

Updated: June 19, 2020

***Use of this template:** The content that is in light grey and italics is instructional and is to be replaced with content specific to the Building Common Area Safety Plan. If you have questions or wish to modify the requirements outlined in this template please contact Environment, Health and Safety.*

This building common area safety plan provides assistance for facility managers to ready their common spaces for re-entry. Having a Safety Plan in place is a requirement set out in the University’s COVID-19 Return to Campus Planning document. Facilities Management (FM) is responsible for updating this document based on direction from the university when requirements change. Note that Lab/Office Workspace Safety Plans are also being developed and therefore these spaces do not need to be included in Common Area Safety Plans.

Name of Building(s) (if applicable):	
Common Area Location(s) (room and/or description of space):	
Faculty/Business Unit and Department:	
Date Plan Prepared:	
Date Plan Revised:	

INTRODUCTION

In 1-2 sentences, describe the activities and purpose of the building common area.

REFERENCE DOCUMENTS

Reference Documents that provide background on the content of this plan are:

- [UCalgary COVID-19 Re-Entry Protocols](#)
- [Government of Alberta General Relaunch Guidelines](#)
- [Government of Alberta Guidance for Post-Secondary Institutions](#)
- [UC Guidelines for Common Area Safety Plans R2](#)

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 metres) from others unless separated by a physical barrier (prevent people from sitting within 2 metres of each other).
- Proper hand hygiene is to be encouraged by making hand sanitizer available and through signage.
- Signage to promote and encourage hygiene practices (sneeze into elbow, avoid touching face, etc.) is to be used.

GENERAL PROCEDURE

The following general procedures are applied for common areas:

List all the methods that will be used that are in accordance with UC Guidelines for Common Area Safety Plans to prevent the spread of COVID-19. Consider the following:

- *Traffic flow considering social distancing requirements (e.g. maps, signage, use of Pylons, tape on ground, office arrangement)*
- *Common spaces (Washrooms, Corridors, entrances and stairwells) will have COVID-19 related rules communicated, and signage posted*
- *Maximum Occupancy in any other common un-assigned locations (classrooms, meeting rooms) not to be included in this document*

BUILDING COMMON AREA PLANS

The following building common area safety plans must be followed:

Multi-Stall Washrooms:

- *Ensure sink spacing is 2 metres apart, close off every other sink through “not in use” signage*
- *Reduce capacity of washrooms by closing off every other stall/urinal and install “not in use” decal on stall door and urinal*
- *Ensuring the barrier free stall always remains open*
- *Provide hands free entry by propping doors open*
- *Install signage for: hand hygiene and hands-free protocol (on door)*

Single Washrooms:

- *Install signage for: hand hygiene*

Corridors:

- *In hallways and stairwells: install floor decals for right hand flow and signage to yield to oncoming traffic.*
- *In large corridors in major traffic areas: install stanchions, floor decals and signage to reinforce the right-hand flow*
- *Create no-loiter zones outside classrooms, offices, meeting rooms and lab entrances through floor decals*
- *Consider one-way flow in extremely narrow corridors (to be verified by Campus Architecture for life safety compliance) with floor decals and signage **or** install caution narrow corridor sign*
- *Inside buildings, leave doors open **where permitted** to minimize touchable surfaces (fire doors and smoke separations must not be propped open. Use signage to encourage handsfree operation.*
- *Consider signage to prohibit the use of mobile devices while walking*

Entrance Vestibules:

- *Install AHS signage on the outside face of exterior door*
- *Install UC Re-Entry Protocol sign on outside face of interior vestibule door*
- *Install wall-mounted hand sanitizer stations*
- *Once inside consider a signage board for COVID updates (TBD)*
- *Create an “In” and “Out” doorway(s) through signage encouraging right hand flow.*
- *Signage to include AHS community protocol, UC re-entry protocol, designated in and out, hands free behavior and hand hygiene*
- *Consider signage to prohibit the use of mobile devices while walking*

Elevators and Elevator Lobbies:

- *Currently capacity is limited to two (2) per elevator as long as 2 metres of physical distancing is possible, otherwise only 1 person should use the elevator at a time.*
- *Decals should be posted on all elevator doors*
- *Provide signage to nearby stairwell (if stairs are hard to find)*
- *Provide queuing instructions (signs and decals) with proper physical distancing (floor markers) ensure elevator queuing does not interfere with traffic patterns and that ensures right hand (counterclockwise) travel.*
- *Post elevator etiquette rules by elevator*
- *Place floor markers in cab for standing (2 metres)*
- *Place hands free sign in cab by call buttons*
- *Place hand hygiene sign inside cab on doors*

Stairwells

- *In hallways and stairwells provide floor decals (arrows) to reinforce right hand flow*
- *Post passing zone signs at landings*
- *Post hand hygiene sign at stairwell exit and signage explain hands-free exiting (e.g. using elbow)*
- *Consider signage to prohibit the use of mobile devices while walking*
- *Install wall-mounted hand sanitizer stations*

Food Courts and Dining Areas:

- *Use decals to enforce a minimum spacing of 2 metres for line-ups*
- *Provide queuing instructions with proper physical distancing (floor markers at 2 metres) to ensure retail/food queuing does not interfere with traffic patterns.*
- *Reduce the seating capacity by removing furniture, blocking off furniture or where these measures are not possible provide barriers (e.g. panels) between furniture groups*
- *Have vendors remove all condiment carts and shared condiments*
- *Consider posting maximum occupancy signs and using stanchions to reduce crowding*
- *Consider signage to prohibit the use of mobile devices while walking*

Atriums/Mezzanines/Gathering areas:

- *In atriums/mezzanines/landings, practice minimum spacing of 2 metres*
- *Consider posting maximum occupancy signs*
- *Remove furniture wherever possible to reduce capacity and ensure 2 metres spacing; if furniture is fixed, place decals on seats to ensure 2 metres spacing of people*
- *Use floor decals to reinforce right hand flow*
- *Create no-loiter zones at the tops/bottoms of stairs, outside entrances, and in main thoroughfares with directional signage and floor decals*
- *Consider signage to prohibit the use of mobile devices while walking*

Other: *Review all operational activities and any relevant Operating Procedures and provide appropriate controls to meet COVID requirements.*

ACKNOWLEDGEMENT by *Facility Manager*

Name(s):	
Title:	
Date:	
Signature:	

REVIEWED by *Director, O&M*

Name(s):	
Title:	
Date:	
Signature:	

APPROVED by *AVP Facilities Management*

Name(s):	
Title:	
Date:	
Signature:	