



# **COVID-19 Overarching Safety Plan**

## **Faculty of Dentistry**

### **January 20, 2021**

2199 Wesbrook Mall (J.B. Macdonald Building)

2151 Wesbrook Mall (David Strangway Building)

2405 Wesbrook Mall (Pharmaceutical Sciences Building)

2194 Health Sciences Mall (P.A. Woodward Instructional Resources Centre)





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## Overview

The Faculty of Dentistry has created this overarching safety plan to assist Department Heads, Building Administrators, faculty, staff and students who wish to continue or resume activities in our buildings. This plan includes a review of common areas to ensure effective controls are in place to prevent the spread of COVID-19. This document must reflect current government guidance and notices, which can be found, along with information about UBC's response to the pandemic, at <https://covid19.ubc.ca/>.

All team members entering the Faculty of Dentistry buildings must take a self-assessment every day before coming to school. To minimize the burden, the Faculty has developed an electronic self-assessment tool that will record all members' reports. Please login to Dentistry's intranet (<https://secure.dentistry.ubc.ca/intranet/>) with your CWL and you will see the COVID-19 Self-Assessment Tool at the top of the homepage. All faculty, staff and students should use this tool for self-assessment each day before entering our buildings.

## Introduction

The Faculty of Dentistry received approvals for the following Intermediate Safety Plans:

- Faculty of Dentistry Dental Clinic for Patient Care/Dental Simulation (June 2020, revised Sept 29)
- Faculty of Dentistry Research Resumption Plan (Stage 1 June 2020, Stage 2 January 2021)
- JBM Building Safety Plan (June 2020). Note this was approved by the President separate from the Stage 1 Research Resumption Plan but included in that document.

The Faculty of Dentistry has created this Overarching Safety Plan, governing all common spaces, to assist Department Heads, Building Administrators, faculty, staff and students who wish to continue or resume activities in our buildings. This includes use of common areas including shared offices, study/lecture rooms, waiting rooms, lounge areas, lunchrooms and washrooms. Furthermore, the plans for navigation of building spaces such as use of entryways, corridors, elevators, and stairwells are also outlined.

## Reference Documents

Members of the Safety & Risk Services team are available to provide safe working consultations, either in person or online, and help to develop COVID-19 safety plans. Please contact [ready.ubc@ubc.ca](mailto:ready.ubc@ubc.ca) to request support.

The members of the COVID-19 Rapid Response Leadership Team, the Research Resumption Task Force, and the Safety & Risk Services team were consulted regarding establishing this COVID-19 overarching safety plan. The following guidance documents and resources on the [Safety & Risk Services COVID-19 Website](#) were used in the development of this plan:



#### Federal Guidance

- [Government of Canada: “Hard-surface disinfectants and hand sanitizers \(COVID-19\): List of disinfectants with evidence for use against COVID-19”](#)

#### Provincial and Sector-Specific Guidance

- [BC’s Restart Plan: “Next Steps to move BC through the pandemic”](#)
- [BC COVID-19 Self Assessment Tool](#)

#### WorkSafeBC Guidance

- [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](#)
- [WorkSafeBC Protocol: Offices](#)
- [WorkSafeBC Protocols: Post-Secondary Education](#)

#### UBC Guidance

- [COVID-19 Campus Rules.](#)
- [Guidelines for Preparing for Reoccupancy](#)
- [Guidelines for Safe Washroom Reoccupancy](#)
- [Space Analysis and Reoccupancy Planning Tool](#)
- [UBC Employee COVID-19 PPE Guidance](#)
- [Ordering Critical Personal Protective Equipment](#)
- [UBC Employee COVID-19 Use of Shared UBC Vehicles Guidance](#)
- [Building Operations COVID-19 website - Service Level Information](#)
- [UBC Employees COVID-19 Essential In-person Meetings/Trainings Guidance](#)
- [Workplace Physical distancing Planning Tool and Signage Kit](#)
- [UBC Facilities COVID-19 information](#)
- [UBC Entry Check Sign](#)
- [Preventing COVID-19 Infection in the Workplace training course](#)
- [UBC Cleaning Standards & Recommendations for Supplementary Cleaning](#)
- [UBC Classroom Safety Planning](#)

#### Professional/Industry Associations

- [College of Dental Surgeons of BC](#)



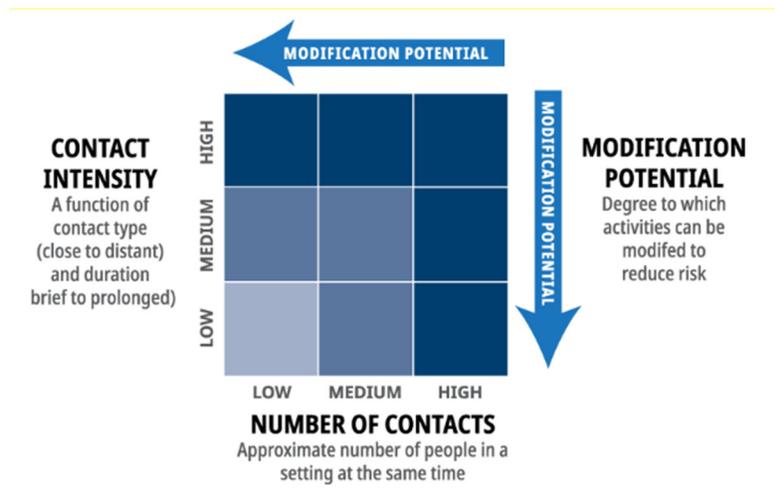
## Risk Assessment

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 75 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



## General Procedures

### 1. Contact Density (proposed COVID-19 Operations)

Under proposed COVID-19 operations, minimizing contact between faculty and staff is paramount. Any contact between employees should be distant in nature and brief in duration. Employees are aware to maintain two metres (six feet) of distance between people and limits for room capacity have been posted outside all meeting rooms, washrooms, elevators, and workspaces. In situations when physical distancing is not possible, masks, face shields, or other face coverings will be worn and hand sanitization procedures will be followed. Anyone wearing a non-medical mask or face covering will be educated on the limitations and risks: <https://srs.ubc.ca/covid-19/health-safety-covid-19/working-safely/non-medical-masks/>.

The use of shared workstations and equipment will be eliminated wherever possible. All users of shared workstations will be responsible for wiping down tables and chairs with disinfectant immediately after using.

During breaks, physical distancing guidelines must be followed at all times. Employees will wash hands before and after using shared kitchen appliances, and will not use shared dishware or utensils. Lunchrooms will have posted occupancy limits. Employees will be encouraged to eat their meals outdoors or in the Atrium of the Dentistry Building. Any shared kitchen appliances (e.g., microwaves, toaster oven, water cooler, etc.) will need to be sanitized immediately after use.

### 2. Contact Number (proposed COVID-19 Operations)

Clinical Spaces:

Please refer to Appendix 1 (Faculty of Dentistry Dental Clinic approved Safety Plan).

The Oral Health Clinic and adjoining spaces have been allocated maximum occupancy ratings as per the Ministry of Health guidelines.

Laboratory Spaces:

Various types of laboratory / research spaces assigned to faculty members have been allocated maximum occupancy ratings (based on COVID social distancing requirements).

Occupants are not to exceed these designated occupancy ratings and must use administrative measures (such as scheduling) to maximize utilization of those spaces. This will be done at the local level, by the faculty assigned to the space and among the users of those particular spaces. All common laboratory spaces and rooms that are shared in any manner should be sanitized at the start, and at the end, of every usage period. See section on "Sanitization of surfaces".

Offices:

As per University and provincial directives, work that can be done remotely (i.e. from home) should continue to be done remotely. Offices will be in use according to the approved schedules and it is recommended that doors be kept closed.



- The use of offices with multiple assigned people will be based on establishing schedules such that social distancing requirements and maximum capacity standards are followed.
- All persons using offices are required to have completed the mandated [Preventing COVID-19 Infection in the Workplace training course](#) certificate.
- Access to offices requires an e-mail requested at least 24 hours in advance through the Dean's office: [exec.assistant@dentistry.ubc.ca](mailto:exec.assistant@dentistry.ubc.ca) and [macdougall@dentistry.ubc.ca](mailto:macdougall@dentistry.ubc.ca).

### 3. Employee Input/Involvement

Our faculty, staff and students will be informed about the safety plans for the IRC/JBM buildings regarding common areas through regular Town Halls, Faculty Council and General Faculty meetings, Faculty e-mails and posted safety plans within the buildings.

The Faculty of Dentistry Joint Occupational Health & Safety Committee (JOHSC) will review this plan and feedback will be incorporated where possible.

All COVID-19 safety plans are posted on the Faculty of Dentistry website at <https://www.dentistry.ubc.ca/covid-19-information-and-resources/>.

### 4. Worker Health

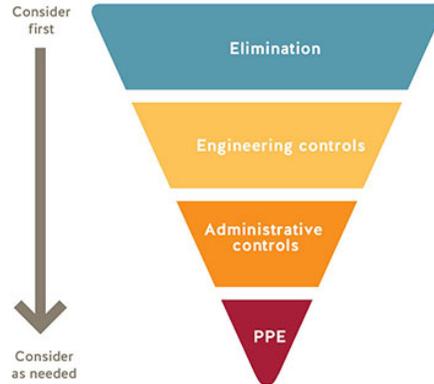
Supervisors are responsible for reminding workers of the workplace health measures and supports available to them. More information can be found at <https://wellbeing.ubc.ca/>.

### 5. Plan Publication

This plan has been shared with people using these common areas, and is available on the UBC Dentistry website at <https://www.dentistry.ubc.ca/covid-19-information-and-resources/>.

## 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.
- Anyone 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 metres 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 (>75 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.

## 6. Work from Home/Remote Work

As per University and provincial directives, work that can be done remotely (i.e. from home) should continue to be done remotely. Offices will be in use according to the approved schedules and it is recommended that doors be kept closed.

- The use of offices with multiple assigned people will be based on establishing schedules such that social distancing requirements and maximum capacity standards are followed.
- All persons using offices are required to have completed the mandated [Preventing COVID-19 Infection in the Workplace training course](#) certificate.
- Access to offices requires an e-mail requested at least 24 hours in advance through the Dean’s office: [exec.assistant@dentistry.ubc.ca](mailto:exec.assistant@dentistry.ubc.ca) and [macdougall@dentistry.ubc.ca](mailto:macdougall@dentistry.ubc.ca).



## 7. 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 reschedule 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.

- Access to offices requires an e-mail requested at least 24 hours in advance through the Dean's office: [exec.assistant@dentistry.ubc.ca](mailto:exec.assistant@dentistry.ubc.ca) and [macdougall@dentistry.ubc.ca](mailto:macdougall@dentistry.ubc.ca).

## 8. Spatial Analysis: Occupancy Limits, Floor Space and Traffic Flows

The following general procedures are aligned with guidelines set by the BCCDC to prevent the spread of COVID-19.

- UBC-Managed General Teaching Spaces  
Before entering one of the UBC-managed classrooms, Faculty of Dentistry must read the COVID-19 Safety Plan for General Teaching Spaces.
- The general and work traffic flow will follow the recommendations related to establishing directional traffic patterns in hallways and staircases, physical distancing requirements in common areas and offices. Signs have been posted reminding building occupants of traffic patterns and physical distancing requirements. In addition, arrows and yield signs have been placed to show directional patterns. Shared offices will have posted schedules of use of faculty and staff to limit capacity and enhance physical distancing.
- All common spaces including washrooms, hallways, entrances, elevators and stairwells will have COVID-19 related rules and capacities communicated with signage posted throughout the buildings.
- All washrooms have a maintenance plan regarding replenishing of soap, paper towels, etc. that has been developed in collaboration with Custodial Services and our Facility Manager. Washrooms will be cleaned once per day. The capacity of all washrooms is indicated by signage posted at the entrance.
  - Building sanitization (products used, frequency of use, area where it will be used, reliance on Custodial Services): UBC Building Operations will continue to meet the ISSA Canada and APPA Leadership in Educational Facilities cleaning standards for COVID-19. Cleaning will be focused on public areas – high-touch surface areas in main corridors, elevators and stairwells will be cleaned twice per day. Custodial services: <http://buildingoperations.ubc.ca/2020/05/25/custodial-services-keeping-your-facility-clean-and-sanitized/>.
  - Offices will be cleaned at night to maintain physical distancing and will be cleaned once every two weeks.
  - Since personal desktops and personal items will not be cleaned by Custodial, these will need to be cleaned by the user. Computer keyboard covers that allow spray-down are highly recommended to facilitate sanitization. We encourage individuals occupying individual spaces to clean their own spaces regularly using sanitizing wipes.
- Occupancy in all common and office locations have been determined in consultation with the Safety & Risk Services team based on square footage and physical distancing parameters.

For common areas within IRC and the JBM buildings, we are following safety plans as outlined below:

Washrooms:

- Smaller washrooms in the IRC and the JBM buildings will be limited to use by one person where there are 3 or fewer stalls. Related to our larger washrooms, the use will be limited to 50% of the number of sinks.
- There will be posted signage to indicate when the washroom is in use – “Occupied”.
- All occupancy limits for the washroom are posted at the entrance.



Hallways:

- For all hallways, the traffic flow will be to walk on the right. For hallway segments that are not at least 2 metres wide, we have posted yield signs to oncoming traffic.

Entrances/Exits:

- At building entries, the automatic door openers will be used to reduce touchpoints. If doors are used that do not automatically open then it will be recommended to immediately wash hands. An entrance and exit traffic pattern has been established for the building with clearly labeled “In” and “Out” doorway signage to allow people to keep their distance when entering and exiting (see attached floor plans).
- Inside the building, common doors where permitted will be open to minimize touchable surfaces.

Elevators:

- For all elevators there are posted capacity guidelines. For our building elevators it has been determined that two people can use the elevator at a time if standing diagonally. It is suggested that the people exiting the elevator immediately wash their hands.

Stairwells:

- All hallways and stairwells have been marked to indicate the direction of walking if less than 2 metres wide. In addition, yield signs have been posted to announce oncoming traffic.

Floor Landings and Common Areas:

- At all floor landings and common areas the minimum spacing of 2 metres will be in place. Posted signs are present to remind people of the guidelines.

Lunch Rooms:

- We will use signs and decals to enforce a minimum spacing of 2 metres; in addition, the number of seats will be limited and space will use the social distancing standard of 2 metres.
- Everyone will wash their hands before and after using any common equipment such as microwave ovens, coffee dispensers, etc. Bring your own cups and containers from home.
- No sharing of kitchen dishware/utensils unless an adequate means of sanitization (e.g. dishwasher) is available.
- Additional temporary space for eating lunch has been set up outside in covered areas enforcing a minimum spacing of 2 metres.

Meeting Rooms:

- Meeting rooms will be used to hold meetings (such as lab meetings) on a limited basis following posted capacity restrictions. They will also be available to occupants for eating lunches, etc.
- Occupants using meeting rooms for lab meetings or lunch must strictly adhere to social distancing requirements and stay more than 2 metres from one another. The maximum occupancy of all meeting rooms is posted at the entrance.
- Common surfaces will be wiped down before and after use by each occupant/user.

Handwashing/Sanitizing Stations:

- As per health authority recommendations, the best protection is provided by washing hands with soap and water for 20 seconds at a time.
- All kitchen areas and washrooms are equipped with sinks and soap dispensers. All personnel will be asked to please wash their hands to protect themselves and others, especially before and after touching surfaces that are difficult to sanitize or are frequently touched.
- Hand sanitizer dispensing stations are located inside all main IRC/JBM entrances. In addition, the FOD will provide 8 oz. branded bottles for offices, xerox, and other common working areas.
- Custodial Services will refill these dispensers regularly. If you notice a dispenser is empty, you can note the time and location and place a call to Ben Chan at 604-250-4824.



## 9. 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.

- The meeting room in the Dean's Office will be closed.
- Smaller washrooms in the IRC and the JBM buildings will be limited to use by one person where there are 3 or fewer stalls. Related to our larger washrooms, the use will be limited to 50% of the number of sinks.
- There will be posted signage to indicate when the washroom is in use – "Occupied".
- All occupancy limits for the washroom are posted at the entrance.

## 10. Transportation

The Faculty of Dentistry has two clinical vans for community outreach. These vehicles will be sanitized prior to and after use by employees that use the vehicles. It should be noted that due to COVID-19 the number of community outreach programs have been minimized. A separate local plan will be created that will identify and mitigate the risks associated with this activity.

## 11. Worker Screening

- Before coming to work, all personnel must check their health status. Personnel experiencing any symptoms of COVID-19 (cough, sneezing, shortness of breath, loss of sense of smell/taste, sore throat, tiredness, fever) must not come to work.
- Individuals displaying symptoms of COVID-19 (described above) must remain at home and isolated until they have been confirmed COVID-free by testing or have been symptom free for the length of time recommended by the BCCDC. Personnel who have been in contact with a person confirmed or presumed to have COVID-19 must also self-isolate as per provincial health guidelines.
- Personnel will be referred to the BC Health Self-Assessment Tool to determine if they require testing and/or medical care.
- Anyone returning from outside of Canada must follow the directions of the quarantine act, which specifies 14 days of self-isolation, regardless of whether or not they are experiencing COVID-19 symptoms.
- Every front and back entry door has signage for both workers and visitors/guests that prohibits entry if any of the preceding criteria apply. UBC and WorkSafeBC provides such signage, as below:
  - a. [UBC Entry Check Sign](#)
  - b. [WorkSafeBC: Entry Check for Workers](#)
  - c. [WorkSafeBC: Entry Check for Visitors](#)

Workers will be encouraged to use the [Thrive BC Self-Assessment Tool](#) to monitor themselves for symptoms of COVID19 or other concerns prior to work attendance. [OPH programs and services](#) remain available to all staff, faculty, and student employees who have questions or concerns about their personal health as related to safety in the workplace, including questions around COVID-19. Absences due to illness will be tracked as per standard procedures for each unit.



## 12. Prohibited Worker Tracking

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

Workday 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).

## Engineering Controls

### 13. Cleaning and Hygiene

- The regular UBC custodial standards will apply. Custodial crews will clean the building outside of building hours (after 6:00 PM). Please see [Building Operations COVID-19 website](#).
- Individuals must wash their hands regularly and avoid contact with one another. Proper handwashing procedures will be posted above sinks.
- Desktops and personal items will not be cleaned by custodial employees and individuals are asked to maintain a clean workplace by disinfecting any shared areas or equipment before and after use.
- Individuals are asked to sanitize their hands when entering the building and beginning work and to frequently wash hands or use hand sanitizer throughout the day. In addition, the following practices are recommended:
  - Greeting people with a wave instead of a handshake
  - Avoiding touching your face except immediately after hand washing
  - Coughing or sneezing into your arm
  - Providing training materials in electronic form to avoid the passing of documents between participants
- Hand washing will be carried out:
  - Upon arriving to work
  - Upon arrival to and departure from work site or building
  - Prior to beginning a new job/task throughout the day
  - Before and after handling shared tools and equipment
  - Before and after using Personal Protective Equipment
  - Before and after going on a break
  - After using the washroom
  - After sneezing or coughing
    - Note: If workers sneeze or cough, they will cover their mouth and nose with a disposable tissue or the crease of their elbow and then wash their hands
  - Before and after food prep or eating
  - After handling items that have come into contact with the public



#### 14. Equipment Removal/Sanitation

During breaks, physical distancing guidelines must be followed at all times. Individuals will be required to wash their hands before and after using shared kitchen appliances, and will not use shared dishware or utensils. Lunchrooms will have posted occupancy limits. Any shared kitchen appliances, tables, chairs (e.g., microwaves, toaster oven, water cooler, etc.) will need to be sanitized immediately after use.

The Facility Manager has reduced the number of chairs and tables to minimize congregation. Other unnecessary fixtures, equipment or appliances have been removed (magazine/pamphlet racks, sign holders, etc.).

#### 15. Partitions or Plexiglass Installation

- Following the [Building Operations guidance document](#), Plexiglass barriers have been installed for each reception area that attends the public.

### Administrative Controls

#### 16. Communication Strategy for Employees

Our faculty, staff and students will be informed about the safety plans for the IRC/JBM buildings regarding common areas through regular Town Halls, Faculty Council and General Faculty meetings, Faculty e-mails and posted safety plans within the buildings. All COVID-19 safety plans are posted on the Faculty of Dentistry website at <https://www.dentistry.ubc.ca/covid-19-information-and-resources/>.

According to University directives, monitoring of compliance with COVID safety plans will be at the supervisor level:

- Staff: direct supervisor
- Faculty: Department Head
- Seasonal faculty: Module Coordinator
- Students: Program Director

Our COVID-19 Rapid Response Team in partnership with our Facilities Manager Mr. Ben Chan will have oversight of the safety plan and will communicate and oversee implementation.

Additionally, IRC/JBM occupants who have concerns about compliance, or have any related questions, can contact the COVID-19 Rapid Response Leadership Team c/o Dean MacDougall at [macdougall@dentistry.ubc.ca](mailto:macdougall@dentistry.ubc.ca) or Dr. Andrea Esteves related to OHC issues at [aesteves@mail.ubc.ca](mailto:aesteves@mail.ubc.ca). Issues related to physical spaces, resources or supplies should be directed to Ben Chan at 604-250-4824.



## 17. Training Strategy for Employees

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.

## 18. Signage

Dentistry has ensured that all signage follows the templates outlined by [Safety & Risk Services COVID-19 website](#) and [WorkSafeBC COVID-19 – Resources](#).

Required Signage:

- Entry door signage to remind individuals of the requirement to self-monitor and not to enter if experiencing COVID-19 symptoms or if they have not met the requirements for quarantine/self-isolation.
- Signs that state the maximum occupancy of common rooms.
- Use of tape to block off rooms and classrooms that are off limits.
- Use of tape and floor signage to direct traffic through high flow areas.
- Signs to remind people to adhere to physical distancing guidelines.
- Floor signs to mark off 2m spaces where people might line up (if needed).
- Checklist of items that require disinfection at the end of each shift.

## 19. Emergency Procedures

- The Faculty of Dentistry Building Emergency Response Plan is located on the Faculty's website at: <https://www.dentistry.ubc.ca/>.
- For individuals presenting COVID-19-like symptoms, the direction to employees is to call UBC First Aid at 2-4444.
- Suspected positive incidents or exposure concerns are to be reported to the Supervisor. Further incident reporting information can be found on the [SRS webpage](#). UBC COVID-19 exposure information can be found on the [SRS webpage](#).
- Direct people who are unsure about what they should do to the [BC Self Assessment tool](#)
  - [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.
- If there was a confirmed positive incident, UBC would defer to the government response protocols and rely on their direction. UBC would provide assistance as requested.

## 20. Monitoring/Updating COVID-19 Safety Plan

The Faculty through the Senior Management Team will review and update to assess existing risks and to identify and reassess new risks per mandated government and University requirements captured here: <https://covid19.ubc.ca/> as the regulatory guidance changes.

Concerns with the Safety Plan can be raised through the COVID-19 Rapid Response Leadership Team c/o Dean MacDougall at [macdougall@dentistry.ubc.ca](mailto:macdougall@dentistry.ubc.ca) or Dr. Andrea Esteves related to OHC issues at



[aesteves@mail.ubc.ca](mailto:aesteves@mail.ubc.ca). Issues related to physical spaces, resources or supplies should be directed to Ben Chan at 604-250-4824.

## 21. 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. This safety plan is being shared with all new employees. They will be required to complete the mandatory online training module on UBC's 'Preventing COVID-19 Infection in the Workplace'. Specific safety training for some areas (e.g. research labs, dental clinic) will be conducted by the individual's direct supervisor.

## Personal Protective Equipment (PPE)

### 22. Personal Protective Equipment

- Each location will determine their PPE needs relative to the job risk assessment and this will be reflected in their appropriate appendix.
- Where COVID-19-specific PPE may be required, the supervisor will do a PPE risk assessment in accordance with [UBC guidance on COVID-19 PPE](#) using the [UBC Ordering Critical Personal Protective Equipment](#).

## Non-Medical Masks and Face Coverings

### 23. Non-Medical Masks and Face Coverings

Describe your plan to educate faculty and staff on the benefits and limitations of wearing non-medical masks or face coverings.

**Effective September 16, 2020 UBC implemented a policy whereby students, faculty, staff and visitors are required to wear non-medical masks in common indoor spaces on campus. As physical distancing cannot be maintained in our workspace, non-medical masks must be worn at all times unless you are exempt as outlined in the COVID-19 Campus Safety Rules.**

[https://riskmanagement.sites.olt.ubc.ca/files/2020/09/COVID19-Safety-Plan-Addendum\\_Required-Non-Medical-Masks\\_6.0\\_Final.pdf](https://riskmanagement.sites.olt.ubc.ca/files/2020/09/COVID19-Safety-Plan-Addendum_Required-Non-Medical-Masks_6.0_Final.pdf)

### **Non-Medical Masks Not Mandatory When Physical Distancing or Approved Barriers are in Place**

A COVID-19 Safety Plan may provide additional exceptions to the non-medical mask requirement if physical distancing or approved barriers are in place throughout the workplace. Below are some sample statements that may apply to your workspace.



### Office Spaces

Effective September 16, 2020 UBC implemented a policy whereby students, faculty, staff and visitors are required to wear non-medical masks in common indoor spaces on campus. Regarding use of non-medical masks in office spaces:

- Non-medical masks are not required when working as the sole occupant of an enclosed room.
- Individually assigned cubicles in open-concept workspaces have been designated to ensure they are 2 metres apart or have appropriate physical barriers. Therefore, while occupying an assigned workspace, users have the option to remove their non-medical mask when seated or while engaged in activities where the physical distancing requirement is met.
- Non-medical masks are not required in internal office hallways that have been designated as one way, yield to others, or able to meet physical distancing requirements.
- As per UBC's policy, non-medical masks must be worn:
  - When travelling through building corridors and shared spaces.
  - Any other time that 2m physical distancing cannot be maintained [September 17, 2020].

### General Teaching Spaces

Effective September 16, 2020 UBC implemented a policy whereby students, faculty, staff and visitors are required to wear non-medical masks in common indoor spaces on campus. Regarding use of non-medical masks in classrooms:

- Classrooms capacities have been reduced so that designated seats are 2 metres apart. Therefore, while in classrooms, students and other classroom users have the option to remove their non-medical mask when seated in designated seats, or while engaged in activities in a classroom where the physical distancing requirement is met.

Faculty and instructors are not required to wear a non-medical mask in classrooms while physically distanced (2 metres) from students and other classroom users.

- As per UBC's policy, non-medical masks must be worn:
  - When travelling through building corridors and shared spaces.
  - While entering or exiting classrooms.
  - Within classrooms while moving to a seat, or at any other time that 2m physical distancing cannot be maintained [September 17, 2020].

### Research Spaces

Effective September 16, 2020 UBC implemented a policy whereby students, faculty, staff and visitors are required to wear non-medical masks in common indoor spaces on campus. Regarding use of non-medical masks in shared research spaces:

- Non-medical masks are not required when working as the sole occupant of an enclosed room.
- Shared research spaces have been designated to ensure occupants are working 2 metres apart or have appropriate physical barriers. Therefore, while in a shared research space, users have the option to remove their non-medical mask while engaged in activities where the physical distancing requirement is met.
- As per UBC's policy, non-medical masks must be worn:
  - When travelling through building corridors and shared spaces.
  - While entering or exiting research spaces or while moving from an assigned research location, or at any other time that 2 metres physical distancing cannot be maintained [September 17, 2020].



**Workshops**

Effective September 16, 2020 UBC implemented a policy whereby students, faculty, staff and visitors are required to wear non-medical masks in common indoor spaces on campus. Regarding use of non-medical masks in shared workshops:

- Non-medical masks are not required when working as the sole occupant of an enclosed room.
- Workstations in shared workshops have been designated to ensure they are 2 metres apart or have appropriate physical barriers. Therefore, while in a shared workshop, users have the option to remove their non-medical mask while engaged in activities where the physical distancing requirement is met.
- As per UBC’s policy, non-medical masks must be worn:
  - When travelling through building corridors and shared spaces.
  - While entering or exiting workshops or while moving from your assigned workshop location, or at any other time that 2m physical distancing cannot be maintained [September 17, 2020].

**Lunch or Breakrooms**

Effective September 16, 2020 UBC implemented a policy whereby students, faculty, staff and visitors are required to wear non-medical masks in common indoor spaces on campus. Regarding use of non-medical masks in shared lunch or breakrooms:

- Non-medical masks are not required when seated 2 metres apart while eating or drinking during a break. The maximum capacity for the space must not be exceeded.

**List of Units Occupying Buildings**

Administrative units in JBM.

Name of Unit Administrator	E-mail & Phone #
OBMS, Dr. Rick Carvalho	<a href="mailto:rickmc@dentistry.ubc.ca">rickmc@dentistry.ubc.ca</a> 604-827-0566
OHS , Dr. Chris Wyatt	<a href="mailto:cwyatt@dentistry.ubc.ca">cwyatt@dentistry.ubc.ca</a> 778-996-1773
Research Office, Ingrid Ellis	<a href="mailto:ielis@dentistry.ubc.ca">ielis@dentistry.ubc.ca</a> 604-822-3567

Administrative units in OHC.

Name of Unit Administrator	E-mail & Phone #
Dental Clinic, Andrea Esteves	<a href="mailto:aesteves@dentistry.ubc.ca">aesteves@dentistry.ubc.ca</a> 604-822-8005

Administrative units in PSB.

Name of Unit Administrator	E-mail & Phone #
CHTP, Nancy Ford	<a href="mailto:nlford@dentistry.ubc.ca">nlford@dentistry.ubc.ca</a> 604-822-6641



Administrative Units in IRC.

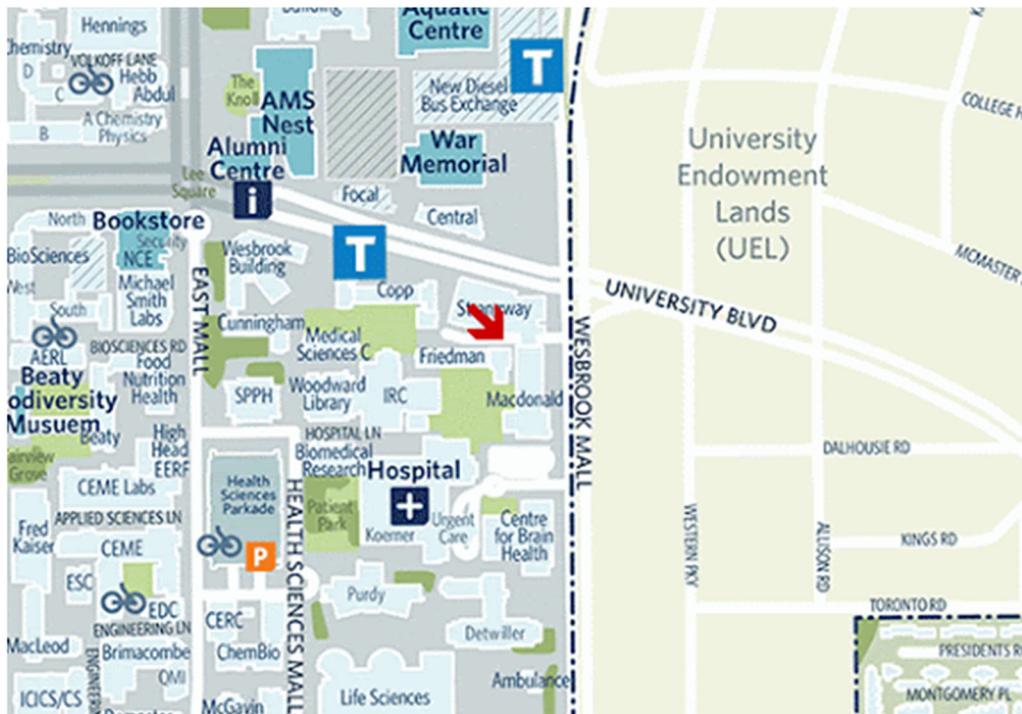
Name of Unit Administrator	E-mail & Phone #F
CDE, Brenda Kiernan	<a href="mailto:cdeconf@dentistry.ubc.ca">cdeconf@dentistry.ubc.ca</a> 604-827-5696
Dean's Office, Maggie Ding	<a href="mailto:exec.assistant@dentistry.ubc.ca">exec.assistant@dentistry.ubc.ca</a> 604-822-5773
Facilities, Ben Chan	<a href="mailto:bbcchan@dentistry.ubc.ca">bbcchan@dentistry.ubc.ca</a> 604-250-4824
IPCE, Kristina Hiemstra	<a href="mailto:kristina.ipce@ubc.ca">kristina.ipce@ubc.ca</a> 604-822-4965



## Appendix

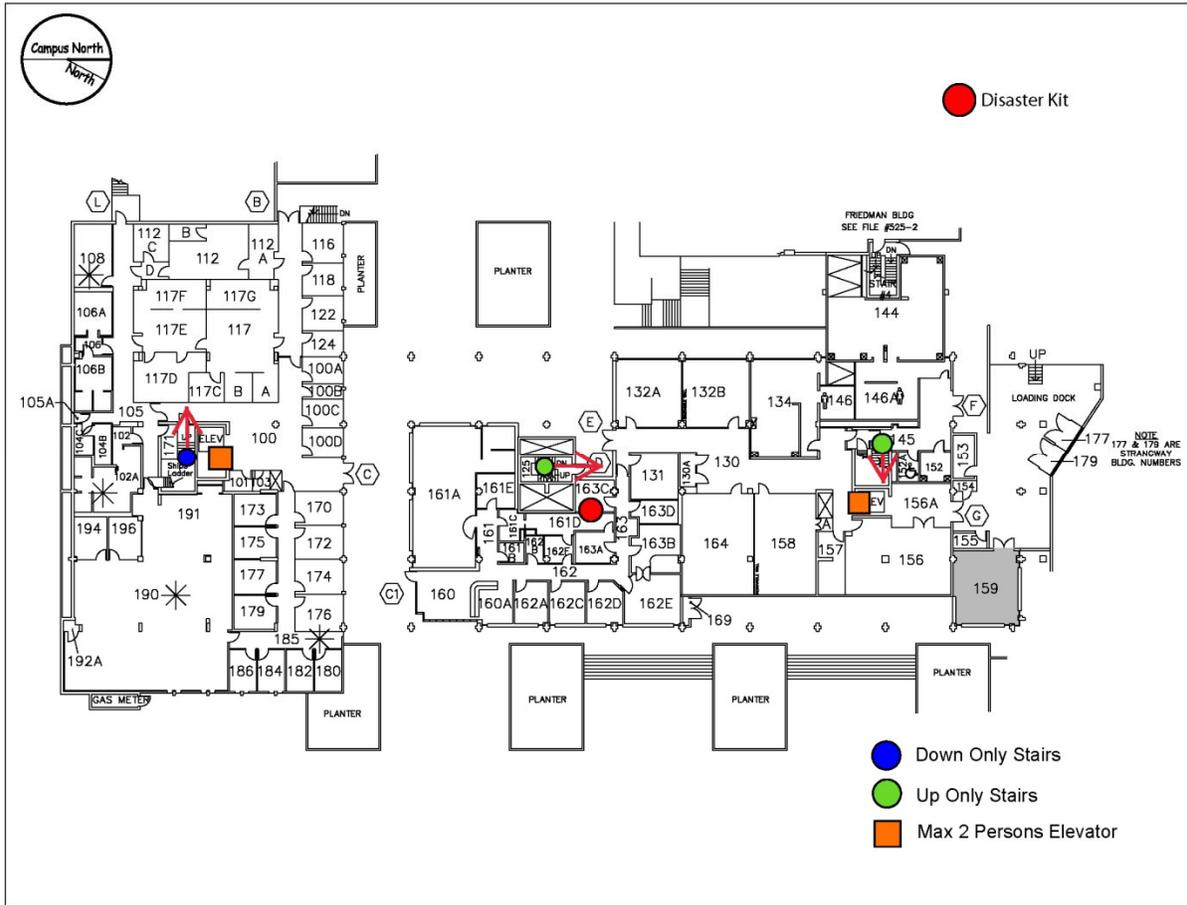
Please see attached JBM and IRC floor plans. The buildings have been marked-up to show traffic pathways, entry and exit doors, and elevator locations.

### JBM Floor Plans



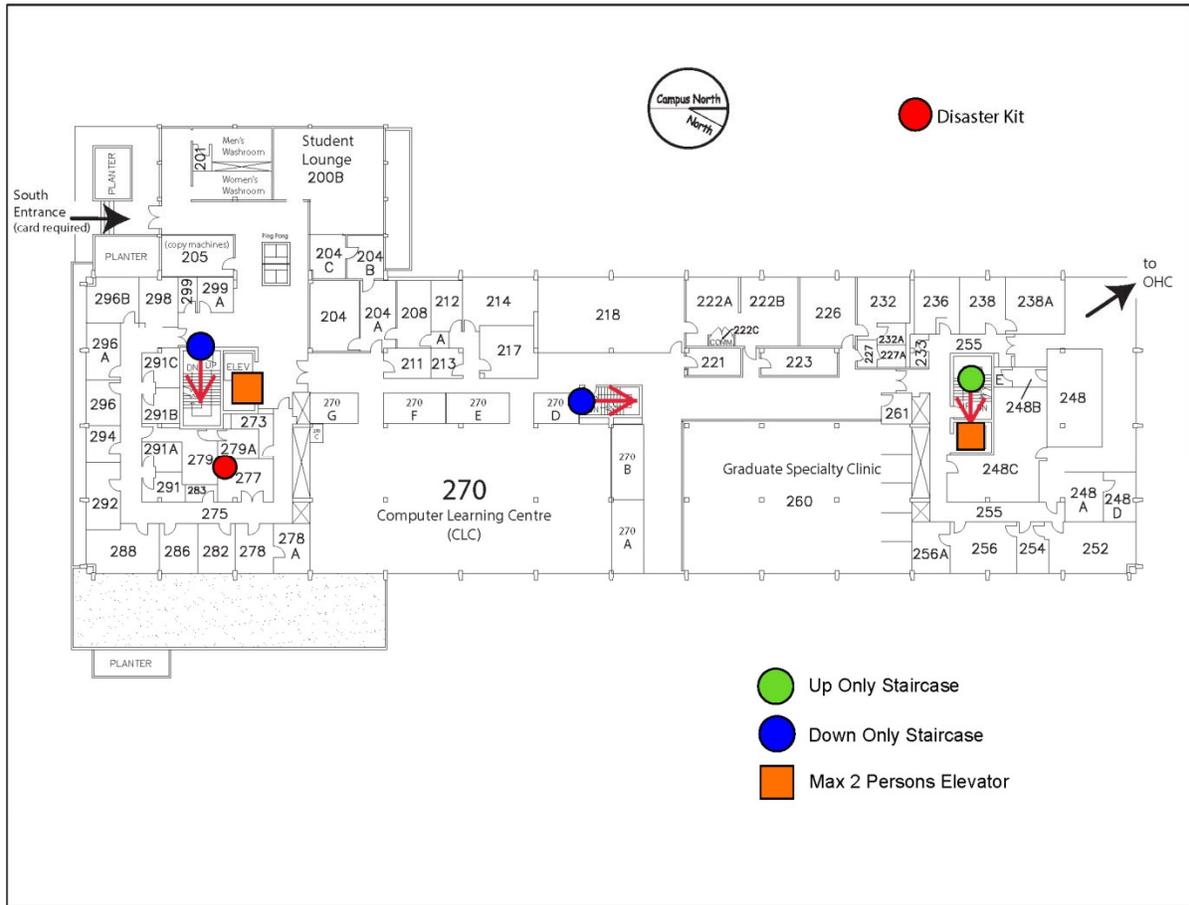


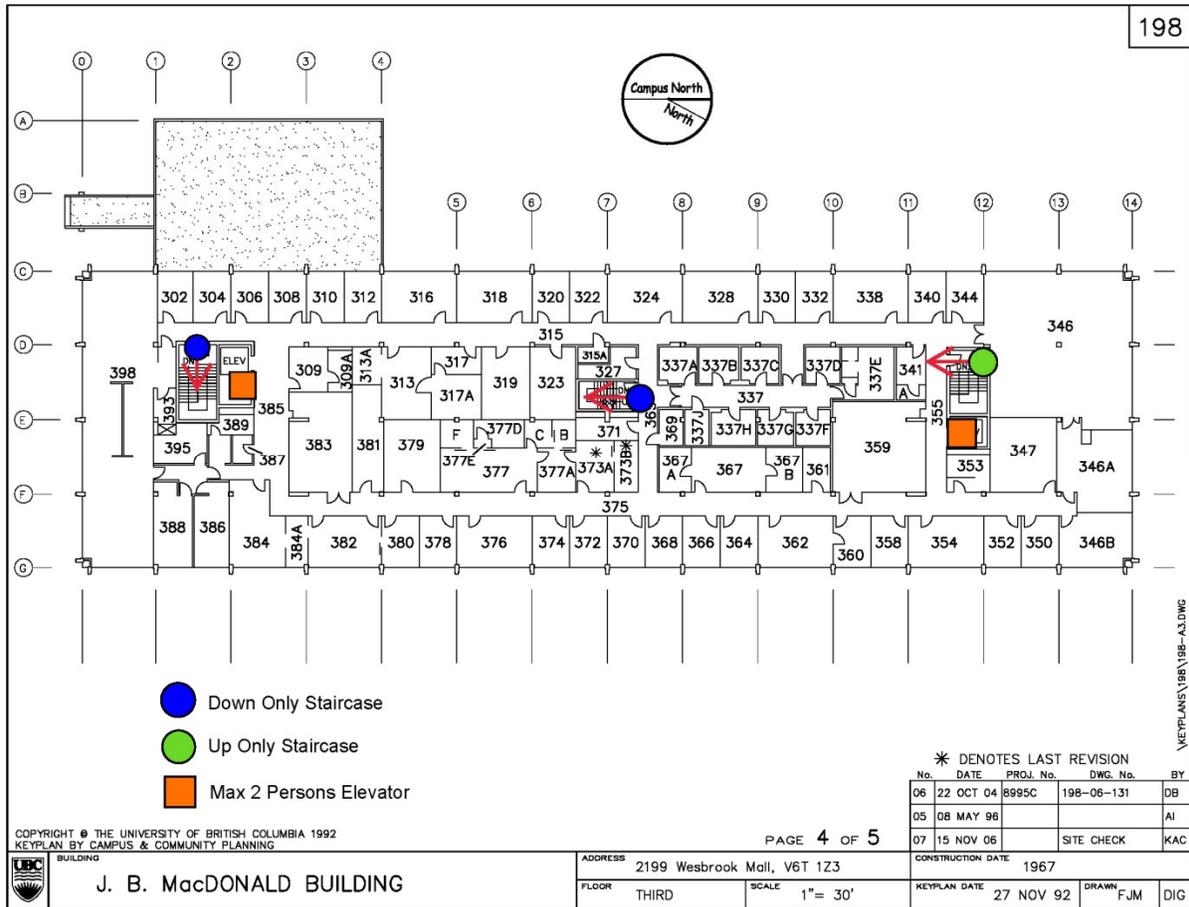
Faculty of Dentistry COVID-19 Overarching Safety Plan





Faculty of Dentistry COVID-19 Overarching Safety Plan







### JBM Room Occupancies

Room	Occupancy
100	5
100A	1
100B	1
100C	1
100D	1
102A	6
106A	4
106B	3
112	4
112B	1
116	1
117	5
117E	4
118	1
122	1
124	1
131	4
132A/B	18
134	6
144	6
152	2
156	3
158	10
159	4
160	9
162F	2
163A	2
164	10
170	1
172	1
173	1
174	1
175	1
176	1
177	2
179	1
180	1



182	2
184	1
186	1
188	1
191	5
194	4
196	3
197	3
JBM Lobby	20
Lobby Men's Washroom	2
Lobby Women's Washroom	2
200B	12
204A	2
204B	1
204C	1
204	1
205	2
208	1
211	1
212	1
213	1
214	3
217	2
218	20
222A/B	10
226	5
232	4
238	1
238A	3
248C	10
248D	3
252	1
254	1
256	3
256A	1
270	40
270A	8
270B	8
270D	3
270E	3



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270F	5
270G	3
270H	8
277	2
278	
278A	1
279	1
279A	1
282	
286	1
288	1
291A	1
291B	1
291C	1
292	1
294	1
296	1
296A	1
296B	1
298	1
299A	1
302	1
304	1
306	1
308	1
310	1
312	1
313	3
316	2
317	1
318	3
319	2
320	1
322	1
324	3
328	2
330	1
332	1
337A	1
337B	1



337C	1
337D	1
337E	1
337F	1
337G	1
337H	1
337J	1
338	2
340	1
344	1
346	10
346A	2
346B	2
347	8
350	1
352	1
353	2
354	2
358	1
360	1
361	1
362	4
364	1
366	1
367	3
368	1
370	1
372	1
374	1
376	3
377	6
378	1
379	7
380	1
381	2
382A	1
382B	1
384	4
384A	1
386	3



Faculty of Dentistry COVID-19 Overarching Safety Plan

388	2
395	1
398 (East Side)	8
398 (West Side)	8

## APPENDIX IRC Floor Plans

**1** PREDESIGNATED MEETING AREA  
FLOOR WARDENS

**2** PREDESIGNATED MEETING AREA  
IRC SNACK BAR (FOOD SERVICES)  
UBC IT CREATIVE, MEDIA & AUDIOVISUAL SERVICES  
WOODWARD LIBRARY & TECHNICAL SERVICES

HEALTH SCIENCES MALL

HOSPITAL LANE

**3** PREDESIGNATED MEETING AREA  
AUDIO & SPEECH HEARING LAB

**3** PREDESIGNATED MEETING AREA  
CTR FOR HEALTH ED. SCHOLARSHIP  
CONTINUING DENTAL ED.  
DIGITAL EMERGENCY DENTISTRY  
INTEGRATED CONTINUING ED.  
OFFICE OF UBC HEALTH MEDICINE  
PATIENT & COMM/PATNERSHIP FOR ED.

THIRD FLOOR PLAN \_\_\_\_\_  
N.T.S.

### EMERGENCY INSTRUCTIONS

**If you discover a fire or explosion in the building:**

- 1 Immediately activate the closest fire alarm/pull station.
- 2 Call 911.
- 3 Give the address and the nearest intersection (2194 HEALTH SCIENCES MALL at the intersection of Health Sciences Mall & Astronomy Road)
- 4 Provide information about the emergency: Where is the fire? (Third Floor, room # \_\_\_\_\_), How fast the fire is spreading? Are there people trapped?
- 5 If it is safe, control the fire.
- 6 Isolate the fire by closing doors behind you. Do not lock the doors.
- 7 Leave by the nearest safe exit.
- 8 Walk. Do not run. Shut doors behind you. On leaving the building move well away. Do not block road access.
- 9 Do not go back in the building for any reason until the all-clear has been announced by emergency personnel.
- 10 If you hear the fire alarm ringing - Follow steps 6 through 8 above.

**In the event of a fire DO NOT USE ELEVATOR(S).**

(See the map to your left for the location of all fire extinguishers, fire alarm/pull stations, safe exits and areas of refuge)

**FOR EMERGENCIES CALL 911**

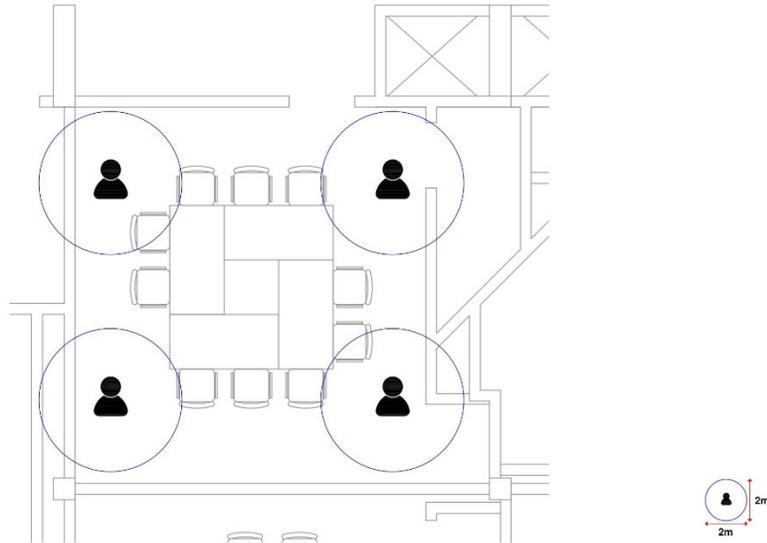
— LEGEND —

	FIRE EXTINGUISHER
	FIRE ALARM PULL STATION
	EXIT
	ELEVATOR
	SAFE
	AREA OF REFUGE



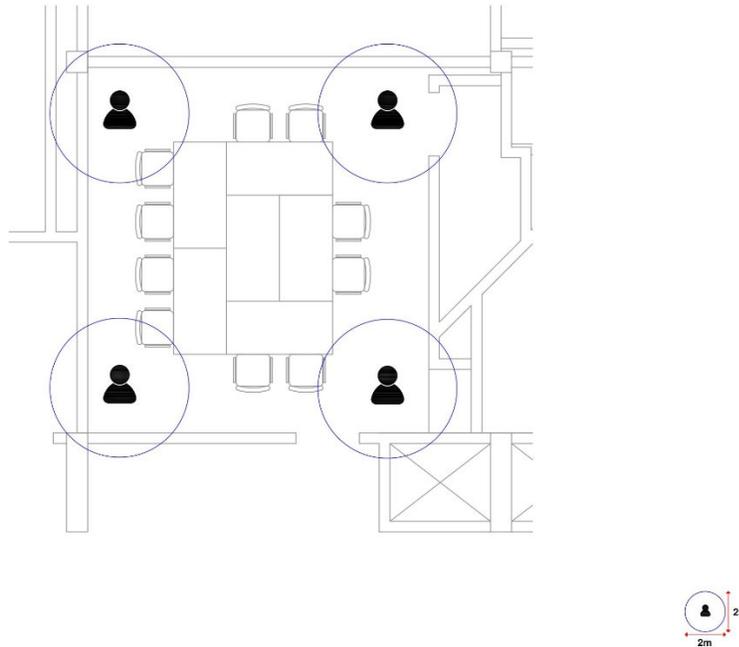
## IRC Occupancy Limits

Room	Occupancy
102 – boardroom	= 6 persons
103 – IPCE open area	= 4 persons
105 – 2 open areas (1 x CDE/1 x IPCE)	2 people per area = 4 persons
108 – Kitchen / Photocopier room	= 3 persons
109 – IPCE office	= 2 persons
110 – IPCE office	= 2 persons
111 – CDE office	= 2 persons
112 – CDE office	= 2 persons
113 – CDE office	= 2 persons
350	6 persons
349	1 person
348	1 person
347	1 person
346	1 person
345	1 person
344	1 person
338	1 person
337	3 persons
Kitchen	4 persons
350A	3 persons



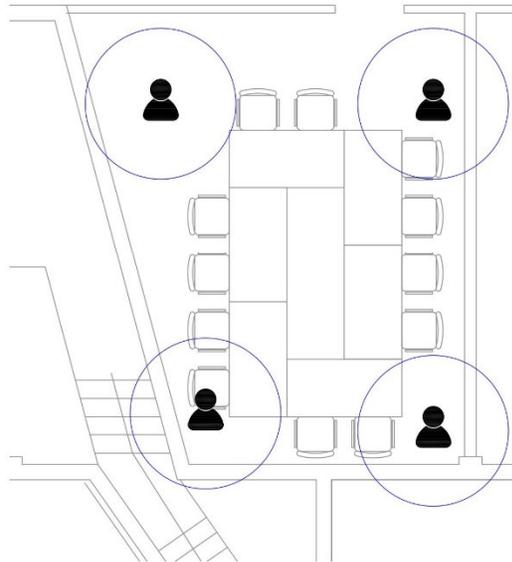
THE UNIVERSITY OF BRITISH COLUMBIA  
P.A. WOODWARD IRC - G53

PHYSICAL DISTANCING CAPACITY 4  
REGULAR CAPACITY 10



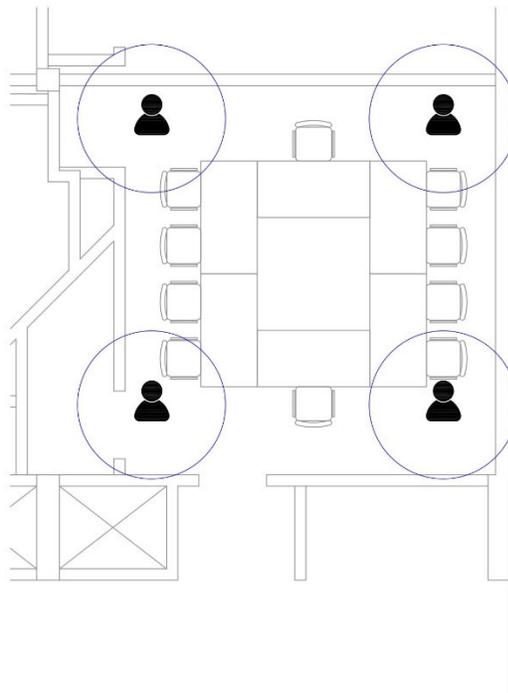
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P.A. WOODWARD IRC - G57

PHYSICAL DISTANCING CAPACITY 4  
REGULAR CAPACITY 12



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P.A. WOODWARD IRC - G65

PHYSICAL DISTANCING CAPACITY 4  
REGULAR CAPACITY 12

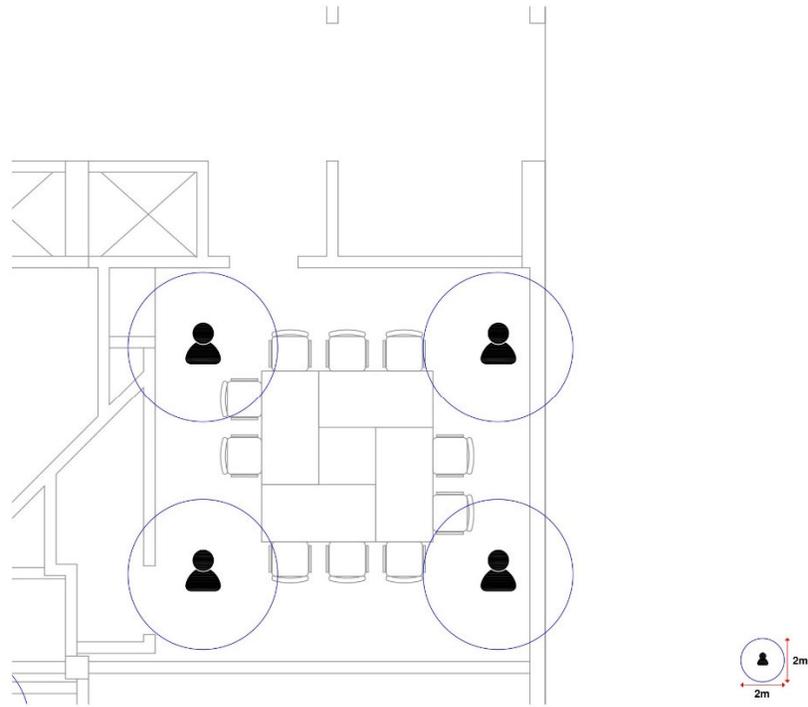


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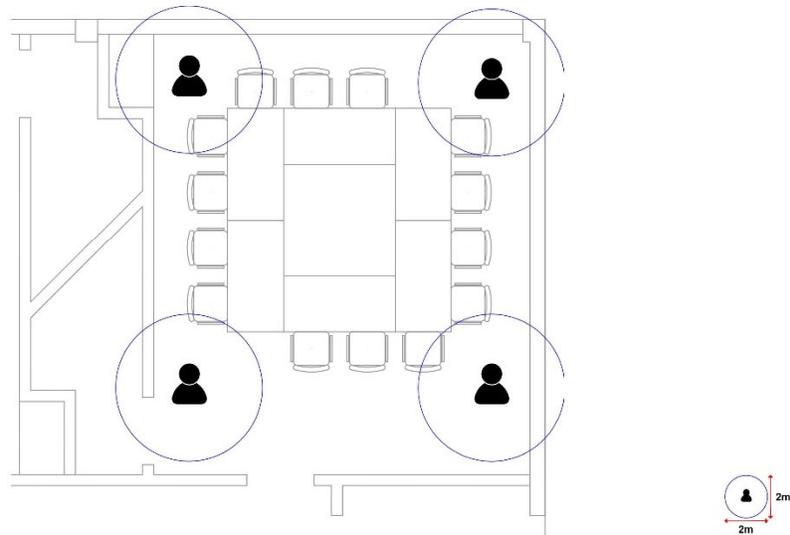
PHYSICAL DISTANCING CAPACITY 4  
REGULAR CAPACITY 10



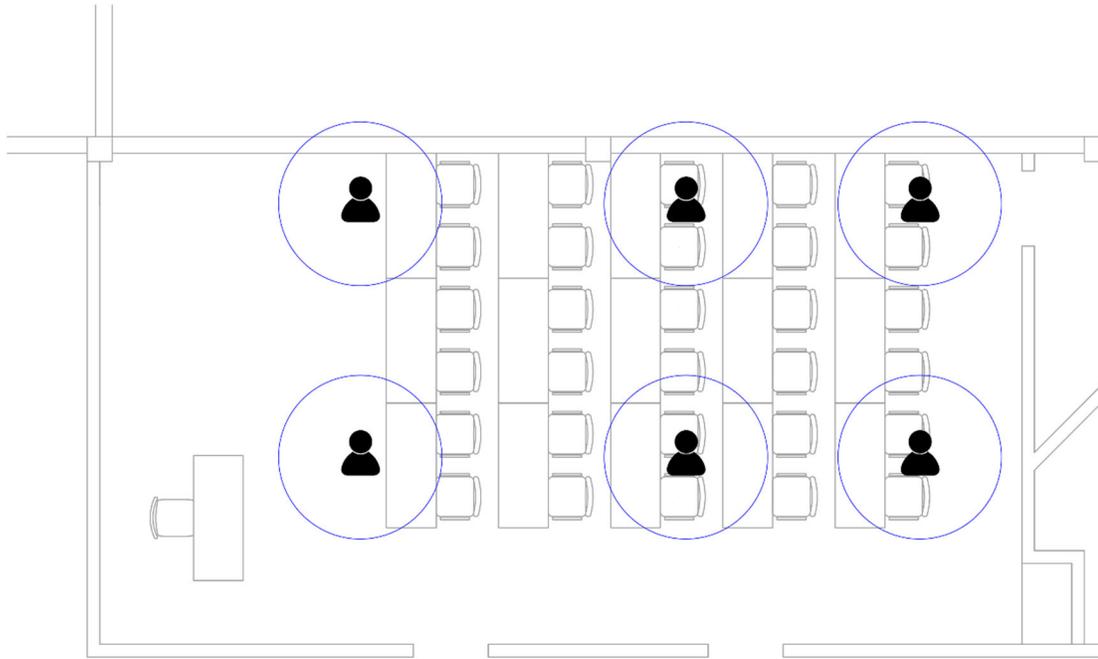
Faculty of Dentistry COVID-19 Overarching Safety Plan



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