Executive Briefing Note (COVID-19): Faculty of Medicine – Reopening Request Summary

Executive Action/Decision Requested	1. For Decision re: Resumption of Faculty of Medicine on-person education and research
Endorsement	EOC Directors: Rae Ann Aldridge and Pam Ratner COVID-19 Safety Planning Steering Committee
Authorship	Faculty of Medicine
Date	July 9, 2020
Decision required no later than	July 16, 2020

Reopening Facts

☒ Under current Provincial Restart BC Phase	☒ Safety Plan complete
☐ Revenue-generating entity	☐ Feedback from students/parents received
☒ Teaching/Learning outcome	☐ External Approval received: _____ (e.g. external regulatory entity, such as VCH)
☒ Community Engagement & Service	☐

Reopening Rationale and Scope

Rational

The Faculty of Medicine (FOM) is a large enterprise with research and teaching activities that span the province with program sites in the Lower Mainland, Victoria, Prince George and Kelowna, and clinical teaching and research activities are conducted in facilities spread across the six provincial Health Authorities. The FOM Resumption of Research Plan was submitted and approved on June 12. The research activities that have been approved to resume on-site activity are primarily related to COVID-19 research, wet lab research that cannot be done off-site, and activities that would delay graduation of graduate students. Resumption of on-site educational activities began June 29 and increases over the summer. Approval for on-site activities is limited to in-person learning that is required for accreditation and on-time graduation from our programs, including clinical skills sessions and clinical placements.

Operational Model

- Only staff and faculty required to support approved education activities or perform approved research will be on-site.
- Research Centres and Principal Investigators who are approved to resume specific on-site research activities are required to develop a safety plan.
- For educational activities that require close proximity, physical distancing measures have been put in place, with PPE provided when necessary as per clinical guidelines. Learners required to use clinical PPE are required to complete an online training module.
- Building safety plans will be submitted for review and approval by the Dean.
- Where Faculty of Medicine academic programs are in Health Authority facilities or community clinic spaces, we are requiring education activity plans which describe mitigations being put in place to minimize potential risks.
- All faculty, staff and learners involved in on-site activities will be provided with written safety protocols or unit safety plans including directions to complete required training courses.

Implications

- Procurement: PPE usage for clinical educational activities follows provincial clinical guidance. Clinical education PPE to be procured through Health Authorities. PPE usage for research activities will be procured through UBC.
- Facilities: Spaces will require requests to UBC facilities teams
- Impact to Campus: increases presence for on-site research and educational sessions
- Resumption of in-person educational activities is critical to meet accreditation standards and graduation timelines

COVID-19 Workspace Safety Plan

This plan requires the review of the operational activities in your workspace to ensure effective controls are in place to prevent the transmission of COVID-19. Management and supervisory staff are responsible for developing and updating this document to meet current government mandated requirements. https://covid19.ubc.ca/

Department / Faculty	Faculty of Medicine
Facility Location	Health Precinct, Health Authorities and clinical settings across the Province
Proposed Re-opening Date	Staggered
Workspace Location	

Introduction to Your Operation

1. Scope and Rationale for Opening

The Faculty of Medicine (FOM) is a large enterprise with research and teaching activities that span the province with program sites in the Lower Mainland, Victoria, Prince George and Kelowna, and clinical teaching and research activities are conducted in facilities spread across the six provincial Health Authorities.

The FOM Resumption of Research Plan (Appendix A) was submitted and approved on June 12, and subsequent re-entry and safety plans for units and buildings on the UBC Vancouver campus and at the Health Authority sites have been, and will continue to be, reviewed and approved by the Dean. The research activities that have been approved to resume on-site activity are primarily related to COVID-19 research, wet lab research that cannot be done off-site, and activities that would delay graduation of graduate students.

Resumption of on-site educational activities began June 29 and increases over the summer. Approval for on-site activities is limited to in-person learning that is required for accreditation and on-time graduation from our programs, including clinical skills sessions and clinical placements. Many of those experiences happen in Health Authority facilities or community-based clinic sites, and students will be required to follow the safety and emergency response plans for those facilities. FoM Education Resumption Guidelines have been drafted and are attached in Appendix B.

The following principles are being used by the Faculty of Medicine to guide decision making and processes related to staged resumption of any on-site activities:

1. The health and well-being of faculty, students, staff, patients and the public is paramount.
2. The order, notices and guidance of the Provincial Health Officer (PHO), Health Authorities and WorkSafeBC will be followed.

3. Approval of on-site 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 activity may need to be reversed and stricter curtailment conditions imposed in response to public health guidance or changes to the situation at any particular site.
6. Equity and personal circumstances will be considered in evaluating how to plan and conduct resumption of on-site activities.
7. Zero tolerance: deviations from the guidelines will result in removal of the authorization to utilize the academic learning spaces.

The Faculty of Medicine Offices of Research and Education have also put in place specific prioritization criteria to guide the initial stage of return to on-site activities. These can be found in FoM Resumption of Research Plan (Appendix A) and FoM Education Resumption Guidelines (Appendix B).

Administrative activities, outside of those required to support on-site research or education activities, will continue to work remotely until further direction is received from the University. Administrative staff that are required to be on-site will be required to take the Preventing COVID-19 Infection in the Workplace training, will receive site specific safety information, will have access to workspaces with appropriate spacing, and common areas and hallways will have appropriate signage to reinforce adherence to physical distancing requirements.

This document has been reviewed by the Faculty COVID Operations Working Group, which consists of the Dean, Vice Dean Research, Vice Dean Education, Managing Director, Senior Director Education Programs and Services, Senior Director Research, Director Space Planning and Facilities Management, and Director Strategic Initiatives. Information and input has been provided by department heads, school directors, centre directors, and senior administrators within the Faculty, as well as by our local Health & Safety staff.

The Faculty of Medicine JOHSC(s) will review the plan within 30 days of submission, and the plan will be revised as necessary. If an employee is concerned about any of these policies, they should follow the standard WorkSafeBC reporting guidelines and contact their representative on the FoM JOHSC to express their concerns.

Section #1 – Regulatory Context

2. Federal Guidance
• Government of Canada: "Hard-surface disinfectants and hand sanitizers (COVID-19): List of disinfectants with evidence for use against COVID-19"
3. Provincial and Sector-Specific Guidance
• BC's Restart Plan: "Next Steps to move BC through the pandemic" • BCCDC's Infection Prevention and Control for COVID-19: Interim Guidance for Outpatient and Ambulatory Care Settings.
4. WorkSafeBC Guidance
• COVID-19 and returning to safe operation – Phase 2 • WorkSafe COVID-19 Safety Plan • WorkSafe: Designing Effective Barriers • WorkSafe: Entry Check for Workers
5. UBC Guidance
• UBC Employee COVID-19 PPE Guidance • Ordering Critical Personal Protective Equipment • Building Operations COVID-19 website - Service Level Information • 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
6. Professional/Industry Associations
• Guidelines for resuming Physical Therapy services set out by the College of Physical Therapist of British Columbia

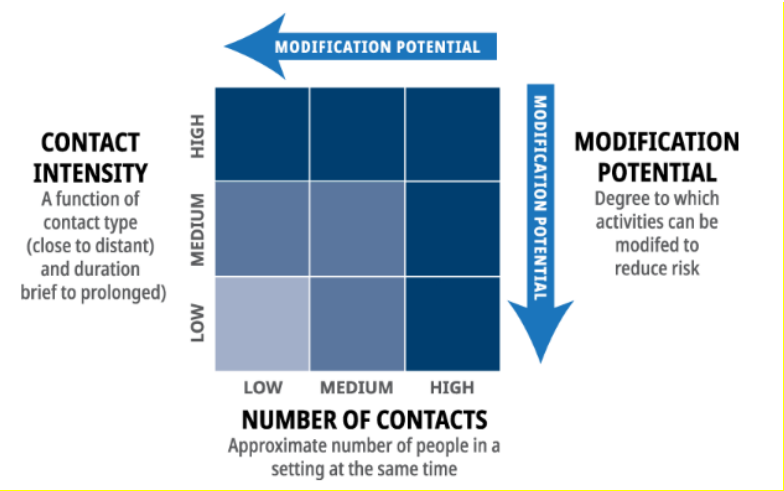
Section #2 - Risk Assessment

As an employer, UBC has been working diligently to follow the guidance of federal and provincial authorities in implementing risk mitigation measures to keep the risk of exposure as low as reasonably achievable. This is most evident in the essential service areas that have remained open on campus to

support the institution through these unprecedented times. These areas have been very active with respect to identifying and mitigating risks, and further re-evaluating the controls in place using the following risk assessment process.

Prior to opening or increasing staff levels:
Where your organization belongs to a sector that is permitted to open, but specific guidance as to activities under that sector are lacking, you can use the following risk assessment approach to determine activity level risk by identifying both your organization's or activity's contact intensity and contact number, as defined below:

1. What is the contact intensity in your setting pre-mitigation – the type of contact (close/distant) and duration of contact (brief/prolonged)?
2. What is the number of contacts in your setting – the number of people present in the setting at the same time? As a result of the mass gatherings order, over 50 will fall into the high risk.



One or more steps under the following controls can be taken to further reduce the risk, including:

- Physical distancing measures – measures to reduce the density of people
- Engineering controls – physical barriers (like Plexiglas or stanchions to delineate space) or increased ventilation
- Administrative controls – clear rules and guidelines
- Personal protective equipment – like the use of respiratory protection

7. Contact Density (proposed COVID-19 Operations)

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

Research Centres and Principal Investigators who are approved to resume specific on-site research activities are required to develop a safety plan that addresses the elements listed above. That safety plan is submitted to the unit head (department head or centre director) for approval. Access agreements are completed and posted for each individual approved to be on-site. Rotational schedules among different laboratories and clinical areas may be required to accommodate on-site requests. Individual PIs have assigned room occupancy (vetted by the department heads) to ensure that physical spacing is possible at all times. If a job or task requires close proximity, the PI will consult with SRS to do a PPE risk assessment in accordance with UBC guidance on COVID-19. PIs are responsible for ensuring that their research staff are trained in appropriate cleaning protocols for their lab/research space, including cleaning high contact surfaces, benches, shared equipment, fume hood sash handles, doorknobs and other common areas within their labs on weekends.

Educational activities that are resuming over the summer are those that require close proximity – clinical skills and clinical placements. Both are required competencies for graduation. In clinical skills sessions, learners are instructed and then practice skills on each other. Physical distancing measures have been put in place, such as using video conference technology to instruct between multiple rooms instead of a single room, and learners will work with consistent partners or small groups. PPE, including goggles, masks and gloves will be provided when necessary as per provincial guidelines. Equipment used will be sanitized at the beginning and end of each session. In clinical placements, learners are receiving instruction in a health authority facility or a community clinic site that is outside of the jurisdiction of UBC, and students are expected to follow the safety and emergency response plans of those buildings. Appropriate PPE will be provided. By incorporating additional sessions where necessary, activities will not exceed 50 people.

For UBC Vancouver campus, UBC Building Operations has indicated that UBC campus buildings will have limited operating hours (7am-6pm Monday to Friday). It is recognized that a small number of researchers have scientifically justified research protocols that require sampling/observations/data collection over an extended period of time and beyond regular working hours, and an approval process is in place.

At present common spaces -- such as kitchen facilities, lounges and meeting spaces – are recommended to remain closed; alternate eating areas have been arranged to be compliant with safety procedures and whenever possible outdoor areas should be considered.

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)
Each unit plan will include specifics related to number of people on site for each activity. Research resumption plans have been capped at no more than 30% regular occupancy, and most building are significantly below that. Educational activities will have higher numbers but will only be on site for those specific activities. Administration, except where required to support an approved on-site activity will continue to work from home to decrease the number of occupants on site.
9. Employee Input/Involvement Detail how you have met the MANDATORY requirement to involve frontline workers, Joint Occupational Health and Safety Committees, and Supervisors in identifying risks and protocols as part of this plan
Involvement in unit safety plan development will vary by activity. Individual staff and faculty who are returning to on site activities have been involved in the development of the associated safety plan or have been consulted and provided with a copy of the approved plan, as well as asked to sign and post an access agreement form. Members of the FOM Health and Safety team, as well as members of SRS have been involved in the development of our research and education resumption documentation, as well as many of our unit safety plans due to the complexity of our operations. This document has been reviewed by the Faculty COVID Operations Working Group, which consists of the Dean, Vice Dean Research, Vice Dean Education, Managing Director, Senior Director Education Programs and Services, Senior Director Research, and Director Strategic Initiatives. Information and input has been provided by department heads, school directors, centre directors, and senior administrators within the Faculty. The Faculty of Medicine JOHSC will review the plan within 30 days of submission, and the plan will be revised as necessary. If an employee is concerned about any of these policies, they should follow the standard WorkSafeBC reporting guidelines and contact their representative on the FoM JOHSC to express their concerns.
10. 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
Section 7 of the Research Plan outlines the safety protocols were shared with staff, faculty or learners resuming on-site research activities. A similar document, Safety Protocols for UBC Faculty of Medicine Learners (Appendix C) will be provided to all students before they resume any in-person

activities. It will be further communicated in person, including the requirement to self monitor daily using the BC COVID-19 Symptom Self-Assessment Tool and to remain at home if they have any symptoms of illness. Specific instructions related to the building will also be shared both in electronic form and verbally with the students.

Employees will also be reminded of resources available to them at *https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive*

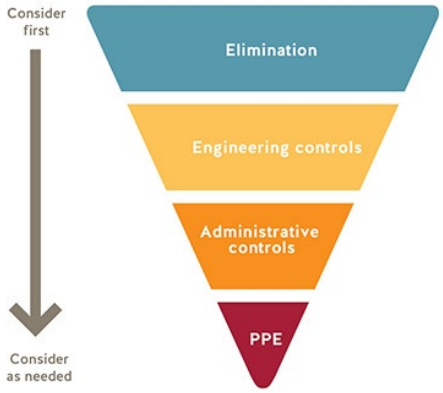
11. Plan Publication

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

The Faculty (parent) Plan will be shared with academic and administrative leadership once approved. It will form the foundation for unit safety plans (intermediate or child plans). Those plans, once approved, are expected to be shared by email with any faculty or staff resuming on-site activities, and students as applicable. Each unit will be responsible for posting the documentation online and in hard copy in an area of high visibility.

Section #3 – Hazard Elimination or Physical Distancing

Coronavirus is transmitted through contaminated droplets that are spread by coughing or sneezing, or by contact with contaminated hands, surfaces or objects. UBC's goal is to minimize COVID-19 transmission by following the safety hierarchy of controls in eliminating this risk, as below.



The following general practices shall be applied for all UBC buildings and workspaces:

- Where possible, workers are instructed to work from home.

- Anybody who has travelled internationally, been in contact with a clinically confirmed case of COVID-19 or is experiencing “flu like” symptoms must stay at home.
- All staff are aware that they must maintain a physical distance of at least 2 meters from each other at all times
- Do not touch your eyes/nose/mouth with unwashed hands
- When you sneeze or cough, cover your mouth and nose with a disposable tissue or the crease of your elbow, and then wash your hands
- All staff are aware of proper handwashing and sanitizing procedures for their workspace
- Supervisors and managers must ensure large events/gatherings (> 50 people in a single space) are avoided
- Management must ensure that all workers have access to dedicated onsite supervision at all times.
- All staff wearing non-medical masks are aware of the risks and limitations of the face covering they have chosen to wear or have been provided to protect against the transmission of COVID-19. See SRS website for further information.

12. Work from Home/Remote Work Detail how/which workers can/will continue to work from home (WFH); this is required where it is feasible
The FOM will continue to have the majority of staff and faculty work from home either fully or partially. Only staff and faculty required to support approved education activities or perform approved research will be on-site. When on-site, appropriate safety measures will be taken, as described in other areas of this document. Specific details will be outlined in the intermediate or child plans related to those units or activities.
13. Work Schedule Changes/Creation of Work Pods or Crews or Cohorts For those required/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; describe how you may group employees semi-permanently to limit exposure, where necessary
As many of our UBC buildings are mixed use, in some cases including clinical activities, we are approaching occupancy levels very conservatively. Individuals who have been approved to be on site are asked to only remain on site for as long as necessary to perform those tasks and to otherwise work from home. Some buildings with greater need for on-site programs may set specific schedules to ensure maximum occupancy of 30% is not exceeded at any given time. Such buildings will be required to put a scheduling system in place. Specific approval processes are required for any after hours or evening work, as outlined on page 6 of the Research Resumption Plan.

Similarly, learners will be asked to only be on site for required in person activities. Where learners are engaged in close contact activities, such as clinical skills sessions, they will be placed in consistent small groups or partners to minimize contact.

Each unit will create a plan with regard to controlling access to their buildings. We will adhere to UBC rules for scheduling (M-F 7:00 am – 6:00 pm) to ensure custodial staff can clean labs and other spaces; units needing exceptions to this will need to coordinate with UBC Building Operations, but it may not be possible to accommodate all requests. These scheduling plans will ensure safety according to the two-person rule.

It is the responsibility of units to ensure scheduling is performed in each building. The mode of data collection / sign-in (e.g., paper or an online document) should be available in case there is a need for contact tracing.

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

Describe or use UBC building keyplans (or do both, where appropriate) to identify and list the rooms and maximum occupancy for each workspace/area, explaining your methodology for determining occupancy

Stage 1 research resumption is now largely underway, with each centre or department taking responsibility for mapping their buildings to ensure capacity remained under 30% of normal occupancy. Building safety plans, including traffic flows, building entry and exits, elevators and staircase usage, and specific building keyplans have been submitted and review and approved by the Dean. Safety plans will be reviewed and updated if/when new activities are being added.

UBC Building Administrators have received a package with supplies to carry out physical distancing protocols. This includes floor decals and coloured marking tape selected by Building Operations to prevent the damaging of surfaces and floors. UBC Building Administrators will use the products in the package to implement plans for circulation, direction, queuing, and layout.

The Faculty of Medicine academic programs are provided in facilities at locations throughout BC. At BC's Health Authorities academic learning spaces are configured to maximize clinical and academic synergies. The FOM Facilities team has revised the allowable occupancy of all academic learning spaces across the province, by reviewing the square footage and furniture layout of each room and marking 2 m spacing between seats to determine recommended occupancy. We used the same strategy that UBC Facilities is using on campus, which was reviewed by UBC Safety & Risk Services. Revised occupancy for all academic learning spaces is attached in Appendix D.

Physical room bookings are currently not being accepted while we assess the additional space requirements for required on site activities based on the new occupancy levels of academic learning spaces. Where educational activities are happening with UBC controlled space (ie. on Vancouver Campus), units will submit building safety plans as described above. Where Faculty of Medicine

academic programs are in Health Authority facilities or community clinic spaces, we are requiring education activity plans which describe mitigations being put in place to minimize potential risks.

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 students will have to use these entrances unless other local arrangements are put in place. Faculty, staff, students will also enter and leave academic teachings spaces in single file maintaining 2 metres physical distance requirements.

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

UBC and/or HA Building Operations have installed signage in elevators for capacity guidelines for physical distancing protocols. Maximum occupancy posted for elevators, usually 2 or 3 persons, must be followed at all times, and distance maintained while waiting. Priority is to be given to patients and hospital staff.

15. 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

Building safety plans include keyplans which show where people will be physically located while on site. As occupancy has been limited, appropriate distancing has been achievable, or shifts have been put in place.

For this initial stage of on-site use of academic learning spaces, we recommend that any associated common spaces such as lunch rooms, kitchen facilities and lounges remain closed. Alternate eating areas will be arranged compliant with safety procedures and whenever possible outdoor areas should be considered.

Buildings may have new occupancy limits for washrooms, and if so, appropriate signage has or will be put in place. Multiple occupant-rated washrooms are restricted to a maximum of two occupants at one time.

16. Transportation

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

Generally N/A. If units do have vehicles, appropriate plans will be included as part of their unit level plan.

17. Worker Screening Describe how you will screen workers: 1) exhibiting symptoms of the common cold, influenza or gastrointestinal; 2) to ensure self-isolation if returning to Canada from international travel; and 3) to ensure self-isolation if clinical or confirmed COVID-19 case in household or as medically advised
Faculty, staff or learners attending at any of UBC or Health Authority sites are asked to monitor their health status daily before leaving home by completing the BC COVID-19 Symptom Self-Assessment Tool, and following the direction provided. At UBC Vancouver campus buildings, the recommended signage has or will be posted at all entry points. Anyone who feels unwell is told to stay home and contact their manager, instructor or program staff as soon as possible. If they or anyone in their household is experiencing any symptoms of COVID-19, they are told to self-isolate. Contact tracing will be done by the Provincial Public Health Authority. Anyone who has traveled within the past 2 weeks outside of Canada, or to a high-risk region within Canada, must follow current provincial guidelines for self-quarantine before returning to work or study.
18. Prohibited Worker Tracking Describe how you will track and communicate with workers who meet categories above for worker screenings
PAT, or a similar local tracking system, will be utilized to track any staff members who cannot attend work due to one or more of the three categories of restriction (as defined by WorkSafeBC). Faculty are asked to report to their department head (and centre director if research space is located within a centre). Learners will report to program staff.

Section #4 – Engineering Controls

19. Cleaning and Hygiene Detail your cleaning and hygiene plan, including identification for hand-washing stations and the cleaning regimen required to be completed by your departmental staff (i.e. non-Building Operations) for common areas/surfaces
Standard custodial services will apply to all buildings, with cleaning focused on public areas and high touch surfaces. Personal desktops and items will not be cleaned by custodial staff and individuals are asked to maintain a clean workspace by disinfecting any shared areas or equipment before and after use, as well as when visibly soiled. Custodial will not use their cleaning products on lab counters, therefore PI's are responsible for ensuring proper daily cleaning takes place.

Hand sanitizer stations are commonly placed near the main entrances to buildings and by the elevators, and hand washing with soap and water can be practiced in washrooms.

Individuals are asked to sanitize their hands when entering the building and the academic learning space and before leaving and to frequently wash your hands or use a hand sanitizer station throughout the day. In addition, people are asked to:

- 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.

20. 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

Some research and educational activities require the use of shared materials or equipment. Instructions will be posted to remind individuals to disinfect shared equipment before and after each use, and appropriate disinfectant will be provided to do so.

Shared social facilities, such as shared kitchens are generally expected to remain closed. 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. If a kitchen area is open, occupants using these areas must strictly adhere to social distancing requirements and stay more than 2 metres (6 feet) from one another. These spaces must not be used for meetings or eating. Signage will be posted to remind users to wash their hands before and after the use of any kitchen equipment and to wipe down any equipment used with disinfectant. There should be no sharing of kitchen dishware/utensils.

Water fountains will be closed for use.

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

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).

21. Partitions or Plexiglass installation Describe any inclusion of physical barriers to be used at public-facing or point-of-service areas
At this time, partitions or plexiglass are generally not considered to required in most FOM spaces. Where such mitigations are required, they will be outlined in a specific building or activity safety plan and will follow Worksafe's "Designing Effective Barriers" guidance and the UBC Building Operations guidance .

Section #5 – Administrative Controls

22. Communication Strategy for Employees Describe how you have or will communicate the risk of exposure to COVID-19 in the workplace to your employee, the conduct expectations for the employee's physical return to work around personal hygiene (including use of non-medical masks), the familiarization to contents of this plan, including how employees may raise concerns and how you will address these, and how you will document all of this information exchange
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. Failure to adhere to safety guidelines increases the risk of an outbreak in our community, and lack of compliance could ultimately lead to the closure of academic learning and research spaces. Due to the nature and locations of our educational activities, we must also consider and balance the local clinical and hospital/health authority and patient community needs and context. The Faculty (parent) Plan will be shared with academic and administrative leadership once approved. It will form the foundation for unit safety plans (intermediate or child plans). Those plans, once approved, are expected to be shared with any faculty or staff resuming on-site activities, and students where applicable. As part of the research resumption, all individuals approved to be on site are also completing and posting a signed access agreement. Unit plans are to include contact information for both Health and Safety and HR: If a member of your household has symptoms of COVID-19, do not return to on site activities. Please consider your own risk level before returning. If you or a loved one belong to a high-risk group for COVID-19, contact your PI or manager, 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 FOM Health and Safety: Paul Gill paul.gill@ubc.ca / 604-827-1982 UBC HR Advisors: Heather Dunn heather.dunn.hr@ubc.ca / 604-822-8649 Pui Lam pui.lam@ubc.ca / 604-822-0628

23. 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

All faculty, staff and learners involved in on-site activities will be provided with written safety protocols (Appendix C or embedded within Appendix A). Faculty, staff and student employees are required to take the Preventing COVID-19 Infection in the Workplace training and email the certificate of completion to their manager. Learners involved in clinical activities are required to take a FOM module on donning and doffing PPE, and will be required to take the student training module being developed by UBC once available. Students who are starting activities before the module is available will be provided the safety protocols and building safety information as an assignment via Canvas and will be required to return the signed copy to pass the assignment.

24. 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)

The Faculty will use the provided signage templates on Safety & Risk Services COVID-19 website . We have purchased recommended "ok to sit here" decals and have been ensuring they are in place in academic learning spaces before buildings re-open.

25. 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

Units will be asked to ensure their Building Emergency Response Plan (BERP) is up to date and that individuals assigned as an emergency support position have reviewed and are familiar with the procedures.

Individuals working on site are expected to:

- Maintain and adhere to the Building Emergency Response Plan (BERP) for specific building. Amended BERPs will be provided, where necessary, as part of the site-specific safety planning.
- A comprehensive document that provides safety and emergency contacts as well as the emergency response plan must be made available
- Call emergency response in case of urgent medical or safety situations:
- Occupational First Aid (Vancouver Campus): 604-822-4444
- Hazardous Material Response (Vancouver Fire & Rescue Services): 911
- UBC Hospital Urgent Care (8:00 a.m. – 10:00 p.m.): 604-822-7662
- Poison Control Centre: 604-682-5050

- Campus Security (For an Emergency call 911): 604-822-2222
- Fire, Police, or Ambulance: 911

For COVID-19 specific concerns:

- For individuals presenting COVID-19-like symptoms, the direction to employees is to call UBC First Aid at 2-4444
- Suspected positive incidents are to be reported to the Supervisor and documented by the supervisor as well as by emailing ready.ubc@ubc.ca
- UBC COVID-19 exposure information can be found on the SRS webpage
- Direct people who are unsure about what they should do to the BC Self-Assessment tool
- If there was a confirmed positive incident, SRS would defer to the government response protocols and rely on their direction. UBC will provide assistance as requested.

26. Monitoring/Updating COVID-19 Safety Plan

Describe how 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 next 12-18 months

This Faculty plan will be reviewed as new on-site activities are resumed, or if/when the direction of the PHO or UBC changes. Units will be requested to review more frequently (monthly at a minimum) to ensure measures put in place are effective at mitigating potential risks associated with their on-site activities, as well as any time new activities are added.

Safety concerns may be raised to the supervisor or a member of the FoM JOHSC

27. 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

Faculty, staff and learners will be trained on proper disinfection of shared materials or equipment for infection control, and will be required to complete any additional training required by UBC or WorkSafeBC, such as the Preventing COVID-19 Infection in the Workplace training.

Learners within the health professions will also be provided with instruction on donning and doffing PPE.

Section #6 – Personal Protective Equipment (PPE)

28. Personal Protective Equipment

Describe what appropriate PPE you will utilize and how you will/continue to procure the PPE

- PPE is not anticipated to change for workers from pre-COVID-19 timeframe. 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 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.
- However, if possible it is encouraged to wear a mask when occupying space with more than one person for prolonged periods of time.
- Users can wear a non-medical mask or homemade mask at work, provided it does not interfere with them safely carrying out their duties. It is important to remember:
    - Cloth and paper masks are meant to prevent the spread of 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 social distancing protocols
- The Faculty of Medicine asks all users to be respectful of students, faculty and staff wearing masks.
- Signage will be provided to remind users to use these upon entering and leaving the buildings.
- Units will ensure they have access to appropriate PPE before submitting their safety plans, and will contact the University Procurement team at critical.supply@ubc.ca as/if needed.

Section #7 - Acknowledgement

29. Acknowledgement Plan must demonstrate approval by Administrative Head of Unit, confirming: 1) the Safety Plan will be shared with staff and how; 2) staff will acknowledged receipt and will comply with the Safety Plan.
The Faculty will recommend that units use the provided templated form. Learners will be provided safety instructions via Canvas with a requirement to sign off to pass the assignment.

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.

Date _____

Name (Manager or Supervisor) _____

Title _____

Faculty and Staff Occupying Workspace

Name	Email	Confirmation of Understanding
		☐
		☐
		☐

Appendices

Please attach any maps, pictures, departmental policies or risk assessments applicable UBC Guidance documents, where necessary, and other regulatory requirements referred to in document.

Appendix A – Faculty of Medicine Resumption of Research Plan – approved by President June 12, 2020

FoM Resumption of Research Plan v19 Ju

Appendix B – UBC Faculty of Medicine Education Resumption Guidelines

UBC FoM Education Resumpti

Appendix C - Safety Protocols for UBC Faculty of Medicine Learners

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Appendix D – Faculty of Medicine Recommended Revised Occupancy Limits for Academic Learning Spaces

FoM Master Recommended Occu