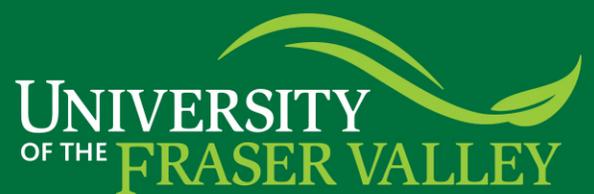


# COVID-19 Institutional Safety Plan

COVID conditions and responses can change. Please check UFV's website for the most up to date information.

[UFV-COVID-19-Institutional-Safety-Plan](#)



## **UFV COVID-19 Institutional Safety Plan**

The health and safety of all people attending 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 strive 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 area within the University must develop an area specific Workspace 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.

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

### **Step 1: Assess the Risks**

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face.

The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.

The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

### **Involve workers when assessing your workplace**

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
- ☒ We have identified areas where people gather, such as break rooms and meeting rooms
- ☒ 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.

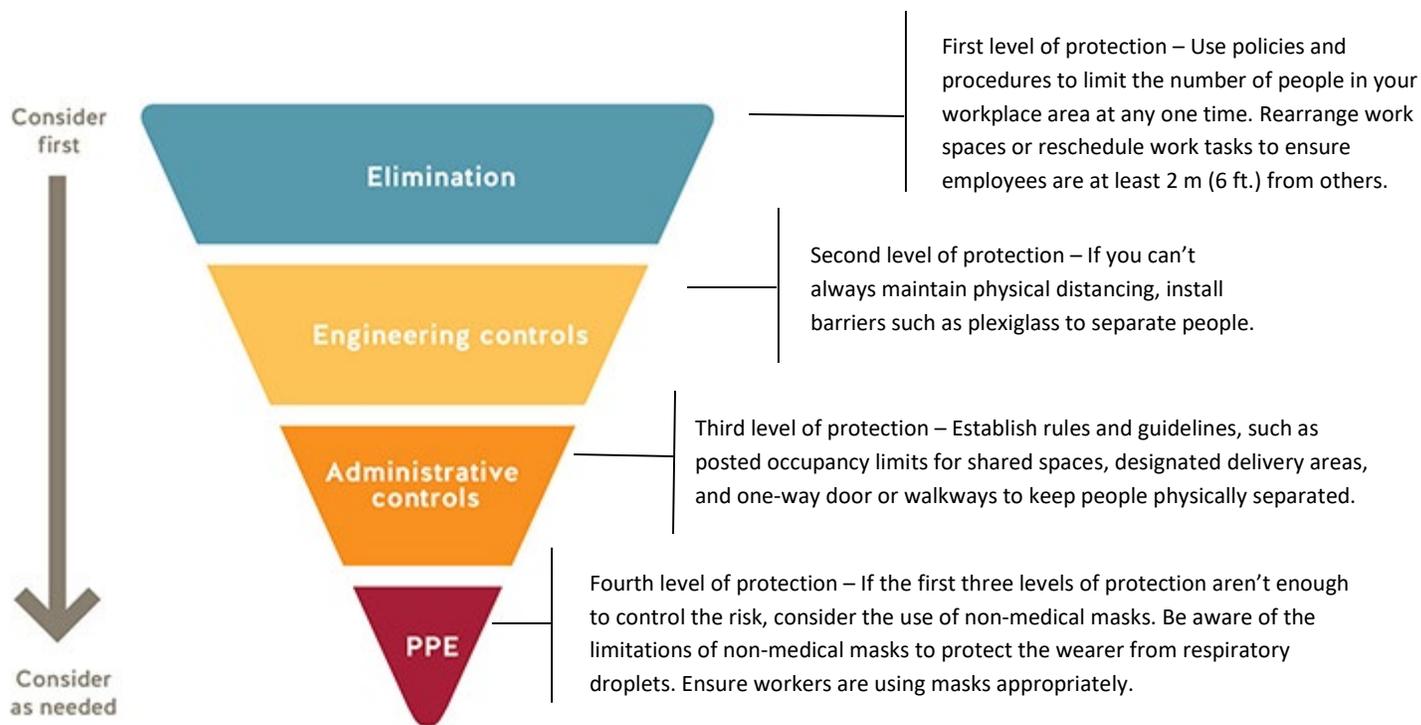
## **Step 2: Implement Protocols to Reduce the Risks**

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

- ☒ Review industry-specific protocols on [worksafebc.com](https://worksafebc.com) to determine whether any are relevant to your industry.
- ☒ Frontline workers, supervisors, and joint occupational health and safety committee.
- ☒ Review orders, guidance, and notices issued by the provincial health officer and relevant to your industry.

### **Reduce the risk of person-to-person transmission**

To reduce the risk of the virus spreading through droplets in the air, implement protocols to protect against your identified risks. Different protocols offer different levels of protection. Wherever possible, use the protocol that offers the highest level of protection. Consider control 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.



**First level protection (elimination): Limit the number of people at the workplace and ensure physical distance whenever possible.**

- ☒ We have established and posted an occupancy limit for our area. Public Health has advised that the prohibition on gatherings of greater than 50 people refers to ‘one-time or episodic events’ (weddings, public gatherings) and is therefore not intended to apply to workplaces. However, limiting the number of people in a workplace is an important way to ensure physical distancing is maintained. Public Health has developed guidance that requires at least 5 square metres of unencumbered floor space per person. This allows for variation depending on the size of facility and may be a sensible approach for determining maximum capacity.
- ☒ In order to reduce the number of people at the worksite, we have considered work-from-home arrangements, virtual meetings, rescheduling work tasks, and limiting the number of visitors in the workplace.
- ☒ We have established and posted occupancy limits for common areas such as break rooms, meeting rooms, change rooms, washrooms and elevators.
- ☒ We have implemented measures to keep works and others at least 2 metres apart, wherever possible. Options include revising work schedules and reorganizing work tasks.

## Measures in place

Operational guidelines for maintaining physical distance while on campus at UFV:

- Capacity: We have assessed our spaces to determine maximum occupancy levels based upon 5 m<sup>2</sup> of unencumbered floor space /person
- Scheduled Face to Face Classes: 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 available at <https://www.ufv.ca/media/assets/risk-and-safety/covid-19-safety-response/academic-guidelines/Face-to-Face-Instruction---Standards-&-Protocols-Form.docx> . Final approval for face-to-face instruction is provided by the Office of the Provost and the Office of Risk & Safety. No face-to-face instruction can take place without this final approval in place. For more information see: <https://www.ufv.ca/coronavirus/classes-academic-activities/>
- Unscheduled Instructional Spaces: 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: <https://www.ufv.ca/coronavirus/status-services-events/>
- Accessibility: 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 and employees to continue with their academic progression. For more information about managing health and wellness during the COVID pandemic, see: <https://www.ufv.ca/coronavirus/students/health-wellness/>
- Remote Learning: 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: <https://www.ufv.ca/online/toolkit/>
- Off Campus Activities: 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 the 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: <https://www.ufv.ca/coronavirus/classes-academic-activities/>
- Educate, encourage and escalate safety model: UFV will take an educative approach to ensuring all those 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 be provide on-campus education of practices to support health and prevention. For more information see: <https://www.ufv.ca/coronavirus/health/>

- Getting around campus: Directional signs to control traffic flow in public spaces and floor markers reminding people of physical distancing guidelines will be placed throughout all buildings
- Residence: 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.
- Athletics and Recreation Facilities: 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. A final decision regarding the reopening of the recreation facilities to the broader university community has not been made at this time. Any decision to reopen these facilities will be consistent with the BC Sector Guidelines for Gyms and Fitness Centres: <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/gyms-and-fitness-centres>
- Food Services: All food services are provided by an external provider, Dana Hospitality. They will be required to develop and submit their WorkSafe BC Safety Plan to UFV prior to restarting their food services. A copy of their WorkSafe BC Safety Plan will be posted at: <https://www.ufv.ca/dining/>
- Indigenous Gathering Places: 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.
- International Students: 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 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, <http://international.ufv.ca/media/assets/international-education/UFV-International-COVID-19-plan-Support-resources-and-orientation-information.pdf>
- Library: The library will only be able to be accessed by library staff or by employees or students who have made a special request to access the library facilities with librarian staff. The library will be providing "curb-side service" to those who need to access materials that have been pre-arranged for pick-up from library staff. Library updates can be accessed here: <https://ufvlibrary.blogspot.com/2020/03/covid-19-updates-on-library-services.html>
- Research: 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: <https://www.ufv.ca/coronavirus/faculty-instructors/research/>
- Retail Services: 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.

- In-person meeting guidelines: 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 & Safety. For all in-person meetings, a virtual option to attend will also be extended to all participants.
- Orientation: All faculty, staff, and students who will be physically present on campus will be required to participate in an online orientation available through UFV's Blackboard Learning Management System prior to their return to the work or learning environments.
- Outdoor campus spaces: UFV does not have any assigned outdoor spaces where programming takes place. As such, when accessing any outdoor spaces, members of UFV are encouraged to follow the guidelines of physical distancing (<https://www.ufv.ca/coronavirus/health/>)
- Working offsite or remotely: 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. These protocols are located at: <https://www.ufv.ca/coronavirus/employees/temporary-workplace-policies/>.

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

**Second level protection (engineering): Barriers and partitions**

- We have installed barriers where employees can't keep physically distant from co-workers, visitors or others.
- We have included barrier cleaning in our cleaning protocol.
- We have installed the barriers so they don't introduce other risks to workers

**Measures in place**

Describe how barriers or partitions will be used in your work place.

- Plexiglas barriers have been installed in front reception areas, service desks, retail spaces and other face-to-face locations
- Plexiglas barriers in some spaces/classrooms when required to allow increases to the Physical Distancing occupancy capacity
- Barriers will be used in conjunction with other risk mitigation measures to support separation of person-to-person interaction
- Cleaning protocols include cleaning of installed barriers
- Disinfectant stations at every main entrance
- 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-metre spacing.
- Use of shared tools and equipment (such as keyboards, pens and other tools) has been reduced or eliminated; if not eliminated, a cleaning protocol for disinfecting between uses is implemented
- Remove/reduce furniture in common spaces.

- Increase HVAC filters installed to improve air quality

### **Third level protection (administrative): Rules and guidelines**

- We have identified rules and guidelines for how workers should conduct themselves.
- We have clearly communicated these rules and guidelines to employees through a combination of training and signage.

### **Measures in place**

List the rules and guidelines that everyone in the workplace has to follow to reduce the risk of airborne transmission. For example:

- Signage is posted throughout the University providing information on how to reduce the spread of COVID-19 including instructions on staying away from campus if sick, requirements for physical distancing, occupancy limits, traffic flow, hand hygiene and cough etiquette
- COVID-19 Resource page provides information on expectations for employees and students attending campus
- <https://www.ufv.ca/coronavirus/return-to-campus/>
- <https://www.ufv.ca/coronavirus/health/>
- Mandatory orientation/training program initiated for individuals returning to campus
- Risk assessments required for each workspace area
- Each workspace area required to develop a safe workspace plan
- Cleaning protocols and increased cleaning frequencies implemented
- Education and consequences for non-compliance have been developed

### **Fourth level protection: Using masks (optional measure in addition to other control measures)**

- We have reviewed the information on selecting and using masks and instructions on how to use a mask.
- We understand the limitation of masks to protect the wearer from respiratory droplets. We understand that masks should only be considered when other control measures cannot be implemented.
- We have trained employees in the proper use of masks.

### **Measures in place**

- Recommendation for use of mask or non-medical face covering in areas where physical distancing cannot be maintained
- Use of masks is covered in mandatory orientation program
- Risk assessments identify the requirement for masks in some situations
- Masks or non-medical face coverings will be provided by UFV where a risk assessment has identified it as a necessity

## **Reduce the risk of surface transmission through 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.

## **CLEANING PROTOCOLS**

Provide information about your cleaning plan. Specify who is responsible for cleaning, the cleaning schedule and what the cleaning protocols will include (e.g. which surfaces, tools, equipment, and machines).

### Public spaces

- 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.

### Non-public spaces

- 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 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, 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, and 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.

#### Cleaning and Disinfecting Products

- Disinfectant and other cleaning materials will be supplied by Facilities Management, along with relevant SDS’s for user to review for proper product use.

#### Waste Management

- All waste removal will continue as normal operations. Personal protective equipment (PPE) should not be discarded into recycling or organic bins.

#### Equipment & Materials Used

- 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.

### **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 directed by Public Health to self-isolate.
- 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.
- We have a supports and resource guide for International Students arriving from outside of Canada. Visit <https://www.ufv.ca/media/assets/international-education/UFV-International-COVID-19-plan-Support-resources-and-orientation-information.pdf> for more information.
- Visitors are limited in the workplace.
- First aid attendants have been provided OFAA protocols for use during the COVID-19 pandemic.
- We have a working alone policy in place.
- 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.

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.
- 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).
- If the employee is severely ill (e.g., difficulty breathing, chest pain), call 911.
- Clean and disinfect any surfaces that the ill employee has come into contact with.

#### **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 have completed orientation prior to returning to campus.
- All employees have received the policies for staying home when sick.

- We have posted signage at the workplace, including occupancy limits and effective hygiene practices.
- We have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and employees with symptoms.
- 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.
- When resolving safety issues, we will 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 staff taking on new roles or responsibilities.
- We have a training plan around changes to our areas, 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/> for more information.