# COVID-19 Workspace Safety Plan

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/](https://covid19.ubc.ca/)

<table>
<thead>
<tr>
<th>Department / Faculty</th>
<th>Nest Catering and Conference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Location</td>
<td>AMS Student Nest, 6133 University Boulevard, Vancouver BC, V6T 1Z1</td>
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<tr>
<td></td>
<td>UBC Life Building (only room Life 05, Life 26 on the Lower Level and Norm Theatre on the main level), 6138 Student Union Boulevard.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Proposed Re-opening Date</th>
<th>Opened May 2020</th>
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| Workspace Location       | AMS Student Nest (Offices on Lower Level Room 87D, 2nd Level Room 2121, 2123 and 2401 and 3rd level AMS Admin offices) |

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Introduction to Your Operation

1. Scope and Rationale for Opening

Rational

Nest Catering and Conference is a division of the Alma Mater Society of UBC and operates under the society’s overarching plan. Nest Catering and Conference supports the maintenance and operation of bookable space in the Nest building and UBC Life building (Room Life 5, Life 26 and Norm Theatre only) as well as catering within the Nest and offsite catering within the UBC Vancouver campus. Nest Catering and Conference help support and enhance the UBC experience by providing a safe and healthy space for students to eat, study, shop and socialize safely.

The health and safety of our staff, clients, visitors and those that we support in the UBC community is of our utmost concern and will dictate decisions on how we operate during this unprecedented time.

Operational Model

There are 2 areas within the department

- Catering and Conference (C&C) Operations. With Offices in the Nest Room 87D, 2121, Room 2123 and Room 2401. Onsite events happen mainly in bookable rooms on the 2nd floor, however, we also have events in the Atrium (Agora) on the Lower Level and Level 1 of the Nest, the Pit in the Lower Level, Lev Bukhman Lounge on Level 3, Michael Kingsmill Forum, Gallery Patio and Lounge on the 4th floor and Life 05, Life 26 and Norm Theatre in UBC Life Building. See Appendix 2 for Location of this spaces.
  - Onsite events and catering (up to 50 or as per PHO)
  - Offsite catering for up to 50 people or as per PHO and restricted to drop off service on campus
Management of Bookable Rooms for commercial, internal, club use and student study space (maximum capacities of 2 to 50 people). Study spaces are small meeting rooms located on the 2nd floor (see Appendix 2)

- Catering and Conferences Sales and Internal Booking have offices on the 3rd floor Administration Office in the Nest. Currently all staff working in this area are mainly working from home with the exception of some site visits with client.

The following risks are considered in accordance with [https://srs.ubc.ca/covid-19/safety-planning/determining-safety-plan-risk/](https://srs.ubc.ca/covid-19/safety-planning/determining-safety-plan-risk/)

- 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
- 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
- Risk #3 – The workplace or activity is indoors with no building ventilation system and access to outdoor air is not available (e.g. openable windows)
- Risk #4 – Employees/students/visitors have frequent contact with high-touch surfaces (service counters, card payment machines)
- Risk #5 – The activity involves people who are at higher risk of severe illness (i.e., older adults or those with chronic health conditions)
- 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

The following location(s) have the following risks associated with that location

- All bookable rooms and meeting rooms in the Nest and UBC Student Life See Appendix 2- Risk #4
- the Nest Room 87D, 2121, 2123, 2401 and 3rd floor AMS Admin Offices–Risk #3

**Regulatory Context**

2. Federal Guidance

### 3. Provincial and Sector-Specific Guidance

- BC’s Restart Plan
- BC COVID-19 Self-Assessment Tool
- BC Centre for Disease Control

### 4. WorkSafeBC Guidance

- WorkSafeBC’s COVID-19 – Resources
- COVID-19 and returning to safe operation - Phases 2 & 3
- WorkSafeBC COVID-19 Safety Plan
- WorkSafeBC: Designing Effective Barriers
- WorkSafeBC: Entry Check for Workers
- WorkSafeBC: Entry Check for Visitors
- WorkSafeBC Protocol: Offices
- WorkSafeBC Protocols: Post-Secondary Education

### 5. UBC Guidance

- COVID-19 Campus Rules
- Guidelines for Preparing for Re-occupancy
- Guidelines for Safe Washroom Re-occupancy
- Space Analysis and Re-occupancy Planning Tool
- UBC Employee COVID-19 PPE Guidance
- Ordering Critical Personal Protective Equipment
- UBC Employee COVID-19 Use of Shared UBC Vehicles Guidance
- UBC Employee COVID-19 Physical Distancing Guidance
- Building Operations COVID-19 website - Service Level Information
- UBC Employees COVID-19 Essential In-person Meetings/Trainings Guidance
Section #2 - Risk Assessment
As an employer, the AMS 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.

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

- Areas with potential of close and brief contact are:
  - Building entrance
  - Elevators
  - Stairwells
  - Hallways

- Areas with potential for closer and prolonged contact are:
  - Kitchen (2nd floor servery and Lower Level servery)
  - Washrooms
  - Staffroom
  - Meeting rooms
  - Adjacent workstation

- High touch surfaces are:
  - Door handles (building entrance, office door, servery doors)
COVID-19 Safety Plan

- Door pin pad
- Elevator buttons
- Stairwell handles
- 2nd floor and Lower level servery- fridge, oven and dishwasher handles, coffee maker and coffee air pot, faucet, microwave
- Office equipment- printer and photocopier
- Washrooms- soap dispenser, lock in bathroom stall, paper towel dispenser
- AV control panels
- Light switches
- Catering Vehicle- interior and exterior door handles, steering wheel, gear shifter, turn signals, seat belt, and other surfaces touched while vehicle in use
- Catering and Conference equipment- chair dollies and table carts, catering carts
- Onsite and offsite phone

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 the same time)

Currently, there are 9 staff in the C&C department with 4 working on campus on a staggered schedule in separate office in the Nest (room 87D, 2121, 2123, 2401D) and 5 staff working remotely for the most part. Prior to COVID-19 restrictions imposed in March of 2019, the C&C department may have upwards of 50+ staff working various events in various bookable space in the Nest and off site on campus.

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 plan was created with feedback from the Senior Management Team, C&C team and AMS Joint Occupational Health and Safety Committee.
- The AMS JOHSC will have 30 days to review plan from submission date
- It is shared with the C&C team via email with request for feedback.
- The plan will be revised as needed with the feedback from the JOHSC and senior manager regarding revisions.

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

Work place health measures are communicated by the following means:
• Emails communication regarding health measure and support from Senior Managers and HR
• Regulations and Health Orders updates from Senior Managers
• All permanent staff have access to Employee & Family Assistance Program from Lifeworks (workplace health measure support provider for the AMS) that offers support with mental, financial, physical and emotional well-being 24 hours a day, 7 days a week and 365 days a year.
• All UBC Student Staff has access to Student Assistant Program through Aspira with mental, emotional, physical, navigating student life and financial 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

Safety plan available:
• On the AMS website and the Nest Catering website.
• Completed safety plan communicate via email to team members for acknowledgement.
• Hardcopy of the plan available at employee resource location along with other COVID related resources and memos located in room 2123, 2401 on the 2nd floor of the Nest Building and 87D on the Lower Level of the Nest building.

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. The AMS goal is to minimize COVID-19 transmission by following the levels of controls in eliminating this risk, as below.
The following general practices shall be applied for all AMS 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.
- All staff are aware that they must maintain a physical distance of at least 2 meters from each other at all times.
- Do not touch your eyes/nose/mouth with unwashed hands.
- When you sneeze or cough, cover your mouth and nose with a disposable tissue or the crease of your elbow, and then wash your hands.
- All staff are aware of proper handwashing and sanitizing procedures for their workspace.
- Supervisors and managers must ensure large events/gatherings (> 50 people in a single space) are avoided.
- Management must ensure that all workers have access to dedicated onsite supervision at all times.
- All staff wearing non-medical masks are aware of the risks and limitations of the face-covering they have chosen to wear or have been provided to protect against the transmission of COVID-19. See SRS website for further information.

### 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.

- To eliminate the potential for contact and exposure, Event coordinators and Business development manager will continue to work from home with the exception of engaging in site visit with clients.
- Operations managers and Assistant Offsite Catering Manager will be working from the Nest as the role requires them to execute booked events in the Nest and on Campus as well as duties related to the up keeping of all event space, catering equipment and supplies.
- Should business levels call for need of catering staff and offsite staff, the role require them to come to campus.
- Staff have access to equipment and resources essential to perform the duties required for the role.

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

For those required/wanting to resume work at AMS, detail how you are able to reschedule workers (e.g. shifted start/end times) in order to limit contact intensity; describe how you may group employees semi-permanently to limit exposure, where necessary.

- All staff working on campus are in their individual work station or office.
- Currently there are 4 staff that are currently working on campus with 3 staff on a 3 day schedule. Aside from having their own offices, they are schedule in such a way where there are minimal overlap of working the same event on the same day. I.e. Staff 1 works Mon-Wed,
Staff 2 works Wed-Fri, Staff 3 works Tue-Thu (this staff has little or no contact to the other 3). All staff has minimal in person contact with each other.

- Interactions with other departments within the AMS are reduced through engineering controls such as separate office, dividers and administrative controls through COVID 19 protocols for physical distancing, mandatory mask guideline, eliminating in person meeting where possible and policies related to how to safely interact with colleagues when teleconferencing or video conferencing is not possible.

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

Room Capacity, communal public and staff spaces in the Nest has been reduced to allow for physical distancing and reduce high risk contact.

- Social distancing room space calculator was used to determine the empty room capacity of each room. The resource used to determine this calculation is found here
- See Appendix 1 for COVID 19 Room capacity of the bookable room in the Nest and the pre-COVID capacity.
- Each bookable room has a predetermined floor plan with a specific flow that can be seen here: https://www.nestcatering.com/covid-19-updates/
- There are meeting rooms in the nest that has reduce capacity to 2 people per room. Excess furniture has been removed. Please see Appendix 2 for location of these rooms
- Using Space Analysis and Re-occupancy Planning Tool shared work spaces such as 2nd floor servery, staff room, lower level servery and lunch room, have reduced capacity to allow physical distancing.
- Using UBC Guidelines for Safe Washroom Re-occupancy washrooms in the Nest including gender neutral washrooms all have reduce capacity with appropriate signage.
- New

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

- Workstation are at least 2m apart or in an entirely different part of the building altogether
- All AMS staff are required to abide by all building signage of other buildings on Campus as well as COVID-19 Campus Rules.
- Remote working for staff that can work from home
- Staggered work schedule
- Reduced room capacity to allow physical distancing
- Meetings have moved to video conferencing or teleconferencing
- Lunch rooms have reduced to 2 person at a time with strict hygiene protocol such as washing hands and sanitizing equipment before and after use. Staff are encouraged to eat at their desk or in other opened spaces.
- Physical distancing signage for 2m physical distancing, one way traffic flow for exit/entrance, stairwells, elevators are just some of the signage throughout the building reminding visitors and staff to physical distancing.
- COVID 19 safety plans are reiterated to our clients in the planning stages of an event to ensure the safety of our staff and clients. COVID guidelines related to events can be found here

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

- Nest Catering and Conference has 3 shared catering vans, 2 are decommissioned at the moment with reduce volume of business. Using UBC Employee COVID-19 Use of Shared UBC Vehicles Guidance the AMS have a similar guideline for Nest Catering vehicles. See Appendix 3 for AMS vehicle use guideline.

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 their household or as medically advised

At all entrance to the Nest building and entrance to main C&C work areas has entry check signs as per;

- UBC Entry Check Sign
- WorkSafeBC: Entry Check for Workers
- WorkSafeBC: Entry Check for Visitors

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

- Communication with staff will be done through email.
- Incident report will be used to track any worker who cannot attend work due to exhibiting symptoms of influenza, gastrointestinal issues or the common cold. Managers will track staff that are self isolating on an excel spreadsheet on the shared AMS network.
### 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

- UBC Custodial service follows industry best practices as outlined in Building Operations COVID-19 website
- UBC Custodial service cleaning as per guidelines listed here UBC Custodial Service- Keeping your facility clean
- Bookable rooms have sanitizer station and is checked regularly. List of rooms with sanitizer station also listed in Appendix 1
- Opening and closing checklist have been modified to include increase cleaning of high touch surfaces and ensuring sanitizer station and handwashing station is stocked and in working order. This is done by a C&C staff.
- AMS clubs and internal departments that book a C&C bookable space are required sign out disinfectant that has been approved by Government of Canada. They are required to clean rooms after use. Furthermore, C&C staff clean and disinfect high touch surfaces of booked room at the start and end of day.
- For bookings serviced (catering or setup/ teardown) by C&C, the cleaning and disinfecting of the space will be done by C&C staff.

#### 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 the risk of transmission, such as coffee makers, kettles, shared dishes and utensils

- Along with reduced capacity of bookable rooms and meeting space, excess furniture has been removed.
- Staff are asked to wash hands before and after using equipment in share staff room such as microwave, toaster, and kettle. Coffee machine to make communal pot of coffee no longer available.
- Sanitation protocol developed in conjunction recommendation from our Sanitation provider and Ecolab Guidance for Resuming Operations. See Appendix 4
- There are some changes to how we service event and can be found [here](#)

#### 21. Partitions or Plexiglas installation

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

- Using WorkSafeBC’s “Designing Effective Barriers” guidance
- We have installed stationary Plexiglas barriers in work areas that have potential for high frequency staff-client interaction.
We have acquired portable Plexiglas barriers for use during events where physical distancing is not always feasible. Some instances where portable Plexiglas barriers will be used is for registration table, mobile bar and food and beverage service.

Section #5 – Administrative Controls

22. Communication Strategy for Employees
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.

- The Safety Plan will be sent to frontline staff, Building Ops Manager, AMS JOHSC for feed back and approval.
- Before staff return to work, approved AMS COVID-19 Safety plan along with all COVID-19 related policies and procedure will be included in email communication and employee sign off that they have reviewed the safety plan along with all COVID-19 related policies and procedure will be required. For offsite staff that also operates outside of the Nest, included in the communications is UBC COVID-19 Campus Rules.
- Employees can direct COVID-19 concerns to their manager and/or AMS JOHSC
- All staff are required to monitor themselves daily by using the Self-Assessment Tool. Staff are also required to complete a mandatory declaration of health before the start of their shift through www.ams.ubc.ca/healthcheck

23. Training Strategy for Employees

- Along with communications of procedure and policies changes, Managers and Supervisors are responsible for work-specific training.
- All staff returning to work would have signed off that they have understood the safety plan as well as COVID-19 related policies and procedures. Staff returning to work are required to complete the Lifeworks webinar on “Returning to work in a World with COVID”

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)

Resources used for the signage that are up are from Safety & Risk Services COVID-19 website and WorkSafeBC’s COVID-19 – Resources

Signage includes:
- Entry check for visitors on main doors.
- One way entry/exit signage on main door.
- Mandatory Mask requirement signage on main entry doors and throughout building
25. Emergency Procedures
Recognizing limitations on staffing that may affect the 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 floor fire wardens are not on a work from home basis so they are able to execute their floor fire warden duties during a fire alarm.

For clients with events booked in the Nest, communication on how we will handle positive cases in the Nest: here

- If there was a confirmed positive case in the Nest, we would refer to government response protocol for direction. We will provide assistance and cooperation as requested.
- Employees are asked to report suspected positive incident or exposure to their manager.

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) - the plan must remain valid and updated for the next 12-18 months

- Once approved, the COVID-19 safety plan will be valid for the next 12-18 months.
- Updates to the plan will be done if there are changes to our operation model, drastic change in building occupancy or changes to provincial directives.
- Any concerns should be addressed to managers and or AMS JOHSC and AMS HR for review to ensure compliance with WorkSafeBC and government directives.

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

- For staff that computer based, training can be done remotely.
For staff that are required to be onsite for their roles, we will do as much of the training remotely. When hands on training is required, COVID safety protocol will be taken into consideration. Some of the changes we’ve made to adapt to this includes but not limited to:
- Communicating new procedures and policies via email
- Participation in webinars
- On site training for staff done within their staffing cohorts with COVID-19 safety protocol such as physical distancing, use of mask and safe hand hygiene.

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

- The AMS has worked with our vendors to procure items such as cloth masks, gloves for our staff that are working onsite.
- Other PPE that have been source includes protective goggles for duties such as dishwashing where there is potential of splash back.

Section #7 – Non-Medical Masks and Face Coverings

29. Non-Medical Masks and Face Coverings
Describe your plan to educate faculty and staff on the benefits and limitations of wearing non-medical masks or face coverings.

Communications on non-medical mask and face coverings are communicated to AMS staff by AMS HR via email

- AMS HR Communicated Masks 101: What you should know about wearing masks in the workplace. See Appendix 5
- Effective September 14, 2020 non-medical masks and face coverings are mandatory in all public and common indoor spaces in the Nest except for the following exception
  - When actively consuming food and beverage at a stationary spot
  - When working as the sole occupant in an enclosed space
  - Working at an open cubical where workspace are designated to be more than 2m apart

Section #8 - Acknowledgement

30. Acknowledgement
The plan must demonstrate approval by the 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.

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.

Date                     Oct 30, 2020
Name (Manager or Supervisor) Sophorn Kong
Title                    Operations Manager

Faculty and Staff Occupying Workspace

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Confirmation of Understanding</th>
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## Appendix 1: COVID-19 Room Capacities

### COVID 19 Room Capacity 2020

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Please definition of room sets above;

**Theatre Set**- Rows of chairs and room for a speaker at the front. The chairs are placed at least 6 feet from any neighboring chair or speaker

**Classroom Set**- Rows of table and chairs; 6ft table with 1 seat and the seat is 6ft away from any other seat or speaker

**Empty room Capacity**- Is the maximum number of individual allowed in the space without any furniture set while allowing space to physically distance

**Appendix 2:** Meeting Rooms and Bookable Rooms (Level 2 to 4)

**LEVEL 2**

Bookable Room 2301, 2306, 2309, 2311, 2314 (larger rooms)
Meeting Room 2307, 2307, 2312, 2314
Bookable Rooms 2328, 2521, 2504, 2506, 2508, 2514, 2515 (slightly larger rooms)

Meeting Rooms 2509, 2511, 2513, 2516, 2517, 2522, 2523
Bookable Rooms 2404 (Great Hall- can be divided into Great Hall South, Great Hall North and Great Hall Foyer (Room 2410)
Bookable Rooms 2601 (Performance Theatre)
LEVEL 3

Room 3601 (Lev Bukhman Lounge)
Bookable Room 4301 (Michael Kingsmill Forum)

UBC Life Building
See below link for floor plan in UBC Life Building. Nest Catering and Conference space are as follows

Lower Level (Basement):
Room Life 005 – Located at H3
Room Life 26- Located at F8

Main Level:
Norm theatre- Located at K3


Appendix 3: Protocol for Use of AMS Shared Vehicle

COVID-19 Protocol for Use of AMS Shared Vehicles

Overview

This document is intended to provide guidance for employees of the AMS who are required to operate or access the shared vehicles for day to day business. These guidelines are to be implemented and followed in order to prevent and control the spread of COVID-19.

The protocols have been created in compliance with the guidelines set out by the Government of British Columbia.

Vehicle Usage
• Employees are encouraged to walk to the delivery location where possible
• The number of people authorized to use the vehicle has been limited in order to track the usage of each vehicle
• Currently, one vehicle has been commissioned to carry out any deliveries

Vehicle Occupancy

• A maximum of ONE person is permitted in a vehicle at any time, it has been determined that all AMS vehicles are not adequate for two people to maintain the required physical distancing of 2 meters while in transit

Personal Hygiene

• A mask must be worn for the entire delivery process – loading the vehicle, driving to the delivery destination, unloading the vehicle, completing the delivery and returning to the Nest building
• Wash hands with soap and warm water for 30 seconds before entering and after exiting the vehicle
• Avoid touching the face throughout the entire delivery process
• Cough or sneeze into your arm

Equipment and Supplies

• A spray bottle of Ecolab Peroxide disinfectant should be present in each vehicle, refill empty bottles as necessary
• A clean dry cloth should be brought for each delivery to disinfect the vehicle before and after the delivery
• A box of disposable gloves should be present in each vehicle for use during a delivery, refill empty boxes as necessary
• A waste contain must be present in each vehicle to dispose of any soiled gloves in between each delivery
• Soiled cloths and disposable gloves should be disposed of in the appropriate bins in the Nest building

Vehicle Cleaning
- A full sanitization of high touch surfaces must be conducted by the driver before entering and after exiting the vehicle
- High touch surfaces include, but are not limited to:
  - Door Handle – Interior and Exterior
  - Seat Belt
  - Van Keys
  - Steering Wheel
  - Indicator and Wiper Lever
  - Console and Buttons (Radio, Heat, Air, Lights)
  - Sun Visor
  - Gearstick
  - Rearview Mirror

Entry and Exit Protocols

**Entering the Vehicle**

I. Retrieve the keys and thoroughly sanitize with the provided disinfectant spray
II. Wash hands with soap and warm water for 30 seconds
III. Sanitize the exterior van door handles
IV. Load the delivery items in the back of the van
V. Sanitize all high touch surfaces on the interior of the van (outlined above)
VI. Use a new pair of disposable gloves for each new delivery location, soiled gloves are to be disposed of in the waste container in the van

**Exiting the Vehicle**

I. Using the disinfectant spray and cloth sanitize all high touch surfaces of the interior of the van
II. All carts and waste bags are to be removed from the vehicle
III. Stock levels of sanitizing spray, disposable gloves and waste container bags are to be checked and refilled if required
IV. Exterior door handles are to be sanitized

**Appendix 4: Ecolab Guidance for Resuming Operations**

[Ecolab Guidance for Resuming Operations](#)
Appendix 5: Mask 101

Masks 101: What You Should Know About Wearing Masks in the Workplace

**Respirator masks**
- Protects healthcare workers in high-risk environments.
- Protects against smaller respiratory droplets, such as those containing viruses.
- Not recommended for the general public.

**Surgical masks**
- Commonly used in healthcare.
- Reduces exposure to large respiratory droplets.
- Does not completely protect against infection. Loose fit can cause leakage.

**Cloth masks**
- Wear when physical distancing is impossible.
- Cannot filter viruses. May reduce transmission with other health measures.
- Cannot replace proper PPE. Does not form a seal.

**DO**
- Inspect for rips and tears.
- Ensure proper fit and seal.
- Ensure it allows for easy breathing.
- Properly dispose of non-reusable masks after each use.
- Wash and sanitize reusable masks after each use.
- Follow recommendations set out by public health officials.

**Don't**
- Touch your face while wearing.
- Share with others.
- Wear a mask made of plastic or non-breathable materials.
- Use a disposable mask more than once.
- Remove to talk to someone.

### How to put a mask on:

1. Before putting on, wash or sanitize hands.
2. Carefully inspect for damage or dirt.
3. Find the top edge and ensure it faces outward.
4. Fully cover your mouth, nose, and chin.
5. Adjust so there are no gaps, and it is securely on your face.

### Removing a face mask:

1. Before removing, wash or sanitize hands.
2. Remove from the ears or head.
3. Keep it away from yourself and any surfaces.
4. Discard disposable masks immediately after use. Wash reusable masks in soap and hot water.
5. Wash hands or use an antibacterial hand sanitizer.

**REMEMBER**, always remove or change masks away from others.

**Eating and drinking**
- Remove while eating or drinking.
- Store reusable masks properly to avoid contamination.
- Change disposable masks after eating.
- Reusing a mask increases the risk of contamination.

**Wearing masks in hot weather**
- Make sure it is made from light, breathable materials.
- Masks should fit well, but not be restrictive or difficult to wear.
- Replace masks that have become damp from sweat or humidity.
- Take short breaks from wearing every few hours to air out.
### Appendix 6: COVID-19 Workspace Safety Plan Document Revision

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