Guidance to COVID-19 Safety Plan Inspections

Faculties/departments are responsible for creating COVID-19 safety teams to provide oversight for safe conduct and compliance around access to campus and approved COVID-19 site Safety Plans. Regular inspections within areas should be conducted and documented. Inspection teams may be organized at either the department or faculty level.

Who is on the inspection team?

Faculties/departments should involve the most appropriate member(s) of their Local Joint Health and Safety Committee (LJHSC) to be part of this team in order to provide appropriate knowledge of the space and related safety requirements. At least one worker¹ and one employer² representative should perform the inspection. When LJHSC members are not available, other worker¹ and employer² staff members from the faculty or department may be substituted.

Which areas need to be inspected?

All areas with an approved site safety plan should be inspected. For example, this includes: department common areas, office spaces, reception areas, kitchens, teaching laboratories, research laboratories, and shared instrument rooms.

How often do inspections take place?

Depending on the level of risk and occupancy in various areas, the inspection frequency may vary between Faculties/departments. It is recommended to inspect areas at least weekly.

How are inspections conducted?

Each team should conduct a walk-through inspection of an assigned area and check the following.

1. Have all individuals on site completed the online COVID-19 safety training module?
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)?
3. Are the maximum occupancy limits posted and being followed?
4. Are all individuals in the area maintaining adequate physical distancing?
5. If physical distancing is not possible, are other measures in place (e.g., barriers, non-medical masks, etc.)?
6. Do all individuals know and follow specific cleaning protocols for their area?
7. Is the site safety plan posted?
8. Are there any outstanding concerns/risks or inadequate measures (e.g., congestion areas, close contact, high touch areas)?

The inspection team will document inspections using a simple checklist (See Appendix A) or using an online checklist (Inspection System Link), and share the results with the area supervisor (Faculty

¹ Worker – defined as those belonging to CUPE, Polyparty, TSSU, Non-Union or SFUFA groups.
² Employer or Manager – defined as those belonging to APSA or APEX groups.
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Corrective actions

Minor and infrequent non-compliance

- Minor and infrequent non-compliance is defined as unintentional or accidental violations of the University COVID-19 related public health measures, policies, and guidelines that occur infrequently, without the intent to harm or disrupt, and result in prompt action by the offending party to enter into compliance.
- Minor and infrequent non-compliance should be addressed at the lowest possible level; reporting is not necessary nor is it encouraged.
- Address or discuss the issue with the relevant member in the classroom, lab, or work area.
- Any reported minor and infrequent non-compliance will not usually result in follow-up or formal action.

Significant or repetitive non-compliance

- Significant non-compliance is defined as intentional or reckless violations of University COVID-19 related public health measures, policies, and guidelines. Such violations include engaging in conduct which intentionally or recklessly threatens the health or safety of the University community.
- Repetitive non-compliance refers to repeated violations of University COVID-19 related public health measures, policies, and guidelines despite informal feedback and/or bystander engagement.
- Significant or repetitive non-compliance may result in follow-up or formal action.

If there is significant or repetitive non-compliance, the team should:

1. Issue warning #1: Address or discuss the issue with the relevant member in the classroom, lab or work area. Allow the member or work area to take action to rectify the non-compliance. Notify the faculty member, director, supervisor or instructor as relevant and ask that follow up occurs to ensure the issue is rectified.
2. Issue warning #2: If the non-compliance is not rectified in a timely manner, the inspection team can close the classroom, lab or work area until a safety plan is developed or fixed. Report this to the chair or director of the department and the LJHSC. Depending on the nature of the issue, this may also be reported to the dean or head of an administrative unit for further triage. Ask that follow up occurs to ensure the issue is rectified. Once the issue is rectified, the lab or work area can re-open.
3. Issue warning #3: If issue is still not resolved, a dean, head of an administrative unit, or their designate may pursue formal action of a non-compliant member through normal disciplinary measures as outlined in policy or the collective agreement relevant to the non-compliant member (e.g. Student Conduct Policy for students). The dean, head of an administrative unit, or their designate may consult with EHS Senior Director to discuss contacting WorkSafeBC for further investigation.
Records

During subsequent area inspections, inspection teams will verify that adequate corrective actions have been implemented. Inspection reports should be kept by LJHSC and by the faculty or department.

For areas with either zero corrective actions or minor issues that were corrected immediately following an inspection, subsequent inspections may be done in a self-inspection format (via email). However, in-person inspections must still be conducted whenever there are changes to an area’s Safety Plan (e.g., new lab members added) or if any issues or concerns are reported.

Appendix A. COVID-19 Safety Plan Standard Inspection Questions

(questions can be customized at a Faculty level)

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<thead>
<tr>
<th>Location</th>
<th>Supervisor</th>
<th>Inspection team</th>
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<tr>
<th>Checklist</th>
<th>Yes</th>
<th>No</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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<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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<tr>
<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)

Warning #1:

Warning #2:

Warning #3:

Inspection report distribution:
Applicable faculty member, supervisor, instructor or staff member
Local joint health and safety committee