Arbutu20202020

COVID-19 Health and Safety Planning template

To support the return to campus for Operations and Service activities

June 2020

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## Statement of purpose

This document is intended to be used as a baseline plan to reduce or minimize the risk to the safety and health of workers and students. It must be completed by all Faculties and Departments, with support from Health and Safety Services, if face to face workplace activities are planned while the risk of COVID-19 is present. Completion and implementation of this plan, as well as ongoing monitoring and check-ins with the workers in your work area, will meet the [WorkSafeBC COVID-19 guidelines for reopening](https://www.worksafebc.com/en/about-us/covid-19-updates/health-and-safety/covid-19-returning-safe-operation) that have been established.

## Guiding principles

In light of the COVID-19 outbreak and the variety of planning initiatives that are taking place across the campus, a series of guiding principles have been developed. The following principles are intended to enable cohesive planning across the campus based on the same fundamental values and understanding of the current COVID-19 challenges now and moving forward:

1. The University will place the health and wellbeing of students, staff, and faculty above all other considerations.
2. Decisions regarding in-person and alternative course delivery will be driven by program quality and fairness across all student demographics.
3. The University will provide as much certainty as possible to students and staff by making and communicating decisions as early as possible.
4. The University may have the option of increasing on campus activity mid-way through a semester due to a reduction in public health restrictions as they occur; VIU is committed to considering the impact of any of these decisions on students, particularly those that may not be residing close to our campus.

## SCOPE

Activities included within this framework are:

* Accessing the Campus Safely
* Administrative Areas
* Athletics and Recreation Facilities
* Campus Transportation and Fleet Use
* Food Services and Catering
* Personal Services
* Housing
* Libraries
* Student Counselling and First Aid
* Meetings and Events: internal and external events and meetings
* Museums and Art Galleries
* Outdoor Campus Spaces – Public Gardens
* Pubs
* Retail Services
* Theatre

## Responsibilities

### Internal Responsibility System Organizational Structure

Vancouver Island University utilizes an [internal responsibility system](https://adm.viu.ca/sites/default/files/viu-hs-admin-oversight-plan.pdf) for health and safety in order to establish clear roles, responsibilities and accountabilities. At VIU e*veryone has a responsibility for safety.*

The Internal Responsibility System consists of the following participants:

1. VIU Senior Management Group:

* President and Vice-Chancellor
* Provost and Vice-President Academic
* Chief Financial Officer and Vice-President Administration
* University Secretary
* Associate Vice-President, University Relations
* Associate Vice-President, Human Resources

1. Supervisors, as defined under the BC *Workers’ Compensation Act: “*a person who has charge of a workplace or authority over a worker”. The term ‘supervisor’ at VIU has been expanded to include:

* Campus Administrators
* Directors
* Deans
* Associate Deans
* Department Chairs
* Operational/Office Managers and supervisors
* Unionized supervisors
* Faculty members who have charge of a workplace (a laboratory or classroom) or who have some degree of authority over individuals such as teaching assistants, students, administrative staff, or other University employees.

1. Workers or employees, as defined under the BC *Workers’ Compensation Act* (persons who perform work or supply services for monetary compensation).
2. Students, are not defined under the BC *Workers’ Compensation Act,* however it is recognized that they have a role in health and safety and are accountable for their actions and must abide by institutional policy and complete recommended training as part of their programs of study.

### Internal Responsibility System Responsibilities

**Health and Safety Services**

The VIU Senior Management Group provides a clear, decisive lead and has delegated the development, implementation and maintenance of the VIU health and safety program to the Department of Health and Safety Services (HSS). Under the oversight of VIU Senior Management, Health and Safety Services identify methodologies to identify, control, monitor and communicate health and safety risks and hazards to faculty, staff and students at VIU and provides assistance with the implementation within faculties and departments. The methodologies include, but are not limited to:

1. Worker general VIU health and safety orientation and training
2. Relevant hazard control programs (hazardous materials management, ergonomics, hazard identification, risk assessment and control)
3. Standard operating procedures for hazardous activities
4. Workplace inspection programs including, where applicable, equipment inspections within a preventative maintenance process
5. Accident/incident reporting and investigation
6. Record keeping of worker training, workplace and equipment inspections, and workplace accident and investigation reports

**Deans, Academic Chairs, Campus Administrators and Directors**

Academic Deans, Chairs, and Non-academic Directors ensure compliance with the *BC Workers’ Compensation Act* by:

1. Reviewing job hazards within their respective areas/department;
2. Ensuring that institutional and hazard-specific health and safety plans are in place in their respective departments; the plans will include worker safety orientation and training, accident investigations, safe work procedures, workplace inspection schedule, equipment maintenance/calibration, record keeping (i.e., worker training, workplace/equipment inspection, accident and investigation reports);
3. Fulfilling the responsibilities as a supervisor (e.g. investigating incidents and accidents, provide safety orientation, ensure completion of mandatory health and safety training, etc.);
4. Responding to health and safety concerns brought to their attention; and
5. Appointing competent supervisors that can act effectively on their behalf.

**Supervisors (Managers, Academic Staff who have Supervisory Responsibilities of students)**

Supervisors are responsible for escalating workplace health and safety concerns to administrative heads, as appropriate (e.g. inadequate resources, implications for policy and operational procedures, potential liability, etc.).

Supervisors ensure that those activities over which they have control are conducted in a safe manner and in accordance with the University’s policies, programs and applicable legislation. This is achieved through:

1. Responding promptly to employee health and safety concerns;
2. Attending mandatory health and safety training;
3. Reviewing job task risk assessments to ensure that their employees (faculty and staff) receive appropriate orientation and training and that controls are in place to prevent exposure to disease and injuries;
4. Conducting and recording regular workplace inspections;
5. Implementing and maintaining emergency response and standard operating procedures/guidelines for all work activities;
6. Implementing and enforcing relevant safety rules and VIU health and safety programs
7. Advising staff of the existence of any potential and existing health and safety hazards; ensuring staff work in accordance with established instructions, procedures and guidelines, etc.; and
8. Investigating workplace accidents that occur, identifying root cause(s) and implementing remedial and preventative action.

**Faculty and Staff**

All faculty and staff of the University are “workers” under the *BC Workers’ Compensation Act*. Employees, in addition to the duties imposed by legislation or contract, are responsible for:

1. Complying with the rules and procedures of VIU’s Health and Safety Program by performing work in a safe and healthy manner;
2. Reporting promptly to the supervisor(s) any observed contravention of the BC OHS Act and Regulations, or rules and procedures under VIU’s Health and Safety Program;
3. Reporting promptly to the supervisor(s) any workplace hazard of which they are aware;
4. Reporting promptly to the supervisor(s) any workplace injury;
5. Refraining from any activity which may jeopardize the health and safety of the employee, other workers, or other persons on VIU campuses;
6. Learn about and wear/use personal protective equipment as required; and
7. Complete any mandatory health and safety training provided by VIU.

**Students**

Are responsible for:

1. Complying with the all health and safety rules and procedures in the classroom, lab or shop and by performing their work in a safe and healthy manner;
2. Reporting promptly to the supervisor(s)/instructor any observed contravention of established rules and procedures
3. Reporting promptly to the supervisor(s)/instructor any classroom hazard of which they are aware;
4. Reporting promptly to the supervisor(s)/instructor any workplace injury;
5. Refraining from any activity which may jeopardize the health and safety of the other students, other workers, or other persons on VIU campuses;
6. Learn about and wear/use personal protective equipment as required; and
7. Complete any mandatory health and safety training required to safely complete their coursework.

## Process

Keeping the above responsibilities in mind, each Faculty/Department Manager should **review the information outlined in each of the 8 steps below in order to effectively implement COVID-19 Health and Safety planning template**. Health and Safety Services will be available to assist as required.

**The forms and checklists outlined in Steps 2-5 that require completion by each Department/Work Area Manager can be found in Appendices B, C and D and formulate your COVID-19 Health and Safety Plan**. This Plan (completed Risk Assessment and Checklists) must be submitted for a compliance review **in conjunction with all new COVID-19 safe work procedures**. Instructions for sign off by your Director/Manager and instructions for submission to Health and Safety Services can be found in the [Plan Completion Section](#_Plan_Completion) of this document.

1. Review the [COVID-19 Exposure Control Plan](https://adm.viu.ca/sites/default/files/covid-19-exposure-control-plan-2020-05-26.pdf)
2. Complete a COVID-19 Risk Assessment
3. Review and/ develop safe work procedures
4. Complete operations and service space plan - checklist
5. Complete People Management checklist
6. Identify Facility access and cleaning needs
7. Complete required training
8. Ensure oversight and compliance

### **Step 1: Review the COVID-19 Exposure Control Plan**

An Exposure Control Plan (ECP) is required in a workplace where there is an identified risk of exposure to a hazard or biological agent (COVID-19) and it documents the specific and appropriate controls that will minimize or eliminate that risk. The ECP is general since it applies to all VIU operations, and it should be reviewed as a base of information to assist in the completion of the other steps in this plan.

Review the [Exposure Control Plan for COVID-19](https://adm.viu.ca/sites/default/files/covid-19-exposure-control-plan-2020-05-26.pdf) here.

**COVID-19 Transmission Prevention Guidelines**

Figure 1 below outlines examples of general COVID-19 transmission prevention guidelines or hazard controls outlined in the ECP, which are based on current provincial and federal requirements. These guidelines should be used as controls during the risk assessment of critical tasks to mitigate the risk of exposure to COVID-19. Any controls that are chosen to mitigate identified risk should follow the hierarchy of controls presented in the COVID-19 Exposure Control Plan beginning at the most effective strategies.

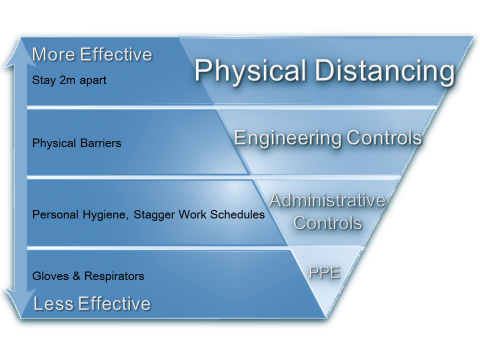


Figure 1: Hierarchy of Control for COVID-19

The following general transmission prevention guidelines will be used throughout this plan. They are measures that have been recommended by provincial and federal health authorities, as well as by WorkSafeBC. Many of these guidelines are built into the checklists found throughout this plan and will be implemented as part of those processes. They are listed here in order to provide another layer of guidance when completing the risk assessment for critical tasks simply as a point of reference.

|  |  |
| --- | --- |
| **GENERAL COVID-19 TRANSMISSION PREVENTION GUIDELINES** | |
| **SAFE SOCIAL INTERACTIONS**  **PERSONAL HYGIENE** | Ensure that all spaces are set up to allow 2-meter physical distancing between all occupants. |
| Determine and implement room capacities in order to maintain 2-metre physical distancing. Post [Capacity sign](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-occupancy-limit?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23first%3D10%26sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f) at all entrance to work area |
| Cordon off areas that don’t need to be accessed to allow staff to maintain 2-metre physical distancing. *With tape, chalk, ropes, etc.* |
| Set up physical distancing (with tape, etc.) markers at all shared tools/equipment. |
| Set up physical barriers where 2m distancing is not an option |
| Post infection control practices, hand washing and physical distancing posters*. Posters available on the* [*Health and Safety Website*](https://adm.viu.ca/health-and-safety/covid-19/resources) |
| Identify the nearest hand washing location to students and ensure it is stocked with soap and paper towel. |
| Frequently remind employees to avoid face touching during class and to wash hands before and after class (and during when possible). |
| Advise employees to stay home if sick and ensure that employees are familiar with the leave protocols for COVID-19. |
| Promote no eating in common areas. |
| Ensure all staff have completed the online COVID-19 Exposure Control Plan Training in [D2L](https://learn.viu.ca/d2l/loginh/). |
| Consider using a non-medical mask or face covering if physical distancing is not possible (i.e. the task is unsafe to do 2m apart). |
| **STAGGER SCHEDULES** | Where physical barriers are not an option, stagger work schedules to limit the number of personnel in a work area at one time. |
| **ENVIRONMENTAL HYGIENE** | Do not provide employees/students with physical handout papers/forms or any pens, pencils, and other common writing/learning tools. |
| Remove any unnecessary common touch points, objects, or self-serve items (i.e. hearing protection, gloves). |
| Try to eliminate any common office tools/equipment. |
| If tools/equipment must be shared, implement sanitizing procedures |
| Develop and post transmission prevention and/or sanitization procedures for all shared items and common touch points. |
| Ensure that cleaning supplies are provided and that employees are instructed on how to correctly clean/sanitize. |
| **PERSONAL PROTECTIVE EQUIPEMENT (PPE)** | Instruct employees and students on how to safely use and remove any required PPE.  *Note: PPE (gloves, respirators, face shields, etc.) should only be recommended/required for pandemic exposure control if absolutely necessary (i.e. work with COVID-19 patients). Due to global healthcare burdens there are shortages in common prevention PPE, and most resources are being directed to healthcare individuals. Please contact safety@viu.ca for further guidance regarding PPE.* |

### WorkSafeBC COVID-19 Exposure Control Protocols for the Safe Return to Operation (PHASED RETURN TO OPERATIONS)

The following COVID-19 Protocols for the Safe Return to Operation, available from WorkSafeBC, will guide VIU to return to campus in a safe manner. These protocols outline the exposure control options to be considered in a particular work area. Managers will review the available safety protocols below to determine which ones apply to their work area. There may be more than one protocol that needs to be implemented. For example, the Campus Store will be required to follow the protocols for both *retail and offices* as both types of work exist in the work area. Please make note of the Phase that the Operation/Service becomes operational.

Health and Safety Services, using these WorkSafeBC protocols, has completed a few risk assessments in advance to help guide you. For the work areas that don’t have a completed risk assessment available at this time, managers are required to complete [Step 2](#_Step_2:_Complete) in its entirety. The goal is to implement as many COVID-19 exposure controls as is reasonably achievable in each work area to ensure that VIU is as safe as possible when it is time for of our employees and students to return to campus.

Each COVID-19 exposure control that a department selects from the risk assessment must be implemented by the responsible manager. In some cases a control may be a task (e.g. put capacity posters up, install directional traffic flow arrows, tape off 2m physical distancing around workstations, install barrier, etc.) or it may involve amending an existing, or writing a new, safe work procedure. (e.g. how to safely use the disinfectant, how to enter the work area safely, how to take breaks, etc.). Training on each safe work procedure will need to be completed and documented by the Manager of the work area. [Step 3](#_Step_3:_Safe) discusses Safe Work Procedure development.

#### PHASE 1 (March – May 19, 2020)

These Departments were deemed an essential service at VIU and continued some work on campus. – **This process applies to these Departments as well**

#### **Financial Services**

[WorkSafeBC Protocols for Reopening (Office specific)](https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/offices)

#### **Payroll**

#### [WorkSafeBC Protocols for Reopening (Office specific)](https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/offices)

#### **Facilities (Cleaning and maintenance, contractors)**

[Construction and COVID-19 Safety](https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-industry-information/construction)

[Guidance to construction sites operating during COVID-19](https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-construction-sites.pdf)

#### **Cafeteria (Grab and Go model)**

[BC Provincial Health Officer Order, Food Services](https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-order-nightclubs-food-drink.pdf)

#### **Student Housing (partial)**

#### **Library (Commons only, limited capacity to < 50)**

[WorkSafeBC Protocol for Reopening (Arts and Humanities – including libraries)](https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/arts-and-cultural-facilities)

#### **Animal Care**

[WorkSafeBC Protocols for Reopening (Office specific)](https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/offices)

#### **Retail Services: Campus Store (fulfilling online purchases)**

[BC Provincial Health Officer COVID-19 Guideline](https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/guidance_to_grocery_stores_april_25_final.pdf)

#### **Registration**

[WorkSafeBC Protocols for Reopening (Office specific)](https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/offices)

**Health Clinic (limited service)**

**Milner Gardens (office only)**

#### PHASE 2 (June 15)

#### **Administrative Areas – Faculty Offices/Offices of those providing direct faculty support (single and shared)**

[WorkSafeBC Protocols for Reopening (Office specific)](https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/offices)

#### **Athletics and Recreation Facilities (including day camps)**

[WorkSafeBC Protocol for Reopening (Gyms and Fitness Centres)](https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/gyms-and-fitness-centres)

[BC Centre for Disease Control (BC CDC) Recreation Facilities](http://www.bccdc.ca/health-info/diseases-conditions/covid-19/community-settings/recreation-facilities)

[Island Health](https://www.islandhealth.ca/sites/default/files/covid-19/documents/covid-gym-fitness-guidance.pdf)

[BC Centre for Disease Control (BC CDC) Child Care Settings](https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-childcare.pdf)

#### **Campus Transportation and Fleet Use**

[WorkSafeBC Protocols for Reopening (Transportation)](https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-industry-information/transportation)

#### **Housing**

[BC Centre for Disease Control (BC CDC) Hotels](https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-hotel-sector.pdf)

[BC Hotel Association](https://www.bcha.com/covid-19-quicklinks.html)

#### **Library**

[WorkSafeBC Protocol for Reopening (Arts and Humanities – including libraries)](https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/arts-and-cultural-facilities)

#### **Medical Clinic, Counselling Services and First Aid**

[WorkSafeBC Protocol for Reopening (First Aid)](https://www.worksafebc.com/en/resources/health-safety/information-sheets/ofaa-protocols-covid-19-pandemic?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fsearch%23q%3DCOVID-19%2520First%2520Aid%26sort%3Drelevancy%26f%3Alanguage-facet%3D%5BEnglish%5D)

[WorkSafeBC Employer Guide (First Aid)](https://www.worksafebc.com/en/about-us/news-events/announcements/2020/May/new-resource-for-first-aid-protocols-during-covid-19-pandemic?origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fsearch%23q%3DCOVID-19%2520First%2520Aid%26sort%3Drelevancy%26f%3Alanguage-facet%3D%5BEnglish%5D)

[WorkSafeBC Protocol for Reopening (In-person counselling)](https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/in-person-counselling)

#### **Milner Gardens**

[WorkSafeBC: Parks Protocol for Returning to Operations](https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/parks)

[WorkSafeBC Protocols for Reopening (Office specific)](https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/offices)

#### **Retail Services**

[BC Provincial Health Officer COVID-19 Guideline](https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/guidance_to_grocery_stores_april_25_final.pdf)

[WorkSafeBC Retail Protocols for Reopening (Retail)](https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/retail)

[Canadian Centre for Occupational Health and Safety (Retail](https://www.ccohs.ca/images/products/pandemiccovid19/pdf/retail.pdf))

#### PHASE 3A (July 1, 2020)

#### **Administrative Areas – All Offices (single and shared)**

[WorkSafeBC Protocols for Reopening (Office specific)](https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/offices)

#### **Food Services: Restaurants and Cafes (Cafeteria, Starbucks)**

[BC Provincial Health Officer Order, Food Services](https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-order-nightclubs-food-drink.pdf)

[WorkSafeBC Restaurant, Café, Pub; Protocol for Reopening](https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/restaurant-cafes-pubs)  
[British Columbia Restaurant and Foodservices Association (BCRFA) Blueprint for Reopening](https://www.bcrfa.com/bcrfa-blueprint-for-reopening)   
[BC Centre for Disease Control (BC CDC) Food Businesses](http://www.bccdc.ca/health-info/diseases-conditions/covid-19/employers-businesses/food-businesses)

[CCOHS information sheet (Restaurants)](https://www.ccohs.ca/images/products/pandemiccovid19/pdf/food_service.pdf)

**Health Clinic (enhanced service)**

#### **Meetings and Events: Internal and external**

[WorkSafeBC Protocols for Reopening](https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/offices)

#### **Museum and Art Gallery**

[WorkSafeBC Protocol for Reopening](https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/arts-and-cultural-facilities)

#### **Payne Horticulture Centre (Public Access)**

[WorkSafeBC: Parks Protocol for Returning to Operations](https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/parks)

[WorkSafeBC Protocols for Reopening (Office specific)](https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/offices)

[BC Provincial Health Officer COVID-19 Guideline](https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/guidance_to_grocery_stores_april_25_final.pdf)

[WorkSafeBC Retail Protocols for Reopening (Retail)](https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/retail)

#### **Personal Services (Salon)**

[WorkSafeBC Protocols for Reopening](https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/personal-services)

#### PHASE 3B (September 1, 2020)

#### **Art Gallery**

[WorkSafeBC Protocol for Reopening](https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/arts-and-cultural-facilities)

#### **Athletics and Recreation Facilities (Varsity Sports, Courses, Employee/Student use)**

[WorkSafeBC Protocol for Reopening (Gyms and Fitness Centres)](https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/gyms-and-fitness-centres)

[BC Centre for Disease Control (BC CDC) Recreation Facilities](http://www.bccdc.ca/health-info/diseases-conditions/covid-19/community-settings/recreation-facilities)

[Island Health](https://www.islandhealth.ca/sites/default/files/covid-19/documents/covid-gym-fitness-guidance.pdf)

#### **Contracted services (Subway)**

#### **Dental Clinic**

#### **Discovery Room**

[BC Provincial Health Officer Order, Food Services](https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-order-nightclubs-food-drink.pdf)

[WorkSafeBC Restaurant, Café, Pub; Protocol for Reopening](https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/restaurant-cafes-pubs)  
[British Columbia Restaurant and Foodservices Association (BCRFA) Blueprint for Reopening](https://www.bcrfa.com/bcrfa-blueprint-for-reopening)   
[BC Centre for Disease Control (BC CDC) Food Businesses](http://www.bccdc.ca/health-info/diseases-conditions/covid-19/employers-businesses/food-businesses)

[CCOHS information sheet (Restaurants)](https://www.ccohs.ca/images/products/pandemiccovid19/pdf/food_service.pdf)

#### PHASE 4 (TBD)

#### **Campus Orientations**

#### **Large-scale events (convocation, Milner Christmas, etc.)**

#### **Pubs Student Activities (including Student Union-led activities)**

#### **Theatre (productions)**

[WorkSafeBC Protocol for Reopening](https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/arts-and-cultural-facilities)

### **Step 2: Complete the Risk Assessment**

Due to the complex nature of work at VIU, more than one risk assessment may be required. The purpose of the risk assessment is to pre-identify the critical tasks/work activities occurring in a work area and to assess and mitigate risks relating to those tasks in order to protect employees, students and visitors from COVID-19. Identifying the specific tasks assists in determining what safe work procedures need to be amended and/or developed and implemented in the work area.

The following list is of **Completed VIU Risk Assessments** that are available for use by departments at VIU. The completed Risk Assessments are based on the information found in the [WorkSafeBC COVID-19 Safety protocols](#_COVID-19_Protocols_for) listed above. Each risk assessment outlines a variety of COVID-19 Exposure controls to select from that arethen implemented into each unique work area. Completed Risk Assessments can be found [here](https://adm.viu.ca/health-and-safety/covid-19-health-and-safety-planning).

If the type of work that employees do in a specific work area is not captured in one of these Completed Risk Assessments, the manager of that area is responsible for ensuring that a COVID-19 risk assessment is completed or additions are made to an existing risk assessment. Managers will do the risk assessment in collaboration with the employees that do the work. Health and Safety Services is available to assist with the risk assessment process as needed. *COVID-19 Risk Assessment Training is available* [here](https://viuvideos.viu.ca/media/COVID-19+Risk+Assessment+Training/0_danv39g4)

* Office Work
* Library
* Gymnasium
* Retail Services
* Restaurants/Food Services
* Public Spaces: Parks

[Please use the Risk Assessment Template in Appendix B](#_Appendix_B:_Risk) if there is no completed risk assessment for your work area.

**Risk Identification Assessment and Control**

***Directions:***

1. *List and assess critical tasks/situations encountered in the work setting in column 1.*
   1. *Critical Tasks/ work are those tasks that must be completed – E.g. Employee changes HVAC filter, Employee enter office space, Employee conducts work in proximity to another employee workstation (repairs, troubleshooting, etc.)*
2. *List the possible situations for each task that could be associated with being exposed to COVID-19: Think about how COVID 19 is spread (known to be spread through the droplets from infected people, often from coughs or sneezes and landing on surfaces, or can transferred by an individual touching equipment, handles, light switches, etc).*
3. *Refer to the* [*VIU HIRAC*](https://adm.viu.ca/health-and-safety/hazard-identification-risk-assessment-and-control) *program for further instructions.*

*Assess the risk of exposure to COVID-19 (low consequence, medium consequence, or high) in column 2.*

* 1. *E.g. Low – Building Maintenance employees working independently changing filters, Grounds employees working outdoors with 2m physical distancing intact; Working at individual workstation with 2m physical distancing between other workstations; Working at front desk with 2m physical distancing intact between employee and other persons (employee, visitor, student, etc.)E.g. Medium – breaching the 2m physical distance to conduct work but with other controls in place (e.g. use of a non-medical face mask) Breaching 2m should only be considered where keeping physical distance would actually increase the hazard of injury/incident to the employee(s).*
  2. *E.g. High – working with high risk individuals (COVID-19 positive patient) in a health care setting*

1. *Select the appropriate control strategy (ies) for the task/situation in column 3.* 
   1. *E.g. Use the hierarchy of controls figure and the transmission guidelines above for mitigation ideas or see examples below:*
      1. *Eliminate or substitute:  Work at home or 2m apart*
      2. *Engineer:  install Plexiglas barrier t*
      3. *Administrative:  Minimize number of employees in the work area, re-arrange work area to promote physical distancing, stagger work schedules, enhance cleaning protocols for shared equipment (e.g. photo copiers), etc.*
      4. *Personal Protective Equipment:  Only considered after carefully considering all previous control measures. This is* ***not*** *to be the only control method used.*
2. *Describe the mitigation strategy chosen.*
   1. *E.g. Physical distancing - use tape to mark off 2m around each individual workstation*
   2. *E.g. Administrative – safe work procedure: how to safely sanitize tools/equipment*
3. *If administrative or PPE controls are selected, manager will create a safe work procedure with employees under their supervision. Manager is responsible to train all employees how to do the work safely using the controls identified.* 
   1. *E.g. Develop a safe work procedure for sanitizing tools/equipment and train employees how to do it*

### **Step 3: Safe Work Procedures**

Safe Work Procedures (SWPs) must be developed to reflect the controls that are selected to prevent COVID-19 transmission. SWPs are implemented to establish a *consistent level of safety* and performance for everyone doing the same or similar critical task or activity identified in the Risk Assessment. Some work areas on campus such as Facility Services, have existing Safe Work Procedures in place already for some of the job tasks. Those SWPs can simply be amended with the relevant COVID-19 controls identified. Don’t write a new one if it is not needed. *Managers MUST train all employees that they supervise on the new or amended Safe Work Procedure.*

Some safe work procedures may be general enough to share across Departments. We strongly encourage that departments *collaborate* with other departments that share space in the same building!

A SWP includes:

1. A step-by-step description of the requirements to do a task and to do it safely.
2. The materials and equipment being used in the task/activity.
3. All hazards identified that may be encountered while performing the task or activity, including possible exposure to COVID-19.
4. How to control exposure to COVID-19 when also conducting the specific task or activity in a safe manner.

SWPs also serve as a training tool for new workers and/or students or as a reference guide for seasoned employees/students. SWPs will incorporate the protective measures identified in the COVID-19 Exposure Control Plan and the transmission guidelines. Depending on the task or activity, one or more protective measure may be needed. Looking at protective measures outside of VIU (in industry) may also provide some creative ideas on what can be implemented at VIU.

Health and Safety Services encourages the use of the VIU Safe Work Procedure Template (found at this [link](https://adm.viu.ca/health-and-safety/hazard-identification-risk-assessment-and-control)). The following general procedures should be considered in the creation of the Safe Work Procedures that are developed by each Faculty/Department:

1. [Exposure Control Plan for COVID-19](https://adm.viu.ca/sites/default/files/covid-19_exposure_control_plan_0.pdf)
2. [Donning/Doffing and Cleaning Personal Protective Equipment (PPE)](https://adm.viu.ca/sites/default/files/covid-19_general_procedures_ppe.pdf)
3. [Disinfectants that meet Health Canada's requirements for COVID-19](https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html#wb-auto-5)
4. [The use of non-medical face masks](https://adm.viu.ca/sites/default/files/viu_ppe_for_employees_covid-19_v2.pdf)
5. [General Entry/Exit for work areas](https://adm.viu.ca/sites/default/files/viu_procedure_for_safe_entry_and_exit_from_learning_spaces_during_covid-19.pdf)

### **Step 4: Complete Work Space Plan Checklist**

The following VIU COVID-19 Standard Site Plan Checklist should be completed for spaces being used for face to face activities. The intent of this plan is to ensure that minimum levels of mitigation strategies are being utilized to maintain safe spaces for employees and students. Please complete *one checklist* for each sector in your work area. (Additional Checklists can be found in [APPENDIX](#_Appendix_D:_VIU) C).

Please refer to the protocols listed below and other best practice resources that are relevant to the work-type in the department. These will help guide the development of the safe re-opening processes that will be implemented. You may have more than one type of work that is present in your work area. Select *each* protocol necessary.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **VIU COVID-19 OPERATIONS/SERVICE AREA PLANNING CHECKLIST**  ***Use Directions:***   * *Use this checklist as a quick tool to assess pandemic control measures in your work area.* * *Describe the details for each control measure indicated as ‘yes’.* * *It is possible that a Faculty/Department has multiple site plans as part of this framework.* * *Review completed questionnaires often to ensure they are still effective and in use.* | | | | | | | | |
| **Person(s) completing the plan:** | | **Applicable COVID-19 Safe Work Protocol(s) – Check all that apply**  Accessing the Campus Safely  Administrative Areas – Office Areas  Athletics and Recreation Facilities  Campus Transportation and Fleet Use  Food Services and Catering  Personal Services  Housing  Libraries  Medical Clinics, Student Counselling and First Aid | | | | | Museums and Art Galleries  Outdoor Campus Spaces – Public Gardens  Pubs  Research  Retail Services  Safety  Meetings and Events: internal and external  Theatre: internal and external | |
| **Date:** | |  | | | **Room #s:** | | |  |
| **#** | **Control Measure** | | **Yes** | **N/A** | | **Details/Applicable Task from Risk Assessment (Table 1)** | | |
| 1. | Entry/Exit Process is in complete | |  |  | | *Refer to the Department-SWP#-Safe-Entry-Exit SWP that you create, here*  *(Add/Edit: Please add your own area process here – or include a separate SWP for Safe Entry with H&S Plan if needed)* | | |
| 2. | Areas identified within the work to be taken out of use have been cordoned off from access? | |  |  | | *(Add/Edit: Please add specific details here)* | | |
| 3. | Infection control and physical distancing posters posted in the work area and throughout the common areas? | |  |  | | *Please indicate that you have notified Facility Services of the locations in the work area where posters are required.* | | |
| 4. | The maximum number of persons allowed in a space has been determined? This must be posted in each work area Standard signage should be posted in each work area and can be [found here.](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-occupancy-limit?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23first%3D10%26sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f)  **Re-entry into a work area is not allowed until the capacity is known** | |  |  | | *The capacity of the work area is* Click here to enter text.  *Calculate based 2m social distancing requirement – Mark this number on poster into the work area*  *Considerations for equipment providing sufficient distance requirements to be included. E.g. desks* | | |
| 5. | Directional arrows to support flow of people throughout the work area are in place | |  |  | | *Please describe what is being used in the work area* Click here to enter text.  *(E.g. use painters tape, etc. or contact Facilities with your needs)* | | |
| 6. | Facilities has been notified of work area access needs before work begins? | |  |  | | Building#:  Room#:  Access is required at these times:Click here to enter text.  Access is required on these days:Click here to enter text.  Access Start Date: Click here to enter a date. | | |
| 7. | Facilities has been notified of additional cleaning needs for building based on ECP? | |  |  | | # Washrooms available:  Other high traffic areas:  Other common areas identified: | | |

### **Step 5: People Management Checklist**

Please review the following checklist and ensure your Faculty/Department has planned for the following issues. The intent of this plan is to ensure that procedures are being developed and reviewed with employees/students to maintain safe spaces for employees and students. Some of these items may be captured in the risk assessment process, so this is intended to capture anything that has been missed. (Additional Checklists can be found in [APPENDIX](#_Appendix_E:_People) D)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PEOPLE MANAGEMENT CHECKLIST**  ***Directions:***   * *Use this checklist to ensure you have considered the following factors in your space.* * *State the details for each control measure indicated as ‘yes’.* * *Keep completed questionnaires as part of this framework* | | | | | | | |
| **Person completing this plan:** | |  | | | **Class Type** | | Classroom  Office  Laboratory  Shop |
| **Date:** | |  | | | **Room #s:** | |  |
| **#** | **Control Measure** | | **Yes** | **NA** | | **Details/Applicable supporting comments** | |
|  | **Illness /Pre-screening** | |  |  | |  | |
| 1. | A process is in place to advise employees to stay home if sick and how to report COVID-19 like symptoms? Supporting measures should also be in place to accommodate absences? | |  |  | | *Please describe how you will be communicating with employees* Click here to enter text.  *(E.g. Pre-return email, including an introduction to all new COVID-19 safe work procedures and area protocols, has been sent to all employees in the department. The manager will provide all employees with an orientation and training prior to return.)* | |
| 2. | A process is in place to advise visitors to stay home if sick, and how to report COVID-19 like symptoms? | |  |  | | *Please describe how you will be communicating with employees* Click here to enter text.  *(E.g. pre-visit email directions have been developed; posters are up at work area entrances, etc.)* | |
| 3. | Employees have been informed about the [COVID-19 VIU Leave Protocol](https://adm.viu.ca/health-and-safety/covid-19/covid-19-viu-employee-leave-protocol)? | |  |  | | *Please describe how you will be communicating with employees* Click here to enter text.  *(E.g. email/zoom communication has been generated/completed)* | |
| 4. | A daily process to pre-screen employees has been developed – self-reporting is mandatory. | |  |  | | *Please describe how you will be screening employees* Click here to enter text.  *(E.g. Refer to* [*https://bc.thrive.health/covid19/en*](https://bc.thrive.health/covid19/en) *self-assessment tool, general wellness questions prior to entering office, as part of the general entry/exit safe work procedure, etc.)* | |
| 5. | If employees are absent due to illness, COVID-19 self-assessment via the online COVID-19 tool is advised. | |  |  | | *Please describe how you will be communicating with employees how to report illnesses to you* Click here to enter text.  [*https://bc.thrive.health/covid19/en*](https://bc.thrive.health/covid19/en) | |
|  | **Safe Spaces control measures** | |  |  | |  | |
| 6. | Employees have been provided instruction on where to spend their break time? | |  |  | | *Please describe how you will be communicating with employees* **Click here to enter text.**  *Communicated by managers to all employees (e.g. leave the building, at work stations, in communal lunch room while respecting social distancing and capacity, etc.* | |
| 7. | Work area is set up to allow for 2 meters physical distancing between employees?  **Re-entry into a work area is not allowed until the capacity is known** | |  |  | | *Please describe how this has been accomplished* Click here to enter text.  *E.g. using barriers, floor decals, tape, removed some workstations out of services (eliminated), etc.* | |
| 8. | Nearest hand washing sink identified to workers and is stocked daily by janitors | |  |  | | Sink Location: Click here to enter text.  *Who is the identified person (people) that will ensure that hand washing sinks are cleaned and stocked by janitors daily?*  Click here to enter text. | |
| 9. | Papers, pens, etc. are not physically provided to employees? (Use e-versions, employees provide their own, etc.) | |  |  | |  | |
| 10. | When possible, employees have dedicated office supplies at their workstation. (Stapler, tape, pen, etc.) | |  |  | | *Managers to ensure that items are not shared between employees.* | |
| 11. | Common touch points and tools/equipment that must be shared are identified? | |  |  | | *List the common touch points, tools, and equipment:*  Click here to enter text.  *Manager and employees do this together, and a safe work procedure is created to ensure consistency. (E.g. photo copier, fax machine, telephone).* | |
| 12. | Cleaning/sanitizing materials are provided with instruction on safe use? | |  |  | | *What disinfectant will be used?* Click here to enter text.  *Ensure the SDS is available and Manager to provide orientation and safe work procedures related to cleaning products with all employees*  *WHMIS 2015 education found at* [*https://learn.viu.ca/d2l/loginh/*](https://learn.viu.ca/d2l/loginh/) | |
| 13. | Employees are given instruction for the safe and correct use of any required personal protective equipment? | |  |  | | *Manager to provide orientation and safe work procedures related to PPE. Manager to provide all required PPE.* | |
| 14. | Employees are reminded to avoid face touching during class and to wash hands immediate before and after? | |  |  | | *Please describe how this has been accomplished* Click here to enter text.  *E.g. orientation , posters, pre-screening* | |
|  | **Supervision** | |  |  | |  | |
| 15. | A process has been developed to manage employees not following the established COVID-19 control measures? | |  |  | | *Please describe how this will be managed* Click here to enter text.  *E.g. manager, dean reporting, incident reporting* | |
|  | **Managing illnesses that occur while onsite** | |  |  | |  | |

#### Managing COVID-19 Illness When it Starts at VIU

|  |  |
| --- | --- |
| **Student/Child with Symptoms of COVID-19** | **Employee with Symptoms of COVID-19** |
| **IF STUDENT/CHILD DEVELOPS SYMPTOMS WHILE AT VIU:**  **Staff must take the following steps:**   1. Identify a staff member to supervise the student/child. 2. Identified staff member should immediately separate the symptomatic student/child from others in a supervised area until they can go home. 3. Contact the student/child’s parent or caregiver to pick them up right away. (if a minor) 4. Where possible, maintain a distance of 2 metres from the ill student/child. If this is not possible, the staff member may use a non-medical face mask if available and tolerated, or use a tissue to cover their nose and mouth. 5. Provide the child with tissues, and support as necessary so they can practice respiratory hygiene. 6. Open outside doors and windows to increase air circulation in the area. 7. Avoid touching the student’s/child’s body fluids. If you do, wash your hands. 8. Once the student/child is picked up/on their way home, wash your hands. 9. contact the VIU janitorial service to clean and disinfect the space where the student/child was separated and any areas used by the child (e.g., bathroom, common areas). 10. If concerned, contact the local public health unit to seek further advice.   **Parents or caregivers must pick up their child promptly once notified that their child is ill (if a minor)** | **IF STAFF DEVELOPS SYMPTOMS WHILE AT VIU:**  **Staff should go home right away where possible.**  If unable to leave immediately, the symptomatic staff person should:   1. Separate themselves into an area away from others. 2. Maintain a distance of 2 metres from others. 3. Use a tissue or mask to cover their nose and mouth while they wait for a replacement or to be picked up. 4. Remaining employees must contact the VIU janitorial service to clean and disinfect the space where the employee was separated and any areas used by them (e.g., office, bathroom, common areas).   If concerned, contact the local public health unit to seek further advice. |
| ***If a student/child or staff member is assessed by their family physician or nurse practitioner and it is determined that they do NOT have COVID-19, they may return to VIU once symptoms resolve.*** | |

### **Step 6: Facility Access/cleaning plan**

The re-opening of any VIU building/facility for the purposes of face to face learning requires approval. This is applicable to every VIU campus.

Prior to re-opening any facility for the purposes of face to face learning, *Facility Access and Cleaning* requirements must be fulfilled. Facilities Services must be informed of the intention to provide face to face operations/service well in advance of the proposed start dates to determine if the level of service required for each facility is possible:

1. Schedule of work activities (Start date, days of the week, times)
2. Location (R#/B#)
3. # of people in space
4. Department Name

This information needs to be submitted to: [facility@viu.ca](mailto:facility@viu.ca) as soon as it is known to ensure that appropriate planning can occur.

|  |  |
| --- | --- |
|  | An email has been sent to [facility@viu.ca](mailto:facility@viu.ca) providing the 4 items above. |

### **Step 7: Required Training**

Workers and students returning to face to face activities need to be trained in the new processes and procedures that have been developed to support their safe return. They should be familiar with the contents of this document and should complete the following training:

**Employee training requirements:**

1. Orientation to the VIU Exposure Control Plan for COVID-19
   1. Employees can [read](https://adm.viu.ca/sites/default/files/covid-19-exposure-control-plan-2020-05-26.pdf) the ECP or complete the [online training](https://learn.viu.ca/d2l/loginh/) – All employees *must* email a notice of training completion to their manager and [safety@viu.ca](mailto:safety@viu.ca)
   2. Employee HR file will be updated with the completion details
2. Department Orientation to new or updated safe work procedures
   1. How to physically distance ourselves in the work area
   2. Traffic Flow expectations within the building
   3. General VIU Work-space entry/exit procedure
   4. Traffic Flow expectations within the work area
   5. Personal Hygiene expectations within the work area
   6. Environmental Hygiene/Sanitizing equipment expectations
   7. PPE (if required)
3. PPE – donning and doffing, use care and maintenance
   1. ***Note:*** *PPE (gloves, respirators, etc.) should only be recommended/required for pandemic exposure control if absolutely necessary (i.e. work with). Due to global healthcare burdens there are shortages in common prevention PPE, and most resources are being directed to healthcare individuals. Please contact* [*safety@viu.ca*](mailto:safety@viu.ca) *for further guidance regarding PPE.*
   2. <https://adm.viu.ca/sites/default/files/covid-19_general_procedures_ppe.pdf>
4. Ensure that existing WHMIS course has been completed to support new chemicals being used.
   1. Training on safe use of the specific chemicals selected by each department is the responsibly of the manager to ensure that this is done. The product supplier may be able to help you.

**Record keeping:**

Records should be maintained in each department showing that your employees have been orientated to the new procedures and have received training as identified. These records should be made available upon request by WorkSafeBC, Health and Safety Services, or other inspection authorities as needed.

### **Step 8: Oversight and Compliance**

All employees and students have a responsibility to follow the established safe work practices/procedures implemented during COVID-19. Anyone identified with a supervisory role also has the added responsibility of ensuring compliances with the established practices within their Faculty/department, which includes regular and period inspections in the workplace.

[Appendix A](#_Appendix_A:_Daily) includes a daily COVID-19 prevention checklist that can be completed daily by Managers as part of their ***daily due diligence***. These daily checklists should be maintained within each department. These records should be made available upon request.

### 

### **Plan Completion, Submission and Approval**

|  |  |  |
| --- | --- | --- |
| **FORM** | **SUBMITTED** | **COMMENTS** |
| **Appendix C**  **Risk Assessment(s)** |  | Click here to enter text. |
| **Appendix D**  **Teaching Space Checklist/Operations Service Area Checklist** |  | Click here to enter text. |
| **Appendix E**  **People Management Checklist** |  | Click here to enter text. |
| **Safe Work Procedure(s)** |  | Click here to enter text. |
| **Other** |  | Click here to enter text. |

1. The Manager will submit the above with [**Appendices B**](#_APPENDIX_B_–) **(Risk Assessment),** [**C**](#_Appendix_C:_VIU)**, and** [**D**](#_Appendix_D:_People) **(completed) PLUS all safe work procedures that have been created/amended specifically for COVID-19,** to Health and Safety ([safety@viu.ca](mailto:safety@viu.ca))
2. Health and Safety will *review* the submission to ensure there is adequate planning in place to meet compliance standards and will provide feedback if required
3. The plan will be returned to the Manager for final sign off and approval
4. Once signed, the Manager will provide the approved plan to H&S to be posted on the VIU website
5. This plan will also be provided to the University Joint Occupational Health and Safety Committee as an information item

|  |  |
| --- | --- |
| Department Manager Name |  |
| Plan Approval Date | Click here to enter a date. |
| H&SS Reviewer |  |
| Plan Review Date | Click here to enter a date. |

**DISCLAIMER: The requirements of this plan are based on current provincial and federal requirements, and WorkSafeBC guidelines. It should be expected that the requirements of this plan could change in the future. Any changes in requirements will be communicated as soon as practicable with the expectation that every endeavour will be made to conform to the changes as soon as practicable.**

## Appendix A: Daily COVID-19 Prevention Check

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DAILY COVID-19 Prevention Checklist**  ***Directions:***   * *Managers, use this checklist to ensure that what is implemented is working well in your work area (class/shop/lab)* * *Contact Facilities* ***immediately*** *for any daily Facility needs based on the checklist findings for the day* | | | | |
| Date: Click here to enter a date. | | | | |
| Building#: Click here to enter text. | | | | |
| Room#: Click here to enter text. | | | | |
|  | **#** |  | **Yes** | **No** |
| **SAFE SOCIAL INTERACTIONS** | 1. | Walk-through work area to ensure all physical distancing methods are still in place (signage, directional arrows, decals, etc.) |  |  |
| 2. | Social Distancing is being respected by all persons |  |  |
| **PERSONAL HYGIENE** | 3. | Hand Washing facilities and supplies are maintained (including hand sanitizer stations) |  |  |
| 4. | COVID-19 Pre-screen complete |  |  |
| 5. | Remind all persons about personal hygiene expectations (hand washing, cough/sneeze etiquette, etc.) |  |  |
| **ENVIRONMENTAL HYGIENE** | 6. | Remind employees about their responsibilities to clean shared equipment/tools between each use |  |  |
| 7. | COVID-19 Signage still posted |  |  |
| **PERSONAL PROTECTIVE EQUIPEMENT (PPE)** | 8. | Personal Protective Equipment(if required) is being worn by employees and students |  |  |
| **EMERGENCIES** | 9. | Remind employees to follow standard emergency procedures for all [emergencies](http://www.viu.ca/emergency) including evacuations. Safety risks trump the risk from COVID-19. |  |  |

## Appendix B: Risk Identification Assessment and Control Template

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Risk Identification, Assessment and Control** | | | | | | |
| **Dept./Faculty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **Job/Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| **1. Identify Critical tasks** | **2. Risk Assessment** | | **3. Hazard Control Mitigation (see table above for ideas)** | **4. Describe Control to be implemented** | | **5. Safe work procedure** |
| Critical Task(s)/Work | Risk(s) exposure | Risk Rating (L, M, H) | Type(s) of Controls (Hierarchy)  Select one or more options | Description of Control(s) | | Identify new procedure(s) for Administrative or PPE Controls to be implemented |
|  |  |  | **Elimination/Physical Distancing**  **Engineering**  **Administrative**  **PPE** |  | |  |
|  |  |  | **Elimination/Physical Distancing**  **Engineering**  **Administrative**  **PPE** |  | |  |
|  |  |  | **Elimination/Physical Distancing**  **Engineering**  **Administrative**  **PPE** |  | |  |

## Appendix C: VIU COVID-19 OPERATIONS/SERVICE AREA PLANNING Checklist

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **VIU COVID-19 OPERATIONS/SERVICE AREA PLANNING CHECKLIST**  ***Use Directions:***   * *Use this checklist as a quick tool to assess pandemic control measures in your work area.* * *Describe the details for each control measure indicated as ‘yes’.* * *It is possible that a Faculty/Department has multiple site plans as part of this framework.* * *Review completed questionnaires often to ensure they are still effective and in use.* | | | | | | | | |
| **Person(s) completing the plan:** | | **Applicable COVID-19 Safe Work Protocol(s) – Check all that apply**  Accessing the Campus Safely  Administrative Areas – Office Areas  Athletics and Recreation Facilities  Campus Transportation and Fleet Use  Food Services and Catering  Personal Services  Housing  Libraries  Medical Clinics, Student Counselling and First Aid | | | | | Museums and Art Galleries  Outdoor Campus Spaces – Public Gardens  Pubs  Research  Retail Services  Safety  Meetings and Events: internal and external  Theatre: internal and external | |
| **Date:** | |  | | | **Room #s:** | | |  |
| **#** | **Control Measure** | | **Yes** | **N/A** | | **Details/Applicable Task from Risk Assessment (Table 1)** | | |
| 1. | Entry/Exit Process is in complete | |  |  | | *(Add/Edit: Please add your own area process here – or include a separate SWP for Safe Entry with H&S Plan if needed)*Click here to enter text. | | |
| 2. | Areas identified within the work to be taken out of use have been cordoned off from access? | |  |  | | *(Add/Edit: Please add specific details here)*  Click here to enter text. | | |
| 3. | Symptom Check, Hand Hygiene, Infection control and Physical Distancing posters have been posted in the work area and throughout the common areas | |  |  | | *Please contact Facility Services to post these posters in the work area.* | | |
| 4. | The maximum number of persons allowed in a space has been determined? This must be posted in each work area This standard sign must be posted in each work area and can be [found here.](https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-occupancy-limit?lang=en&origin=s&returnurl=https%3A%2F%2Fwww.worksafebc.com%2Fen%2Fforms-resources%23first%3D10%26sort%3D%2540fcomputeditemdatefield343%2520descending%26f%3Alanguage-facet%3D%5BEnglish%5D%26tags%3DCovid-19%7Ca96b6c96607345c481bb8621425ea03f)  **Re-entry into a work area is not allowed until the capacity is known** | |  |  | | *The capacity of the work area is* Click here to enter text.  *Calculate based 2m social distancing requirement – Mark this number on poster into the work area*  *Considerations for equipment providing sufficient distance requirements to be included. E.g. desks* | | |
| 5. | Directional arrows to support flow of people throughout the work area are in place | |  |  | | *Please describe what is being used in the work area* Click here to enter text.  *(E.g. use painters tape, etc. or contact Facilities with your needs)* | | |
| 6. | Facilities has been notified of work area access needs before work begins? | |  |  | | Building#:  Room#:  Access is required at these times:Click here to enter text.  Access is required on these days:Click here to enter text.  Access Start Date: Click here to enter a date. | | |
| 7. | Facilities has been notified of additional cleaning needs for building based on ECP? | |  |  | | # Washrooms available:  Other high traffic areas:  Other common areas identified: | | |

## Appendix D: People Management Checklist

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PEOPLE MANAGEMENT CHECKLIST**  ***Directions:***   * *Use this checklist to ensure you have considered the following factors in your space.* * *State the details for each control measure indicated as ‘yes’.* * *Keep completed questionnaires as part of this framework* | | | | | | | |
| **Person completing this plan:** | |  | | | **Class Type** | | Classroom  Office  Laboratory  Shop |
| **Date:** | |  | | | **Room #s:** | |  |
| **#** | **Control Measure** | | **Yes** | **NA** | | **Details/Applicable supporting comments** | |
|  | **Illness /Pre-screening** | |  |  | |  | |
| 1. | A process is in place to advise employees to stay home if sick and how to report COVID-19 like symptoms? Supporting measures should also be in place to accommodate absences? | |  |  | | *Please describe how you will be communicating with employees* Click here to enter text.  *(E.g. Pre-return email, including an introduction to all new COVID-19 safe work procedures and area protocols, has been sent to all employees in the department. The manager will provide all employees with an orientation and training prior to return.)* | |
| 2. | A process is in place to advise visitors to stay home if sick, and how to report COVID-19 like symptoms? | |  |  | | *Please describe how you will be communicating with employees* Click here to enter text.  *(E.g. pre-visit email directions have been developed; posters are up at work area entrances, etc.)* | |
| 3. | Employees have been informed about the [COVID-19 VIU Leave Protocol](https://adm.viu.ca/health-and-safety/covid-19/covid-19-viu-employee-leave-protocol)? | |  |  | | *Please describe how you will be communicating with employees* Click here to enter text.  *(E.g. email/zoom communication has been generated/completed)* | |
| 4. | A daily process to pre-screen employees has been developed – self-reporting is mandatory. | |  |  | | *Please describe how you will be screening employees* Click here to enter text.  *(E.g. Refer to* [*https://bc.thrive.health/covid19/en*](https://bc.thrive.health/covid19/en) *self-assessment tool, general wellness questions prior to entering office, as part of the general entry/exit safe work procedure, etc.)* | |
| 5. | If employees are absent due to illness, COVID-19 self-assessment via the online COVID-19 tool is advised. | |  |  | | *Please describe how you will be communicating with employees how to report illnesses to you* Click here to enter text.  [*https://bc.thrive.health/covid19/en*](https://bc.thrive.health/covid19/en) | |
|  | **Safe Spaces control measures** | |  |  | |  | |
| 6. | Employees have been provided instruction on where to spend their break time? | |  |  | | *Please describe how you will be communicating with employees* **Click here to enter text.**  *Communicated by managers to all employees (e.g. leave the building, at work stations, in communal lunch room while respecting social distancing and capacity, etc.* | |
| 7. | Work area is set up to allow for 2 meters physical distancing between employees?  **Re-entry into a work area is not allowed until the capacity is known** | |  |  | | *Please describe how this has been accomplished* Click here to enter text.  *E.g. using barriers, floor decals, tape, removed some workstations out of services (eliminated), etc.* | |
| 8. | Nearest hand washing sink identified to workers and is stocked daily by janitors | |  |  | | Sink Location: Click here to enter text.  *Who is the identified person (people) that will ensure that hand washing sinks are cleaned and stocked by janitors daily?*  Click here to enter text. | |
| 9. | Papers, pens, etc. are not physically provided to employees? (Use e-versions, employees provide their own, etc.) | |  |  | |  | |
| 10. | When possible, employees have dedicated office supplies at their workstation. (Stapler, tape, pen, etc.) | |  |  | | *Managers to ensure that items are not shared between employees.* | |
| 11. | Common touch points and tools/equipment that must be shared are identified? | |  |  | | *List the common touch points, tools, and equipment:*  Click here to enter text.  *Manager and employees do this together, and a safe work procedure is created to ensure consistency. (E.g. photo copier, fax machine, telephone).* | |
| 12. | Cleaning/sanitizing materials are provided with instruction on safe use? | |  |  | | *What disinfectant will be used?* Click here to enter text.  *Ensure the SDS is available and Manager to provide orientation and safe work procedures related to cleaning products with all employees*  *WHMIS 2015 education found at* [*https://learn.viu.ca/d2l/loginh/*](https://learn.viu.ca/d2l/loginh/) | |
| 13. | Employees are given instruction for the safe and correct use of any required personal protective equipment? | |  |  | | *Manager to provide orientation and safe work procedures related to PPE. Manager to provide all required PPE.* | |
| 14. | Employees are reminded to avoid face touching during class and to wash hands immediate before and after? | |  |  | | *Please describe how this has been accomplished* Click here to enter text.  *E.g. orientation , posters, pre-screening* | |
|  | **Supervision** | |  |  | |  | |
| 15. | A process has been developed to manage employees not following the established COVID-19 control measures? | |  |  | | *Please describe how this will be managed* Click here to enter text.  *E.g. manager, dean reporting, incident reporting* | |

## APPENDIX E: SAFE WORK PROCEDURE TEMPLATE

A SWP includes a step-by-step description of the activity, training required, materials and equipment required, hazards identified and how to control the risk of the hazards. SWP’s can also serve as a training tool for new workers or as a reference guide for seasoned workers.

Please see this [LINK](https://adm.viu.ca/health-and-safety/hazard-identification-risk-assessment-and-control) for the template