UBC OKANAGAN COVID-19 GUIDANCE

CONTRACTOR SAFETY

1. Purpose

To minimize the risk of transmission of COVID-19 at the university due to contractor related activities on campus.

Note: Additional information relating to UBC’s response to the COVID-19 pandemic and resumption of campus activity can be found at: https://covid19.ubc.ca/ or https://finance-operations.ok.ubc.ca/covid19-resumption/.

2. Definitions

University: The University of British Columbia and/or their designated representative(s).

Campus: Any real estate owned or leased by the university.

Contractor: Anyone whom is providing goods and/or services to the university on campus, under contract with the University, and is not faculty, staff, nor student.

Prime contractor: The appointed contractor whose responsibility it is to coordinate the occupational health and safety activities of all employers, workers and anyone else in a designated place of work.

Controlled work site: A place of work on campus which is clearly delineated and for which a prime contractor has assumed responsibility to coordinate occupational health and safety within.

Common Area: Interior and exterior spaces on campus, as characterized in APPENDIX B

3. Applicability

All contractors who perform work on campus must adhere to the requirements of this document, WorkSafeBC and all Public Health Orders.

This document applies to contractors who perform work in areas of campus that are not controlled work sites. This includes work within common areas and work that is performed within other areas of campus that are covered by unit level safe work plans. It does not apply to contractors performing work on controlled work sites where the prime contractor is responsible for work coordination and ensuring that all activities comply with PHO orders and WorkSafeBC requirements.

UBC COVID19 Campus Rules (Appendix A) govern all activities that take place on campus outside of controlled work sites.
All contractors performing work on campus must have a Safety Plan (BC PHO Order) to ensure that the risk of transmission of COVID-19 is minimized. The following outlines COVID-19 safety expectations for various contractor types who perform work on campus.

<table>
<thead>
<tr>
<th>CONTRACTOR TYPE</th>
<th>COVID-19 Safety Plan</th>
<th>Activities must adhere to UBC Infection Control</th>
<th>Must Follow UBC Common Area Safety Plan</th>
<th>UBC COVID Training</th>
<th>Mask Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Activities – Not within a controlled work site</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes - Indoor Common Areas</td>
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<td>Short Term Service</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes - Indoor Common Areas</td>
</tr>
<tr>
<td>Regular / Ongoing Service</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Recommended</td>
<td>Yes - Indoor Common Areas</td>
</tr>
</tbody>
</table>

4. INFECTION CONTROL INFORMATION AND EXPECTATIONS

In addition to following the UBC COVID19 Campus Rules, contractors who perform work within, or move through, common areas of campus or areas where other UBC employees are present are expected to ensure that all activities adhere to UBC Infection Control Expectations.

4.1. Common Area Requirements
Appendix B provides the UBCO Common Area Safety Plan. The UBCO Common Area Safety Plan outlines expectations of all campus community members when accessing common areas of campus. To supplement the UBCO Common Area Safety Plan the university has created UBCO Building Floor Plans, which identify circulation expectations for all pedestrian circulation within common areas of campus buildings.

4.2. Hygiene
One of the most effective things workers can do to prevent infection and to protect others is to practice appropriate hand hygiene.

4.3. Cleaning / Supplementary Cleaning
UBCO Facilities Management continues to meet ISSA Canada and APPA Leadership in Educational Facilities cleaning standards for COVID-19.

Custodial staff have enhanced cleaning scope and resources during both the out-of-hours and daytime cleaning to accommodate the needs of a phased return of faculty, staff and students to campus.

Supplementary cleaning of high touch surfaces in shared work areas is encouraged. For those who wish to perform supplementary cleaning of their space, HSE has provided related guidance on our COVID Infection Control Website.

4.4. Physical Distancing
Physical distancing is proven to be one of the most effective ways to reduce the spread of illness during an outbreak. Physical distancing means limiting close contact with other people to slow the spread of an infectious disease by keeping at least 2 metres away from one another.

More information on Physical Distancing on campus can be found here on the HSE Infection Control Website.

Unless specifically addressed in the contractor’s COVID-19 Safety Plan, physical distancing expectations shall be adhered to at all times.

4.4.1. Occupancy Capacity
The university is supporting physical distancing by reducing the number of people accessing campus facilities. In addition, contractors are expected to review work spaces to determine the maximum number of occupants to provide an environment that is conducive of physical distancing wherever possible.

4.4.2. Work Schedules
Adjustments to work schedules may be considered and implemented as part of the contractor’s COVID-19 Safety Plan. Any such scheduling shall be coordinated with the university to ensure mutual agreement.

4.5. Health Screening Self Assessment
As identified in the UBC COVID-19 Campus Rules, all contractors must assess themselves daily for COVID-19 symptoms prior to engaging in in-person UBC activities on UBC Premises.

Contractors are responsible to fulfill any requirements to document self-assessments as outlined in current PHO orders and WorkSafeBC requirements. Contractors are required to verify completion of their health-screening self-assessment when asked.

4.6. Masks and other Source Control Expectations
As outlined in the UBC COVID-19 Campus Rules, there is a general requirement for all members of the Campus Community to wear a non-medical face mask when indoors in publicly accessible common areas of UBC buildings (foyers, hallways, etc.).

In situations where there are exceptions to the general requirement to wear a non-medical face mask (as outlined in the UBC COVID-19 Campus Rules), the contractor’s COVID-19 Safety Plan must identify alternative controls that are being implemented (physical distancing, alternative source control).

5. Further Reading
Visit https://covid19.ubc.ca/ or https://ok.ubc.ca/covid19/ for more information about UBC’s response to COVID-19, including frequently asked questions. For campus-specific COVID-19 Infection Control guidance, please visit https://hse.ok.ubc.ca/covid19infectioncontrol/.

6. Acknowledgement
I acknowledge that I have read and understood the UBC Okanagan COVID-19 Contractor Safety Guidance and will ensure that all on-campus contract services being performed will adhere to UBCO’s COVID-19 infection control expectations.

Date  
Name  
Title  
Company  
APPENDIX A - COVID-19 RULES

An electronic copy of the COVID-19 Campus Rules can be found at:
finance-operations.ok.ubc.ca/covid19-resumption/planning-for-your-workspace-resources/

COVID-19 Campus Rules

The health and safety of the UBC community is our first priority, and we continue to monitor COVID-19 and follow effective safety practices as understanding of the virus evolves.

To ensure persons in all workspaces and other UBC property remain safe as possible, it is required that all persons follow these COVID-19 Campus Rules as well as any other rules required of them by UBC. These rules may be supplemented by more detailed UBC rules or safety protocols governing specific locations or activities – for example in location or unit specific COVID-19 Safety Plans. If there is any conflict between these COVID-19 Campus Rules and more detailed UBC rules – the more detailed rules will govern. These COVID-19 Campus Rules may be amended from time to time.

These COVID-19 Campus Rules govern UBC’s campuses and all other locations under UBC’s control (“UBC Premises”) and apply to all activities that take place on UBC Premises and all persons on UBC Premises. For greater certainty, UBC Premises do not include land leased to third parties (for example private residences, third party commercial spaces).

These rules do not govern student residents while they are in student residences operated by Student Housing and Community Services in Vancouver and Student Housing and Hospitality Service in Kelowna. Separate rules will apply to these students while they are in residence. These rules do apply to student residents when they are elsewhere on UBC Premises. The student housing rules for the Kelowna campus are here https://okanagan.housing.ubc.ca/covid-19-residence-rules/, and for the Vancouver campus are here https://vancouver.housing.ubc.ca/residence-life/health-safety/covid-19/.

1. All students, faculty, staff, and others must assess themselves daily for COVID-19 symptoms prior to engaging in in-person UBC activities on UBC Premises. A list of COVID-19 symptoms can be found here http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms

2. Anyone who is ill or believes they have COVID-19 symptoms or exposure to SARS-CoV-2 must complete the BC self-assessment tool at https://bc.thrive.health/ or through the BC COVID-19 Support App for their iOS or Android device and follow the instructions provided.

If the self-assessment tool recommends that a person get tested for COVID-19 or self-isolate they must do so. If required to get COVID-19 testing they should not return to UBC Premises until they have received the test results and followed any self-isolating
recommendations. At the commencement of self-isolation:

i. Faculty and staff of UBC must report their condition to their supervisor and manager. Their supervisor or manager will advise them of their options.
ii. Contractors, volunteers or others with business on UBC premises should advise their UBC contact person of their status.

3. All faculty and staff on campus must complete the mandatory online training module ‘Preventing COVID-19 Infection in the Workplace’ to be able to work on UBC premises.

4. Anyone with a positive COVID-19 diagnosis can only return to work, or resume in-person UBC activities on UBC premises, after 10 days have passed since the start of symptoms and the fever is gone. Additional information: [http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation](http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation).

5. Anyone who has travelled internationally or had contact with a COVID-19 infected person may only return to UBC premises after 14 days and 10 days respectively and may only resume in-person activities at UBC premises when the fever is gone and they are feeling better.

6. Everyone is advised to maintain physical distance from others as much as possible.

7. Everyone must follow relevant signage and floor markings when moving around UBC premises.

8. Supervisors will ensure that all faculty, staff and contractors are familiar with the site specific COVID-19 Safety Plans for their work areas – these will layout the plan for occupancy, traffic flow and hygiene at your worksite and within your building.

9. All persons must wear an appropriate mask (defined below) when inside buildings on UBC premises unless:

   i. you are the sole occupant of an enclosed room;
   ii. one of the exceptions outlined in Attachment “A” apply; or
   iii. an approved COVID-19 Safety Plan has been implemented that provides specific guidance regarding the use of masks.

   An appropriate mask must have three layers of tightly woven fabric (cotton or linen), or be a commercially produced three layer disposable non-medical mask, and securely fit, without gaping, over the nose and mouth with ties or ear loops. For more information on appropriate masks please see [https://srs.ubc.ca/covid-19/health-safety-covid-19/](https://srs.ubc.ca/covid-19/health-safety-covid-19/)
Ensuring Compliance:

- Everyone on UBC Premises must comply with these COVID-19 Campus Rules and any other UBC rules.
- The Administrative Head of Unit or Supervisor for each unit has the responsibility to ensure that UBC rules and safety protocols are followed in their unit.
- Notices regarding applicable UBC rules and safety protocols will be posted at entrances to work places as well as communal areas (for example lunchrooms) for all workspaces.
- All faculty, staff and students are encouraged to bring concerns about the implementation of UBC rules or safety protocols or incidents of non-compliance to the attention of the Administrative Head of Unit or Supervisor.
- For support in investigating incidents of non-compliance or similar concerns by faculty and staff, Administrative Heads of Unit or their designates should contact their Human Resources Advisor or Faculty Relations Senior Manager.
- Failure to follow these COVID-19 Campus Rules or other rules or safety protocols by faculty or staff may result in discipline up to and including the termination of employment.
- Failure to follow these COVID-19 Campus Rules or other rules or safety protocols by students may result in discipline pursuant to the UBC Student Code of Conduct. For support regarding the application of the UBC Student Code of Conduct, Administrative Heads of Unit can contact Campus Security.
- Failure to follow these COVID-19 Campus Rules or other rules or safety protocols by contractors may result in the termination of your contract, and/or loss of access privileges up to and including being restricted from visiting UBC Premises.
- Failure to follow these COVID-19 Campus Rules or other rules or safety protocols by volunteers, visitors or other third parties on UBC Premises may result in loss of access privileges up to and including being restricted from visiting UBC Premises.
Attachment “A” to UBC COVID-19
Campus Rules

Indoor Mask Exceptions

General Exceptions

- Persons unable to wear a mask due to a health condition, including physical, behavioural, psychological or cognitive impairment;
- Persons unable to put on or remove a mask without the assistance of another person;
- Where communication with a person requires that a person to be able to see the speaker’s mouth;
- If the mask is removed temporarily for the purposes of identifying the person wearing it;
- Children five years of age or younger are not required to wear a mask, although children over the age of two years should do so if possible. Note that certain locations at UBC (for example those operated by UBC Childcare Services) may have more detailed rules with respect to children wearing masks;
- Persons consuming food or beverages while seated in UBC dining facilities in seating areas designated for consuming food or beverages in accordance with an approved COVID-19 Safety Plan;
- While receiving a service from a health professional, if removing the face covering is necessary in order to receive the service;
- UBC faculty or staff or other persons assisting with a health or safety emergency;
- While on residence property residents of residences operated by Student Housing and Community Services in Vancouver and Student Housing and Hospitality Service in Kelowna are not subject to these Campus COVID-19 Rules but must comply with the housing specific rules for their residence area.

Third Parties on Campus

- These COVID-19 Campus Rules apply to third parties who have been granted a short-term rental of UBC space in addition to all other applicable government safety requirements, all contractual requirements, and any approved site specific UBC COVID-19 Safety Plan.
- These COVID-19 Campus Rules apply to third party contractors performing services for UBC in addition to all applicable government safety requirements, all contractual requirements, and any approved site specific UBC COVID-19 Safety Plan.

Other Exceptions

- Where an exception has been provided in writing by the Executive Director, Safety & Risk Services, after consultation with the UBC COVID-19 Safety Planning Steering Committee on the Vancouver Campus or the Director, Campus Operations and Risk Management after consultation with the UBCO COVID-19 Resumption, Planning and Coordination Committee.
APPENDIX B – COMMON AREA SAFETY PLAN

COVID – 19 Guidance for Common Areas

All workers attending UBCO buildings are required to have an approved COVID-19 Safe Work Plan for their particular work activity and/or work area and to have completed the mandatory ‘Preventing COVID-19 Infection in the Workplace’ online training.

This Common Area Safety Plan and the associated Building Circulation Plan is a required attachment to COVID-19 Safe Work Plans and must be part of the training and education that supervisors perform with their employees.

OUTDOOR AREA: GENERAL EXPECTATIONS

All campus occupants are required to maintain physical distance (separation of 2m) while occupying or circulating through outdoor areas of the campus.

In general, those circulating around campus should stay to the right of the surface that they are travelling on and yield to oncoming pedestrians.

INDOOR AREAS: GENERAL EXPECTATIONS

Campus occupants are expected to respect physical distancing guidelines (maintaining 2m separation) while circulating around campus.

IN CASE OF EMERGENCY: Follow the building fire evacuation directions out of the building. In evacuation situations it is permissible to disregard COVID-19 building circulation directions as all building occupants will be leaving the building. It is recommended to follow physical distancing guidelines, in evacuation situations.

INTERIOR SIGNAGE

All buildings will have the following signs at entrances:

- Building Circulation Floor Plan
- COVID-19 Rules

Interior building signage will be installed as identified by the Circulation Floor Plans.

Note: Individual Work units will apply signage in their work areas per their COVID-19 Safe Work Plans.

BUILDING CIRCULATION & OCCUPANCY FLOOR PLANS

The Building Circulation Floor Plans provide instructions to occupants in relation to circulation through, and use of, general building areas. These Floor Plans identify the following areas:

- Building Access / Egress
- Common Hallways
- Washrooms
• Kitchens/Lounges
• Stairwells
• Elevators

**Building Access & Egress**

Many doors on campus have been identified specifically as ‘entrance’ or ‘exit’ in order to minimize the number of contacts in these areas. In general, main building entrances are now being used exclusively as entrances, where other doorways are exits. See the Building Circulation Floor Plans for details for each campus building.

**Public Walking Areas / Hallways**

Adhere to Building Circulation Floorplans, Directional Signs, and Floor Decals. In all areas, occupants are asked to Walk on the Right Side of the corridor/hallway/sidewalk. If 2m separation cannot be maintained, yield to oncoming pedestrians and move to the side to allow adequate physical distancing.

Furniture in these areas have either been removed or taken out of use in order to support physical distancing measures. Building occupants are asked to not relocate common building furniture.

**Washrooms**

Washrooms are identified on the Building Circulation Floorplans and have signage at the entrance indicating the maximum number of occupants. Sinks and Urinals have been removed from service to ensure 2m separation between users. Doors have been removed, where appropriate, to reduce the number of common contact surfaces. Washroom users should appropriately wash their hands when entering and exiting the washroom facility.

When entering a washroom that is in use by the listed maximum occupancy, you are asked to leave the washroom and wait in the hallway, ensuring a 2-meter distance is maintained.

**Stairwells**

Adhere to Building Circulation Floorplans and Directional Signs. Many stairwells on campus have been identified specifically as ‘up’ or ‘down’ in order to minimize the number of contacts in these areas. There are many campus stairwells however, that continue to be open in both directions and occupants are asked to climb the stairs on the Right Side and yield to oncoming pedestrians.

**Elevators**

Physical distancing must be maintained when using campus elevators. In most situations this means only one person can use the elevator. Each elevator on campus has a sign indicating expectations for use.

In order to reduce the number of common touch points and wait time for those that need to use elevators, elevators should only be used by those who are unable to use building stairwells.

**Kitchen / Lounge Areas**
UBC has established and posted behavioural expectations and occupancy limits for these areas. Look for a sign adjacent to the entrance that indicates the maximum occupancy for the space and expectations for use of any equipment or supplies within the space.

It is recommended that campus users bring their own utensils and plates/cups to reduced shared use of common supplies. Cleaning supplies will be provided for users to perform supplementary cleaning of these area upon occupancy and prior to departure.

Additional infection control guidance can be located at: 
https://hse.ok.ubc.ca/covid19infectioncontrol/