

## COVID-19 Safety Plan

At the UFV Student Union Society, we have developed a COVID-19 Safety Plan, outlining the control measures, policies, procedures, protocols, communication plans, training, and monitoring processes necessary to reduce the risk of transmission of COVID-19 at our the Student Union Building and SUS offices and meeting rooms.

Our plan follows the [six-step process](#) as outlined by WorkSafeBC. By [Order of the Provincial Health Officer](#) dated May 14 2020, employers are required to **post a copy of their COVID-19 Safety Plan on their website and at the workplace**. This plan must be readily available for review by workers, as well as visitors, contractors, suppliers, and any other person who could be providing services at our workplace.

### STEP 1 Assess the risks at the workplace

To assess the risk of transmission of COVID-19, we have consulted:

- [Information about COVID-19](#) as offered by the Public Health Authorities
- Our frontline workers and managers
- UFV Risk & Safety plans and documents

We have identified the areas/jobs/tasks that may present a risk of transmission of the COVID-19 virus, which causes COVID-19. We also determined who could be at risk of exposure, including workers, contractors, suppliers, and the public. With this in mind, have

- Updated our existing, documented risk assessments to include COVID-19.

### STEPS 2 & 3 Implement control measures, including policies, procedures and protocols to reduce the risks

To determine what control measures are required, we have consulted the following:

- The Hierarchy of Controls (see below)
- Our frontline workers and managers
- [Guidance and industry-specific information](#) from provincial health authorities

The control measures we have identified as necessary for our facility are listed in our documented risk assessment as indicated in Step 1. Based on that assessment, with reference to the above resources, we have implemented necessary controls and developed/updated the following policies, procedures and protocols:

- Workplace inspections policy/program, with added checklist items for inspections
- Working alone procedures
- Policy for returning travelers

- ☒ Hand hygiene procedures
- ☒ Reporting symptoms in the workplace
- ☒ Enhanced Cleaning protocol for common areas

Managers have been made aware of these policies/procedures/protocols.

# Controlling COVID-19 in the Workplace

## Apply the Hierarchy of Controls

Focus on the most effective methods first and then move on to the next level of control. **In all cases practice physical distancing, hand hygiene, and respiratory etiquette.**

### Elimination and Substitution

- Allow workers to work remotely where and if possible.
- Assess the need to report to the workplace in person on an individual or job role basis.
- People with immunocompromising health conditions (including chronic conditions such as diabetes, heart and lung issues, or cancer) or who live with immunocompromised individuals may need to continue to work remotely.
- Use technologies to facilitate working remotely, such as teleconferencing.

### Engineering Controls

- Physical barriers.
- Increased ventilation and high efficiency filters.
- Sensors or no- or low-touch controls for water taps, doors, and garbage lids.

### Administrative Controls

- Communicate risks and rules.
- Limit occupancy, stagger shifts/teams.
- Use electronic communications for sign-ins and administrative work.
- Screen workers and/or customers.
- Clean and sanitize frequently.
- Practice physical distancing, hand hygiene, and respiratory etiquette.
- Change work practices to encourage physical distancing.

### Personal Protective Equipment

Respirators

Face Shields

Gowns

### Non-Medical MASKS

- Non-medical masks are NOT personal protective equipment.
- Follow advice from your public health agency about when to use a non-medical mask.
- If your mask becomes damaged, wet or dirty, replace it with a fresh one.
- Wearing a non-medical mask or face covering is recommended when you cannot consistently keep 2 metres away from others, especially in crowded settings.
- Wearing a mask alone will not prevent the spread of COVID-19, but it can help. Continue to practice physical distancing and good hygiene.

**CCOHS.ca**  
Canadian Centre for Occupational Health and Safety

## STEP 4 Develop communication plans and training

To ensure workers, contractors and visitors know how to stay safe at our workplace, we have:

- Developed plans to communicate new and updated policies to all of our employees.
- Conducted a training needs assessment and updated our training to include training on procedures and protocols
- Posted awareness posters throughout our workplace(s): No visitors, Distancing reminder, Sanitizing Station, No entry signs, Feeling Symptoms?
- Posted occupancy limit signage throughout our workplace
- Chosen the use of virtual meeting tools and/or phone calls in lieu of in-person meetings or training sessions, whenever possible. However, all required control measures, such as physical distancing, must be in place if communication or training must take place in person.
- Trained Managers on monitoring workers and enforcing policies/procedures/protocols.

## COVID-19 Workspace Safety Plan

This plan requires the review of the operational activities in your workspace to ensure effective controls are in place to prevent the transmission of COVID-19. The area supervisors are responsible for developing and updating this document to meet current government mandated requirements. <https://www.ufv.ca/coronavirus/>

Area	Student Union Building
Building Location	<i>Student Union Building</i>
Workspace Location	<i>S1109 (SUS Office)</i>
Proposed Return Date	<i>1<sup>st</sup> September 2020</i>

## Introduction to Your Operation

### 1. Scope and Rationale for Returning to Campus

In a few sentences, describe what services you intend to offer on campus.  
What is your rationale for needing to return to the workplace?

*Student Union Building: As the Campus Card Office reopens and the distribution of U-Pass resumes the SUB will need to be open for these services. The Student Union Society also wish to provide a place where students on campus can study or relax in a safe environment with social distancing measures in place. We will also re-open Fair Grounds Coffee shop to serve students, faculty and staff (separate document). The SUB building will be open for reduced hours Monday-Friday 9am to 5pm*

*SUS Office: As the SUB Building re-opens we require more staff to operate in the SUS office to deliver services including U-Pass and Student Support. The SUS office will work on reduced hours from 9am to 4:30pm initially during the U-Pass distribution period. We hope to reduce these to 9am-2:30pm in October.*

## Regulatory Context

### 2. Federal, Provincial and /or Sector-Specific Guidance

List any specific COVID-19 regulatory guidance used in developing the plan such as the BC Go Forward Plan, Post Secondary Sector Guidelines, Public Health Officer guidelines/orders, and any applicable industry specific guidelines.

*Post Secondary Guidelines.*

### 3. Worksafe BC Guidance

List any WorkSafeBC COVID-19 regulatory guidance used in developing the plan.

*We have completed the COVID-19 Safety Plan (attached)*

*Office guidelines* <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/offices>

### 4. UFV Guidance

List any specific UFV COVID-19 guidance tools used in developing the plan – <https://www.ufv.ca/coronavirus/return-to-campus/resources-templates/>

We have agreed on cleaning measures with UFV Facilities regarding standard Cleaning Protocols. We have also have integrated the same measures for:

In person meetings,

PPE

Physical Distancing

Signage

Violence in the workplace

### 5. Professional/Industry Associations

List any specific industry association (or counterpart) guidance applicable for your area used in developing the plan.

N/A

## Risk Assessment

### 6. Employee Input/Involvement

Involving employees and obtaining their input in identifying risks and protocols are mandatory requirements. Detail how you have done this.

*Weekly Zoom team meeting to discuss updates, identify any additional risks and address any concerns. Executive Director has discussed re-opening with all management staff and worked on scheduling measures so ensure the safety of all staff and students.*

### 7. Employee Health

Detail how all supervisors have been notified on appropriate Workplace Health measures and support available and how they will communicate these to employees.

*All staff have confirmed they have read the SUS-return to work guidelines via email and are aware of all requirements. Also an all-team meeting was held in August to re-cap these and address and specific questions/concerns.*

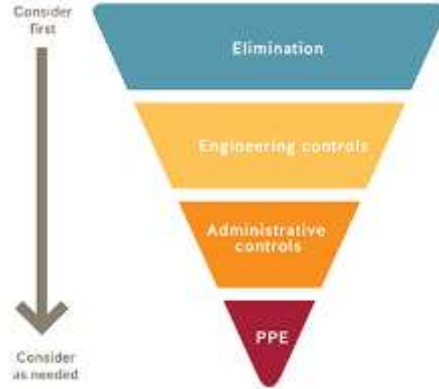
### 8. Plan Publication

Describe how you will publish your plan ONLINE and post in HARD COPY at your workplace for employees and for others that may need to attend site.

*We have a hard copy of plans available to all front-line staff and all other staff have access to the electronic version of the plan and all relevant WorkSafeBC documents in our local shared drive.*

## Hazard Elimination or Physical Distancing

Coronavirus is transmitted through contaminated droplets that are spread by coughing or sneezing, or by contact with contaminated hands, surfaces or objects. UFV's goal is to minimize COVID-19 transmission by following the safety hierarchy of controls in eliminating this risk, as below.



The following general practices shall be applied for all UFV buildings and workspaces:

- Where possible, employees are instructed to work from home;
- Anyone who has travelled internationally, been in contact with a confirmed case of COVID-19 or is experiencing “flu like” symptoms must stay home;
- All employees are aware they must maintain a physical distance of at least 2 meters from each other at all times;
- Do not touch your eyes/nose/mouth with unwashed hands;
- When you sneeze or cough, cover your mouth and nose with a disposable tissue or the crease of your elbow, and then wash your hands;
- All employees are aware of proper handwashing and sanitizing procedures for their workspace;
- Supervisors must ensure large events/gatherings (> 50 people in a single space) are avoided;
- Supervisors must ensure all employees have access to dedicated onsite supervision at all times.

## 9. Work from Home/Remote Work

Detail how many employees will continue to work remotely; this is required where it is feasible.

*10 of our 16 staff will work remotely part-time and will only come to the office when necessary (supervision of employees, payroll, executive requirements). The remaining 6 staff are front-line service workers (including baristas, facilities staff and our front-desk assistant)*

## 10. Work Schedule Changes/Creation of Cohorts/Teams

For those required or wanting to resume work at UFV, detail how you are able to reschedule employees return to the workplace (e.g. shifted start/end times) in order to limit contact intensity at any given time; describe how you may group employees temporarily to limit exposure, if applicable.

*We will stagger shifts on rotating days to ensure there are no more staff than are required to maintain our operations on-site.*

## 11. Spatial Analysis: Occupancy limits, floor space, and traffic flows

Using UFV building floor plans:

- 1) Identify and list the rooms and maximum occupancy for each workspace/area;
- 2) Illustrate a 2 metre radius circle around stationary workspaces and common areas; and
- 3) Illustrate one-way directional traffic flows

### *SUS OFFICE:*

- *All employees will use the open main office door and will not be required to touch any door handles apart from opening/closing.*
- *SUS has marked each office and SUS designated room with the maximum capacity per room and has marked this on the attached building plans.*
- *A new reception desk will be moved to the entrance of the SUS office to prevent any students entering the office lobby as usual.*

### *STUDENT UNION BUILDING:*

- *All cloth furniture has been removed. Only plastic/ easy to clean/wipe furniture remains*
- *Maximum seating capacity of 30 throughout the building atrium and floor 2)*
- *All seating is a min of 2m apart*
- *Traffic flow will be one-way around the atrium with clear signage*
- *Seating is set-up to clearly encourage the flow.*
- *Should Evered Hall need to be used for U-Pass distribution, the one way flow will also be set up with this in mind (entering in the south door, exiting the north door)*

- All chairs and tables have been removed from the bottom of the stairs to provide extra space for any lines from the SUS office and Fair Grounds.
- Floor stickers will be used to mark the waiting areas
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## 12. Accommodations to maintain 2 metre distance

Please detail what accommodations/changes you have made to ensure employees can successfully follow the rule of distancing at least 2 metres from another employee while working.

### SUS OFFICE:

- All but two employees have a private office space. Employees with a shared space have social distancing measures and correct set-up as per maximum room capacity in place
- One person will have access to the shared printer and will make these documents available to staff so there is not multiple use. Printing is discouraged unless necessary for job requirements where personal printers have been made available.
- The SUB shared kitchen is closed. Staff are to bring their own disposable food and beverage items and only hand-washing facilities are available
- Our reception area allows for safe social distancing for all staff and any chairs have been removed

### SUB:

- All staff are aware that social distancing measures are to be adhered to everywhere in the building.
- Students will see the signage on entry regarding physical distancing and maximum seating arrangements
- Students will be able to view WorkSafe BC protocols (handwashing, mask wearing, physical distancing) during the Student Life / SUS orientation modules.
- All chairs are a minimum of 2m apart

## 13. Transportation

Detail how you are able to apply UFV's COVID-19 Operations Guideline – Vehicle Procedures to the proposed operational model. If you cannot apply these guidelines, please describe alternative control measures.

N/A

## Engineering Controls

### 14. Cleaning and Hygiene

Detail your cleaning and hygiene plan, including identification for hand-washing stations and the cleaning regimen required to be completed by employees for common areas/surfaces.



- Assume Janitorial standards will apply (<https://www.ufv.ca/janitorial/>)
  - All staff have hand-sanitizer provided for each office/individual
  - SUS facilities staff will clean the front of the reception area/desk hourly with sanitizing wipes
  - If the debit machine is used, it will be cleaned after each use.
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- SUB:
  - UFV cleaning protocols in place (clean/dirty desk circles etc, washrooms, doors etc)
  - 6 Hand Sanitizing stations are located throughout the building including entrances/exits, washrooms and the SUS office reception area.

### 15. Equipment Removal/Sanitation

Detail your appropriate removal of unnecessary tools/equipment/access to areas and/or adequate sanitation for items that must be shared that may elevate risk of transmission, such as coffee makers, kettles, shared dishes and utensils.

#### *SUS OFFICE:*

- There are no shared utensils available.
- The printer has been assigned to one individual and will be sanitized after each use.
- There is a shared kettle for those who require boiled water. Signage is in place to remind all staff that sanitation of the equipment (kettle and desk it is on) with Lysol wipes is required before and after every use.
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### 16. Partitions or Plexiglas installation

Describe any inclusion of physical barriers to be used at public-facing or point-of-service areas.

- UFV Facilities are installing plexiglass for our reception desk and Fairgrounds coffee shop

## Administrative Controls

### 17. Communication Strategy for Employees

Describe how your unit has or will communicate the risk of exposure to COVID-19 in the workplace to your employee and the safety controls in place to reduce such risk.

*The following information has been communicated to all staff via email with a y voting button to confirm them agree to abide by the guidance:*

*SUS is responsible for the health and safety of our staff, and all other workers at our workplace. We are responsible for completing and posting the COVID-19 Safety Plan and to train and educate everyone at the workplace of the contents of that plan. SUS is also responsible for having a system in place to identify the hazards of COVID-19, control the risk, and monitor the effectiveness of the controls.*

*As a SUS employee you are responsible for taking reasonable care to protect their own health and safety and the health and safety of other people at workplace. In the context of COVID-19, this means you are responsible for their own personal self-care, which includes frequent hand washing and staying home when sick. You are also responsible for reporting unsafe conditions to your manager, and following the procedures put in place by SUS to control the risks associated with COVID-19.*

- \* All staff should remain a minimum of 2 meters apart at all times (unless they are in your social bubble and the ED has been advised).*
- \* Maximum capacity in all offices and spaces (as displayed on each door) must be followed.*
- \* If physical distancing is not possible, staff must wear a visor or a mask.*
- \* All staff are required to monitor themselves for COVID-19 symptoms daily. If you experience any symptoms you should not come into work and report to your manager or the Executive Director.*
- \* All staff must regularly wash and sanitize their hands (see attached pdf - worksafeBC).*
- \* Any multi-use work surfaces such as printer/photocopier should be wiped down with disinfectant wipes after each use.*
- \* Please avoid the sharing of equipment such as pens, computer equipment etc.*
- \* Due to the closure of kitchen facilities, staff should bring disposable items for drinks and meals or any reusable items shall be taken home for cleaning. Microwaves will not be available for reheating food. No items should be washed in the public washroom (used for handwashing only).*

*Reporting:*

- \* ACTION: All staff are requested to download the BC COVID-19 Support App on their phones.*
- \* If you have been in contact with anyone with or potentially with COVID-19 you must report this to your manager immediately.*
- \* You may be requested to take a COVID-19 test and/or self-isolate if deemed appropriate, by the Executive Director or Facilities Manager.*
- \* SUS may need to disclose your COVID-19 symptoms, potential COVID-19 exposure, or diagnoses with other staff members you have been in contact with.*
- \* All staff are advised against all travel outside the province, specifically any travel including flying or public transport. If you are required to travel you should discuss with your manager to ensure protective measures are in place before you return to work.*
- \* Any concerns or violations of the above protocols should be reported to the Executive Director or Facilities Manager immediately.*

### 18. Training Records for Employees

Detail how you will confirm and keep record of your area's Workspace Safety Plan training and orientation and **COVID-19 Safety Plan for Employees** online training.

- *All processes must be documented, orientation certificates retained and regular updates provided as information changes.*

### 19. Signage

Detail the type of additional signage you will utilize.

- *UFV facilities have installed relevant signage throughout the SUB building (public areas)*
- *Signage has been posted on front door ([WSBC Entry check for workers](#); [WSBC Entry check for visitors](#))*

## Personal Protective Equipment (PPE)

### 20. Personal Protective Equipment

Describe what appropriate PPE you will utilize and how you will/continue to procure the PPE.

*SUS OFFICE & SUB*

- *Frontline workers (baristas, receptionist and U-Pass distributors will wear a mask or visor)*
- *SUS has 300 cotton masks and 500 disposable masks along with 22 visors available to students and staff on request*
- *SUS has latex-free gloves available should staff wish to use them*

I acknowledge this Safety Plan has been created in consultation with the employee(s) and will be made available as a shared document. Employees can either provide a signature or email confirmation that they have received, read and understood the contents of the plan.

Date	14 <sup>th</sup> August 2020
Name (Supervisor)	Olivia Lake de Meza
Title	Executive Director

Senior Administrator	
Risk & Safety Office	
Area Vice-President	

**Employee(s) Occupying Workspace**

Name	Email	Confirmation of Understanding
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

## RISK ASSESSMENT

<b>Contact Intensity</b>					
(A) Close to Distant	(B) Brief to Prolonged				
< 2 m	> 120 mins	HIGH 3	3	6	9
2 - 4 m	15-120 mins	MED 2	2	4	6
> 2 m	< 15 mins	LOW 1	1	2	3
			1 LOW	2 MED	3 HIGH
			< 6	7-50	> 50
			<b>Number of Contacts</b>		
			(C) Approximate number of people in a setting at the same time		

<b>Modification Potential</b>
Degree to which activities can be modified to reduce risk

**Contact Intensity**  
Using the above matrix, consider the type of contact (close/distant) from column A and choose option 1, 2, or 3.  
Column A: 1 (ex. < 2 m: 3)

Consider the duration of the contact (brief/prolonged) from column B and choose option 1, 2, or 3. Column B: 1 (ex. < 15 mins: 1)

The higher of the two numbers will be your contact intensity number: 1 (ex. 3)

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**Contact Number**  
Using the above matrix, consider the number of contacts in your area from column C (# of people in area at one time) and choose option 1, 2 or 3.  
Column C: 2 (ex. 7-50: 2)

This will be your contact number.

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**ACTION: Risk Level Determination (H/M/L)**  
To determine the risk assessment level of your area, multiply your contact intensity number with your contact number to determine the High / Medium / Low of your area pre-mitigation.  
Risk Level Determination Number: 2 (ex. contact intensity: 3 X contact number: 2 = 6)  
Risk Level Determination: MED (ex. High)