COVID-19 Workspace Safety Plan – Department Level

Addendum covering Stage 2

Department / Faculty: Anthropology
Facility Location: Anthropology and Sociology Building (ANSO)
Date of Addendum Request: August 30, 2020

The original document covers both Stage 1 and Stage 2 occupancy of the ANSO building for all units occupying the building. This document in tandem with the ANTH_Faculty of Arts Office Scheduling Tool lays out the Department of Anthropology’s plans for Stage 2. It confirms some processes put forward in the original document and lays out several changes based on lessons learned and new needs. For ease of reading this document follows the same format as the original document. Areas from the original document that are confirmed appear in blue text. Changes are signaled by yellow highlighted text and include rationales, where necessary, in parentheses.

Introduction to Your Operation

1. Scope and Rationale for Opening

Staff is not expected to return to the building until Stage 3. The exception to this is technical staff required for Stage 1 and Stage 2 research.

Anthropology has office space for 30 in single offices and an additional 26 in shared offices (both permanent and temporary). We will have no more that 67% of people in the building on anyone day. A Qualtrics survey about access was sent to all Faculty, staff, post-docs and graduate students. The results of this survey were used to complete the ANTH_Faculty of Arts Office Scheduling Tool. Stage 3 is 100% return to work. At the moment, the timing of these stages is fluid and will align with provincial guidance.

Section #1 – Regulatory Context

No changes

Section #2 - Risk Assessment

7. Contact Density (proposed COVID-19 Operations)

Commented [e1]: We require this addendum on an up to date FoA template with the stage 2 safety plan information included within 30 days please.

Commented [e2]: The FoA template has evolved, so much of the information has changed but needs to be included.
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.

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)

As mentioned above, we are reducing the number of people in the buildings and labs to 10 in the ANSO building and 11 in the MOA building in order to reduce contacts between people. A number of these people are counted twice so in total only 14 people will be accessing the spaces. In Stage 2 this number will increase to a maximum occupancy of 67% in office and lab spaces.

Normal Operations:

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COVID-19 Measures Limited Operations:

- ANSO Building Offices: There are 131 offices. In Stage 1, 15 offices will be occupied. In Stage 2 up to 67% occupancy per day will be permitted. All offices will only have 1 person per room on any one day. The exception to this will be offices that hold more than 4 people – in this case up to 2 people a day may be in the office. Within larger offices desks will be assigned and individuals must use their assigned desks and chairs.
- ...
- ANSO Building Lino Lounge (Room 208): Lino Lounge will be closed in Stage 1. In Stage 2 it will be available for up to 9 people...
- ...

See Appendix A for proposed COVID-19 density and directions on proposed flow through.

9. Employee Input/Involvement
Detail how you have met the MANDATORY requirement to involve frontline workers, Joint Occupational Health and Safety s, and Supervisors in identifying risks and protocols as part of this plan:

- The Departments of Anthropology and Sociology have drafted the organizational document on which this plan is based. The ad hoc committee’s members include (Alexia Bloch, Susan

Commented [e3]: As of Friday, September 11 at the Arts admin safety meeting kitchen type spaces were confirmed to remain closed at this time. Sink can be made accessible for handwashing only, but no food prep at this time.

Commented [e4]: See comment above. Sink access is OK for hand washing but lounge should remain closed.
Rowley, Patricia Ormerod, Guy Stecklov), and input has been sought from the Joint Occupational Health and Safety Committee (Nick Smolinski). Various members of the committee have met on several occasions (May 25, May 29, June 3 and June 12) and held email conversations to discuss the details of the plan. All members solicited input from the groups they represent, and details included in this plan reflect input and guidance from this diverse cross-section of Anthropology and Sociology faculty, staff and graduate students. The back to work policies will be distributed once approved via email to solicit further feedback. In addition, Susan Rowley is the LOA representative on the MOA Reopening Committee, which meets three times a week and she drafted the LOA Appendix to the MOA plan.

- Stage 2 plans were addressed within the Department of Anthropology. Susan Rowley and Alexia Bloch worked on this plan with input from faculty, staff, post-docs and graduate students. These discussions took place between August 4 and 30.
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- ....

10. Risk Level Determination (H/M/L)
Identify the COVID-19 risk category (High / Medium / Low) pre-mitigations for your operation using the BC COVID-19 Go Forward Management Strategy Risk Matrix
No change.

11. 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
No change.

12. 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
No change.

Section #3 – Hazard Elimination or Physical Distancing

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

- Most faculty, staff and students will continue to work from home. So far exceptions have been granted for cases where research personnel do not have the possibility to work from home, where access is required for teaching, or when personnel are moving offices. These approvals have been granted by the Head of Each Department. This plan continues for Stage 2 with an allowance for a maximum occupancy on any one day of 67%. Access will be Monday to Friday, 8:00 am to 6:00 pm.
- Small in-person meetings may take place in Stage 2 in designated meeting rooms. The maximum number of attendees must not exceed the capacity of the rooms (clearly posted on
COVID-19 Safety Plan: Departments of Anthropology and Sociology

14. Work Schedule Changes/Creation of Work Pods or Crews or Cohorts

For those required or 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 at any given time at UBC; describe how you may group employees semi-permanently to limit exposure to specialized workers, if applicable

- Staff and graduate students will only return to designated facilities to carry out work they are unable to do from home.
- Access to any workspace in the ANSO Building will be restricted to 8:00 am to 6:00 pm, Monday to Friday, to ensure custodial worker crew scheduling and access to sanitize facilities freely without added risk of contacting any departmental staff, faculty or graduate students.
- During Stage 2, scheduling will be introduced to increase the number of people with access to the building without compromising the ability to maintain physical distancing. It is the responsibility of the Department Head and Administrator to ensure scheduling is created so that physical distancing can be maintained. The mode of data collection/sign-in will be a sign-in sheet. The data will be available from the relevant Head and Administrator in case there is a need for contact tracing.

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

Laboratory/Office Considerations

Laboratory or office occupancy parameters (i.e. description) are detailed here. All offices will have an occupancy of 1 person during Stage 1. In Stage 2 larger shared offices will have a maximum occupancy of 50%. Occupancy limits will be posted on the door of each LOA Lab by LOA Director Susan Rowley (see Appendix F for the complete list of LOA Lab facilities and their occupancies).

Building/Facility Considerations

Common areas (lunchrooms, lounges, study space, admin, teaching spaces, bathrooms, elevators)
- All accessible rooms will be sign-posted with the maximum occupancy based on available floor space to allow for 2m physical distancing. Only the Mailroom (2101) will be open during Stage 1. It has a maximum occupancy of 4 people. The Lino Lounge (208) will be closed in Stage 1 and...
will reopen in Stage 2. It has a maximum occupancy of 9. All bathrooms have a maximum occupancy of 1 under the guidelines in the Faculty of Arts Return to Research Plan.

- All washrooms will be open in Stage 2.

Points of Access to Building and Access Control

- Access to the ANSO Building is provided using key cards and the buildings will remain locked during Stages 1 and 2. Access to the MOA building is through key-card access to the Administrative Entrance and a check-in with MOA Security.

Undergraduate / Graduate Learning and Teaching Spaces

- Classrooms and meeting rooms that are bookable within units will be closed off (with tape) for Stage 1. In Stage 2 meeting rooms will be available and occupancy limits will be clearly posted.

Anticipated Start Up and Building/Facility Maintenance Issues Arising

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Signage and Directional Guides

- ...

Offices

- All offices will be single occupancy.
- Temporary short access to offices (e.g. 10 minutes for grabbing a book) will be provided by the relevant head’s approval on a case-by-case basis.

  - Graduate student / trainee offices will not be used in Stage 1 except where special exemptions are awarded by the relevant Department Head. In Stage 2, some shared office use will occur. Maximum occupancy will be 50% in these offices. Some of these shared offices already exist, however, we are also requesting permission, in conjunction with Sociology, from Classroom Services to designate certain classrooms in the ANSO building as temporary office space for graduate students.

Shared Facilities (LOA Labs)

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16. 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.

Common Physical Distancing Protocols (Everyone)
COVID-19 Safety Plan: Departments of Anthropology and Sociology

- No unnecessary visitors are permitted in the buildings during Stage 1 or Stage 2, including relatives (e.g., parents, children), friends of faculty, or research personnel. Exceptions include couriers, archaeological consultants or researchers dropping off collections or samples for analysis, and other researchers on campus accessing equipment.

- In Stage 2 small in-person group meetings may take place in designated meeting rooms. No social events, lectures or other gatherings shall take place within the building unless sanctioned by the Dean's office.

Labs
- ...

Offices
- Department personnel may access their offices in Stage 2. Information on this is contained in the excel spreadsheet ANTH_Faculty of Arts Office Scheduling Tool.
- Student / post-doc offices will not be used in Stage 1 except where an exceptional case has approved by the relevant Department Head. With approval from the relevant Head, student/post-doc offices will be available in Stage 2.
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Shared Facilities / Shops / Stores / etc.
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Administration Spaces
- Front offices will not be open during Stage 1 or Stage 2.

Common Spaces / Hallways / Washrooms / etc.
- ....
- Department-bookable classrooms will be blocked off from access for Stage 1. In Stage 2 a limited number have been requested for use from Classroom Services as temporary shared offices and others as designated meeting rooms with occupancy limits clearly signed.
- ...
- LOA personnel working in the MOA building will not have access to the MOA Staff Lounge during Stages 1 and 2.

17. Transportation

Commented [e9]: Please identify the spaces that will be used for this purpose (on a floor plan) and ensure it can accommodate physical distancing.

To Consider:
The minimum size of room to accommodate in person meetings is 200 square feet. Roughly about 100 square feet/person is required. Ideally the room should have openable windows.

Also see: UBC Guidelines for Meetings Guidance.pdf

Commented [e10]: See comment above regarding classrooms.
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.

No change

18. Worker Screening
All users will be required to follow self-screening procedures and to follow the following guidelines
1) Stay home if exhibiting symptoms of the common cold, influenza or gastrointestinal;
2) Ensure self-isolation if returning to Canada from international travel; and
3) Ensure self-isolation if clinical or confirmed COVID-19 case in household or as medically advised.

• ...

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

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Section 4 – Engineering Controls

20. 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 common areas/surfaces (BOPS Custodial has limitations on cleaning frequency, etc.)

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• Mail Room (Stage 1) and Lino Lounge (Stage 2) are common areas that require additional cleaning by users. Training will be provided during the Departmental online training sessions where this plan is outlined. In addition cleaning protocols will be posted and cleaning products provided in these locations.

• ...

21. 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

• ...

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

Physical barriers to be used at public-facing or point-of-service areas are not required for Stage 1. Any such barriers will refer to:

• WorkSafe BC’s “Designing Effective Barriers” guidance.
• Building Operations guidance on the purchase and installation of plexiglass.

These will be installed in the ANSO building during Stage 2 and prior to Stage 3 when staff (excluding LOA technical staff) are expected to return.
## Section 5 – Administrative Controls

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

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### 24. 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.

- ...

### 25. 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)

- ...

### 26. 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.

No change

### 27. Monitoring/Updating COVID-19 Safety Plan
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 the next 12-18 months.

Every two weeks during UBC Stage 1, and *every month during UBC Stage 2*, the Departments of Anthropology and Sociology will analyze their monitoring information (e.g. sign-in sheets) and will update this plan as necessary. Employee feedback on this plan can be sent directly to their Supervisor, to their worker representative on the JOHSC, or confidentially to the Department Head. For the policy on monitoring compliance, and managing non-compliance, see Appendix D.

Every week during Stage 1 and every two weeks during Stage 2, the LOA Director and LOA Manager will monitor lab usage (e.g. sign-in sheets) and will send this information to the Head of Anthropology.

### 28. 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

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## Section #6 – Personal Protective Equipment (PPE)

### 29. Personal Protective Equipment
Describe what appropriate PPE you will utilize and how you will/continue to procure the PPE
Section #7 - Acknowledgement

30. Acknowledgement

The following must be signed by the Administrative Head of Unit and the Dean confirming that: 1) the Safety Plan will be shared with staff by email and as a shared document; and 2) that staff will acknowledge receipt and will comply with the Safety Plan.

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.

Faculty of Arts

Date
Name
Title

Department

Date
Name
Title

August 31, 2020
Alexia Boch
Department Head

Commented [e11]: Updated floorplan which identifies occupied spaces for stage 2 is required.