

COVID-19 Building Safety Plan

Infrastructure Development

Table of Contents

Introduction	2
Communications Plan	2
SRS Mandatory COVID-19 Training Module	2
Self-Monitoring	3
General Procedures	3
1. GETTING TO WORK.....	3
2. WORKPLACE TRAFFIC FLOW	4
3. USE OF NON-MEDICAL MASKS	4
4. SPACE OCCUPANCY RESTRICTIONS.....	5
5. MEETINGS and MEETING ROOMS.....	6
6. VEHICLES.....	6
7. PERSONAL PROTECTIVE EQUIPMENT (PPE).....	7
8. ACCOMODATIONS TO MAINTAIN 2M DISTANCE.....	7
9. CLEANING & HYGIENE	7
10. MONITORING THE WORKPLACE & UPDATING SAFETY PLANS	7
11. PROTOCOL WHEN WORKING IN ALL BUILDINGS ON CAMPUS	8
Appendix 1: USB Room 1100	9
Appendix 2: CCP.....	11
Appendix 3: Signage and Decals	14
Appendix 4: Building Emergency Response Plan Amendment and Floor Wardens	15
Appendix 5: Contractor Covid-19 Worksite Inspection Checklist and Report.....	18

Introduction

Infrastructure Development is part of the Facilities Group and is comprised of four units that work within the Campus and Community Planning (CCP) and University Services Building (USB) buildings:

- Capital Planning and Strategic Project Development (CCP)
- Facilities Planning (CCP)
- Project Services (USB)
- Project and Planning Business Services (CCP and USB)

This COVID-19 Building Safety Plan will provide assistance for Infrastructure Development managers and occupants returning to work on-campus within USB and CCP. This plan also includes the AVP, Facilities, who occupies an office in CCP. This plan will include a review of operational activities and directives to ensure effective controls are in place to prevent the infection from COVID-19. Given that other departments also work within CCP and USB, development of this plan happened in consultation with their plans to maintain cohesive practices and guidelines. This document will be updated as Government or University requirements are changed. <https://covid19.ubc.ca/>. Note that the Infrastructure Development Safety Plan is an intermediary plan in accordance with the VPFO parent safety plan located here: <https://vpfinance-dev.sites.olt.ubc.ca/files/2020/08/VPFO-COVID-19-Safety-Plan.pdf>

Communications Plan

Infrastructure Development will disseminate this workplace safety plan through its communication channels including: Infrastructure Development website, New Employee Orientation, stand up meetings, emails, and the JOHSC. Business unit safety boards located in the offices will also be used to ensure that employees working on campus are aware of departmental expectations when working on campus and, in particular, when working in CCP second floor or USB Room 1100.

SRS Mandatory COVID-19 Training Module

All Infrastructure Development staff have been provided the link to the SRS mandatory COVID-19 training module¹ via e-mail. In department or unit meetings, managers have communicated that the training is mandatory and must be completed by all staff before returning to the office. The Manager, Staff Engagement and Client Relations will confirm that all staff have completed the training prior to their return to the office.

¹ <https://wpl.ubc.ca/browse/srs/courses/wpl-srs-covid>

Self-Monitoring

All staff must adapt their behavior to ensure a safe phased approach for the return to campus. Staff must comply with the latest guidelines and the hygiene rules as the health and safety of all of our staff will continue to be our number one priority.

1. Before you come to work, monitor your healthstatus. If you feel ill, please follow our standard procedure and contact your manager. Do not come into work if you are feeling ill or have COVID-19 related symptoms. According to the WHO, the common symptoms of COVID-19 are:
 - Fever
 - Dry Cough
 - Tiredness
 - Loss of sense of taste/smell
 - Sore throat

If you are experiencing any of these symptoms, complete the [BC COVID-19 Symptom Self-Assessment Tool](#), and call 8-1-1. If you feel you have COVID-19, get assessed for a COVID-19 test, and self-isolate for at least 10 days. If you have been diagnosed with COVID-19, you must not come to work and must self-isolate for 14 days. Employees that have confirmed they have COVID like symptoms will be recorded as sick in NAV and noted as COVID in the comments.

General Procedures

Methods and practices outlined in this plan are in accordance with guidelines set by BCCDC to prevent the spread of COVID-19. Your self-compliance with the guidelines set out in this document is of the utmost importance. Additionally, each division is responsible for adhering to policies put in place by UBC and respective Faculties and Departments.

We ask that that each division do their best to be flexible as we all adapt to new ways of operating. Whilst we understand that some measures will be inconvenient, the health and safety of our community is priority number one. All Safety and Risk Services COVID-19 safety documents can be found here: <https://srs.ubc.ca/covid-19/health-safety-covid-19/>

1. GETTING TO WORK

Private methods of transportation are preferred. Where proximity allows, biking and walking may be good options. If you need to take transit, try your best to maintain social distancing at all times and follow hygiene recommendations (hand washing, use of hand sanitizer etc.).

2. WORKPLACE TRAFFIC FLOW

- Building Entrances – Building entrances will remain locked 24/7. For USB, users with programmed card access can enter the building via entrances that are equipped with card scanners. Please do not allow anyone who is not a UBC employee to enter the building behind you. For CCP, users will require a building key to enter.
- Elevators – USB elevators have been assigned a maximum occupancy rating of one (1). Corresponding signage has been posted at elevator doors on both levels. To prevent bottlenecks in the building, whenever possible, the use of elevators should be prioritized for those with accessibility needs or for transporting materials. Occupants must not exceed these temporary occupancy ratings. There is no elevator in C&CP.
- Stairwells – USB stairwells have been assigned “Up Only” or “Down Only” (flow direction). Designations and corresponding signage have been posted. Occupants are only to travel in stairwells in the designated direction. See USB floor plans (Appendix 1) for detail. While occupancy numbers are very low, stairwells in CCP will not have designated flow direction. As occupancy in CCP increases, the stairwell directional flows will be reviewed.
- Traffic flow in higher-occupancy areas – Hallways have been prepared with directional arrows where the walk ways are not wide enough to accommodate traffic in both directions. Corresponding entry and exit signage has also been posted. Occupants are to enter and exit these spaces in accordance with posted signage. Entry and exit flow information for these spaces is presented on the CCP and USB Safety floor plan.

3. USE OF NON-MEDICAL MASKS

UBC staff are required to wear non-medical masks, in common indoor spaces on our campuses. The requirement for the use of non-medical masks applies to common indoor spaces, such as hallways, stairways, building entryways, washrooms, common areas in residences and other high-traffic areas. Details on the UBC indoor mask policy and its exceptions are provided in the [COVID-19 Campus Rules](#).

Additional exceptions to the indoor mask policy specific to this Safety Plan include:

- Staff working at work stations in shared office spaces that are not accessible by the general public and where work stations are spaced such that physical distancing requirements can be maintained. If a staff member gets up to walk around or if someone enters their workspace, they must wear their mask.
- Infrastructure Development staff working in areas of campus buildings not accessible by the general public provided that physical distancing requirements are maintained.
- Staff working in an enclosed office or room by themselves.
- Staff using dedicated lunch spaces may remove their masks to eat when properly seated and maintaining required physical distance from other staff members. Masks must be worn when using items such as fridge, microwave and sink.
- Staff wearing personal protective equipment (PPE) offering more protection than a mask, or working in a situation where safety rules preclude wearing a non-medical mask provided they meet physical distancing requirements. Wearing a non-medical mask is not considered PPE and proper PPE should always take precedent over wearing a non-medical mask when PPE is required.

The requirement to wear non-medical masks indoors recognizes that transmission is reduced when face masks are worn in conjunction with physical distancing and other safety practices.

While wearing a non-medical mask supports reduced transmission of COVID-19, staff must be aware of the limitations and risks associated with wearing non-medical masks.

Limitations and risks of non-medical masks:

- Non-medical masks do not protect the person wearing them as they do not seal to the face and allows virus particles to pass through them.
- Do not offer complete protection for others if the wearer is ill, as only the largest droplets are captured, and are not a substitute for physical distancing.
- Wearing a mask can provide a false sense of security, leading to decreased attention to physical distance and hand washing.
- Self-contamination occurs when touching and reusing contaminated masks. Frequent changing/laundering and proper donning/doffing is required.
- Have potential to cause breathing difficulties, and can be dangerous to wearer with underlying health conditions

***For up to date information on medical exemptions and non-medical mask usage specific to each of the shared spaces listed in section four and five below, please visit <https://covid19.ubc.ca/>**

4. SPACE OCCUPANCY RESTRICTIONS

Offices and shared spaces

As per University directives, work that can be done remotely (i.e. from home) should continue to be done remotely. As a result, the use of CCP and USB Room 1100 offices and open concept or cubicle workstations will continue to be limited as much as possible.

Employees with personal office spaces are to practice physical distancing guidelines and ensure that they are able to accommodate 2 meters (6 feet) of distance prior to additional employees entering their space. Outside of offices, our conservative approach to cubicle seating reduces the number of employees in cubicle spaces (see floorplans in Appendix A).

The number of persons allowed in each shared office space has been determined based on adherence to physical distancing requirements and must not be exceeded.

In USB Room 1100, the maximum occupancy with physical distancing is 27. As of September 2020, the office attendance varies but is no more than 10. At CCP second floor, the maximum occupancy with physical distancing is 24 and currently there are up to 6 people in attendance daily (see Appendix A).

Common kitchens

Occupants using shared kitchens must strictly adhere to social distancing requirements and stay more than 2 metres (6 feet) from one another. To reduce the risk of contamination, users of common (shared) kitchen appliances such as refrigerators, microwaves and water dispensers should wash their hands before and after usage of these appliances.

If utilizing kitchen spaces, minimize socializing in the kitchens and eat your lunch at a safe distance from others. Maximum occupancy at lunch table is one (1).

Washrooms

Multiple occupant-rated washrooms located on the USB second floor and the south entrance are restricted to a maximum of one (1) occupant at one time. All washrooms in CCP are also restricted to a maximum of one (1) occupant at one time. Protocol for multiple-occupant washrooms is as follows:

- Only enter the washroom if the door is propped open.
- Keep the door closed while using the washroom.
- Remember to prop the door open for the next user when leaving the washroom.
- All washrooms have been equipped with a door stop for propping the door open.

5. MEETINGS and MEETING ROOMS

According to University directives, face-to-face meetings should be avoided whenever possible during this time. Virtual meetings and digital communications should be arranged whenever possible.

Meetings or training sessions deemed essential may need to occur. In such cases, social distancing requirements and all space-used restrictions are to be strictly adhered-to.

Maximum occupancy signage has been placed on CCP and USB Meeting Rooms. It is imperative that all employees adhere to the new occupancy limits when occupying these spaces for meetings or training sessions.

For all SRS meeting and training guidelines please refer to:

<https://riskmanagement.sites.olt.ubc.ca/files/2020/04/Guidelines-for-Meetings-Trainings-FINAL.pdf>

6. VEHICLES

Vehicle Usage

- Employees are encouraged to walk whenever possible
- Refer to UBC Policy on Vehicle Use: [Use of UBC Vehicles Guidance Linked Here](#)
- If possible, assign the same vehicle to the same person on consecutive days

Vehicle Occupancy

- When a vehicle must be used, there should only be ONE person in the vehicle at a time unless the vehicle is large enough (e.g. a van) to maintain physical distancing requirements (a minimum of 2 metres) between all passengers throughout the trip. If it is necessary to have more than one person in a vehicle then a face shield must be worn during the duration of the trip. This provision does not apply to Smart Cars.

Personal Hygiene

- Wash hands with soap and warm water for 30 seconds before and after vehicle use
- Avoid touching the face before, during, and after vehicle use
- Cough or sneeze into your arm

Equipment and Supplies

- Disinfecting wipes (with WHMIS or workplace labels) should be provided for users of shared UBC Vehicles
- Provide waste container or bag for disposal of used disinfecting wipes for each user

Vehicle Cleaning

- Users of shared UBC vehicles are responsible for wiping down high touch surfaces, both upon entry and exit, to ensure everyone's safety
- High touch spots include the exterior and interior door handles, steering wheel, gear shifter, turn signals, and any other surfaces touched while driving

7. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Nothing has changed in Infrastructure Development's use of PPE, due to COVID.

8. ACCOMODATIONS TO MAINTAIN 2M DISTANCE

As noted in Section 3, there is very low occupancy in the Infrastructure Development spaces at this time. Meetings are discouraged and occupancy limits of 2 people is to be enforced for all meeting rooms. One way traffic flow has been implemented.

9. CLEANING & HYGIENE

Our cleaning practices meet ISSA Canada and APPA Leadership in Educational Facilities cleaning standards for COVID-19.

- **Hand sanitizers:** Hand sanitizing stations located at the main entry for each building are refilled by Building Operations. The main entry is where the building's name signage is located.
- **Cleaning:** Cleaning standards: Building Operations continues to meet ISSA Canada and APPA Leadership in Educational Facilities cleaning standards for COVID-19.
- **Rotations:** Custodial Services cleaning will take place during weekdays only, no weekend shifts at this time.
- **Cleaning areas:** Cleaning is focused on public areas. High touch points areas in main corridors, elevators and stairwells will be cleaned once per day.
- **Washrooms:** Washrooms will be cleaned once per day.
- **Offices:** Personal offices will be cleaned at night to maintain physical distancing and will be cleaned at an interval of once every two weeks.
- **Workstations:** Personal desktops and personal items will not be cleaned by Custodial. Individuals occupying these spaces will be encouraged to clean their own spaces regularly.

10. MONITORING THE WORKPLACE & UPDATING SAFETY PLANS

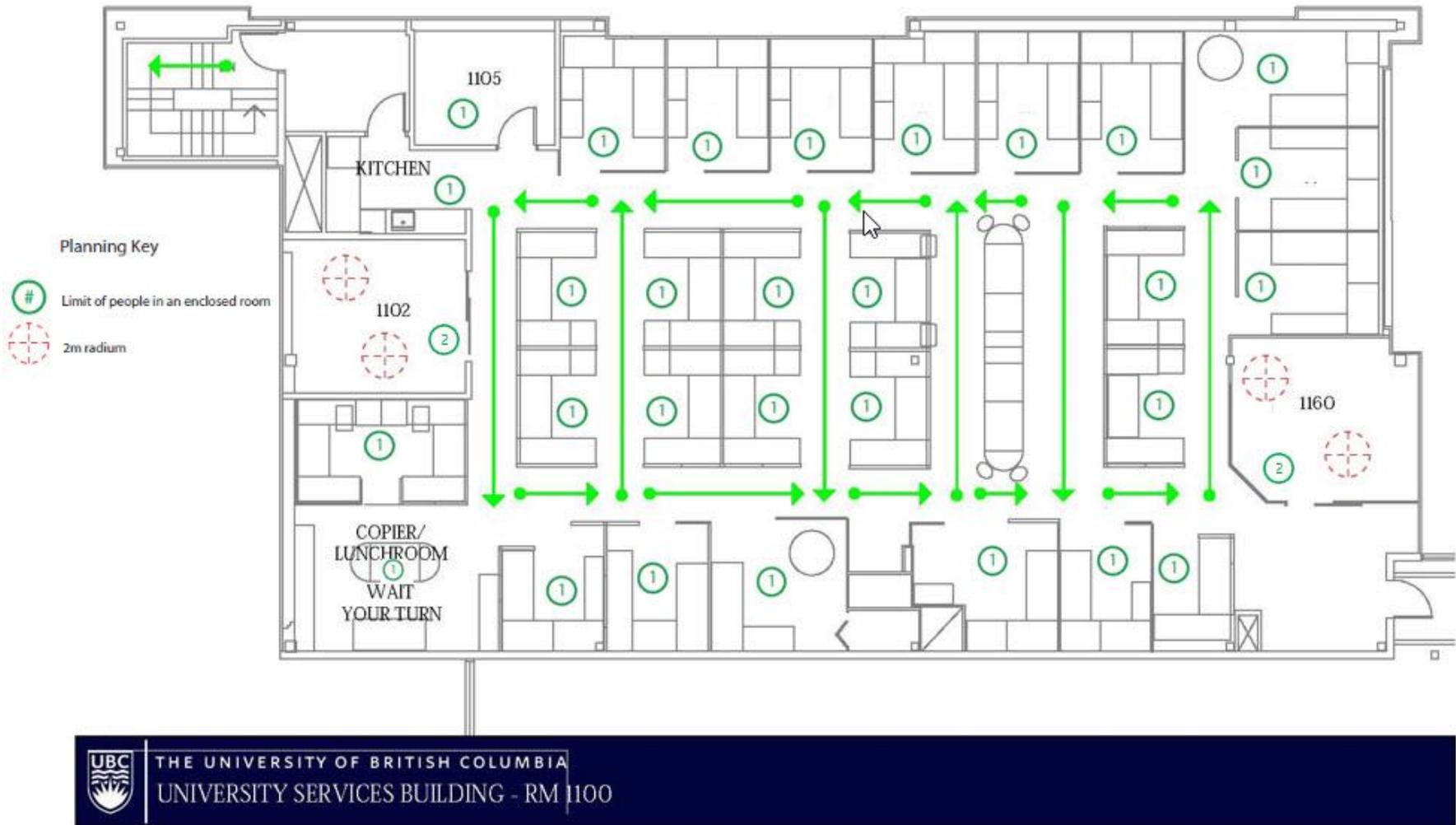
- USB and CCP will continue to be regularly monitored by SRS and management on a regular basis to ensure that all precautions that have been put in place continue to meet the safety needs of staff working from campus. Additional monitoring will take place and more safety precautions added (if needed) as more staff transition to working on-campus and/or work from campus more frequently
- Employees can confidentially raise safety concerns to their managers or their JOHSC.
- The Safety Plan will be reviewed and amended as necessary on a monthly basis to incorporate

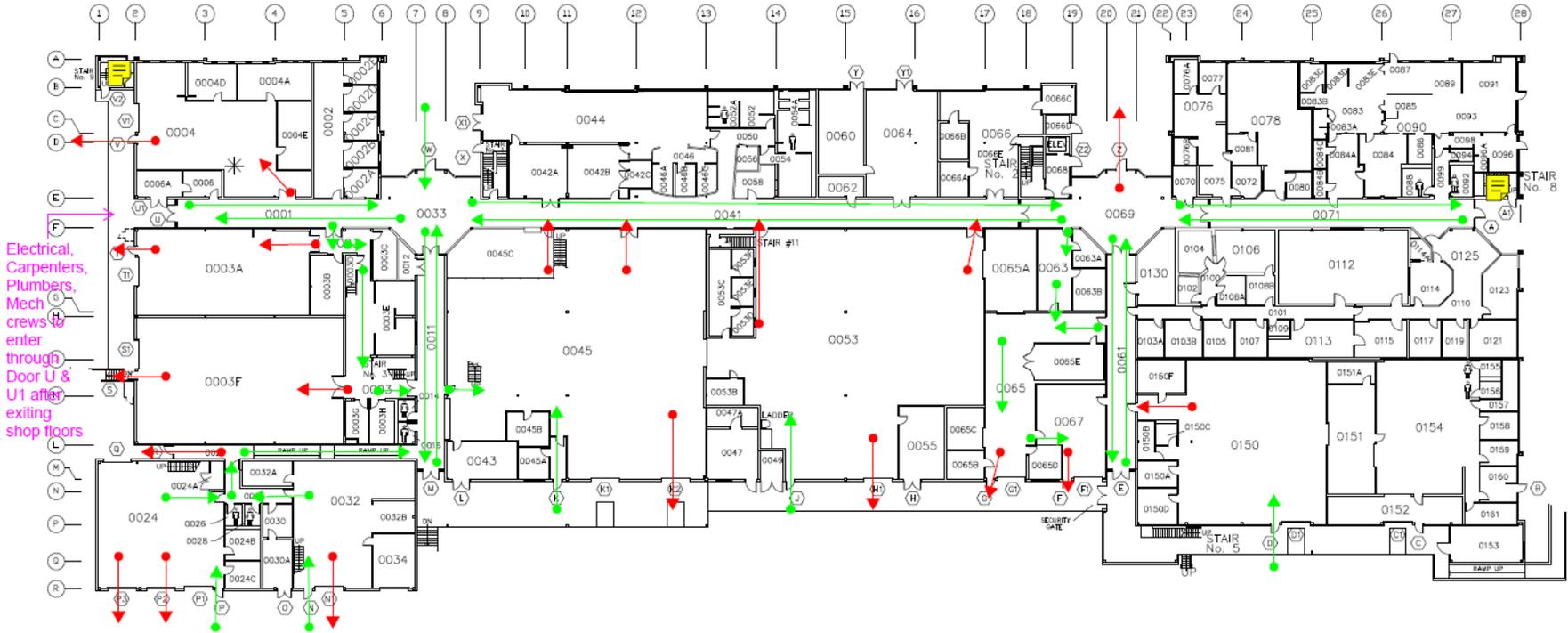
- concerns/feedback and improvements from employees and the JOHSC's
- The Mgr. Staff Engagement and Client Relations will continue to update and maintain the Infrastructure Development safety plan and ensure the most recent copy is available to staff on the Infrastructure Development website.

11. PROTOCOL WHEN WORKING IN ALL BUILDINGS ON CAMPUS

- It is very important that we continue to respect the safety and well-being of others and be diligently mindful when occupying public spaces in all buildings throughout campus.
- Wearing a non-medical mask, adhering to occupancy rules and maintaining a safe distance of 2m (6 feet) from others is UBC policy and needs to be enforced when you are working within all buildings on campus
- Please ensure that you are following all of the COVID-19 protocols put in place throughout all buildings on campus, including maintaining 2m of space between yourself and others as well as:
 - Wearing a non-medical mask in all common indoor spaces on campus
 - Wearing a non-medical mask is not considered PPE and proper PPE should always take precedent over wearing a non-medical mask when PPE is required
 - Proper cleaning and hygiene
 - Following directional arrows/traffic flow
 - Adhering to entrance/exit signage
 - Compliance with maximum occupancy limits for meeting rooms, office spaces, kitchens and washrooms.
- Occupancy in some spaces is quite limited and It is extremely important that maximum occupancy limits are adhered to when entering spaces to complete work
- When entering a building or a space:
 - Look for posted maximum occupancy signage so you are aware of the space restrictions
 - Open the door and check the space for occupants before entering
 - If there are people in the space, ask if it is safe to enter and complete your work at this time
 - If it is not safe to enter and proper physical distancing cannot be practiced, arrange a time that works for both the building occupants and yourself to return to the space and safely complete your work

Appendix 1: USB Room 1100





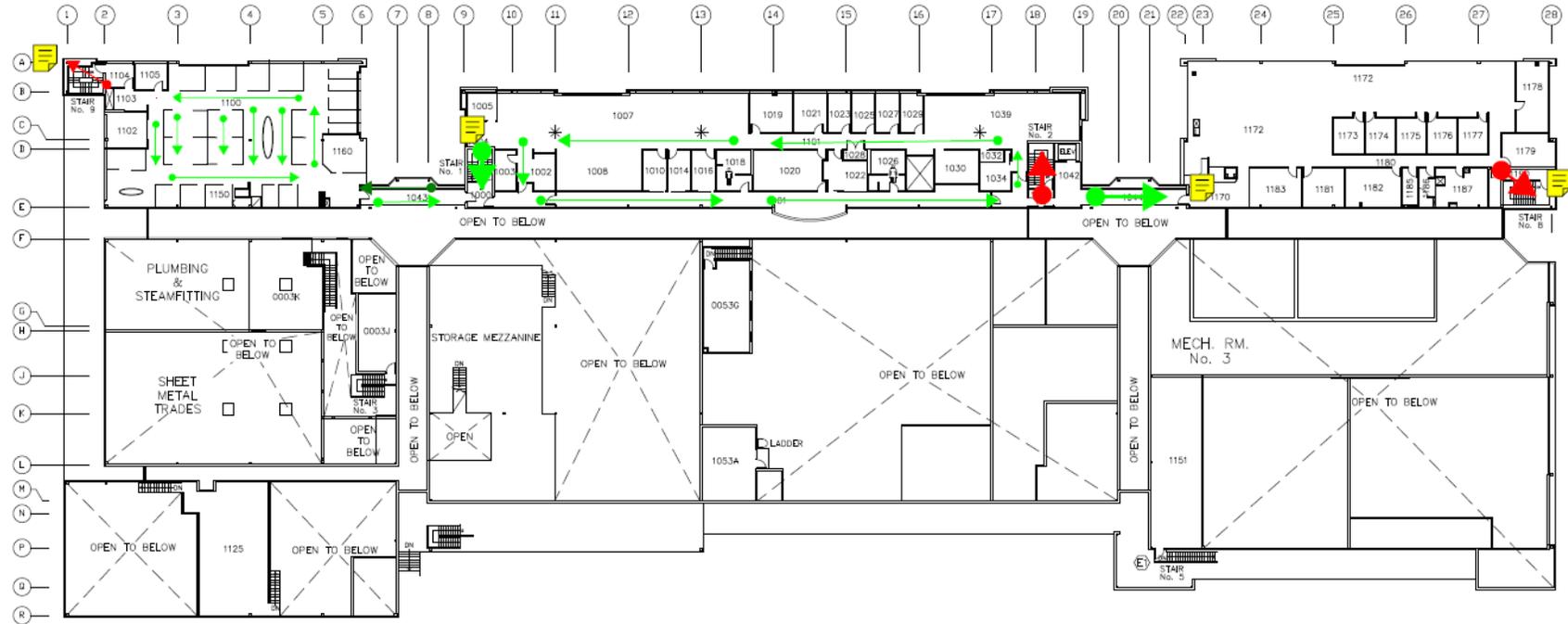
COPYRIGHT © THE UNIVERSITY OF BRITISH COLUMBIA 2014 KEYPLAN BY INFRASTRUCTURE DEVELOPMENT



THE UNIVERSITY OF BRITISH COLUMBIA
UNIVERSITY SERVICES BUILDING
2329 WEST MALL, V6T 1Z4

NO.	DATE	BY	REVISION
32	14 AUG 19	SITE CHK	CAGE REMOVED
31	15 MAR 19	SRI59625	IFC/RM # APPROVAL
30	04 DEC 18	SITE CHK	RM 0150F, 0053, 0078

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UBC THE UNIVERSITY OF BRITISH COLUMBIA
UNIVERSITY SERVICES BUILDING
2329 WEST MALL_V6T 1Z4

FLOOR	SCALE	NO.	DATE	ROLL NO.	REFERENCE	BY
SECOND	1:400	09	15 MAR 19	SR159625	IFC/RM NO. APPROVAL	PL
CONSTRUCTION DATE	DRAWN BY	08	04 DEC 18	SITE CHK	RM 1053	PL
1991	FJM	10	29 JULY 19	RM1007	AS PER P. LINCOLN	PL
REPLAN DATE	PAGE					
15 NOV 90	2 OF 3					

* DENOTES LAST REVISION

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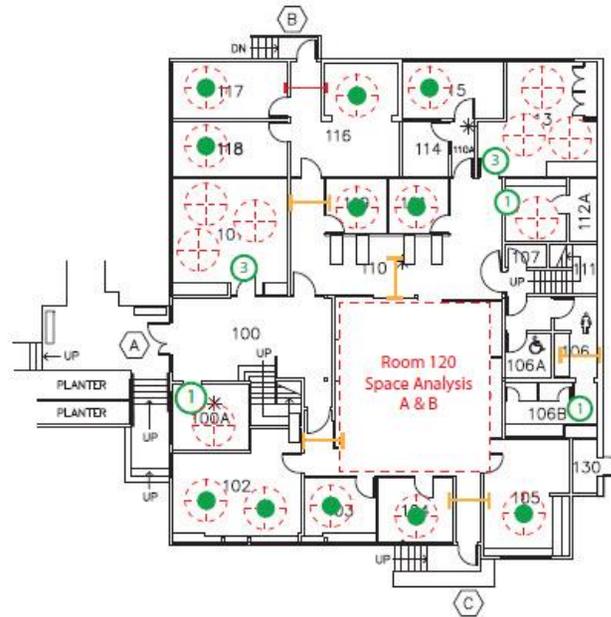
Appendix 2: CCP

COVID-19 Safety Plan Infrastructure Development
September 25, 2020

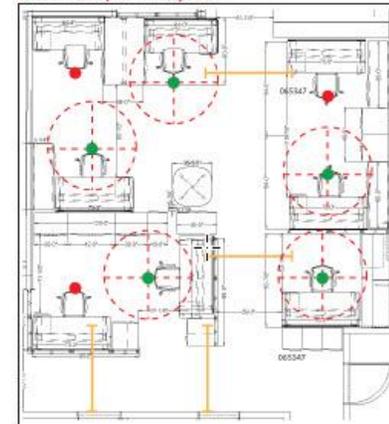


Planning Key

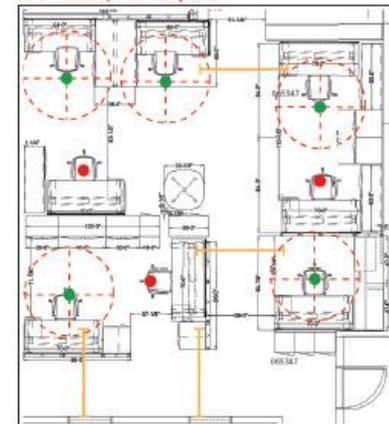
- Workspace that can be occupied
- Workspace unavailable
- Constricted pathway (>2m) yield to others
- # Limit of people in an enclosed room
- 2m radius



Room 120 Space Analysis A



Room 120 Space Analysis B



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THE UNIVERSITY OF BRITISH COLUMBIA
CAMPUS & COMMUNITY PLANNING 1
2210 WEST MALL, V6T 1Z4

NO.	DATE	DESCRIPTION	BY	CHKD BY
09	04 JUN 07	SITE CHECK	JEL	PL
08	18 MAY 06	SITE CHECK	KAC	PL
10	14 MAR 17	RENO	AS PER D. MURPHY	PL

* DENOTES LAST REVISION

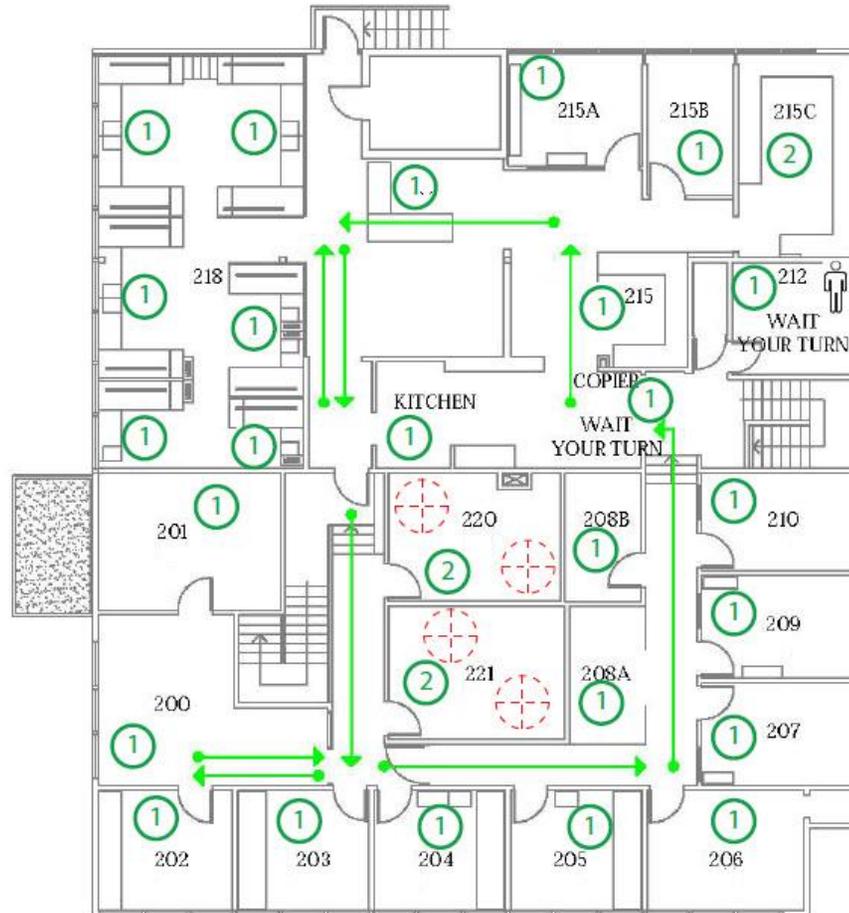
REVISED 14 MAR 2017 BY PL



Planning Key

- # Limit of people in an enclosed room
- + 2m radius

* YIELD TO ONCOMING STAIRWAY TRAFFIC



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FLOOR		SCALE	* DENOTES LAST REVISION			
SECOND	1:200	NO. 12	DATE 25 MAY 16	PROJ. NO. -	REVISION SITE CHECK	BY EL
CONSTRUCTION DATE 1952	DRAWN BY MET	TI	07 AUG 08	NO INFO	NO INFO	JEL
REPLACEMENT DATE 25 FEB 93	PAGE 2 OF 2	TS	06 FEB 17	RM 215/216	SITE CHECK	PL

REVISIONS: V03 (M1-A2) (M) (E) (A) (B) (A)

Appendix 3: Signage and Decals

Floor Decals:



Entrance and Exit Signage:



Directional Stairwells:



Meeting Room / Office Maximum Occupancy:



Appendix 4: Building Emergency Response Plan Amendment and Floor Wardens

Building Evacuation Amendment COVID-19

Purpose

The following document is to provide guidance for incorporating COVID-19 precautions to Building Emergency Response Plans (BERP). The leadership and guidance of Emergency Directors and Floor Wardens is essential during this time of physical distancing to prevent disease transmission. While it is important to maintain a safe physical distance (>2 metres) to minimize the risk of spreading the disease, the priority is to execute a safe and expeditious evacuation.

Responsibilities

Building Emergency Directors (USB Director – Jose Teres, CCP Director, Ed Lin)

The Emergency Director is responsible for determining and implementing the following:

- Knowing if designated floor wardens are in attendance to perform their duties (are they working in the building or from home?). Where necessary, the BED will appoint interim Floor Wardens to fill this role.
- Familiarizing available floor wardens with all the evacuation routes from their areas
- Physical distancing measures have been considered and included
- Once evacuated, floor wardens are to provide physical distance guidance to all evacuees.
- Note: Physical distancing is not required during an emergency evacuation. The primary goal in an emergency situation shall always be to evacuate the building expeditiously and meet at a predesignated safe location outside the building.
- When providing updates about the emergency and evacuation to the Fire Chief on site, maintain appropriate physical distancing (at least 2 metres apart).
- Encourage all floor wardens to provide an update about evacuations in their individual areas. (Cell phones and walkie talkies are recommended where possible)
- Refrain from touching your face after evacuating the building as you may have touched doors, handrails etc. Once permitted to re-enter the building, maintain your physical distance and wash your hands with soap and water for a minimum of 20 seconds.

Building Floor Wardens – Instructions

Building Floor Wardens are responsible for the following:

1. Review wall mounted Emergency Procedure Key Plans to ensure all evacuation routes and Predesignated Meeting Areas are known and appropriately used.
2. Physical distancing is not required during an evacuation.

Note: Physical distancing is not required during an emergency evacuation. The primary goal in an emergency situation shall always be to evacuate the building expeditiously and meet at a predesignated safe location outside the building.

1. When all occupants have exited the building and met at the Predesignated Meeting Area, floor wardens are to provide instruction for all to maintain a 2-metre physical distance from each other.
2. When reporting the status of the evacuation to the Building Emergency Director, utilize electronic means of communication where possible to minimize in person-to-person conversations.
3. Refrain from touching your face after evacuating the building as you may have touched doors, handrails etc. Once permitted to re-enter the building, maintain your physical distance and wash or sanitize your hands before returning to your work area.

Building Occupants – Instructions

When evacuations are necessary for various emergencies outlined in this document, you must evacuate the building and follow the instructions of building floor wardens. Maintain appropriate physical distancing when gathering at the predesignated meeting area.

Note: Physical distancing is not required during an emergency evacuation. The primary goal in an emergency situation shall always be to evacuate the building expeditiously and meet at a predesignated safe location outside the building.

Refrain from touching your face after evacuating the building as you may have touched doors, handrails etc. If possible, sanitize your hands. Once permitted to re-enter the building, maintain your physical distance and wash your hands with soap and water before returning to your work area.

Persons Requiring Assistance

Persons Requiring Assistance (as identified by the process outlined in Appendix 5 of the BERP) who are not working from home and reporting to work as usual, should work with their Floor Warden and Building Emergency Director to develop a modified personal evacuation plan that incorporates physical distancing. If this is not feasible, a **safe location** that is away from the hazard should be identified so the individual can remain there until the Emergency responders can assist these persons.

Safe Locations

For personnel who are unable to evacuate the building, it is recommended that if a safe location in the building has been pre-identified in the BERP that the individual remain there until emergency responders can assist. If more than one person needs to remain in the safe location, maintain 2 metres distance or the maximum possible, where 2 metres is not feasible.

Fire Evacuation Drills

All fire drills are on hold for the year 2020. This decision has been made after consultation with the Vancouver Fire and Rescue Services. Building users are advised not to submit a fire drill service request until further notice.

COVID-19 Amendment- Emergency Procedures: Safety & Risk Services

Do's

- ✓ If fire alarm is ringing, promptly evacuate the building
Note: Physical distancing is not required during evacuation
- ✓ Remain calm
- ✓ Meet at predesignated meeting area (Location identified on wall mounted Emergency Procedures maps)
- ✓ Physically distance (2 m) once you have evacuated from building
- ✓ Wash hands before re-entering workspace
- ✓ Follow instructions from emergency personnel

Don'ts

- ✓ Impede a prompt evacuation from building
- ✓ Panic
- ✓ Ignore alarm and direction from emergency personnel

Emergency Directors and Alternate COVID Floor Wardens:

POSITION	PHONE NUMBER	
	WORK	OTHER (e.g. work mobile)
USB Building Emergency Director Name: Jose Teres	604-822-0807	604-209-8465
Alternate COVID Building Floor Warden – Project Services Name: Paul Hays	604-822-0461	
CCP Building Emergency Director Name: Edmond Lin	604-822-8051	604-868-5521
CCP Alternate COVID Building 2 nd Floor Warden Name: Amy Chao	604-822-9570	



Appendix 5: Contractor Covid-19 Worksite Inspection Checklist and Report

Contractor Covid-19 Worksite Inspection Checklist and Report

Contractor Name & Site Location:	_____
Site Supervisor Name:	_____
UBC Project Manager Name:	_____
Inspection completed by:	_____
Date and time:	_____
Inspection #: (CON- yy/mm/dd)	_____

A. Employer Responsibilities				
Item #	General	Y	N	N/A
A-1	Has signage been posted at all entrances to the renovation/construction site with updated contact information and protocols to be followed when accessing the job site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A-2	Have site orientations been provided to all workers/ visitors/sub-contractors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A-3	Is there a communication plan established with workers/visitors to address physical distancing and other safety requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A-4	Have workers/visitor received training on how to report COVID-19 concerns/symptoms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A-5	Does the firm have a policy to prohibit the following workers/visitors from coming to the job site? General Policy Content: <ul style="list-style-type: none"> • Workers/visitors who are displaying symptoms (e.g., fever, cough, sore throat, sneezing), whether or not the illness has been confirmed as COVID-19. • Workers/visitors who have travelled internationally. It is mandatory for all travelers returning to Canada to self-isolate for 14-days. • Workers/visitors who live in the same household as a confirmed or clinical COVID-19 case who is self isolating, or who have been exposed to a confirmed COVID-19 infected person and advised by 811 (public health) to self-isolate. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A-6	Is there a Covid-19 Exposure Control Plan or equivalent available on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A-7	Is there a system in place where workers (including joint health and safety committee representatives and worker representatives) can inform the Prime Contractor of concerns relating to being exposed to COVID-19 in the workplace? Evidence of meeting minutes, signage, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A-8	Is a list (e.g. sign-in sheet) kept with site supervisor for all personnel including visitors and subcontractors on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



A-9	Are site evacuations plans updated to consider social distancing requirements?			
A-10	Have washrooms/lunchrooms been designated for the worksite to prevent potential exposure to building occupant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A-11	Other issues:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Item #	Section / Site Inspection Notes			

B. On Site Sanitation				
Item #	General	Y	N	N/A
B-1	Are there designated/qualified person to monitor and conduct disinfection and inspect/refill sanitation stations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B-2	Are there hand washing stations and/or hand sanitizer readily available on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B-3	Are disinfecting protocols being followed per BC CDC Guidelines & Procedures, or equivalent procedures? Are common surfaces clean & sanitized as per directions of Provincial Public Health Officer, or equivalent procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B-4	Is there sufficient inventory to maintain materials needed for washing stations readily available and identified? (i.e. water, soap, disinfectants, sanitizer)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B-5	Is shared equipment (tools, phones, other items) regularly disinfected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B-6	Shared Vehicles: Is there a procedure for disinfecting (internal and external) high touch point areas vehicles before and after use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B-7	Other issues:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Item #	Section / Site Inspection Notes			



Item #	General	Y	N	N/A
C-1	Are breaks staggered or other measures taken to maintain 2 meter distancing during break times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C-2	Are workers and crews arranged to maintain 2 meter distancing - if necessary stagger shifts, rotate crews, etc. while working?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C-3	Are site meetings of 2 or more people conducted by video conference or while maintaining 2 meter physical distancing, e.g. hold meetings in outside space, or larger rooms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C-4	If 2 meter distancing between workers is not possible, are there safe work procedures in place and PPE available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C-5	Are training records available for the proper use, care and understanding limitations of PPE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C-6	Other issues:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Item #	Section / Site Inspection Notes			
D. Other Health and Safety Controls/Processes				
Item #	General	Y	N	N/A
D-1	Is there prominently posted signage identifying COVID-19 controls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D-2	Is there a designated entry and exit route with signage within building for worker to prevent unnecessary transitioning in building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D-3	Are First Aid supplies, equipment & services available per OHS Regulation requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D-4	Is there good ventilation maintained in interior spaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D-5	Is there a process for the safe handling of paper documents? (E.g. use electronic documents only or wash hands after handling paper)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D-6	Are there site controls in place to minimize situations/tasks where there may be limited space? E.g. traffic bottle necks, hoists, scaffolding, washrooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D-7	Is there a program in place to provide mental health support, including access to an Employee Assistance Program (EAP).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D-8	Other issues:			
Item #	Section / Site Inspection Notes			



Proceed to the Inspection Checklist for further details regarding item numbers. The Inspection Report below summarizes deficient items found during the Inspection. This Inspection Report is to be completed during or following the Inspection (based on individual Section Notes). Add as many sections as necessary. There should be one section for every deficient item found.

Item #	Description of Hazard: <i>(specific location and/or equipment, nature of hazard)</i>	
Recommended Action: <i>(detailed action, taking account of hierarchy of controls, two or more options where appropriate)</i>		
Priority Level:	Person Responsible:	
Target Due Date:	Date Complete:	Supervisor's Initials:
Item #	Description of Hazard: <i>(specific location and/or equipment, nature of hazard)</i>	
Recommended Action: <i>(detailed action, taking account of hierarchy of controls, two or more options where appropriate)</i>		
Priority Level:	Person Responsible:	
Target Due Date:	Date Complete:	Supervisor's Initials:

Send a copy of this report and checklist to _____ . Actionable items listed in the Inspection Report should be divided and sent only to each of the persons responsible.

Hazard Rating Descriptions/ Priority Table:

Priority Level	Timeline for Completion of Corrective Action	Timeline for Follow Up Inspection
A (High Risk)	Immediately: A moderate to high potential for serious injury or loss of life and/or extensive property damage or loss (structure, equipment or material).	Immediate Attention
B (Moderate Risk)	As soon as possible: A moderate to high potential risk of causing a minor injury, illness or property damage or loss. (structure, equipment or material)	< 2days
C (Low Risk)	As soon as possible: A potential exists for causing a non-disabling injury or non-disruptive property damage.	Within 1 week