



A Faculty of Arts COVID-19 Workspace Safety Plan

This plan is based on the faculty level operational and workspace safety plan for the Faculty of Arts. This unit level plan requires the review of the operational activities in that workspace to ensure effective controls are in place to prevent the transmission of COVID-19. Management and supervisory staff are responsible for developing and updating each unit document to meet current government mandated requirements. <https://covid19.ubc.ca/>.

Department / Faculty Unit	Department of Theatre and Film/ FOA THTR (Acting/Directing and Design & Production)
Facility Locations	Frederic Wood Theatre The Telus Studio at the Chan Centre
Proposed Re-opening Date	September 10, 2020
Workspace Location	See Appendix B for maps of FWT & Chan spaces

Introduction to Your Operation

1. Scope and Rationale for Opening

The Department of Theatre and Film is comprised of 6 units; Acting and Directing, Design and Production, Theatre Studies, Film Studies and Film Production; that operate out of 8 buildings (Frederic Wood Theatre (FWT), Theatre Film and Production Building (TFPB), BC Binnings (BCB), Dorothy Somerset Studios (DSS), Frederic Laserre, Buchanan Tower (BUTO), Auditorium Annex, and the Telus Studio at the Chan Centre for the Performing Arts (Telus Studio).

Research, teaching and operational activity within the Department of Theatre and Film (THFL) requires access to specialized equipment in specialized spaces and select offices. Many of our teaching faculty also require equipment/resources that are located on campus. During the COVID-19 shutdown, the productivity of many faculty members has been adversely affected, delaying project completion, and career progression.

The Faculty of Arts has approved the return of a small number of students for in-person learning, without which they would be at risk of not being able to complete their degrees. Thus, it is essential that the Department (THFL) open some limited- access spaces to support this in-person teaching.

In Term 1, THFL will bring back to in-person classes, only students from the Acting and Directing, and Design and Production units (THTR). The remaining units; Theatre Studies, Film Studies, and Film Production will conduct all their classes on-line. These units may move to partial face-to-face classes in Term 2; plans for any future activity will be based on this plan.

In preparation for this return to face-to-face classes, as part of Stage 1, the Frederic Wood Theatre submitted a Limited Return to Work Safety Plan for production staff and faculty for FWT and TFPB which were approved on July 6, 2020 <https://theatrefilm.ubc.ca/about/facilities/>. The Chan Centre also resumed limited operations during July and August - Stage 1 with an approved Safety Plan. <https://chancentre.com/app/uploads/2020/07/ChanCentre-RestartPlan-Stage1-Jul-2020.pdf>



These **Stage 1** (33%) unit level safety plans were approved by the *Faculty of Arts Safety Plan Review Team*

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Moving into Stage 2, this THFL Term 1 plan proposes to build on the approved Stage 1 plans to open a limited amount of spaces in the Frederic Wood Theatre and the Telus Studio to facilitate face-to-face acting classes. All THFL faculty and staff who can work off campus will continue to do so, only faculty and staff not able to work from home, or required to support these classes will return to campus.

- Acting Classes will consist of three cohorts as follows:
 - Cohort 1 – 2nd year Acting – 13 Students. Mornings in the Telus Studio
 - Cohort 2 – 3rd year Acting – 13 Students. Afternoons in the Telus Studio
 - Cohort 3 – 4th year Acting – 14 Students. Afternoons in the Frederic Wood Theatre, plus some mornings and Saturdays.
- A small number (5) of production students will begin to work on scenery, lighting and sound on select afternoons and Saturdays starting in November in order to prep for Term 2. These students will be supervised by members of the production staff.
- Classes will primarily be supported by a faculty member and a TA. There are select faculty who will support more than one cohort. There will not be more than 17 people in a classroom space at any one time.
- More details on scheduling can be found in [Appendix E – Risk Assessment and Mitigation](#).

Proposed additional spaces in this Stage 2, Term 1 THTR Teaching Plan

Frederic Wood Theatre ([see Appendix B.1](#)) [B.2](#),

- Stage (Room 108)
- Auditorium (Room 102)
- Lobby (Room 100) plus Lobby washrooms
- Production Manager office (Rm 107), for 2 days/week onsite supervision.
- Room 226 – Props overflow

Continued access to FWT spaces granted in Stage 1 ([Appendixes B.3, B.4](#))

- Costume Shop (Rm 025)
- Scenic Carpentry Shop (Rm 125)
- Props Shop (Rm 229)
- Over stage Galleries
- Trap Room (Rm 012)
- Room 018

The Telus Studio ([Appendix B.5, B.6, B.7](#))

- Lobby for Ingress/Egress
- Main Lobby Washrooms
- Telus Studio Theatre



To maintain the occupancy limits for Stage 2, occupancy has been calculated to allow for 2-metre physical distancing between occupants. “Pinch Points” such as entry ways, common areas, hallways & stair cases have been considered when planning the occupancy limits. Measures to maintain physical distancing have been outlined in section 7 & 8 of this document. Approved occupants of this THTR Stage 2 Teaching plan will number 75 out of 465 occupants (pre-COVID), with a class limit of 17 people in the stage spaces at one time.

The services within each building and facility will be staffed at reduced levels to comply with 67% cap levels as laid out in the Faculty of Arts parent Safety Plan.

Completed Stage 2 Plans unit level plans were directed to ready.ubc@ubc.ca. Additional plan review will occur at the Faculty of Arts level with approval from the Dean of Arts. If required this plan may be further reviewed by:

- The UBC Covid-19 Steering Committee
- UBC Executive

Section #1 – Regulatory Context

2. Federal Guidance
<ul style="list-style-type: none"> • Government of Canada: “Hard-surface disinfectants and hand sanitizers (COVID-19): List of disinfectants with evidence for use against COVID-19”
3. Provincial and Sector-Specific Guidance
<ul style="list-style-type: none"> • BC’s Restart Plan: “Next Steps to move BC through the pandemic” • Provincial post-secondary education/institution resources studying during covid-19 • Provincial post-secondary-education/institution resources go forward guidelines.pdf • BCCDC BC Centre for Disease Control: COVID -19 symptoms • BC Thrive Self Assessment Tool - covid19
4. Worksafe BC Guidance
<ul style="list-style-type: none"> • COVID-19 and returning to safe operation – Phase 2 • Worksafebc Motion Picture Television Production • Worksafe COVID-19 Safety Plan • Worksafe: Designing Effective Barriers • Worksafe: Entry Check for Workers • Worksafe: Entry Check for Visitors
5. UBC Guidance
<ul style="list-style-type: none"> • UBC Employee COVID-19 PPE Guidance • UBC SRS COVID-19 Site • UBC SRS health-safety-COVID-19 guidance site • UBC SRS COVID-19 Safety Planning Site • UBC SRS COVID-19 Safety Planning Templates and Resources • UBC SRS Physical Distancing Guidance • UBC SRS Meetings and Training Guidance • UBC PPE & Ordering Critical Supplies



- [UBC SRS Planning Communications Resources - Signage](#)
- [UBC Building Operations Custodial Considerations](#)
- [UBC Cleaning Standards & Recommendations for Supplementary Cleaning \[PDF\]](#)
- [UBC Preventing the Spread of COVID-19 ONLINE TRAINING](#)
- [UBC Teaching & Learning Spaces Safety Plan](#)
- [UBC Student Resources Site - covid19](#)
- [Ready UBC](#)

6. Professional/Industry Associations

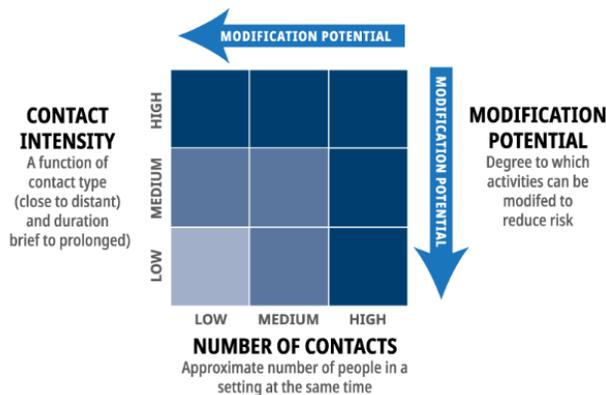
- ActSafe Equipment Guidelines _ <https://www.actsafe.ca/wp-content/uploads/2020/06/Equipment-Guidelines-20200611.pdf>
- ActSafe rehearsal Guidelines <https://www.actsafe.ca/wp-content/uploads/2020/06/Rehearsals-Guidelines-20200610.pdf>

Section #2 - Risk Assessment

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

The Department of Theatre and Film conducted a risk assessment using the following approach to determine activity level risk by identifying both the Department’s **contact intensity**, **contact number**, and any **operational risks** defined below:

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





The assessment for this Stage 2 Term 1 THTR Teaching Plan resulted in the following modification measures: These modifications apply to both the Frederic Wood Theatre and the Telus Studio.

- Physical distancing
 - a. All occupants are to maintain a *minimum* 2m distance from others. To make this easier for students to follow, the Department has implemented the following:
 - i. Marked out personal acting areas in a 9' grid on the stage floors.
 - ii. Assigned specific seating when students are not on the floor.
 - b. Higher risk classes, such as singing, which has an increased droplet spread will be delivered on-line.
 - c. Instigated one-way traffic through the spaces whenever possible.

- Engineering controls
 - a. Signage indicating dedicated one-way access route for each user group with specific entry/exit doors and washrooms.
 - i. In the FWT, production staff /students will enter through the scene shop and use the shop washrooms; while acting students and faculty will enter through the lobby and use lobby washrooms
 - ii. For the Telus Studio, acting students/ faculty will use the Chan main lobby entrance and washrooms; while students from Faculty of Music will use the stage door and backstage washrooms to access the Main Concert Hall.
 - iii. Floorplans with detailed layouts can be found in [Appendix B](#).
 - b. Signage indicating occupancy limits to be posted on room doors.
 - c. Signage or flagging tape indicating areas/rooms that remain off limits during this stage.
 - d. Additional air ventilation/air exchange period before and after each class with a minimum one-hour break scheduled between classes.
 - e. Lounges and common areas remain closed and students will be directed to Student Services for safe spaces if they need to spend time on campus before or after class.

- Administrative controls
 - a. All staff and students in the Department of Theatre and Film will be made aware of new protocols through information sharing and training.
 - b. Students will receive a handbook that outlines class expectations and will contain a dedicated section on COVID-19 risk mitigation regulations including;
 - i. Performing a daily health assessment before reporting to class; students experiencing any symptoms of COVID-19 (including; cough, sneezing, shortness of breath, loss of sense of smell/taste, sore throat, tiredness, fever; and also including lesser known symptoms; stuffy nose, conjunctivitis (pink eye), dizziness, confusion, abdominal pain, and skin rashes or discoloration of fingers or toes) must not come to class. See: [BCCDC BC Centre for Disease Control: COVID -19 symptoms](#)
 - ii. Students 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.



- iii. Students must inform their Responsible Faculty Member (RFM) if they will not be attending class.
 - iv. The importance of 2-metre physical distancing See: <https://riskmanagement.sites.olt.ubc.ca/files/2020/04/COVID-19-Physical-Distancing-Guidance-FINAL-.pdf>
 - v. Effective handwashing, contact awareness and hygiene
 - vi. Traffic flow in the buildings (FWT and Telus Studio) and the importance of not congregating in common areas, to minimize social interactions in the building.
- c. The first class for each cohort will be held on-line and the RFM will review the handbook with the class at this time. Review will include;
- i. Class guidelines and expectations
 - ii. The importance of contacting their RFM and the Student Advisory office if they suspect COVID-19 to enable effective contact tracing.
 - iii. The importance of honesty in self reporting
 - iv. What to do if they feel ill
 - v. Choices and risks associated with non-medical masks, including rights to exemptions from wearing masks.
 - vi. How students can access lessons for any missed classes. THFL plans to Zoom classes for students who must remain home.
 - vii. Links to Student resources. [UBC Student Resources Site - covid19](#)
 - viii. The first in-person class will include a detailed safety walkthrough for all students lead by facility staff.
- d. A detailed schedule has been built to avoid overlap between students.
- i. Cohort 1 – 2nd yr. Acting – 13 Students. Telus Studio 9:15 AM- 12:15 PM, M-F.
 - ii. Cohort 2 – 3rd yr. Acting – 13 Students. Telus Studio 1:15 PM - 4:30 PM, M-F.
 - iii. Cohort 3 – 4th yr. Acting – 14 Students. FWT M-Thu 1:00 PM - 4:30 PM, M-Thu plus M,T,W 10:00AM -12:00 PM and Saturdays; October 31, November 7, for select rehearsals.
 - iv. Production students, 10 in total but not more than 5 per day to work on select projects in the Carpentry or Prop Shop
 - In person work to start late October, Tues -Thurs 12-4pm
 - Select Saturdays November 14, 21, 28, and December 5 from 9:30AM-4:00 PM In the Frederic Wood Theatre.
 - These students will use the workshop entrances. [See Appendix B.1](#)
- Personal protective equipment
 - a. Students will be permitted to wear disposable masks during portions of class-time or physical warm up
 - b. Staff will continue to use PPE as per [UBC Employee COVID-19 PPE Guidance](#)

Department of Theatre and Film considers this plan to be **low** risk, post mitigation measures indicated above. More details are included in **Appendix E-Operational Risk**.



7. Contact Density (proposed COVID-19 Operations)

Describe the type of contact (close/distant) and duration of the contact (brief/prolonged) under COVID operations - where do people congregate; what job tasks require close proximity; what surfaces are touched often; what tools, machinery, and equipment do people come into contact with during work

- Occupants are required to maintain a minimum of 2 metre safe physical distance at all times.
- Most contact outside of individual offices is brief contact with surfaces such as door handles, bathroom facilities, and the copier. These high-touch surfaces and areas will be regularly cleaned by [UBC Custodial staff](#).
- Production staff will maintain personal offices and place garbage cans in common areas for collection by custodial staff.
- Every effort is made to avoid workers needing to share equipment. For times when that is not possible, a detailed tools and equipment disinfecting protocol was developed as part of Stage 1. See Appendix E, [Section E2 Cleaning Protocols](#)
- Every effort will also be made to avoid shared equipment during class, For items that do need to be shared such as rehearsal tables, chairs, wooden cubes, faculty will adapt the guidelines and procedures from the Section E2 link above including;
 - Reversible Clean/Dirty labels placed on all shared equipment.
 - Instructions to users to flip signs to 'Dirty' following use to let others know that that equipment is no longer sanitized
 - Instructions to disinfect any shared equipment, using the alcohol solution provided, at the earliest available time and reset the label to 'Clean'.
 - A detailed set of cleaning instructions will be laminated and placed at by all class AV equipment. AV will be cleaned by Faculty or TA using the materials provided at the start and end of each class.
- Common rooms, lounges and kitchens remain off limits.
- Students directed to student services for spaces where they can safely occupy campus when not in class.

8. Contact Number (proposed COVID-19 Operations)

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

- In order to reduce contacts, THLF is reducing the number of people in the FWT and Telus Studio stages to a total of 40 individuals, only 17 of whom will be present the large spaces at any one time. Staff operating outside the stage areas include ;
 - At the FWT up to 5 production staff in other areas of the building
 - At the Chan Centre, the Faculty of Music is also operating classes, but remain physically separated from Theatre classes through engineering protocols. [See Appendix B.5](#)
- Approved THFL occupants include;
 - production staff (up to 5)
 - production manager (1)
 - Work Learn students (4)
 - Acting Students (44) in cohorts of up to (14) at one time
 - Production and Design Students (10) but not more than 5 at one time
 - Faculty (10) but not more that 2 per class.
- Staff or faculty offices will be occupied by one user only (staff/faculty) at a time. Shared spaces may have additional occupants only if physical distancing of 2 m or 6 ft. radius can be maintained at all times.



Normal Operations Frederic Wood Theatre:

High – Faculty & Staff Offices and Theatre Spaces:

Proposed rooms of occupancy with pre-COVID 19 occupancy numbers

- Office RM 025 (Costumes workshop) - occupancy of 28
- Office RM 025B (Costumes office) - occupancy of 1
- Office RM 125 (Scenic Carpentry workshop) - occupancy of 20
- Office RM 125C (Scene shop office) - occupancy of 1
- Office RM 107 – occupancy of 3
- Office/ Lab RM 229/229A (Props workshop) –occupancy of 8
- Office/ Lab RM 226 –occupancy of 4
- Workshop RM 125–occupancy of 24
- Workshop RM 025–occupancy of 30
- Classroom RM 018–occupancy of 24
- Studio RM 012 (trap room)– occupancy of 10
- Stage RM 108– pre-COVID 19 of 60
- Auditorium RM 102–occupancy of 400
- Lobby RM 100–occupancy of 120

COVID-19 Measures Limited Operations Frederic Wood Theatre:

Low – Faculty & Staff Offices and Theatre Spaces: reduced number of persons in office

Proposed rooms of occupancy with COVID 19 occupancy numbers

- Office RM 025 (Costumes workshop) - occupancy of 6
- Office RM 025B (Costumes office) - occupancy of 1
- Office RM 125 (Scenic Carpentry workshop) - occupancy of 6
- Office RM 125C (Scene shop office) - occupancy of 1
- Office RM 107 –occupancy of 1 not more than 2x week
- Office/ Lab RM 229/229A –occupancy of 3
- Office/ Lab RM 226 –occupancy of 1
- Workshop RM 125–occupancy of 6
- Workshop RM 025–occupancy of 6
- Classroom RM 018–occupancy of 2
- Studio RM 012–occupancy of 2
- Stage RM 108– occupancy of 18
- Auditorium RM 102–19 occupancy of 20
- Lobby RM 100–occupancy of 20, during class arrival times.

Normal Operations Theatre Department Use of Telus Studio:

High – Dressing Rooms and Theatre Spaces:

Proposed rooms of occupancy with pre-COVID 19 occupancy numbers

- Telus Studio - occupancy of 285
- Dressing Room 185 - occupancy of 6
- Dressing Room 186 - occupancy of 10

COVID-19 Measures Limited Operations Telus Studio:



Low – Dressing Rooms and Theatre Spaces:

Proposed rooms of occupancy with COVID 19 occupancy numbers

- Telus Studio - occupancy of 20
- Dressing Room 185 - occupancy of 1 – not in use for THFL
- Dressing Room 186 - occupancy of 1 – not in use for THFL

***See floorplans for proposed COVID-19 density and directions on proposed flow through. [Appendix B.](#)

*****Operational Risk** - In addition to contact density and contact number in buildings planned operational activities and access scenarios need to be evaluated in terms of risk level. **Please see appendix E for operational risk assessment, mitigation strategies and checklist.** [Appendix E](#)

9. Employee Input/Involvement

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

The Faculty of Arts Safety Plan Committee has drafted the organizational document on which this plan is based. Theatre and Film staff were involved in the development of the Stage 1 Safe Return to Work Plan

- Expectations of THFL production staff have not changed from Stage 1 to Stage 2
- Acting and Directing Faculty have been consulted in the development of class portions of this plan, and provided feedback throughout the process.
- Formal JOHSC review of this Safety Plan will occur within 30 days of research resumption activities.
- Expectations of workers is outlined in [Appendix C](#) and has been emphasized during the communication of this THTR Teaching Term 1 Safety Plan.

10. Worker Health

Detail how all Supervisors have been notified on appropriate Workplace Health measures and support available and how they will communicate these to employees

All Supervisors have been informed on appropriate Workplace Health measures and supports for staff mental and physical health, to be made available as they return to campus. Check in's and supports will also be made available via the following channels:

- Weekly staff meetings
- email broadcasts
- One-on-one meetings with direct supervisors
- JOHSC Meetings & Communications
- Students will be encouraged to engage with UBC's robust student resources [UBC Student Resources Site - covid19](#)
- Faculty and staff are encouraged to remind students of these resources on a regular basis and to reach out to Academic Advisors if they sense that students are in distress.

Supervisors will disseminate information from [UBC Wellbeing](#) and [UBC Occupational Preventative Health](#)

11. Plan Publication

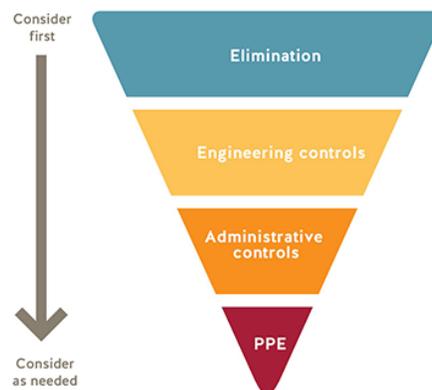


Describe how you will publish your plan ONLINE and post in HARD COPY at your workplace for employees and for others that may need to attend site

This plan will be posted to the Department of Theatre and Film Faculty of Arts homepages. Additionally, hardcopies have been posted on Health and Safety boards and on the notice boards in the theatres themselves.

Section #3 – Hazard Elimination or Physical Distancing

Coronavirus is transmitted through contaminated droplets that are spread by coughing or sneezing, or by contact with contaminated hands, surfaces or objects. UBC’s goal is to minimize COVID-19 transmission by following the safety hierarchy of controls in eliminating this risk, as below.



The following general practices shall be applied for all UBC buildings and workspaces:

- Where possible, workers are instructed to work from home.
- Anybody who has travelled internationally, been in contact with a clinically confirmed case of COVID-19 or is experiencing “flu like” symptoms must stay at home. See: [BCCDC BC Centre for Disease Control: COVID -19 symptoms](#)
- All staff are aware that they must maintain a physical distance of at least 2 meters from each other at all times. See: [UBC PHYSICAL DISTANCE GUIDANCE](#)
- Do not touch your eyes/nose/mouth with unwashed hands
- When you sneeze or cough, cover your mouth and nose with a disposable tissue or the crease of your elbow, and then wash your hands
- All staff are aware of proper handwashing and sanitizing procedures for their workspace
- Supervisors and managers must ensure large events/gatherings (> 50 people in a single space) are avoided
- Management must ensure that all workers have access to dedicated onsite supervision at all times. During periods where supervisors are away a designate supervisor must be appointed. All



workers must be aware of who their supervisor is and all designates must be aware of all their [supervisory responsibilities](#) (e.g. in the case of emergencies, CAIRS, etc.)

- Occupants will be made familiar with the information and resources on the [UBC SRS working safely on campus site](#).
- 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 [UBC SRS non-medical mask limitations page](#) for further information.

12. Work from Home/Remote Work

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

- Most faculty and staff in stage 1 will *continue to work from home wherever possible*, most of the time. In Stage 2 most faculty, staff and any students that are participating in classes will also continue to work/learn remotely.
- Exceptions that will be considered and thoroughly reviewed can be found in the [Faculty of Arts parent Plan](#).
- Health and safety must be considered for employees working from home, including resources for ergonomic health and general wellbeing.
- Resources for Supervisors will include:
 - General Wellbeing resources [UBC Wellbeing campaigns and initiatives - Thrive](#)
 - Ergonomics for home guide [Ergonomics-for-Home-Offices.-Supervisor-Guide.pdf](#)
- **Resources for staff working from home:**
 - Working from Home – Set Up Guide [UBC HR Wellbeing Working From Home Temporary Set up.pdf](#)
 - Fitting in Movement – Guide [UBC HR Wellbeing Fitting in Movement.pdf](#)
- Some Faculty and staff have been approved for occasional access to their individual offices opened during stage one to carry out necessary research and teaching activities on campus. They will have access, **Monday to Friday, 8:00 am to 6:00 pm**.
- Moving forward, the Head can approve of more requests for office use so long as the 33% max Stage 1 and 67% Stage 2 is respected and all safety protocols are observed. On going and additional approved occupants lists and floor plans require to be forwarded to the Faculty of Arts Safety Plan Team for record keeping:
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 - Gerald Vanderwoude Gerald.Vanderwoude@ubc.ca
 - Ana Policzer ana.policzer@ubc.ca
 - Nick Smolinski nick.smolinski@ubc.ca
- Teaching or research stream faculty, who require access to on-campus space to prepare materials for the fall (e.g., making videos for online course production) or for whom conditions make it impossible to provide classes from home, will be accommodated by the Head where possible, and permitted access to their offices, so long as the occupant caps are observed and all safety protocols are observed. No guests may visit offices during this Stage (2).



- In-person group meetings, events or lectures will not be organized. Stage 2 will continue the online meeting protocol where ever possible. Exception to this guidance occurs where an in-person meeting is determined to be operationally essential and would require appropriate precautions and a space that can accommodate a minimum of 2 m or 6 ft. distance between participants. See: [UBC SRS Meetings and Training Guidance](#)

13. Work Schedule Changes/Creation of Work Pods or Crews or Cohorts

For those required or wanting to resume work at UBC, detail how you are able to rescheduling of workers (e.g. shifted start/end times) in order to limit contact intensity at any given time at UBC; describe how you may group employees semi-permanently to limit exposure to specialized workers, if applicable

- All on campus activity follows the guidelines and safety protocols laid out in [the Faculty of Arts Parent Plan](#) and has been approved by the unit Administrator in advance.
- Any worker who is alone in the building will follow the **work alone policy and procedure** of the department/unit through established remote monitoring and check-in procedures at the beginning, during and end of each shift. See: [UBC SRS Work Alone Page](#)
- THFL sign-in will migrate to a departmental shared *UBC Arts ISIT developed general email/accessible Air calendar*. That data will be available in case there is a need for occupant tracking in case of emergencies or contact tracing. [See Appendix D](#)
- Students have been scheduled in three distinct cohorts to limit contact intensity. Described in [Section 2 - Administrative Controls d.](#)

14. Spatial Analysis: Occupancy limits, floor space, and traffic flows

Using UBC building keyplans, we have detailed the following:

- 1) Entry and Exit points.
- 2) Illustrated one-way directional traffic flows.
- 3) An illustrated 2-metre radius circle around stationary workspaces where occupants are confirmed
- 4) Elevators and Washrooms that will be used.
- 5) Additional information including hand sanitizing stations should be posted at entrances, exits, elevators and at individual offices.

*See attached floorplans in [Appendix B.](#)

Office Considerations

Office occupancy parameters: limit of 1 person per room at a time. Occupancy limits will be posted on the door of each office/lab/studio/teaching space by September 4, 2020. Occupants of shared office space will be required to coordinate their office use with one another to avoid any overlap in the space or with their supervisor.

Building/Facility Considerations

Common areas (lunchrooms, lounges, study space, admin, teaching spaces, bathrooms, elevators)

- All accessible rooms will be sign-posted with the maximum occupancy based on available floor space to allow for 2m physical distancing. Lunchrooms and Lounges remain closed for T1.



- Dedicated up/down stairways and other traffic flow mitigations are indicated on floorplan – See [Appendix B](#).
- When common office machines are used (e.g., copier, scanner) they must be wiped down by the user with disinfectant prior to and following use.
- Washrooms will be reduced in capacity, to ensure physical distancing. ‘No Access’ door signage will be used to eliminate excess stalls.

Points of Access to Building and Access Control

- Access to the Frederic Wood Theatre is provided using scheduled key card entry and the buildings will remain locked throughout the day.
- Access to the Telus Studio, is through the Chan Centre Main Lobby, which will be opened at select times and staffed by trained Chan Centre personnel.
- To minimize high touch surfaces, interior doors that can be safely propped open without violating fire codes, will be propped open. Fire doors open which are labelled with a decal indicating *FIRE DOOR*, will NOT be propped open as this is a violation of building fire code.

Anticipated Start-Up and Building/Facility Maintenance Issues Arising

- Both the Frederic Wood Theatre and the Chan Centre for Performing Arts were opened in July during their Stage 1 Return to Work Plans. Water line flushing and HVAC and custodial scheduling were resumed at that time.

Signage and Directional Guides

- Signage has been posted in the FWT and Chan Centre to inform all users of the measures in place. Including;
 - A Worker Entry Check sign posted at every entrance that describes the symptoms of COVID-19 and other self-declaration items, and prohibits entry for any personnel that may meet one of the three criteria. See: [Worksafe: Entry Check for Workers](#)
 - Physical distancing signage at entrances and/or hallways.
 - Directional stairwells for ascending and descending.
 - Narrow hallways designated one-way with appropriate signage on the floor and at eye level. Right of Way must be observed; give right of way to those already moving in the hallway before entering or proceeding.

Hand Sanitizer Stations

- Hand washing/sanitizing stations are installed at the entrances and exits of the Frederic Wood Theatre Lobby.
- Additional hand sanitizer will be set up by the class materials stations at both the Telus Studio and FWT, as well as in the FWT workshops.

Offices

- Single occupancy office space is to be used only for those offices listed in this plan, as decided by the head.



- Temporary short access to offices not listed in this plan (e.g. 10 minutes for grabbing a book) will be provided by head’s approval on a case-by-case basis.

15. Accommodations to maintain 2 metre distance

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

Common Physical Distancing Protocols (Everyone)

- All users have been instructed to not congregate in common areas, to minimize social interactions in the building.
- Users have been instructed to maintain a physical distancing minimum of 2 metres whenever possible. See: [UBC SRS PHYSICAL DISTANCE GUIDANCE](#)
- When stairwells are not sufficiently wide to allow for cross-directional traffic with appropriate social distancing, they will be clearly marked as single-direction. Follow directions in buildings. Right of Way must be observed, meaning give right of way to those already moving in the hallway before entering or proceeding.
- Use of non-medical masks or other safety devices is guided by BC Health guidelines. Medical masks are not currently required unless the particular task required them pre-COVID. Personnel who choose to wear masks must still comply with physical distancing requirements. Those who wear masks must wash and dispose of them properly.
- Use of other PPE, such as gloves and eye protection, should follow UBC ‘Safety and Risk Services’ (SRS) Guidelines, linked here [UBC PPE GUIDANCE](#)
- Regularly scheduled meetings will continue to be held remotely. This includes faculty, staff, production, and creative meetings.

Offices

- All offices in FWT are single occupancy.

Administration Spaces & Elevators

N/A.

Common Spaces / Hallways / Washrooms / etc.

- Use of common rooms (e.g., locally-assigned classrooms and meeting rooms, social spaces) will remain closed during Stage 2.
- Department-bookable classrooms will be blocked off.
- Shared lunch rooms and spaces for eating will remain off limits; faculty and staff are asked to bring in non-perishable bagged lunches, eat outside when possible or in their individual offices.

16. Transportation

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

For staff using the Arts Van, users will be made aware of [UBC Guidance for Shared Vehicles FINAL.pdf](#)

An Arts Van Safety Plan is pending and will be submitted prior to Sept 8, 2020.

Public Transit Considerations see: [Translink Rider Guide](#)

17. Worker Screening



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

- Before coming to work, all personnel must check their health status. Personnel experiencing any symptoms of COVID-19 must not come to work.
- COVID-19 symptoms include; Fever, chills, cough or worsening of chronic cough, shortness of breath, sore throat, runny nose, loss of sense of smell or taste, headache, fatigue, diarrhea, loss of appetite, nausea and vomiting, and muscle aches.
 - Less common, symptoms can also include: stuffy nose, conjunctivitis (pink eye), dizziness, confusion, abdominal pain, skin rashes or discoloration of fingers or toes.
- COVID-19 symptoms can range from mild to severe. This list may change as the Provincial Health Authority & BCCDC learns more. See: [BCCDC BC Centre for Disease Control: COVID -19 symptoms](#)
- Personnel must inform supervisor and/or Responsible Faculty Member (RFM) if they will not be attending 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 Thrive Self Assessment Tool](#) or 811 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. Anyone exposed to a traveler must also self-isolate for 14 days. Supervisors cannot give personnel in quarantine work that would require them to break the quarantine.
- 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:
 - a. [Worksafe: Entry Check for Workers](#)
 - b. [Worksafe: 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.
- 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. Please contact your [HR Advisor](#) or [Faculty Relations Senior Manager](#) with further questions.
- Students will be given a handbook that includes the importance of following the same regulations as listed for workers above. The handbook will also outline the options for they can make up any classwork or attend classes remotely in the case of unexpected absences, self-isolation, or illness.

18. Prohibited Worker Tracking

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

- The primary method for communication with the workers will be via e-mail.



- To assist with Worker Screening, UBC PAT (personnel absence tracker) 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).
- Instructors who have absent students could consider tracking students through online course software such as Canvas.

Section 4 – Engineering Controls

19. Cleaning and Hygiene

Detail your cleaning and hygiene plan, including identification for hand-washing stations and the cleaning regimen required to be completed by departmental staff for common areas/surfaces (BOPS Custodial has limitations on cleaning frequency, etc.)

- The standard UBC custodial standards will apply. Custodial crews will clean the building outside of class hours (after 5 PM). See: [UBC Custodial Services - keeping your facility clean and sanitized page](#)
- Supplementary Cleaning may be required: Surfaces or devices that are not part of Custodial Services procedure but require cleaning or sanitizing by occupants, users or staff between sessions. See: [UBC Cleaning Standards & Recommendations for Supplementary Cleaning](#)
- Faculty and staff in office spaces that are typically shared will be required to wipe down surfaces before and after use with a disinfectant. Necessary training and supplies will be provided by the unit. (see link above)
- Personnel must wash their hands regularly and avoid direct contact with one another and always maintain a minimum physical distance of 2 meters. Handwashing /sanitizing stations are marked in [Appendix B](#)

UBC Building Operations additional online resources: <http://facilities.ubc.ca/covid-19/covid-custodial-services/>

20. Equipment Removal/Sanitation

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

- Common surfaces for high touch tools and equipment including hand tools, keyboards, controllers, etc. will require to be wiped down before use and after use, every session with disinfectant by the user/occupant.
- Supplies will be made available so that this disinfection can be done by users.
- Protocol and training will be developed in coordination with area technicians.
- Used wipes or clean up rubbish must be appropriately deposited to garbage bins in the hallway for disposal by custodial. Custodial Services will not clean/sanitize specialised equipment. This is the responsibility of the unit and users.
- All laptops brought on campus are to be wiped down by its user with disinfectant upon arrival and at departure.
- A detailed procedure of cleaning shop tools and theatre materials was developed as part of the Frederic Wood Theatre Stage 1 plan. See Appendix E Risk Mitigations – [Cleaning Protocols](#)



- Every effort will be made to avoid shared equipment during class, for times that is not possible faculty will adapt the policies and procedures from See Appendix E Risk Mitigations – [Cleaning Protocols](#)
- All unnecessary equipment normally stored in FWT or Telus Studio will be removed to an alternate storage location.
- For any new equipment required for classes, manuals and manufacturers recommendations will be followed. Ready.ubc@ubc.ca can be contacted for additional guidance.
- Common rooms, lounges and kitchens remain off limits. If kitchens become open, a detailed list of permitted appliances and their cleaning protocols will be distributed and a printed copy will be posted in each kitchen location. A kitchen plan should be forwarded to the Faculty of Arts Safety Plan Review Team in advance.

21. Partitions or Plexiglass installation

Describe any inclusion of physical barriers to be used at public-facing or point-of-service areas

There will be no public-facing or point-of-service areas required for Theatre Teaching as outlined this plan during Term 1. Any future need of such barriers will refer to:

- [worksafebc guidance - designing-effective-barriers](#)
- [UBC Building Operations cleaning, sanitization and plexi-barriers](#)

Section 5 – Administrative Controls

22. Communication Strategy for Employees

Describe how your unit has or will communicate the risk of exposure to COVID-19 in the workplace to your employee and the safety controls in place to reduce such risk.

Dissemination of this Plan to the JOHSC

Once this plan is complete, it will be distributed to the FoA JOHSC for review. Not only will this give the worker representatives on the committee a chance to preview the document, but it will give them the opportunity to provide further suggestions for improvement. The JOHSC will review the plan within 30 days of approval.

Communication of the Plan to Employees

To communicate the risk of exposure to COVID-19 in the workplace to the employees, the Department of Theatre and Film will disseminate this unit-level plan via e-mail. As a follow-up, we will review the plan at a video-conferenced staff meeting to reiterate the risks and hazards of COVID-19, and the ways they are mitigated in the overall return to Face to Face classes. On a worksite, everyone has varying levels of responsibility for workplace health and safety. You should know and understand your responsibilities — and those of others. The roles and responsibilities of the employees will also be covered (see sections below **24** and [Appendix C](#)).

Communication of Worker’s Concerns

- Workers can raise health & safety concerns with their supervisor. Their supervisor should investigate the issue and try to mitigate without delay. The Local Safety Team (LST) for your specific unit, Faculty of Arts [Joint Occupational Health & Safety Committee \(JOHSC\)](#), [Faculty of Arts Safety Advisor](#) can also be contacted.
- [Safety & Risk Services](#) can be contacted to provide assistance in resolving the issue.
- Workers may also report concerns confidentially to the department administrator.



23. Training Strategy for Employees

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

- All production staff in FWT have completed ‘The Preventing COVID-19 Infection in the Workplace’ online training module.
- Returning Faculty and other staff in the Department are directed to successfully complete prior to returning to the workplace.
- All approved occupants and employees will send a copy of the completion certificate to their supervisor. See <https://wpl.ubc.ca/browse/srs/courses/wpl-srs-covid>
- All employees returning to the work place will receive a copy of this plan via email. A zoom meeting will be scheduled to review the content and attendance of that review/training session will be recorded. Please ensure to take the time to highlight [Appendix C: Responsibilities](#).
- Additional Guidance: [UBC SRS Meetings and Training Guidance](#)
- Students will receive a Student Handbook which will include the COVID 19 safety regulations, Appendix B – traffic flow, Appendix C- Responsibilities, and other mitigation protocols including; washroom designations, arrival procedures, and detailed class schedules.
- Students may be assigned a COVID-19 Safety module via canvas, once available from Student Services.

24. Signage

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

The Department of Theatre and Film will utilize the signage from the [Safety & Risk Services COVID-19 website](#), the [Worksafe’s COVID-19 – Resources](#) website, WorkSafe BC, and from Building Operations. Building Operations has also sent out approved floor tape and decals to all of the departments.

Required Signage includes:

- Daily symptom check requirement to be posted at all entry doors
 - [Worksafe: Entry Check for Workers](#)
 - [Worksafe: Entry Check for Visitors](#)
- Maximum occupancy of common rooms
- Signs to remind people to adhere to physical distancing guidelines
- Floor signs to mark of 2 m spaces where people might line up (if needed).
- Use of tape and floor signage to direct traffic through high flow areas.
- Yield signage and waiting areas for narrow corridors and stairwells
- Signs regarding equipment cleaning procedure and disposal of clean up material.
- Use of tape to block-off rooms and classrooms that are off-limits.

25. Emergency Procedures

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



All of the BERPs within the Department of Theatre and Film have been updated to accommodate the reduced staffing levels. When the designated Fire Wardens are not scheduled to work, all ‘Responsible Persons’ will be certified Fire Wardens and will be responsible for BERP protocols. They will also have access to lists of the research personnel rooms that are occupied each day. A comprehensive document that provides safety and emergency contacts as well as an emergency response plan must be publicly available both online and as a hard copy at the work site.

- The UBC BERP amendment June 2020 was completed for part of Stage 1
<https://riskmanagement.sites.olt.ubc.ca/files/2020/06/BERP-Amendment-June-2020.pdf>
- Interim floor wardens completed the UBC online floor warden training course in Stage 1:
<https://srs.ubc.ca/training-and-general-education-courses/safety-programs-training/>

Handling Potential COVID-19 Incidents:

- Suspected positive incidents or exposure concerns are to be immediately reported to the Supervisor.
- Anyone uncertain of their symptoms should be referred to the [BC Thrive Self Assessment Tool](#)
- You can contact **UBC Occupational First Aid 604 822 4444** for immediate assistance.
- Contact **Safety and Risk Services** at **604-822-2029** or email <mailto:ready.ubc@ubc.ca> and a safety expert will provide guidance on any immediate follow-up measures.
- Further COVID-19 incident reporting information can be found on the [SRS responding to/reporting-covid-19-exposure site](#)
- [UBC OPH \(Occupational Preventative Health\) 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.
- Unpaid students who feel unwell encouraged to use the [BC Thrive Self Assessment Tool and advised to](#) contact their RFM and Student Services <https://students.ubc.ca/support>, if they suspect they may be infected.

26. Monitoring/Updating COVID-19 Safety Plan

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

Every two weeks during UBC Stage 2 return to Face-to-Face teaching, the Department of Theatre and Film will analyze their monitoring information (e.g. sign-in sheets) and will update the plans as necessary. Employee feedback on this plan can be sent directly to their Supervisor, to their worker representative on the JOHSC, or confidentially to the department administrator. For the policy on monitoring compliance, and managing non-compliance, see [Appendix G](#).

27. Addressing Risks from Previous Closure

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

- THFL administrator and production manager will work closely with faculty and staff to assess any risks at our facilities and propose ways to mitigate those risks.
- Returning staff will be required to attend orientations and new training on procedures and protocols outlined in this Safety plan.
- Returning staff will be required to review BERPs and new protocols outlined in this Safety plan.



Section #6 – Personal Protective Equipment (PPE)

28. Personal Protective Equipment

Describe what appropriate PPE you will utilize and how you will/continue to procure the PPE

- We are not anticipating any new PPE requirements due to COVID-19
- Where an employee makes the personal choice to wear a non-medical or home-made mask in the workplace they will be informed of the risks limitations associated with their use (see: [UBC Employee PPE Guidance](#) and/or [UBC working safely - non medical masks](#))
- For each cohort of students; masks may be recommended during select performance exercises where students are unable to physically distance for some of the exercise.
 - This aligns to evolving industry best practices for theatre education and production.
 - Vancouver Film School is following this practice and it recommended by the Voice and Speech Trainers Association (VASTA), BC Motion Picture Industry, and ActSafe, as part of overall rehearsal measures. <https://www.actsafe.ca/wp-content/uploads/2020/06/Rehearsals-Guidelines-20200610.pdf>
 - The department will not be working on any close contact or intimate scenes.
 - Students will be responsible for their own non-medical masks.
 - Posters reminding students of effective use will be displayed in the studio class <http://www.bccdc.ca/Health-Professionals-Site/Documents/Face-masks.pdf>

Section #7 - Acknowledgement

29. Acknowledgement

The following must be signed by the Administrative Head of Unit and the Dean confirming that: 1) the Safety Plan will be shared with staff and faculty by email and as a shared document; and 2) that staff will acknowledge receipt and will agree to comply with the Safety Plan.

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

Date September 2, 2020

Name (Manager or Supervisor) Borja Brown

Title Manager, Theatre Production

Faculty and Staff Occupying Workspace

Name	Email	Understanding & Acceptance of Plan
		<input type="checkbox"/>
		<input type="checkbox"/>



		<input type="checkbox"/>

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

Faculty of Arts

Date _____

Name _____

Title Dean of Arts

Department Theatre and Film

Date September 9, 2020

Name Tom Scholte

Title Acting Department Head, Theatre and Film



Appendix A: Department of Theatre and Film Building List

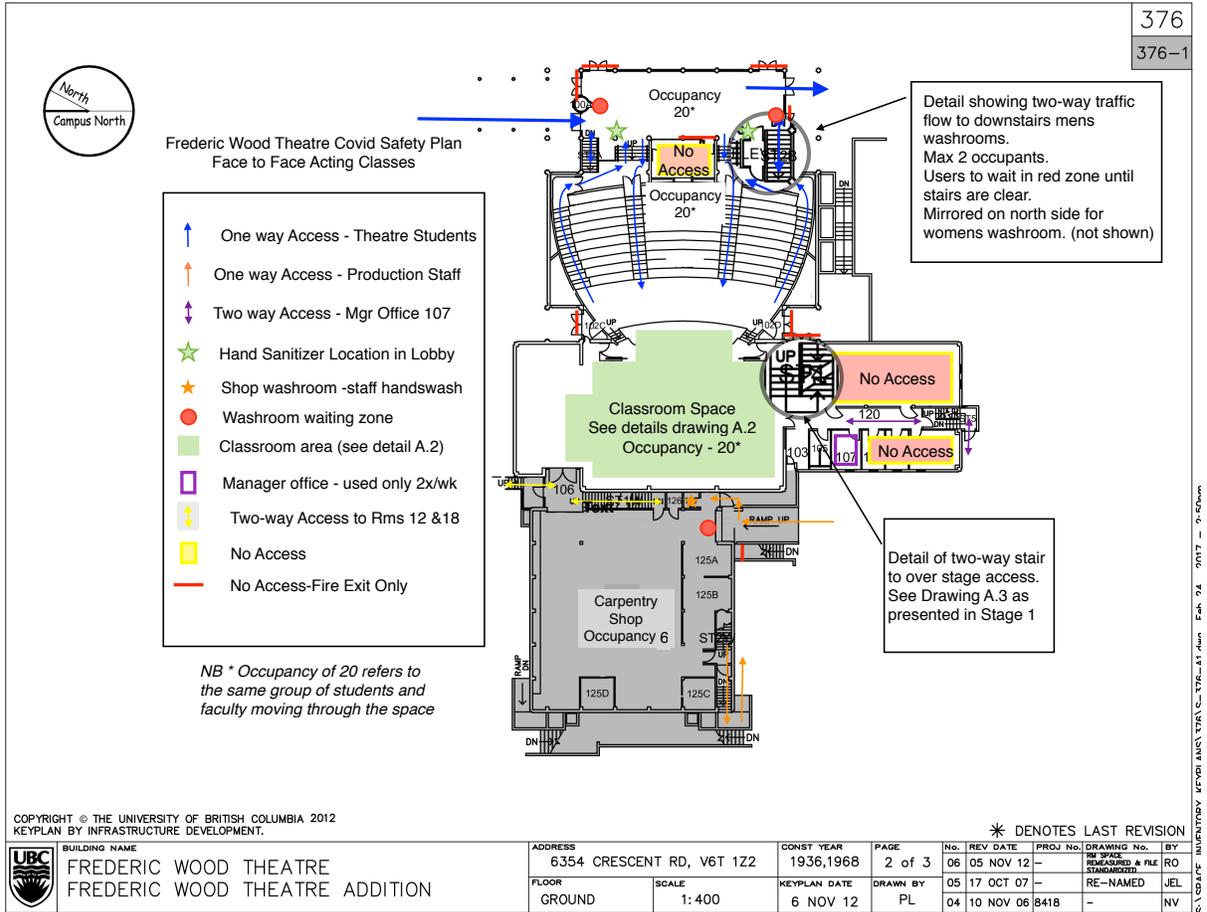
Building	Abbr	Occupants/Use	Activated
Frederic Wood Theatre	FWT	Lobby	Stage 2 THTR Teaching Plan
		Auditorium	Stage 2 THTR Teaching Plan
		Stage	Stage 2 THTR Teaching Plan
		Costume Shop	Stage 2 THTR Teaching Plan
		Scenic Carpentry Shop	Stage 2 THTR Teaching Plan
		Properties Shop	Stage 2 THTR Teaching Plan
		Basement	Stage 2 THTR Teaching Plan
		Admin Wing - Level 1	Stage 2 THTR Teaching Plan
		Admin Wing - Level 2	Drop in Only
Theatre Film and Production Building	TFPB	Faculty Offices	Stage 1 TFPB Plan
		Admin Offices	Drop in Only
		Studio Classroom	NOT ACTIVE
BC Binnings Studios	BCB	Reheasal Studio 122	NOT ACTIVE
		Reheasal Studio 126	NOT ACTIVE
		Reheasal Studio 128	NOT ACTIVE
		Faculty Offices	Drop in Only
Dorothy Somerset Studio	DSS	Performance Studio	NOT ACTIVE
		Costume Storage	Drop in Only
		Properties Storage	Drop in Only
Telus Studio at the Chan Centre	Telus	Stage	Stage 2 THTR Teaching Plan
Buchanan Tower	BUTOH	Faculty Offices	Drop in Only
		Classrooms	NOT ACTIVE
Laserra	LASR	Staff Office	Drop in Only
		Resource Library	NOT ACTIVE
Auditorium Annex	Aanex	Grad Offices	NOT ACTIVE



Appendix B: Floorplans

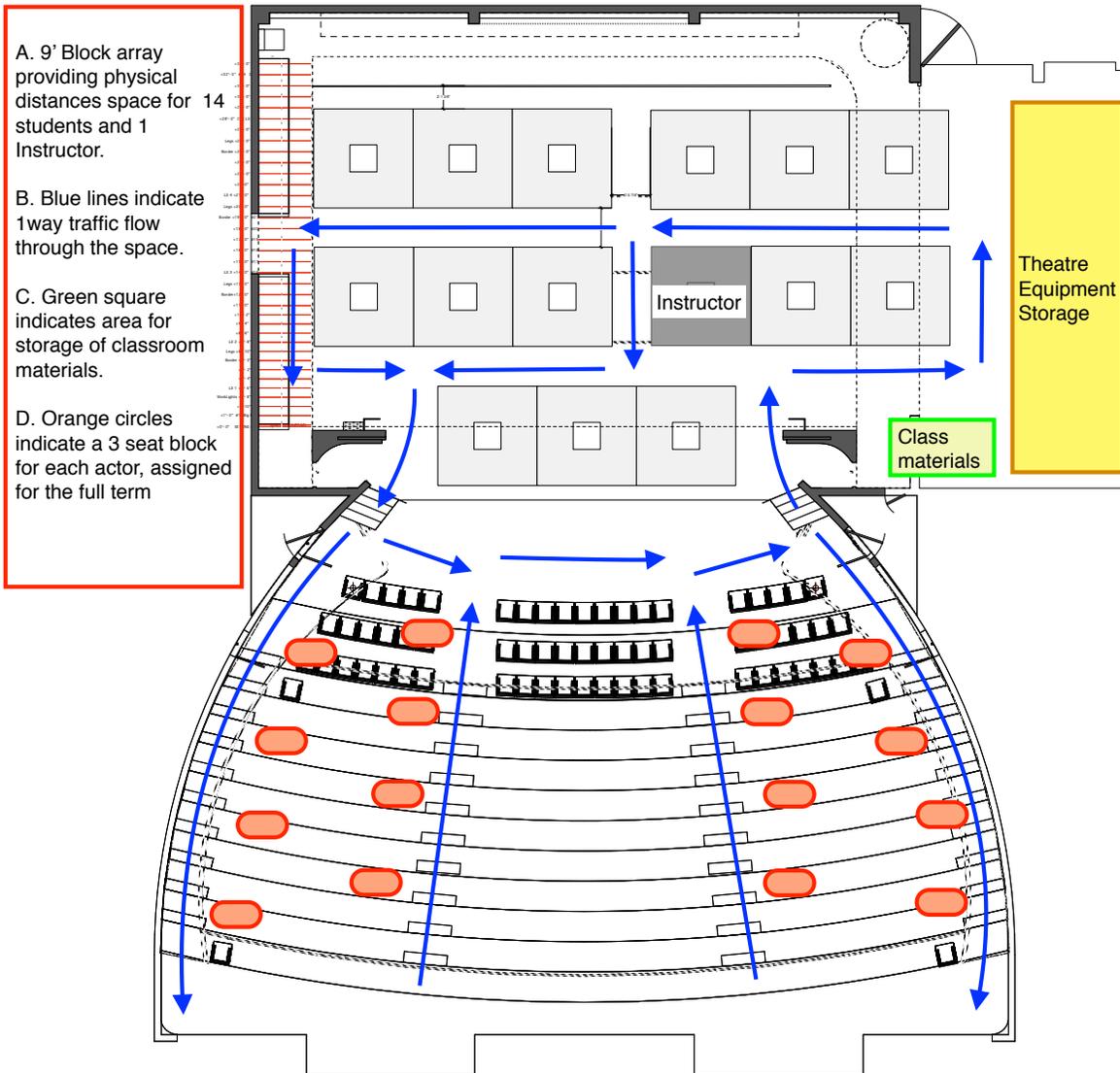
The Frederic Wood Theatre, Department of Theatre and Film.

B.1 FWT Building Flow



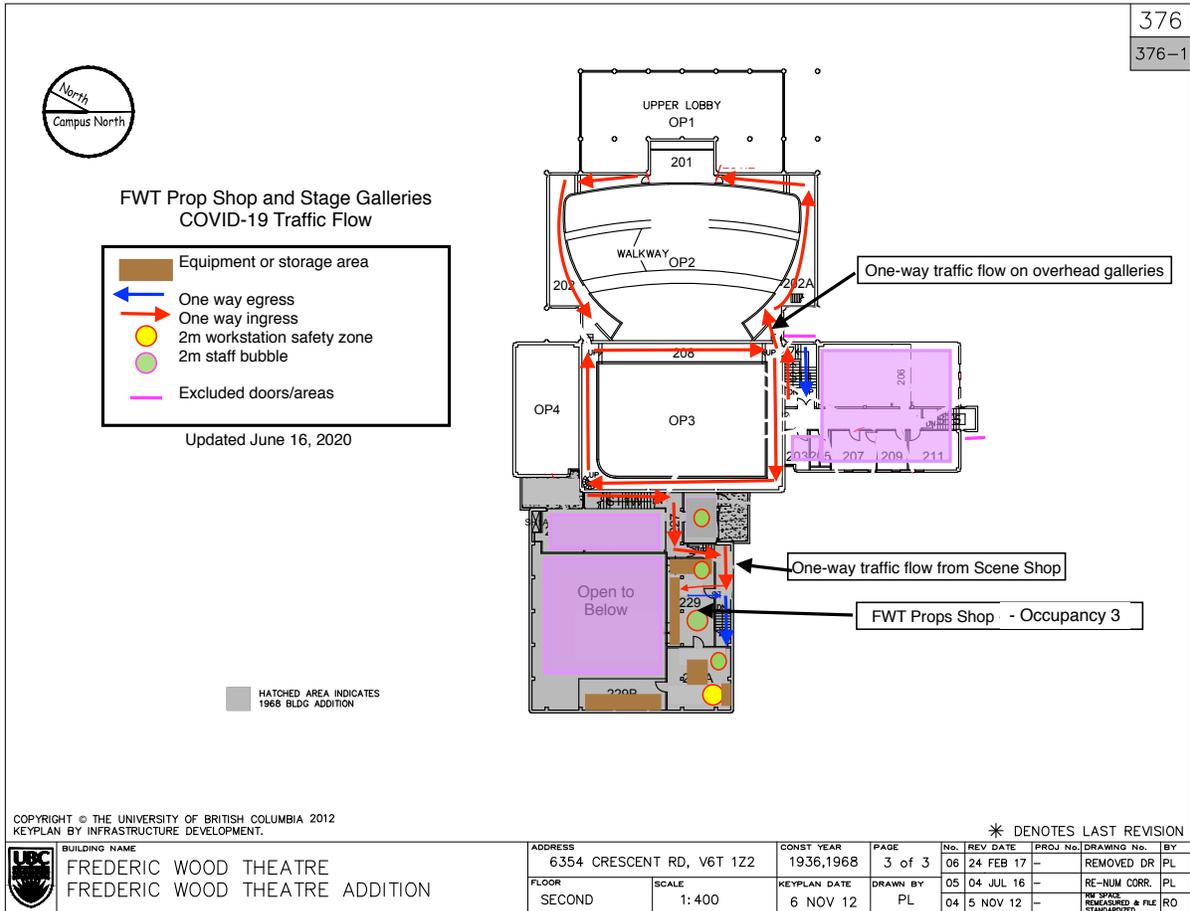
B.2 FWT Stage and Auditorium Detail

FWT Covid Teaching Layout



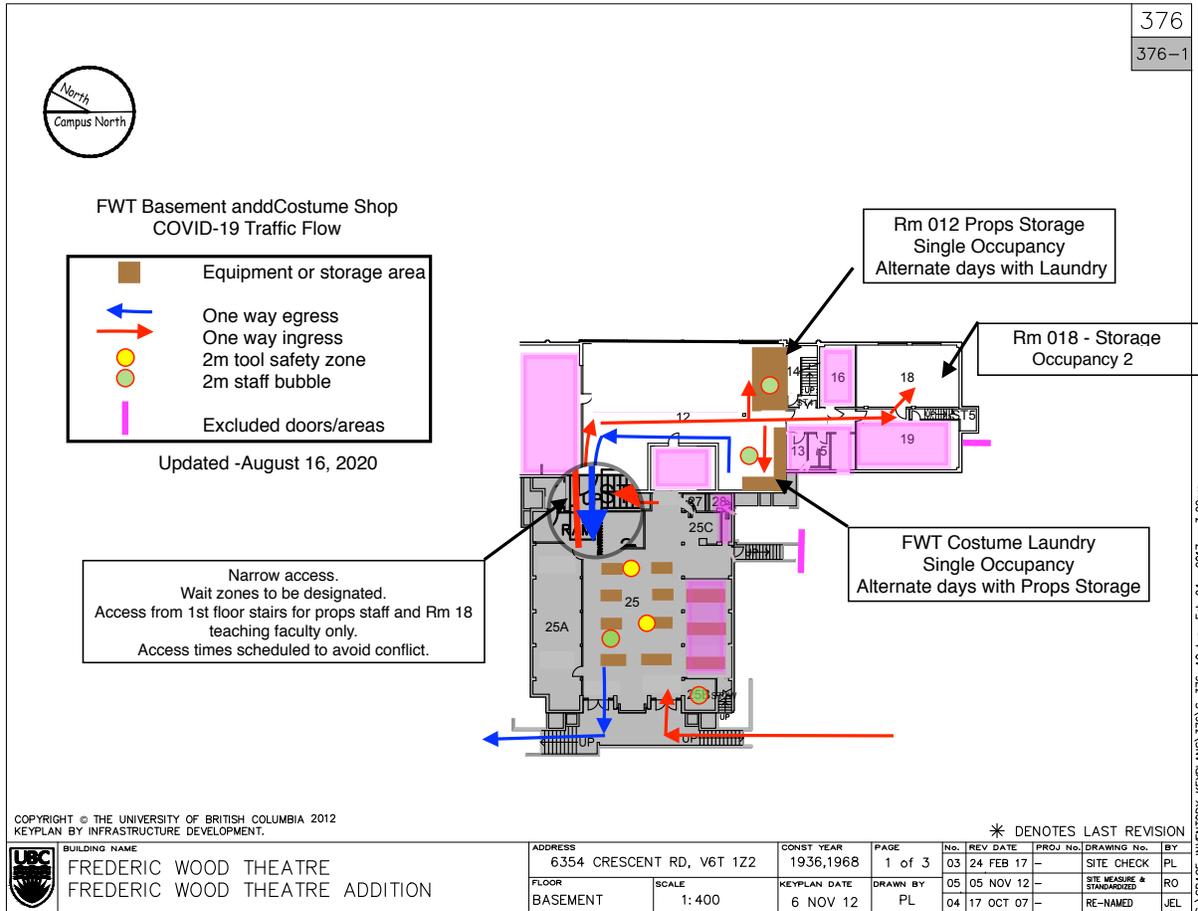


B.3 – FWT 2nd Floor Gallery and Prop Shop (from Stage 1)





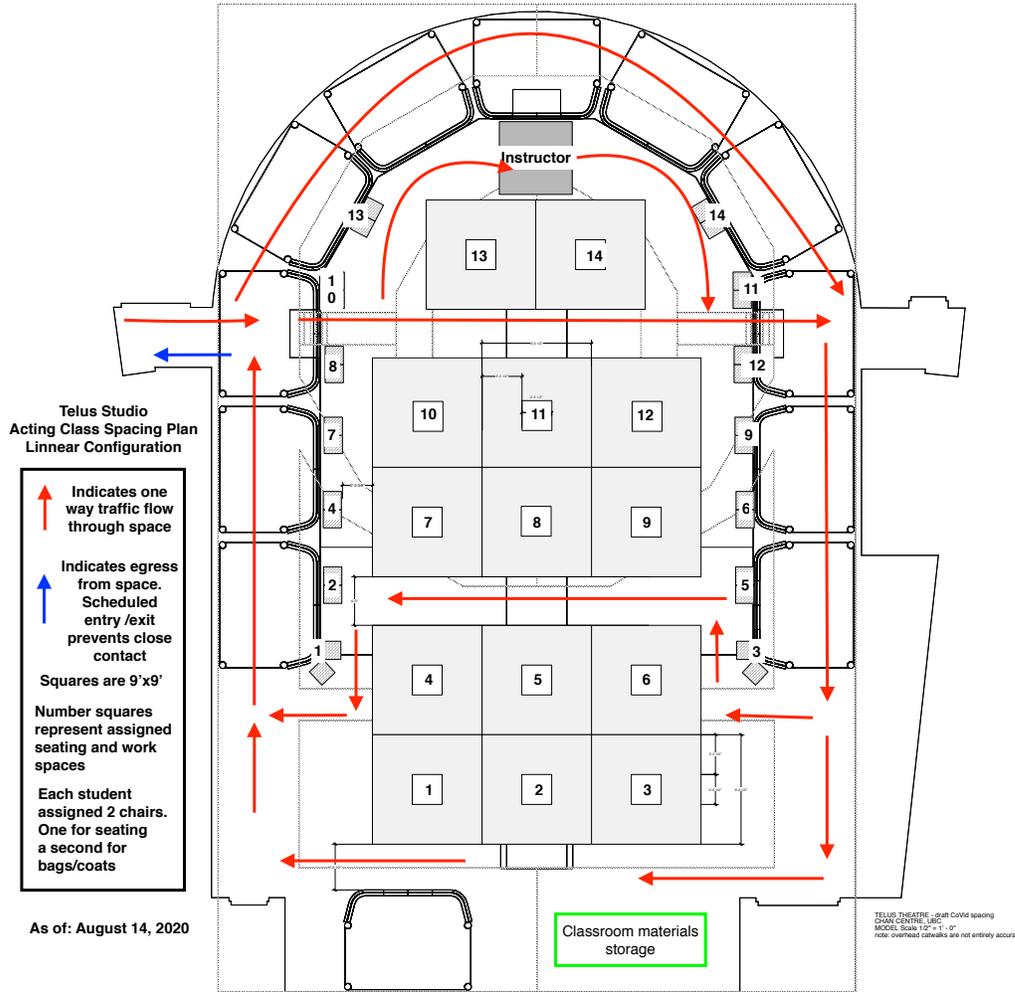
B.4 - FWT Basement (From Stage 1)





B.6 - Telus Studio – Level 1 Classroom Layout

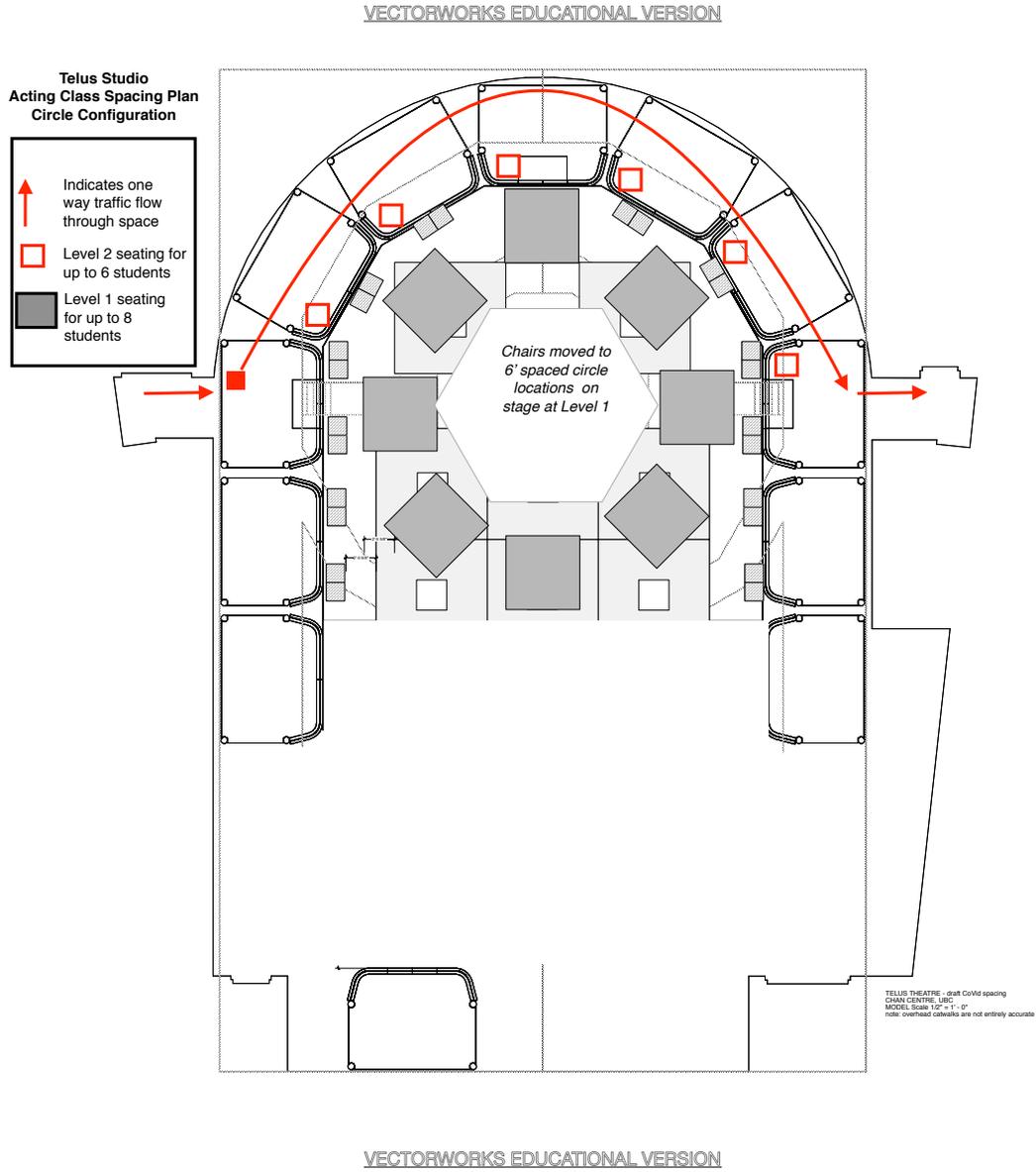
VECTORWORKS EDUCATIONAL VERSION



VECTORWORKS EDUCATIONAL VERSION



B.7 - Telus Studio – Level 2 Classroom Layout





Appendix C: Responsibilities of Each Worker Group

Employee Responsibilities

- 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: <https://bc.thrive.health/>.
- All work that can be done off campus must continue to be done off campus. Data processing, writing manuscripts, writing grant proposals, creating presentations, studying, ordering of lab supplies, online library research, computations, etc. should be done from home. Exceptions may be considered for cases where research personnel do not have the possibility to work from home.
- Must take the required UBC COVID-specific training course or the department specific training if the former is unavailable; they must submit a confirmation of the completion of training via email to the Dept Administrator.
- Teaching-stream faculty and research-stream faculty who are teaching during Stage 1 for whom conditions make it impossible to provide classes from home can apply to use their office for lectures; approval is decided by their head/director.
- Teaching-stream faculty or research-stream faculty who require access to on-campus space to prepare materials for the fall (e.g., making videos for online course production) should be accommodated by the head/director where possible as long as it will be done in a safe manner consistent with physical distancing requirements.
- In-person group meetings, events or lectures cannot be organized in Stage 1 or 2.
- Where exemptions have been given for a faculty member to access their office, they must not have guests in the office during Stage 1 or 2
- Workers can raise health & safety concerns with their supervisor. Their supervisor should investigate the issue and try to mitigate without delay. The Local Safety Team (LST) for your specific unit, Faculty of Arts [Joint Occupational Health & Safety Committee \(JOHSC\)](#), [Faculty of Arts Safety Advisor](#) can also be contacted. [Safety & Risk Services](#) can be contacted to provide assistance in resolving the issue. Workers may also report concerns confidentially to the department administrator.



Responsibility of Department Heads and Directors

- Must take the required UBC COVID-specific training course or the department specific training if the former is unavailable; they must submit a confirmation of the completion of training via email to the Dept Administrator.
- Responsible for communicating the safety plan of the unit to faculty and research personnel.
- Responsible for ensuring that signage is in place throughout the common spaces of the building. This signage is in place to ensure physical distancing and cleaning protocols are practiced in common areas (e.g., elevators, social rooms, lunch rooms, bathrooms, stairwells), department offices (e.g., main office, mail room), and shared facilities that are under their purview.
- Responsible for putting hand sanitizer at key points (e.g., near entrances, entrances to shared instrument facilities) for personnel, if not supplied by building operations.

Responsibility of Faculty of Arts

- Work together with Departments and Institutes to develop safe working plans at each stage.
- Coordinate safety plans across shared buildings.
- Review and approve department / institute safety plans (ADR and ADF).
- Help heads and directors deal with issues of non-compliance and offer confidential reporting of non-compliance.
- Address patterns of non-compliance in a manner consistent with UBC policy.

Appendix D: Sign In/Sign Out Protocols

Building Sign-in and Sign-out Calendar

Sign in/sign out data will be available on an online Air Form set up by Arts ISIT. The Head will oversee sign-in/sign-out documentation for their unit/group. Use of a shared on-line scheduling system is encouraged.

The Department of Theatre and Film is reviewing this tool and will implement it or a similar sign in system.

Appendix E: Determining Operational and Activity Risk

The Safety Plans developed for all UBC departments/units will mitigate the risk of transmission of COVID-19 by introducing appropriate measures as recommended by public health and WorkSafeBC. The plans reflect the currently available evidence and expert opinion, and are subject to change as new information on transmissibility, epidemiology, and effectiveness of public health and risk mitigation measures is made available.

Risk levels may vary and approval processes will be adjusted accordingly. The assessed residual risk, following implementation of planned mitigation, will determine the appropriate level of approval (i.e.,



department/school head/director or managing director/executive director/AVP; dean/VP, or UBC Executive). The below information is intended to serve as a guide for risk assessment and the planning of mitigation strategies.

Activities are considered high risk if they meet any three risk considerations, and must be advanced for further review to the COVID-19 Safety Planning Steering Committee. All required risk mitigations must be implemented in order for the activity to be considered to have low residual risk

Risk	Context	Risk Mitigation
Risk #1 – Higher proportion of individuals from outside of the UBC community visit the campus/unit; if employees or staff are exposed to more than 10 random people in a day; or if the unit is public facing	The risk of COVID-19 introduction and spread is presumed to be greater as the number of contacts increases	<ul style="list-style-type: none"> • Enable 2 metre physical distancing; pinch-points must be addressed and carefully managed. • Use of plexiglass barriers wherever possible • Reduction of high touch points or increased cleaning • Use of cohort groups, where appropriate • Enable and encourage increased hand hygiene • Strict non-admittance to anyone with symptoms
Risk #2 – Prolonged close interaction with others not in the usual cohort of colleagues; if contact lasts for more than 15 minutes and transient in nature	Person-to-person spread is more likely with prolonged contact	<ul style="list-style-type: none"> • Enable 2 metre physical distancing • Reduction of high touch points or increased cleaning • Enable and encourage increased hand hygiene • Strict non-admittance to anyone with symptoms
Risk #3 – The workplace or activity is indoors and windows cannot be opened	A confined indoor space is presumed to have greater risk	<ul style="list-style-type: none"> • Enable two metre physical distancing • Reduction of high touch points or increased cleaning • Enable and encourage increased hand hygiene • Strict non-admittance to anyone with symptoms



<p>Risk #4 – Employees/students/visitors have frequent contact with high-touch surfaces</p>	<p>A higher frequency of contact with high-touch surfaces (e.g., service counters, card payment machines) is presumed to have greater risk</p>	<ul style="list-style-type: none"> ● Enable two metre physical distancing ● Use of plexi-glass barriers wherever possible ● Reduction of high touch points or increased cleaning ● Enable and encourage increased hand hygiene ● Strict non-admittance to anyone with symptoms
<p>Risk #5 – The activity involves people who are at higher risk of severe illness (i.e., older adults or those with chronic health conditions) (e.g., some alumni events)</p>	<p>COVID-19 can cause more severe illness among people who are 65 and over, and those who have compromised immune systems or other underlying medical conditions</p>	<ul style="list-style-type: none"> ● Work with HR for individual accommodations ● Encourage work from home arrangements ● Enable two metre physical distancing ● Reduction of high touch points or increased cleaning ● Enable and encourage increased hand hygiene ● Strict non-admittance to anyone with symptoms
<p>Risk #6 – The activity involves people who are not able or likely to follow hygiene practices such as washing hands frequently, respiratory etiquette, and identifying when they are feeling ill and staying home</p>	<p>COVID-19 spread can occur when personal preventive practices are not consistently followed. For example, young children are less likely to be able to carry out these practices</p>	<ul style="list-style-type: none"> ● Reduction of high touch points or increased cleaning ● Strict non-admittance to anyone with symptoms ● Limiting of non-essential contacts in space ● Strict non-admittance to anyone with symptoms

Any questions about whether or not an activity/unit is considered higher risk can be directed to ready.ubc@ubc.ca for clarification.

E.1 Operational/Activity Risk Checklist -Frederic Wood Theatre

In addition to contact density and contact number in buildings, planned operational activities and access scenarios need to be evaluated in terms of risk level. The information below was used as a guide for risk assessment and the planning of mitigation strategies.



Activities are considered high risk if they meet any three risk considerations, and must be advanced for further review to the COVID-19 Safety Planning Steering Committee. All required risk mitigations must be implemented in order for the activity to be considered to have low residual risk

E.1A Risk Evaluation and Mitigation - Frederic Wood Theatre

Operation/Activity	Acting Classes
Location	Frederic Wood Theatre
Frequency	Monday- Thursday 1:00 PM- 4:30 PM, Plus Saturday Oct 31, Nov 7
Risk Considerations	
<input type="checkbox"/>	Risk #1 – Higher proportion of individuals from outside of the UBC community visit the campus/unit; if employees or staff are exposed to more than 10 random people in a day; or if the unit is public facing
<input type="checkbox"/>	Risk #2 – Prolonged close interaction with others not in the usual cohort of colleagues; if contact lasts for more than 15 minutes and transient in nature
<input checked="" type="checkbox"/>	Risk #3 – The workplace or activity is indoors and windows cannot be opened
<input type="checkbox"/>	Risk #4 – Employees/students/visitors have frequent contact with high-touch surfaces
<input checked="" type="checkbox"/>	Risk #5 – The activity involves people who are at higher risk of severe illness (i.e., older adults or those with chronic health conditions) (e.g., some alumni events)
<input type="checkbox"/>	Risk #6 – The activity involves people who are not able or likely to follow hygiene practices such as washing hands frequently, respiratory etiquette, and identifying when they are feeling ill and staying home

Mitigation and Protocols- FWT

Risk # 3 – Indoor activity. To mitigate this risk the following procedures will be in place:

- Students are attending class on the following schedule.
 - Cohort 3 – 4th Year Acting – 14 Students
 - a. Mon - Thurs - 1:00 PM - 4:30 PM
 - b. Mon,Tues,Wed - 10:00AM -12:00 PM
 - c. Saturdays; October 31, November 7, for select rehearsals 9:30 AM – 3:30 PM
 - Production students, 10 in total but not more than 5 per day to work on select projects in the
 - b. Starting late October, Tues -Thurs 12-4pm in the Carpentry ,Prop, or Costume Shop
 - c. Select Saturdays November 14, 21, 28, and December 5 from 9:30AM-4:00 PM In the Frederic Wood Theatre.
- Students arrive through dedicated entry and instructed to wash hands upon arrival. [See Appendix B.1](#)
- Students assigned dedicated 9’ squares to give students more than the minimum 2m distance, even during warm up exercise. See layout in [Appendix B.2](#)
- Every effort will be made to avoid shared equipment.
- Students assigned individual yoga matts to eliminate sharing of high risk equipment.
- For class exercises that do require limited shared equipment such as tables, chairs and theatre cubes, policies from the approved Stage 1 shop cleaning protocols will be used to track sanitation.
 - Reversible Clean/Dirty labels will be supplied for all shared equipment.
 - Labels will be flipped to dirty following use to let others know that equipment is no longer sanitized.



- Users will be required to disinfect any shared equipment at the earliest available time and reset the label to ‘Clean’.
- For more details [See E2 – Approved Equipment Cleaning Protocols from Stage 1](#)
- Time will be made available at the beginning and end of each class to allow for cleaning and hygiene policies.
- Any AV equipment used (cameras etc.) will be wiped down by faculty at the end of class.
- The ventilation system in the theatre will be set to maximum exchange for the duration of classes and the extraction fans will run for the hour between classes and at for 30 minutes at the start and end of each day the students are in the space.

Risk # 5 – Increased personal risk

- Some teaching faculty are over 65. These individuals are aware of their personal risk and have been made aware of UBC wellbeing resources, specifically <http://www.hr.ubc.ca/wellbeing-benefits/workplace-health/occupational-preventive-health/>

E.1B Risk Evaluation and Mitigation – Telus Studio at the Chan Centre

Operation/Activity	Acting Classes
Location	Telus Studio at the Chan Centre
Frequency	Monday – Friday 9am – 4:30 pm (access from 8:30-5:00)
Risk Considerations	
<input type="checkbox"/>	Risk #1 – Higher proportion of individuals from outside of the UBC community visit the campus/unit; if employees or staff are exposed to more than 10 random people in a day; or if the unit is public facing
<input type="checkbox"/>	Risk #2 – Prolonged close interaction with others not in the usual cohort of colleagues; if contact lasts for more than 15 minutes and transient in nature
<input checked="" type="checkbox"/>	Risk #3 – The workplace or activity is indoors and windows cannot be opened
<input type="checkbox"/>	Risk #4 – Employees/students/visitors have frequent contact with high-touch surfaces
<input checked="" type="checkbox"/>	Risk #5 – The activity involves people who are at higher risk of severe illness (i.e., older adults or those with chronic health conditions) (e.g., some alumni events)
<input type="checkbox"/>	Risk #6 – The activity involves people who are not able or likely to follow hygiene practices such as washing hands frequently, respiratory etiquette, and identifying when they are feeling ill and staying home

Mitigation and Protocols- Chan Centre

Risk Factors #3 & #5 are mitigated as per the FWT policies above with schedule and access adjustment specific to the Telus Studio at the Chan Centre as indicated.

- Students are attending class on the following schedule.
 - Cohort 1 – 2nd Year Acting. 13 students plus 2 faculty from 9am -12:15pm from Mon-Fri
 - Cohort 2 – 3rd Year Acting. 12 students plus 2 faculty from 1:15pm – 4:30 pm from Mon-Fri
 - One hour between for disinfecting of surfaces and ventilation/air exchange



- Students will arrive through dedicated entry and wash hands immediately upon arrival. See Chan Building main floor circulation plan [Appendix B.5](#)
- Students assigned dedicated 9' squares to allow for min 6' distance, during warm up exercise as well as dedicated seat for when they are not on the floor. See room layout Level 1 [Appendix B.6](#)
- Certain exercises will require a smaller group of students (8) to sit in a circle while others watch from Level 2. See room layout Level 2 [Appendix B.7](#)

E2 – Approved Equipment Cleaning Protocols from Stage 1

The following procedures were identified in FWT Stage 1 Restart Plan. These procedures will continue to apply in Stage 2.

4.3.5 Equipment Sanitation

The FWT has a large number of both stationary and hand tools. A combination of signage and checklists will be used to effectively track which tools are used and will require cleaning. 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. Staff will be reminded to avoid touching their face whilst wearing gloves and will be asked to wash/sanitize hands after the task.

4.3.5a Stationary Tools

- Stationary tools that are 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.
 - 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.
 - 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.
 - All used shared tools are to be placed in the designated 'Dirty Tools' bin following use.



- 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, tap 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

The complete Frederic Wood Stage 1 restart plan, including checklists can be reviewed at <https://theatrefilm.ubc.ca/about/facilities/>

Appendix F: Monitoring Compliance and Managing Non-Compliance

Monitoring Compliance:

- Overall compliance will be monitored by inspection of sign in logs, key card access, and periodic checks by safety staff.

Managing Non-Compliance:

- Staff should report any safety concerns (e.g., crowding of a space, failure to complete a necessary cleaning protocol) to the Head/Director.
- The Head/Director must investigate the situation without delay by contacting the appropriate people. They may also seek advice from UBC Safety & Risk Services.
- As part of the investigation, it may be advisable, though not always feasible, to do visual inspection of the space in question.



- If a claim about non-compliance is substantiated, the Head/Director will consult with Human Resources, Faculty Relations, Safety & Risk Services, and other units to determine an appropriate response. The response could include:
 - Suspension of access to on-campus facilities;
 - Curtailment of the type or location of activity that can be undertaken on campus;
 - Depending on the nature and severity of the non-compliance, suspension or other employment-related discipline.

Resumption of activity can only occur with the agreement of the Head/Director who investigated the complaint, and only when that person is satisfied that the conditions leading to the non-compliance have been resolved.

Appendix G: Faculty of Arts Office Use and Next Stage Protocol

Moving forward UBC Theatre and Film will continue to take guidance from the Faculty of Arts Parent plans and scheduling tools. Any increase in staffing will make use of the scheduling tool laid out in Appendix G of the [Faculty of Arts Parent Plan](#).