



## COVID-19 Workspace Safety Plan Theatre-Film Production Building

This plan requires the review of the operational activities in your 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 this document to meet current government mandated requirements.

<https://covid19.ubc.ca/>

Department / Faculty	Theatre & Film
Facility Location	Theatre-Film Production Building, 6358 University Blvd.
Proposed Re-Opening Date	July 15 <sup>th</sup> or sooner
Workspace Location	Faculty Offices / 104 Film Studio Space

### Introduction to Your Operation

<p>1. Scope and Rationale for Opening</p> <p>While the majority of our office staff and faculty will continue to work remotely in keeping with public health guidelines, and the Theatre-Film Production Building will remain closed to the public, we have planned a bookable filming studio space in this building for Term 1 prep and also have small number (3) of faculty who have requested to return to the building to prepare for Term 1 instruction. The faculty members in question have specialized equipment in their offices (a large-scale printer and audio-visual equipment respectively) that would be difficult to relocate to their homes.</p> <p>The rationale for opening at this time is to allow these faculty access to their offices and equipment to prepare for Term 1 classes and convert previous, intense in-person classes to an online environment. This unprecedented change will require a great deal of preparation and platform shifts. In addition, having access to this building will also allow our faculty (Theatre Studies, Film Studies, Acting/Directing, Design/Production) to book time in our dedicated filming studio to record Term 1 material. This will allow us to consolidate our resources save us from having to open up multiple buildings and submit multiple building reopening plans all at once.</p> <p>This plan has been reviewed by the Theatre &amp; Film Local Safety Team, staff, and submitted by the Film Production Program Administrator and Department Administrator to the ARTS JOHSC / Faculty of Arts Office of the Dean for approval.</p>
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### Section #1 – Regulatory Context

<p>2. Federal Guidance</p> <ul style="list-style-type: none"> <li>• <a href="#">Government of Canada: “Hard-surface disinfectants and hand sanitizers (COVID-19): List of disinfectants with evidence for use against COVID-19”</a></li> </ul>
<p>3. Provincial and Sector-Specific Guidance</p>



<ul style="list-style-type: none"><li>• <a href="#">BC's Restart Plan: "Next Steps to move BC through the pandemic"</a></li></ul>
4. Worksafe BC Guidance
<ul style="list-style-type: none"><li>• <a href="#">COVID-19 and returning to safe operation – Phase 2</a></li><li>• <a href="#">Worksafe COVID-19 Safety Plan</a></li><li>• <a href="#">Worksafe: Designing Effective Barriers</a></li><li>• <a href="#">Worksafe: Entry Check for Workers</a></li><li>• <a href="#">Worksafe: Entry Check for Visitors</a></li></ul>
5. UBC Guidance
<ul style="list-style-type: none"><li>• <a href="#">UBC Employee COVID-19 PPE Guidance</a></li><li>• <a href="#">UBC SRS COVID-19 Site</a></li><li>• <a href="#">UBC SRS health-safety-COVID-19 guidance site</a></li><li>• <a href="#">UBC SRS COVID-19 Safety Planning Site</a></li><li>• <a href="#">UBC SRS COVID-19 Safety Planning Templates and Resources</a></li><li>• <a href="#">UBC SRS Physical Distancing Guidance</a></li><li>• <a href="#">UBC SRS Meetings and Training Guidance</a></li><li>• <a href="#">UBC PPE &amp; Ordering Critical Supplies</a></li><li>• <a href="#">UBC non-medical masks policy</a></li></ul>
6. Professional/Industry Associations

## Section #2 - Risk Assessment

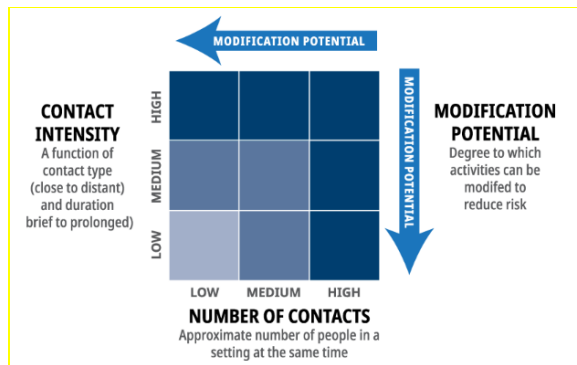
As an employer, UBC has been working diligently to follow the guidance of federal and provincial authorities in implementing risk mitigation measures to keep the risk of exposure as low as reasonably achievable. This is most evident in the essential service areas that have remained open on campus to 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.

Prior to opening or increasing staff levels:

Where your organization belongs to a sector that is permitted to open, but specific guidance as to activities under that sector are lacking, you can use the following risk assessment approach to determine activity level risk by identifying both your organization's or activity's contact intensity and contact number, as defined below:



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



One or more steps under the following controls can be taken to further reduce the risk, including:

- Physical distancing measures – measures to reduce the density of people
- Engineering controls – physical barriers (like Plexiglas or stanchions to delineate space) or increased ventilation
- Administrative controls – clear rules and guidelines
- Personal protective equipment – like the use of respiratory protection

#### 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

- Contact Density for the Theatre, Film Production Building (TFPB) is LOW
- Contact will be distant and brief, if it exists at all. Film Studio will be limited to two people (one staff tech, if required, and one instructor). Studio will only be occupied by official booking, to minimize any cross over. Studio door is key card access, allowing controlled access. Studio has an additional exterior exit door to limit two-way traffic. For the faculty office access requests, each have their own offices spread over separate floors of the building, and work hours can be scheduled to minimize the possibility of bottlenecks at the entrance or exit.
- Faculty will be instructed to bring food and beverages that do not require refrigeration or preparation, so the common area of the lounge downstairs can be closed off, eliminating it as a congregation point.



- Faculty can use separate bathrooms. There are two washrooms on the third floor – allowing a dedicated facility for each of 2 users at a time. The second-floor occupants can use one of the two restrooms on the ground floor. 1<sup>st</sup> floor users will have use of the second main floor washroom.
- Frequently touched surfaces by both occupants will be the front door handle, the light switches to common hallways, the handrail on the stairs to the second floor, and the push bar on the door designated as the exit door at the rear of the building.
- The networked printer on the 2<sup>nd</sup> floor will be closed for the foreseeable future.

#### 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)

- Pre-COVID-19 office occupancy in the building would have included up to 10 people working in individual offices, 2 people working full-time in a shared office, and one bookable office shared between adjuncts and MFA students (approximately 10). There would also have been up to 85 students in the building in two classrooms, as well as students using the lounge and editing facilities in their free time.
- The stage one of our reopening would be very low compared to this, consisting of maximum two faculty members on the 3<sup>rd</sup> floor keeping to their own offices; one faculty on the 2<sup>nd</sup> floor; and 1<sup>st</sup> floor occupancy of maximum two people; for a total of five people in the building at any time.

#### 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

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 the building.
- 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.

#### 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 and on-site workers will be given a copy of this safety plan. All employees will sign off that they have read the plan and understand their roles and responsibilities.
- All on-site workers will be required to take both COVID-19 Risk Management in the Workplace and Floor warden training.





- Pre-existing signage in the building reminds employees to call UBC First Aid at 2-4444 in case of injuries/illness
- Staff and supervisors have been encouraged to continue to file CAIRS reports for both on and off campus workers, so that resources (such as ergonomics help, for instance) can be brought to bear as necessary.
- Supervisors are reminded to make employees aware of other health resources as necessary such as: <https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive>

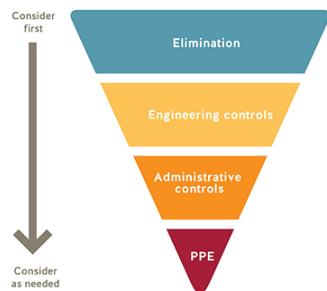
#### 11. Plan Publication

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

- Final plans will be posted on the Theatre & Film Department website, as well as e-mailed to the employees and supervisors in the department. Hard copies will also be posted in the applicable building(s).

### 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 off-site, 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 employees, students and visitors will follow the requirements around mask-wearing described in:
  - a. <https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/>
  - b. <https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf>
- Unit Intermediate and Unit/Workspace plans will detail any further requirements for the use of non-PPE masks for staff within their specific workspace(s). Masks do not necessarily require to be of medical grade.
- See Section 7 in this document for information on the use required use of non-PPE masks
- See Section 6 in this document for information Personal Protective Equipment (PPE)

<p><b>12. Work from Home/Remote Work</b> Detail how/which workers can/will continue to work from home (WFH); this is required where it is feasible</p> <ul style="list-style-type: none"> <li>• 3 staff (CUPE &amp; M&amp;P) and 7 faculty will remain working from home at this time, as will all adjuncts, students and graduate students. Their work requires no specialized equipment at this time, and can be done at home easily.</li> </ul>
<p><b>13. Work Schedule Changes/Creation of Work Pods or Crews or Cohorts</b> For those required/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; describe how you may group employees semi-permanently to limit exposure, where necessary</p> <ul style="list-style-type: none"> <li>• As this will involve limited faculty, and a booking system for video recording sessions, we will use a shared calendar to manage rigid start/end work times. We will communicate to everyone via e-mail at the start of every work week to confirm work-times. This will be arranged in order to stagger stop and start times (which might have them unnecessarily congregate at doors). These communications will cc the department head, who will step in as needed to resolve any conflicts.</li> </ul>
<p><b>14. Spatial Analysis: Occupancy limits, floor space, and traffic flows</b></p>



Describe or use UBC building key-plans (or do both, where appropriate) to identify and list the rooms and maximum occupancy for each workspace/area, explaining your methodology for determining occupancy

See **Appendix 1** for key-plans.

Green arrows denote travel direction. Green circles denote workspaces to be utilized by employees (with only one shared area: the bookable video studio (room 104). You will note we have dedicated entrance and exit access, which will ensure no two-way traffic at this point. **An Exception will be made for users requiring accessible entry and egress points. Those individuals will use entrance to area 103 on the bottom floor.**

#### **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

- Entry/exit access has been restricted to specific doors to manage a one-way traffic flow through the main areas of 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).
- In consultation with Patrick Wong, Yellow Zone Facilities Manager, we determined that opening the fire escapes to allow one way traffic on all stairs would do more harm than good at this phase, due to the low number of occupants in the building.
- Occupants will confirm their intended schedules to each other at the start of the **prior** work-week (cc-ing the Department Head) in order to ensure proper capacity is maintained.
- A shared online calendar will be used by all users to ensure schedule of building visits remains controlled.
- The shared photocopier will remain closed at this time.
- The kitchen/lounge area will remain closed at this stage.
- Occupants will use separate restrooms: The 3<sup>rd</sup> floor occupant will use one of the 3<sup>rd</sup> floor restrooms, 2<sup>nd</sup> floor occupant will use the 1<sup>st</sup> floor restroom (marked for 2<sup>nd</sup> floor user), and any booked video studio users will use the 1<sup>st</sup> floor restroom (marked for 1<sup>st</sup> floor users). This will ensure low risk of crossover use or interaction.
- Any use of room 104 requiring staff technical assistance will maintain a 2m distance by pre-setting recording area and camera gear. Booking of the space will require detailed set up instructions, so if staff assistance is required, staff will be in the space first to set up filming stations as required. Recording and 'live set' areas will be separated, so a tech would be working at a recording table at least 2m away\* from live faculty filming area. \*We anticipate this distance to be even greater, to minimize sound intrusion from recording area to filming area.
- As there is only one set of stairs going up to 3<sup>rd</sup> floor-- without sufficient distance for passing, employees will utilize the landing area in front of 205 as a potential holding space for those coming down from the third floor and proceed only when the way is clear. Right of way is given to the individual coming down the stairs.
- All employees, students and visitors will follow the requirements around mask-wearing described in:



- a. <https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/>
- b. <https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf>
- Unit Intermediate and Unit/Workspace plans will detail any further requirements for the use of non-PPE masks for staff within their specific workspace(s). Masks do not necessarily require to be of medical grade.
- See Section 7 in this document for information on the use required use of non-PPE masks
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#### 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

At this stage not applicable.

#### 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

The front 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](#)

Workers are also required to check in and out to each building they enter via a QR code ([QR self check entry/exit declaration](#)) which will log their entry and exit as well as prompt them to complete a worker screening.

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).
- Before coming to campus, employees will use the Thrive BC Self-Assessment Tool <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

**18. Prohibited Worker Tracking**

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

- PAT 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 Worksafe).
- Faculty will report to the Head.

**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 your departmental staff (i.e. non-Building Operations) for common areas/surfaces

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

Hand sanitizer will be made available to all on-site employees. Handwashing stations will be the 3<sup>rd</sup> floor washrooms for the 3<sup>rd</sup> floor occupants and the 1<sup>st</sup> floor washrooms for the 2<sup>nd</sup> and 1<sup>st</sup> floor occupants. Due to one-way traffic flow on the 1<sup>st</sup> floor, the 2<sup>nd</sup> floor occupants returning to their offices must yield travelling to the person following the approved direction of flow. Hand sanitizer will also be an option for those individuals.

Any personal video gear for recording in 104 will be brought in and removed by the booked user after each use. Disinfectant will be provided in room 104 to wipe down any common gear (tables, overhead camera rig, hard surface chairs, lights, tripods) and users will ensure surfaces are wiped down after each booked visit.

Disinfectant will be provided to each office occupant, who, before leaving for the day, will be required to wipe down light switches, handrails, and doorknobs on the way out the door.



<p><b>20. Equipment Removal/Sanitation</b> 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</p> <ul style="list-style-type: none"> <li>The door to the lounge will be closed, with 'Do Not Enter' signage posted, eliminating possible transmission from storing, preparing, or eating food there.</li> <li>Shared photocopy machine not in use during this time.</li> </ul>
<p><b>21. Partitions or Plexiglass installation</b> Describe any inclusion of physical barriers to be used at public-facing or point-of-service areas</p> <ul style="list-style-type: none"> <li>N/A No public facing areas or points of service are required at TFPB</li> </ul>

Section #5 – Administrative Controls

<p><b>22. Communication Strategy for Employees</b> Describe how you have or will communicate the risk of exposure to COVID-19 in the workplace to your employee, the conduct expectations for the employee's physical return to work around personal hygiene (including use of non-medical masks), the familiarization to contents of this plan, including how employees may raise concerns and how you will address these, and how you will document all of this information exchange</p> <ul style="list-style-type: none"> <li>A preliminary draft of the safety plan was emailed to all employees, LST and supervisors for review.</li> <li>Feedback from the review to be incorporated into the final plan.</li> <li>The completed Safety Plan was emailed to all staff and supervisors, along with wellness resource links for reference should employees require them.</li> <li>A printed copy of the Safety Plan will be posted in each studio and at the entrance to the building.</li> <li>A link will be added to the department website.</li> <li>Employees will be required to complete Covid 19 Risk Management in the Workplace <a href="https://wpl.ubc.ca/browse/srs/courses/wpl-srs-covid">https://wpl.ubc.ca/browse/srs/courses/wpl-srs-covid</a></li> <li>Employees will be asked to review the final draft of the plan and sign a document indicating understanding of the plan and new training.</li> <li>As the situation evolves, concerns can be brought to supervisors and/or the LST. Documentation would include e-mails, LST meeting minutes, Building Operations service requests and future drafts of the TFPB Safety Plan.</li> </ul>
<p><b>23. Training Strategy for Employees</b> Detail how you will mandate, track and confirm that all employees successfully complete the <b>Preventing COVID-19 Infection in the Workplace</b> online training; further detail how you will confirm employee orientation to your specific safety plan</p> <ul style="list-style-type: none"> <li>All employees will be required to complete UBC's 'Preventing COVID-19 Infection in the Workplace' online training module as well as the Floor Warden online training module. Supervisors will be responsible for tracking staff completion as well as site-specific training.</li> </ul>
<p><b>24. Signage</b> Detail the type of signage you will utilize and how it will be placed (e.g. floor decals denoting one-way walkways and doors) New Signage will include:</p>



- Entry Check for Workers from SRS on front door
- [QR self check entry/exit declaration](#)
- Mask required sign on entrances
- Entrance and Exit signs from SRS on front door and back door
- Keep Right sign from SRS on walls in 2<sup>nd</sup> floor staircase
- Please Do Not Use sign from SRS on lounge/kitchen door
- Please Do Not Use sign from SRS on 2<sup>nd</sup> floor photocopier.
- Floor tape denoting one-way and two way paths through building
- Occupancy Limit: Two Person sign from SRS in room 104.
- Signs on bathrooms 105/106/310/312 indicating use restrictions to different floor users.
- Signage on any common use items in 104 to remind of cleaning protocols.

Existing signage includes:

- Handwashing signs in bathrooms
- Emergency information signage (Campus security, first aid, and 911) in hallways

#### 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

The Theatre-Film Production 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 building occupants will be required to review the 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.
- For individuals presenting COVID-19-like symptoms, the direction to employees is to call UBC First Aid at 2-4444
- Suspected positive incidents are to be reported to the Supervisor and documented by the supervisor in CAIRS as well as by emailing ready.ubc@ubc.ca
- UBC COVID-19 exposure information can be found on the [SRS webpage](#)
- Direct people who are unsure about what they should do to the [BC Self Assessment tool](#)
- If there was a confirmed positive incident, SRS would defer to the government response protocols and rely on their direction. UBC would provide assistance as requested.

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

Describe how 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 next 12-18 months

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.
- When additional employees (faculty, staff) require access to the TFPB.



- When operations/teaching prep requires access to one of our other buildings (DSOM, FWT, Lasserre, BUCH Towers, Binning 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.

#### 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

- Each supervisor and on-site employee will have a copy of this safety plan, designating their communication, cleaning, and distancing requirements, and will need to indicate that they have received and read it before being allowed to return to the workplace.
- Due to the much lower occupancy, it is likely employees may have periods of working alone in the building. If an employee is working alone, the Working Alone Protocols will be followed, and the employee will be required to check in upon entrance and exit as well as every two hours with their supervisor or other designated individual.
- Signage will be posted above sinks that water in the building is not currently potable.
- All on-site employees will be required to take Floor Warden training as well as COVID-19 in the Workplace training before returning to the worksite.

### 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

- PPE is not anticipated to change for workers from pre-COVID-19 timeframe.
- Non-medical masks are not considered PPE. However, non-medical masks are required on campus when indoors. <https://srs.ubc.ca/covid-19/health-safety-covid-19/working-safely/non-medical-masks/>
- Employees wishing to wear gloves when doing disinfecting work are welcome to do so.

### Section #7 – Masks (non-PPE)

#### 29. Masks (non-PPE) (\*New)

Describe your plan to inform faculty and staff on the wearing of masks (non-PPE)





- All employees, students and visitors will follow the requirements around mask-wearing described in:  
See: <https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/>  
See: <https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf>
- See: [BCCDC Face masks PDF \(link\)](#) for information on different kinds of masks
- **Office Spaces** : Effective September 16, 2020 UBC implemented a policy whereby students, faculty, staff and visitors are required to wear non-medical masks in common indoor spaces on campus. Regarding use of non- masks in office spaces:
  - Non-medical masks are not required when working in a sole occupant office or enclosed room.
  - Individually assigned cubicles in open concept work spaces have been designated to ensure they are 2m apart or have appropriate physical barriers. Therefore, while occupying an assigned workspace, users have the option to remove their non-medical mask when seated or while engaged in activities where the physical distancing requirement is met.
  - Non-medical masks are not required in internal office hallways that have been designated as one way, yield to others, or able to meet physical distancing requirements.
  - As per UBC's policy, non-medical masks must be worn:
    - When travelling through building corridors and shared spaces
    - Any other time that 2m physical distancing cannot be maintained [September 17, 2020].
- **General Teaching Spaces**: Effective September 16, 2020 UBC implemented a policy whereby students, faculty, staff and visitors are required to wear non-medical masks in common indoor spaces on campus.
  - As per UBC's policy, non-medical masks must be worn:
    - When travelling through building corridors and shared spaces
    - While entering or exiting classrooms
    - Within classrooms while moving around, or at any other time that 2m physical distancing cannot be maintained [September 17, 2020].
- See **Section 6** in this document for information Personal Protective Equipment (PPE)

## Section #8 - Acknowledgement

### 29. Acknowledgement

Plan must demonstrate approval by Administrative Head of Unit, confirming: 1) the Safety Plan will be shared with staff and how; 2) staff will acknowledged receipt and will comply with the Safety Plan.

This plan has been approved by the Administrative Head of Unit Tom Scholte, Department Administrator Cameron Cronin and will be supervised by Film Production Program Administrator, Sarah Crauder.

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

Date \_\_\_\_\_



Theatre-Film Production Building COVID-19 Safety Plan-Stage One

Name (Manager or Supervisor) Tom Scholte
Title Head

Date
Name (Manager or Supervisor) Cam Cronin
Title Administrator, Theatre and Film

Date
Name (Manager or Supervisor) Sarah Crauder
Title Film Production Program Administrator

Faculty and Staff Occupying Workspace

Table with 6 columns: Name, Email, Confirmation of Understanding of Department Covid Safety Plan, Preventing Covid -19 in the work place Training, Reviewed BERP and Completed Floor Warden Training, Date. Rows include Sarah Crauder and Bookable recording session\*.

\*when booking is made for recording studio, participant will be required to review this document, take the required training and agree to the same protocols of above users.

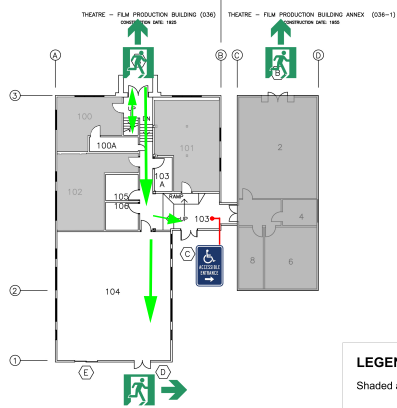


# Theatre-Film Production Building COVID-19 Safety Plan-Stage One

## Appendix

### Appendix 1: Theatre-Film Production Building Traffic flow and occupancy

#### 1.1 First Floor



036  
036-1

Commented [GV1]: .

Commented [MOU2R1]:

COPYRIGHT © THE UNIVERSITY OF BRITISH COLUMBIA 2020. ALL RIGHTS RESERVED. THE UNIVERSITY OF BRITISH COLUMBIA THEATRE - FILM PRODUCTION / FILM PRODUCTION ANNEX 6358 UNIVERSITY BOULEVARD, V6T 1Z4		* DENOTES LAST REVISION GROUND 1:200 06 18-OCT-09 BLDG RENAMED KL 1005, 1955 FM 08 09-MAR-10 C7508A 016-06-024 KL 2A-OCT-92 1 OF 3 02 12-NOV-09 C7508A 036-06-025 HOW
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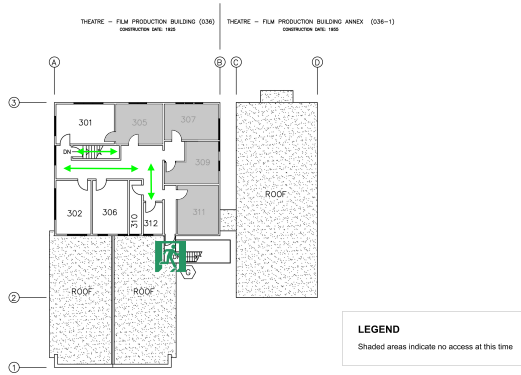
#### 1.2 Second Floor





# Theatre-Film Production Building COVID-19 Safety Plan-Stage One

## 1.3 Third Floor



036  
036-1

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THE UNIVERSITY OF BRITISH COLUMBIA  
THEATRE - FILM PRODUCTION/ FILM PRODUCTION ANNEX  
4320 UNIVERSITY AVENUE, V6T 1W5

NO.	DATE	BY	REVISION	APPROVED BY	STATUS
1	28 OCT 12	FM	2 OF 2	CT0884	REV
2	12 NOV 09	CS	-	CT50084	REV
3	19 OCT 09	CS	-	CT50084	REV
4	20 SEP 09	CS	-	CT0884	REV

\* DENOTES LAST REVISION

PLANETARY INFRASTRUCTURE DEVELOPMENT



Appendix 2: Arrival Checklist

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

Question	Mon	Tue	Wed	Thu	Fri	Sat	Sun
1							
2							
3 a)							
3 b)							
3 c)							
3 d)							
3 e)							

**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](https://bc.thrive.health/covid19/en)