SFU Safety & Risk Services (SRS) COVID-19 Safety Plan

This document only applies to the SFU Safety & Risk Services (SRS) physical office space and does not apply to SRS work conducted outside of the physical office.

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 SRS workers, supervisors, and members of the South East Campus Safety Committee (SECSC) have been involved in the development of this safety plan.
- All SRS kitchen areas, break rooms, meeting rooms, and shared work spaces have been identified.
- Job tasks where workers are close to one another or members of the public, such as the front desk SRS reception area and SRS vehicles, have been identified.
- Tools, equipment, and machinery that workers share while working have been identified.
- Surfaces, such as door handles, elevator buttons, and light switches 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 SRS frontline workers, supervisors, and SECSC members have been consulted for input and guidance regarding the following measures in place.

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.

- **Changes to work schedules**
  - In-Person Access Control services have been formally suspended at this time.
    - For urgent issues requiring staff to attend the office, only one staff member will be asked to go the office, whenever possible.

- **Changes to how tasks are done**
  - Physical Security Solutions is reviewing processes that involve in-person Access Control services to evaluate alternate solutions to reduce personal contact.
  - 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.
  - No loitering allowed in hallways.
- **Occupancy limits for workers**
  - meeting rooms
    - 3 person limit in Arbutus
    - 3 person limit in Cedar
    - 3 person limit in Spruce
    - 3 person limit in Juniper
    - 6 person limit in Emergency Operations Centre (EOC)
  - 2 person limit in kitchenette areas (employees are encouraged to minimize their time spent in these areas).
  - huddle area outside of Cedar meeting room - some seating has been blocked off.
  - TC001 info kiosk (lost and found area) - maximum 3 person limit
    - Spare chairs have been marked and/or moved from the above-stated areas.
- Limiting or prohibiting visitors
  • all but 2 seats have been removed from the front desk area open to the public.

- Reducing the number of customers
  • 2 person occupancy limit has been posted for the reception area / access control service counter
    – signage is posted at the entry point.
Second level protection (engineering): Barriers and partitions

- Plexiglas barriers to be installed to protect front desk SRS staff.
- SRS vehicles: one person per vehicle encouraged. In situations where this is not achievable, masks must be worn by vehicle occupants.
- SRS Reception area: moved furniture to act as physical barriers to maintain distance prior to receipt of Plexiglas barrier and reduced items available for people to handle.
Third level protection (administrative): Rules and guidelines

- Employees who are able to work remotely are encouraged to do so until further notice with consultation with their supervisors.
- Daily COVID-19 screening: if worker is not feeling well or has traveled recently outside of Canada, they must stay home. Posters with screening info are posted at entrances.

- All employees must complete the SFU COVID-19 Awareness Training.
  - The SFU Infectious Disease Exposure Control Plan is also available to all employees.
- Workers advised to maintain 2 metres physical distancing, whenever possible.
- Occupancy limits where stated must be followed (except in the activation of the Emergency Operations Centre - EOC for an emergency where alternate mitigation will occur such as the wearing of non-medical masks).
- 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.
- 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.
- Shared office space: CPS security supervisors and dispatchers are currently working in cohorts. Where possible, a maximum of 2 people working from any group is permitted.
- One-way traffic in the SRS office has been implemented (one-way doors or walkways can be ignored during an emergency).
- Good hygiene practices: regular handwashing, cleaning and disinfecting any surfaces that people frequently touch; cover your coughs and sneezes. Signage from WorkSafeBC and/or BCCDC on proper handwashing procedures is posted in washrooms and kitchen areas with sinks.
Fourth level protection: Using masks (optional measure in addition to other control measures)

What work tasks will require the use of masks?
- Provision of first aid by CPS Supervisors.
  - First aid providers must have surgical masks and face shield(s) in their first aid kits.
  - CPS Supervisors also have access to N95 masks but these are to be worn only if they must provide first aid/care to a visibly ill individual.
- When workers are not able to maintain 2 meters physical distance.

How have workers been informed of the correct use of masks?
- CPS Supervisors have been fit tested for N95 respirators and instructed on respirator donning, doffing, and maintenance instructions.
- Staff have been provided with a document from WorkSafeBC with proper mask donning, doffing, and maintenance instructions. This document is also provided via the online COVID-19 Awareness Training.

Cleaning protocols:
Provide information about your cleaning plan.
- 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.
- Remove unnecessary items that multiple people can touch (e.g. magazines, couches).
- Limited number of informational brochures, booklets, etc. still available but members of the public are encouraged to access this information online.
- Washroom door has been propped open (no security, privacy, or other safety risk is present).
- Store-bought 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 SRS office.
Specify who is responsible for cleaning:
- Individual workers are responsible for cleaning frequently touched surfaces after use.
- Contract cleaners (BEST) for general cleaning services.
- Facilities Services can provide deep cleaning if presumed/confirmed COVID-19 case in the area.

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
- for shared items or items received from other persons, clean as soon as receiving
- before leaving for the day

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, locksmith and security personnel shared equipment, 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.

Shared equipment such as point of sale terminal and photocopier marked for sanitization between uses.
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 SRS 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.

Step 6: Assess and address risks from resuming operations

All risks regarding resuming operations in the SRS office have been assessed and addressed.