Faculty of Arts and Social Sciences
COVID-19 Safety Plan – Version 1
July 7, 2020

As British Columbia moves to a new phase within the restrictions of the COVID-19 pandemic, SFU will be allowing more teaching, research, and administration activities to take place on campus. We still expect that most activities will continue to be performed remotely in keeping with public health guidelines and following SFU's COVID-19 impact scale, currently at the High phase (H2). At the same time, we realize that some activities need to take place on campus and that instructors, researchers, and staff may need to access workspaces. This document ('the FASS Safety Plan') outlines the safety plan for anyone working in the Faculty of Arts and Social Sciences (FASS) at any of our campus locations.

The FASS Safety Plan described here addresses most work carried out in FASS by all personnel. It covers use of individual office space and some common areas. Faculty and staff accessing offices and individual spaces and common areas as described in Step 2 below **do not need** to prepare an additional safety plan, but they **do need** to submit an access request.

Any FASS member who wants to access a campus location needs to apply through the online access system for FASS:
https://advance.science.sfu.ca/fass/faculty-staff/access/

Teaching and research labs must have a separate safety plan. The principal investigator or supervisor in charge of the space must submit the safety plan together with an access request for themselves and any supervisees through the online access system above.

Application through the online system is needed for both occasional and regular access to the space. Occasional access includes visits to retrieve or return documents and equipment. An application is necessary to ensure the individual is familiar with the FASS Safety Plan and with guidelines for risk reduction outlined in the Canvas training module.

Staff and faculty members submit applications for themselves, adding information about the user and the space. Faculty members submit applications through this system on behalf of their RAs and TAs. An application can be updated at any time if access for additional personnel is needed (e.g., a TA starting in a new semester). Anyone accessing campus spaces needs to complete the Canvas training module, including RAs and TAs.

Key guidelines:

- SFU's Safety Plan aims to minimize the number of employees working on campus or in person: All work that can continue to be done remotely should.
- The most important guiding principle is our responsibility to protect the health and wellbeing of students, faculty, and staff. Supervisors, Chairs, and the Dean will consider issues of accessibility and equity when determining who needs to work on campus.
- Please note that only minimal intervention human subject research can be conducted at this time. Please refer to SFU's COVID impact scale and guidelines from the Office of Research Ethics. Any

changes to ethics protocols (e.g., conducting interviews online instead of in person) need to be communicated to the Office of Research Ethics as an amendment.

- Anyone feeling unwell in any way must stay home.
- Anyone arriving from outside Canada or exposed to a traveler from outside Canada must self-isolate for 14 days.
- Anyone who has been in contact with a person confirmed or presumed to have COVID-19 must self isolate following provincial health guidelines.

Responsibilities of FASS employees:

- Anyone planning to enter one of SFU campuses needs to complete an online Canvas training module.
- The BC Restart Plan mandates daily screening of faculty, staff and students at post-secondary institutions. The current guidance is that this may take the form of faculty and staff self-identifying that it is safe for them to return to work. The BC Self-Assessment Tool may be used for this purpose.
- A maximum occupancy sign must be posted on your door once you have been approved, also on individual offices or spaces.
- For labs, the approved safety plan must be posted in the space.
- Employees should report safety concerns and hazards to their supervisors.
- Failure to comply with the safety plan and/or failure to provide adequate accommodation can be reported to: Maite Taboada, Acting Associate Dean, FASS (fass_adri@sfu.ca).

Failure to comply with provincial and university health and safety guidelines will result in revoked access to workspaces.

This safety plan may be revised at any time to reflect additional regulatory requirements and following SFU's COVID-19 impact scale at the time.

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

The best level of protection involves elimination of the risk, that is, remote work and limiting the number of people on campus. See Figure 1, from the WorkSafeBC COVID-19 Safety Plan template. When necessary, units in FASS can move onto the second level, engineering controls, by implementing and requesting barriers to maintain physical distance. The FASS Safety Plan implements administrative controls, in establishing rules and guidelines for shared spaces. When physical distance cannot be maintained, PPE should be used (non-medical masks). In most cases, elimination is the preferred method.
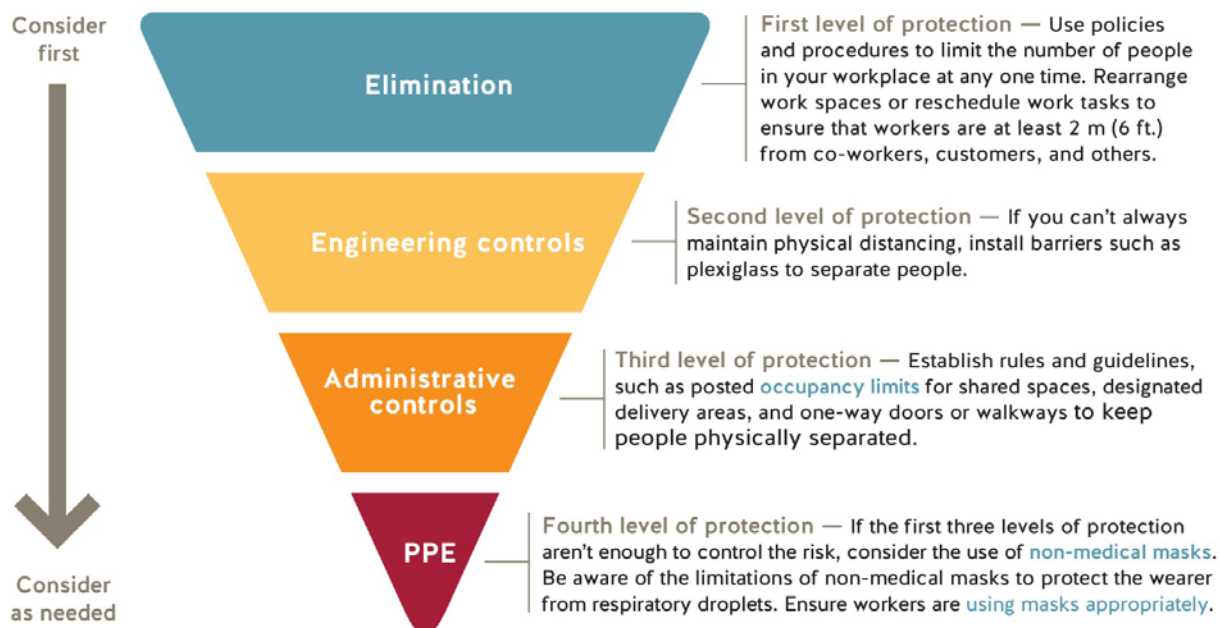
Figure 1. WorkSafeBC protocols to reduce the risk of person-to-person transmission

The risk of transmission at workplaces is a direct function of two variables: the number of contacts (the number of people present at the same time), and the contact intensity (the type and length of contact). BC's restart plan charts these two variables to rate the risk of transmission as low, medium or high (see Figure 2). The FASS Safety Plan keeps the risk low by reducing the number of contacts (most work to be performed remotely) and by reducing the contact intensity, through the measures outlined here.
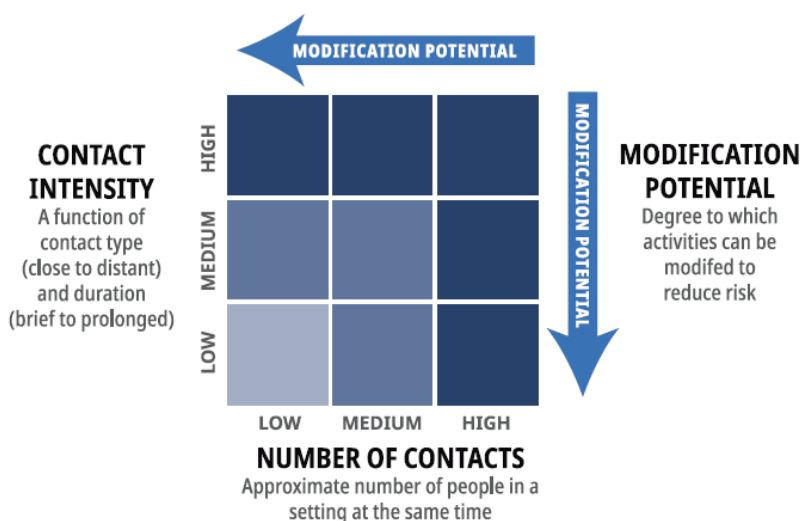

Figure 2. Reducing transmission, from BC's restart plan (May 6, 2020)

Risk for most work on campus in FASS is low. People working in their individual offices should be aware of BC's guidelines about prevention and risks, as well as SFU's guidelines:

- HR Guidance for Supervisors
- SFU COVID-19 Guidance on Safe Work on Campus
- Guidance for researchers during COVID-19
- SFU Research FAQs
- SFU Community COVID-19 FAQs
- SFU's policy GP 39, Working alone or in isolation

We have involved frontline workers, supervisors, and local health and safety committees for the buildings where FASS employees are located.

Step 2: Implement protocols to reduce the risks

This safety plan addresses most work carried out in FASS and it covers use of individual office space and some common areas.

Additional individual safety plans are needed for **teaching and research labs**. An appropriate safety plan for teaching and research labs includes information about:

- Physical distancing, i.e., 2-meter distance between individuals and how it will be maintained in the given space.
- Shifts to reduce the number and intensity of contacts.
- Appropriate use of personal protection equipment (PPE) if needed.
- Disinfection protocol for before and after use of workspaces.
- Training in safety protocols for all personnel using the space.
- Daily self-assessment.

Principal Investigators and those in charge of a teaching or research lab need to apply through the online access system for FASS and upload their safety plan on that site. PIs need to list, in the online application, the names and contact information for trainees using the lab.

Cleaning and disinfection

SFU's janitorial service 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, and washrooms. At the current level in SFU's COVID impact scale, public areas, kitchens, and lunchrooms are closed.

Non-public spaces, including counter services, waiting rooms, offices, research areas, and labs are not included in the high touch point initiative. It is the responsibility of unit personnel to clean and disinfect high touch surfaces in their spaces and to maintain a supply of disinfecting products.

Guidelines on cleaning and disinfecting are available from SFU COVID-19 Guidance on Safe Work on Campus. Please consult that document for guidance on hand washing and other prevention measures.

Requests for cleaning/disinfecting supplies can be placed as per the usual procurement processes in units or through Central Stores, which has placed a bulk purchase for the university.

Individuals who access shared spaces (copier rooms, meeting rooms, kitchens, shared offices) are responsible for disinfecting touched surfaces before and after use.

Individual spaces

Individual offices should have a maximum occupancy sign of "1" posted on the door once approved for use. Such spaces cannot be used for meetings.

Shared spaces

Each common space or area is required to have a maximum occupancy limit established to provide for physical distancing, with signage posted on the entrance doors. Spaces include: classrooms, labs, meeting rooms, copier rooms, kitchens, and shared offices. Each unit is responsible for posting maximum occupancy for shared spaces and for maintaining a supply of cleaning products.

Maximum occupancy is based on 5 square metres of unencumbered floor space per person and 2 metre distance between individuals. Where physical distance cannot be maintained, physical barriers may be considered. Units can submit a request through Facilities Services. Non-medical masks are recommended where physical distance cannot be maintained.

SFU's janitorial service cleans/disinfects high touch point surfaces in public spaces, including washrooms. Non-public spaces within units are not included, and thus units are responsible for cleaning and disinfecting high touch surfaces.

Useful links for room occupancy and signage:

- Look up FASS spaces. The site provides square area and maximum occupancy, based on 5 square metres of unencumbered space per person.
- COVID-19 signage toolkit

Non-medical masks are recommended in shared spaces, hallways, and washrooms, where physical distancing (2 metres) may be more difficult to maintain.

1. **Copier rooms**

The following protocol must be followed:

- Only one person at a time in the copier room. Units will use tape or floor decals to mark spots for lining up outside the room.
- Touch areas (access panel, touch screen, paper tray) must be cleaned before and after each use. Units are responsible for ensuring that cleaning material is always available in the space.

2. Meeting rooms

Meeting rooms may be used by more than one person at a time where the space permits it. Use the online look up to determine if the meeting room is large enough. A maximum occupancy sign must be posted on the door. Touch areas must be cleaned before and after each use.

3. Kitchens and lunchrooms

Please note that kitchens and lunchrooms remain closed at extreme and high recovery phases in SFU's COVID-19 impact scale.

When we move onto a recovery phase that allows use of kitchens and lunchrooms: Only one person at a time in a kitchen or lounge area. Social distancing requirements must be maintained. Users are responsible for cleaning/disinfecting any areas that they touch after use. Whenever possible, bring own utensils and food in a container ready to eat, without need for refrigeration, heating or preparation.

4. Shared offices

Shared offices may be used by more than one person at a time where the space permits it. Use the online look up to determine if the office is large enough. A maximum occupancy sign must be posted on the door.

Shared offices that do not allow for more than one person must have pre-approved shifts for access. Each user must apply through the online application system.

Touch areas must be cleaned before and after each use.

5. Hallways, stairwells, elevators

Move through hallways and stairwells by walking on the right and maintaining a distance of 2 metres. When that is not possible, please be patient and let other people clear the hallway or stairwell before you enter. Use elevators only for heavy loads and accessibility needs. Elevators are limited to one person at a time. Ensure adequate space is maintained when waiting for or exiting the elevator.

6. Washrooms

Washrooms are cleaned and maintained by SFU's janitorial service. Only a reduced number of washrooms are open at this time.

7. Labs

Labs (teaching or research) are the only spaces that need a specific safety plan, following the FASS Safety Plan, but with more specific information about how physical distance will be maintained, shifts and cleaning/disinfecting protocols in the space. See above for guidelines and for application system.

IT staff

IT staff in the Dean's Office and in units should continue to work remotely whenever possible. Exceptions are made, with the approval of the supervisor, under the process outlined in this plan, when presence on campus is necessary and essential to providing services.

Safety considerations for IT staff:

- Work on campus must be pre-approved by supervisor and confirmed by Chair/Director (in local units) and the Dean's Office.
- Personal protective equipment is recommended (gloves, masks, hand sanitizer, wipes) and can be obtained through the unit.
- Wash hands regularly, especially before and after touching equipment, furniture or doors.
- When accessing someday else's office:
  - Either use sanitized wipes before opening door or cover the doorknob with paper towel. Then dispose of the wipe/paper towel.
  - Wear a mask.
  - Maintain physical distance (2 metres). This may require asking the office's occupant to leave while the work is being done.
  - Use own keyboard/mouse when working in someone else's office/lab.
  - Disinfect any touched surfaces after use.

Step 3: Develop policies

Safety and Risk Services at 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 module available on Canvas. Anyone requesting a return to work on campus must complete the training module. Completion logs from the module will be shared with the Dean's Office and will be checked before anyone is allowed to return to work on campus.

FASS members continue to receive communication regarding COVID-19 from the University via e-mail, managers and supervisors, and signage on campus.

The FASS Safety Plan is available from the FASS website and has been or will be distributed to faculty and staff via email. The plan must also be posted in spaces that FASS members will be accessing.

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

The FASS Safety Plan is a living document that will be continuously updated over time as new information and direction from public health authorities become available.

Step 6: Assess and address risks from resuming operations

All risks regarding resuming operations in FASS units have been assessed and addressed.