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. Management and supervisory staff are responsible for developing and updating this document to meet current government mandated requirements.

https://covid19.ubc.ca/

Department / Faculty
Peter Wall Institute for Advanced Studies
Facility Location
University Centre Building
Proposed Re-opening Date
August 1, 2020
Workspace Location
6331 Crescent Road, Vancouver

Introduction to Your Operation

1. Scope and Rationale for Opening

The Peter Wall Institute for Advanced Studies (PWIAS) provides facilities and funding opportunities for UBC faculty members and visiting scholars to engage in interdisciplinary collaborative research. The Institute’s programs are critical in bridging the activities of many faculties and departments across UBC. PWIAS has transitioned the majority of its programming online. Our plans are to re-open the PWIAS facilities with restricted access for only the essential in-person work activities. Access will be limited by secure access cards to a small number of PWIAS Faculty and staff as described below.

Wall Scholars 2020-21. Approximately 10 Distinguished Academic Scholars have been awarded a year-long residency at the Institute towards achieving the Institute’s core mandate. Their year-long residency requires in-person physical presence at the Institute from August 1, 2020 to July 31, 2021. Research has strongly indicated that face to face meetings are indispensable for successfully building personal and professional relationships, especially at the beginning phases of interactions (Siemens, 2011). To meet the Institute’s mandate of building relationships across disciplines, it is essential that the Scholars engage in immediate and sustained in-person interactions to enable them to build relationships of trust and in-depth understanding, including empathic perspective taking (Cacioppo and Cacioppo, 2020), of the work and thinking that the other Scholars within their cohort engage in. While intellectual understanding of other Scholar’s work is important, it is not sufficient for relationships based in trust to be built. What is crucially required is an opportunity for in-person communication that enables emotional understanding and perspective taking that is impossible to undertake in any other setting but those involving in-person interactions. Such in-person interactions are especially crucial for the activities for the Wall Scholar program given the vast differences in methodologies, research approach, and thinking across disciplines that the participants are chosen to represent. Such differences can only be bridged through sustained in-person interactions that the program is designed to provide as a unique opportunity to the Scholars. No online method for communication can provide this. See below for select scientific references to this, but additional scientific literature supporting this is plentiful.


The Wall Scholars have been provided with private office space at PWIAS which they will be using during their presence at the Institute. Wall Scholars may opt-out of any in-person meetings at the Institute due to coronavirus concerns, with no impact on their award as a Wall Scholar.

Service levels:

**PWIAS Staff:** The Institute has 4 staff members that will continue to work remotely from home with a partial return to work. Designated PWIAS staff will schedule to enter the office on specified days of the week to review COVID-19 protocol controls and for appointments with other members of staff or service providers that cannot be conducted by phone or online. All four staff members have separate private offices at PWIAS on a separate floor from the Wall Scholars. The PWIAS office will not be open to the public.

**Catering:** Sage Catering is scheduled to re-open in July. The Institute is working with the UBC Sage manager to minimize potential risks of any catering for the Wall Scholars such as providing meal boxes or ready-made plated meals and limited-contact points of service for all meals served at the Institute.

### Section #1 – Regulatory Context

**2. Federal Guidance**

List any specific federal COVID-19 regulatory guidance used in developing the plan
- [https://travel.gc.ca/](https://travel.gc.ca/)

**3. Provincial and Sector-Specific Guidance**

List any sector-specific provincial COVID-19 regulatory guidance used in developing the plan
- BC’s Restart Plan: “Next Steps to move BC through the pandemic”

**4. Worksafe BC Guidance**

List any WorkSafeBC COVID-19 regulatory guidance used in developing the plan
- Worksafe Protocol: Child care and day camps
- COVID-19 and returning to safe operation – Phase 2
- Worksafe COVID-19 Safety Plan
- Worksafe: Designing Effective Barriers
- Worksafe: Entry Check for Workers
- Worksafe: Entry Check for Visitors

**5. UBC Guidance**

List any specific UBC COVID-19 guidance tools used in developing the plan
- Safety Risk Services: [https://srs.ubc.ca/covid-19/safety-planning/templates-resources/](https://srs.ubc.ca/covid-19/safety-planning/templates-resources/)
- UBC Employee COVID-19 PPE Guidance
- Building Operations COVID-19 website - Service Level Information
- VPRI: [https://research.ubc.ca/covid-19-curtailing-research-activities-ubc-campuses](https://research.ubc.ca/covid-19-curtailing-research-activities-ubc-campuses)

**6. Professional/Industry Associations**

N/A
Section #2 - Risk Assessment

As an employer, UBC has been working diligently to follow the guidance of federal and provincial authorities in implementing risk mitigation measures to keep the risk of exposure as low as reasonably achievable. This is most evident in the essential service areas that have remained open on campus to support the institution through these unprecedented times. These areas have been very active with respect to identifying and mitigating risks, and further re-evaluating the controls in place using the following risk assessment process.

Prior to opening or increasing staff levels:

Where your organization belongs to a sector that is permitted to open, but specific guidance as to activities under that sector are lacking, you can use the following risk assessment approach to determine activity level risk by identifying both your organization’s or activity’s contact intensity and contact number, as defined below:

1. What is the contact intensity in your setting pre-mitigation – the type of contact (close/distant) and duration of contact (brief/prolonged)?
2. What is the number of contacts in your setting – the number of people present in the setting at the same time? As a result of the mass gatherings order, over 50 will fall into the high risk.

One or more steps under the following controls can be taken to further reduce the risk, including:

- Physical distancing measures – measures to reduce the density of people
- Engineering controls – physical barriers (like Plexiglas or stanchions to delineate space) or increased ventilation
- Administrative controls – clear rules and guidelines
- Personal protective equipment – like the use of respiratory protection
7. Contact Density (proposed COVID-19 Operations)

Describe the type of contact (close/distant) and duration of the contact (brief/prolonged) under COVID operations - where do people congregate; what job tasks require close proximity; what surfaces are touched often; what tools, machinery, and equipment do people come into contact with during work

<table>
<thead>
<tr>
<th>Limited contact:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Staff and Faculty have private offices</td>
</tr>
<tr>
<td>• Staff and Faculty will be working remotely when not required to be on campus</td>
</tr>
<tr>
<td>• Wall Scholars group discussions will be in a physical space where 2m distancing can be implemented, and outside on the patio whenever weather permits.</td>
</tr>
<tr>
<td>• All meeting spaces have sliding doors that can be opened to allow for airflow.</td>
</tr>
<tr>
<td>• Scholars will share a washroom that will be limited to one-person access at one time.</td>
</tr>
</tbody>
</table>

The following shared surfaces will be wiped down after each use: mini fridge, kettle, water-cooler, dishwasher, office printer. Staff members will be provided with gloves, paper towels and a disinfectant cleaning solution to wipe down these surfaces after their use.

These surfaces will be wiped down each day: 1 entry door to the scholar’s area that is not automatic and cannot be left open. The stairwell banister to the second floor. Custodial staff will be including these surfaces in their nightly cleaning schedule.

The Associates coffee lounge will remain closed.

8. Contact Number (proposed COVID-19 Operations)

Describe the number of contacts in your proposed COVID-19 operational setting (# of people present in setting at same time)

<table>
<thead>
<tr>
<th>Administrative office area:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Normal occupancy: 4 staff, 1 student, 2-3 visiting scholars, reception area open for drop-in, single person washroom and shared kitchen.</td>
</tr>
<tr>
<td>COVID-19 Density: 3-4 staff in individual offices, kitchen restricted to one person at a time, reception closed, access card required for entry.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Scholars office area and outdoor patio:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Normal occupancy: 11 scholars in shared offices, 1 Director’s office, 2 visitors in shared office, faculty-student drop-in. Open area for meeting and sharing meals.</td>
</tr>
<tr>
<td>COVID-19 Density: 10 scholars in 6 private offices (scheduled use of individual offices to avoid 2 occupants per office), scholars’ area not open to students or visitors. Director and Distinguished Professors have their own private office. Lunch meetings (2-3 weekly) to be served in the Seminar Room or outdoor patio area.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Seminar room and outdoor patio:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Normal seminar room occupancy: 50 people</td>
</tr>
<tr>
<td>COVID-19 Density: 10 people</td>
</tr>
</tbody>
</table>

9. Employee Input/Involvement

Detail how you have met the MANDATORY requirement to involve frontline workers, Joint Occupational Health and Safety Committees (JOHSC), and Supervisors in identifying risks and protocols as part of this plan

The feedback PWIAS received from Safety & Risk Services has been incorporated into this plan. The plan has been presented to the Institute’s Wall Scholars and Staff for questions and feedback. The VPRI and Administrative Unit Joint Occupational Health & Safety Committee (JOHSC) will review the plan and the plan will be revised as necessary.
10. Worker Health
Detail how all Supervisors have been notified on appropriate Workplace Health measures and support available and how they will communicate these to employees.

PWIAS staff have been provided information on Workplace Health measures and supports available to them. The staff will be provided with the link to the information available at: https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive and directed to review the tools and resources available to UBC staff and faculty.
PWIAS staff and faculty are required take the mandatory COVID-19 training prior to returning to PWIAS on campus and their certificates will be saved for the Institute’s records.

11. 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.

The Institute’s final plan will be posted to the PWIAS website and posted in hardcopy in the PWIAS office area and the scholars office area.

Section #3 – 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. UBC’s goal is to minimize COVID-19 transmission by following the safety hierarchy of controls in eliminating this risk, as below.

- Where possible, workers are instructed to work from home.
- Anybody who has travelled internationally, been in contact with a clinically confirmed case of COVID-19 or is experiencing “flu like” symptoms must stay at home.
- All staff are aware that 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 staff are aware of proper handwashing and sanitizing procedures for their workspace
- Supervisors and managers must ensure large events/gatherings (> 50 people in a single space) are avoided
- Management must ensure that all workers have access to dedicated onsite supervision at all times.
• All staff wearing non-medical masks are aware of the risks and limitations of the face covering they have chosen to wear or have been provided to protect against the transmission of COVID-19. See SRS website for further information.

12. Work from Home/Remote Work
Detail how/which workers can/will continue to work from home (WFH); this is required where it is feasible

PWIAS has 4 staff members: 3 full-time M&P/AAPS and 1 full-time CUPE 2950 employee. All staff will continue to work remotely with a partial return to work. Staff are equipped with PWIAS computers and have VPN access to the Institute’s secure shared drive and UBC email, zoom, skype, and phone.

13. Work Schedule Changes/Creation of Work Pods or Crews or Cohorts
For those required/wanting to resume work at UBC, detail how you are able to rescheduling of workers (e.g. shifted start/end times) in order to limit contact intensity; describe how you may group employees semi-permanently to limit exposure, where necessary

• The Director and Program Managers will work partially from the home and in their private offices while at PWIAS. They will monitor and review COVID-19 protocols for the Institute.
• The CUPE 2950 staff member is our Finance and Facilities Clerk (FFC). The FFC coordinates Institute meeting room scheduling and access, and is able to do so from home. The FFC may schedule to go to the office from time to time to receive couriers, use the copier, ensure the delivery of cleaning and other supplies for the office. The FFC will coordinate any office visits with the Senior Program Manager (SPM).
• The Wall Scholars will work partially from home and in their PWIAS private offices. They will notify the SPM and FFC of their preferred PWIAS schedules at the beginning of term in order for the FFC to allocate private office space. The Wall Scholars will meet for scheduled small group meetings 2-3 times a week at the Institute in the scholars’ private area & on the outdoor patio.
• Weekend work is not being contemplated at this time.

14. Spatial Analysis: Occupancy limits, floor space, and traffic flows
Describe or use UBC building floorplans (or do both, where appropriate) to identify and list the rooms and maximum occupancy for each workspace/area, explaining your methodology for determining occupancy

See attached floor plans (Space Analysis_PWIAS.pdf) for Ground floor admin area and Third Floor (Scholars area) as well as office allocation for the third floor and social distancing layout for meeting/dining areas (Scholars Lounge and Seminar room). Stairwell doors are locked to the public. Ingress/Egress is via east stairwell and restricted to staff & Wall Scholars. The hallway to the PWIAS office on ground floor will be closed off except for courier deliveries, wherein drop-off is done at the locked office door. The public will be directed via signage to use the main University Centre doors to Sage Restaurant. See #8 for usage/density details.

15. 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

• Signage will be placed at all entryways.
• We will prop internal (non-fire and non-automatic) doors open;
• Extra seating will be removed and all chairs placed 2 metres apart.
• Faculty and staff will have assigned office space
• Our Associates lounge and coffee machine will remain closed
COVID-19 Safety Plan Template

• We have a single-use only washrooms on the lower area. The scholars’ area bathroom will be limited to one-person access using signage. A reversible sign will be posted by the exit door (one for each gender) to indicate if the washroom is in use to avoid gathering in the hallway.

16. Transportation
Detail how you are able to (or not) apply UBC's COVID-19 vehicle usage guidelines to the proposed operational model - if you cannot apply these guidelines, please describe alternative control measures

• N/A

17. Worker Screening
Describe how you will screen workers: 1) exhibiting symptoms of the common cold, influenza or gastrointestinal; 2) to ensure self-isolation if returning to Canada from international travel; and 3) to ensure self-isolation if clinical or confirmed COVID-19 case in household or as medically advised

• The Institute will remain closed to visitors without an appointment. Our screening process will include front and back entry door signage for both workers or visitors/guests that prohibits entry if any of the above 3 criteria apply. We will obtain the “prevent the spread of COVID-19” signage from Worksafe:
  • Worksafe: Entry Check for Workers
  • Worksafe: Entry Check for Visitors
• The Institute will also require that all Staff and Wall Scholars review the attached “Peter Wall Institute restart plan” (see Appendix, PWIAS re-start plan July 2020).

18. Prohibited Worker Tracking
Describe how you will track and communicate with workers who meet categories above for worker screenings

• The Senior Program Manager will use an excel spreadsheet to keep a record of those workers who cannot attend work due to one or more of the three categories of restriction (as defined by Worksafe). This spreadsheet will be kept in the Institute’s shared drive with the Institute’s Human Resource records.

Section #4 – Engineering Controls

19. Cleaning and Hygiene
Detail your cleaning and hygiene plan, including identification for hand-washing stations and the cleaning regimen required to be completed by your departmental staff (i.e. non-Building Operations) for common areas/surfaces

• We have contacted custodial services – (Denise Tan, Assistant Supervisor, Custodial Services)
• Building Operations COVID-19 website. In response to COVID-19, Building Operations has adjusted their cleaning standards to meet ISSA Canada and APPA Leadership in Educational Facilities guidelines for COVID-19. Their service levels, products and equipment have all been analyzed by the risk management team and are meeting the requirements to ensure a safe and clean environment for campus users. Therefore, we will maintain our usual service level in PWI moving forward.
• Custodial Services will continue with PWIAS level 2 service once we have approval to re-open.
• The following shared surfaces will be wiped down after each use: mini fridge, kettle, water-cooler, dishwasher, office printer. Staff members will be provided with gloves, paper towels and a disinfectant cleaning solution to wipe down these surfaces after their use.
• These surfaces will be wiped down each day: 1 entry door to the scholar’s area that is not automatic and cannot be left open. The stairwell bannister to the second floor. Custodial staff will be including these surfaces in their nightly cleaning schedule.
• PWIAS staff will be cleaning work surfaces at the end of work days in the Admin office area. Wall Scholar will clean work surfaces at the end of work days (as per UBC COVID-19 Guidance on Space & Supplementary Cleaning).

• We will obtain a wall mounted hand sanitizer dispenser for the Institute’s main entrance from custodial services and will procure the necessary cleaning supplies.

20. 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

• Associates Lounge with coffee machine will be closed off.

• Staff kitchen: Kettle, toaster, utensils, water dispenser, fridge and dishwasher in the Staff kitchen will be restricted to staff use only and wiped down after each use. 1 person in the kitchen at one time.

• Scholars kitchenette: cleaning supplies provided to sanitize the fridge and surfaces after use.

• Staff and Scholars will be asked to provide their own utensils, cups, plates from home.

• Printers – cleaning supplies provided in close proximity to sanitize after use.

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

• We have reviewed: Worksafe’s “Designing Effective Barriers” guidance and Building Operations guidance on the purchase and installation of plexiglass.

• We will not be installing any physical barriers at our reception at this time, since our reception area will remain closed to the public.

Section #5 – Administrative Controls

22. Communication Strategy for Employees
Describe how you have or will communicate the risk of exposure to COVID-19 in the workplace to your employee, the conduct expectations for the employee’s physical return to work around personal hygiene (including use of non-medical masks), the familiarization to contents of this plan, including how employees may raise concerns and how you will address these, and how you will document all of this information exchange

An email will be circulated to all PWIAS staff and Faculty upon approval of this plan, that will include the following instructions:

A. Review the following information: 1) UBC Workplace Rules, 2) Information on the use of non-medical masks. 3) This safety plan with a request to confirm that they have reviewed the Safety Plan.

B. Submit your COVID-19 training certificate to the PWIAS office for the Institute’s records prior to returning to campus.

C. Contact the PWIAS Senior Program Manager (SPM), Emma MacEntee, with any concerns. Notifications to the SPM must be in writing so that they can be documented. The Administrative Unit Joint Occupational Health & Safety Committee, or Safety Risk Services may be contacted for assistance.

D. PWIAS falls under the University Administrative Units (UADM) JOHSC and the following webpage details all the members on the committee should any faculty or staff need to reach out to a member of their JOHSC regarding a health and safety concern: https://safetycommittees.ubc.ca/johsc/find-your-johsc/joint-occupational-health-safety-committees/vp-finance-operations-portfolio/administrative-units/
23. Training Strategy for Employees
Detail how you will mandate, track and confirm that all employees successfully complete the Preventing COVID-19 Infection in the Workplace online training; further detail how you will confirm employee orientation to your specific safety plan.

- All PWIAS staff will be asked to save their certificate for completing the mandatory COVID-19 online training in the Institute’s designated shared drive file prior to returning to PWIAS. All Wall Scholars will be asked to submit a copy of their certificates to the Facilities Clerk for record keeping prior to returning to PWIAS on campus.
- All faculty and staff will be asked to participate in PWIAS site specific training.
- Instructions for workplace safety will be posted in the PWIAS office areas.

All faculty and staff will be required to complete UBC’s ‘Preventing COVID-19 Infection in the Workplace’ online training module prior to returning to campus. The supervisor will track completion as well as site-specific training.

24. Signage
Detail the type of signage you will utilize and how it will be placed (e.g. floor decals denoting one-way walkways and doors)

We will use the signage templates available on Safety & Risk Services COVID-19 website and on Worksafe’s COVID-19 – Resources website.

Signs we will use: Entry check for workers, Handwashing, Occupancy limit 1 person (for washrooms)

The PWIAS FFC, Mel Ingram, will contact the PWIAS Building Operations Facilities Manager for approved floor tape and decals for charting direction flow.

25. Emergency Procedures
Recognizing limitations on staffing that may affect execution of emergency procedures, detail your strategy to amend your emergency response plan procedures during COVID-19. Also describe your approach to handling potential COVID-19 incidents.

- For individuals presenting COVID-19-like symptoms, the direction to employees is to call UBC First Aid at 2-4444
- Suspected positive incidents are to be reported to and documented by the Supervisor followed by contacting the Claims Associate (aidan.gregory@ubc.ca) in Workplace Health Services (WHS) prior to submitting a report in CAIRS and emailing ready.ubc@ubc.ca
- UBC COVID-19 exposure information can be found on the SRS webpage
- Direct people who are unsure about what they should do to the BC Self-Assessment tool
- If there was a confirmed positive incident, SRS would defer to the government response protocols and rely on their direction. UBC would provide assistance as requested.
- In the absence of a Building Emergency Response Plan (BERP) Safety & Risk Services has approved that we append to this plan the Emergency Procedure/Floor Plans for the Building provided by SRS.
- Interim floor wardens will be designated after they have completed "https://wpl.ubc.ca/browse/srs/epc/courses/wpl-srs-fwtc" Online training ~ 15-20 minutes. These individuals will be those that are currently working on campus. Staff will not be asked to come to campus to solely fulfill their role as a floor warden.
- Physical distancing will not be required during an emergency evacuation. The primary goal in an emergency situation shall be to evacuate the building expeditiously and meet at a predesignated safe location outside the building (i.e. the flagpole plaza).
• Building occupants will be reminded on what to do and where to go when the fire alarm rings including information on the wall-mounted Emergency Procedure and the Building Emergency Response Plan.
• BERP: https://ready.ubc.ca/get-informed/emergency-plans/

Describe how monitor your workplace and update your plans as needed; detail how employees can raise safety concerns (e.g. via the JOHSC or Supervisor) - plan must remain valid and updated for next 12-18 months

On the first of every month PWIAS will review its safety plan and at any point that there is cause to review or change the plan (e.g. change in building occupancy, shift in provincial phases, a gap is identified in the plan).

27. Addressing Risks from Previous Closure
Describe how you will address the following since the closure: staff changes/turnover; worker roles change; any new necessary training (e.g. new protocols); and training on new equipment

• Employees will be guided to the UBC main training page for new worker safety and COVID training and other mandatory training (e.g. Privacy Matters) at: https://wpl.ubc.ca/
• Employee training for managing the PWIAS website and database, using the PWIAS shared drive, campaign monitor and podcasting will be conducted online via phone & zoom.
• New employees will require some initial access to the PWIAS admin office to obtain equipment (laptop) and supplies.
• PWIAS will have reduced capacity if employees are sick since there is limited back up.

Section #6 – Personal Protective Equipment (PPE)

28. Personal Protective Equipment
Describe what appropriate PPE you will utilize and how you will/continue to procure the PPE

PPE is not required for this type of work. UBC employees may wear a non-medical mask or homemade mask at work, provided it does not interfere with them safely carrying out their duties.
Section #7 - Acknowledgement

29. Acknowledgement
Plan must demonstrate approval by Administrative Head of Unit, confirming: 1) the Safety Plan will be shared with staff and how; 2) staff will acknowledged receipt and will comply with the Safety Plan.

See language below.

I acknowledge that this Safety Plan will be shared with faculty and staff both through email and will be made available as a shared document. Staff and faculty can provide an email confirmation that they have received, read and understood the contents of the plan.

<table>
<thead>
<tr>
<th>Date</th>
<th>August 18, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Kalina Christoff</td>
</tr>
<tr>
<td>Title</td>
<td>Interim Director</td>
</tr>
</tbody>
</table>

**Staff Occupying Workspace**

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Confirmation of Understanding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emma MacEntee</td>
<td><a href="mailto:Emma.MacEntee@pwias.ubc.ca">Emma.MacEntee@pwias.ubc.ca</a></td>
<td>√</td>
</tr>
<tr>
<td>Bernadette Mah</td>
<td><a href="mailto:Bernadette.Mah@pwias.ubc.ca">Bernadette.Mah@pwias.ubc.ca</a></td>
<td>√</td>
</tr>
<tr>
<td>Mel Ingram</td>
<td><a href="mailto:Mel.Ingram@pwias.ubc.ca">Mel.Ingram@pwias.ubc.ca</a></td>
<td>√</td>
</tr>
<tr>
<td>Robin Evans</td>
<td><a href="mailto:Robin.Evans@pwias.ubc.ca">Robin.Evans@pwias.ubc.ca</a></td>
<td>√</td>
</tr>
</tbody>
</table>
Appendix

Please attach any maps, pictures, departmental policies or risk assessments applicable UBC Guidance documents, where necessary, and other regulatory requirements referred to in document.

Attachments:

1. 2020-08-20_PWIAS restart plan.pdf

2. Space Analysis_PWIAS.pdf (3 areas: Staff offices, Scholars area, Seminar room)

3. Building Emergency Procedure and Floor Plans_University Centre
The Peter Wall Institute restart plan

The Peter Wall Institute for Advanced Studies is planning to implement a gradual re-opening of the Institute’s offices on a part-time basis beginning August 10, 2020.

The Institute’s staff have been working remotely since March 16 and will continue to be available by email or for virtual meetings via Zoom or Skype.

The following measures will be put in place for PWIAS staff returning to their Institute offices:

- Routine daily screening for all faculty and staff working at the Institute
- Routine and frequent environmental cleaning.
- A zero-tolerance policy that any faculty and staff who have symptoms of illness will not enter the Institute office.
- Remote-working arrangements remain in effect as per UBC guidelines

We will continue to review and revise the Institute’s safe organizational practices, as we receive updates and further guidance from the provincial government and WorkSafe BC.

COVID-19 Policy

The Peter Wall Institute Director and staff are taking the appropriate precautions to ensure the health and safety of all PWIAS faculty and staff is an ongoing priority. We are working to ensure that the guidance for the Institute’s staff specific to the Coronavirus (COVID-19) is accurate, updated regularly, and reflective of the changing international conditions. Updates to this policy will be communicated via email as needed.

Working from home:

Staff are asked to work with the PWIAS team to determine an appropriate work arrangement which may include working from home and partial return to work.

General Precautions:

- Any gatherings over 15 people will not be permitted. Participants must avoid shaking hands and practice appropriate physical distancing, in order to prevent the spread of the virus.
- Anyone with symptoms, even mild ones, can get tested for COVID-19. Use the B.C. COVID-19 Self-Assessment Tool to help determine if you need testing for COVID-19.
  - If you test positive for COVID-19 please self-isolate until the following criteria are met:
    - At least 10 days have passed since the start of your symptoms, AND
    - Your fever is gone without the use of fever-reducing medications (e.g., Tylenol, Advil), AND
    - You are feeling better (e.g., improvement in runny nose, sore throat, nausea, vomiting, diarrhea, fatigue)
  - If you test negative for COVID-19 and
    - Your symptoms worsen, contact your health care provider or call 8-1-1.
    - You have symptoms of illness, continue to isolate until your symptoms resolve.
Staff who are well but who have a sick family member at home with COVID-19 should notify their manager and self-isolate at home as per Health Canada guidelines and refer to the Health Canada guidelines for how to conduct a risk assessment of their potential exposure.

If a staff member is confirmed to have COVID-19, they should notify the PWIAS team of their possible exposure to COVID-19 in the workplace.

Staff members are discouraged from sharing any equipment, including computers, phones, AV equipment. If sharing cannot be avoided, the equipment must be thoroughly wiped and disinfected after each user has touched the item.

Communal spaces, e.g. kitchen or lounge, will be restricted to single person access. Staff members are to bring their own food/containers/utensils and clean up directly after use.

**Best Practices in the workplace:**

A. For PWIAS staff and faculty without suspected COVID-19 or COVID-19 risk factors.
   - Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating or using the kitchen equipment; and after blowing your nose, coughing, or sneezing.
   - If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
   - Cough/sneeze into your sleeve vs. into your hands, and wash hands afterwards.
   - Keep your work surfaces clean and sanitize regularly (using the disinfectant wipes provided).
   - Maintain at least 6 feet between yourself and anyone who is coughing or sneezing.
   - Avoid touching eyes, nose and mouth. Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth. From there, the virus can enter your body and can make you sick.

B. For PWIAS staff and faculty with suspected exposure to COVID-19:
   - Even if you are showing no symptoms, stay home and call the BC public health authority to inform them. They will provide advice on what you should do.

**Meetings:** All gatherings, such as meetings and conferences or other group events over 15 people, are suspended until further notice. In person meetings may be conducted in a meeting space (preferably outdoors) where physical distancing is feasible. Any refreshments for meetings will be served in individually packaged portions.

**Travel:** If you have international travel plans, notify the PWIAS team with the location of your travel, time of travel and duration of travel. You may be asked to work from home once you return, for a minimum of 14 days. PWIAS staff must give the PWIAS team a minimum 2 weeks advance notice of their travel plans, in order to ensure appropriate coverage.
Ground Floor (ADMIN OFFICES) for 4 staff. Main entry door is locked. Couriers leave deliveries outside of the door. Offices are closed to the public.
Wall Scholar and Seminar Room areas. Single occupancy, scheduled booking to allow private office use per scholar. See Scholars Lounge floor plan to show socially-distanced lunch meetings and Seminar Room floor plan.
Scholars Lounge, Room 327 (illustration of Wall Scholars Lunch Meetings)

TWO TRANSFORMING TABLES (SEATS 18)

Balcony patio door (outdoor seating)

Occupied seats 10
Seminar and Boardroom, Rooms 307 & 309

3 TRANSFORMING TABLES (SEATS 26)

Occupied seats 12
Outdoor patio for both Seminar/Boardroom areas and Scholars Lounge Areas
(illustrates outdoor dining/meeting spaces – 3 sets of patio furniture with extra seating available)
FOR EMERGENCIES CALL 911

Leon and Thea Koerner University Centre
6331 CRESCENT ROAD, VANCOUVER, B.C.

SITE MAP - POINT GREY CAMPUS
EMERGENCY INSTRUCTIONS

If you discover a fire or explosion in the building:

1. Immediately activate the closest fire alarm/pull station.
2. Call 911.
3. Give the address and the nearest intersection (6331 CRESCENT ROAD at the intersection of Crescent Road & Main Mall).
4. Provide information about the emergency: Where is the fire? (Second Floor, room #____), How fast the fire is spreading? Are there people trapped?
5. If it is safe, control the fire.
6. Isolate the fire by closing doors behind you. Do not lock the doors.
7. Leave by the nearest safe exit.
8. Walk. Do not run. Shut doors behind you. On leaving the building move well away. Do not block road access.
9. Do not go back in the building for any reason until the all-clear has been announced by emergency personnel.
10. If you hear the fire alarm ringing - Follow steps 6 through 8 above.

In the event of a fire
DO NOT USE ELEVATOR(s).

(See the map to your left for the location of all fire extinguishers, fire alarm/pull stations, safe exits and areas of refuge)

FOR EMERGENCIES CALL 911

- LEGEND -
If you discover a fire or explosion in the building:

1. Immediately activate the closest fire alarm/pull station.
2. Call 911.
3. Give the address and the nearest intersection (6331 CRESCENT ROAD at the intersection of Crescent Road & Main Mall).
4. Provide information about the emergency: Where is the fire? (Main Floor, room #____), How fast the fire is spreading? Are there people trapped?
5. If it is safe, control the fire.
6. Isolate the fire by closing doors behind you. Do not lock the doors.
7. Leave by the nearest safe exit.
8. Walk. Do not run. Shut doors behind you. On leaving the building move well away. Do not block road access.
9. Do not go back in the building for any reason until the all-clear has been announced by emergency personnel.
10. If you hear the fire alarm ringing - Follow steps 6 through 8 above.

In the event of a fire DO NOT USE ELEVATOR(s).

(See the map to your left for the location of all fire extinguishers, fire alarm/pull stations, safe exits and areas of refuge)
If you discover a fire or explosion in the building:

1. Immediately activate the closest fire alarm/pull station.
2. Call 911.
3. Give the address and the nearest intersection (6331 CRESCENT ROAD at the intersection of Crescent Road & Main Mall)
4. Provide information about the emergency: Where is the fire? (Lower Floor, room #____), How fast the fire is spreading? Are there people trapped?
5. If it is safe, control the fire.
6. Isolate the fire by closing doors behind you. Do not lock the doors.
7. Leave by the nearest safe exit.
8. Walk. Do not run. Shut doors behind you. On leaving the building move well away. Do not block road access.
9. Do not go back in the building for any reason until the all-clear has been announced by emergency personnel.
10. If you hear the fire alarm ringing - Follow steps 6 through 8 above.

In the event of a fire DO NOT USE ELEVATOR(s).

FIRE EXIT
PULL STATION/
FIRE ALARM
FIRE EXTINGUISHER
FIRE HOSE CABINET
FIRE ALARM ANNUNCIATOR

(See the map to your left for the location of all fire extinguishers, fire alarm/pull stations, safe exits and areas of refuge)