



## COVID-19 Safe Work Plan

All on-campus work activities require a COVID-19 Safe Work Plan. This applies to work activities that have continued to operate on campus since March 2020 as well as those that have not been working on campus but are returning to operate on campus.

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.

Upon review, this plan will be posted on the UBCO website at:

Department / Faculty	Library
Work Unit / PI	Library / Heather Berringer
Work Unit Manager	Robert Janke / M.J. D’Elia
Facility Location	UBCO Library & Commons 3287 University Way
Workspace Location	L314, L314A, L314B, L301Z, M203Z, M209X, 003Z, L100Z, L309X, L314W, book stacks, west building entrance (facing Fipke)
Proposed Re-opening Date (if applicable)	Upon approval of Safe Work Plan (June 2020)

### Section 1– Introduction to Your Operation

<p>Scope and Rationale for Opening</p> <p>We plan to provide access to the library’s physical collection through a contactless pick-up service, similar to “curbside pick-up” offered by many retailers. The primary rationale for this service is to support faculty and graduate students who require materials that are not available digitally. Patrons who need access to the physical collection can request materials via the library’s catalogue. Staff will retrieve requested materials from the book stacks, place them in lockers in the Commons, and inform patrons when their materials are ready to be picked up. <b>The library building will remain closed to the university community</b>, but we will continue to offer remote access to electronic collections and virtual services that support the university’s research enterprise and academic mission. We are coordinating this service with the UBCV Library so that patrons will have access to physical materials from both campuses.</p>
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#### Employee Input/Involvement

Upon posting of the COVID-19 Safe Work Plan, the [JOHSCs](#) will review and may provide input or recommendations. If the development of the Unit COVID-19 Safe Work Plan has involved input by unit workers or supervisors, please describe it below.

A Library Working Group consisting of both Associate Chief Librarians, the Access Services Supervisor, and the Access Services Coordinator have prepared this Safe Work Plan. We also meet regularly with the project leads at the UBCV Library to share information and coordinate plans.

Regular updates are provided to UBCO library staff via the following channels:

- Library Operations Team weekly meetings (standing item)
- Librarian Team weekly meetings
- Library electronic newsletter (weekly distribution)
- Ongoing conversations with frontline staff from Access Services

## Section 2 – Reducing Contact Intensity & Contact Frequency

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 understanding the community health and individual risks of COVID-19 and identifying and mitigating the associated risks. This process has also involved continually re-evaluating the associated controls based upon guidance by the BCCDC, Health Authorities, WorkSafeBC and HSE.

The COVID-19 Safe Work Plan should articulate strategies to reduce contact intensity (type of contact – close/distant, and duration of contact – brief/prolonged) and contact frequency (number of people within a setting, frequency of ‘collisions’) within the work environment.

One or more steps under the following categories of 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

The following sections work through development and implementation of control measures aimed at reducing the potential for COVID-19 transmission at the workplace.



**Contact Intensity (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

- This plan requires zero physical contact with patrons (communication facilitated through email; book pickup transactions mediated through lockers)
- Physical distancing measures in place for staff at all times; close proximity and prolonged contact among staff are NOT required to offer this service
- Shared rooms/areas include: materials processing area (L314), staff workstations (L314B), elevators (M209X, L309X), book drop in the Library foyer (L100Z), accessible washroom (L314W), Commons/Lower Fitz Hall lockers (003Z)
- Library staff room (L314A) will be used for hand washing ONLY; one staff member permitted at a time
- Elevator use will be limited to single riders
- Staff will use their assigned workspaces and computers; sharing workstations is NOT permitted
- Frequently touched areas include: computer workstations (keyboard, mouse, barcode scanner), book trucks, book bins at book return station, lockers and keypads
- All returned materials and books will be quarantined for at least 48 hours before being returned to the stacks

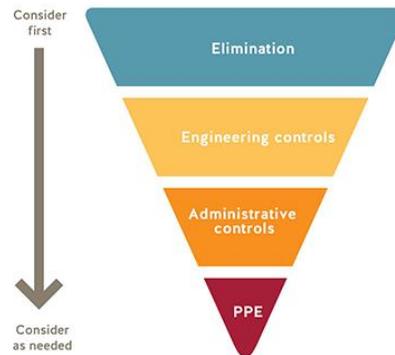
**Contact Frequency (proposed COVID-19 Operations)**

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

- A maximum of 3 library staff members will be present for each shift
- Shifts will be offered on alternating days (Mon, Wed, Fri)
- Face-to-face in-person contact with patrons is not required (as mentioned above)

### Section 3 – Hazard Elimination

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 workers are aware that they must maintain a physical distance of at least 2 meters from each other at all times
- Where physical distancing cannot be maintained, partitions or barriers will be implemented or if these are not practicable, workers will be assigned non-medical face masks or other face coverings as a form of source control.
- 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
- Supervisors must ensure that all workers are aware of proper handwashing and sanitizing procedures for their workspace
- Events/gatherings are discouraged. Large events/gatherings (> 50 people in a single space) are prohibited
- Management must ensure that all workers have access to supervision at all times.

**Work from Home/Remote Work**

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

- Aside from the three BCGEU staff members required to offer this service, ALL other Library staff will continue to work from home and deliver library services virtually

**Health Screening & other Self-Isolation Requirements**

Describe how workers will be informed of Health Screening and other Self-Isolation requirements.



- All workers must complete the required online UBCO Preventing COVID-19 Infection in the Workplace training (includes health screening information)
- Entry Check Posters are located outside each main entrance of campus buildings
- All workers will be provided a copy of the COVID – 19 rules (includes health screening information)

**Symptoms that Develop at Work**

Describe how supervisors will ensure that workers are able to get home safely if workers develop symptoms while at work.

- The three staff members offering this service commute to campus in personal vehicles, should symptoms develop staff will notify their supervisor and return home

**Section 4 – Physical Distancing**

**Physical Distancing: Process Changes**

Detail what process changes you have made to ensure workers can maintain physical distance (2m) from others in the workplace.

- Staff will use assigned workstations in L314B (stations are already physically distanced)
- Staff room will be limited to using the sink for handwashing (one person at a time); library meeting rooms will remain closed; signage will be created and posted
- Elevator use is limited to a single rider

**Physical Distancing: Occupancy limits**

Using UBC building keyplans:

- 1) Identify and list the rooms and pre-COVID-19 occupancy for each workspace/area)
- 2) Illustrate a 2 metre radius circle around each stationary workspace;
- 3) Identify areas where occupancy reduction is required to provide for physical distancing

- This plan does not require adjustments to the current space configuration because:
  - personal workstations are already physically distanced
  - book stacks are closed to the university community
  - furniture has already been removed from the Commons to reduce occupancy
- Spaces required for this service are marked on the keyplans for the Library and Commons (see Appendix 1)

**Physical Distancing: Circulation Routes**

Using UBC COVID-19 Circulation Floor Plans:

- 1) Highlight Unit Managed Spaces
- 2) Identify routes where bi-directional circulation may result in high frequency and intensity of contact
- 3) Determine where one-way directional traffic flows (exit/entrance; circulation routes) are appropriate
- 4) Mark-up Circulation Floor Plans for use in employee training and posting at entrance to work area



- With only a few staff members in the library, we do not anticipate a need to demarcate circulation routes among the stacks or within the Library
- The current Commons signage related to physical distancing and COVID health protocols is sufficient to support this service

**Physical Distancing: Work Schedules**

Detail how rescheduling of workers (e.g. shifted start/end times) will be applied in order to limit contact intensity by reducing the number of simultaneous workers at any given time within the work area; describe how you may group employees semi-permanently to limit exposure to specialized workers, if applicable.

- In-library shifts will be offered following the BCGEU seniority list, and staff participation in this service is voluntary

**Gatherings**

Describe any work that involves gatherings of individuals in groups and what measures will be implemented to ensure physical distancing is maintained.

- No in-person gatherings are required for this service

**Section 5 - Source Control**

Where physical distancing cannot be maintained, ask:

- Can the task be delayed (post pandemic)?
- Can the task be safely done in another way?
- Can the number of workers involved be reduced?

If the answer is no and work activities must be performed additional ‘source’ control is required.

**Work Requirement**

Identify tasks/activities/situations where work is required and physical distancing cannot be maintained.

- Physical distancing can be maintained for this service
- Procedures are in place to wipe down shared surfaces after each use (e.g. book truck handles, locker doors and keypads) and wash hands regularly

**Partitions or Physical Barriers installation**

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

- There are no public-facing or point-of-service areas requiring direct interaction with patrons; library staff and patrons may occasionally be present at the same time near the Commons lockers, but physical distancing can still be maintained



- Existing barriers (e.g. lockers) and staff-only access areas are sufficient to deliver this service

**Face Coverings**

Where physical distancing cannot be maintained and partitions/physical barriers are not practicable, Face Coverings must be used. Face-coverings may include non-medical masks and / or face shields. Where face coverings are required, the worker must be provided with the equipment and with education relating to limitations, use and care.

- Face masks will be available to staff while on site, but will not be required to deliver the service

**Section 6 – Hygiene & Cleaning**

**Cleaning and Hygiene**

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

- Two handwashing stations will be available to staff working this service:
  - Accessibility washroom (L314W)
  - Staff room (L314A)
- High-contact areas (e.g. book trucks, bins, lockers) will be wiped down after each use; see more detailed procedures in Appendix 2
- In addition to library staff procedures, this plan requires custodial services to increase intensity and frequency of cleaning the lockers and keypads in the Commons and the elevators used for this service (M209X, L309X)

**Equipment Removal/Sanitization**

Detail where removal of unnecessary tools/equipment will be performed or additional supplementary cleaning implemented for items that must be shared.

- No equipment will need to be removed for this service.

**Section 7 – Training & Education**

**Communication Strategy for Employees**

Describe how your unit has or will communicate the risk of exposure to COVID-19 in the workplace to your workers and further detail how you will confirm employee orientation to your specific COVID-19 Safe Work Plan.

- BCGEU staff members providing this service will discuss this Safe Work Plan in an upcoming meeting with the working group before beginning to deliver this service



<ul style="list-style-type: none"> <li>• Procedures for raising concerns will be communicated at that meeting: contact Access Services Coordinator, if unresolved escalate to Associate Chief Librarians</li> <li>• Proactive check-in meetings with staff and the Access Services Coordinator will be scheduled to monitor safety principles and compliance with procedures</li> </ul>
<p><b>Training Strategy for Employees</b> Detail how you will mandate, track and confirm that all employees successfully complete the <b>Preventing COVID-19 Infection in the Workplace</b> online training.</p>
<ul style="list-style-type: none"> <li>• Staff members will be required to complete online training on COVID-19 Infection in the Workplace and send a record of completion to the Access Services Coordinator; record of completion will be forwarded to the Library’s Manager of Planning and Operations</li> </ul>
<p><b>Signage</b> 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>
<ul style="list-style-type: none"> <li>• Signage for staff areas (e.g. limiting staff room use to handwashing) will be created and posted by the Access Services Coordinator</li> <li>• Instructions for materials pickup will be provided to patrons via email</li> </ul>
<p><b>Monitoring/Updating COVID-19 Safety Plan</b> Describe how you will 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>
<ul style="list-style-type: none"> <li>• Adherence to this plan will be monitored through regular check-in meetings with staff and the working group; safety and service concerns will be channeled through the Access Services Coordinator</li> <li>• Demand for this service may require us to extend/shorten shift lengths, or increase/decrease the frequency of shifts</li> <li>• A review of this plan and associated procedures will be required if we need to access other parts of the library for additional processing tasks (e.g. records management, archives, etc.)</li> </ul>

## Section 8 – Personal Protective Equipment (PPE)

<p><b>Personal Protective Equipment</b> Describe what PPE you will utilize and how you will/continue to procure the PPE.</p>
<ul style="list-style-type: none"> <li>• Gloves and masks will be made available to staff for use on a voluntary basis</li> <li>• Disinfecting wipes will be used to wipe down shared surfaces after each use</li> <li>• Hand sanitizer will be available when hand washing stations are not readily accessible</li> </ul>



- The library has a sufficient supply of gloves, sanitizer, and disinfecting wipes to launch this service; additional supplies can be procured through the usual channels



### Section 9 - Acknowledgement

#### 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.

- Once approved, this Safe Work Plan will be shared electronically with the Access Services Team and discussed in full at an upcoming meeting with the Library Working Group
- The Library Working Group will produce a document based on the template below to acknowledge that the plan has been shared and discussed with staff members; after the meeting this document will be forwarded to the Library’s Planning and Operations Manager.

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 June 19, 2020

Name (Manager or Supervisor) Robert Janke & MJ D’Elia

Title Associate Chief Librarians

#### Faculty and Staff Occupying Workspace

Name	Email	Confirmation of Understanding
Rose Cresswell	rose.cresswell@ubc.ca	YES
Michelle Tinling	michelle.tinling@ubc.ca	YES
Johanna Rode	johanna.rode@ubc.ca	YES
Jeff Stonehouse	jeff.stonehouse@ubc.ca	YES
		<input type="checkbox"/>



## Appendices

*Please link to, or attach the Common Area Safety Plan, Building Circulation Floor Plan, and any additional maps, pictures, departmental policies or applicable UBC Guidance documents that constitute a material part of this COVID-19 Safe Work Plan.*



# COVID19 Campus Rules

The measures put in place by the Government of British Columbia have been very successful in controlling the spread of COVID-19 and reducing the rate of infection in our province. It is essential that as restrictions are lifted and UBC operations return to a “new normal” we all protect our campus community by doing our part to reduce the risk of infection.

To ensure all workspaces and other parts of campus remain safe, it is required that all persons follow these **COVID-19 Campus Rules** as well as any other rules required of them by UBC. These rules may be supplemented by more detailed UBC rules or safety protocols governing specific locations or activities – for example Operational and Building Safety Plans. If there is any conflict between these COVID-19 Campus Rules and more detailed UBC Rules – the more detailed rules will govern. These COVID-19 Campus Rules may be amended from time to time.

These COVID-19 Campus Rules govern both UBC’s campuses and all other locations under UBC’s control (“UBC Premises”) and govern all UBC activities that take place on UBC Premises with the following exception. These rules do not govern student residents while they are in student residences operated by Student Housing and Community Services in Vancouver and Student Housing and Hospitality Service in Kelowna. Separate rules will apply to these students while they are in residence. These rules do apply to student residents elsewhere on UBC Premises.

1. All students, faculty, staff, and others must assess themselves daily for COVID-19 symptoms prior to engaging in in-person UBC activities on UBC Premises. A list of COVID-19 symptoms can be found here <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms>
2. Anyone who is ill or believes they have COVID-19 symptoms or exposure to SARS-CoV-2 must complete the BC self-assessment tool at <https://bc.thrive.health/> or through the BC COVID-19 Support App for their iOS or Android device and follow the instructions provided.

If the self-assessment tool recommends that a person get tested for COVID-19 or self-isolate they must do so. If required to get COVID-19 testing they should not return to UBC Premises until they have received the test results and followed any self-isolating recommendations. At the commencement of self-isolation:

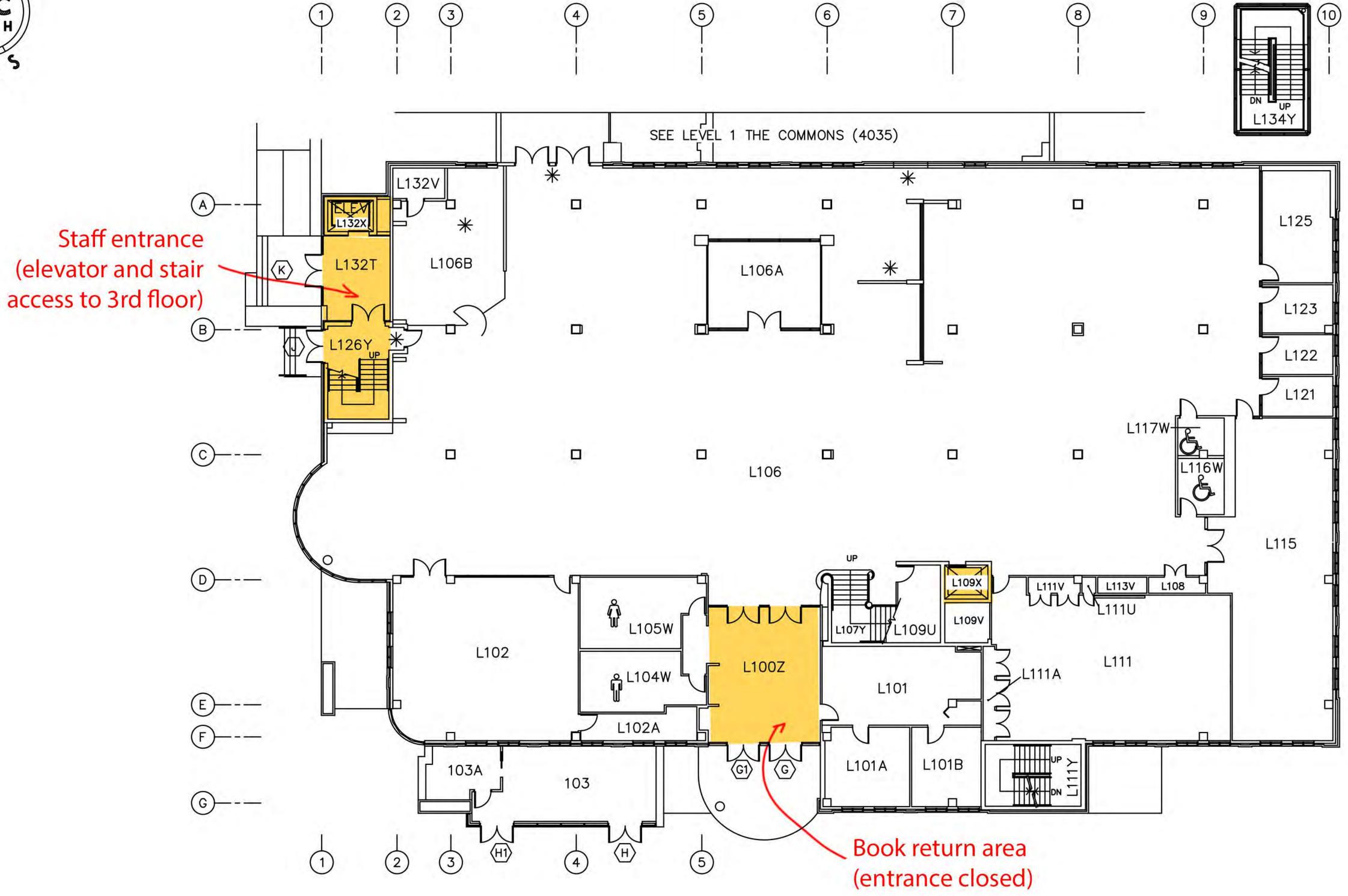
- i. Faculty and staff of UBC must report their condition to their supervisor and manager. Their supervisor or manager will advise them of their options.
  - ii. Contractors, volunteers or others with business on UBC Premises should advise their UBC contact person of their status.
3. All faculty and staff on campus must complete the mandatory online training module ‘Preventing COVID-19 Infection in the Workplace’ to be able to work on UBC Premises.
4. Anyone with a positive COVID-19 diagnosis can only return to work, or resume in-person UBC activities on UBC Premises, after 10 days have passed since the start of symptoms and the fever is gone. Additional information: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation> .
5. Anyone who has travelled internationally or had contact with a COVID-19 infected person may only return to UBC Premises after 14 days and 10 days respectively and may only resume in-person activities at UBC Premises if the fever is gone and you are feeling better.
6. Everyone is advised to maintain physical distance from others as much as possible unless other safety measures are in place.

7. Everyone must follow relevant signage and floor markings when moving around UBC Premises.
8. Supervisors will ensure that all faculty, staff and contractors are familiar with the COVID-19 site specific safety plans for their work areas – these will layout the plan for occupancy, traffic flow and hygiene at your worksite and within your building.

For more information regarding COVID-19 rules please see <https://srs.ubc.ca/covid-19/health-safety-covid-19/>

### Ensuring Compliance:

- Everyone on UBC Premises or engaging in in-person UBC activities must comply with these COVID-19 Campus Rules and any other UBC rules.
- The Administrative Head of Unit or Supervisor for each unit has the responsibility to ensure that UBC rules and safety protocols are followed in their unit.
- Notices regarding applicable UBC rules and safety protocols will be posted at entrances to work places as well as communal areas (for example lunchrooms) for all workspaces.
- All faculty, staff and students are encouraged to bring concerns about the implementation of UBC rules or safety protocols or incidents of non-compliance to the attention of the Administrative Head of Unit or Supervisor.
- For support in investigating incidents of non-compliance or similar concerns by faculty and staff, Administrative Heads of Unit or their designates should contact their Human Resources Advisor or Faculty Relations Senior Manager.
- Failure to follow these rules or other rules or safety protocols by faculty or staff may result in discipline up to and including the termination of employment.
- Failure to follow these rules or other rules or safety protocols by students may result in discipline pursuant to the UBC Student Code of Conduct. For support regarding the application of the UBC Student Code of Conduct Administrative Heads of Unit can contact Campus Security.
- Failure to follow these rules or other rules or safety protocols by contractors may result in the termination of your contract, and/or loss of access privileges up to and including being restricted from visiting UBC Premises.
- Failure to follow these rules or other rules safety protocols by volunteers, visitors or other third parties on UBC Premises may result in loss of access privileges up to and including being restricted from visiting UBC Premises.



Rooms in use

Book return area (entrance closed)

\* DENOTES LAST REVISION

COPYRIGHT (C) THE UNIVERSITY OF BRITISH COLUMBIA 2012 KEYPLAN BY INFRASTRUCTURE DEVELOPMENT

**THE UNIVERSITY OF BRITISH COLUMBIA**  
**LIBRARY**  
 3287 UNIVERSITY WAY, V1V 1V7

FLOOR	MAIN
CONSTRUCTION DATE	1992
KEYPLAN DATE	20 JUL 18

SCALE	1: 250
DRAWN BY	VEC
PAGE	2 OF 5

No.	DATE	PROJ. No.	REFERENCE	BY
06	08 SEP 16	RM L101	PER L. FRIESEN	PL
05	26 NOV 15	RMVD RM	L103	PL
07	08 AUG 18	THE COMMONS	CAD FILE FROM ARCHITECT	PL

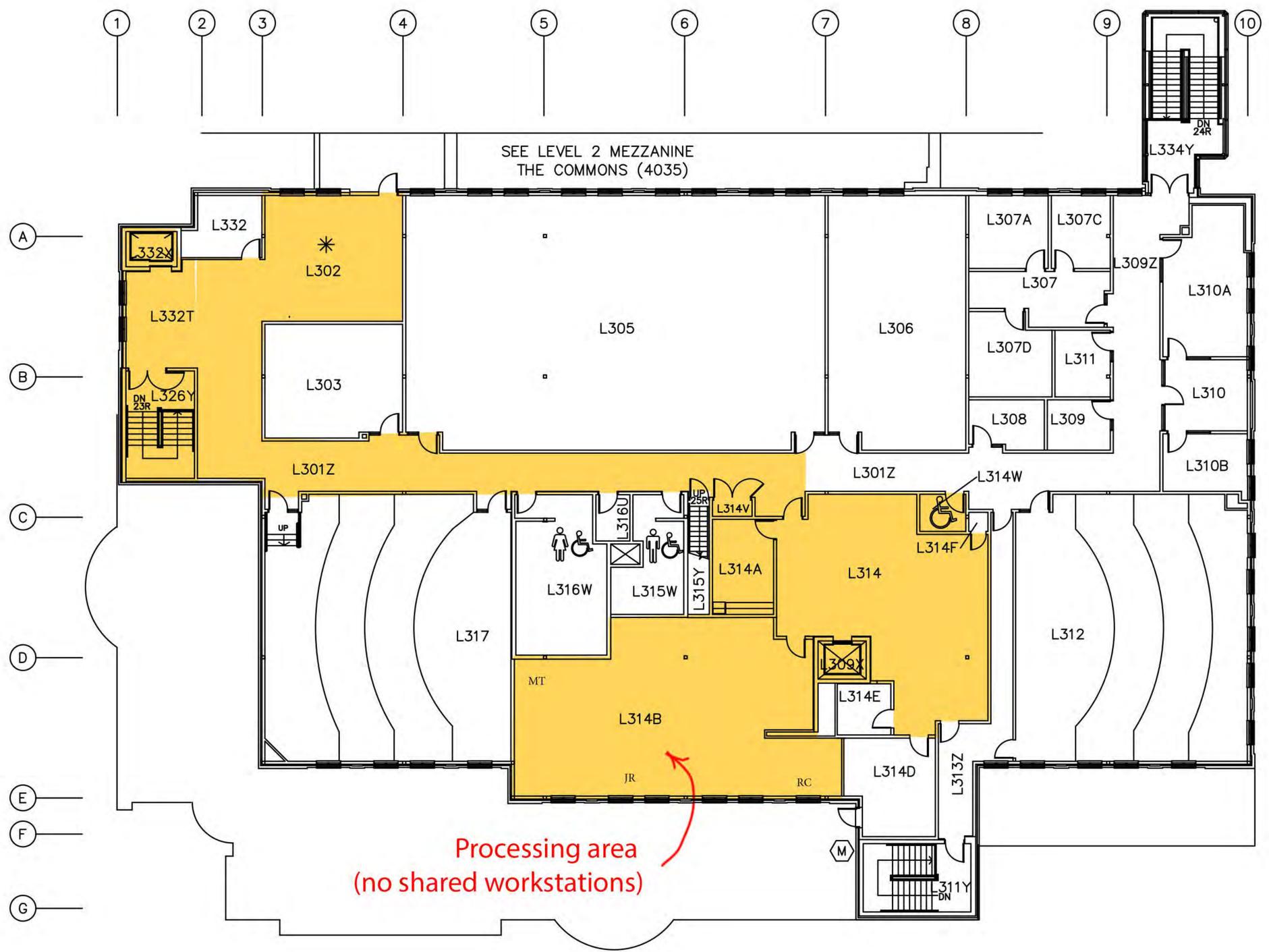
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Book stacks

FLOOR	SECOND	SCALE	1: 250	No.	06	DATE	15 JUL 15	PROJ. No.	RM 23	REFERENCE	PER L. FRIESEN	BY	PL
CONSTRUCTION DATE	1992	DRAWN BY	VEC	No.	05	DATE	31 JUL 14	PROJ. No.	RM 256	REFERENCE	PER L. FRIESEN	BY	PL
KEYPLAN DATE	20 JUL 18	PAGE	3 OF 5	No.	04	DATE	27 FEB 12	PROJ. No.	SITE VISIT	REFERENCE	PER L. FRIESEN	BY	HGH

\* DENOTES LAST REVISION

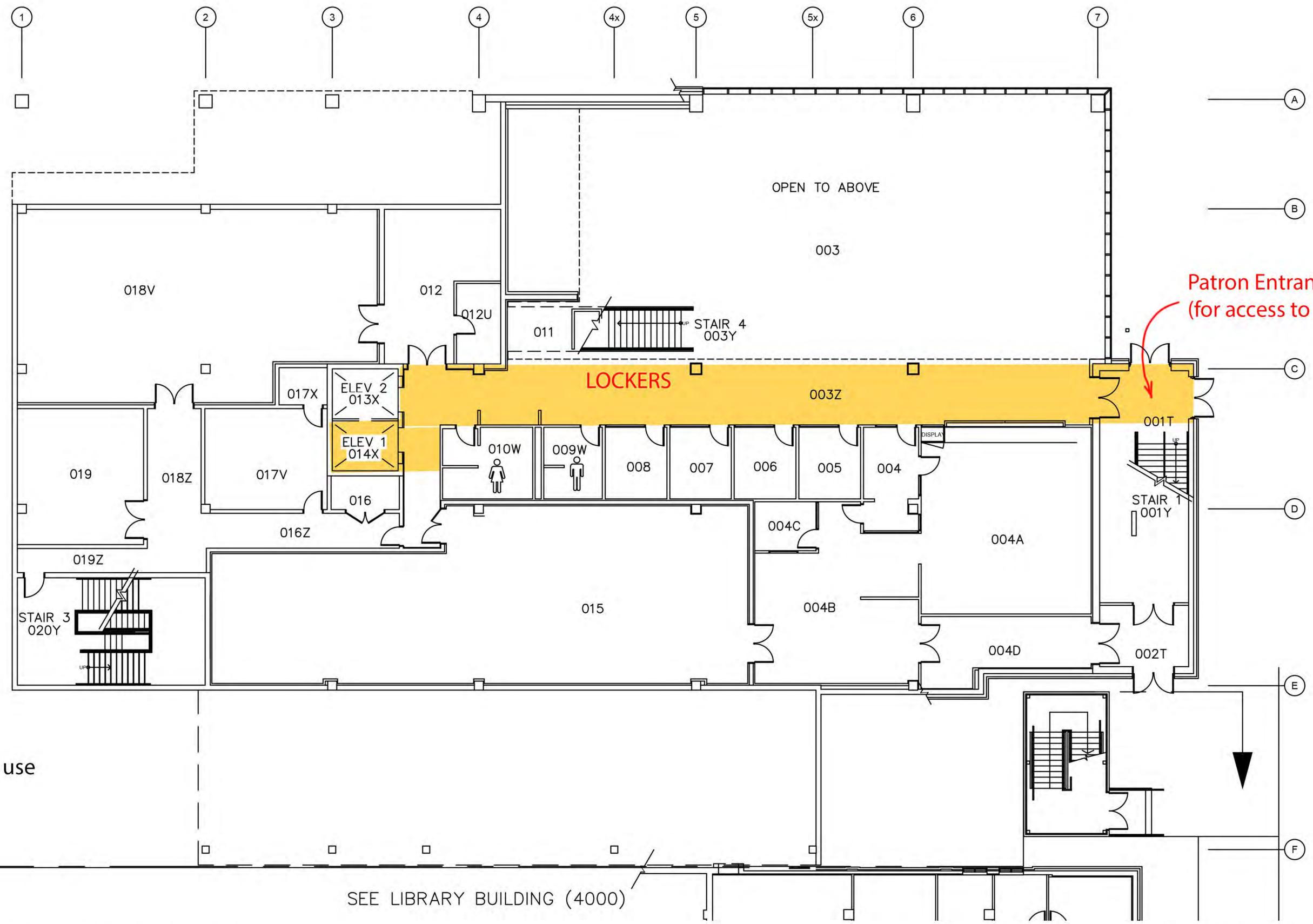


FLOOR	THIRD
CONSTRUCTION DATE	1992
KEYPLAN DATE	20 JUL 18

SCALE	1: 250
DRAWN BY	VEC
PAGE	4 OF 5

\* DENOTES LAST REVISION

No.	DATE	PROJ. No.	REFERENCE	BY
06	08 AUG 18	THE COMMONS	CAD FILE FROM ARCHITECT	PL
05	01 FEB 18	RM L304	PER J. McLEOD	PL
04	07 AUG 14	GENERAL	PER L. FRIESEN	EL

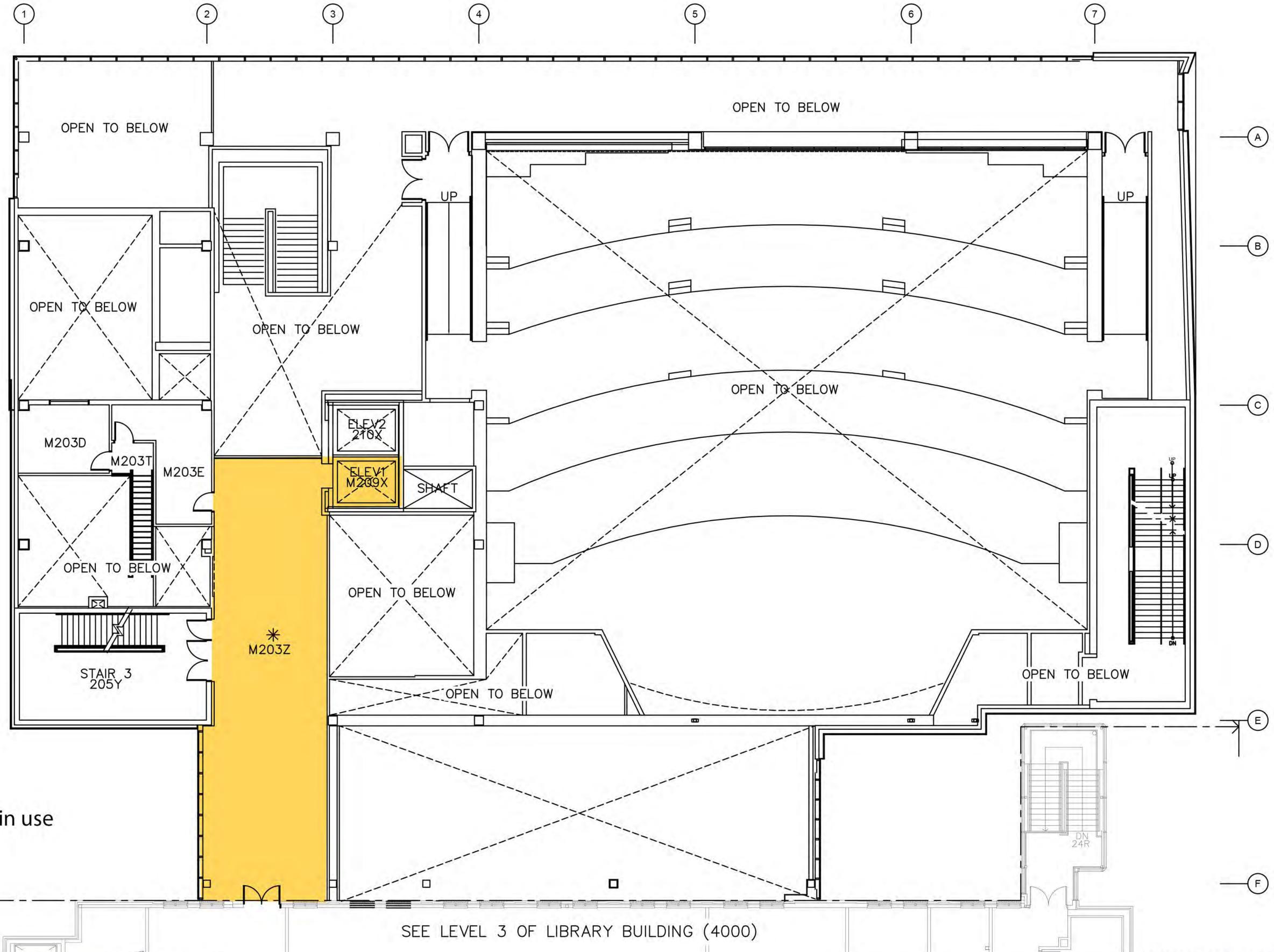


 Rooms in use

Patron Entrance  
(for access to lockers)

SEE LIBRARY BUILDING (4000)

FLOOR	CONSTRUCTION DATE	KEYPLAN DATE	SCALE	DRAWN BY	PAGE	No.	DATE	PROJ. No.	REFERENCE	BY
LOWER	2018	26 JUN 18	1:200	PL	1 OF 6	-	-	-	-	-



 Rooms in use

\* DENOTES LAST REVISION

COPYRIGHT (C) THE UNIVERSITY OF BRITISH COLUMBIA 2018 KEYPLAN BY INFRASTRUCTURE DEVELOPMENT

FLOOR	SCALE	No.	DATE	PROJ. No.	REFERENCE	BY
MEZZANINE	1:200	01	10 OCT 18	UPDATED	RM #	PL
CONSTRUCTION DATE	DRAWN BY					
2018	EL					
KEYPLAN DATE	PAGE					
20 JUL 18	3 OF 6					

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## Appendix II: UBCO Library Staff Procedures for Contactless Pickup

### Book Retrievals

When retrieving books from the library's book stacks based on patron requests, library staff will follow the following steps:

1. Print pick list
2. Wash/sanitize hands
3. Use book truck (wipe/sanitize handles) to retrieve books on pick list from stacks
4. Return to processing area (staff workstation/service desk as appropriate)
5. Sign out books to patrons
6. Place books in individual lockers
7. Set locker codes and secure locker door
8. Wipe/disinfect locker doors and keypads
9. Return book truck to processing area (wipe/sanitize handles)
10. Document lockers in use and codes on tracking sheet
11. Wipe/disinfect counter surfaces at processing area
12. Wash/sanitize hands
13. Wait 24 hours; send email with instructions for patron retrieval

### Emptying the Book Drop (South Entrance)

When emptying books from the library's book return, library staff will follow the following steps:

1. Wash/sanitize hands
2. Pull book bin with returned books from the drop
3. Replace the bin with an empty one
4. Place full book bin in designated area, clearly labeled with the date (complete processing after 48-hour quarantine period)
5. Wash/sanitize hands

### Returning Books After Quarantine Period

When discharging books that have been returned after quarantine, library staff will follow the following steps:

1. Wash/sanitize hands
2. Retrieve book bin with returns that have completed quarantine period (sanitize handles), sign books back in at processing area (staff workstation/service desk as appropriate)
3. Place books on book truck (wipe/sanitize handles)
4. Re-shelve books in stacks
5. Return book truck to processing area (wipe/sanitize handles)
6. Wipe/disinfect counter surfaces at processing station
7. Wash/sanitize hands