474
Deputy Building Emergency Director Name: Jeff Nulty	(604) 822.2928	(778) 209.7782
Building Floor Warden - Level 1 Name: Christopher Longford	(604) 822.9483	(604) 818.7550
Alternate Building Floor Warden - Level 1 Name: Alternate Head (TBD)	(604) 822.9483	
Building Floor Warden - Level 2 Name: Dale Low	(604) 822.0439	(604) 839.6474
Alternate Building Floor Warden - Level 2 Name: Jeff Nulty	(604) 822.2928	(604) 209.7782

Appendix 4: 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.
- Wearing a non-medical mask in public will help to limit the travel of your respiratory droplets when you cough, sneeze or talk - which will 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 only to be used when required

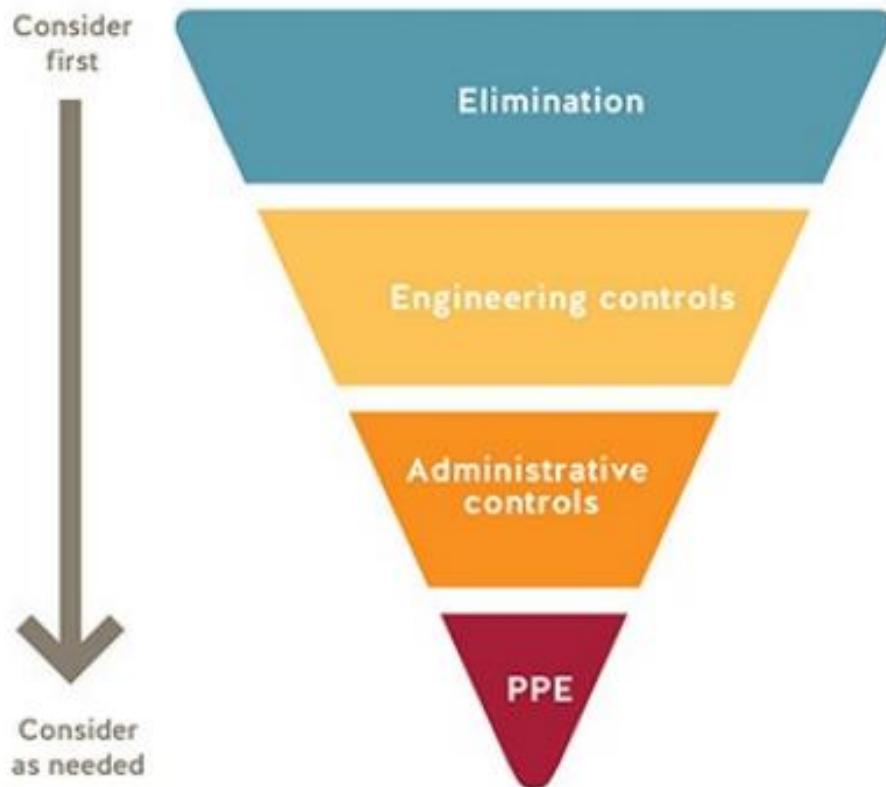
Personal Protective Equipment in the workplace

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 PPE or respirators of any description.
- UBC employees have been provided with non-medical masks. A non-medical mask must be worn in common indoor spaces on campus when approved PPE is not required.

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.

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/>

The ‘**Faculty and Staff FAQs**’ and the ‘**Resources**’ sections may be particularly useful.

2. <https://srs.ubc.ca/health-safety/health-safety-covid-19/>

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

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
- Mandatory requirement to wear a non-medical mask in common indoor spaces on campus

General Cleaning & Disinfection of Surfaces

1. SCOPE

This safe work procedure is to be followed for general cleaning and disinfection of surfaces to ensure cleanliness and disinfection and minimize the risk of worker exposure to cleaning chemicals and/ or infectious agents. For example, when wiping tables in publicly-used spaces.

2. PURPOSE

The University of British Columbia (UBC) is committed to providing a safe and healthy workplace for all our staff. A combination of measures will be used to achieve this objective, including the most effective control technologies available. Our work procedures will protect not only our workers, but also other workers who enter our workplace. All employees must follow the procedures described in this plan to ensure the cleanliness of UBC as well as prevent or reduce exposure to infectious diseases.

3. BACKGROUND

This safe work procedure is specific to the general cleaning and disinfection of surfaces such as counters, sinks, tables, chairs, door handles, light switches etc.

4. RESPONSIBILITY

Employer

It is the responsibility of the employer to:

- Provide workers with adequate supervision to ensure that work practices eliminate or minimize the risk of unforeseen contact
- Provide workers with the equipment, tools and PPE needed to deal with an unexpected contact and ensure appropriate use.
- Select, implement, and document the appropriate site-specific control measures (e.g. in the order of elimination, substitutions, engineering, administrative, and personal protective equipment (PPE)).
- Ensure that supervisors and workers are educated and trained to an acceptable level of competency.
- Conduct a periodic review of the Safe Work Procedure for effectiveness. This includes a review of the available control technologies to ensure that these are selected and used when practical.

- Maintain records of training and inspections.
- Ensure that a copy of the Safe Work Procedure is available to workers.

Supervisors

It is the responsibility of the supervisor(s) to:

- Ensure that workers are adequately instructed on the controls for the hazards at their respective locations
- Ensure that workers use appropriate PPE (e.g. gloves, eye protection).
- If workers require respirators (e.g. N95, Half-Mask or Full-Face Mask), ensure that they have been fit tested and the results are recorded (required annually).
- Monitor the workplace to ensure that safeguards are used and safe work practices are followed
- In case of a potential or suspected exposure, ensure that employees are aware of procedures for reporting incidents of exposure to the employer and a physician

Workers

It is the responsibility of the worker to:

- Know the hazards of their workplace and their respective areas.
- Attend education and training sessions provided by the employer
- Use controls and follow established safe work procedures as directed by the employer or supervisor.
- Use the available tools and PPE that have been provided for use when cleaning and disinfecting surfaces.
- Report any unsafe conditions or acts to the supervisor.
- Know how to report exposure incidents.
- Know that they should not clean up potentially contaminated materials (i.e. blood, bodily fluids), unless they have the proper cleaning materials and PPE, and have been trained to do so safely.

5. REFERENCES

Workers Compensation Act

- Section 115: General Duties of Employers
- Section 116: General Duties of Workers
- Section 117: General Duties of Supervisors

WorkSafeBC Publications:

- Controlling Exposure: Protecting Workers from Infectious Disease

6. TRAINING REQUIRED

New Employee Orientation

- Includes UBC Facilities Health, Safety & Wellness Orientation; Preventing and addressing workplace bullying and harassment; Workplace violence prevention training; Run-Hide-Fight.

Custodial Building Service Worker Training

Site-specific safety & emergency procedures

Respirator Usage (if required)

- Respirator fit test completed prior to use and at a minimum fit tested annually

7. MATERIALS/EQUIPMENT

Depending on the nature of the work required, at a minimum, the following materials/equipment is necessary:

- Cleaning equipment
 - Micro fiber cloths and perfect clean flat mops

Areas to be cleaned	Flat Mop	Microfiber cloth	Pail	Chemical product
Washroom	Red	Orange	Blue	Disinfectant-ES128 Enviro Solutions
Outside washrooms	Blue	Grey	Red	Disinfectant – ES128 Enviro Solutions
Toilets & Urinals	-	Blue	-	Disinfectant – ES56C Enviro Solutions

- WHMIS labeled spray bottles
- Cleaning solutions
 - Disinfectant – ES128 Enviro Solutions
 - Neutral Cleaner – ES56C Enviro Solutions
 - Toilet & Urinal Disinfectant – ES56C Enviro Solutions
- Plastic disposable bags

- Personal protective equipment (PPE) includes:
 - Safety goggles
 - Nitrile gloves
 - Rubber gloves
 - Respiratory protection as indicated by the respective chemical Safety Data Sheet.
 - Respirators must be fit tested prior to use and at a minimum, fit tested annually.
 - ES128, ES72C, ES56C do not require a respirator for use.

8. HAZARDS & CONTROLS

HAZARDS	CONTROL METHODS
Thermal burn from hot water taps:	Open both hot and cold-water faucets at the same time to obtain a lukewarm water temperature. Wear nitrile gloves and safety goggles.
Chemical splash (i.e. chemical dispenser, wringing cloths; wiping surfaces)	Wear nitrile gloves and safety goggles.
Lung irritation from disinfectant:	Ensure the area is ventilated (i.e. general ventilation system; doors open). Appropriate respiratory protection as required by product Safety Data Sheet.
Skin irritation:	Wear nitrile gloves. Long sleeves will protect arms.
Eye irritation:	Wear safety goggles.
Biohazardous materials:	Wear nitrile gloves and safety goggles. Custodial Building Service Worker Training Safe Handling of Sharps Training Ensure general hygiene (e.g. cover any broken skin that may be exposed to infection; and after PPE is removed, wash hands and any exposed skin)

**Force: lift, lower, or carry
(i.e. cleaning bucket)**

Eliminate the need to manually lift, lower or carry objects by using engineering controls such as custodial carts. If that is not practical, consider the following to minimize the risk:

- Minimize the distance of the load from the worker (e.g. move

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- Minimize the vertical distance over which the load is lifted or lowered (e.g. elevated sink, leave bucket on cart or place on surface to be cleaned)

Force: Push or pull

Use carts that are well designed and appropriate to the task:

- Handle can be grasped between waist and shoulder height (e.g. vertical handles can accommodate workers of different heights)
- Worker has good visibility when pushing the cart

Use carts in an unrestricted area:

- Worker is able to push and is not forced to pull the cart
- Worker can assume a comfortable position to initiate and maintain movement of the load
- Worker is not forced to assume awkward postures because of restricted work space or poor visibility

Use carts in areas with proper flooring or surface:

- The floor is clean (e.g. no debris or clutter on the floor)
- The floor does not slope and is not slippery.
- There is no thick, plush or shag carpet
- The surface is level (e.g. minimize surface height changes)

Reduce the load (e.g. make two trips).

Reduce the total time spent pushing or pulling, or break the total time into smaller blocks of time doing that task.

Force: Grip

To minimize the need to manually grip or handle object consider the following:

- Use a conscious effort to maintain a straight wrist
- Avoid strong or hard grasping of cleaning cloths when wringing

HAZARDS

Repetition:

Eliminate highly repetitious tasks by:

- Taking rest breaks and micro-pauses
- Use good work techniques
- Use task rotation

Work Posture:

Enable the worker to work in a comfortable posture. Every posture requires periodic changes and movement if it becomes static. If elimination of awkward postures is not possible through engineering controls, consider the following to minimize risk:

Minimize awkward postures of the trunk:

- Minimize forward bending by reducing the reach distance through the use of adjustable or long handled tools (e.g. long handled Johnny Mops for toilet cleaning; Perfect Clean handles for wiping table tops)
- Minimize side bending by reducing the reach distance through the use of adjustable or long handled tools or positioning objects to the front of the worker.
- Minimize twisting by reducing reach distance through the use of adjustable or long handled tools or move the object to the front of the worker.

Minimize awkward postures of the shoulder:

- Minimize reaching forward by reducing the reach distance through the use of adjustable or long handled tools, moving objects to the front of the body, or lowering the work height.
- Minimize reaching sideways by reducing the reach distance through the use of adjustable or long handled tools, moving objects to the front of the body, or lowering the work height.
- Minimize reaching behind by moving objects to the front of the body.
- Minimize reach across the body through the use of adjustable or long handled tools, and transferring objects from one hand to the other.

Work posture:

*Minimize awkward postures of the wrist through use of required tools with appropriate handles.

*Minimize squatting and kneeling by using long handled tools (e.g. Perfect Clean, Long handled Johnny Mop, Paper picker, long handles lobby pan)
Minimize static postures by moving about periodically.

Local contact stress:	Eliminate or minimize exposure to local contact stress: Use personal protective equipment (i.e. use knee pads while kneeling) Avoid resting or leaning against sharp edges.
Environment:	Keep the body warm at a comfortable temperature. Ensure lighting is proper for the task being performed and glare is avoided so that the worker does not assume awkward postures to compensate for glare, brightness, or inadequate lighting.
Work organization:	Ensure that repetitive or demanding tasks incorporate opportunities for rest or recovery (e.g. allow brief pauses to relax muscles; change work tasks change postures or techniques) Incorporate task variability so that the worker does not have to perform similar repetitious tasks throughout the full shift. Provide the worker with the opportunity to vary work tasks by rotating tasks or increasing the scope of the job. Ensure that work demands and work pace are appropriate

9. PRE-PROCEDURE SET-UP

Prior to beginning the cleaning of an area, ensure all materials, equipment and PPE listed in this safe work procedure is made available and used accordingly.

10. PROCEDURE

The following process has been established as the safe work method for cleaning and disinfecting of surfaces:

1. Before donning PPE, wash and dry hands and cover any broken skin that may be exposed to infection, and dry thoroughly.
2. Don PPE in the following order:
 - Put on respirator, if required.
 - Put on safety eye goggles or face shield.
 - Put on disposable nitrile gloves.

3. Prepare the disinfectant solution in a well-ventilated area. If possible, place the bucket on to the cleaning trolley and fill while on the trolley.
4. Plan work route and adjust furniture and equipment as needed.
5. Dust mop/ dry vacuum/ sweep floor areas under desks, chairs and tables. Bring in dust pan and pick up debris.
6. Disinfect and wipe all frequently touched areas (e.g. all accessible surfaces such as light switches, door knobs, push plates, hand rails, elevator buttons and drawer handles, walls, and windows, telephones).
 - Kitchens or lunch rooms
 - disinfect and wipe down microwave buttons, refrigerator handles, drawer handles, stove and oven buttons, chair handles and arm rests, tops, coffee pot handle, sink faucet handles.
 - Washrooms
 - includes frequently touched areas such as push plates, soap dispenser latch, faucet handles, flush handles and pipe work, sanitary bins, toilet seat and lid, toilet tissue holders, assist rails and the inside latch on the bathroom doors.
 - *Reference General Washroom Cleaning & Disinfection Procedure.*
7. Disinfect and wipe all main surfaces (e.g. table tops, counters, walls). Use a perfect clean tool when possible. All washroom surfaces and toilet bowls (outside, around, and inside the toilet bowl) should be carefully cleaned. *Reference the General Washroom Cleaning & Disinfection Procedure.*
8. Use the chosen cleaning solution to remove any grease or stubborn marks.
9. To damp mop/ perfect clean, place warning sign in area and clean with disinfectant. When area is completely dry, remove warning signs, store correctly and return furniture to original position.
10. Wipe down tools with disinfectant and dry before returning to the storage area.
11. Place all used flat mop pads and micro fibre cloths in the appropriate bag and return to Custodial Key Office for laundering at the end of shift.
12. Decontaminate and remove PPE and clothing in accordance with the Decontamination Section of this Safe Work Procedure.

11. DECONTAMINATION PROCEDURE

After any activity involving the handling of chemicals and/ or contaminated materials, and before leaving the immediate work area, apply the following procedures:

1. Do not remove respiratory protective equipment, if required, until other decontamination steps are complete.

2. Move away from the clean-up or contaminated work area to a location where there are no other workers — preferably outdoors — leaving eye and respiratory protection in place.
3. Wet wipe exposed eyewear with a disinfectant solution. If a reusable respirator was required, wet wipe reusable respirator surfaces with disinfectant as well.
4. Rinse the outside of gloves in the disinfectant solution. Remove the gloves over a waste bin and place them in a plastic bag for disposal into general waste (or if the gloves are reusable, disinfect them before storing them).
5. Remove safety eyewear. Clean and disinfect before storing.
6. For half- or full-face respirators, tape shut the inlet opening of the respirator cartridges to prevent the release of dusts (cartridges may be reused until breathing becomes difficult) or discard the cartridges. Clean and disinfect the respirator body. Store the respirators in a cool, clean location free from contamination.
7. Wash exposed skin surfaces thoroughly with soap and water and dry.

12. EMERGENCY PROCEDURES

Workers who are exposed to chemicals are to flush the area with water immediately for 15 minutes and contact first aid immediately.

Workers who are exposed to material potentially contaminated with a biohazardous material (i.e. needle stick) should be monitored for potential symptoms and seek First Aid. If necessary, those workers may need to be referred to a physician for follow-up.

13. OTHER IMPORTANT INFORMATION

A record must be kept of all worker education and training sessions pertaining to this safe work procedure.

14. REVIEW AND RETENTION

This Safe Work Procedure is reviewed annually or whenever deemed necessary by the responsible departmental representative in Safety & Risk Services, Building Operations Custodial and the Custodial Joint Occupational Health & Safety Committee.