

## Office Restart Checklist

### COVID-19 Safe Work Plan (SWP)

This Safe Work Plan SWP is for the following units and locations:

**Units/Dept:** School of Earth and Ocean Sciences *(Revised May 10, 2021)*

**Building(s):** Bob Wright Centre

#### Instructions:

- This Office SWP applies to all office areas that are managed by the unit including: general offices, reception areas, meeting rooms, kitchens/break rooms, photocopy rooms, study spaces and related rooms.
- Safety protocols for [building common areas](#) that are shared between different units and accessible to everyone (staff, students, public and visitors) including foyers, lounges, public washrooms, elevators, etc. will be managed through a Building Safety Team and should generally not be included in this plan. Protocols for classroom facilities will also be managed separately in most cases.
- Please refer to the **Tips and Resources** section of this document to help you complete the SWP, and contact [ohs@uvic.ca](mailto:ohs@uvic.ca) if you have any questions or require assistance from one our staff.

#### Please complete all sections below:

1. We are committed to the [principles](#) of a gradual resumption by:

- Grow gradually. Where operationally possible, initially limiting the number of on-campus staff and faculty; gradually growing our on-campus presence over the fall semester
- Continuing to offer remote working arrangements for our employees, where possible
- Other (please describe): *(partial cut-and-paste from HR example; adjusted as appropriate)*

SEOS will initially limit the number of on-campus personnel – staff, faculty, graduate students, undergrad Honours students, post-doctoral fellows (PDF), research associates (RA), and support technicians. As recommended by the University, we will gradually grow our on-campus presence over the fall semester to meet operational, academic, and research requirements, as well as to work towards accommodating individual needs. To begin with, on-campus personnel levels will be constrained to a range of 20% to 40% of normal levels, allowing time to test safety measures. Increases may be possible if public health restrictions are relaxed and safety protocols are demonstrably effective.

The Director, staff, and faculty will collect and disseminate information to individuals they are responsible for, ascertaining what work must be performed on campus, and who, within the broader group, is less effective at working remotely. We will continue to support and encourage working from home except where it is operationally necessary or we are able to safely accommodate requests to work on campus.

**Revised, May 2021:** To include room A303 (safe workstation seating for two undergrad honours/research students), and adjusted description for A302 and A402. Other minor revisions made, red text.

We will continue to encourage the use of technology to support activities that do not require in-person meetings or service support.

2. Most rooms/areas will require an occupancy limit (excluding personal staff/faculty offices) with signage posted on the door. Please list all areas below, and contact FMGT or OHSE if you require the floor area of a space to [determine the maximum occupancy](#), which is based on approximately 5 square meters of unencumbered space per person.

Building	Room #	Description	Total floor area (m <sup>2</sup> )	Maximum Occupancy
BWC	###s	Faculty, Staff and RA/PDF offices, 1 <sup>st</sup> , 3 <sup>rd</sup> , and 4 <sup>th</sup> floors	10.5	1
BWC	A302	Meeting/seminar room (currently being used for Clean Room equipment storage during renos, Apr-Aug 2021)	48.2	6
BWC	A303	GASEOS UG Study Room	22.74	2
BWC	A304	Grad student workstations/space	41	4
BWC	A306	Grad student workstations/space	156.9	8
BWC	B310	Grad student workstations/space	103.5	9
BWC	B313/B311a	Grad student workstations/space	183.5	12
BWC	A319	Meeting room	45.8	6
BWC	A337	Photocopy alcove, 3 <sup>rd</sup> floor	7.4	1
BWC	A402	Commons/reading room ( <i>currently being used for Clean Room HEPA filter reno staging, Apr-Aug 2021; closed previously.</i> )	68.5	6
BWC	A402a	Kitchen	21.3	1
BWC	A405	General Office	64.1	3
BWC	A406	Mail room	9.0	1
BWC	B414	Grad student workstations/space	143.1	9
BWC	A440	Meeting room	29.0	4
BWC	A443	Photocopy alcove, 4 <sup>th</sup> floor (also, site of Grad/PDF/RA mail boxes)	6.85	1
BWC	A220	SEOS Server Room	39.2	2

Comments: We will continue to encourage the use of technology and virtual meetings, but with face-to-face grad student courses and supervision, the meetings rooms (A302, A319, A440) have been assessed, signed and configured for small in-person groups. These rooms will be kept locked as a normal practice; usage will require confirmation of maximum occupancy and contact information for the in-charge individual, as well as a list of participants. Approved/safe placements have been marked on both the tables and the floor to control where individuals sit. COVID-19 signage stating maximum occupancy has been posted on each entry.

The SEOS Commons/Reading Room (A402) will remain closed for the time being (soft furniture, lunch tables) but the Kitchen (A402a) will be available for hand-washing (no food preparation or dish washing) and water refills (sink tap and plumbed hot water tap), as stated in our [SEOS COVID-19 Policy on Non-lab Shared Spaces](#) (revised September 1, 2020). Cabinets containing dishes and utensils and all previously shared appliances, including fridges and microwaves have been taped off and clearly signed as not available for use. Sanitizing spray will be available to clean frequently touched surfaces such as taps and soap dispensers. PHO Addendum dated 20210429 circulated to all SEOS personnel and students (20210510).

For our graduate student workstation rooms (A304, A306, B310, B311a/313, B414), we have conducted a survey of current and incoming students to identify those who claim that they cannot work effectively remotely. Access will be granted to those students; if demand increases, an online scheduling/shift system will be implemented to ensure access remains below 40%. We have developed room layouts and will reassign/designate “safe” workstation areas to ensure physical distancing (> 2 metres), including workstation separation and traffic flow. Current grad-student workstation requests fall within the recommended 20-40% range. We are developing a booking/sign-in system whereby students must pre-book a safe workstation in their designated room. This will allow us to monitor/control access and to follow up with contact tracing, if necessary.

Faculty and staff offices normally have a maximum occupancy of one person. Signage stating this has been posted on every office door. For currently shared RA and PDF offices, if both occupants express the desire to work on-campus, we will either find alternative accommodation over the short-term or implement an online scheduling system similar to that used by the graduate students to limit access at a given time to a single occupant.

The two photocopy alcoves (A337, A443) are like small offices without doors and the copiers are placed at the end wall away from the corridor access so physical distancing is possible. Mailboxes for grad students and research/affiliates are on one wall but because of the space design (L-shaped), visibility is good and access is not considered an issue. The Faculty Mail Room has a direct access (locking) door from the corridor and faculty will be asked to use door rather than pass through the General Office. The door can be left open while someone is in the space so that anyone wanting access will know to wait at a safe distance for their turn. Sanitizing spray and towels will be available for before/after cleaning by users. Shared items such as pens and clips have been removed.

The General Office (A405) is large enough to accommodate both administrative staff members but initially the plan (and desire of staff) is to rotate, taking turns to work on campus and remotely, so normally/initially only one individual will be in the office at a time. Shelving has been shifted to limit office access, creating an area adjacent to the entrance for campus mail boxes and other frequently accessed services, including hand sanitizer. Plexiglass has been installed at existing workstations to further separate office staff from each other, as well as colleagues and other visitors in the office. Details on how visitors will be managed is addressed later in this document.

A copy of the School's [COVID-19 Policy on Non-lab Shared Spaces](#) has been circulated to all SEOS personnel as access to these areas is expected to increase.

3. We have assessed the COVID-19 related risks in the work area and are implementing the following measures to limit interactions & promote physical distancing:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Revise work schedules                       | <input checked="" type="checkbox"/> Use tape/floor markings/directional signs     |
| <input checked="" type="checkbox"/> Reorganize tasks                            | <input checked="" type="checkbox"/> Minimize sharing of equipment/workstations    |
| <input checked="" type="checkbox"/> Rearrange workstations or office furniture  | <input checked="" type="checkbox"/> Remove all non-essential items from office    |
| <input checked="" type="checkbox"/> Minimize in-person meetings                 | <input checked="" type="checkbox"/> No sharing of food or drink (potluck/buffets) |
| <input checked="" type="checkbox"/> Limit or prohibit visitors inside office(s) | <input checked="" type="checkbox"/> Posting signage (physical distancing, etc.)   |

Comments: We will not adjust furnishings significantly at this time, but may shift some dividers to increase division of space, especially in the larger grad student workstation areas. We will adjust occupancy as/when required, monitored through an online check-in system. We have had our corridors and stairwells all designated (and signed) as one-way or two-way, as appropriate (reviewed with Robert Johns, Manager, Emergency Planning). We do not have storage areas to hold displaced furniture, but have stacked chairs in the meeting rooms and will mark clearly as "not for use". We will rope off or sign furniture that is not to be used, and will mark "safe" workstation and meeting room placements with tape.

4. Barriers and Partitions

In addition to other controls, we have determined that a [barrier/partition](#) is required in some areas?  
 NO  YES

If yes, please note which areas and contact FMGT to arrange for purchase/installation: A405 (General Office).

Other Comments: Access to the General Office will be limited to one guest at a time; we will encourage, as much as possible, SEOS personnel to arrange ahead to confirm availability and minimize traffic. Overflow will be asked to return to the central foyer area and wait until called. We will tape off areas, but for personal comfort we will erect plexiglass divider/counter extensions at the secretarial workstations to create a protective barrier (one station is just to the left of the door as you enter). Faculty will be asked to access the mailroom through the separate corridor door, rather than through the General Office.

In the graduate student rooms, should demand for access increase, there are a few workstations that are closer to the traffic corridor which might be usable. For these we will seek advice and, depending on occupancy, may request additional barriers for the workstations directly impacted. Most grad student workstations are well away from traffic flow areas, but in a few cases, an additional divider or barrier will be installed/relocated. There is one on-going renovation project impacting on a narrow corridor of one graduate room (B313); a meeting was scheduled with the Project Planner and Architect in late August to discuss the schedule and any required adjustments to workstation access during the project so that designated 'safe' workstations can be relabelled, as appropriate.

5. Masks and PPE

In addition to other controls, we have determined that the following is required for some tasks?

[Non-medical masks](#)  NO  YES

Gloves  NO  YES

If yes, briefly describe those tasks/situations where these supplies will be used:

Gloves will be used for tasks related to cleaning and (re)filling hand sanitizing dispensers and disinfecting spray bottles; cutting paper wipes for copiers, and sanitizing various general use areas, depending on the preference and sensitivities of the individuals performing these tasks.

Other Comments: Visitors will be limited as much as possible. All SEOS personnel and visitors to the School must wear a "face covering" at all times when outside of personal workstation/office areas or moving through the building corridors, stairwells, etc.). Individuals will be asked to wait in the central foyer for admission if someone is already in a faculty office, the General Office, or a particular meeting room until they are given the go-ahead to approach/enter. Signage will be posted as appropriate. As per Province of BC Ministerial Order M012, "face covering" means either of the following that covers the nose and mouth of a person: (a) a medical or non-medical mask; (b) a tightly woven fabric. SEOS recommends that individuals stay up-to-date on current mask-style recommendations and wear medical or non-medical masks consisting of three 'plus' layers.

## 6. Cleaning and Hygiene

- We have identified [high-touch surfaces](#) in our office and mail/copier areas to be disinfected at least twice per day
- We have the necessary supplies (e.g. wipes/sprays) from our own supply or the Bookstore
- Our employees are aware of the handwashing and hygiene etiquette requirements
- We have office hand sanitizer available for staff/visitors from our own supply or the Bookstore

Comments: We plan to create a sanitizing station in each graduate and meeting room, in the kitchen, and at each photocopier. General-access sinks in graduate rooms and other areas will be signed, "for hand washing and water refills only". **We have requested (and it is our hope) that FMGT and OHSE install hand sanitizing stations on every floor at the elevators/stairwells.** Washrooms are limited access and in order to reduce congestion and minimize waits, having hand-sanitizing units available at strategic points as you move through the building (elevators, stairwells) will better ensure good hygiene practices, especially given the number of doors/buttons that are touched traversing between floors. Signs will be posted in shared areas (kitchen, foyer), meeting rooms, and at the copier/printer and mail areas detailing the required sanitization before and after each use. We have consulted with FMGT Custodial to determine what else SEOS personnel need to be responsible for. SEOS General Office personnel will take responsibility for sanitizing returned keys and other small items, as well as wiping down the printer/copier touch pads, the faculty mailroom counter, door handles, and light switches (used multiple times each day for access). Meeting room and grad room sanitization will be the responsibility of the individuals using the space (beyond the support provided by FMGT Custodial); **SEOS will place a plastic bin containing spray bottle with disinfectant, paper towels, hand sanitizer, and instructional signage in each of these rooms/areas.**

## 7. Illness Management

- Our employees are aware of the [sick policy](#); including to stay home if sick or displaying symptoms
- Our employees know to self-assess daily for COVID-19 symptoms before coming to campus

#### 8. Communication and Training

- Our employees have been trained on this Office plan, and have completed the online [COVID-19 Safety Plan - Awareness and Training](#) course.
- Our employees know to contact their supervisor, joint local safety committee or union representative if they have any concerns about their safety. Concerns may also be documented on the [department incident and hazard report](#) form.
- It is the responsibility of the supervisor to monitor compliance with this SWP and address any concerns that are raised by their employees in a timely manner.
- Any required [signs](#), markings and equipment have been posted, ordered or installed in our office; including posting occupancy limits, health advisories (main entrance) and physical distancing signage.

#### 9. Review and Consultation

- We have consulted with our employees in completing this Office safe work plan
- This plan has been reviewed by OHSE and our joint local safety committee
- Our employees have reviewed the safe work plan and a hard-copy is posted at our office
- This plan will be reviewed periodically to ensure the safety measures are effective

#### 10. Approval – this office safe work plan is approved by the unit leader(s):

Name: Stan DOSSO

Position: Director, SEOS

Date: September 04, 2020



**REVISED: May 05, 2021**

## TIPS AND RESOURCES

In choosing the right combination of safety measures for your office, always start with those that offer the highest level of protection for your staff, in the following order:

- a. Grow gradually and continue to work remotely where possible
- b. Minimize the number of staff in the workplace by setting occupancy limits
- c. Focus on [physical distancing](#) measures (e.g. schedules, rearrange furniture, tape, etc.)
- d. Consider barriers only in specific circumstances, and in addition to other measures
- e. Consider masks as a last option only, and know the [limitations](#) of wearing a mask

### 1. How to set an occupancy maximum for a room/area?

- a. Please refer to this [document](#) which provides a sample method

### 2. When to use barriers?

- a. Barriers should only be used for tasks/areas when employees will frequently be within 2 meters of co-workers, clients, customers or others for longer than brief interactions
- b. For office areas this may include busy client-facing counters, or open workstations where employees are in very close proximity and other safety measures won't work
- c. Contact FMGT to make a FMIS request for purchase/installation of a barrier, if required.

### 3. Masks/Gloves

- a. [Non-medical masks](#) or gloves are not a requirement for most work areas to prevent the spread of COVID-19, and wearing one is typically a matter of personal choice
- b. Wear a non-medical mask (cloth mask or homemade face covering) only when physical distancing is not possible, and after you have considered other safety measures first

### 4. Cleaning

- a. [High-touch items](#) (e.g. photocopiers) should be wiped-down regularly by the unit
- b. Coordinate with FMGT to confirm what areas in the office will be cleaned by custodians

### 5. How do we get COVID safety supplies?

- a. Units may purchase portable hand sanitizer, disinfectant wipes, disposable gloves and non-medical masks from the [Bookstore](#), or through their own supply

### 6. Where do we get signage and tape markings?

- a. OHSE will have a website of all [COVID signage](#)/products hosted through Printing Services
- b. Until that site is available, please contact [ohs@uvic.ca](mailto:ohs@uvic.ca) to arrange for signage delivery
- c. Signage orders and related products will be paid for centrally
- d. Units may post own signage, or request installation from Printing Services (for a fee)

### 7. COVID-related costs

- a. Units may apply for reimbursement of incremental costs incurred as a direct result of COVID planning or response. Please review the instructions on the [Budget website](#).

### 8. Where can we get help with our Office safe work plan?

- a. Contact [ohs@uvic.ca](mailto:ohs@uvic.ca) and we will assign a Consultant to assist you.

## COVID-19 Safe Work Plan (SWP) - Addendum

The following is a summary of the relevant changes affecting most campus SWPs in response to the updated [Workplace and Post-Secondary Institution Safety Order](#). The information below replaces the previous Addendum of Feb 8, 2021, which addressed the [PHO province-wide restrictions](#), and will ensure campus SWPs are reviewed and updated in accordance with WorkSafeBC.

OHSE will update this document to reflect any new information that may be provided by the PHO, as the provincial situation is constantly evolving. This Addendum is current as of **April 27, 2021** and remains in effect until further notice.

The key changes from the previous update are **highlighted**.

### Instructions for units, supervisors, researchers and instructors:

1. Attach this Addendum to your existing SWP, share it with everyone on your team and re-post a hardcopy in your work or learning area. Please do not upload this document to your online SWP
2. Also, take this opportunity to review your SWP to ensure it is up-to-date with any other safety protocols that may be unique to your area. If you need to make revisions, follow the process for [SWP amendments](#) and contact your [assigned OHSE Consultant](#) for support or if any questions.
3. If your plan does not require any changes beyond the information in this Addendum, you do not need to amend your plan other than to follow the directions in Step 1, above.

### 1. Daily Health Checks

Supervisors should remind their teams to continue to conduct daily self-assessments for [symptoms of COVID-19](#), and are required to implement a process to confirm and record that every employee completes a health check daily before entering the workplace. Visit the [OHSE website](#) for guidance.

Individuals should not come to campus if they have:

- any **new or worsening** symptoms of COVID-19
- travelled outside of Canada within the last 14 days
- been identified by Public Health as a close contact of someone with COVID-19
- been told to self-isolate by Public Health

### 2. Masks

As outlined in the [EPA mask mandate order](#), and the [Workplace and Post-Secondary Institution Safety order](#), it is a legal requirement to wear a [mask](#) in indoor common areas and classrooms as specified below:

#### Indoor Common Areas

- Everyone must wear a mask at all times, **including when seated in a designated seat**, in indoor common areas.
- [Common areas](#) include: elevators, lobbies, hallways, stairwells, bathrooms, break rooms, kitchens, cafeterias, photocopy rooms, supply rooms, **meeting rooms** and workplace or post-secondary institution fitness facilities



### **Classrooms (includes all in-person learning facilities, study spaces, and research labs and facilities)**

- Students must wear a mask at all times in a classroom, including when seated in a designated seat or workstation.
- Faculty and staff must wear a mask when entering/exiting the classroom, and whenever it is specified according to their existing in-person (f2f) or research safe work plan.

[Mask exemptions](#) exist for both common area and classroom environments. Visit the OHSE website for the full list. Note: a face shield is not a substitute for a mask as it has an opening below the mouth.

Supervisors, instructors and researchers are asked to bring these updated requirement to the attention of their students, faculty and staff, as appropriate.

Two new COVID-19 Mask signs are available for download and posting by units and supervisors at entrances to unit-managed classrooms, specialized in-person learning facilities, research labs and facilities, and meeting rooms. Please visit the [OHSE signage webpage](#) for more information and instructions.

Note: OHSE will post new mask signage at all centrally-booked classrooms that are currently available for in-person courses.

### **3. Offices, Common Areas, Meetings**

Units should check their break rooms, meeting rooms, lunch rooms, kitchens, small shared office spaces, and other similar common areas to ensure that maximum occupancy levels continue to support physical distancing, all [signage](#) is up-to-date, and individuals are not gathering or socializing in those areas.

It is recommended that virtual meetings be held as much as possible. If it is necessary to meet in-person, continue to observe the safety protocols established for the meeting room, including physical distancing, cleaning, and maximum occupancies. As a new requirement, ensure masks are worn at all times when in a meeting room, including when you are seated in a designated seat.

### **4. Remote Working**

Those working on-campus can continue do so, and follow the established protocols in your SWP. Units should continue maintain the existing flexible approach to on-campus and remote working, but not increase the number of staff returning to campus at this time. Supervisors and leaders may approve further remote work over the next few weeks for staff members under their supervision whose work can be performed remotely without impacting current on-campus service levels or operations.