ANSO – Return to Research/Teaching Training Session

June 22, 2020
What we will cover

- UBC’s staged approach
- Is this training for me?
- How can I get access?
- Anth Safety Session Documents
- Working alone protocol
- PPE
- ANSO building – occupancy and wayfinding
- Emergency Procedures
- Questions
A reminder from Santa Ono

- Conducting on-campus research and scholarship will be limited to those who require on-campus resources and cannot conduct this work remotely. As a reminder, and in keeping with public health guidelines, the majority of our faculty and staff will need to continue working remotely, wherever possible.
UBC’S Staged Approach*

• **3 Stages**
  – **Stage 1** (For ANSO starting this week) maximum 30% occupancy
  – **Stage 2** (Starting ca. 1 month after Stage 1) ca. 60% occupancy
  – **Stage 3** (uncertain when start is) uncertain occupancy percentage

* Everything is contingent on Provincial Guidelines and the status of the pandemic
Is this training for me? I only want to go in and pick some things up

• Yes - When you are in the building you will need to follow all the protocols we are discussing today including signing in and out.

• Also – if you request ongoing access at any time during UBC Stage 1 and 2 you will need to do this training.
Anth Safety Session Documents

• You have each received the following documents:
  – Faculty of Arts Resumption of Research Plan
  – ANSO Covid-19 Workspace Safety Plan including Appendix A
  – Building Emergency Response Plan (BERP) Amendment
  – ANSO Working Alone Form

• After this session please email Eleanore and cc. Alexia stating that you have received and read the documents and attaching your completed Working Alone Sheet.

• You will also be required to complete UBC’s Covid-19 training module when it is ready.
I didn’t put in a request but things have changed and I really need access

• Contact Alexia with rationale
  – she has to balance all our needs with UBC requirements to maintain less than 30% occupancy in Stage 1
• Read the documents
• Complete the Working Alone Form
• Take this training
• Take UBC Covid-19 training (when available).
I only need to run in every once in a while. What should I do?

- If you just require a quick in/out the current practice of sending Eleanore an email continues.
Working Alone Check-In/Out

• THIS IS A WORKSAFE BC REQUIREMENT

• When you arrive you will email Eleanore and cc: Alexia saying you are entering the building

• When you leave the building you will email Eleanore and cc: Alexia saying you are leaving. If you don’t check in and they can’t reach you they will call Campus Security to check on you.
# ANSO Working Alone or in Isolation CHECK-IN Form – Workers in Anthropology during Covid-19 Return to Research

## PART 1: GENERAL INFORMATION

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Description of employee’s vehicle and license plate (optional):</th>
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</thead>
<tbody>
<tr>
<td>Employee Title:</td>
<td>Employee’s Emergency Contact Name:</td>
</tr>
<tr>
<td>Employee Cell Phone Number:</td>
<td>Emergency Contact Phone Number:</td>
</tr>
</tbody>
</table>

## PART 2: WORK INFORMATION

- **Department:** Anthropology
- **ANSO Building Hours:** Monday to Friday 8 a.m. – 6 p.m.
- **Office/Lab room #s you will be using:**

## PART 3: CHECK-IN DESIGNATE

<table>
<thead>
<tr>
<th>Name of Check-in Designate: Eleanore Asuncion cc: Alexia Bloch</th>
<th>Title of Check-in Designate: Department Administrator cc: Department Head</th>
</tr>
</thead>
<tbody>
<tr>
<td>Method of Communication (check one that applies):</td>
<td></td>
</tr>
<tr>
<td>□ By other method (please specify):</td>
<td></td>
</tr>
<tr>
<td>□ Via email to <a href="mailto:eleanore.asuncion@ubc.ca">eleanore.asuncion@ubc.ca</a> cc: <a href="mailto:abloch@mail.ubc.ca">abloch@mail.ubc.ca</a></td>
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</tr>
</tbody>
</table>

| Frequency of Check-in (Choose the shortest time interval identified in your Risk Assessment): |
|-----------------------------------------------|-----------------------------------------------------------------------------------|
| □ Beginning of scheduled work each day (mandatory). Indicate the time:          |
| □ Every 30 minutes to 3 hours (Potentially High Risk). Indicate exact interval to be used: |
| □ Every 3 hours to 5 hours (Potentially Moderate Risk). Indicate exact interval to be used: |
| □ Every 5 hours to 8 hours (Potentially Low Risk). Indicate exact interval to be used: |
| □ Completion of scheduled work each day (mandatory). Indicate the time:         |
Occupancy

• Access to the building is Monday – Friday from 8:00 a.m. to 6:00 p.m.
• Every office has a maximum occupancy of 1
  – No visitors or guests unfortunately
• Common areas:
  – Lino Lounge is off limits during Stage 1
  – Mail Room
    • maximum occupancy of 4
    • Please use disinfectant wipes to wipe down all equipment prior to and after use (photocopier, computers, etc)
  – Washrooms – maximum occupancy of 1 per washroom even in washrooms with more than one stall
  – Elevator – maximum occupancy of 2 people
    • Please use a tissue, pen, etc. to press buttons
PPE

• Department
  – Hand sanitizer and tissues will be at each entrance
  – Hand sanitizer and disinfectant wipes will be in the mail room
  – Disinfectant wipes will be in each washroom
  – Extra supplies will be stored in the Mail Room large package cupboard.

• Personal (encouraged but not supplied)
  – Face masks
  – Personal Hand sanitizer and wipes
Before you leave home

• Carry out a Covid -19 self-assessment
  – Symptoms include:
    • Fever
    • Chills
    • New or worsening cough
    • Shortness of breath
    • Sore throat and painful swallowing
    • Stuffy or runny nose
    • Loss of sense of smell
    • New muscle aches and Headache
    • Fatigue
    • Loss of appetite

• If your answer to the above is yes: STAY HOME
• If you have travelled outside Canada in the past 14 days or are a close contact of someone who has tested positive – STAY HOME
• The Self Assessment Tool provided by the province of BC should be used and can be found here: https://bc.thrive.health/covid19/en
When you arrive

• Sign in (main entrance)
• Email Eleanore and cc: Alexia
  – Subject line: Your Name Entering ANSO
• Wash your hands/use hand sanitizer

When you leave

• Sign out (main entrance)
  – Email Eleanore and cc: Alexia
    – Subject line: Your Name Leaving ANSO
I acknowledge that by signing-in I have read and understood the COVID-19 related and other relevant safety protocols that have been put in place for this building.

<table>
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<tr>
<th>Name</th>
<th>Date</th>
<th>Time In</th>
<th>Time Out</th>
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Moving throughout Building

- Physical distancing
- Recommended one way system throughout building
- Recommended stairwell one way system
- Yield when you can’t follow the one-way system
- Keep right
- Avoid touching surfaces
- Doors propped open
Key Card Access

Common areas
2 metre circle indicating max occupancy for spaces

Lino Lounge (Stage 2)
Mail Room
UP Stairwell

DOWN Stairwell

ANSO – OCCUPANCY LEVEL 2

MAIN ENTRANCE Key Card Access
Key

- LOA Research space
- 2 metre circle indicating max occupancy for spaces
IN CASE OF EMERGENCY
Building Evacuation (BERP) Amendment – COVID-19

When the Building Alarms Ring:

- Don’t panic
- Evacuate the building promptly by nearest exit
- Be calm
- Physical distancing is **not** required during evacuation
- Meet at Muster Point
- Once outside the building, practice physical distancing (2m)
- Follow instructions from Emergency Personnel
- Clean hands as you re-enter the building
ANSO - MUSTER POINT

When the fire alarm is activated, exit the building and meet at the field as above.
EMERGENCY CONTACTS

In the event of an EMERGENCY
(for police, fire, and ambulance assistance)

1 CALL 911

2 Know:
   1. The nature of the emergency and situational details
   2. Your location details and address

<table>
<thead>
<tr>
<th>Building Name &amp; Address</th>
<th>ANSO Anthropology &amp; Sociology - 6303 NW Marine Drive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Number</td>
<td></td>
</tr>
<tr>
<td>Nearest AED Location</td>
<td>ANSO FLOOR 2 CORRIDOR, outside ANSO 2102</td>
</tr>
</tbody>
</table>

Is anyone injured? Are they a UBC EMPLOYEE (faculty, staff or student worker)?
If YES call 604 822 4444 – UBC Mobile First Aid (for employees only).
Have someone else call if you are on the line with the 911 operator.

3

Have someone on the scene meet first responders at the front entrance of your building to guide them to the correct location.

4

FIRST AID

UBC Employees

Faculty, Staff and Student Workers:
Call 604 822 4444 (UBC Mobile First Aid)

UBC Mobile First Aid is for employees only

Available 24/7

Students & Visitors

Students: Student Health Services in the UBC Hospital (8:00am - 4:00pm everyday except Thursday, Thursdays 9:00am - 4:00pm)
Call 604 822 7011

Students & Visitors: UBC Hospital Urgent Care (8:00am – 10:00pm). Call 604 822 7662

UBC CAMPUS SECURITY 24/7 at 604 822 2222

Updated: August 2019

Faculty of Arts
QUESTIONS?

This great graphic is by MOA Graphic Designer Cody Rocko and is part of MOA’s signage for reopening.