Updated: Dec. 15, 2020

The Lab/Office Workspace Safety Plan must be completed in the SharePoint workflow system.
This document should be filled out by managers and supervisors.

The Workspace Safety Plan template is shown below

COVID-19 LAB/OFFICE WORKSPACE SAFETY PLAN

Automatic logout after 30 minutes of user inactivity. Prevent losing unsaved work by clicking the "Save and Close" button, which is located at the end of the Workspace Safety Plan (Part B). Your saved form can be retrieved from the "My Plan(s)" folder on the homepage.

Part A: Required Staff

Plan Prepared By:

Date:

12/15/2020

Current Plan Status:

Faculty/Business Unit

Building:

Floor:

Please check this box if you want to save this draft WSP to use at a later time --------> ☐

Please refer to the Return to Campus Planning Guide for completing this plan.

Identify staff that are necessary to return to work on campus as per current guidelines.

All fields in this section are mandatory, if you have inserted a row you don't require, click the box with the arrow on the row to delete.

Description Of Position/Role	Department	# of Staff Members	Percentage(%) of Time Required on Campus	Rationale	Earliest Return To Campus Date
			%	Select...	

**You must begin the Workspace Safety Plan in order to save this form,
Part A will remain available for editing until the approval process begins.**

The Save button is located at the end of the Workspace Safety Plan (Part B).

Part B: Workspace Safety Plan

This workspace safety plan provides assistance for managers/supervisors (including Principal Investigators) who wish to continue or resume operational activities in their workspace. Having a Workspace Safety Plan in place is a requirement set out in the University's COVID-19 Return to Campus Planning Guide. Leaders are to complete this Plan together with their recommendations for returning staff, since the numbers of proposed returning staff is dependent on safe workspace planning. Management is responsible for updating this document, based on direction from the university when requirements change. Note that Common Area Safety Plans covering building foyers, stairwells, classrooms, lecture halls, elevators, bathrooms, etc. are also being developed and therefore these spaces do not need to be included in Lab/Office Workspace Safety Plans, however capacity limits on elevators and washrooms needs consideration.

Department(s):

Workplace Location(s)
(room and/or description of space):

Shared workspace includes areas of work (e,g. office suites, open office areas) occupied by more than one department that are not public areas (corridors & washrooms for public use, lobbies, atriums etc. that are covered in the facilities common area safety plan).

Is this a shared space?   ○ Yes   ○ No

Date Plan Prepared: | 12/ 15/ 2020 |

Date Plan Revised: | |

Plan Author(s):

Plan Delegate(s):

INTRODUCTION
In 1-2 sentences, describe the activities and purpose of workspace.

REFERENCE DOCUMENTS
Reference Documents that provide background on the content of this plan are:
- UCalgary COVID-19 Re-Entry Protocols
- Return to Campus Planning Guide
- Return to Campus Guidelines for Leaders

MINIMUM REQUIREMENTS
- People are not to come to campus if they are sick.
- Physical distancing is to be practiced by maintaining distance (approximately 6 feet or 2 meters) from others unless separated by a physical barrier (prevent people from sitting within 2 meters of each other).
- Proper hand hygiene is required through hand washing and use of hand sanitizer.
- Masks are required for anyone who is in an indoor workspace, unless individuals are alone in their office or lab.
- Work area touchpoints such as light switches, doorknobs, and handrails are to be wiped down regularly with disinfectant wipes.
- Signage to promote and encourage hygiene practices (sneeze into elbow, avoid touching face, etc.) is to be used.
- The sharing of phones, desks, chairs or other work tools and equipment is to be minimized. If necessary, clean and disinfect shared items before and after use.

- Workstations, meeting rooms and lab work areas are to be cleaned and disinfected once per day and between user contact (see section below on disinfecting labs/workspaces).

LOCATION-SPECIFIC WORKSPACE SAFETY PLAN CONTENT

Plans must be established to provide appropriate controls to meet COVID-19 requirements as outlined in reference documents. Each of the following sections must be included in the Workspace Safety Plan, if applicable to the workspace. Suggested content and guidance are provided for each section below, except for 'Kitchen' and 'Work Vehicle' sections, which have been prepopulated because their content will not change from kitchen to kitchen or vehicle to vehicle.

Please note that for workspaces/lab spaces where there are multiple departments sharing the same space, a coordinated plan should be developed for approval with the sign off of all departments occupying the space.

COVID-19 RESTRICTED MAXIMUM OCCUPANCY [   ]

Content: Establish a maximum occupancy limit for the overall area included in the plan that will enable physical distancing and other minimum requirements to be met. Insert the maximum occupancy number in the box beside the RESTRICTED MAXIMUM OCCUPANCY title above. Also establish and post maximum occupancy limits for specific rooms such as labs, meeting rooms, printer rooms, waiting rooms, and lunch/break rooms. Note that in the **COVID-19 Safety Signage** *section on the EHS website there is a downloadable Maximum Occupancy sign template. Describe what changes will be made to furniture arrangement or usage to promote physical distancing. Note that occupants of workstations can be within 2 metres of each other as long as there is a partition between them that is at least to head height when seated or when standing if using a sit stand workstation.*
Consider:
- *Staggering work schedules.*
- *Moving chairs away from meeting room tables or marking as not to be occupied.*
- *Moving guest chairs out of offices if 2 meter distancing cannot be maintained or marking as not to be occupied.*
- *Marking workstations that will not be occupied.*
- *Avoid in person meetings were possible-continue to use video conferencing tools.*

WORKSPACE TRAFFIC FLOW

Content: Describe traffic flow patterns in space that will produce physical distancing (maps as appropriate) and what signage or markings will be used to promote desired traffic flow. Include requirement for walking on the right of hallways and yielding to oncoming traffic.
Consider:
- *Use of decals or tape on floor for direction of travel.*
- *Use directional signage that can be downloaded from* **COVID-19 Safety Signage***.*
- *Changing office furniture arrangement (not that furniture moves should be arranged by submitting a Furniture Service Request form to Supply Chain Management).*
- *Establishing one-way hallways.*

If you have a map, please upload it by clicking the button below and click Browse to locate the file on your computer and attach it to this Workspace Safety Plan:

No file attached

CLEANING AND DISINFECTING

Note: Cleaning refers to the removal of visible soil. Cleaning does not kill germs but is highly effective at removing them from a surface. Disinfecting refers to using a chemical to kill germs on a surface. Disinfecting is only effective on clean surfaces.

Content: Identify products to be used for disinfecting based on guidance below. Describe items and equipment to be disinfected and responsibility for disinfecting including:

- *Disinfecting area touchpoints (light switches, doorknobs, and handrails regularly with disinfectant).*
- *Disinfecting of workstations, meeting rooms and lab work areas once per day and between user contacts with disinfectant.*
- *Disinfecting of office, research and other shared equipment (copiers, conference room equipment, microscopes, etc.) after each use with disinfectant.*
- *A bleach/water solution can also be used as a disinfectant which is made by mixing 20 ml (4 teaspoons) of unscented, household bleach with 1000 ml (4 cups) of water. Ensure the surface remains wet with bleach/water solution for 1 minute. Use safety eyewear and gloves when preparing bleach/water solutions.*
- *Purchased products to be used for disinfecting must have a Drug Identification Number (DIN) and a virucidal claim such as Virox wipes/liquid, Lysol disinfectant wipes/spray, 3M Surface disinfectant cleaner). Disinfectant product instructions must be followed. Consult the Safety Data Sheet with using disinfectant products.*

Consider:

- *In the short-term, Staff Wellness has a supply of disinfectant wipes and can provide these to labs and office. To arrange for pick-up of disinfectant wipes email Staff Wellness at **staffwellness@ucalgary.ca**. This process will be subject to changes in the long-term and additional guidance will be provided on how to obtain cleaning and disinfectant products.*
- *Caretaking does not clean workbenches, lab benches, desktops, cabinets and lab or research equipment.*

HYGIENE PROMOTION

Content: Describe locations (e.g. bulletin boards, staff rooms, and meeting rooms) for posters/signage and any other materials to communicate expectations for frequent hand hygiene, avoiding touching face, sneezing into elbow, etc.

Consider:

- *Use signage to promote good hygiene practices that can be downloaded from **COVID-19 Safety Signage**.*
- *Avoid sharing of phones, desks, chairs or other work tools and equipment when possible.*
- *Remove magazines and other communal items from waiting rooms and staff/break rooms.*
- *Use automatic door buttons whenever possible.*

KITCHEN

- Hand hygiene must be performed when entering a kitchen.
- Physical distancing of 2m must be maintained and whenever possible just one person at a time access the kitchen.
- All touched surfaces and equipment (fridge door, countertop, drawer handles, microwave button, kettle, coffee maker, etc) must be disinfected before and after use.
- The space must receive a thorough clean and disinfecting once per day.
- The fridge may only be used for single shift storage; all food must be removed at the end of the work shift.
- Food items utensils and condiments are not to be shared.
- Eating spaces should provide for physical distancing and should be cleaned and disinfected between users.

For more information on kitchen requirements, refer to Meal Preparations and Eating Space COVID-19 Guidance for on Campus Staff and Faculty.

USE OF UNIVERSITY VEHICLES OR VEHICLES FOR UNIVERSITY BUSINESS

- In University vehicles, there should only be one person per vehicle, unless the vehicle is large enough to maintain 2m between occupants. Disinfect touchpoints daily and between driver/passengers with disinfectant wipes:
  - Door handles
  - Steering wheel and controls (including gear shift)
  - Seatbelts

- If you are using a personal vehicle for University business, please maintain the same social distancing measures as outlined above.

Note: 2 meters physical distancing is required, if any of the work activities in the workspace are essential to be done by personnel on campus, but do not permit 2 meters physical distancing, then contact Environment, Health and Safety for guidance at ucsafety@ucalgary.ca.

ADDITIONAL INFORMATION

Please identify any additional information or requirements to include within this plan that may be specific to the workspace/lab that is not already covered elsewhere.

IMPLEMENTATION AND MONITORING

It is the responsibility of management to implement and monitor adherence to the plan.

EMERGENCY PROCEDURES

Check to ensure that emergency procedures related to the workspace have not been affected by the reduced activity and any closures on campus (access routes, assembly points, etc.).

Insert confirmation that emergency procedures remain the same for the workspace or describe change and method of communication of change.

If a person who becomes ill while at work with symptoms that may indicate COVID-19 infection (cough, fever, shortness of breath, runny nose or sore throat), please follow the COVID-19 Procedure for Sick Persons established for Staff and Students.

- COVID-19 Procedure for Sick Employees
- COVID-19 Procedure for Sick Students

APPROVAL

Approval by Department Head, Director, or other leader followed by final SLT approval is required via this form. Once approved, the Plan should be posted or made available electronically for reference in an easily accessible location.

First Approver (Dept Head/Director/Manager):
Note: The First Approver can ALSO be the Plan Author. You will be prevented from sending to First Approver if the First Approver field is blank.

Send to First Approver
○ Yes ⦿ No

You will be prevented from sending to First Approver if you have not completed all the mandatory fields in the form (Part A and Part B).

**Note: In order to receive approval, First Approvers must include the name of their SLT Approver before submitting.

SLT Approver:

Send to SLT
○ Yes ⦿
No

Note: The First Approver and SLT Approver <u>CANNOT</u> be the same person.

Note: Plan Author - Once your Workspace Safety Plan has received SLT Approval, you will receive a confirmation email to complete the final "Employee Confirmation" step.

RETENTION
Plans shall be retained within SharePoint for three years