



FACULTY OF MEDICINE

UBC Faculty of Medicine Guidelines for Resumption of On-site (In- Person) Education Activities in Academic Learning Spaces

Updated: October 15, 2020



Table of Contents

1.0 Overview	3
2.0 UBC Faculty of Medicine Guiding Principles.....	3
3.0 Sharing of Responsibilities	4
4.0 Reference Documents.....	4
5.0 General Prevention of Exposure to COVID-19	5
5.1 Physical Distancing.....	5
5.2 Assess your Health Before Accessing an Academic Learning Space.....	5
5.3 Hand Hygiene.....	6
5.4 Training	7
6.0 General Building and Learning Space Considerations	7
6.1 Workplace Traffic Flow	7
6.2 Sanitizing of Surfaces	7
6.3 Occupancy of Building Common Areas.....	8
7.0 Compliance Monitoring	8
Appendix 1: Safety Protocols.....	9



1.0 OVERVIEW

This document provides guidelines for on-site (in-person) resumption of education activities (teaching/learning activities and meetings) in academic learning spaces, that cannot otherwise be delivered online. These guidelines **MUST be followed** to prevent and control the spread of infectious agents such as SARS-CoV-2, which causes COVID-19.

Throughout the current COVID-19 global outbreak, UBC has taken direction on infection prevention from the Provincial Health Office (PHO), 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 best to prevent the spread of COVID-19.

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

This document can be disseminated electronically to all UBC Faculty of Medicine learners, staff, and faculty.

2.0 UBC FACULTY OF MEDICINE GUIDING PRINCIPLES

The following principles will be used by the UBC Faculty of Medicine to guide decision making and processes related to staged-in resumption of on-site (in-person) education activities:

1. The health and well-being of faculty, staff, learners, patients and the public is paramount.
2. The orders, notices and guidance of the Provincial Health Officer, Health Authorities and WorkSafeBC will be followed.
3. Approval for on-site (in-person) activities (including research, education and administration) will only be granted to those who require on-site resources and cannot conduct this work remotely. **All activities that can continue remote work MUST do so.**
4. There will be a staged and coordinated approach across each building and site.
5. Staged resumption of on-site (in-person) education activities may need to be reversed and stricter curtailment conditions imposed in response to public health guidance or changes to the situation at any particular building or site.
6. Equity and personal circumstances will be considered in evaluating how to plan and conduct resumption of on-site (in-person) activities.
7. Zero tolerance: deviations from the guidelines will result in removal of authorization to utilize the academic learning spaces.

The UBC Faculty of Medicine Office of the Vice Dean, Education will prioritize the staged-in resumption of on-site (in-person) education activities. The following criteria will be used to guide the approval and evaluation processes for staged-in resumption of on-site (in-person) education activities:

1. Activities that cannot be delivered online due to type of activity, e.g. clinical skills, labs, integrated curriculum with hands-on instruction.
2. Activities that cannot be modified whereby adherence to requirements for program accreditation is impacted.
3. Activities that cannot be modified whereby adherence to national guidelines is impacted.



4. Activities that cannot be modified to avoid delayed graduation in 2020-2021 or delayed progression in their program or course/credit requirements that would result in delayed graduation beyond 2021.
5. Activities required to support learners in academic difficulty that cannot adequately be provided in a virtual setting.
6. Activities that cannot be modified without causing an impact on program admissions.
7. Faculty members and teaching assistants who are actively involved in required on-site (in-person) program delivery or development of teaching materials for required on-site (in-person) activities.
8. Staff members who are actively involved in required operational delivery of on-site (in-person) program activities. *Note: Individuals who have been approved to be on-site (in-person) are asked to only remain on-site (in-person) for as long as necessary to perform those tasks and to otherwise work from home.*

3.0 SHARING OF RESPONSIBILITIES

The COVID-19 virus will remain a serious concern for the foreseeable future and therefore we need to have processes in place that will allow the UBC Faculty of Medicine to resume required on-site (in-person) activities while reducing the risk of acquiring and/or spreading the virus. **The Faculty of Medicine expects all members of our community, including faculty, staff and learners to comply with the guidelines set out in this document.** Failure to adhere to these guidelines increases the risk of an outbreak in our community, and lack of compliance could ultimately lead to the closure of academic learning spaces. Due to the nature and locations of our educational activities, educational activities are also balanced with the local clinical and hospital/health authority needs and context.

4.0 REFERENCE DOCUMENTS

The following guidance documents and resources on the [Safety & Risk Services \(SRS\) COVID-19 Website](#) were used in the development of this guideline document:

- Provincial or Sector-Specific Guidance
 - [BC's Restart Plan: Next steps to move BC through the pandemic](#)
- WorkSafe BC Guidance
 - [COVID-19 and returning to safe operation – Phase 2](#)
 - [COVID-19 Safety Plan](#)
 - [Entry Checklist for Workers](#)
- UBC Guidance
 - [UBC Employee COVID-19 PPE Guidance](#)
 - [Ordering Critical Personal Protective Equipment](#)
 - [Building Operations Notice – COVID-19 Custodial Considerations](#)
 - [UBC Employees COVID-19 Essential In-person Meetings/Trainings Guidance](#)
 - [Workplace Physical Distancing Planning Tool and Signage Kit](#)
 - [UBC Facilities COVID-19 Information](#)
 - [Preventing COVID-19 Infection in the Workplace Training Course](#)
 - [COVID-19 Infection Prevention and Control for Students Starting Clinical Placements](#)



5.0 GENERAL PREVENTION OF EXPOSURE TO COVID-10

The following information must be shared with anyone who is resuming on-site (in-person) activities in academic learning spaces:

5.1 Physical Distancing

- Physical distancing, limiting close contact with other people to slow the spread of an infectious disease by keeping at least two metres (six feet) away from one another.
- If your educational activity or work requires that you be in close proximity to another person, discuss the protocol with your manager, instructor or program staff.
- Where learners are engaged in close contact activities, such as clinical skills, learners will be placed in consistent small groups or partners to minimize contact.
- Obey ALL directional markings on doors and floors. Directional markings are there to prevent accidental proximity. Avoid passing others on stairs whenever possible.
- Work from home and conduct virtual meetings, whenever possible.
- When outside of your home, practice physical distancing.
- If you are ill, have flu like symptoms or have a fever or cough, you **MUST** stay home.
- Avoid crowded places and non-essential gatherings.
- Greet people with a wave instead of a handshake.

All persons on-site must maintain approximately **two metres physical distance** at **ALL** times from anyone who is not a member of their household. To prevent accidental lapses in physical distancing on-site, the number of people occupying given spaces in the buildings **MUST** be limited.

The Faculty of Medicine Facilities team has developed [recommended adjusted occupancy limits](#) for shared academic learning spaces across the province. The exact number of people allowed in an academic learning space will depend on a number of factors including the square footage and furniture layout of each room and the circulation needs of the activities associated with that room.

Activities must not exceed 50 people total, and only if two metres physical distance between participants can be ensured. If two metres physical distance cannot be maintained between participants, either a larger space, more than one session, or other safety measures will be required.

Attendees **MUST** enter and leave the academic learning space in single file, maintaining two metres physical distancing requirements.

Anyone accessing health authority or UBC buildings is strongly encouraged to take special care when navigating entrances/exits, corridors, and blind corners. If the maximum occupancy for an indoor space has been reached and another person attempts to enter the space, those already in the spaces should politely communicate this to the person attempting entry.

5.2 Assess your health before accessing an academic learning space

Monitor your health status. **Before** leaving your home to participate in academic activities, **complete** the [BC COVID-19 Symptom Self-Assessment Tool](#), and follow the direction provided.



Do not use an academic learning space or workspace if you are ill, have flu like symptoms or have a fever or cough and contact your manager, instructor, or program staff as soon as possible. If you or anyone in your household is experiencing any symptoms of COVID-19, you must self-isolate.

Contact tracing will be done by the Provincial Public Health Authority. Common COVID- 19 symptoms according to the World Health Organization (WHO) are:

- Fever
- Dry cough
- Tiredness
- Loss of taste/smell
- Sore throat

Please consider your own risk level before returning. If you or a loved one belongs to a high-risk group for COVID-19, please contact your manager, instructor, program staff, Faculty of Medicine Health and Safety, or Human Resources if necessary, to determine a course of action.

UBC Occupational and Preventive Health	-	604-827-4713
UBC Central Contact for COVID-19 Assistance and Guidance	ready.ubc@ubc.ca	-
FoM Health and Safety Team Paul Gill, Health and Safety Manager Nick Steel, FoM Health and Safety Advisor	paul.gill@ubc.ca nick.steel@ubc.ca	604-8271982 604 827-2864
UBC HR Advisors Ekjot Dhatt Pui Lam	ekjot.dhatt@ubc.ca pui.lam@ubc.ca	604-822-8649 604-822-0628

Anybody who has traveled internationally or to a high-risk region within Canada, has been in contact with a clinically confirmed case of COVID-19, or is experiencing “flu like” symptoms must follow current [current provincial guidelines](#) for self-quarantine before returning to academic activities or work. Please contact your manager, instructor or program staff with regards to tracking your absence.

5.3 Hand Hygiene

Please review the location of hand hygiene stations in academic learning spaces that you plan to use. These are commonly placed near the Main Entrances to buildings and by elevators, and hand washing with soap and water can be practiced in washrooms.

Sanitize your hands upon entering the building and upon exiting the academic learning space and/or building. Frequently wash your hands or use a hand sanitizer station throughout the day.

- Greet people with a wave instead of a handshake.
- Avoid touching your face except immediately after hand washing.
- Cough or sneeze into your own arm.
- Provide training materials in electronic form to avoid the passing of documents between participants.



5.4 Training

All UBC faculty, staff and student employees that are required to be on-site (in-person) to support on-site (in-person) education activities will be required to take the [Preventing COVID-19 Infection in the Workplace training](#) and email the certificate of completion to their direct line manager/supervisor **before** accessing academic learning spaces or workspaces.

All Faculty of Medicine learners are required to take both the [FoM module on donning and doffing PPE for students starting clinical placements](#) and the UBC COVID-19 Student Safety Training course, produced by the Office of the Vice President, Students and accessed through Canvas. The purpose of the Canvas course is to provide UBC students with the most up-to-date information to help them stay safe when they return to campus. For learners, their supervisor refers to the person who is responsible for the delivery of the course in question as per UBC's academic governance structure.

6.0 GENERAL BUILDING AND LEARNING SPACES CONSIDERATIONS

6.1 Workplace Traffic Flow

Most Health Authority (HA) buildings will have limited public entry and exit locations, which will be clearly marked with directions to ensure proper flow of traffic. Faculty, staff and learners will have to use these entrances unless other local arrangements are put in place.

UBC Buildings will typically have one door for entry and another for exit. **Everyone is required to sanitize their hands at the entry.** Learners, staff, and faculty should always carry their photo identification (ID); they may be asked to show their ID and answer questions related to their health status before entering a building.

UBC and/or Health Authority (HA) Building Operations have installed signage in elevators for capacity guidelines for physical distancing protocols. Maximum occupancy posted for elevators must be followed at all times, and physical distance maintained while waiting. Priority is to be given to patients and hospital staff.

6.2 Sanitizing of Surfaces

Academic learning spaces in clinical environments will be cleaned periodically using [BCCDC](#) recommended cleaning products and disinfectants that are regularly used in hospitals and health care settings to deactivate coronaviruses and prevent their spread. Medical equipment, frequently touched surfaces, and procedure/examination rooms will be cleaned and disinfected as per local health authority procedures and will follow the [Environmental Cleaning and Disinfectant for Clinic Settings](#) guidance from the BCCDC. In the clinic setting, learners are also advised to clean and disinfect shared equipment (e.g. stethoscope) in between patients.

UBC and Health Authority custodial services will clean other academic learning spaces, such as video conference seminar rooms once per day. Twice daily cleaning will also be focused on public areas such as high touch points/areas in main corridors, elevators and stairwells as per: <http://facilities.ubc.ca/covid-19/covid-custodial-services/>. UBC Building Operations will continue to meet the ISSA Canada and APPA Leadership in Educational Facilities cleaning standards for COVID-19. Learners are advised to perform hand hygiene after touching surfaces in academic learning spaces by washing their hands with soap and warm water for 30 seconds, or using nearby hand sanitizer stations.

In addition, for academic learning spaces at Health Authority sites, risk assessments/site visits with Infection Prevention have taken place to review use of video conference seminar rooms, and Health Authorities have made plans to install additional wall mounted hand sanitizer stations near academic learning spaces.



It is recommended that all learners, staff and faculty wash their hands with soap and warm water for 30 seconds before and after leaving an academic learning space, or make use of nearby hand sanitizer stations.

Washrooms are typically cleaned once per day. Normally, personal offices are cleaned at night and only once every two weeks. Personal desktops and personal items are not cleaned by HA or UBC custodial services. UBC Faculty of Medicine Education program staff/site leads approved to be on-site will need to clean their own workspaces regularly. Users are strongly encouraged to practice “clean-in/clean-out” to supplement the regular cleaning by wiping down surfaces, including shared equipment, before and after use, ensuring that any points of contact or potential contamination are covered.

6.3 Occupancy for Building Common Areas

For staged-in resumption of on-site (in-person) use of academic learning spaces, the Faculty of Medicine recommends that any associated common spaces such as lunch rooms, kitchen facilities and lounges remain closed.

Some buildings may have new occupancy limits for washrooms. Please respect the signage in your facility.

7.0 COMPLIANCE MONITORING

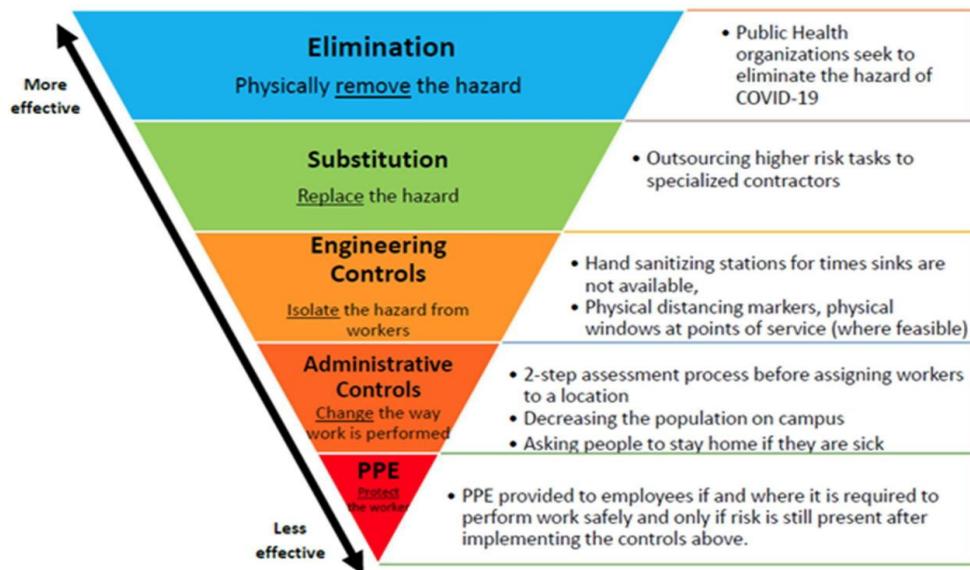
According to University directives, monitoring of compliance with COVID-19 safety plans will be at the supervisor level. For learners, their supervisor refers to the person who is responsible for the delivery of the course in question as per UBC's academic governance structure. The University's accountability structure as laid out in the University safety policy will be followed.

Additionally, occupants who have concerns about compliance, or have any related questions, can contact members of their [Local Safety Teams](#) (LSTs) or a member of the [Faculty of Medicine Joint Occupational Health and Safety Committee](#).



APPENDIX 1: SAFETY PROTOCOLS

The Faculty of Medicine is committed to the health and safety of our staff, learners, and the community that we serve. In order to continue our work/education in a safe and conscientious manner, the Faculty of Medicine is implementing protocols to ensure we can safely work on-site (in-person) together while doing our part to limit the spread of COVID-19.



Personal Protective Equipment (PPE)

- PPE is included in educational safety plans which require close contact between learners, such as clinical skills sessions.
- The PPE requirements will be identified in the risk assessment of each unit-level safety plan.
- Users carrying out tasks requiring PPE, including respirators, will continue to use the appropriate equipment, as per the relevant safe working procedure.
- Users carrying out tasks that do not normally require PPE will not be supplied with masks, unless a particular site/Health Authority requires it.
- The Faculty of Medicine will not provide users 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 work tasks.
- Effective September 16, 2020, UBC students, faculty, staff and visitors are required to wear non-medical masks when indoors on UBC campuses. This requirement recognizes that transmission is reduced when non-medical masks are used in conjunction with physical distancing and other safety procedures.
- It is important to remember:
 - Cloth and paper masks are meant to prevent the spread from asymptomatic carriers of COVID-19
 - Non-medical masks should be washed frequently (using a washing machine is fine)
 - Non-medical masks are not a replacement for physical distancing protocols
 - Some people have medical or other conditions that prevent them from wearing a non-medical mask, so we need to remain respectful and avoid judgment
 - See the [SRS website](#) for further information about non-medical masks



FACULTY OF MEDICINE

- The Faculty of Medicine asks all users to be respectful of learners, faculty and staff wearing masks.

Emergency Procedures

In the event of an emergency, standard emergency procedures are to be followed.

Physical distancing is not required during an emergency evacuation. The primary goal in an emergency situation shall always be to evacuate the building expeditiously and meet at a predesigned safe location outside the building. Everyone should physically distance once they have evacuated the building. For further information, individuals should review the [Safety and Risk Services COVID-19 Building Evacuation Amendment](#).