COVID-19
Institutional Safety Plan

Access Online:
The health and safety of all people attending the University of the Fraser Valley (UFV) is paramount. The COVID-19 Safety Plan provides guidance to faculty, researchers, administrators, support staff, students and the UFV community at large. UFV is committed to providing a safe and healthy learning and working environment for all.

UFV will work to find ways to control or eliminate exposure to the COVID-19 virus by developing and implementing proper risk controls, establishing safe working and learning practices, raising awareness, and providing education and training. UFV will follow direction and controls as specified by the BCCDC, the BC Ministry of Health, the Ministry of Advanced Education and Skills Training, and the Provincial or Fraser Health Medical Health Officer while continuing to monitor and liaise with these authorities on changes that may impact the institution. Our protocols and procedures will protect faculty and staff, students, visitors, other workers, and/or the public who enter our facilities.

The UFV COVID-19 Safety Plan provides links to guidelines that cover institutional protocols and procedures for creating a safe campus environment. It includes checklists with items to be addressed before resuming operations.

Each functional area within the University must develop an area specific workspace safety plan subject to this Institutional Safety Plan. To develop a plan specific to your area, follow the steps outlined in the Safe Return to Campus Plan and use this institutional plan to reference operation and academic guidelines, and to provide a guide to ensure all aspects of your plan are covered. All areas of university property are included in the controls and provisions of this institutional plan, including common spaces.

In accordance with the order of the Provincial Health Officer and WorkSafeBC, this plan will be posted at the worksite.

Keep Up to Date

The Institutional Safety Plan is updated routinely; however, up to date information is best retrieved from UFV’s COVID-19 found at https://www.ufv.ca/coronavirus/.
Step 1: Assess the Risks at Your Workplace

Description of COVID-19 from the COVID-19 Go-Forward Guidelines for B.C.’s Post Secondary Sector:

COVID-19 is a respiratory infection that is transmitted through person-to-person contact. Illness due to COVID-19 infection is generally mild. As with many other respiratory infections, the likelihood of severe illness is much higher in the elderly and among those with chronic medical conditions. COVID-19 has become an established human pathogen, and a certain level of transmission is now expected. The goal of COVID-19 prevention measures in Canada is to minimize societal disruption, protect the most vulnerable, and maintain adequate health services.

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from touching a contaminated surface and then touching the face. Higher risk situations require adequate protocols to address the risk. The risk of COVID-19 depends on the amount of virus circulating in the community, which changes from place to place and over time. Community transmission is monitored by public health authorities in British Columbia. (p. 9)

Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together workers are and the longer they are close to each other, the greater the risk.

- We have involved frontline workers, supervisors, and the joint health and safety committee. Individuals are encouraged to continue to identify all unsafe conditions and opportunities for improvement to their supervisor.
- We have considered all areas where people gather, including main work areas, break rooms, kitchens, washrooms, change rooms, meeting rooms etc.
- We have identified job tasks and processes where workers are close to one another or members of the public. This can occur in your workplace, in work vehicles, or at other work locations.
- We have identified the tools, machinery, and equipment that workers share while working.
- We have identified surfaces that people touch often, such as doorknobs, elevator buttons, and light switches.

Step 2: Implement Protocols to Reduce the Risks

Select and implement protocols to minimize the risks of transmission. Look to the following for information, input, and guidance:

- We have reviewed industry-specific protocols on worksafebc.com to determine whether any are relevant to your industry. This includes our review of the COVID-19 Go-Forward Guideline’s for B.C.’s Post-Secondary Sector, and periodic reviews of updates.
We have reviewed materials provided by various health & safety associations, including the B.C Municipal Safety Association and the B.C. Manufacturing Safety Alliance.

We have reviewed orders, guidance, and notices issued by the provincial health officer and that are relevant to our industry. The Risk & Safety department regularly review updates provided through these sources to ensure that the most up to date information is maintained.

We have processes in place to ensure that the institution remains up to date with changes to provincial health orders.

We have selected the most appropriate controls that provide the highest degree of protection to members of our community, according to the hierarchy of controls as described below. Wherever possible, we use the protocol that offers the highest level of protection. Consider controls from additional levels if the first level isn’t practicable or does not completely control the risk. It is likely to need to incorporate controls from various levels to address the risk in your area.

Mitigation Level #1: Elimination

Physical Distancing:
Limit the number of people at the workplace and ensure physical distance whenever possible.

- We have reduced the number of people on campus and are controlling return to campus through our Safe Return to Campus program, which includes promoting online delivery of classes and working-from-home. This program requires on campus work be reviewed following an approval process. The goal of this process is to reduce the number of people physically on campus to support physical distancing.

- We have established and posted occupancy limits for occupied areas, including commons spaces such as bathrooms, meeting rooms, elevators and break rooms. Maximum occupancies
are designated according to the guideline that each person requires at least 5 square meters of unencumbered floor space.

✓ We have provided tools for virtual meetings to replace face-to-face interactions, and considered rescheduling work tasks and limiting the number of visitors in the workplace.

✓ We have implemented measures to keep workers and others at least 2 meters apart. This has included staging furniture at distance, removing additional furniture, removing certain utilities from service, reorganizing working areas and working tasks.

Further information on strategies UFV employs to support these control measures include:

<table>
<thead>
<tr>
<th>Operations Guidelines</th>
<th>Summary Statement + Links</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletics and Recreation Facilities</td>
<td>UFV is a member of Canada West and U Sport and as such is following all related athletics protocols approved by these organizations including training and competition protocols. For updates on in-person wellness &amp; campus recreation facility, activities and programs refer to <a href="#">Campus Recreation</a>.</td>
</tr>
<tr>
<td>Daily self-assessment health checks</td>
<td>All individuals entering UFV campus spaces (employees, students, visitors, contractors etc.) must complete a daily self-assessment health checks prior to entering the space. If you have any of the symptoms or potential exposures listed on the health check, do not enter the campus space. For further information, refer to <a href="#">UFV Operations Guideline: Daily self-assessment health checks</a>.</td>
</tr>
<tr>
<td>Food Services</td>
<td>All food services are provided by an external provider, Dana Hospitality. For updates on dining services at UFV, refer to <a href="#">UFV Dining Services</a>.</td>
</tr>
<tr>
<td>Indigenous Gathering Places</td>
<td>Currently, there are no planned activities scheduled to take place at UFV's Indigenous Gathering Place in Chilliwack. Should the need arise, we will work closely with our UFV Elders and Indigenous Affairs Office to ensure any scheduled activities in this space meets the health protocols currently in place while also respecting the ceremonial protocols of Indigenous people. For further information, refer to the <a href="#">Indigenous Affairs Office</a>.</td>
</tr>
<tr>
<td>In-Person Meetings</td>
<td>Wherever possible, meetings will occur using virtual platforms. When an in-person meeting is scheduled, an event request form is to be submitted and approved by Risk &amp; Safety. For all in-person meetings, a virtual option to attend will also be extended to all participants. For further information, refer to <a href="#">UFV Operations Guideline: In-Person Meetings</a>.</td>
</tr>
<tr>
<td>International Students</td>
<td>UFV International has developed a number of support tools and protocols consistent with the Federal Government’s Emergency Orders under the Quarantine Act. This includes clearly communicating to incoming students their responsibilities to quarantine or isolate for 14 days immediately upon their arrival, information on local and provincial orders related to stopping the spread of COVID-19, access to a local hotel that is providing preferred rates for incoming students, information on how to access food, personal</td>
</tr>
<tr>
<td>Operations Guidelines</td>
<td>Summary Statement + Links</td>
</tr>
<tr>
<td>-----------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td></td>
<td>items, medical advice, and mental health supports during their quarantine period, and links to resources to support daily monitoring for COVID-19 symptoms. For more information, refer to the <a href="#">International COVID-19 Support and Quarantine Plan</a>.</td>
</tr>
<tr>
<td>Library</td>
<td>Library services have been altered due to COVID-19. For additional information on currently available library services, and for updates refer to: <a href="#">UFV Library Updates</a>.</td>
</tr>
<tr>
<td>Off Campus Activities</td>
<td>UFV will work with our external partners who provide these opportunities to discuss the continuation of these activities during the COVID-19 pandemic and will jointly work with them for safe return or continuing program delivery. Faculty, staff and students are expected to respect and follow any precautions being taken to avoid carrying the virus into Indigenous communities. For more information, see: <a href="#">UFV Operations Guideline: Off Campus Activities</a>.</td>
</tr>
<tr>
<td>Outdoor campus spaces</td>
<td>UFV does not have any assigned outdoor spaces where programming takes place. As such, when accessing any outdoor spaces, members of UFV are required to follow the guidelines of physical distancing. For further information refer to <a href="#">UFV Operations Guideline: Outdoor spaces</a>.</td>
</tr>
<tr>
<td>Physical Distancing</td>
<td>Physical distancing is an effective way to reduce the spread of COVID-19. This means keeping a safe distance of 2 meters between yourself and other people. While on campus it is important to adhere to the physical distancing guidelines and take all necessary precautions to minimize the risk of transmission of COVID-19. For further information refer to the <a href="#">UFV Operations Guideline: Physical Distancing</a>.</td>
</tr>
<tr>
<td>Public Use of Campus Space</td>
<td>While community engagement is extremely important to UFV, we continue to limit public use of our campus spaces to reduce in person campus presence and risk to our community. For further information refer to <a href="#">UFV COVID-19 Operations Guideline: Public Use of Campus Space</a>.</td>
</tr>
<tr>
<td>Remote Learning</td>
<td>UFV is committed to providing a quality educational experience through the use of a variety of educational technologies that can be delivered through online/remote methods of delivery by instructors and accessed by students. Normal institutional expectations for respectful learning environments remain in place in the online environment. For more information see: <a href="https://www.ufv.ca/online/toolkit/">https://www.ufv.ca/online/toolkit/</a></td>
</tr>
<tr>
<td>Research</td>
<td>A set of protocols to conduct research during the COVID-19 pandemic have been developed by the Office of Research, Engagement, and Graduate Studies. All Principal Investigators must submit their Research Continuity Plan in order to continue with their research projects. For more information see: <a href="https://www.ufv.ca/coronavirus/faculty-instructors/research/">https://www.ufv.ca/coronavirus/faculty-instructors/research/</a></td>
</tr>
<tr>
<td>Residence</td>
<td>UFV has one 200 bed student residence called Baker House. For 2020/21, the occupancy rate will be reduced by 50% and shared kitchen facilities will be closed and replaced with a mandatory meal plan offered on a daily basis.</td>
</tr>
<tr>
<td><strong>Operations Guidelines</strong></td>
<td><strong>Summary Statement + Links</strong></td>
</tr>
<tr>
<td>--------------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td><strong>Retail Services</strong></td>
<td>Traffic flow and floor markers encouraging physical distancing will be clearly identified in all retail spaces (e.g., bookstore, cafeteria). Maximum occupancy rates will also be posted and enforced.</td>
</tr>
<tr>
<td><strong>Safe Return to Campus</strong></td>
<td>UFV maintains a strict return to campus program, where individuals looking to return to campus must receive approval from senior administration, create specific workspace safety plans which are reviewed by COVID-19 subject matter experts. For more information, refer to the Safe Return to Campus page.</td>
</tr>
<tr>
<td><strong>Scheduled Face to Face Classes</strong></td>
<td>Wherever possible, courses and forms of assessment within programs will be delivered in a remote/online format. For courses, or components of courses including forms of assessment, where achieving the learning outcomes and objectives through a remote format is deemed to be impossible, in-class instruction may be considered. In these situations, Deans will work with their departments to complete the Standards and Protocol Form. Approval for face-to-face instruction is provided by the Office of the Provost with review and feedback from the Risk &amp; Safety Office. No face-to-face instruction can take place without this approval in place. For more information see: <a href="https://www.ufv.ca/coronavirus/classes-academic-activities/">https://www.ufv.ca/coronavirus/classes-academic-activities/</a></td>
</tr>
<tr>
<td><strong>Sick Leave (Employees)</strong></td>
<td>In order to ensure that staff and faculty who are experiencing symptoms that are linked to COVID-19 are to remain at home. For additional information, refer to UFV Operations Guideline – Sick Leave.</td>
</tr>
<tr>
<td><strong>Touchless Water Fountains</strong></td>
<td>UFV’s public drinking water supply are completely safe to drink, however the surfaces around the fountain including the spout, button/leaver and nozzle could pose risk for the transmission of COVID-19 and other germs. For additional information, refer to UFV Operations Guideline – Touchless Water Fountains.</td>
</tr>
<tr>
<td><strong>Unscheduled Instructional Spaces</strong></td>
<td>Students may need to pre-book/arrange to access supervised instructional and support spaces to complete course requirements, receive additional instructional supports not supported remotely, or access space to support their online learning. The use of these limited spaces will need to be preapproved and the hours of operation for each of these spaces will be communicated and updated accordingly on a regular basis. For more information, see: <a href="https://www.ufv.ca/coronavirus/status-services-events/">https://www.ufv.ca/coronavirus/status-services-events/</a></td>
</tr>
<tr>
<td><strong>Vehicle Use</strong></td>
<td>For further information regarding work-related vehicle usage, refer to UFV Operations Guideline – Vehicle Use.</td>
</tr>
<tr>
<td><strong>Working offsite or remotely</strong></td>
<td>UFV Human Resources is actively working with managers and supervisors across all campuses to put in place protocols to support employees to safely work from home. For further information, refer to Temporary workplace policies</td>
</tr>
</tbody>
</table>

**Mitigation Level #2: Engineering**
We have installed barriers where employees cannot keep physically distanced from coworkers, visitors or others.

Barriers have been installed correctly, with reference to the WorkSafeBC guidance document “COVID-19 health and safety: Designing effective barriers”.

Barriers have been installed in a way to not present an additional hazard. Workers are encouraged to report any unsafe conditions to their supervisors immediately.

List your control measures for maintaining physical distance in your workplace, for example:

**Measures in place**

Engineered mitigations are to be used in conjunction with other mitigation strategies. Further information on strategies UFV employs to support these control measures include:

<table>
<thead>
<tr>
<th>Operations Guidelines</th>
<th>Summary Statement + Links</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Barriers</strong></td>
<td>Barriers (such as Plexiglas) have been installed in front reception areas, service desks, retail spaces and other face-to-face locations. Barriers have been installed in some spaces/classrooms when required. Barriers are included in our cleaning and disinfection plans.</td>
</tr>
<tr>
<td><strong>Ventilation</strong></td>
<td>UFV has reviewed recommendations related to COVID-19 made by the American Society of Heating, Refrigerating and Air-Conditioning Engineers and ensured that our ventilation meets or exceeds the recommended ‘fineness’ for recirculating air systems. Further information is available from Operations Guideline - HVAC.</td>
</tr>
</tbody>
</table>

**Mitigation Level #3: Administrative (Rules and Guidelines)**

- We have identified rules and guidelines for how workers, students, visitors and contractors should conduct themselves.
- We have clearly communicated these rules and guidelines to workers, students, visitors and contractors through a combination of training and signage.
- We have a program of inspecting and supervising to support education and compliance with our rules & guidelines.

**Measures in place**

<table>
<thead>
<tr>
<th>Operations Guidelines</th>
<th>Summary Statement + Links</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accessibility</strong></td>
<td>The COVID-19 pandemic impacts many individuals in different ways. UFV and its community members are committed to the principles of Equity, Diversity, and Inclusion and will strive towards removing as many barriers as possible and providing the necessary accommodations needed for students to continue with their academic progression. For more information refer to UFV Operations Guideline: Accessibility.</td>
</tr>
<tr>
<td>Operations Guidelines</td>
<td>Summary Statement + Links</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Educate, Encourage and Escalate Model</strong></td>
<td>UFV will take an educative approach to ensuring all individuals on our campus are following the necessary directives and protocols to stop the spread of COVID-19. This will include dedicated staff members who will provide on-campus education of practices to support health and prevention. For more information refer to UFV COVID-19 Operations Guideline: Educate, Encourage and Escalate Safety Model.</td>
</tr>
<tr>
<td><strong>Employee Mental Health</strong></td>
<td>For more information refer to UFV COVID-19 Operations Guideline: Employee Mental Health.</td>
</tr>
<tr>
<td><strong>Hand Hygiene Posters</strong></td>
<td>UFV recognizes that hand hygiene is a critical aspect of preventing COVID-19 transmission. We support this principle through providing hand sanitizing stations at each entrance to and stationed throughout our buildings, hand washing facilities, and signs to remind and educate on effective hand hygiene.</td>
</tr>
<tr>
<td><strong>Higher Risk Populations</strong></td>
<td>UFV has policies in place for employees and students who may require accommodation due to COVID-19. For more information refer to UFV COVID Operations Guideline: Higher Risk Populations.</td>
</tr>
<tr>
<td><strong>Non-Compliance (Student)</strong></td>
<td>For further information, refer to UFV Operations Guideline: Non-compliance (Student).</td>
</tr>
<tr>
<td><strong>Orientation to COVID-19 Safety</strong></td>
<td>To ensure that all individuals on campus are educated on COVID-19 mitigations on campus, individuals are required to complete appropriate orientation courses prior to coming to campus: 1. COVID-19 Safety Orientation for Employees 2. COVID-19 Safety Orientation for Students 3. Event/Meeting Safety Orientation for Participants Supervisors, instructors or event organizers are responsible for ensuring completion and maintain orientation records.</td>
</tr>
<tr>
<td><strong>Reporting a positive COVID-19 Test</strong></td>
<td>UFV has a procedure voluntary disclosure for our community to disclose positive COVID-19 test results or COVID-19 exposure. Please understand that UFV supports your decision to disclose or not disclose results. You should not report a positive COVID-19 test result if you are not attending or working on campus, have not been on campus recently and do not plan to come to campus. We use this information to complete risk assessments and where necessary, take additional preventative measures such as deep cleaning spaces. For further information, refer to UFV Operations Guideline: Reporting a positive COVID-19 Test.</td>
</tr>
<tr>
<td><strong>Risk &amp; Safety Ambassadors</strong></td>
<td>UFV Risk &amp; Safety Ambassadors play a role in educating and encouraging physical distancing, as well as endorsing health and safety, as the institution returns to campus while following the guidelines of the Provincial Health Officer. For further information, refer to UFV Operations Guideline: Risk &amp; Safety Ambassadors.</td>
</tr>
<tr>
<td><strong>Suspected or Confirmed Case on Campus</strong></td>
<td>UFV promotes and relies on individual responsibility for self-assessments and monitoring of health. This includes the daily self-assessment check and the responsibility of individuals who identify they should not be on campus</td>
</tr>
</tbody>
</table>
Operations Guidelines  | Summary Statement + Links
--- | ---
 according to this self-assessment to not come to campus. In the event that someone with a suspected or confirmed case is on campus, the institutional response is described by the [UFV Operations Guideline: Suspected or Confirmed Case on Campus](#).

**Signage**

Signage has been installed to ensure distance is maintained, for example using taped arrows to indicate “one way” traffic in hallways, identifying waiting areas to prevent bottlenecks in small spaces such as washrooms, taping off areas around workstations, appliances, machines, photocopiers, etc. to indicate appropriate two-meter spacing. For more information refer to [UFV COVID-19 Operations Guideline: Signage](#).

**Student Absence Reporting**

For additional information, refer to [UFV Operations Guideline – Student Absence Reporting](#).

**Student Mental Health**

For additional information, refer to [UFV Operations Guideline – Student Mental Health](#).

---

**Fourth level protection: Using masks (must be used in combination with other control measures)**

- We have reviewed the information on selecting and using masks and instructions on how to use non-medical face masks/face coverings.
- We understand the limitation of non-medical face masks/face coverings to protect the wearer from respiratory droplets. We understand that non-medical face masks/face coverings must be used in combination with other control measures.
- We have trained employees in the proper use of non-medical face masks/face coverings.

---

**Measures in place**

**Operations Guidelines**  | Summary Statement + Links
--- | ---
**Non-medical Masks/Face Coverings**

Non-medical masks or face-coverings are now mandatory in all public indoor settings and all retail stores. Masks must be worn in all UFV spaces except if alone in your private office or workspace. A face shield is not a substitute for a mask as it has an opening below the mouth. The mask requirement does not apply to those who are unable to wear a mask or put on/remove a mask on their own. For more information, refer to [UFV Operations Guideline: Non-medical Masks/Face Coverings](#).

**Personal Protective Equipment (PPE)**

For additional information, refer to [UFV Operations Guideline: Personal Protective Equipment (PPE)](#).

---

**Implement Effective Cleaning and Hygiene Practices**

- We have reviewed the information on cleaning and disinfecting surfaces
- We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to employees.
- Handwashing locations are visible and easily accessible for all employees.
- We have implemented cleaning protocols for all common areas and surfaces – e.g. equipment, desks, office tools, lunch room equipment.
- Employees who are cleaning have adequate training and materials.
- We have removed unnecessary tools and equipment to simplify the cleaning process – e.g. coffee makers, kettles, shared utensils and plates.

### Measures in place

<table>
<thead>
<tr>
<th>Operations Guidelines</th>
<th>Summary Statement + Links</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cleaning and Disinfecting Chemicals</td>
<td>Disinfectant and other cleaning materials will be supplied by Facilities Management, along with relevant SDS’s for user to review for proper product use. For further information regarding chemical safety at UFV, refer to <a href="http://whmis.ufv.ca">UFV’s WHMIS Webpage</a>.</td>
</tr>
<tr>
<td>Cleaning and Sanitation Protocols</td>
<td>We have reviewed and updated cleaning and sanitizing protocols, including their frequency. For more information refer to <a href="https://www.ufv.ca/covid19/operations-guidelines">UFV COVID-19 Operations Guideline: Cleaning Protocols</a>.</td>
</tr>
<tr>
<td>Cleaning Electronics</td>
<td>For information specifically related to electronics, refer to <a href="https://www.ufv.ca/covid19/operations-guidelines">UFV COVID-19 Operations Guideline: Cleaning Electronics</a>.</td>
</tr>
<tr>
<td>Equipment &amp; Materials Used</td>
<td>Custodians and housekeeping staff wear appropriate personal protective equipment (PPE) as directed by the manufacturer of the disinfectant or in accordance with the directions of the Public Health Officer if safe distancing cannot be maintained. Automatic dispensing units will make up all supply of product used or issued by Facilities Management. Cleaning and disinfecting products are required to be labeled and used according to SDS directions.</td>
</tr>
<tr>
<td>Public Spaces</td>
<td>Janitorial Services has implemented a high touch point cleaning/disinfection program which involves the cleaning/disinfection of high touch point surfaces in public spaces, including elevator panels and buttons, washroom partitions, tables and chairs, taps, flush handles, door handles and push bars, garbage lids, bottle fill stations, vending machines and light switches. Janitorial Services will have designated staff to clean after all scheduled face-to-face (F2F) events or gatherings.</td>
</tr>
<tr>
<td>Non-public Spaces</td>
<td>Where teaching activities have resumed, labs, shops and classrooms will be cleaned after each cohort/class passes through their instructional area. Counter services areas, offices, sitting areas, retail, and dining areas will be cleaned frequently and regularly. Everyone is encouraged to assist in cleaning and disinfecting high touch surfaces in their spaces, such as desks, counters, door handles, chairs and chair handles, light switches, telephones, and computer peripherals such as keyboard and mouse. Janitorial Services will clean department kitchens once per day but department personnel are required to disinfect and wipe down microwave buttons,</td>
</tr>
</tbody>
</table>
refrigerator handles, drawer handles, stove and oven buttons, coffee machines, and sink faucet handles after every use.

Where needed, departments may develop their own protocol for cleaning in sensitive areas. These specific protocol procedures will be at the discretion and the responsibility of the department in consultation with Facilities Management. All further cleaning needs in such areas will be at the collective advisement of the instructor/professor and Facilities Management.

Sanitation Cards, Magnets & Green Stickers

Common areas and classrooms currently have ‘Red-Green’ Sanitation cards for users to indicate to Janitorial staff where sanitation is needed. Green side up (‘Clean’) indicates the space has been sanitized and is ready to use. Users are to flip the card to the Red side (‘Sanitize’) after using the space, to indicate to Janitorial staff and others that the space requires sanitization.

‘Red-Green’ magnets will be placed on the door frames outside used offices spaces. These will be used in conjunction with the sanitation card system where offices have multiple work stations.

Green stickers stating “sanitized – UFV Facilities” are being used to identify sanitized locations such as classrooms and larger spaces that are currently not in use. These stickers are placed across door-jams and can be removed or broken once if the space needs to be used. Janitorial staff will not revisit sanitized areas once a sticker is in place until the seal is broken. This practice will ensure resources are allocated where needed most.

Step 3: Develop Policies

Develop or identify the necessary policies to manage your workplace, including policies around who can be at the workplace, how to address illness that arises at the workplace, and how employees can be kept safe in adjusted working conditions.

Our workplace policies ensure that employees and others showing symptoms of COVID-19 are prohibited from the campus.

- Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat and new muscle aches or headaches.
- Anyone who has been identified by Public Health as a close contact of someone with COVID-19.
- Anyone who has arrived from outside of Canada or who has had contact with a confirmed case of COVID-19 case must self-isolate for 14 days and monitor for symptoms (Reference: UFV Operations Guideline: Daily self-assessment health checks). We have a support and resource guide for International Students arriving from outside of Canada. Visit UFV International COVID-19 Plan Support: Resources and Orientation for more information.
- Visitors are limited in the workplace.
First aid attendants have been provided OFAA protocols for use during the COVID-19 pandemic (Reference: UFV Operations Guideline: First Aid Response & Screening Protocol).

We have a working alone policy in place (Reference: UFV Operations Guideline – Working alone or in isolation).

We have a work from home policy in place.

Ensure employees have the training and strategies required to address the risk of violence that may arise as customers and members of the public adapt to restrictions or modifications to the workplace. Ensure an appropriate violence prevention program is in place (Reference: UFV Operations Guideline - Violence in the Workplace).

Our policy addresses employees who may start to feel ill at work. It includes the following:

- Sick employees should report to first aid, even with mild symptoms (Reference: Confirmed or Suspected Case on Campus).
- Sick employees should be asked to wash or sanitize their hands, provided with a mask, and isolated. Ask the employee to go straight home [Consult the BC COVID-19 Self-Assessment Tool, or call 811 for further guidance related to testing and self-isolation] (Reference: Confirmed or Suspected Case on Campus).
- If the employee is severely ill (e.g., difficulty breathing, chest pain), call 911 (Reference: Confirmed or Suspected Case on Campus).
- Clean and disinfect any surfaces that the ill employee has come into contact with (Reference: Confirmed or Suspected Case on Campus).

Step 4: Develop Communication Plans and Training

You must ensure that everyone entering your faculty/department area knows how to keep themselves safe while at work.

- We have a university wide campus orientation and will ensure all employees and students have completed orientation prior to returning to campus (Reference: COVID-19 Safety Orientation for Employees and COVID-19 Safety Orientation for Students).
- All employees have received the policies for staying home when sick (Reference: Sick Leave)
- We have posted signage at the workplace, including occupancy limits and effective hygiene practices (Reference: Signage).
- We have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and employees with symptoms (Reference: Signage).
- Supervisors have been trained on monitoring employees and their area to ensure policies and procedures are being followed.

Step 5: Monitor Your Area and Update Your Plans as Necessary

Things may change as your employees and students return to campus. If you identify a new area of concern, or if it seems like something isn’t working, take steps to update your procedures. Involve employees in this process.
We have a plan in place to monitor risks. We will make changes to our procedures as necessary.

Employees and students know who to go to with health and safety concerns. For employees, concerns are brought directly to supervisors. For students, concerns are brought to instructors or student services. For all individuals on campus, concerns can also be reported through the online Hazard Reporting Portal or to EHS@ufv.ca.

When resolving safety issues, we involve the Risk and Safety department or the Joint Occupational Health and Safety Committee (JOHSC).

**Step 6: Assess and Address Risks from Resuming Operations**

If your faculty/department has not been operating on campus for a period of time during the COVID-19 pandemic you may need to manage risks arising from restarting your business.

- We have a training plan for new employees.
- We have a training plan for new employees taking on new roles or responsibilities.
- We have a training plan around changes to our business, such as new equipment, processes or products.

Be advised that personal information must not be included in the Operational Safety Plan or COVID-19 Safety Plan Checklist.

Personal information is any recorded information that uniquely identifies a person, such as name, address, telephone number, age, sex, race, religion, sexual orientation, disability, fingerprints, or blood type. It includes information about a person’s health care, educational, financial, criminal or employment history. Visit [https://www.oipc.bc.ca/about/legislation/](https://www.oipc.bc.ca/about/legislation/) for more information.

**Appendix A: Roles & Responsibilities**

**UFV (The Employer)**

- Support the implementation of the Institutional Safety Plan
- Ensure that the tools, equipment and resources are available to support the implementation of this ECP in all teaching, research, work and standard operational areas at the university

**Administrative Heads (Deans, Associate Deans, Managers, Directors, others working in a supervisory capacity, etc.)**

- Administrative Heads include Deans, Associate Deans, Managers, Directors, others working in a supervisory capacity.
- Read and be familiar with UFV's Institutional Safety Plan.
- Inform employees how to eliminate or reduce the risk of exposure to COVID-19 in the workplace based on the recommendations of the ECP and this Orientation.
• Approve and ensure that, with the support of Risk & Safety, employees have received adequate instruction on the hazards associated with COVID-19.
• Ensure that the implementation of appropriate control measures is done by faculty within the classrooms, shops, laboratories, and other worksites under their supervision.
• Ensure that work is conducted in a manner that minimizes and adequately controls the risk of exposure to faculty, staff and students.
• Provide departments with information regarding the acquisition process to purchase the equipment, tools and personal protective equipment required to effectively reduce exposure to COVID-19 in the workplace.
• Ensure that employees use appropriate controls (see Hierarchy of Controls pyramid under "Minimizing the Risk of Transmission").
• Ensure that employees and students using respirators have been properly fit-tested, that faculty, staff, and students are trained on the use and limitations of respirators, and that the fit-test results and training are documented by the department and/or faculty.
• Read and be familiar with the SDS for the cleaning products that will be used in the workplace (refer to UFV's [Workplace Hazardous Materials Information System](#) website for further information).

**Employees**

• Help to reduce the risk of exposure to COVID-19 in the workplace. Report opportunities for improvement to COVID-19 safety to your supervisor or to [EHS@ufv.ca](mailto:EHS@ufv.ca)
• Read and be familiar with UFV's Institutional Safety Plan.
• Read and be familiar with the SDS for the cleaning products that will be used in the workplace (refer to UFV's [Workplace Hazardous Materials Information System](#) website for further information).
• Complete educational requirements related to COVID-19 that are recommended or required by UFV.
• Use identified hazard controls and follow safe work practices established by the department and UFV.
• Complete [Daily self-assessment health checks](#) each day prior to coming onto campus.
• Use the available equipment and PPE provided to reduce exposure to COVID-19 and ensure that students are following hazard controls and PPE requirements
• Report all health and safety-related incidents to your supervisor immediately.
• Report issues related to student conduct that pose serious risks as per Safe Student Learning Community Policy (Policy 204).
• Stay home if sick or exhibiting any of the indicators of COVID-19.
• If you have questions or concerns (e.g. how to obtain posters, decals or PPE) talk to your supervisor or contact Risk and Safety at [EHS@ufv.ca](mailto:EHS@ufv.ca)

**Students**

• Complete educational requirements related to COVID-19 that are recommended by UFV and your supervisor.
• Comply with UFV COVID-19 response protocols and guidelines.
• Cooperate with Risk & Safety Ambassadors & other UFV personnel working to keep the campus COVID-19 safe.
• Refer to UFV Operations Guideline - Non-Compliance (Student) for information on expectations of students on campus.
• Stay home and inform your instructor if sick or exhibiting any of the indicators of COVID-19.
• Complete Daily self-assessment health checks each day prior to coming onto campus.
• Consult www.ufv.ca/coronavirus regularly for the most recent updates.
• If you have questions or concerns (e.g. how to obtain posters, decals or PPE) talk to your supervisor or contact Risk and Safety at EHS@ufv.ca

Contractors

• Contractors must follow the Contractor Site Safety Program and contractual obligations (https://www.ufv.ca/operations/contractor-safety-program/)
• Complete Daily self-assessment health checks each day prior to coming onto campus.

Risk & Safety

• Ensure the Institutional Safety Plan is reviewed and updated as necessary
• Support the development of supporting resources, such as UFV Blog, website, FAQs, posters
• Assist with the risk assessment process and consult on risk controls, as needed
• Ensure a system for documenting instruction, training and fit testing is in place
• Assist UFV faculties and departments develop and implement safe work practices that will reduce the risk of exposure to COVID-19 in the workplace
• Provide pre-approved templates or checklists for exposure control to assist Faculty and Administrative Heads with assessing and creating plans for experiential learning requiring face-to-face contact

Appendix B: References