



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>Neville Scarfe Building</u>
Proposed Re-opening Date	<u>July 26 – August 20, 2021</u>
Workspace Location	<u>Room 205, Neville Scarfe hallways, outdoors</u>

Introduction to Your Operation

1. Scope and Rationale for Opening

ESPE 514 Advanced Techniques in Orientation and Mobility is a 6-credit, 4-week course and is the first course that students take in the Graduate Certificate in Orientation and Mobility program. A new cohort of 17 students was scheduled to start in July 2020 through a new collaboration with Vision Loss Rehabilitation, who is working to get more of their staff certified in orientation and mobility to meet national needs. Half of the students were going to take the course at UBC (Vancouver campus) and the other half would be at a remote site in Moncton, NB taught by O&M specialists in-kind. Due to the COVID-19 outbreak, the decision had to be made to delay the start of the program by a year since this course could not be delivered in an on-line format safely and successfully.

ESPE 514 involves learning the cane skills and orientation techniques that individuals who are blind use to travel in indoor, residential, semi-business, business and rural environments. In order to learn to teach the techniques, the students undergo substantial blindfold work, learning to travel themselves non-visually. The courses in the O&M program need to be taken sequentially (next courses are dependent on having this first course), so **being unable to offer this first course would again delay the program for another year and significantly impact the plans and progress of students in the cohort and possibly the collaboration.**

The majority of the course is conducted in real-world, authentic settings. Ultimately, only the first week of class will be in the Neville Scarfe Building with a few additional days back in the classroom during the remaining three weeks for activities such as the final exam. Otherwise, after the first week, the remaining three weeks will be predominantly outdoors in residential, semi-business, and business areas in neighborhoods close to the university and in outdoor campus spaces. The Kitsilano neighborhood between 4th and Broadway, Waterloo and Trutch is used. Students will also go downtown during the course on a couple of days. Students meet the instructor in a designated location in the neighborhood each day and re-group periodically for group instruction after practicing skills in pairs. Activities include learning to travel around blocks, find addresses and locations, cross streets, and take public transportation under blindfold. Students also practice teaching each other the skills. The whole group (8 students) are together for instruction and demonstration, then pairs go and



practice. The pairs are staggered in their start times and start locations in order to avoid pairs running into each other. During whole group instruction outdoors, sitting or standing at an appropriate social distance is not a problem. Masks will be worn and general COVID safety regulations will be adhered to in public places.

The following risks are considered in accordance with <https://srs.ubc.ca/covid-19/safety-planning/determining-safety-plan-risk/>

- Risk #1 – Higher proportion of individuals from outside of the UBC community visit the campus/unit; if employees or staff are exposed to more than 10 random people in a day; or if the unit is public facing
- Risk #2 – Prolonged close interaction with others not in the usual cohort of colleagues; if contact lasts for more than 15 minutes and transient in nature
- Risk #3 – The workplace or activity is indoors with no building ventilation system and access to outdoor air is not available (e.g. openable windows)
- Risk #4 – Employees/students/visitors have frequent contact with high-touch surfaces (service counters, card payment machines)
- Risk #5 – The activity involves people who are at higher risk of severe illness (i.e., older adults or those with chronic health conditions)
- Risk #6 – The activity involves people who are not able or likely to follow hygiene practices such as washing hands frequently, respiratory etiquette, and identifying when they are feeling ill and staying home

Note: Applicable risk factors (from above) are listed may be subject to change based on COVID-19 developments and Campus operations, and will be addressed as part of the monitoring requirements.

Under this plan, applicable risks from the above list for EPSE 514 would be risk #4 as students will touch and encounter daily items (e.g., door handles) while traveling. The plan that follows addresses this risk by making sure students wash hands or use hand sanitizer on a frequent basis. Travel sanitizer will be provided.

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
- [BC COVID-19 Self Assessment Tool](#)

4. Worksafe BC Guidance

- <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/in-person-counselling>
- [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

- UBC COVID-19 [Campus Rules](#)
- [UBC Employee COVID-19 PPE Guidance](#)
- Ordering Critical Personal Protective Equipment
- [Building Operations COVID-19 website](#) - Service Level Information
- [Guidelines for Preparing for Reoccupancy](#)
- [Guidelines for Safe Washroom Reoccupancy](#)
- [Space Analysis and Reoccupancy Planning Tool](#)
- [UBC Employee COVID-19 Use of Shared UBC Vehicles Guidance](#)
- [UBC Employees COVID-19 Essential In-person Meetings/Trainings Guidance](#)
- [Workplace Physical distancing Planning Tool and Signage Kit](#)
- [UBC Facilities COVID-19 information](#)
- [UBC Entry Check Sign](#)
- [Preventing COVID-19 Infection in the Workplace training course](#)
- [UBC Cleaning Standards & Recommendations for Supplementary Cleaning](#)
- [UBC Classroom Safety Planning](#)

6. Professional/Industry Associations

- CCPA (Canadian Counselling and Psychotherapy Association): <https://www.ccpa-accp.ca/coping-with-covid-19/>
- CPA (Canadian Psychological Association): <https://cpa.ca/corona-virus/> (especially its PDF regarding: Resources for Managing COVID-19 Anxiety by CPA Traumatic Stress Section at <https://cpa.ca/corona-virus/cpa-covid-19-resources/>)
- <https://collegeofpsychologists.bc.ca/2020/06/22/in-person-consent-during-covid-contact-tracing-obligations-register-address-online-materials-now-available-and-upcoming-workshop/>



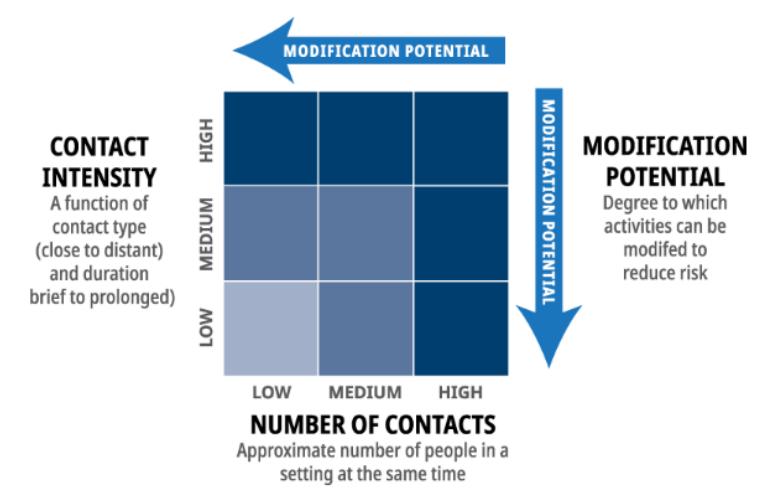
Section #2 - Risk Assessment

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 classroom in Neville Scarfe proposed for use is Room 205. The size and configuration of the room will allow to seat students 2 meters apart during in-class instruction. Of the 17 students, 8-9 will be on the Vancouver campus and the other 8-9 will be in Moncton, NB, making the class size small for both locations. Students will be together in class for 5 hours/day (with breaks including a lunch break), for four weeks, Monday through Friday. As students will be traveling under blindfold within the building, they will come in contact with door handles and other surfaces. The following measures based on the GTS safety plan and department plans will be implemented:

1. Students and instructors will wear masks during the entire class period.
2. Students will be asked to sanitize their hands before entering the classroom and whenever leaving the classroom to travel. Travel sized sanitizer will be provided to students to have on-hand while doing travel work.
3. The instructor will sanitize surfaces (e.g., door handles, tables) before and after the class period when taking place in the building.
4. Students will stagger themselves to be 2 meters apart during outdoor group instruction.
5. The typical instructional strategy of having students work with different partners throughout the course will be modified to reduce risk. Instead, each student will work with only one partner. Due to the nature of the course (for safety purposes), students always work in partners during the indoor and outdoor portion of the course (one under blindfold and one monitoring) as they practice skills. Students are taught how to monitor each other and when to intervene to prevent accidents. Students under blindfold travel with canes as they are learning and practicing cane skills as a major component of the course. By not switching partners, risk due to closer contact (e.g., standing close enough to intervene if traveling unsafely) will be reduced.

The same safety plan will be relayed and implemented at the Moncton, NB site along with any additional requirements that site may have unique to the above.

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)

With the instructors, the total number of people together will be 10-11 during group instruction. More than half the time of each 5-hour period will be carried out in smaller pods of 2-3 individuals (student pairs and the instructor(s) rotating among the pairs to observe and guide practice).

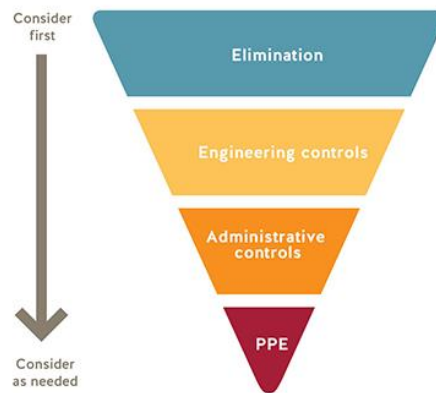
9. Employee Input/Involvement



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 the ECPS Department Head and was circulated for comment to the Faculty of Education JOSCH committee for feedback. Teela Narsih, Occupational and Research Safety Associate at Safety & Risk Services also reviewed the plan and provided feedback. Changes were made as recommended. The GTS safety plan and department safety plans were reviewed when writing this course plan.
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
A summary of this plan will be circulated to all students (for both sites) prior to the start of the course by the main instructor. Students will be asked to verify their understanding of the plan.
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 Faculty of Education website. A hard copy of the plan will be available in the classroom for instructors or students to consult. When outdoors, the instructor will keep the hard copy with her and available.

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

An on-line component of the course will be created to allow some activities to be done virtually while maintaining the main practice component of the course face-to-face. This will reduce some of the whole group instruction.

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

Students will work with the same partner throughout the course instead of switching partners to reduce contact intensity. This will be the same partner with whom they do their lab assignments. A typical whole group assignment will be made into a partner assignment or created in a way that allows virtual collaboration to also reduce contact.

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

It is important to have a room that locks for security of student items while outside of the classroom. The instructor is able to lock Room 205 and would request this room from Enrolment scheduling services. This room only has one entry/exit door, so if used, student pairs would be spaced out in leaving and would wait socially distanced in the hall to re-enter the room.



SCRF 205 has a max occupancy of 34 persons which at 1/3rd occupancy should allow for up to 11 persons, approximately. General information, including images and capacity of this classroom can be viewed online at <https://learningspaces.ubc.ca/classrooms/scrf-205>

Other classroom options that have two door entry/exits and slightly higher capacity would be [SCRF 202](#) with a max capacity of 40 persons (allowing at 1/3 capacity for approximately 13 people) ,and [SCRF 209](#), much larger, with a max capacity of 60 persons (20 people at 1/3 capacity). The instructor may not have the ability to lock these classrooms, however.

An application will be made to Enrolment Scheduling Services ubcenrl-g-SchSrv@mail.ubc.ca to request and have a GTS classroom assigned for the course.

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

- The instructor will measure and mark off the chairs that can be used in the classroom to maintain the 2 meter distance.
- The instructor will space out student pairs when practicing to allow for sufficient space between each pair practicing a skill and insure that only one pair is coming or going through the classroom door at a time. Should a 2-door room be secured, one door will be designated as exit and one as entry, with spacing of pairs still maintained.

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

Students traveling to campus via public transport will be required to wear their masks and uphold the rules enforced by Translink. When using public transport in the course (taking a bus via blindfold), hand sanitizer will be used before entering the bus and after leaving the bus.

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

Students will be asked to conduct a self-assessment prior to coming to each class. Signage for individual self-screening will be placed on the door of the classroom and provided to students with the safety plan summary. The language and requirements will adhere to templates coming from the Province and UBC Safety Risk Services and students will be encouraged to use the Thrive Health tool: <https://www.thrive.health/bc-self-assessment-tool>

In addition, the following signs will be on the entrance to the Scarfe building which will also remind students to check their health and remember recommended practices upon entering each day:

- [UBC Entry Check Sign](#)



- [WorkSafeBC: Entry Check for Workers](#)
- [WorkSafeBC: Entry Check for Visitors](#)

18. Prohibited Worker Tracking

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

If a Faculty of Education employee or student starts to feel ill while on campus, we will contact UBC First Aid on the Point Grey Campus by calling 604-822-4444 or 2-4444 (UBC Landlines).

- Suspected positive incidents or exposure concerns are to be reported to the Unit Administrative manager. Further incident reporting information can be found on the [SRS webpage](#).
- Direct people who are unsure about what they should do 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.

If students report symptoms or are suspected to have any of the COVID-19 symptoms upon arrival at class, they will be required to return home immediately 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

- All students and instructors will conduct a coronavirus self-check (<https://bc.thrive.health/covid19/en>) and come to class only if they are symptom free.
- All students and instructors will use sanitizer upon entering the classroom and again before any practice travel outside the classroom.
- Students will not share equipment (canes, cane tips)
- All materials that are touched will be thoroughly sanitized before and after each use (e.g., demonstration materials).
- Classroom seating will be arranged for appropriate physical distancing.



<ul style="list-style-type: none"> The classroom will be sanitized at the beginning and end of each class period by the instructors. <p>Other:</p> <ul style="list-style-type: none"> Restroom soap dispensers are regularly maintained and everyone will be encouraged to wash their hands. Masks will be available for students should they forget to bring their own.
<p>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</p> <ul style="list-style-type: none"> Students will use only their own equipment (canes, cane tips, textbooks, etc) Instructors will wash their hands prior to and after distributing any necessary materials.
<p>21. Partitions or Plexiglass installation Describe any inclusion of physical barriers to be used at public-facing or point-of-service areas</p> <p>N/A</p>

Section #5 – Administrative Controls

<p>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</p> <p>The instructors will meet prior to the start of the course to review the safety plan and recommended COVID-19 precautions so that both sites are maintaining the same standards and precautions. The off-site instructors will be asked to complete the required UBC COVID-19 course: https://wpl.ubc.ca/browse/srs/courses/wpl-srs-covid.</p> <p>Along with distributing the COVID-19 safety plan prior to the start of the course to the students, the precautions and requirements will be reviewed the first day of class.</p>
<p>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</p> <p>Everyone who enters the course must first complete the</p>



<p>online UBC training Preventing COVID-19 Infection in the Workplace. The main instructor will be responsible for monitoring and documenting completion by all instructors and students.</p>
<p>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)</p>
<p>The signage put in place for the Neville Scarafe building by the Faculty of Education will be adhered to by the students in the course.</p>
<p>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</p>
<p>The instructors will follow the recommendations of the Faculty of Education Safety Plan in regard to emergency response and will abide by evacuation procedures should the need arise. Suspected COVID-19 Cases or 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. Students and instructors will be advised that COVID-19 exposure information can be found on the SRS webpage. https://srs.ubc.ca/covid-19/safety-planning/templates-resources/</p>
<p>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</p>
<p>Instructors and the students will be informed that safety concerns may be raised by contacting the main instructor or head of the department. In such a 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 instructors and students.</p>
<p>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</p>
<p>Instructors will meet prior to the start of the course to ensure everyone understands the safety plan and policies to take all appropriate precautions. Students will review the safety plan the first day of</p>



class and instructors will ensure that all questions are answered and students have the necessary equipment (masks).

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

No PPE is required for the work being done.

Section #7 – Non-Medical Masks

29. Non-Medical Masks

Describe your plan to inform faculty and staff on the wearing of non-medical masks

All instructors and students in the course will be required to use non-medical masks at all times when in the building, consistent with current UBC guidelines and will be encouraged to wear them throughout the class period. Should students need a break from mask wearing (given the length of class), they can do so when outdoors and physically distanced from other students or instructors by at least 2 meters during the first week. When outside, students can take break from their masks when not near others or in public spaces. Students will be required to wear their masks when working in pairs as the 2 meters will not always be maintained (e.g., while monitoring safety of partner traveling under blindfold). All users will be asked to provide and wear their own non-medical masks, however, the instructors will maintain a stock, should there be a need.

As part of UBC's commitment to the health and safety of our community, and the responsibility we all share in preventing the potential for COVID-19, students, faculty, staff and visitors are required to follow UBC's COVID-19 Campus Rules

<https://riskmanagement.sites.olt.ubc.ca/files/2020/07/COVID19-Campus-Rules.pdf>. When on our campuses. These rules include the UBC requirement to wear non-medical masks in common indoor spaces. Common indoor spaces include hallways, stairways, building entryways, washrooms, common areas in residences and other high-traffic areas (except as set out in an approved COVID-19 Safety Plan). The requirement to wear non-medical masks indoors recognizes that transmission is reduced when face masks are worn in conjunction with physical distancing and other safety practices. For more information, including details about exceptions, please refer to the COVID-19 Campus Rules link above.



Section #8 - 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 staff 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"/>

