

# 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	<u>ECPS/Education</u>
Facility Location	<u>SCARFE</u>
Proposed Re-opening Date	<u>September/2020</u>
Workspace Location	<u></u>

## Introduction to Your Operation

### 1. Scope and Rationale for Opening

The Psychological Services and Counselling Training Centre (PSCTC) is a Faculty of Education academic unit located on the first floor of the SCARFE building (Scarfe 1108- 1118), which provides clinical training facilities, materials, and learning resources necessary for graduate students preparing for careers as professional psychologists and counsellors. More specifically, it is the site where students complete their clinical courses, and where many also do their practica and internships. Without the PSCTC, our current and incoming students in our School Psychology (SACP) and Counselling Psychology (CNPS) programs will not be able to accrue the required clinical training needed for progress through their program and credentials for practice when they begin their careers.

To support the clinical training activities, the PSCTC also houses an extensive circulating collection of materials for psychological and educational assessment and intervention, counselling, vocational rehabilitation counselling, as well specialized technology and materials for both direct in-person and telehealth service delivery.

Importantly, the PSCTC is a brand new centre operating in newly renovated space, and was designed to replace the New Westminster Counselling Centre and the former Psychoeducational Research and Training Centre, which provided past training sites for CNPS and SACP students. The newly renovated Centre has excellent air filtration, and is designed for small groups, which means that physical distancing and other COVID-related safety measures can be readily implemented for faculty members and students.

Given the current COVID situation, our plan is to have only faculty and student access the PSCTC for their clinical/counselling courses. All services that the PSCTC provides will be done virtually. No members of the public will physically enter the PSCTC during this phase of opening.

Our rationale for opening is to be able to provide SACP and CNPS students with some aspects of the required clinical training they need to complete their degrees. Without the PSCTC we would need to identify and vet appropriate COVID-safe community-based practicums and internships for each student in a very short time frame, which is something that typically takes years. As such, not opening the PSCTC would undoubtedly delay student's degree progression and access to their professional careers.

Although the clients will be seen virtually, it is important for students to engage in the training from the PSCTC so that a supervisor can be on-site and ready to step in as necessary. Moreover, if students were to use their own equipment from home, there are greater risks of mishandled communications

and misplaced records. Also, students may not have a private space to work from, or may be limited to using old or inadequate personal computing equipment, which may compromise the session and could potentially put the client at risk. Finally, privacy could be compromised if students' homes are visible to clients, if students are storing professional records at their homes, or if family members cause distractions or are within hearing reach of confidential counselling conversations. We think these concerns are particularly relevant at earlier levels of training, especially for students who will be interacting with clients for the first time.

This proposal, which will allow students and faculty to enter the PSCTC, has been developed by the CNPS and SACP programs in ECPS, in consultation with the Director of the PSCTC and the ECPS Department Head. It has also been vetted and approved by the Dean's office.

In terms of the services we plan to offer, as well as ramp-up phases, we intend to prepare the PSCTC so that we can welcome students and faculty in a COVID-safe manner, including cleaning and securing PPE and ensuring adequate space and facilities for providing "direct" supervision of students who are working with off-site clients (remotely). Preparations also include ensuring that each of the "client" meeting rooms (COVID-19 capacity 2 persons, distanced) in the PSCTC are prepared appropriately and equipped with computer technology for online sessions. During each clinic, a single student will use an assigned "client" room to conduct online sessions with their client(s), and can be observed on the PSCTC monitoring system by the instructor. The instructor (and in most cases, a doctoral student training to engage in supervision) will operate from one of three assigned "monitoring" rooms (each with a COVID-19 capacity of 3 persons). The "monitoring" rooms are set up with an AV monitoring system to allow monitoring of each student in their "client" room while they "meet" with their client. The monitoring rooms will also provide a site for individual, face-to-face supervision, including session planning, and related individual instruction for each student in the clinic. Each clinic group may schedule use of more than one "monitoring" room for their scheduled clinic session. These instruction-related safety-plan activities are in addition to our need to set up the PSCTC following the renovation that was completed in June, and our move back from Wesbrook's Swing Space. Since nobody has been on site since the move, all aspects of the PSCTC facilities need to be arranged and prepared for occupancy. Fortunately, this will allow a safety-focused set up.

Below are the descriptions of how each academic program will ramp up and use the PSCTC space.

#### SACP:

For SACP students, in September, when clinical courses begin, small classes of 6-8 students will be instructed online. All clinical training activities will be undertaken in the PSCTC facilities, using small groupings (i.e., 2 students and an instructor per room) using PSCTC "monitoring" rooms that have adequate capacity to support distanced instruction. Additional instruction will use the AV system capacity to involve additional students situated in "client" rooms. At this point, there will be in depth training for students (online), with a focus on the extra care and attention needed to engage in clinical activities in a virtual setting. After this, students in SACP will begin to "see" clients virtually for closely supervised applied work with that is necessary for student learning. For those aspects of client services that can be undertaken virtually, individual students will be assigned a "client" room in the PSCTC and will meet with the client (or parent, teacher) using online platform, and will be supervised by the instructor using the PSCTC AV monitoring system from a "monitoring" room.

Typically, assessments involve the use of interviews, history taking, rating scales, as well as the administration of standardized tests and informal assessment. Normally the client (and/or parent/guardian for younger client, and classroom teacher or other caregivers) is interviewed in-

person so that a history can be developed. Those aspects that can will now be undertaken virtually, and all measures that can be completed remotely, including interviews with past teachers or others, will also be conducted online or by telephone, using secure computer or telephone facilities provided by the PSCTC. The student will conduct the interviews or be mentored in doing so by the instructor/supervisor.

Likewise, individual client assessment sessions and treatment planning meetings that can be undertaken remotely will be conducted virtually. Unfortunately, many aspects of the assessment require in-person service. For example, aspects of the assessment that require a client to complete an activity in which they must manipulate objects (e.g., block design test). We will continue to follow the guidelines of our accreditation body (Canadian Psychological Association) regarding the feasibility of shifting some of this to a virtual setting. Given that almost all assessment cases do require a significant in-person component, we will need to delay these assessments (and the related clinical training or complete them in the community in COVID-safe ways.

CNPS:

For CNPS students, our intention is to provide four or more weeks of extensive orientation and training early in the term, with plans to start with one client per student counsellor after this training period. Again, at this time, all counselling services will be virtual. We acknowledge that this does not provide an optimal training experience for our graduate students or clinical experience for their clients.

In an effort to maximize student training and increase beneficial client outcomes, we plan to spend extra time training students on how to develop therapeutic rapport in an online setting, which is a critical component for successful counselling. The aim of this training is to ensure that students feel comfortable having their first counselling sessions in an online setting. Similar to SACP, students will counsel their clients from the PSCTC, using their equipment and secure online platform. The supervising instructor and doctoral supervisor-in-training will be on-site and monitoring the counselling session from the PSCTC monitoring room. This means they will be immediately available for consultation should any problems arise.

## Section #1 – Regulatory Context

### 2. Federal Guidance

*List any specific federal COVID-19 regulatory guidance used in developing the plan*

- [Government of Canada: “Hard-surface disinfectants and hand sanitizers \(COVID-19\): List of disinfectants with evidence for use against COVID-19”](#)

### 3. Provincial and Sector-Specific Guidance

- [BC’s Restart Plan: “Next Steps to move BC through the pandemic”](#)
- [https://www2.gov.bc.ca/assets/gov/education/post-secondary-education/institution-resources-administration/aest\\_postsecgoforwardguidelines.pdf](https://www2.gov.bc.ca/assets/gov/education/post-secondary-education/institution-resources-administration/aest_postsecgoforwardguidelines.pdf)
- [https://www2.gov.bc.ca/assets/gov/education/post-secondary-education/institution-resources-administration/aest\\_postsecgoforwardguidelines.pdf](https://www2.gov.bc.ca/assets/gov/education/post-secondary-education/institution-resources-administration/aest_postsecgoforwardguidelines.pdf)
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4. Worksafe BC Guidance
<ul style="list-style-type: none"> <li>• <a href="https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/in-person-counselling">https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/in-person-counselling</a></li> <li>• <a href="#">COVID-19 and returning to safe operation – Phase 2</a></li> <li>• <a href="#">Worksafe COVID-19 Safety Plan</a></li> <li>• <a href="#">Worksafe: Designing Effective Barriers</a></li> <li>• <a href="#">Worksafe: Entry Check for Workers</a></li> <li>• <a href="#">Worksafe: Entry Check for Visitors</a></li> </ul>
5. UBC Guidance
<ul style="list-style-type: none"> <li>• <a href="#">UBC Employee COVID-19 PPE Guidance</a></li> <li>• Ordering Critical Personal Protective Equipment</li> <li>• <a href="#">Building Operations COVID-19 website</a> - Service Level Information</li> </ul>
6. Professional/Industry Associations
<ul style="list-style-type: none"> <li>• CCPA (Canadian Counselling and Psychotherapy Association): <a href="https://www.ccpa-accp.ca/coping-with-covid-19/">https://www.ccpa-accp.ca/coping-with-covid-19/</a></li> <li>• CPA (Canadian Psychological Association): <a href="https://cpa.ca/corona-virus/">https://cpa.ca/corona-virus/</a> (especially its PDF regarding: Resources for Managing COVID-19 Anxiety by CPA Traumatic Stress Section at <a href="https://cpa.ca/corona-virus/cpa-covid-19-resources/">https://cpa.ca/corona-virus/cpa-covid-19-resources/</a>)</li> <li>• <a href="https://collegeofpsychologists.bc.ca/2020/06/22/in-person-consent-during-covid-contact-tracing-obligations-register-address-online-materials-now-available-and-upcoming-workshop/">https://collegeofpsychologists.bc.ca/2020/06/22/in-person-consent-during-covid-contact-tracing-obligations-register-address-online-materials-now-available-and-upcoming-workshop/</a></li> </ul>

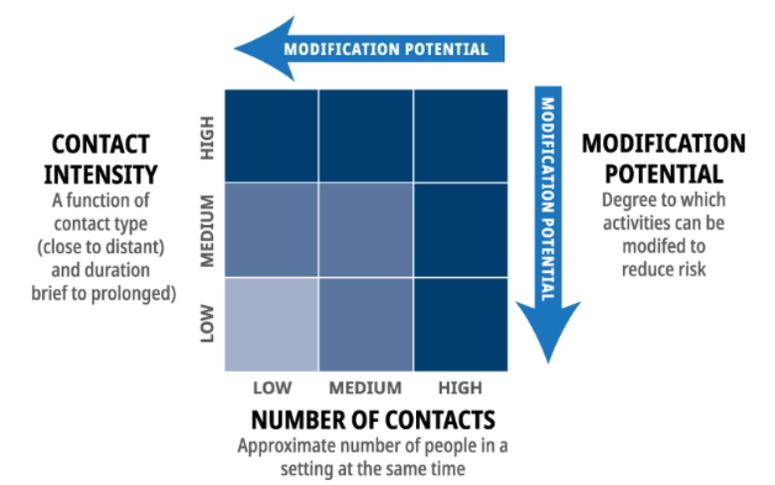
## Section #2 - Risk Assessment

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

The physical configuration of the PSCTC allows for physical distancing with the number of people who will be present at any one time. The number of people present is equal to or less than 1/3 the typical capacity of the PSCTC (30 persons maximum, based on pre-COVID capacity of 110 persons). For clinic sessions, the typical number of people on site at any one time will be up to 1 Graduate Student GAA (although there may be 2 during shift changes or to accomplish tasks unrelated to reception), 12 CNPS and/or SACP students, and up to 3 faculty instructors in total. One day per week, a Financial Assistant will be on site in a one-person private office. The PSCTC Director also has an office in the PSCTC and is on site throughout the week.

The GAA will be seated behind a counter, a minimum of six feet/two metres from people entering the Centre and will be behind a plexiglass stand. GAAs will sanitize at the beginning and end of their shift. Since students will not have card readers to enter SCARFE, they will be met at the door and let into the building by the supervising faculty/instructor. They will then be lead directly to the PSCTC, where they will go immediately to a designated room, all the while maintaining physical distancing. The

reception GAA will record the name and contact information for each student and instructor and note date and time of attendance at the PSCTC (to support contact tracing, should this be needed). Students and instructors will have access to and be asked to use hand sanitizer on entry and before exit. They will work from their designated room for the six hours they are present in the centre. When anyone needs to leave their designated room (e.g., to go to the washroom) they will do so while maintaining physical distancing and in established and designated movement patterns (one-way directional signage, floor signs indicating safe distancing, designated entrance and exits, maximum capacity signage). At the end of each class day each occupied space will be cleaned.

In addition to training clinics and practica, the PSCTC has a resource room, which houses 6 computers and the test library. These are invaluable for students to access different tests and relevant resources that are not publicly available. To maintain physical distancing, only 4 of these computers will be in use, with an 'out of order' or 'do not use' notice on the middle computer in each row (there are 3 on each side of the room). At the end of each day that the room has been accessed, it will be cleaned.

#### **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)

We aim to have at most 30% of normal occupancy in the PSCTC at any given time (pre-COVID capacity of 110). We have set a maximum of 30 persons on site at any one time, distributed across the whole facility, with individual room capacities being adhered to. As noted above, this PSCTC reopening plan focuses on the facilities located in the Scarfe 1100 Suite on the main floor of the Neville Scarfe Building (Scarfe 1108- 1118). The meeting rooms in the Neville Scarfe basement (Rooms 2B and 2C) and the client rooms in the 3rd floor suite (Rooms 306B-306F) will remain closed at this time, to restrict the areas of building reoccupancy.

The Room 1100 suite, the main PSCTC facilities, has a pre-COVID-19 capacity of 110 persons and a COVID-19 capacity of 57 (see the PSCTC Room Capacity Table Appendix). However, the restricted total capacity for the PSCTC at this time is no more than **30 persons** at any time, although we anticipate that with the proposed instructional plans, as well as administrative and engineering controls, the actual numbers would be less than 20 at any time. In all cases, room use is scheduled in designated locations for specific persons, and no common areas will be used for congregation. This would be considered on the low end of normal occupancy for the facility and allows for physical distancing and safe movement within the facility.

The PSCTC plans to have the Financial Assistant work from SCARFE 1117 one day per week , in a single-person office. The PSCTC also plans to have a 1 GAA staff the Reception/Test Library (SCARFE 1118) 30 hours per week, Monday –Friday 9:00 – 3:00. Normally, there will typically be a single GAA staffing the Reception/Test Library, but there may also be occasions where a second GAA will be required to go onsite to assist with tasks beyond reception (e.g., orientation sessions for trainees, receiving and cataloguing test and resource materials, additional preparation of clinical materials). SCRF 1118 is big enough to accommodate two GAAs working at 2 metres apart, as required by COVID-19 safety precautions. Some of the GAA activities will also involve access to the resource collection and support for Computer Lab users, both in located 1108Q.

#### **9. Employee Input/Involvement**

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

This proposed plan was developed in collaboration with several faculty members and students, including both the incoming and outgoing Department Head, the Director of the PSCTC, the Program Coordinators for SACP and CNPS, as well as the clinical directors for each program, supervising faculty, and current graduate student GAAs. Upon approval, the plan will be presented to all members of CNPS and SACP, including staff and students via email. That feedback was then incorporated before the plan was submitted to the Dean for approval.

#### 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

PSCTC Staff:

Financial Processing Clerk, Test Library Graduate Academic Assistants/Reception (low)

- Communications to all GAAs as part of our ZOOM calls held weekly
- Email meeting summary distributed to all staff
- Distribution of this plan to all staff
- Supervisor to have in-person discussions with GAA during shift, by telephone or ZOOM, weekly.

Instructors and Clinical Supervisors (low)

- Email meeting summary distributed to instructors and supervisors
- Distribution of this plan to all staff
- Director to have in-person briefing discussion with each Instructor/Supervisor weekly or prior to clinic or class meeting

<https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive> - this link should be distributed to all

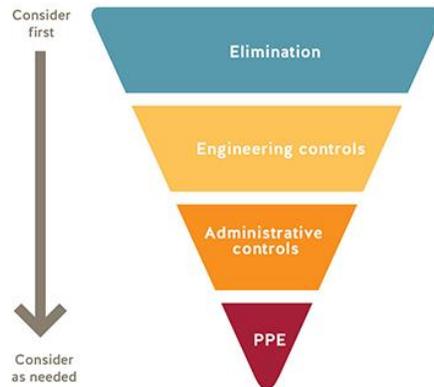
#### 11. Plan Publication

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

Final plans will be posted to ECPS Department website: <https://ecps.educ.ubc.ca>, including to each of the subpages for CNPS, SACP, and PSCTC. A hardcopy will be posted in the reception room of the PSCTC. All PSCTC clients will be directed to the safety plan as part of the PSCTC clinic communication.

### 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.



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

- 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

Finance staff member will continue WFH for those tasks that can be completed remotely, using remote desktop (estimated to be 66% of current work).

## 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

- **Finance staff member:** This staff member will return to campus 1 day per week (33%) to carry out required work that cannot be done at home, including processing credit card payments, pick up and sort mail and processing of ordered materials, prepare, and close client case files,

as well as manage distribution of fee-for-service payments in FMS. This person is scheduled to work 3 days per week (.6 FTE), but would only come to campus for those required activities and then return to working remotely for tasks that can be accomplished off site.

- **Test Library/Reception GAAs** Upon approval for opening, to help set up the PSCTC for opening, GAAs will attend the PSCTC up to 20 hours per week to set up furniture and arrange equipment to support return to safe operation, including installing signage, work station setup, client room setup, display of safety checklists, cleaning, storage of materials not required during initial opening. A maximum of 2 GAAs will be on site and physically distanced at any time. In the relatively rare instance, where an activity requires close proximity (within 2 meters to assist in moving a large book cart, or desk), GAAs will use appropriate PPE, mask and gloves and maintain appropriate sanitation measures.
- **Test Library/Reception GAAs** Graduate Student GAAs will work two 5-hour shifts each week on the same schedule, providing reception and clinical teaching support to the same group of students. The GAA will always be paired with the same graduate student clinics (e.g., Monday 9:00 - 2:00 and Wednesday 4:00 – 9:00). During each 5-hour shift they will serve a small cohort of students, and instructor/supervisors (fewer than 10 people per 5 hour shift).

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

Describe or use UBC building keyplans (or do both, where appropriate) to identify and list the rooms and maximum occupancy for each workspace/area, explaining your methodology for determining occupancy

The following protocols will be applied throughout PSCTC and are consistent with the Faculty of Education plan for all public and common areas (e.g., hallways, washrooms, elevators). PSCTC key plans are attached (see appendix – PSCTC Key Plans Appendix) to outline some of these requirements for restricted areas during COVID-19 restrictions in each space.

**Social Distancing:** Those entering the building through the PSCTC are reminded to always maintain a distance of 2 metres (6 feet) between persons. This applies regardless of whether the occupant is in an office, or any common or open space. All onsite activities must meet this distancing requirement. Occupancy numbers for each room within the PSCTC were determined to allow 2 metres between persons. A table showing the COVID-19 capacity for each of the rooms is included in the appendix (PSCTC Room Capacity Appendix).

**Building Entrances:** During Stages 2 and 3 of the Faculty of Education Safety Plan, the SCARFE building will remain locked. The outside door with a card reader will be assigned as entry and exit door only and is fitted with push-button openers and makes this door available for ingress and egress for those people who require that level of assistance. Faculty supervisors will meet students at a designated entrance to the SCARFE building, to be let into the building using the external entrance to the PSCTC. The main floor door leading from the “waiting area” provides egress access to the building hallway for washrooms, and reentry to the PSCTC is through the outside doors. .

**Hand Sanitizer Stations** There are currently five hand sanitizer stations located on the ground floor of SCARFE, and custodial staff will ensure they are consistently refilled. The PSCTC has a station at the entrance and exit doors and a third on the entrance to the central passageway to the client rooms. The PSCTC also has a hand washing area with soap, water and paper towels immediately adjacent to the reception test library desk.

**Classrooms** Although the classrooms in the building are currently closed, the PSCTC client and monitoring/supervision lab spaces will be available for designated faculty members and students to

teach clinical/lab courses. Each clinic/lab group will be assigned the same spaces for each session in attendance at the PSCTC, and restricted to the designated spaces.

**Meeting/Monitoring Rooms** All meeting/monitoring rooms in PSCTC will be restricted to designated and scheduled use for supervision/monitoring and only at the identified COVID-19 capacity limits.

**Kitchens and Reception Areas (SCRF 1100 foyer)** The kitchen/coffee area in the foyer will be closed and all supplies stored, except for the sink which will be available for use as a hand washing station. To minimize congregation and contamination, signage will be appropriately placed to indicate that no food storage or preparation is available on site. Faculty and students are encouraged to bring food that is properly contained and ready to eat, without needing refrigeration, heating, or other preparation.

**Individual Faculty and Staff Offices** Based on the overall occupancy schedule, faculty members coming onsite will undertake mandatory training as required by these protocols, and noted above. For onsite faculty members and the Financial Assistant, it is recommended that doors be kept open as much as possible to minimize the need to touch door handles. While the custodial staff will clean each office, they will not be able to sanitize all surfaces. Faculty members and staff will be reminded to keep their surfaces clean.

#### **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

- Supervision rooms will be used for viewing of student clinical activities by the supervisor and will have the occupancy of 2 persons at a time.
- The resource room, which has 6 computers (3 on each side of the room) The middle station will have the “do not use” sign to ensure physical distancing. The other 2 stations are positioned more than 2 meters from each other. There will be a 4-person occupancy limit for this room.
- The copier/stationary area will have a 1-person limit occupancy.
- The reception computers will be behind plexiglass, and this area will have a 2-person occupancy limit.
- Any meetings requiring all staff and GAAs will be held virtually
- Shared kitchen spaces, fridges, kettles, cutlery, and other appliances and equipment will not be available for use. There will be “do not use” sign on these appliances and equipment.
- Only 1 GAA will be scheduled at a time to work at the front desk and will clean and sanitize the shared working station before and after their shift. At most two GAAs will be on site at any time, and only when necessary to support PSCTC functioning.
- GAA, students, and faculty will use shared washrooms in the building and follow appropriate occupancy and physical distancing measures as outlined by the building standards.

#### **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

We will consult with the following sources of advisories, guidance, practice guidelines, recommendations, and information:

- UBC Mandatory Health and Safety Training for all Workers: <https://srs.ubc.ca/training-and-general-education-courses/mandatory-training-for-all-ubc-workers/> (namely, Preventing COVID-19 Infection in the Workplace)
- WorkSafe BC: <https://www.worksafebc.com/en/about-us/covid-19-updates>; especially: In-person counselling: Protocols for returning to operation at: <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/in-person-counselling>
- Province of B.C. Health Officer and Public Health Authority, especially points relevant to in-person counselling: especially: In-person counselling, psychiatrists, psychologists, social workers, and counsellors: <https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/phase-2?keyword=covid&keyword=safety&keyword=plan> (Phase 2); <https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/phase-3?keyword=covid&keyword=safety&keyword=plan> (Phase 3); <https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/phase-4?keyword=covid&keyword=safety&keyword=plan> (Phase 4)

Every person (student or faculty member) entering the PSCTC will be screened for illness, as described below. Signage for individual self-screening will be placed on all ingress doors around and at the Centre. The language and requirements will adhere to templates coming from the Province and UBC Safety Risk Services.

- All persons will be required to monitor their health to ensure that they are not endangering the community by entering the building if they are showing signs of a cold or any symptoms of COVID-19 inclusive of but not limited to: fever, chills, new or worsening cough, shortness of breath, new muscle aches or headache, or sore throat. It is imperative that anyone experiencing such symptoms, whether due to a cold or otherwise, not enter the Scarfe Building or the Centre. The most current requirement will be posted on the Faculty of Education's COVID-19 page at [educ.ubc.ca/covid-19/](http://educ.ubc.ca/covid-19/).
- In concert with the above self-monitoring requirement paragraph, all persons expected to enter and use the PSCTC will be required to check their health condition, in terms of the above symptoms and to respect the conditions for entry into the Centre or the Scarfe Building, at several temporal points: (a) self-monitoring before leaving home on the day of entering the Centre or the Scarfe Building for work or training; (b) self-monitoring upon arrival at the Centre; and (c) at beginning of a clinical service appointment or at the start of each work day or clinical service/training or meeting at the Centre (for students and GAAs to be verbally checked by the responsible faculty or administrator).

- In case of faculty or students reporting or suspecting to have any symptom at any point before arriving at the Centre and during their visit at the Centre, they will follow the steps as described in the following section (Item 18).
- Anyone returning from outside of Canada must follow the directions of the quarantine act, which specifies 14 days of self-isolation, regardless of whether or not they are experiencing COVID-19 symptoms. Anyone exposed to a traveler must also self-isolate for 14 days.
- Supervisors cannot give personnel in quarantine work that would require them to break the quarantine.
- Employees arriving from international destinations are required to self-quarantine for 14 days prior to beginning returning to work.
- Every entry door will include signage for both workers and visitors/guests that prohibits entry if any of the above criteria apply. The signage will either copy, or will directly use the Worksafe BC signage, as below:
  - [Worksafe: Entry Check for Workers](#)
  - [Worksafe: Entry Check for Visitors](#)
- 

### 18. Prohibited Worker Tracking

Describe how you will track and communicate with workers who meet categories above for worker screenings

We will follow the Faculty of Education Safety Plan: <https://educ.sites.olt.ubc.ca/files/2020/08/Faculty-of-Education-Safety-Plan-06082020.pdf>

UBC's Personal Absence Tracker (PAT) will be utilized to track any workers who cannot attend work due to one or more of the three categories of restriction (as defined by WorkSafeBC). The guidance of the Provincial Health Officer and the BC Centre for Disease Control (BC CDC) around self-isolation will apply to all members of the Faculty of Education community.:

- Anyone who has had symptoms of COVID-19 in the last 10 days must self-isolate at home.
- Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat and new muscle aches or headache
- Anyone under the direction of the Provincial Health Officer to self-isolate must follow those instructions.
- Anyone who has arrived from outside of Canada must self-isolate for 14 days and monitor for symptoms.

All those who are accessing the buildings will be asked to download the CanadaCovid app on their smart phones, in order for them to have access to up-to-date information about COVID-19, as well as helpful resources and a daily check-in symptom tracker.

If a Faculty of Education employee (whether faculty, staff, or GAA) starts to feel ill while on campus, they should return home by means that does not involve public transportation. They should follow all guidelines for next steps as outlined BC CDC: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-aresick/steps-when-sick.html>.

## 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

#### Reception Area:

- Physical contact will not be permitted at the PSCTC.
- All GAAs will conduct a coronavirus self-check (<https://bc.thrive.health/covid19/en>) and come to work only if they are symptom free.
- There will be a check-in clipboard at the front of the office. All people entering the PSCTC will be required to provide their names and phone numbers in the instance where COVID contact tracing would be necessary.
- As per the BCCDC guidelines for clinics ([http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19\\_IPCGuidelinesCommunityBasedAlliedHCPsClinicSettings.pdf](http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_IPCGuidelinesCommunityBasedAlliedHCPsClinicSettings.pdf)), all materials that are touched by students will either be thoroughly sanitized after each use (e.g., pencils, tablet computers). Note that disinfecting agents will be based on BCCDC guidelines. Also, note that according to these guidelines, there is no evidence that COVID-19 is transmitted through paper-based products, so there is no need to isolate or limit use of paper resources
- If social distancing or barriers cannot be used, faculty and students will be asked to wear masks

#### Clinic Rooms:

- Each clinic room will be cleaned at the beginning and end of each day by students, faculty, and GAAs (a schedule will be created). A checklist will be in each room checking off what needs to be sanitized for quality assurance.

#### Resource Room and Test Library:

- The test library will be operating on an online and telephone reservation system in order to limit the number of students at the PSCTC
- Pick-up will be available for library materials via 15-minute time slots. Students and faculty will be able to reserve a time to pick up and/or return materials, and GAAs will inform them when they are available
- All returned items will be disinfected as per the BCCDC guidelines linked above.
- Highly requested items will have a staggered circulation schedule for students in order to reduce the number of students at the PSCTC
- Test library computers will be set up to ensure physical distancing requirements are met and booking and sanitizing schedules will be used to ensure that equipment is cleaned between users.

#### Other:

- Restroom soap dispensers are regularly maintained and everyone will be encouraged to wash their hands.
- A hand washing station is also available in the reception area, with soap, hot water and paper towels
- Hand sanitizer that contains at least 60% alcohol is available at the entrance to the office and each testing/therapy room.
- Tissues and trash bins will be easily accessible and disposed of daily, or more frequently if required.

- Everyone will be requested to use sanitizer as they enter and leave the office.

## 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

### For the Test Library:

- All GAAs will receive a document outlining internal procedures for signing items in and out of circulation to test library users. This document will include a checklist to ensure that items are disinfected when they are returned. Please see attached document.
- All GAAs will be required to wash their hands prior to and after cleaning, sanitizing, and/or retrieving necessary materials in circulation. Hand sanitizer will be available for use if hand washing is not immediately available.
- Upon return, all manipulatives found in testing kits will be cleaned and disinfected by test library users with disinfectant wipes provided by the test library.
- Upon return, all iPads and relevant electronics will be cleaned and disinfected by test library users with disinfectant wipes provided by the test library. Disinfected iPads and electronics will be scheduled to allow at least a 24-hour quarantine between users.
- Shared kitchen appliances and equipment (e.g. kettles, coffee makers, cutlery, fridge, microwave, water cooler) will not be available for use by any faculty, or students.
- Shared computers, printers, scanners, and photocopiers will be cleaned by GAAs, students, and faculty (based on a predetermined schedule) before and after each use.
- Computers and workstations in the resource room, as well as in the clinic rooms will be cleaned before and after each use by the user (student, faculty.). Disinfectant wipes will be provided by the test library as well as a checklist of what needs to be cleaned.
- Shared pens and pencils will not be available for use.
- The room booking binder will not be available for individual use. Students room booking in the clinic will be tracked by a GAA who will schedule and assign them a time and room.

## 21. Partitions or Plexiglass installation

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

The reception area, where the GAA will work, will be separated by plexiglass. In line with Worksafe BC's recommendations, the plexiglass will be covering the shortest and tallest people who are typically approaching the barrier. That means the barrier will extend more than 30 cm beyond the seated person's nose in every direction and more than 30 cms beyond the standing person's nose in every direction. Essentially, the plexiglass will be covering the whole reception area. It will be installed according to these guidelines: <https://facilities.ubc.ca/covid-19/building-administrators-package-for-covid-19/>

## 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

PSCTC GAAs will be trained in COVID19 safety precautions and plans by the PSCTC Director, Dr. Bill McKee. All students and faculty entering the PSCTC will complete the required UBC COVID-19 course, and must submit their certificate to PSCTC test library GAA before coming to campus. The faculty and student training teams will together read through and discuss the COVID-19 safety plan to include avoiding coming to clinic if sick, participating in monitoring of PSCTC activity during each counselling clinic, utilizing PSCTC equipment and procedures to minimize COVID-19 risk, and helping with cleaning the PSCTC rooms and equipment used for clinic, at the end of sessions. Everyone coming into the PSCTC will be expected to follow PSCTC safety protocol, including use of non-medical masks at all times while in the PSCTC and other areas of the building. Students and faculty will confine clinic activity to assigned and approved rooms and spaces as described above.

PSCTC GAAs, students, and supervisors will all be required to read and verbally agree to the conditions of the PSCTC safety plan with screening questions each time they enter the Centre. The PSCTC GAAs will screen and sign in all PSCTC users (students and faculty instructors), indicating date and times entering and leaving. The PSCTC will also maintain a record for each student and instructor that specifies when the participant received the safety training. All participants will be given opportunities to ask any questions or raise any concerns about the COVID-19 safety procedures.

If any person involved in PSCTC activities has a concern about COVID-19 safety and precautionary procedures within the clinic, that person will be encouraged to inform either the PSCTC GAA or the supervising faculty member present. The safety plan with screening questions that people will complete before entering the PSCTC will include information about how to raise a concern either in person or in writing, with the understanding that the PSCTC GAA person contacted will alert the faculty and/or director to address the concern and remedy the situation as appropriate.

Both CNPS and SACP are updating their clinic manuals to embed safety plans regarding COVID-19 and the PSCTC, as well as to update and clarify any COVID-related modifications to clinical courses. This includes revising the logs students regularly keep of attendance, client sessions, and supervision meetings to add the documentation of COVID safety plan implementation.

### 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

Everyone who enters the PSCTC during the period of COVID-19 precautions must first complete the online UBC training [Preventing COVID-19 Infection in the Workplace. And the Faculty of Education Safety Plan Compliance Course](#). Faculty and students will all be notified as part of PSCTC orientation that they are required to watch the videos and pass the quiz, documentation of which is maintained by Faculty of Education staff. The details of our PSCTC-specific safety plan to keep people safe as possible from COVID-19 will be presented and discussed also as part of faculty, GAA and student orientations. Faculty supervisors will be responsible for tracking and ensuring documentation of students' completion of both the UBC and PSCTC-specific trainings. The PSCTC Director will be responsible for monitoring and documenting completion of both by all students and faculty who come into the PSCTC.

**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)

The Faculty of Education will utilize the signage from the Safety & Risk Services COVID-19 website, the WorkSafeBC's COVID-19 – Resources website, and from Building Operations regarding approved floor tape and decals. UBC's signage templates have been downloaded and are currently being printed. Floor tape and floor decal supplies for the Faculty have been received and are currently being deployed. Distribution and installation plans for signage will follow the Faculty of Education Safety Plan.

**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

The PSCTC will operate in ways consistent with the Faculty of Education Safety Plan, which details steps to amend the Building Emergency Response Plan (BERP). The Neville Scarfe Building BERP will be updated with the BERP Amendment and will specify that floor wardens are to be assigned as per our unit-level occupancy schedule. Temporary floor wardens will be assigned during Stages 2 and 3. All assigned floor wardens will undergo online floor warden training. Unit level administrative managers will ensure there is one trained floor warden on each floor on each day of occupancy. Unit administrative managers in PCN will follow the same procedures in their units. Suspected COVID-19 Cases Individuals presenting COVID-19-like symptoms are directed to call UBC First Aid at 2-4444. Individuals who have difficulty breathing should immediately call 9-1-1 or the local emergency number (in BC this is 8-1-1 Suspected positive incidents are to be reported to the unit administrative manager who will document the information in CAIRS and email ready.ubc@ubc.ca. People who are unsure about what they should do will be directed to the BC Self-Assessment Tool. OPH programs and services remain available to all staff, faculty, and paid students who have questions or concerns about their health and safety in the workplace, including questions around COVID-19 Suspected positive incidents or exposure concerns are to be reported to the supervisor. Faculty and students are advised that COVID-19 exposure information can be found on the SRS webpage.

**26. Monitoring/Updating COVID-19 Safety Plan**

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

We intend to hold regular bi-monthly reviews of our COVID-19 safety plan specific to the PSCTC. Student orientations will emphasize that safety concerns may be raised by contacting the faculty supervisor or PSCTC Director, in which case a review will be scheduled as soon as possible with attempts to address the concern quickly. Any updates to the safety plan or responses to concerns that require action will be communicated in a timely manner to all staff, students, and clients through coordinated efforts by the PSCTC Director, the CNPS Director of Clinics, and supervising faculty.

**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

We have lengthened our orientation period to allow for more time to orient and train new and existing GAAs, students, and faculty to take the necessary precautions to enhance COVID-19 safety. In the past the orientation was 1-2 weeks, but now we will hold a 4-week (minimum) training before students start seeing clients virtually.

Faculty and students will be taking on new responsibilities under our reopening safety plan, including documenting presence in the PSCTC, using approved PPE and remote psychological services and counselling computer equipment during counselling sessions, and cleaning and disinfecting the room and equipment they used when clinics end each day.

## 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

The Educational and Counselling Psychology, and Special Education department has shared supplies of non-medical masks, hand sanitizer, face shields, and plexiglass barriers that are now in place in the PSCTC. All faculty, staff and student users of the PSCTC will be required to use non-medical masks at all times when in the building, consistent with current UBC guidelines.

## 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.

The following template, on PSCTC letterhead will be used to confirm acknowledgment that GAAs have received the safety plan and will comply with it:

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

Date \_\_\_\_\_  
 Name (Manager/Supervisor) \_\_\_\_\_  
 Title \_\_\_\_\_

#### Faculty and Staff Occupying Workspace

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