SFU Facilities Services (FS) COVID-19 Safety Plan

This document only applies to the SFU Facilities Services (FS) building and satellite shops and does not apply to FS work conducted outside of these spaces.

Following the steps in the WorkSafeBC COVID-19 Safety Plan template, the following safety protocols have been implemented.

**Step 1: Assess the risks at your workplace**

- Frontline FS workers and supervisors have been involved in the development of this safety plan.
- All FS kitchen areas, break rooms, meeting rooms, and shared work spaces have been identified. List additional common spaces – IT room; photocopier area; map/drawing area, washrooms; trade shops; satellite shops; shop lunch rooms
- Job tasks where workers are close to one another or members of the public, such as the front desk reception area, shop areas and vehicles, have been identified.
- Tools, equipment, and machinery that workers share while working have been identified
- Surfaces, such as door handles, elevator buttons, light and equipment switches, and shared computer keyboards have been identified.

**Step 2: Implement protocols to reduce the risks**

WorkSafeBC industry-specific protocols, provincial health officer-issued orders, guidance, and notices, as well as frontline facilities services workers and supervisors have been consulted for input and guidance regarding the following measures in place. The plan mitigates risk with strategies based on the hierarchy of controls.
First level protection (elimination):

Limit the number of people at the workplace and ensure physical distance whenever possible

List your control measures for maintaining physical distance in your workplace:

- Working offsite or remotely
  - All workers who are able to effectively work remotely are encouraged to do so until further notice.
  - Remote workers who need to enter the office must communicate with their supervisor to help avoid going over office occupancy limits.
  - Trade shops to utilize satellite shops to reduce occupancy in Facilities Services Building, limit exposure, and minimize contact

- Changes to work schedules
  - Staff who share an office where physical distancing measures cannot be maintained and physical barriers are impractical will work on a rotating schedule
  - Staff will work to accommodate staggered shifts where possible to limit contact during high activity times of the day (arrival, breaks, lunch, end of day)

- Changes to how tasks are done
  - Directional flow of traffic: Items were moved to allow more distance in the hallways to allow better social distancing. Signage was also posted to advise employees to keep right, and directing one way travel in more congested hallways (see appendix 1 for map)
  - No loitering allowed in hallways.
  - Re-arranging furniture to promote physical distancing:
    - Lunch room
      - Reduce chairs so that there is only 1 chair per table
      - Place “x”s on some sofa spots
    - Room 101
      - Flip Yulia’s desk to increase distance from other desks
    - FM Receiving lunch room (mezzanine)
      - One seat per side table, kitty corner from each other
    - HVAC personnel stations and maintenance mech stations
      - Desks relocated to increase separation
  - Drop off point for documents will be outside room 101
  - Photocopiers will be separated to ensure 2m distance between those operating the machines
  - Mail pickup will be from front desk

- Occupancy limits for workers
  - 2 person limit per individual office, provided 2m separation can be maintained
  - meeting rooms
    - 3 person limit in room 164
    - 4 person limit in room 150
    - 1 person limit in room 100
  - 1 person limit in file/drawing room
  - 9 person limit in the Lunch room
• 3 person limit in public reception area
• 4 person staff limit in customer service area (Room 101), with no visitors
• Open work space – Room 170 – staff are able to maintain 2m distancing as per key plan
• 1 person limit in Room 153 – staff to coordinate remote working schedule
• 2 person limit in FM Inventory room
• 3 person limit in FM receiving room
• 4 person limit in FM Lunch room (Mezzanine)
• 1 person limit in FM Mailroom (AQ loading dock)
• 2 person limit in FM Mailroom (Facilities Services)
• 1 person in carpenter and paint foreman’s and civil trades manager offices – visitors to remain at the door, next in line to maintain 2m distance
• 1 person at a time in each sign shop office; 3 person max in sign shop mezzanine
• 1 person limit in plumbing foreman office
• 1 person limit in maintenance mech foreman office

• Limiting or prohibiting visitors
  • All exterior doors will remain locked except for central receiving and front door of administration; all other entrances will have signs advising visitors of appropriate access points
  • 3 person occupancy limit has been posted for the reception area / access control service counter – signage is posted at the entry point
  • Appropriately spaced seating will be identified in reception area through signage
  • 2 person limit in FM Inventory control space and 3 person limit in FM receiving space
  • No visitors in the boiler house control room
**Third level protection (engineering):**

Barriers and partitions

- Plexiglass barriers to be installed at reception desk
- Removable barricade to be installed at room 101 to ensure visitors do not enter
- Plexiglass barriers installed between each desk work station in the central receiving office
- One way directional armed door entrance into FM Inventory control office space straight to the facilities hallway. One way directional exit door to hallway locked at all times
- Plexiglass barrier installed in carpentry foreman, paint foreman, and civil trades manager offices
- Plexiglass barriers installed throughout room 170 to augment the existing low partitions

Fourth level protection (administrative):

Rules and guidelines

- All individuals are required to keep 2m (or 6 feet) apart from one another in each campus space wherever possible.
- Employees who are able to work remotely are encouraged to do so until further notice with consultation with their supervisors.
- Daily COVID-19 screening:
  - Staff must self-identify that it is safe for them to return if they do not have any of the following symptoms:
    - Fever
    - Chills
    - New or worsening cough
    - Shortness of breath
    - New muscle aches or headaches
    - Sore throat
  - Do not visit campus if you have had close contact with somebody who has tested positive for COVID-19 or is displaying symptoms
  - Do not visit campus if you have returned from travel outside of Canada within the last 14 days or live in the same household as a confirmed or clinical COVID-19 case who is self-isolating
- All employees must complete the SFU COVID-19 Awareness Training. Supervisors are responsible for ensuring that their staff have completed the training module.
  - The SFU Infectious Disease Exposure Control Plan is also available to all employees.
- Occupancy limits where stated must be followed.
- Only one person allowed at a time in each elevator. People with mobility issues must be given priority. Occupancy limit signs have been posted.
- Meetings and other events must be held remotely where possible. If in person meetings are necessary, 2m space separation between each individual needs to be maintained. In these cases, staff are encouraged to meet outdoors if possible.
- Workers are encouraged to eat their meals outdoors or in their personal office space.
- No sharing of food and drinks between staff. Food and drinks must not be left out.
- Workers are encouraged to bring their own cutlery and dishes from home, use single-use (disposable) products such as condiments and stir sticks, and wipe down kitchen equipment after each use. Signage to be added in kitchen areas.
- One-way traffic in the FS office has been implemented (one-way doors or walkways can be ignored during an emergency).
- Staff must follow good hygiene practices:
- Wash your hands frequently for at least 20 seconds using soap and water. Signage from the BCCDC on proper handwashing procedures is posted in washrooms.
- If a sink is not available, 60-90% alcohol-based hand rubs (hand sanitizer) can be used to clean hands if they are not visibly soiled. If they are visibly soiled, you can use an alcohol-based disposable hand wipe to remove the dirt and then use an alcohol-based hand rub.
- Do not touch your face/eyes/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

- Sanitizer/wipes will be provided at common equipment (photocopier, coffee maker, key cabinets, common drawing search station), staff are expected to wipe surfaces before and after use.
- FS vehicles: one person per vehicle encouraged whenever possible. In situations where this is not achievable, 2 people may share a vehicle, and masks must be worn by both vehicle occupants.
- Contractors are responsible for their own COVID-19 safety plan. A module has been developed as part of the general contractor orientation to inform contractors of relevant SFU COVID-19 safety policies. Project managers are responsible for ensuring their contractors have completed the safety orientation.

**Fifth level protection: PPE**

Non-medical masks:

SFU staff (and the broader community) are asked to wear a non-medical mask in all indoor public areas on the SFU campus. Public areas include building entryways and atriums, hallways, stairwells, washrooms and study areas. Office spaces and private work areas remain at the discretion of the worker.

In addition, Facilities Services staff are required to wear a non-medical mask if their work necessitates that they be within 2m of another staff member, or when sharing a vehicle.

Common areas can be congested and heavily trafficked, which can make it difficult to consistently maintain a safe physical distance from others. Non-medical masks have been proven to protect others from the spread of the virus, so we are asking everyone to do their part to protect each other. For people who are not able to wear a mask for medical and other reasons, please be especially careful to maintain a safe distance from others. Additional information on masks is available from the BC CDC at the following link:


When using a non-medical mask, follow the steps below, and the guidance attached in appendix 3

- Follow the appropriate procedure for using and removing a mask
- Remove and replace the mask if it becomes wet, soiled, or damaged
- Do not reuse a disposable mask
- Cloth masks must be washed before they are reused
Cleaning protocols:

- Sharing of surfaces, tools, equipment, and machines is discouraged.
  - Revert back to disposable stir sticks and single-use sugar sachets to eliminate use of communal sugar jar, etc.
  - Sanitizer/wipes will be available at remaining shared equipment (photocopier, coffee maker, key cabinets, common drawing search station)
- Remove unnecessary items that multiple people can touch (e.g. magazines, couches).
- Doors has been propped open where no security, privacy, fire safety or other safety risk is present) to reduce frequency of contact with high touch points
- Disinfectant (e.g. Clorox wipes or paper towel and approved disinfectant) will be used to clean frequently touched surfaces and shared workstations, equipment in the FS office.

Specify who is responsible for cleaning:

- Individual workers are responsible for cleaning frequently touched surfaces after use.
  - Meeting rooms – users must sanitize tables and chairs after use; 30 minutes should be allowed between meetings to allow participants to clean the space before and after use
  - Meet digitally or outside wherever possible
- Contract cleaners (BEST) for general cleaning services.
- Facilities Services can provide deep cleaning if presumed/confirmed COVID-19 case in the area.
  - Facilities services follows Safety and Risk services direction

The cleaning schedule:

SFU’s contracted janitorial service provider has implemented a high touch point cleaning/disinfection initiative which involves the cleaning/disinfection of high touch point surfaces in public spaces, including elevator panels and buttons, washroom partitions, taps, flush handles, door handles and push bars, garbage lids, and blue phones. Department kitchens are cleaned/disinfected once per day.

Shared surfaces, tools, equipment, and machines should be cleaned by employees:

- before start of shift, or before use
- for shared items or items received from other persons, clean as soon as receiving
- before leaving for the day, or after use

What cleaning protocols are included (e.g., which surfaces, tools, equipment, and machines):

- desks, chairs, arm rests, stamps, pens, keyboards and other computer equipment, door handles, Plexiglas, POS terminals, communal kitchen equipment, photocopiers, drinking water dispenser, security personnel office and other shared work areas, vehicles, etc.

The above list is not exhaustive. Follow SFU COVID-19 cleaning and disinfection procedures for all surfaces that you touch.

The resumption of work activities on campus is contingent on the availability of necessary supplies, including cleaning/disinfecting products. All returning employees must also complete the COVID-19 Awareness and Safe Return to Work training.
Step 3: Develop policies

SFU has a COVID-19 resource page detailing all of the University’s policies specific to COVID-19.

Step 4: Develop communication plans and training

- SFU has created a COVID-19 Awareness and Safe Return to Work Training available online here.
- Workers continue to receive communication regarding COVID-19 from the University via e-mail, managers and supervisors, and signage on campus.

Step 5: Monitor your workplace and update your plans as necessary

The Facilities Services COVID-19 Safety Plan is a living document that will be continuously updated over time as new information and direction from public health authorities becomes available.

Weekly workplace inspections will be conducted by the COVID-19 safety team. Each week, a worker and employer rep will inspect an area of the workplace to ensure compliance with the COVID-19 safety plan, and identify any concerns or inadequate safety measures. A schedule will be posted identifying the areas to be inspected each week, and the staff members or group who will be responsible for conducting the inspection.

Any recommended corrective actions should be addressed with the staff involved with notification to a supervisor, or reported to the Local Joint Health and Safety Committee as needed.

Appendix 2 shows the template to be used for weekly inspections.

Step 6: Assess and address risks from resuming operations

All risks regarding resuming operations in the Facilities Service Building have been assessed and addressed.
Appendix 1 – Directional Flow Plan
### Appendix 2 – COVID-19 Safety Plan Weekly Inspection Template

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<thead>
<tr>
<th>Location</th>
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<tbody>
<tr>
<td>Supervisor</td>
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<tr>
<td>Inspection team</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Checklist</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
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<tbody>
<tr>
<td>1. Have all individuals on site completed the online COVID-19 safety training module?</td>
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<tr>
<td>2. Do all individuals know and follow the self-assessment protocol for the area (e.g., if applicable, the sign in sheet is being filled out)?</td>
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<td>3. Are the maximum occupancy limits posted and being followed?</td>
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<td>4. Are all individuals in the area maintaining adequate physical distancing?</td>
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<td>5. If physical distancing is not possible, are other measures in place (e.g., barriers, facemasks, etc.)?</td>
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<tr>
<td>6. Do all individuals know and follow specific cleaning protocols for their area?</td>
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<td>7. Is the Safety Plan posted?</td>
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<td>8. Are there any outstanding concerns/risks or inadequate measures (e.g., congestion areas, close contact, high touch areas)?</td>
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<td>9. Comments</td>
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**Corrective Actions (for any identified issues or concerns above)**

**Inspection report distribution:**
- Applicable faculty member, supervisor, instructor or staff member
- Local joint health and safety committee
Help prevent the spread of COVID-19: How to use a mask

1. Wash your hands with soap and water for at least 20 seconds before touching the mask. If you don't have soap and water, use an alcohol-based hand sanitizer.

2. Inspect the mask to ensure it's not damaged.

3. Turn the mask so the colored side is facing outward.

4. Put the mask over your face and if there is a metallic strip, press it to fit the bridge of your nose.

5. Put the loops around each of your ears, or tie the top and bottom straps.

6. Make sure your mouth and nose are covered and there are no gaps. Expand the mask by pulling the bottom of it under your chin.

7. Press the metallic strip again so it moulds to the shape of your nose, and wash your hands again.

8. Don't touch the mask while you're wearing it. If you do, wash your hands.

9. Don't wear the mask if it gets wet or dirty. Don't reuse the mask. Follow correct procedure for removing the mask.

Removing the mask

1. Wash your hands with soap and water or use an alcohol-based hand sanitizer.

2. Lean forward to remove your mask. Touch only the ear loops or ties, not the front of the mask.

3. Dispose of the mask safely.

4. Wash your hands. If required, follow the procedure for putting on a new mask.

Note: Graphics adapted from BC Centre for Disease Control (BC Ministry of Health), "How to wear a face mask."

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