COVID-19 Workspace Safety Plan – Child Plan

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

<table>
<thead>
<tr>
<th>Department / Faculty</th>
<th>St. John’s College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Location</td>
<td>2111 Lower Mall, Vancouver BC  V6T 1Z4</td>
</tr>
<tr>
<td>Proposed Re-opening Date</td>
<td>N/A - Remained open</td>
</tr>
<tr>
<td>Workspace Location</td>
<td>St. John’s College (SJC) Administration Office, #1012, VSP Office, #1001</td>
</tr>
</tbody>
</table>

Introduction to Your Operation

1. Scope and Rationale for Opening

The St. John’s College (SJC) Administration Office remained open to serve the 130 international students that remained in residence, many of whom were unable to leave at the onset of the pandemic in March. The Office provides guidance and information and answers queries and questions of students in residence as well as providing mail service, and facility information. St. John’s College partners with (SHCS) Student Housing and Community Services to provide essential housing to students. SHCS manages our students’ residential contracts and our building facilities.

The College has temporarily suspended nightly guest room and event and catering operations to minimize outside visitors to the SJC community. The College accepts new residents and those arriving from outside of Canada may quarantine (self-isolate) in place as rooms in the College are self-contained and there is a meal delivery system in place. SJC also accepts long-term faculty and academic visitors to the College.

Phases:

- Phase 1: One M&P staff member in the Office from March to May 2020, other staff members worked remotely.

- Phase 2: By mid-May, rotated one additional CUPE 2950 member to Office #1001.

- Phase 3: By end of May, rotated another staff member into the Office, so there are 2 staff members in the front and one staff member in the back in a separate office. This is the maximum occupancy of Office #1012, (3). Each staff member is at least 2 metres apart at their
respective workstations.

- **Phase 4: CUPE 2950 .6 FTE staff member rotated into the Office in July on the days other staff members are off and not in the office in order that maximum occupancy is not exceeded.**

- **Phase 5: September and going forward to Winter Term 1:**

  The Vancouver Summer Program Office #1001 (this open office space is not currently in use as VSP staff are working remotely and are not required to be in the office) will be used by SJC staff and the room will be open from 12 – 4 pm, M-F, for SJC parcel and mail operations. This is part of the safety plan going forward this term as this provides the best way to provide physical distancing during parcel drop-off and pick-up. Tables are used as physical barriers to the entrance of the room, as well as a plexi-glass barrier.

  One CUPE 2950 .6 FTE staff member works in #1001. Other than staff, no one else enters the room. This room (#1001) is next door to the main Administration Office, (#1012) with a window that provides a sight line to the foyer area outside of #1001.

  The entry door to #1012 is locked and staff meet with residents by appointment. One full-time CUPE 2950 staff member works on-site M-F, mornings in the #1012 and afternoons in #1001 for break coverage, etc. The Operations Manager (full-time M&P) works in an office in #1012 and will also rotate into #1001 in the afternoons as is needed. One full-time M&P staff member will work both remotely and in #1012 on a rotating basis.

  Maximum Occupancy #1012 – 3 people

  Maximum Occupancy #1001 – 2 people

This document will be regularly reviewed and updated per mandated government and University requirements provided here: [https://covid19.ubc.ca/](https://covid19.ubc.ca/).

This plan has been reviewed by the University Administrative Units JOHSC, our Safety and Risk Services file coordinator, and our Facility Manager. SJC Principal has reviewed and approved this plan. The Vice-Provost International has reviewed and endorse this plan.
# Section #1 – Regulatory Context

## 2. Federal Guidance
List any specific federal COVID-19 regulatory guidance used in developing the plan


## 3. Provincial and Sector-Specific Guidance
List any sector-specific provincial COVID-19 regulatory guidance used in developing the plan

- **BC’s Restart Plan:** “Next Steps to move BC through the pandemic”
- **BCCDC’s Infection Prevention and Control for COVID-19:** Interim Guidance for Outpatient and **Ambulatory Care Settings**.
- **BC COVID-19 Go-Forward Management Strategy**

## 4. WorkSafe BC Guidance
List any WorkSafeBC COVID-19 regulatory guidance used in developing the plan

- **COVID-19 and returning to safe operation - Phases 2 & 3**
- **WorkSafeBC COVID-19 Safety Plan**
- **WorkSafeBC: Designing Effective Barriers**
- **WorkSafeBC: Entry Check for Workers**
- **WorkSafeBC: Entry Check for Visitors**
- **BC COVID-19 Self-Assessment Tool**
- **WorkSafeBC Protocol: Offices**
- **WorkSafeBC Protocols: Post-Secondary Education**

## 5. UBC Guidance
List any specific UBC COVID-19 guidance tools used in developing the plan
Section #2 - Risk Assessment

As an employer, UBC has been working diligently to follow the guidance of federal and provincial authorities in implementing risk mitigation measures to keep the risk of exposure as low as reasonably achievable. This is most evident in the essential service areas that have remained open on campus to
support the institution through these unprecedented times. These areas have been very active with respect to identifying and mitigating risks, and further re-evaluating the controls in place using the following risk assessment process.

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

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

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

- Physical distancing measures – measures to reduce the density of people
- Engineering controls – physical barriers (like Plexiglas or stanchions to delineate space) or increased ventilation
- Administrative controls – clear rules and guidelines
- Personal protective equipment – like the use of respiratory protection
7. Contact Density (proposed COVID-19 Operations)
Describe the type of contact (close/distant) and duration of the contact (brief/prolonged) under COVID operations - where do people congregate; what job tasks require close proximity; what surfaces are touched often; what tools, machinery, and equipment do people come into contact with during work.

High Touchpoints: alarm code panel, light switches, photocopier, printer, office door handles, staff room door handles, handling of mail packages and mail, and possibly shared kitchen equipment.

Other Risks: students coming into the office (close/brief to prolonged contact), mail delivery and couriers (distant/brief contact) as the Administration Office is the pick-up point for parcels and distributing letter mail, one way in and out of the Office, narrow corridors to the back of the office, narrow entrance in the workroom where the photocopier is kept.

8. Contact Number (proposed COVID-19 Operations)
Describe the number of contacts in your proposed COVID-19 operational setting (# of people present in setting at same time)

Under normal operations, the College employs up to 13-15 staff/faculty/student workers with 7 of those members working out of the College Administration Office with rest being research students that work from home or in other campus-based locations. In addition there are two Vancouver Summer Program staff who work out of # 1012 but are not employed by the College.

For the purposes of our safety planning, this plan covers only those employees who work out of the administrative offices and are employed by the College.

For this phase of operations (Phase 5), there will be a total of up to 3 staff at any one time in the main Administration Office, and up to 2 in office #1001. These staff are required to be on-site to support the operations of the College.

9. Employee Input/Involvement
Detail how you have met the MANDATORY requirement to involve frontline workers, Joint Occupational Health and Safety Committees, and Supervisors in identifying risks and protocols as part of this plan

The first draft of the SJC Safety Plan was presented at staff meeting in May for review and input, second draft was presented at a staff meeting on July 13, 2020, and the third version was presented at a staff meeting on September 3, 2020.
10. Worker Health
Detail how all Supervisors have been notified on appropriate Workplace Health measures and support available and how they will communicate these to employees

Staff have been emailed the following link where information and support can be found: https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive and https://srs.ubc.ca/covid-19/

11. Plan Publication
Describe how you will publish your plan ONLINE and post in HARD COPY at your workplace for employees and for others that may need to attend site

The latest version of our Safety plan is on the College’s website homepage: https://stjohn.ubc.ca
A hard copy of the plan is posted on the bulletin board in the College Administration Office,
All staff (both those working in-person and remotely) have received a copy of this plan by email.

Section #3 – Hazard Elimination or Physical Distancing
Coronavirus is transmitted through contaminated droplets that are spread by coughing or sneezing, or by contact with contaminated hands, surfaces or objects. UBC’s goal is to minimize COVID-19 transmission by following the safety hierarchy of controls in eliminating this risk, as below.
The following general practices shall be applied for all UBC buildings and workspaces:

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

12. Work from Home/Remote Work

Detail how/which workers can/will continue to work from home (WFH); this is required where it is feasible.

Under normal operations, the College employs 13-15 staff and student workers with 7 staff members working out of administrative offices.

- (1) part-time faculty member who lives on site and WFH
- (1) M&P full-time staff member working on-campus on a full-time basis and (1) M&P full-time staff member working a combination of WFH and on-campus
- (1) full-time CUPE 2950 who handles membership working on campus
- (1) .6 FTE CUPE 2950 staff member – working on-campus 5 days per week, handles packages & mail for students
• (2) Resident Advisors – both are working remotely on a full-time basis
• (3) Work-study students – all are working remotely on a full-time basis
• (3) Hourly student workers – all are working remotely on a full-time basis

13. Work Schedule Changes/Creation of Work Pods or Crews or Cohorts
For those required/wanting to resume work at UBC, detail how you are able to rescheduling of workers (e.g. shifted start/end times) in order to limit contact intensity; describe how you may group employees semi-permanently to limit exposure, where necessary

• .6 CUPE member works M-F at #1001 Office, 12- 4 pm
• 1.0 CUPE member works M-F at #1012 Office, mornings in Administration Office #1012 (with his own workstations) and some afternoons in #1001 with above staff member
• 1.0 Operations Manager works onsite Mon to Fri at Office #1012 and some afternoons in Office #1001
• 1.0 Manager WFH and some days onsite, #1012
• College Principal lives on-site and can be contacted for on-site management when managers are not present. The College Principal is WFH.

14. Spatial Analysis: Occupancy limits, floor space, and traffic flows
Describe or use UBC building key plans (or do both, where appropriate) to identify and list the rooms and maximum occupancy for each workspace/area, explaining your methodology for determining occupancy

See Appendix I

Maximum Occupancy SJC Administration Office #1001 – 2

Maximum Occupancy SJC Administration Office #1012 – 3

Although it is possible to have more people at workstations with physical distancing, when taking into account mobility, narrow hallways, and one entrance/exit, logistically 3 is the maximum number at this time.
Maximum Occupancy SJC Staff Room – 1

- Due to the size of the room and mobility need to use facilities: fridge, microwave, etc.

15. Accommodations to maintain 2 metre distance
Please detail what accommodations/changes you have made to ensure employees can successfully follow the rule of distancing at least 2 metres from another employee while working

- Staff will follow institutional policies as described in “UBC Employee COVID-19 Physical Distancing Guidance. A minimum 2 metres (six feet) will be maintained between individuals. This applies regardless of whether employees are in an office or any common or shared space. The number of persons allowed in specific spaces is defined based on adherence to social distancing requirements and must not be exceeded.

- Ensuring adherence to our ability to maintain physical distance, we have implemented the maximum occupancy in SJC Administration Office #1012, VSP Office #1001, and the SJC staff room
- 4 Single stall washrooms are available.
- Printers have been installed at each workstation; only 1 person uses the photocopier in the photocopier room for printing.
- Courtesy call-out (“coming through”) procedures in place for areas in the office identified as choke points: photocopier/work room, staff room, and exiting offices.
- Courtesy call-out for staff room when staff is taking lunch or breaks.
- Administrative controls, see #7.

16. Transportation
Detail how you are able to (or not) apply UBC's COVID-19 vehicle usage guidelines to the proposed operational model - if you cannot apply these guidelines, please describe alternative control measures

We have reviewed the UBC Employees COVID-19 Use of Shared UBC Vehicles guidance document and it is not applicable as we will not be using vehicles.

17. Worker Screening
Describe how you will screen workers: 1) exhibiting symptoms of the common cold, influenza or gastrointestinal; 2) to ensure self-isolation if returning to Canada from international travel; and 3) to ensure self-isolation if clinical or confirmed COVID-19 case in household or as medically advised

- Until UBC or the province provides greater guidance, our screening process will include front and back entry door signage for either workers or visitors/guests that prohibits entry if any of
the above 3 criteria apply.

- The following signs will be posted on the staff entry door:
  - UBC Entry Check Sign
  - WorkSafeBC: Entry Check for Workers
  - WorkSafeBC: Entry Check for Visitors

If staff are unwell and exhibiting any symptoms that may suggest a COVID-19 infection, they must NOT return to the workplace. They must complete the BC self-assessment tool (https://bc.thrive.health/) and follow the instructions. If symptoms arise while at the workplace, the employee must leave the area immediately.

18. Prohibited Worker Tracking
Describe how you will track and communicate with workers who meet categories above for worker screenings

- Employees feeling ill, with any common cold, influenza or COVID-19-like symptoms, will be asked to stay home and isolate for 10 days following the onset of symptoms or until symptoms resolve. They are advised to complete the BC self-assessment tool (https://bc.thrive.health/) and follow the instructions.

- An internal tracking system will be utilized to track any workers who cannot attend work due to one or more of the three categories of restriction (as defined by WorkSafeBC).

Section #4 – Engineering Controls

19. Cleaning and Hygiene
Detail your cleaning and hygiene plan, including identification for hand-washing stations and the cleaning regimen required to be completed by your departmental staff (i.e. non-Building Operations) for common areas-surfaces

- Custodial standards apply – please see Building Operations COVID-19 website
- SHCS’s Building Manager provided resources, see Appendix II on high-touch points and cleaning protocols and Appendix III.
• Departmental staff will take out their own garbage bins each morning for housekeeping staff to pick-up; departmental staff will advise housekeeping if additional cleaning is needed, and the Operations Manager will arrange for after-hours deeper cleaning.
• Signage will identify washrooms and hand washing stations.
• Workstations, desktops and personal items are not cleaned by Custodial Services. Each employee will clean their workstation when they arrive when they leave with disinfectant provided by the office.
• The last staff to leave for the day wipes down door knobs, alarm panel, and light switches.
• Employees will wash their hands before and after contacting high touch surfaces and any shared equipment (including the fridge, microwave, water cooler, kettle, and printer)
• Hand sanitizers are available to each staff member’s workstation, on the reception desk, resident mail p/u table, and in the staff room.
• We are able to procure the necessary cleaning supplies and will contact critical.supply@ubc.ca when supplies are needed.

20. Equipment Removal/Sanitation
Detail your appropriate removal of unnecessary tools/equipment/access to areas and/or adequate sanitation for items that must be shared that may elevate risk of transmission, such as coffee makers, kettles, shared dishes and utensils

• Staff will not share workstations and will be assigned their own printer to use.
• Staff will wipe use disinfecting spray provided by our Building Manager or Clorox wipes to clean their workstations 2x daily, wiped down photocopier, lunch table, coffee maker/kettle in the staff room after each use, and last person out wipes down door knobs, alarm panel, and light switches.
• Staff should use their own labeled utensils whenever possible.
• Signage will be posted reminding employees of these cleaning expectations.
• All kitchen equipment will be available for use. Employees are expected to wash their hands before and after use. All shared equipment will be sanitized regularly by staff using disinfectant.
• Workstations and personal items are to be cleaned upon arrival and before leaving for the day.

21. Partitions or Plexiglass installation
Describe any inclusion of physical barriers to be used at public-facing or point-of-service areas

• Please see Worksafe’s “Designing Effective Barriers” guidance
• Please see Building Operations guidance on the purchase and installation of plexi-glass
• Plexiglas has been installed on the receptionist desk as a barrier between the worker and visitors in Office #1012 and outside of Office #1001.
- A physical barrier of tables have been placed outside of #1001 to ensure non-entry to the Office.

### Section #5 — Administrative Controls

#### 22. Communication Strategy for Employees
Describe how you have or will communicate the risk of exposure to COVID-19 in the workplace to your employee, the conduct expectations for the employee’s physical return to work around personal hygiene (including use of non-medical masks), the familiarization to contents of this plan, including how employees may raise concerns and how you will address these, and how you will document all of this information exchange.

- Communication of this safety plan and acknowledgement by employee (e.g. sign-off that they have reviewed the Safety Plan, or meeting attendance tracked where Safety Plan contents were reviewed) – essentially, confirm employee has read the Safety Plan or was present to learn about it.
- Expectations of all employees returning to the workplaces (see UBC Workplace Rules) will be outlined by the Operations Manager.
- If any staff member has any questions or concerns, they can reach out to the Operations Manager who will respond or escalate appropriately to the Principal.

#### 23. Training Strategy for Employees
Detail how you will mandate, track and confirm that all employees successfully complete the Preventing COVID-19 Infection in the Workplace online training; further detail how you will confirm employee orientation to your specific safety plan.

All employees will be required to complete UBC’s ‘Preventing COVID-19 Infection in the Workplace’ online training module. Supervisors will be responsible for tracking staff completion as well as site-specific training.

#### 24. Signage
Detail the type of signage you will utilize and how it will be placed (e.g. floor decals denoting one-way walkways and doors)

- Please see signage templates on Safety & Risk Services COVID-19 website
- Please see signage templates on Worksafe’s COVID-19 – Resources website
- Using posters and signage as is applicable.
The following signs are provided by UBC and have been put up by SJC staff:

- **Entry Checklist** on entry doorway
- **Washroom Occupancy limit**
- **Meeting Room Occupancy limit**
- **One Way** directional signage
- Wait Here floor decals

In the event any additional signage is required we will refer to the templates provided on the [Safety & Risk Services COVID-19 website](http://www.safetyrisk.ubc.ca) or on the [WorkSafeBC COVID-19 – Resources](https://www.worksafebc.com/covid-19) website.

### 25. Emergency Procedures

Recognizing limitations on staffing that may affect execution of emergency procedures, detail your strategy to amend your emergency response plan procedures during COVID-19. Also describe your approach to handling potential COVID-19 incidents.

- In the event of an emergency, employees working on site will go to the established Muster Area.
- If the designated floor warden or muster captain is not on site, the staff working in the space should report to Firefighters that the building is cleared.
- If there is an immediate threat to personal health and safety, workers will contact Campus Security and call 911.
- Handling Potential COVID-19 Incidents:
  - Suspected positive incidents or exposure concerns are to be reported to the Executive Director. Further incident reporting information can be found on the SRS webpage.
  - Direct people who are unsure about what they should do to the [BC Self Assessment Tool](http://www.safetyrisk.ubc.ca).
  - OPH programs and services remain available to all staff, faculty, and paid students who have questions or concerns about their health and safety in the workplace, including questions around COVID-19.
  - The following amendment provided by SRS shall also be followed.


Describe how monitor your workplace and update your plans as needed; detail how employees can raise safety concerns (e.g. via the JOHSC or Supervisor) - plan must remain valid and updated for next 12-18 months.

The safety plan will be reviewed monthly at a staff meetings for a period up to 18 months, or as triggered by a shift in provincial phases or higher building occupancy.
All updates to plans will be sent to Ready UBC for review and appropriate distribution.

As the plan is updated, any posted copies will be updated. All employees will receive a copy of the new plan either electronically or in hard copy. Staff who have concerns about compliance, or have any related questions, should discuss them with the Operations Manager.

27. Addressing Risks from Previous Closure
Describe how you will address the following since the closure: staff changes/turnover; worker roles change; any new necessary training (e.g. new protocols); and training on new equipment

N/A - Did not close the SJC Administration Office

Section #6 – Personal Protective Equipment (PPE)

28. Personal Protective Equipment
Describe what appropriate PPE you will utilize and how you will/continue to procure the PPE

Gloves are available to staff who wish to use them for handling mail and parcels.

Section #7 – Non-Medical Masks

29. Non-Medical Masks

Use of non-medical masks

Effective Wednesday, September 16, 2020, UBC students, faculty, staff and visitors are required to wear non-medical masks, when indoors on UBC campuses.

The requirement to wear non-medical masks indoors recognizes that transmission is reduced when face masks are worn in conjunction with physical distancing and other safety practices.


Non-medical cloth masks were distributed to staff.

More information can be found on the “Using non-medical masks” page.
Section #8 - Acknowledgement

30. Acknowledgement
Plan must demonstrate approval by Administrative Head of Unit, confirming: 1) the Safety Plan will be shared with staff and how; 2) staff will acknowledged receipt and will comply with the Safety Plan.

I acknowledge that this Safety Plan has been shared with staff both through email and will be made available as a shared document. Staff can either provide a signature or email confirmation that they have received, read and understood the contents of the plan.

Date: September 11, 2020
Name (Manager or Supervisor): Stacy Barber
Title: Operations Manager

Faculty and Staff Occupying Workspace

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Murali Chandrashekaran</td>
<td>Signature</td>
</tr>
<tr>
<td>Dr. Henry Yu/Administrative Head of Unit</td>
<td>X</td>
</tr>
<tr>
<td>Alice Lam</td>
<td>X</td>
</tr>
<tr>
<td>Yuki Kaneki</td>
<td>X</td>
</tr>
<tr>
<td>Jennifer Lu</td>
<td>X</td>
</tr>
</tbody>
</table>
Appendix I

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

Outside doors of St. John’s College leading into foyer and Administration Offices.

Parcel pick-up table outside of office, #1001.
Parcel pick-up table outside of office, #1001. Foyer as you come into the building.

Window and door into SJC Administration Office, #1012

Staff room door to the right, door into #1012 and parcel table outside #1001 straight ahead.
Appendix I

Reception Desk

#1012
SSC Administration Office
Maximum Occupancy: 3

Plexiglass Barrier

Doors to office locked except by non-administration

Photo copier
Work room

Window opens

Work station occupied

* Variable days 2x/week
Assistant Finance & Operations Manager

Window opens

X.
Operations Manager Office
Occupied Work Station

Work station empty

Work station empty

Less than 20 metres
Hallway to 4 more offices
Laundry card machine area

- Table
- Barrier tables/package p/d

12:45 PM - 2:15 PM

* Tables are on wheels - easily moved when needed to exit #1001
* Hand sanitizer on table

Entry doors to college

Lobby

Bench
WORKSTATION  NOT OCCUPIED
BY SJC STAFF

USE WORKSTATION X
SJC RECEPTIONIST
& OFFICE WORKER
12 - 4 pm
Mon - Fri

# 1001
VSP OFFICE
2 PERSON
MAX. OCCUPANCY
High Touch Point Checklist
Area: St. Johns College

**Continue regular cleaning protocols**

Disinfect High Touch points Twice per Day using elevated cleaning product

**Follow High Touch point Process**

<table>
<thead>
<tr>
<th>Entrances</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Common Area</strong></td>
<td>1</td>
</tr>
<tr>
<td>Door handles, push plates, accessible door buttons</td>
<td></td>
</tr>
<tr>
<td>Hand railings</td>
<td></td>
</tr>
<tr>
<td>Light switches</td>
<td></td>
</tr>
<tr>
<td><strong>Public Washrooms - after cleaning</strong></td>
<td>1</td>
</tr>
<tr>
<td>Door handles - entrance doors and stall doors</td>
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</tr>
<tr>
<td>Sink faucets and toilet handles</td>
<td></td>
</tr>
<tr>
<td>Towel dispenser handle</td>
<td></td>
</tr>
<tr>
<td>Soap dispenser push plate</td>
<td></td>
</tr>
<tr>
<td>Tops of garbage bin touch points</td>
<td></td>
</tr>
<tr>
<td><strong>Dining &amp; Social Lounge Areas</strong></td>
<td>1</td>
</tr>
<tr>
<td>Door handles, push plates, accessible door buttons</td>
<td></td>
</tr>
<tr>
<td>Hand railings</td>
<td></td>
</tr>
<tr>
<td>Light switches</td>
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<td><strong>Seminar/Games/Social Rooms</strong></td>
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<tr>
<td>Door handles, push plates</td>
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</tr>
<tr>
<td>Hand railings</td>
<td></td>
</tr>
<tr>
<td>Light switches</td>
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</table>
Building Services Manager/Supervisor Quick Guide to Sanitizing + Disinfecting Protocols during COVID-19: *NEW* as of April 20th, 2020

In order to meet our required compliance protocols for sanitizing/*disinfecting* as mandated by:

- BC-CDC March 30, 2020 update - elevated disinfecting standards and
- Health Canada (HC) March 27, 2020 - approved list of disinfectants that kill COVID-19

Starting April 28th and until further notice SHCS will be elevating the high touch surfaces disinfecting processes to your already elevated cleaning/sanitizer standards and will be using a Health Canada approved disinfectant.

- Recommended PPE: disposable gloves
- Note: Orange gloves can be used if signed out to the individual and washed after use

Where to get product from and how it will be distributed:

- Product delivered to area on first week of implementation
- Dispensing unit is at Thunderbird janitor room in the commonsblock
- Filled bottles may be distributed to area and exchanged once per week or area can choose to fill bottles at Thunderbird (eg. for those areas close by)
- Managers and/or Supervisors will designate a team member to do the added protocols for each shift and provide training and tools needed for them to do the task correctly and safely.
- *Spray bottles are returned to Supervisor/Manager once task is completed.*
- Supervisor / Manager to pick designated area for storing of the product.
- *Ensure date dispensed is on bottom of spray bottle*
Manager / Supervisor Responsibilities for Process Rollouts:

- Supervisor/Manager will be responsible for ensuring the worker(s) have been trained on the task, before they do it. Provide demo as needed re process steps.
- Develop the unit specific “High Touch Points and Hard Surfaces” checklist
- Keep laminated copies of each Process with the site specific checklist for everyone’s reference
- Ensure the new SDS is available on site - put copy in your SDS binder and add product name to Table of Contents page.
- Note: If you are discarding unused product at the end of 7 days, please reduce the amount dispensed during refill to minimize waste.
- Note: Rubber / Orange gloves may be used if signed out for individual use and gloves are washed after the process

![SAFETY NEVER HURTS](image)

REMEMBER....

Be familiar with the SDS for the product.

Be able to provide an answer to these 4 questions:

1. What are the hazards or the product they will be using?
2. How do they protect themselves?
3. What should they do in case of an emergency or spill?
4. Where can they find more information on this product/process?
Process: Disinfecting High Touch Points

2 Times per Day

Each Area can decide on the timing depending on cleaning schedules

Recommended for public areas, entrances, commonsblock, etc:
- In the morning, around 8:30am
- after second break (2:15pm)

For high touch points:

1. Get the spray bottle from your manager/supervisor if you are assigned this task
2. Wash your hands and put on clean pair of vinyl/nitrile gloves.
3. Get a clean microfiber cloth or cloths to do assigned area
4. Spray disinfectant on clean cloth so that the surface is wet
5. Wipe the surface of the high touch points / hard surface so that it looks wet
6. Do NOT wipe off: product must be on surface for 60 seconds / let air dry!
7. Do in small blocks ensuring cloth is wet before each application.
8. Repeat until done with the assigned area.
9. Return spray bottle to supervisor for safe keeping and refill as needed
10. Rinse out used cloth with clean water in a sink and put in a separate bag for laundry
11. Remove gloves and wash your hands

What you need: (ensure spray bottle has clearly marked dispensing date on bottom)

- Do NOT spray product on high touch points or hard surfaces directly
  Spray product onto clean cloth and wipe surface as outlined above / let air dry

- Use yellow cloth for high touch surfaces in washrooms after cleaning.
- Use green cloth for all other high touch point areas
- Orange gloves can be used if signed out for individual use and washed after use