**COVID-19 Workspace Safety Plan**

***Use of this template:*** *All light italicized grey font are instructional and should be removed in the final version of this Plan. The Plan must be approved within your <<Department>> or <<Faculty>> before activity can resume in the workspace. Any modification of the requirements outlined in this template must contact Safety & Risk Services for approval.*

This workspace safety plan will assist Principal Investigators who wish to continue or resume research activities in their lab. This plan will include a review of activities to be undertaken in the lab to ensure effective controls are in place to prevent the spread of COVID-19. Principal Investigators are responsible for ensuring this document reflects current government guidance and notices which can be found, along with information about UBC’s response to the pandemic at. <https://covid19.ubc.ca/>.

|  |  |
| --- | --- |
| Name of Building (if applicable) |  |
| Address of Building (if applicable) |  |
| Work Space Location (Room and/or description of space) |  |

**Introduction***In 1-2 sentences, describe the activities of this lab.*

**Reference Documents:**

The following guidance documents and resources on the [Safety & Risk Services (SRS) COVID-19 Website](https://srs.ubc.ca/health-safety/health-safety-covid-19/) were used in the development of this workspace plan:

*List relevant guidance documents or resources used for your work space plan.*

**General Procedure:**

The following general procedures align with guidelines set by the BCCDC to prevent the spread of COVID-19. Please describe how some or all of the methods below will be used in your lab:

* *Work place traffic flow to ensure physical distancing requirements can be met (e.g. maps, signage, use of Pylons, tape on ground, office arrangement)*
* *Meeting rooms and internal common spaces (kitchens, printer rooms, waiting rooms etc.) must determine maximum number of people allowed in space*
* *Internal handwashing stations, specify locations and maintenance plan (Soap, paper towels, signage, etc.) in collaboration with Custodial Services*
* *Sanitizing (product used, frequency of use, area where it will be used, who is responsible for doing this)*
* *How Personal Protective Equipment (PPE) used*
* *Common areas (kitchen, foyer, bathroom, printer room, hallways etc.)*
* *Occupancy in open concept workspaces, outdoor activities, etc.*

**Workspace Activities:**

The following safety plans must be followed:

*Provide appropriate controls to meet COVID-19 requirements. Consider the following when reviewing all operational activities and procedures:*

 **Direction of Travel**

* *Use decals: In spaces where one direction of travel can be assigned, assign a clockwise direction of travel using tape on floors for people to move around safely, otherwise practice walking on the right and yielding to oncoming traffic.*

**Labs & Offices**

* *Assume maximum of 25% of the normal number of occupants can be present at any one time, based on dedicated workstations that are 2m apart throughout the space. Avoid workstation reassignment.*
* *For open workspaces, maintain 2m distancing and consider movement around the workspace.*
* *Single offices will count toward the 25% of normal occupancy in the space*
* *Shared offices – assume 1 person shift unless the shared office is large enough to apply the 2m spacing.*

**Kitchen**

* *Use decals to enforce a minimum spacing of 2 meters, this may mean that only 1 person can access the kitchen at a time.*
* *Wash hands before and after using any equipment. Bring your own cup and containers from home.*
* *No sharing of kitchen dishware/utensils unless an adequate means of sanitization (e.g. dishwasher) is available.*

**Meeting Rooms**

* *Every attempt should be made to continue use of video-conferencing tools*
* *Encourage meetings outside where 2 meter distancing can be easily applied.*
* *If in person meetings/training are required See SRS guidelines on essential in person meetings/training*

**Work Vehicle**

* *1 Person per vehicle, unless the vehicle is large enough to maintain 2m between occupants.*
* *See SRS guidelines on Use of vehicles.*

**Personal Protective Equipment (PPE):**

After applying the Hierarchy of Controls to meet COVID-19 requirements, the following activities will require personal protective equipment:

|  |  |  |
| --- | --- | --- |
| # | Type of PPE | Activity and PPE Use Rationale |
|  |  |  |
|  |  |  |
|  |  |  |

**Communications Plan**

*Describe how all faculty, staff and students will be informed about the safety plans for your lab.*

**Monitoring**

*Identify the person(s) responsible for implementing and then monitoring compliance with the plan.*

**Emergency Procedures:**

Building Emergency Response Plan (BERP)

*Provide location (website, internal drive location, poster boards etc.) and purpose of the document*

I confirm that this Safety Plan has been shared with research personnel who will be accessing this space 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 or Supervisor) |  |
| **Title** |  |

**Faculty and Staff Occupying Work Space**

|  |  |
| --- | --- |
| Name | Email |
|  |  |
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### **Appendix**

Please link to any maps, pictures, applicable UBC Guidance documents and other regulatory requirements referred to in document