

COVID-19 Building Safety Plan Return to Research

School of Audiology & Speech Sciences (SASS)
Friedman Building (3rd/4th Floors)
2177 Wesbrook Mall, V6T 1Z3



INTRODUCTION

UBC is implementing plans for the first phase of the resumption of on-campus research and scholarly activity from the beginning of June, adopting a gradual approach over the summer months. Phase 1 of research resumption follows the on-campus curtailment of research and scholarly activity that was enacted on March 24, 2020. For more information, please visit: <https://research.ubc.ca/phased-resumption-campus-research-scholarship-and-creative-activities>.

This Building Safety Plan will provide assistance for supervisors who wish to continue operational activities in their workspace. This plan will include a review of operational activities to ensure effective controls are in place to prevent the infection from COVID-19. Management and supervisory staff are responsible for updating this document when government mandated requirements are changed. <https://covid19.ubc.ca/>

Resuming operational activity successfully will require a commitment from the community to the principles and plans that the University has established. The resulting principles embody an important level of community engagement and acceptance:

- The health and well-being of faculty, students, and staff is paramount.
- The orders, notices, and guidance of the Provincial Health Officer will be followed.
- Permission to conduct on-campus research and scholarship can only be granted to those who require on-campus resources and cannot conduct this work remotely.
- There will be a phased and coordinated approach across each campus.
- Phased resumption of activity may need to be reversed and stricter curtailment conditions imposed in response to public health guidance or changes to the situation on our campuses.
- If an employee (faculty, staff, trainee) has a concern about returning to work, they will have an opportunity to discuss that with their supervisor, Human Resources, and their employee group as appropriate.
- Equity will be considered in evaluating how to plan and conduct research resumption The School of Audiology and Speech Sciences (SASS) is spread over two buildings on the Vancouver UBC Campus. This Safety Plan pertains specifically to the return to occupancy on the 3rd & 4th floors of the Friedman Building.

Estimated **maximum occupancy** of SASS faculty, staff and graduate students on the 3rd & 4th floors in the Friedman Building **before** COVID-19: **14 Faculty, 6 Staff, 10 Research/Teaching Assistants and 100 graduate students** (maximum occupancy rarely occurs).

An initial survey SASS faculty and staff from the Friedman Building established that 7 faculty, 4 staff/research and 12 student research assistants will be seeking limited access for research for the summer and during the fall 2020 semester on a **rotating limited scheduled basis and part-time basis (e.g., 4 hours, 3 days a week)**. This access will be limited to personal offices and research labs where physical distancing will be followed in the majority of situations. If close collaborative research is required PPE equipment will be worn and sanitization protocols will be followed. Based on the guidance from the VPRI, the number of people in each of these buildings **will not** exceed either 1/3 of the occupancy of Faculty and staff expected in a typical work day or what is deemed a safe number of people based on the layout of SASS facilities, whichever comes first. The priority is to provide access to office and work spaces for staff and faculty who are unable to work from home due to extenuating circumstances (e.g., COVID-19 research, childcare requirements, lack of resources, and/or space, etc.) during Phase 1 and Phase 2.

REFERENCE DOCUMENTS

Guidance documents and resources on the [Safety & Risk Services \(SRS\) COVID-19 Website](#) were used in the development of this workspace plan.

PPE Reference Documents:

[BC Centre for Disease Control](#)- Clinical Resources

[BC Centre for Disease Control](#)- PPE Bulletin

[Office of the Provincial Health Officer](#)- Covid-19 Infection Prevention Control

[BC CDC Hand Wash Hygiene Information](#)

GENERAL PROCEDURES

Methods and practices outlined in this plan are in accordance with guidelines set by BCCDC to prevent the spread of COVID-19.

Compliance with the guidelines set out in this document are of the utmost importance. The

health and safety of the people who use the buildings should be treated as a shared responsibility. Failure to adhere to these policies increases the risk of an outbreak in our community, and lack of compliance will lead to access being revoked.

WHO RETURNS TO WORK

Conducting on-campus research 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 their remote working arrangements, wherever possible.

In Phase 1, a maximum of $\frac{1}{3}$ of the total research personnel will be returning to the building. Maximum suggested occupancy for Phase 1 (**Appendix 1**) has been determined based on total square footage, room layout/distancing requirements, workflow considerations and common building facilities.

HIGH (Phase 1)

- Staff and faculty who are unable to work from home due to extenuating circumstances (e.g., childcare needs, lack of resources, and/or space).

MODERATE (Phase 2)

- Staff, faculty, and graduate students whose work-at-home environment is less than-ideal.

LOW

- Faculty members and HQP who continue to be able to work from home with adequate resources and in a safe work environment.

To be published on the SASS website within 30 days of reopening the facility.

BEFORE YOU COME TO WORK

- Before coming to work, go to <https://bc.thrive.health/> and perform the self-assessment. If your answer is YES to any of the questions, stay home according to the recommendations and call 811 if prompted.

According to the WHO, the common symptoms of COVID-19 are:

1. Fever
 2. Dry Cough
 3. Tiredness
 4. Loss of sense of taste/smell
 5. Sore throat
- Think twice whether it is absolutely necessary to go to work, or if your work can be done remotely. If you cannot avoid coming in to work, make sure to plan all necessary work on site into as few days as possible.
 - Before commencing work, wash hands thoroughly and frequently for at least 30 seconds
 - Use hand sanitizer when you can't wash your hands.
 - Wipe down frequently touched surfaces and objects.
 - Avoid touching your head/face whenever possible.
 - Cough or sneeze into your arm.
 - Avoid crowded spaces and non-essential gatherings
 - Greet people with a wave and minimize contact with others by keeping a distance of 2 meters
 - If you are sick or come into contact with someone who is sick, stay home and follow self-isolating guidelines
 - If you become sick or suspect you may be sick, call 8-1-1 to talk to a nurse at HealthLinkBC and get advice about what to do next.
 - If you encounter a situation that appears to have an elevated risk of contact with COVID-19, leave the area immediately and contact your supervisor for assistance. There is also information on the <https://srs.ubc.ca/> website related to COVID 19 procedures.
 - If your staff member reports an elevated risk to you, please contact 604 822 2029 or ready.ubc@ubc.ca to speak with a Safety Expert for guidance.

GETTING TO WORK

Private methods of transportation are preferred – free parking permits are available through end of August 2020, visit <https://parking.ubc.ca/>. Where proximity allows, biking and walking may be good options.

If you need to take transit, try your best to maintain social distancing at all times and follow hygiene recommendations (hand washing, use of hand sanitizer etc.).

FRIEDMAN TRAFFIC FLOW

- **Building Entrances-** Building entrances will remain locked 24/7. Users with programmed card access can enter the building via the North or South entrances using card scanners. For security reasons, do not to let others enter behind you.
- **Elevators-** Friedman elevators have been assigned a maximum occupancy of 2 and corresponding signage has been posted at elevator doors on all levels. Occupants are not to exceed these temporary occupancy ratings. Whenever possible, usage of elevators should be prioritized for those with accessibility needs or for transporting materials.
- **Stairwells-** Occupants must adhere to all physical distancing requirement while in stairwells. Landing areas between each floor can be used to ensure physical distancing if required. Signage will be posted reminding occupants to keep to the right.
- **Floor markings** will indicate the direction of travel or buffer zones where applicable.
- **For common areas**, maintain 2m distancing and consider movement around the area.
- **“Stand Here” floor decals** will be placed in transition areas where people would be required to line-up or wait to enter spaces that have already reached maximum capacity (examples include; washrooms, copier rooms, and elevators).

SIGN IN/SIGN OUT

- A mandatory online sign in/sign out procedure will be in place. Information will be posted at the main entry on the 4th floor of the Friedman Building (SASS Administration Area).
- During this procedure, building users will be asked:
 1. Name
 2. Main Office/Lab/Work Location
 3. Other Access Areas
 4. Duration of Stay
 5. Ensure Covid-19 Self-Assessment Performed (<https://bc.thrive.health/>)

SPACE OCCUPANCY RESTRICTIONS

- **Offices & open concept workstations**

As per University and provincial directives, work that can be done remotely (i.e., from home) should continue to be done remotely. As a result, the use of Friedman offices and open concept workstations should continue to be kept to an absolute minimum. Friedman office spaces should not exceed 1 person (at a time). Offices and workstations that are shared in any fashion should be sanitized at the start and at the end of every usage period. See section on “Sanitization of surfaces”.
- **Research labs**

Research labs will not exceed the number of occupants where 2 metres (6 feet) cannot be maintained from one another. If occupants are required to undertake research activities where physical distancing is not possible, appropriate PPE will be worn and sanitization procedures will be immediately be conducted after any research activities.

- **Meeting rooms**

Meeting rooms will not be used to hold meetings of any kind. In keeping with UBC directive face-to-face meetings are discouraged and should be avoided whenever possible (until post-pandemic normalization). Virtual meetings should be arranged whenever possible.

- **Common kitchens, staff or student lounges**

These areas are not to be used to hold meetings but will remain open so occupants can use the fridge, microwave, sink, and garbage. Occupants using these areas must strictly adhere to social distancing requirements and stay more than 2 metres (6 feet) from one another.

Whenever possible, occupants are encouraged to bring food that is properly contained and ready to eat without the need for refrigeration, heating, or preparation in common kitchens. Occupants are encouraged to wash their hands before and after the use of any kitchen equipment.

There should be no sharing of kitchen dishware/utensils.

Water fountains will be closed for use.

Occupants are encouraged to eat or take breaks outside if the weather permits.

- **Washrooms**

Occupants using washrooms must strictly adhere to social distancing requirements and stay more than 2 metres (6 feet) from one another.

Multiple occupant-rated washrooms are restricted to a maximum of two occupants (at one time).

- **Breakout Rooms**

Student Breakout rooms will be closed to any unscheduled educational activities. During scheduled activities the occupancy of these rooms is restricted to a maximum of two occupants. Occupants using breakout rooms must strictly adhere to social distancing requirements and stay more than 2 metres (6 feet) from one another whenever possible.

- **Lobbies/Reception Areas**

Occupants using these spaces must strictly adhere to social distancing requirements and stay more than 2 metres (6 feet) from one another. Occupants are encouraged to take breaks or wait outside the building rather than in the lobby areas if the weather permits. Departments within Friedman will use scheduling to minimise the number of occupants arriving and departing at the same time.

- **Lecture Theatre**

The Friedman Lecture Theatre will remain closed as lecture-based coursework will be delivered in an online/remote format.

- **Mail Room/Printer Rooms**

The maximum occupancy of these rooms is set to one occupant. Occupants are encouraged where ever possible to use digital versions of documents and paperwork to avoid using the printer. Occupants are encouraged to wash their hands before and after the use of any mailroom/printer room equipment.

HANDWASHING/SANITIZING STATIONS

Hand sanitizer dispensing stations are located inside all main building entrances. Custodial Services will refill these dispensers regularly. If you notice a dispenser is empty please contact Andrew Hale, Facilities Manager, andrew.hale@audiospeech.ubc.ca.

DAILY CLEANING

Building Operations will clean the Friedman building once per day including common areas, high touch points, washrooms, lunchrooms and kitchens. Building operations continues to meet ISSA Canada and APPA Leadership in Educational Facilities cleaning standards for COVID-19. Building operations will ensure washrooms, hand-washing stations, and sanitization stations at the building entrances are stocked with needed materials.

Building Operations will not be cleaning areas of the building that remain occupied when they arrive to clean. If any building operations workers need to attend to your area, please vacate to ensure the safety needs of these workers can be met and that the building can be serviced appropriately.

SANITATION OF SURFACES

Building Operations will not use cleaning products on lab counters, and as is the normal practice, will not clean any lab equipment. Desktops and personal items will not be cleaned by Building Operations. We encourage individuals to clean these items regularly. Commonly touched areas and shared equipment that you touch must be cleaned and disinfected when you finish working. Additionally, clean and disinfect surfaces when you start your shift, or when visibly soiled.

The Public Health Agency of Canada's biosecurity directive on SARS-CoV-2 lists disinfectants such as 10% bleach, 70% ethanol, 0.5% hydrogen peroxide, and phenolics as being effective. 70% Ethanol is available at LSI Stores. Consult [SRS's SOP](#) on cleaning procedures for more information.

Keyboard covers that allow spray-down are highly recommended to facilitate sanitization.

Follow manufacturers' guidelines for cleaning and sanitization of electronics and other specialized pieces of equipment.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal protective equipment (PPE) has a role in preventing exposure to COVID-19 but must be combined with other measures to be effective. The University has produced official, university-wide guidance documents on the procurement and use of PPE during the COVID-19 pandemic.

These resources are attached in **Appendix 3**.

All university employees and contractors in Friedman are to refer and adhere to these policies, standards, and practices.

PPE guidelines are based on the following principles:

- a) Education is the cornerstone of good infection control. All participants in small group sessions will receive appropriate educational sessions.
- b) Clinical skills sessions are with healthy participants who are to be screened and have no symptoms and all participants are wearing masks.
- c) The physical barrier of a mask on every individual will be adequate to prevent transmission of droplets even if one of the participants has COVID-19 with no apparent symptoms.
- d) Provincial guidelines for physical distancing will be adhered to wherever possible and in such cases where a 2m separation is not possible, appropriate PPE will be worn.

- e) Theoretically, only surgical masks and proper hand hygiene are necessary, but protective eyewear and gloves are being added in accordance with provincial guidance.

PPE provided during the above activities will be:

- Surgical/Procedural Masks- two masks for each participant for each session. Masks must be changed if soiled.
- Standard Procedural Gloves- two pairs of gloves for each participant for each session. Gloves must be changed if soiled.
- Goggles- Students/Instructors will be provided with one pair of protective goggles each. They will responsible for cleaning and for replacement if lost.

PPE will be obtained through UBC's central PPE Procurement Process in consultation with SASS Manager, Administration.

As stated above, Education is the cornerstone of good infection control. Students will be provided Hand Wash Hygiene Training based on the [BC CDC Guidelines](#). Students will also be required to complete an online module on infection control and the use of PPE, including donning/doffing training.

SHIPPING AND RECEIVING

All shipping and receiving deliveries will be moved to central UBC shipping and receiving. SASS receives a very low volume of deliveries and these deliveries will be picked up by **Clint Meyers, Manager, Administration**, for distribution to the SASS community on an as needed basis.

COMMUNICATIONS PLAN

This document will be disseminated electronically to all staff, faculty and research students and faculty of departments in the Friedman building. The contents will be reviewed with staff and instructors approved to return for in-person educational activities during a meeting with the building administrator prior to the resumption of activities.

Prior to returning to campus, all UBC community members will be required to complete an online training course (details to be provided as soon as available).

MONITORING

According to University directives, monitoring of compliance with COVID safety plans will be at the supervisor level. Friedman will continue to follow the university's accountability structure as laid out in the university safety policy.

Student activity in the building will be monitored by staff and instructors.

Additionally, Friedman occupants who have concerns about compliance, or have any related questions, can contact members of their Local Safety Teams (LSTs).

In addition, the SASS Facility Manager will provide oversight and monitor the resumption plan weekly to note any issues arising and forwarding these to the appropriate Local Safety Teams (LST). As we progress through the resumption phases, monthly review of the policies and procedures will be added to the LST agendas.

EMERGENCY PROCEDURES

In the event of an emergency, standard Friedman emergency procedures as laid out in the Building Emergency response plan are to be followed, while adhering, as best as possible, to social distancing practices.

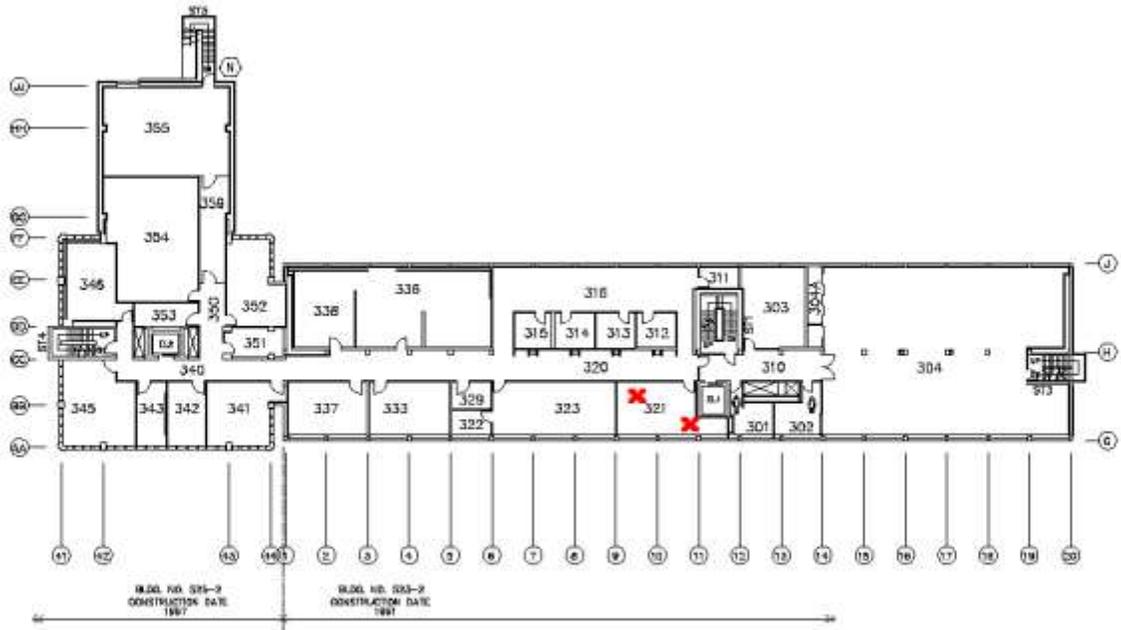
SASS Contacts	Email & Phone
Jeff Small, Director	director@audiospeech.ubc.ca , 822-5798
Clint Meyers, Manager Administration	Clint.Meyers@ubc.ca , 822-5590
Andrew Hale, Facilities Manager and Systems Specialist	Andrew.Hale@ubc.ca 822-3422

APPENDIX 1 – FLOOR PLANS

Friedman 3rd Floor:



523-2
525-2



THE UNIVERSITY OF BRITISH COLUMBIA
FRIEDMAN BUILDING [MEDICAL BLOCK B]
2177 WESBROOK MALL, V6T 2Z1

NO.	DATE	BY	CHKD.	REVISION
01	07 DEC 12	AS SHOWN	AS SHOWN	AS SHOWN
02	10 NOV 16	AS PER A. ANDERSON	AS PER A. ANDERSON	AS PER A. ANDERSON
03	21 OCT 14	AS PER A. ANDERSON	AS PER A. ANDERSON	AS PER A. ANDERSON
04	22 JAN 10	AS PER A. ANDERSON	AS PER A. ANDERSON	AS PER A. ANDERSON

✱ DENOTES LAST REVISION

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APPENDIX 2 - RESEARCH OCCUPANCY RESUMPTION PLAN

Phase 1 Resumption of Research in the Friedman Building Bldg.

School of Speech & Audiology							
Research Resumption Plan							
As of:	23-Jun-20						Research Resumption Prioritization
Researcher	Lab:	Room (s)	Faculty	Student	Staff*	Total	
Alexis Black	Language & Development Lab	439/438/457	1	1		2	5/6/7/8
Paola Colozzo	Child Language & Cognition Lab	423/422/457	1	1		2	6/7/8
Tami Howe	Aphasia Lab	406/408/408A/	1	2		3	4/6/7/8
Glenda Mason	Phonology & Phonetics Lab	411/422/457	1	4		5	6/7/8
Jeff Small	Adult Lang. Processing & Disord	404/457	1		1	2	5/6/8
Susan Small	Paediatric Audiology Lab	433/432/457	1	2		3	4/6/7/8
Stacey Skoretz	Swallowing Sciences Lab	421/321/323/34	1	2		3	1/5/6/7/8
Research/Administration Support		443/454/453/457			3	3	5/6/7/8
TOTAL STAFF			7	12	4	23	
Notes:							
* Majority of Faculty, Students and Staff are in the labs and the building on a parttime rotational basis.							
* Room 457 is the Photocopy/Mailroom							
Research Prioritization for On Site Resumption:							
1 COVID-19 Research							
2 Current Research Activity Exemptions							
3 Clinical Trails concurrent with Clinical Care							
4 Graduate Students to be onsite to complete lab work for graduation.							
5 Position(s) to run core research facilities for on-site research							
6 Sensitive Activities that can not be done remotely							
7 Equity Considerations that cannot work from home							
8 Non-time sensitive activities that can not be done remotely for limited access							

APPENDIX 3- UBC EMPLOYEE COVID-19 PPE GUIDANCE

UBC Employee COVID-19 PPE Guidance

Overview

This document provides guidance about UBC's stance on employee Personal Protective Equipment (PPE), including industry standard face masks/respirators, gloves, homemade and non-surgical masks and other PPE in relation to COVID-19 and other infectious diseases.

Visit ubc.ca/covid19 for more information about UBC's response to COVID-19, including frequently asked questions.

Current health guidance relating to PPE

Throughout the current COVID-19 global outbreak UBC has taken direction on infection prevention from the Provincial Health Officer, the BC Centre for Disease Control (BCCDC) and Vancouver Coastal Health (VCH), and continues to do so. This guidance can be expected to evolve as these agencies continually monitor accumulating scientific evidence to determine how we can best prevent the spread of COVID-19.

As this document has been developed, the current health guidance from the above agencies can be summarized as follows:

- Incorrect selection and/or use of PPE may increase your risk of exposure.
- Using non-medical or homemade protective equipment does not diminish the need for physical distancing, frequent hand washing and avoiding touching your face.
- There is no established proof that wearing non-medical or homemade protective equipment protects the person wearing it, and it may provide a false sense of security.
- Wearing a non-medical mask in public may help to limit the travel of your respiratory droplets when you cough, sneeze or talk - which may help to protect others.
- Medical /surgical masks should be used by people who are sick and health care workers.
- N95 Respirators, Medical masks and other critical PPE are in short supply and are needed by health care workers to safely care for their patients.

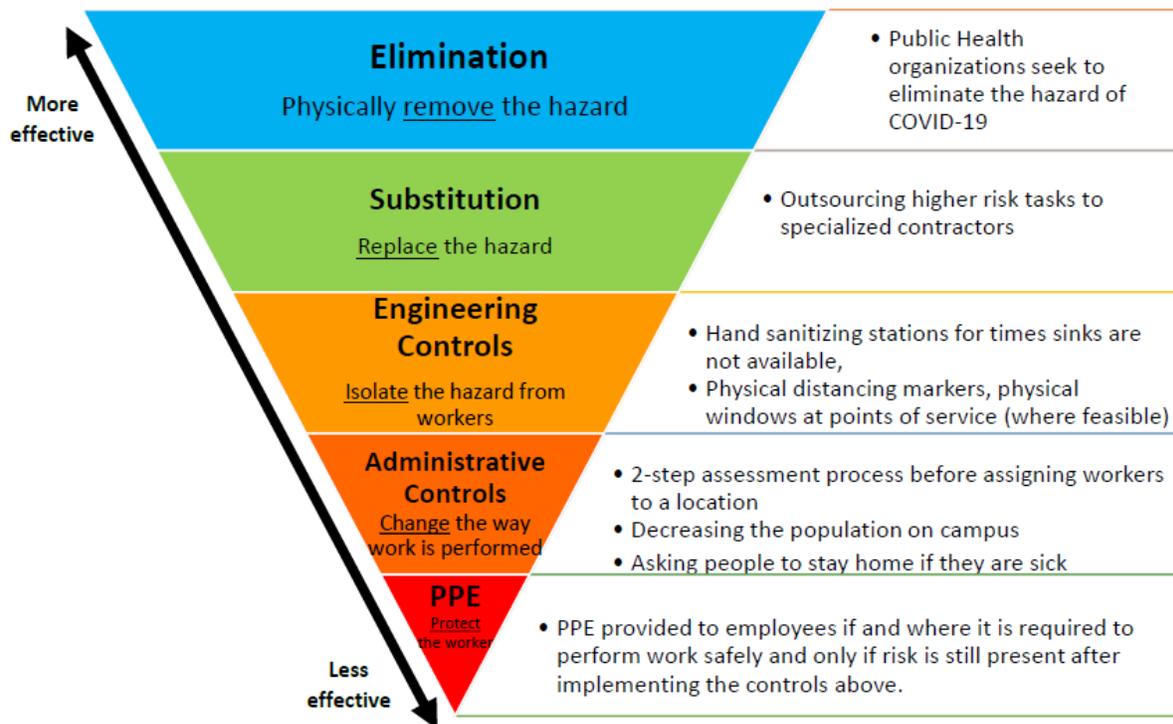
Personal Protective Equipment in the workplace

Based on the above medical guidance and circumstances on our campuses, UBC's position on PPE is as follows:

- UBC employees carrying out tasks that require PPE, including respirators, will continue to be supplied with the appropriate equipment, as per the relevant safe working procedure.
- UBC employees carrying out tasks that do not normally require PPE will not be supplied with masks or respirators of any description.
- UBC will not provide employees with non-medical or homemade masks as these masks do not meet the performance standards for workplace PPE and do not satisfy the safety requirements of any work task.
- UBC employees may wear a non-medical mask or homemade mask at work, provided it does not interfere with them safely carrying out their duties.
- UBC asks the campus community to be respectful of students, faculty and staff who choose to wear masks.

The role of PPE in protecting employees

PPE is used to protect employees from specific risks, however it is the least effective method of protecting employees, as outlined in the below Hierarchy of Controls diagram. The diagram also includes examples of current UBC COVID-19 risk mitigation activities.



Respirators & Masks

Respirators are one type of PPE, and conditions of their usage for workplace safety is closely regulated by WorkSafeBC. To be effective, all respirators used must be fitted to an individual's face through a fit test.

Health care workers may be directed to wear either N95 Respirators or Medical/ Surgical Masks as part of their PPE for specific tasks and under the regulations as they pertain to health care settings.

Supply shortages in N95 respirators have prompted the assessment of KN95 respirators as an alternative to address particulate respiratory hazards. However, KN95 masks have been deemed inappropriate for occupational use at UBC due to the inability to properly fit test them and lack of vendor clarity around manufacturing standards. Any KN95 masks received as donations cannot be issued to UBC Employees.

Gloves

There are many types of gloves, and the choice of glove must take into account all of the hazards that may be present, as gloves are rated for their usefulness as a barrier to different types of chemicals. Medical gloves create a barrier around the hands to reduce an individual's risk of exposure to hazardous agents.

This type of PPE can be used during infectious outbreaks but must be used carefully to avoid transferring contamination between the handling of infected and clean items. Personal electronics, high touch surfaces and other shared items are prone to this 'cross contamination.'

Eye & Face Protection

Eye protection, through safety glasses or goggles, and face shields are recommended for health

care workers where there is the potential for any spraying or splattering of blood or other bodily fluids. Safety glasses can be found in various different styles and offer side protection in the form of either wraparound arms or shields. Goggles offer a higher degree of spray/splatter protection compared to safety glasses due to their ability to form a tight seal around the eyes. Face shields can protect the entire face from biological hazards. A face shield is often considered a secondary safeguard to protective eyewear. In other words, face shields are typically not used on their own. As per WorkSafeBC requirements, these types of PPE need to meet CSA Standards.

Information about using non-medical or homemade protective equipment

Non-medical/homemade masks are not classed as Personal Protective Equipment. UBC does not endorse the use of non-medical or homemade masks.

UBC will only supply Personal Protective Equipment that meet applicable standards and as required for UBC work.

If you are considering using a non-medical or homemade mask, you can find information about how to do so safely on the [BC Centre of Disease Control website](#).

Advice on PPE at UBC

If you have any questions or require advice about PPE at UBC, or if you need to widely communicate information in this document, please contact Safety & Risk Services by emailing ready.ubc@ubc.ca.