COVID-19 Workspace Safety Plan
Frederic Wood Theatre Stage and Construction Shops

This workspace safety plan will assist staff who need to return to their workspaces in order to perform timely Department work that cannot be done remotely. This plan includes a review of those activities to ensure effective controls are in place to prevent the spread of COVID-19. Department supervisors are responsible for ensuring this document reflects current government guidance and notices which can be found, along with information about UBC’s response to the pandemic at https://covid19.ubc.ca/.

<table>
<thead>
<tr>
<th>Name of Building (if applicable)</th>
<th>Frederic Wood Theatre</th>
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</thead>
<tbody>
<tr>
<td>Address of Building (if applicable)</td>
<td>6354 Crescent Road</td>
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<tr>
<td>Work Space Location (Room and/or description of space)</td>
<td>Stage and Construction Shops (Scenery, Props, Costumes</td>
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<tr>
<td>Start Date:</td>
<td>July 15, 2020</td>
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<td>End Date:</td>
<td>Start of Stage 3 – limited student return for face to face classes in the fall.</td>
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1. Introduction
The Frederic Wood Theatre building serves as the backbone of the Department of Theatre and Film. It houses the Scene Construction Shop, the Properties Shop, and Costume Shop in addition to the stage, auditorium, lobby and administrative wing.

Following curtailment in March 2020, UBC is implementing a gradual return to on-site work in situations where that work cannot be done remotely, and is deemed important to the operations of that unit.

In the case of the Department of Theatre and Film, the facility was closed abruptly on March 16, with show scenery left on the stage, and a second partially built set, taking up almost all the floor space in the scene shop. The intent of this first stage safety plan is to allow the technical staff access to the construction shops, so that these shows can be dismantled safely and shops can be tidied so that adaptations for on-line teaching prep can begin. Due to the seasonal structure of the program, our technical staff have only a few weeks available in the summer before taking their vacation and lieu time to do this essential work.

The rationale for opening at this time is that staff have been working from home on alternate tasks for three months, and have now effectively exhausted the productive work assignments that can be done remotely.

In keeping with public health guidelines, the majority of our office staff and faculty will continue working remotely.

This plan has been reviewed by the FWT Local Safety Team, staff, and submitted by the Production Manager and Administrator to the ARTS JOHSC / Faculty of Arts Office of the Dean for approval.

Submitted for approval June 26, 2020
2. Reference Documents and Regulatory Context:

This document was created with guidance of resources from the Federal Government, BC Provincial Health, WorkSafeBC BC, industry associations and UBC’s Safety and Risk Management departments. Specifically, the Faculty of Arts – Resumption of Research Plan, the UBC – Planning for a Phased Resumption of On-Campus Research, Scholarship and Creative Activities, and UBC Occupational and Research Health and Safety Policy https://srs.ubc.ca/covid-19/health-safety-covid-19/working-safely/

Of particular relevance are the sections on:

- UBC Employee COVID-19 Physical Distancing Guidance
- UBC Employee COVID-19 PPE Guidance

WorkSafeBC BC

- Preventing exposure to Covid-19 in the workplace
- Cleaning and Disinfecting

Actsafe:

- Resources for Arts and Entertainment industries https://www.actsafe.ca/covid-19-resources-for-the-arts-and-entertainment-industries/

3. General Procedures:

Methods and practices outlined in this plan are in accordance with guidelines set by BCCDC to prevent the spread of COVID-19. Your self-compliance with the guidelines set out in this document is of the utmost importance.

Each unit is responsible for adhering to policies put in place by UBC and their respective Faculties and Departments. Failure to adhere to these policies increases the risk of an outbreak in our community, and lack of compliance could ultimately lead to closure of the facility.

It is understood that some measures will be inconvenient, however the health and safety of our community is priority number one. We ask that our community do their best to be flexible as we all adapt to new ways of operating.

3.1 GETTING TO WORK

Private methods of transportation are preferred when possible. Where proximity allows, biking and walking may be good options. If you need to take transit, try your best to maintain social distancing at all times and follow hygiene recommendations (hand washing, use of hand sanitizer etc.). We will adjust start times as much as possible to ensure the least exposure for staff if public transit, or manual transit is required.
3.2 FREDERIC WOOD THEATRE WORKPLACE TRAFFIC FLOW

Access - building entrances will remain locked 24/7. Only the Scene, Props and Costume Shops, Stage and Lobby are included in this limited access plan. The rest of the FWT remains closed at this time.

Entry/exit access has been restricted to specific doors to manage a one-way traffic flow throughout the building. Corresponding entry and exit signage have been posted for these spaces. Occupants are to enter and exit these spaces in accordance with the approved traffic plan. See appendix 1.

- Scenery and Properties staff will enter through door M (loading bay side) and exit through door P (Crescent Rd) or door O, west side.
- Costume staff enter and exit through west exterior doors.
- Do not let others enter behind you.

Stairwells – Where possible, FWT stairwells have been designated as “Up Only” or “Down Only”. Corresponding signage has been posted. Occupants are only to travel in stairwells in the designated direction.

- Access to the props shop designated one-way. See appendix 1.1 and 1.2
- Access to the FWT overhead stage galleries will continue to via the main stairs. See appendix 1.2
- Designated waiting spaces marked out on each landing to avoid cross traffic on the stairs, as one-way traffic not possible to this location.

Occupants following the directional movement as outlined in the plan should always give right of way to those already moving in the travel path/Passage or from the smaller to the larger space. Meaning do not enter the passage at all until the person already in it is fully clear.

3.3 FWT SPACE OCCUPANCY RESTRICTIONS

3.3.1 FWT Workshop spaces - each space will be assigned temporary maximum occupancy ratings (based on COVID social distancing requirements).

- Occupancy limits are posted outside individual spaces.
- Occupants are not to exceed these designated occupancy ratings and must use administrative measures (such as scheduling) to maximize utilization of those spaces.

3.3.2 Offices and classrooms – As per UBC and provincial directives, work that can be done remotely (i.e. from home) should continue to be done remotely.

- Offices internal to FWT workshop spaces should not exceed 1 person (at a time).
- FWT offices and classrooms in the Administration Wing will remain closed in this first phase of returning to the facility.

3.3.3 Common kitchens (Lobby Concession Area)

- Kitchens, shared food prep areas and common food prep equipment will remain closed for phase 1 to avoid any additional risk. These spaces will be reconsidered in future phases.
Frederic Wood Theatre COVID-19 Safety Plan-Stage One

- Occupants are encouraged to bring food that is properly contained and ready to eat without needing to be refrigerated, heated or otherwise prepared in common areas.

3.3.4 Washrooms
- Occupants are encouraged to use the designated washroom in their workshop. Washrooms in the admin wing and lobby remain closed.

3.4 MEETINGS
According to UBC directives, face-to-face meetings are discouraged and should be avoided whenever possible (until post-pandemic normalization).
- Virtual meetings should be arranged whenever possible.
- Meetings or training sessions deemed essential may need to occur. In such cases, social distancing requirements and all FWT space-used restrictions must be strictly adhered-to.

3.5 HANDWASHING/SANITIZING STATIONS
All occupants are to wash/sanitize their hands immediately upon entering the facility.
- Staff entering through door M, are to use the sink in Rm 127 (shop washroom – appendix 1.1
- Staff entering through Costumes can use Rm 027 (costume shop washroom) – appendix 1.3
- Additional consumer hand sanitizers will be provided
- Commercial grade stations will be ordered for the eventual return of students attending Face to Face classes.
- Any concerns about supply levels are to be reported to your supervisor.

3.6 SANITIZATION OF SURFACES
Shared tools, equipment, and storage bins will have designated clean/dirty signage. Used equipment must be flagged as ‘Dirty’ using the signage provided and cleaned at the end of each shift.

More detailed information on cleaning tools and other shared equipment is covered in the Workspace Specific Operational Activities section.

4. Workspace Specific Operational Activities:
A gradual re-start does not mean a return to normal workplace conditions.
Time spent at the workplace must still be kept to a minimum. This is likely to continue until the Provincial Government declares that the pandemic is over and that regular workplace activities can resume.

All staff and faculty must adapt their behaviour, and their work, to ensure a safe resumption of limited work activity. The health and safety of all of our staff, faculty and students is our top priority, always comply with the latest guidelines and the hygiene practices.

Using the guidelines and engineering and administration controls as outlined below - the risk of Covid-19 transmission for FWT technical staff returning to the workplace in this first stage has been deemed as low.
4.1 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. The following chart has been used to evaluate the risk of staff returning to the FWT shops.

4.2 HAZARD ELIMINATION

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 as illustrated below.

- Anybody who has travelled internationally, been in contact with a clinically confirmed case of COVID-19 or is experiencing “flu like” symptoms must stay at home.
- All staff are aware that they must maintain a physical distance of at least 2 meters from each other at all times.
Frederic Wood Theatre COVID-19 Safety Plan-Stage One

- 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
- All staff wearing non-medical masks have been made 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

4.3 WORKER SCREENING AND UPDATED SHOP PROTOCOLS

Every front and back entry door will include signage for both workers and visitors/guests that prohibits entry if any of the above criteria apply. The signage will either copy, or will directly use the WorksafeBC signage, as below:

- Worksafe: Entry Check for Workers
- Worksafe: Entry Check for Visitors

As per Worksafe BC regulations, all personnel must monitor themselves daily for symptoms of COVID-19 or other concerns prior to work attendance. Personnel experiencing any unexplained symptoms of COVID-19 (cough, sneezing, shortness of breath, loss of sense of smell/taste, sore throat, tiredness, fever) must not come in to work and follow these steps;

- Inform your supervisor and/or Responsible Faculty Member (RFM).
- Use the Thrive BC Self-Assessment Tool [https://bc.thrive.health/covid19/en](https://bc.thrive.health/covid19/en) and call/or 811 to determine if you require testing and/or medical care.
- Indicate your absence using PAT, using the notes section for any details.

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.

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. Anyone exposed to a traveler must also self-isolate for 14 days.

New researchers arriving from international destinations are required to self-quarantine for 14 days prior to beginning research.

The supervisor will be responsible to ensure the workers who are ill do not return to work until they are well and cleared to do so. Supervisors cannot give personnel in quarantine work that would require them to break the quarantine.
The following Covid-19 protocols are being put in place to protect all staff returning to work on-site at the Frederic Wood Theatre.

### 4.3.1 Personal Health and Hygiene

You will be asked to submit a self-evaluation form for each day you are on site. See form appendix 3. Coronavirus can spread via droplets that are expelled when coughing or sneezing, or by contact with contaminated hands. To minimize this risk, all employees are reminded to wash hands;
- upon entering the building,
- at each break
- after eating
- following a sneeze or cough
- prior to starting clean-up/lock up procedures, and.

### 4.3.2 Physical Distancing

Always maintain a minimum distance of two metres (6 feet) between persons.
- In workshops, offices or any common/shared space.
- Use designated entrances and exits
- Keep to one-way traffic patterns. See Appendix 1.
- Use designated waiting areas on stairways and outside washrooms.
- Respect the 2-metre perimeter marked around stationary tools.

### 4.3.3 Reduced Occupancy

The number of persons allowed in specific spaces has been reduced based on adherence to social distancing requirements.
- Standard operations
  - Property Shop - up to 7-10 people working in Rm 229 (approx. 35.7 sq. m), 229A approx. 42.25 sq. m.
  - Costume Shop - up to 18-24 people working in Rms 025 (incl 025B, 025C, and 025D (approx. 245sq m).
  - Carpentry Shop - up to 22 people working in Rm 125 (approx. 324 sq. m).
  - Stage - up to 25 people working in Rm. 108 (approx. 324 sq. m).
- Adapted Operation
  - Property Shop - 1 staff working in Rms 229, 229A. One-seventh of full occupancy.
  - Costume Shop - 1 staff member working in Rm 025. One-eighteenth of full occupancy.
  - Carpentry Shop -1 to 2 staff working in Rm 125. One-tenth of full occupancy.
  - Stage - 2 staff members working in Rm 108. One-twelfth of full occupancy.
- Revised occupancy signage will be posted in all critical spaces.
- These numbers will be revaluated at each review of this Safety Plan, and adjusted if appropriate.
4.3.4 Adapted Schedule and Work Routine

In order to facilitate physical distancing, and cleaning protocols, shifts changes will include:

- Staff schedules will incorporate staggered start times (i.e.; 8:30, 9:00 and 10:00) to avoid bottlenecks at doors
- Frequent breaks are to be taken (i.e. 20 min breaks for every 2 hrs worked).
- Scene shop staff will work 2 days on 2 days off to allow more time for air exchange between workers
  - NB: There are two tasks that will require two workers to be present in the same area at a distance of 8’. These are the removal of the stage thrust and stacking of risers. For these tasks, shifts will be reduced to 4 hrs with a 15-minute break every 45 minutes.
  - If workers are not able to maintain the 8’ distance, they may consider choosing to wear a face shield which would not impact breathing during active work. It is a personal choice to wear non-certified protective equipment. Workers choosing to do should review the limitations. [https://srs.ubc.ca/covid-19/health-safety-covid-19/working-safely/non-medical-masks/](https://srs.ubc.ca/covid-19/health-safety-covid-19/working-safely/non-medical-masks/)
- All staff to wrap up active projects 45-60 minutes before their end of shift to allow time to follow the daily cleaning checklist and shut down report. See item 4.3.5 below.
- Supervisors to review all end of day reports daily, and respond to notes as needed.
- Reviewed forms to be stored on the department drive and accessed by Department Administrator as required.

4.3.5 Equipment Sanitation

Shared work surfaces and tool must be disinfected with approved products at the end of each shift. These include light switches, interior door handles, tabletops, stationary tools, and shared power and hand tools.

The FWT has a large number of both stationary and hand tools. Excess equipment must be taken out of rotation to keep exposed tools to a minimum. A combination of signage and checklists will be used to effectively track which tools are used and will require cleaning. See items 4.3.5a &b below. Appendix 2 outlines a detailed checklist for each shop.

The Department will make available spray bottles of approved products for disinfection of work surfaces for each shop. Staff may consider wearing gloves to minimize contact.

4.3.5a Stationary Tools

- Stationary tools and not required in this stage (i.e., the small band saw, extra chop saw, metal lathe, sewing machines, irons etc.) must be unplugged and labeled with ‘Contact Risk. This Station Closed’ signage.
- Stationary tools required for the identified tasks must have a 2m safety zone taped around them, and be labeled with ‘Contact Risk. Disinfect immediately after use’ signage.
  - When work flow prohibits immediate cleaning after use, the sign can be flipped to the ‘This Station Dirty’ side to alert other workers.
• Should a ‘closed’ tool be required for a task that was not identified at the start of the project, it may be activated, but must then be unplugged and flagged with a ‘Dirty’ sign immediately after use.
  o That tool must be added to the end of day cleaning list, and once cleaned, the ‘Contact Risk. This Station Closed’ sign must be replaced. Checklists in Appendix 2.

4.3.5b Non-stationary Power Tools, Air Tools and Hand Tools
• The FWT Scene Shop has sufficient stock to allow for certain essential tools to be individually labeled and assigned to each staff member. (i.e. tape measure, hammer, pliers, T-square, screw gun, air stapler etc.)
• Each staff member will have a designated bin to store the tools they use.
• Excess tools will be locked away, or blocked from access with a physical barrier.
  o Should a task require a tool that was not identified at the start of the project it may be brought out from the locked storage area.
  o All used shared tools are to be placed in the designated ‘Dirty Tools’ bin following use.
  o These tools are to be added to the cleaning list and disinfected at the end of each shift (Appendix 2)
• Only cleaned tools are returned to the storage area. This area to be labeled ‘Cleaned Tools Only’

4.3.5c Shared Storage Bins and Drawers
All 3 FWT shops use a large number of bins, cupboards, and drawers for common storage. The following measures have been put in place to minimize contact risk:
• All bins/cupboards/drawers must be labeled with reversible ‘Clean/Dirty’ signs.
• When a storage unit is accessed the sign must be flipped to ‘Dirty’.
• All ‘Dirty’ storage units are added to the end of day cleaning list.
• Signage restored to ‘Clean’ following disinfection, ready for the next shift.

4.3.5d Additional Common Surfaces
In addition to the equipment mentioned above the following surfaces will require cleaning
• Work tables to be swept and wiped with a disinfectant solution.
• Wipe down washroom door handles, taps handles after every use with product provided.
• Wipe down faucet handles, music systems, and all other shared non-shop equipment.
• Ensure shop washroom doors are propped open at the end of each work day to ensure touch free access for the next shift.
• Wipe down interior door handles when locking up for the day
• If use of the van is required, wipe down steering wheel, shifters, signals, door handles, window controls, radio buttons and all other contact surfaces before and after use.

5. Personal Protective Equipment (PPE):
UBC Theatre and Film will continue to use PPE (N95 respirator masks and nitrile gloves) as part of regular operations, as required by the tasks being performed. A reminder of UBC Covid-19 PPE hierarchy is included as Appendix 4.
Non-medical masks are not considered PPE. Any staff member wishing to wear non-medical masks is reminded to review https://srs.ubc.ca/covid-19/health-safety-covid-19/working-safely/non-medical-masks/

6. Communications Plan
This Safety Plan has been created with input from staff, supervisors and the LST.

- A preliminary draft of the safety plan was emailed to all employees, LST and supervisors for review.
- Feedback from the review to be incorporated into the final plan.
- The completed Safety Plan was emailed to all staff and supervisors, along with wellness resource links for reference should employees require them.
- A printed copy of the Safety Plan will be posted in each shop
- A link will be added to the department website.
- Employees will be required to complete Covid 19 Risk Management in the Workplace https://wpl.ubc.ca/browse/srs/courses/wpl-srs-covid
- Employees will be asked to review the final draft of the plan and sign a document indicating understanding of the plan and new training.

7. Monitoring
The Department will continue to follow the university's accountability structure as laid out in the university safety policy. The Safety Plan for UBC Theatre and Film will be reviewed and updated as follows;

- When operations evolve to require access to additional parts of the building (not just workshops).
- When additional employees (faculty, staff) require access to the FWT.
- When operations/teaching prep requires access to one of our other buildings (DSOM, TFPB, Laserre, BUCH Towers, Binnings Studios, Telus Studio at the Chan).
- Prior to the start of face to face teaching.
- Every 3 months (if none of the above have occurred).

According to University directives, monitoring of compliance with COVID safety plans will be completed by supervisors. Staff members who have concerns about compliance are encouraged to contact their supervisor or HR.

8. Emergency Procedures:
The FWT Building Emergency Response Plan (BERP) has been updated to include the Covid-19 Building Evacuation Amendment. https://riskmanagement.sites.olt.ubc.ca/files/2020/06/BERP-Amendment-June-2020.pdf

- All shop staff will be required to review the FWT BERP and complete the Interim Floor Warden Training https://wpl.ubc.ca/browse/srs/epc/courses/wpl-srs-fwtc
- BERP will be updated to list all interim floor wardens.
- All staff are reminded that life safety building evacuation procedures supersede Covid 19 one-way access plans.
9. Acknowledgement:
This plan has been approved by the Administrative Head of Unit, Cameron Cronin and will be supervised by Manager of Theatre Production, Borja Brown.

This Safety Plan and additional training requirements have been shared with staff. All staff will acknowledge receipt (either through email or signature) that they have read, and will comply with, the directions outlined in this Safety Plan. As per Section 6. Communications, this plan will be kept by the Department and published on the Department of Theatre and Film website.

Date          June 25, 2020
Name (Manager or Supervisor)  Borja Brown
Title  Manager, Theatre Production. Department of Theatre and Film

Faculty and Staff Occupying Workspace

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Confirmation of Understanding of Department Covid Safety Plan</th>
<th>Preventing Covid-19 in the workplace Training (when avail)</th>
<th>Reviewed BERP and Completed Floor Warden Training</th>
<th>Date</th>
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<tbody>
<tr>
<td>Lynn Burton</td>
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<td>Brad Powers</td>
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Appendixes

APPENDIX 1 – Frederic Wood Theatre Shops Access and Traffic Flow

1.1 Scene shop and main floor

- Equipment or storage area
- One way egress
- One way ingress
- 2m tool safety zone
- 2m staff bubble
- Excluded doors/areas

FWT Scene Shop COVID-19 Traffic Flow

- Lobby - limited access
- No access to Concession
- Auditorium - no access
- Admin wing - no access
- Staff entry and handwashing
- Prop staff exit from 2nd floor
- Carpentry Office
- Single Occupancy

Updated – June 26, 2020
1.2 Props Shop and 2nd Floor

FWT Prop Shop and Stage Galleries
COVID-19 Traffic Flow

- Equipment or storage area
- One way egress
- One way ingress
- 2m workstation safety zone
- 2m staff bubble
- Excluded doors/areas

Updated June 16, 2020

One-way traffic flow on overhead galleries
One-way traffic flow from Scene Shop
FWT Props Shop - single occupancy

Submitted for approval June 26, 2020
1.3 Access Costume shop and basement level

- Equipment or storage area
- One way egress
- One way ingress
- 2m tool safety zone
- 2m staff bubble
- Excluded doors/areas

Updated - June 16, 2020
APPENDIX 2 – Equipment cleaning checklists

FWT Scene Shop End of day facility and tool cleaning checklist.

Date: ______________________________

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<th>Item /Task</th>
<th>Notes</th>
<th>Complete</th>
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<tbody>
<tr>
<td></td>
<td>Sweep off all used benches and stationary tool tables</td>
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<td>Sweep floors</td>
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<td>Collect all assigned (personal) tools and restore to assigned bin.</td>
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<td>Collect all shared tools &amp; batteries (from ‘to clean’ bin as well as loose tools) and disinfect.</td>
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<td>List shared tools cleaned in notes section</td>
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<td></td>
<td>Restore disinfected tools to clean storage</td>
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<td>Wipe down used benches with disinfectant.</td>
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<td></td>
<td>Wipe down used stationary tools with disinfectant. Include on/off switches, tool bed, blade controls and other touched surfaces.</td>
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<td></td>
<td>Table Saw</td>
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<td>Chop Saw</td>
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<td>Band Saw</td>
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<td>Drill Press</td>
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<td>Air compressor and hoses</td>
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<td>Extension cords</td>
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<td></td>
<td>Confirm all stationary tool signage has been reset to clean</td>
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Wipe down all other common surfaces/shared equipment used that day. If stage or galleries not accessed today then cleaning not required.

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<th>Item</th>
<th>Notes</th>
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<td>Microwave (reset clean sign)</td>
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<tr>
<td></td>
<td>Tool lock up</td>
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<td>Bathroom door handles</td>
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<td>Roll up door</td>
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<td>Gallery &amp; booth doors</td>
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<td>Flat storage door</td>
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<td>Flat storage keys</td>
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<td>Back hallway light switch</td>
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<td>Stage light switches</td>
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<td>Gallery &amp; booth light switches</td>
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<td>Battery Chargers</td>
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<td>Air compressor</td>
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<td>Ladders (if used)</td>
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<td>Fly rail handles</td>
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Supply concerns or other notes for supervisor.

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I confirm that the above tools and equipment have been used and cleaned today.

__________________________
Employee

Submitted for approval June 26, 2020
FWT Property Shop End of day facility and tool cleaning checklist.

Date:______________________________________________

<table>
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<tr>
<th>#</th>
<th>Item /Task</th>
<th>Notes</th>
<th>Complete</th>
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<tbody>
<tr>
<td></td>
<td>Sweep off all used benches and stationary tool tables</td>
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<td>Sweep floors</td>
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<td>Collect all assigned (personal) tools and restore to assigned bin.</td>
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<td>Collect all shared tools &amp; batteries (from ‘to clean’ bin as well as loose tools) and disinfect.</td>
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<td></td>
<td>List shared tools cleaned in notes section</td>
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<td></td>
<td>Restore disinfected tools to clean storage</td>
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<td>Wipe down used benches with disinfectant.</td>
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<td></td>
<td>Collect pins/needles and put in designated day bin</td>
<td>Use 3 day bin cycle.</td>
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<td></td>
<td>Wipe down used stationary tools with disinfectant. Include on/off switches, tool bed, blade controls and other touched surfaces.</td>
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<td></td>
<td>Sewing Machine</td>
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<td>Computer</td>
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<td>Washing Machine</td>
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<td>Spray Booth</td>
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<td>Extension cords</td>
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<td>Drill Press</td>
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<td></td>
<td>Confirm all stationary tool signage has been reset to clean</td>
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</table>
Wipe down all other common surfaces/shared equipment used that day. If stage or galleries not accessed today then cleaning not required.

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<th>#</th>
<th>Item</th>
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<td></td>
<td>Sink faucet handles</td>
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<td>Tool cupboards</td>
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<td>Office door</td>
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<td>Storage doors</td>
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<td></td>
<td>Key Safe</td>
<td>Once more than one person has access</td>
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<td>Entry light switches (2)</td>
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<td>Stairway light switch</td>
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<td>Gallery &amp; booth light switches</td>
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<td>Battery Chargers</td>
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<td>Air compressor</td>
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<td>Ladders</td>
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<td>Basement Safe (if used)</td>
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<td>Basement Props storage door</td>
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<td>Cupboard padlocks</td>
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Supply concerns or other notes for supervisor.

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I confirm that the above tools and equipment have been used and cleaned today.

______________________________________________________________________________

Employee
FWT Costume Shop End of day facility and tool cleaning checklist.

Date:______________________________________________

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<th>#</th>
<th>Item /Task</th>
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<td></td>
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<td>Sweep floors</td>
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<td>Use 3 day bin cycle.</td>
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<td>Wipe down used stationary tools with disinfectant. Include on/off switches, tool bed, blade controls and other touched surfaces.</td>
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</table>

- Sewing Machine _Industrial_
- Sewing Machine _Domestic_
- Sewing Machine _Serger_
- Iron _& Ironing Board_  
- Steamer  
- Extension cords  
- Computer  
  - other  
  - other  
  - other  
  - other  
- Confirm all stationary tool signage has been reset to clean
Wipe down all other common surfaces/shared equipment used that day. If items not accessed today then cleaning not required.

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<th>#</th>
<th>Item</th>
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<td>Microwave</td>
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<td>Water cooler</td>
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<td>Fridge</td>
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<td>Office door</td>
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<td>Storage doors</td>
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<td>Bathroom door</td>
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<td>Entry light switches</td>
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<td>Office light switch</td>
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<td></td>
<td>Tool cupboards</td>
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<td>Ladders/step stools (if used)</td>
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<td>Costume racks</td>
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<td>Storage drawers – when used</td>
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Supply concerns or other notes for supervisor.

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I confirm that the above tools and equipment have been used and cleaned today.

________________________________________
Employee
APPENDIX 3 – Arrival Check List

COVID-19 Worker Health Declaration

Name:____________________________________ Week of: ________________________

1. To the best of your knowledge, have you or anyone in your household returned from a trip in the past 14 days?

   Outside Canada    □ Yes □ No □ Unsure
   Inside Canada via air/bus/train □ Yes □ No □ Unsure

2. To the best of your knowledge, have you had contact with anyone with confirmed COVID-19 in the past 14 days?

   □ Yes □ No □ Unsure

3. To the best of your knowledge, are you or any household members experiencing any of these symptoms?

   a) Fever above 38°C/100°F □ Yes □ No □ Unsure
   b) Sneezing □ Yes □ No □ Unsure
   c) Difficulty breathing □ Yes □ No □ Unsure
   d) Dry cough □ Yes □ No □ Unsure
   e) Sore throat □ Yes □ No □ Unsure

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<tr>
<th>Question</th>
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Steps:
If you answer yes to any of the above questions, or experience symptoms after completing this form, report to your supervisor and follow their instructions.

BC COVID-19 Symptom Self-Assessment Tool: bc.thrive.health/covid19/en
Appendix 4: UBC COVID-19 Personal Protective Equipment (PPE) Guidance Documents

UBC Employee COVID-19 PPE Guidance Overview

This document provides guidance about UBC’s stance on employee Personal Protective Equipment (PPE), including industry standard face masks/respirators, gloves, homemade and non-surgical masks and other PPE in relation to COVID-19 and other infectious diseases.

Visit [ubc.ca/covid19](http://ubc.ca/covid19) for more information about UBC’s response to COVID-19, including frequently asked questions.

Current health guidance relating to PPE

Throughout the current COVID-19 global outbreak UBC has taken direction on infection prevention from the Provincial Health Officer, the BC Centre for Disease Control (BCCDC) and Vancouver Coastal Health (VCH), and continues to do so. This guidance can be expected to evolve as these agencies continually monitor accumulating scientific evidence to determine how we can best prevent the spread of COVID-19.

As this document has been developed, the current health guidance from the above agencies can be summarized as follows:

- Incorrect selection and/or use of PPE may increase your risk of exposure.
- Using non-medical or homemade protective equipment does not diminish the need for physical distancing, frequent hand washing and avoiding touching your face.
- There is no established proof that wearing non-medical or homemade protective equipment protects the person wearing it, and it may provide a false sense of security.
- Wearing a non-medical mask in public may help to limit the travel of your respiratory droplets when you cough, sneeze or talk - which may help to protect others.
- Medical /surgical masks should be used by people who are sick and health care workers.
- N95 Respirators, Medical masks and other critical PPE are in short supply and are needed by health care workers to safely care for their patients.

Personal Protective Equipment in the workplace

Based on the above medical guidance and circumstances on our campuses, UBC’s position on PPE is as follows:

- UBC employees carrying out tasks that require PPE, including respirators, will continue to be supplied with the appropriate equipment, as per the relevant safe working procedure.
- UBC employees carrying out tasks that do not normally require PPE will not be supplied with masks or respirators of any description.
- UBC will not provide employees with non-medical or homemade masks as these masks do not meet the performance standards for workplace PPE and do not satisfy the safety requirements of any work task.
UBC employees may wear a non-medical mask or homemade mask at work, provided it does not interfere with them safely carrying out their duties.

UBC asks the campus community to be respectful of students, faculty and staff who choose to wear masks.

The role of PPE in protecting employees PPE is used to protect employees from specific risks, however it is the least effective method of protecting employees, as outlined in the below Hierarchy of Controls diagram. The diagram also includes examples of current UBC COVID-19 risk mitigation activities.

Respirators & Masks

Respirators are one type of PPE, and conditions of their usage for workplace safety is closely regulated by WorkSafeBC. To be effective, all respirators used must be fitted to an individual’s face through a fit test. Health care workers may be directed to wear either N95 Respirators or Medical/Surgical Masks as part of their PPE for specific tasks and under the regulations as they pertain to health care settings.

Supply shortages in N95 respirators have prompted the assessment of KN95 respirators as an alternative to address particulate respiratory hazards. However, KN95 masks have been deemed inappropriate for occupational use at UBC due to the inability to properly fit test them and lack of vendor clarity around manufacturing standards. Any KN95 masks received as donations cannot be issued to UBC Employees.

Gloves
There are many types of gloves, and the choice of glove must take into account all of the hazards that may be present, as gloves are rated for their usefulness as a barrier to different types of chemicals. Medical gloves create a barrier around the hands to reduce an individual’s risk of exposure to hazardous agents. This type of PPE can be used during infectious outbreaks but must be used carefully to avoid transferring contamination between the handling of infected and clean items. Personal electronics, high touch surfaces and other shared items are prone to this ‘cross contamination.’

**Eye & Face Protection**

Eye protection, through safety glasses or goggles, and face shields are recommended for health care workers where there is the potential for any spraying or splattering of blood or other bodily fluids. Safety glasses can be found in various different styles and offer side protection in the form of either wraparound arms or shields. Goggles offer a higher degree of spray/splatter protection compared to safety glasses due to their ability to form a tight seal around the eyes. Face shields can protect the entire face from biological hazards. A face shield is often considered a secondary safeguard to protective eyewear. In other words, face shields are typically not used on their own. As per WorkSafeBC requirements, these types of PPE need to meet CSA Standards.

**Advice on PPE at UBC**

If you have any questions or require advice about PPE at UBC, or if you need to widely communicate information in this document, please contact Safety & Risk Services by emailing ready.ubc@ubc.ca.

**Regarding the use of non-medical and homemade masks while at work at UBC during COVID**

The University is following the guidance of the BC CDC and Public Health Officer on prevention of COVID19 by implementing:

- Physical distancing wherever feasible including scheduling of personnel to allow for physical distancing
- Engineering controls such as barriers at points of service
- Personal Protective Equipment where appropriate

The use of non-medical masks, including re-usable cloth masks by healthy people in the university community carries the following limitations and risks:

**Limitations**

- Nonmedical masks do not protect the person wearing it, and are not classified as PPE.
- Their effectiveness in containing of the droplets expelled during breathing, talking, laughing, sneezing or coughing is limited and highly variable.
- Nonmedical masks are not equivalent to respirators, and do not override the needs for physical distancing, good hygiene and staying home when ill.
- Nonmedical masks become less effective if soiled or damp, so must be changed and laundered frequently and routinely.
Risks

- Self-contamination that can occur by touching and reusing contaminated mask, especially in worksites where allergens, chemicals or other hazardous materials are present and can be absorbed onto mask material.
- Potential breathing difficulties
- False sense of security, leading to potentially less adherence to other preventive measures such as physical distancing and hand hygiene.
- Not a measure to protect others if the wearer has symptoms or is ill.

UBC will only supply Personal Protective Equipment that meet applicable standards and as required for UBC work. UBC employees may choose to wear a non-medical mask or homemade mask at work, provided it does not interfere with them safely carrying out their duties.

UBC asks the campus community to be respectful of students, faculty and staff who choose to wear masks.

Additional, up-to-date UBC-COVID resources are found at:

   The ‘Faculty and Staff FAQs’ and the ‘Resources’ sections may be particularly useful.

   The ‘Approved University-wide COVID-19 Safety Documents’ section may be particularly useful.