COVID-19 Workspace Safety Plan – Facility Level

This plan requires the review of the operational activities in your workspace to ensure effective controls are in place to prevent the transmission of COVID-19. Management and supervisory staff are responsible for developing and updating this document to meet current government mandated requirements.

https://covid19.ubc.ca/

<table>
<thead>
<tr>
<th>Department / Faculty</th>
<th>Faculty of Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Location</td>
<td>Beaty Biodiversity Centre (see Appendix A)</td>
</tr>
<tr>
<td>Proposed Re-opening Date</td>
<td>July 7, 2020 (to general public)</td>
</tr>
<tr>
<td>Workspace Location</td>
<td>Beaty Biodiversity Museum</td>
</tr>
</tbody>
</table>

Introduction to Your Operation

1. Scope and Rationale for Opening

The Beaty Biodiversity Museum (BBM) is part of the Beaty Biodiversity Centre which also contains the Biodiversity Research Centre (BRC). The BBM has about 25 staff members who engage in collections curation, public outreach, education, exhibitry, operations, and communications. The BBM is a natural history museum housing six biological research collections and a public gallery. This document deals with a phased plan for the re-opening of the public spaces of the BBM and our public-facing staff.

Following curtailment in March 2020, UBC is planning a phased reopening of campus attractions, with key public engagement staff anticipated to return to campus in June and a public reopening in early July.

This document focuses on the BBM public spaces. This COVID-19 Safety Plan aligns with BRC, Botany and Zoology Department Return to Research guidelines as appropriate for public spaces of the BBM within the BRC building. The public staff will be responsible for adhering to policies in this plan and those established by the Departments of Botany and Zoology (as appropriate) as they are the academic units associated most closely with the BBM. The plan will provide assistance for supervisors and staff who wish to continue or resume operational activities within the BBM. This plan will include a review of BRC and BBM operational activities and directives to ensure effective controls are in place to reduce and prevent infection from COVID-19. This document will be updated when government and / or University mandated requirements are changed. https://covid19.ubc.ca/

Conducting on-campus work related to the public role of the BBM will be limited to those who require on-campus resources and cannot conduct this work remotely. The goal is to restrict the number of people in the museum in order to allow for physical distancing and safe practices in our public spaces. The BBM Director and Senior Operation Manager will assess who should come back first, second, etc. The staged return to activities will also include some level of rotation of personnel.

Prior to re-occupancy, the BBM Safety Plan for its specific (i.e. site-specific) operation will be reviewed and approved by the Museum Director. The content of this plan has been approved by the Dean of Science. A final completeness check will be completed by the COVID-19 Safety Planning Steering Committee, who will then recommend improvements (where required) to meet UBC and WorkSafe BC
requirements. It is understood that the Safety Planning Steering Committee will make the final recommendation to the UBC Executive for approval to proceed with re-opening in the current operational state. Any considerations around concerns for future operational states will be noted and communicated to the Museum Director and Dean, and approval where required.

Section #1 – Regulatory Context

2. Federal Guidance

3. Provincial and Sector-Specific Guidance
   - BC’s Restart Plan: “Next Steps to move BC through the pandemic”

4. Worksafe BC Guidance
   - COVID-19 and returning to safe operation – Phase 2
   - Retail: Protocols for returning to operation
   - Worksafe: Arts and cultural facilities: Protocols for returning to operation
   - Worksafe COVID-19 Safety Plan
   - Worksafe: Designing Effective Barriers
   - Worksafe: Entry Check for Workers
   - Worksafe: Entry Check for Visitors

5. UBC Guidance
   - UBC Employee COVID-19 PPE Guidance
   - Ordering Critical Personal Protective Equipment
   - Building Operations Notice – COVID-19 Custodial Considerations

6. Professional/Industry Associations
   - None

Section #2 - Risk Assessment

As an employer, UBC has been working diligently to follow the guidance of federal and provincial authorities in implementing risk mitigation measures to keep the risk of exposure as low as reasonably achievable. This is most evident in the essential service areas that have remained open on campus to support the institution through these unprecedented times. These areas have been very active with respect to identifying and mitigating risks, and further re-evaluating the controls in place using the following risk assessment process.

Prior to opening or increasing staff levels:
Where your organization belongs to a sector that is permitted to open, but specific guidance as to activities under that sector are lacking, you can use the following risk assessment approach to determine activity level risk by identifying both your organization’s or activity’s contact intensity and contact number, as defined below:
1. What is the contact intensity in your setting pre-mitigation – the type of contact (close/distant) and duration of contact (brief/prolonged)?

2. What is the number of contacts in your setting – the number of people present in the setting at the same time? As a result of the mass gatherings order, over 50 will fall into the high risk.

One or more steps under the following controls can be taken to further reduce the risk, including:

- Physical distancing measures – measures to reduce the density of people
- Engineering controls – physical barriers (like Plexiglas or stanchions to delineate space) or increased ventilation
- Administrative controls – clear rules and guidelines
- Personal protective equipment – like the use of respiratory protection

7. Contact Density (proposed COVID-19 Operations)
Describe the type of contact (close/distant) and duration of the contact (brief/prolonged) under COVID operations - where do people congregate; what job tasks require close proximity; what surfaces are touched often; what tools, machinery, and equipment do people come into contact with during work

- The goal is to control the number of people in the museum in order to reduce contacts between people to abide by provincial guidance around physical distancing in public spaces. Staff have assigned room occupancy numbers (vetted by the Museum Director) to ensure that physical spacing is possible at all times. If a job or task requires close proximity, the Museum Director and Senior operations Manager will consult with Safety and Risk Services (SRS) to do a PPE risk assessment in accordance with UBC COVID-19 PPE guidance. In accordance with the guidance from the provincial health authority and within the established protocols, this number will increase incrementally as the COVID-19 situation changes to allow levels of museum patrons to increase over time.
• The Museum Director and Senior Operations Manager are responsible for ensuring that staff are trained in appropriate cleaning protocols for the museum space, including cleaning high contact surfaces, benches, elevator buttons, doorknobs, other shared equipment, and common areas.

**8. Contact Number (proposed COVID-19 Operations)**
Describe the number of contacts in your proposed COVID-19 operational setting (# of people present in setting at same time)

- As mentioned above, we are reducing the number of people in the museum in order to reduce contacts between people.

**9. Employee Input/Involvement**
Detail how you have met the MANDATORY requirement to involve frontline workers, Joint Occupational Health and Safety Committees, and Supervisors in identifying risks and protocols as part of this plan

- The FoS’s internal, faculty-driven Resumption of On-Campus Research committee has drafted the organizational document on which this plan is based. The committee’s members include representatives from the faculty, the Departmental administration, trainee representatives, and representatives from the Joint Occupational Health and Safety Committee for the FoS (both employer and worker representatives), and is chaired by the Associate Dean, Research (ADR). The Committee met May 13, 14, 15, 19, 20, 29, June 1, 2 and 3 to discuss the details of the faculty plan. All members solicited input from the groups they represented, and details included in this plan reflect input and guidance from this diverse cross-section of FoS employees. The back to work policies were then distributed to employees via e-mail to solicit further feedback.

- The Museum has engaged a cross-section of employees to contribute to the museum re-opening plan. A Museum Reopening Planning Working Group meeting was held May 19 and members of the group subsequently worked cooperatively in sub groups and through emails and using shared documents to identify risks and develop protocols to mitigate the risks as part of this plan.

- The Museum also held a BBM team meeting on May 28, 2020, where we updated the staff on the reopening progress and solicited/received feedback from employees.

- The completed and final version of the plan was distributed to the BBM team on Friday, June 12, where receipt of the plan by staff was recorded.

- Formal JOHSC review of this Safety Plan will occur within 30 days of the reopening of the Museum.

- Expectations for each worker group is outlined in Appendix B and will be emphasized during the communication of this site-specific safety plan.

**10. Worker Health**
Detail how all Supervisors have been notified on appropriate Workplace Health measures and support available and how they will communicate these to employees
The Museum Director and all managers have been informed on appropriate Workplace Health measures and supports for staff mental and physical health, to be made available as they return to work at site. Check in’s and supports will also be made available via the following channels:

- Weekly team meetings
- Team email broadcasts
- One-on-one meetings with direct supervisors
- JOHSC Meetings & Communications

Supervisors are encouraged to disseminate information from UBC Wellbeing.

**11. Plan Publication**

Describe how you will publish your plan ONLINE and post in HARD COPY at your workplace for employees and for others that may need to attend site.

Final plans will be posted to the following: Beaty Biodiversity Museum main website and the FoS JOHSC website. Additionally, hardcopies will be posted on Health and Safety boards within the Museum staff-only areas. An alert noting the plan availability will be included on the Beaty Biodiversity Museum main website.

**Section #3 – Hazard Elimination or Physical Distancing**

Coronavirus is transmitted through contaminated droplets that are spread by coughing or sneezing, or by contact with contaminated hands, surfaces or objects. UBC’s goal is to minimize COVID-19 transmission by following the safety hierarchy of controls in eliminating this risk, as below.

![Safety Hierarchy Diagram](image)

The following general practices shall be applied for all UBC buildings and workspaces:

- Where possible, workers are instructed to work from home.
- Anybody who has travelled internationally, been in contact with a clinically confirmed case of COVID-19 or is experiencing “flu like” symptoms must stay at home.
- All staff are aware that they must maintain a physical distance of at least 2 meters from each other at all times
- Do not touch your eyes/nose/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
• All staff are aware of proper handwashing and sanitizing procedures for their workspace
• Supervisors and managers must ensure large events/gatherings (> 50 people in a single space) are avoided
• Management must ensure that all workers have access to dedicated onsite supervision at all times.
• All staff wearing non-medical masks are aware of the risks and limitations of the face covering they have chosen to wear or have been provided to protect against the transmission of COVID-19. See SRS website for further information.

12. Work from Home/Remote Work
Detail how/which workers can/will continue to work from home (WFH); this is required where it is feasible

• To support the Museum operations, all work that can be done off campus must continue to be done off campus in accordance with the current UBC directive. Exceptions may be considered for cases where Museum administrative personnel overseeing Museum facilities do not have the possibility to work from home.
• In-person group meetings, events, programs or lectures cannot be organized.

Overall priority access criteria for employee work attendance (from most important to least important):
• Staff whose primary responsibilities are to support the public facing function of the Museum including Visitor Services, Education, Exhibits and Operational Personnel.
• Equity considerations will be made for staff who cannot work remotely (due to environmental reasons, such as the presence of children) and have been granted a special exemption by the Museum Director or the Senior Operations Manager.

13. Work Schedule Changes/Creation of Work Pods or Crews or Cohorts
For those required or wanting to resume work at UBC, detail how you are able to rescheduling of workers (e.g. shifted start/end times) in order to limit contact intensity at any given time at UBC; describe how you may group employees semi-permanently to limit exposure to specialized workers, if applicable

The phased Museum reopening plan is included in Appendix C.
• The Museum will follow its regular schedule of public Hours, Tuesday to Sunday 10 a.m. to 5:00 p.m.
• No late openings or special events. The regular once-a-month “Nocturnal” late Thursday night opening by donation will not be held.
• Staff must respect the custodial servicing of work spaces during regular working hours and be mindful of custodial staff who may be working in other areas of the building.
• It is the responsibility of Museum staff supervisors to ensure scheduling is prepared and communicated clearly to museum staff.

14. Spatial Analysis: Occupancy limits, floor space, and traffic flows

Public Exhibit Galleries & Educational Programming Areas (the galleries), including the Theatre

In accordance with the WorkSafe BC’s guidance on arts and cultural facilities, the Museum will specifically:

• Allow a maximum of 50 visitors at any one time. This maximum will allow for ample opportunities for social distancing based on our regular pre-COVID-19 visitation statistics and experience and the calculations considering WorkSafe BC guidelines on the facility’s square footage, encumbered or furnished areas and circulation pinch points.

• Install floor and wall directional signage to ensure directional flow of visitor traffic at the entrance, admission and Beaty store, through galleries and to the exit. Monitor and regulate one-way traffic only on the access ramp to the galleries.

• Theatre: The total pre-COVID-19 capacity of the theatre is 113 people. Each seat is approximately 50cm wide, so we will allow seating every four seats. With row measuring 100cm back to back, we would skip a row or stagger the seats in each row to allow for the 2-metre distancing in all directions. This will reduce the capacity to about 15 people, but based on our projected 50max at any one time, this is not anticipated to be an issue. We would control for this COVID-19 occupancy.

See Appendix D for all floor space and directional flow maps.

Beaty Store

In accordance with the WorkSafe BC’s guidance on retail spaces, the Museum will specifically:

• Allow a maximum of 5 customers at a time, which is more than 50% less of what is Worksafe BC guidelines allow, but seems appropriate for physical distancing based on our pre-COVID-19 experience. One of the two Visitor Services Clerks on duty will be responsible for monitoring at all times.

• Use floor directional signage and free standing sign holders throughout to ensure directional flow of customer traffic through the store and at the Visitor Services Desk.

• Train Visitor Services Clerks with strategies and protocols to deal with customers who may be unwilling or who are unable to understand the approach to managing visitor access, volumes and directional flow.

• Redirect deliveries to the Bio Science mail service outside of the Beaty Store (part of the BRC plan).

15. Accommodations to maintain 2 metre distance

Please detail what accommodations/changes you have made to ensure employees can successfully follow the rule of distancing at least 2 metres from another employee while working

Common Physical Distancing Protocols (Everyone)
• Physical distancing is required at all times with personnel spaced by at least 2 m. Where physical distancing is not possible, then UBC guidelines for these situations should be followed: refer to UBC Employee COVID-19 Physical Distancing Guidance. The personnel must contact SRS for guidance on appropriate PPE where physical distancing cannot be maintained. This is presently not anticipated for Museum staff.
• No unnecessary visitors are permitted in the buildings, including relatives (e.g., parents, children), friends of faculty, or research personnel. Exceptions include: couriers, industry representatives, or researchers on campus accessing equipment or collections.
• If we have patrons that need to use an elevator, they will be directed to use the elevator at BRC and re-enter the Museum. Signage and occupancy limitations are included in the BRC plan.
• When stairwells are not sufficiently wide to allow for cross-directional traffic with appropriate social distancing, they will be clearly marked as single-direction. Follow directions in buildings.
• Do not congregate in common areas. Minimize social interactions in the building.
• Use of non-medical masks is guided by BC Health guidelines. Medical masks are not currently required unless the particular task required them pre-COVID. Personnel who choose to wear masks must still comply with physical distancing requirements. Those who wear masks must wash and dispose of them properly. Use of other PPE, such as lab coats and eye protection, should follow UBC SRS Guidelines, linked [here](#).
• No in-person group meetings, social events, lectures or other gatherings shall take place until further notice.
• Non-essential business is not permitted at this time, but will be revisited in the future as provincial guidance allows.
• People in common areas must also adhere to physical distancing.
• Temporary short access to offices (e.g. 10 minutes for picking up a book) will be provided by the Museum Director’s approval on a case-by-case basis.

Administration Spaces and Common Spaces / Hallways / Washrooms / etc. are managed under the BRC Plan.

Public Exhibit Galleries & Educational Programming Areas (the galleries)

• Provide hand sanitizers at the entrance, Visitor Services Desk (serves as both admission and retail desk) and in key areas of the galleries.
• Not offer any group tours, group educational programs or special events.
• Allow access to the museum by appointments only through an online ticketing system.
• Offer visitor information on large digital screen and verbally instead of paper form.
- Run screen content on a loop with speakers and/or video subtitling for the Researchers Revealed touchscreen video interactive – A sign will indicate that the screen may not be touched at this time.
- Surround large (not removable) specimens in the museum with stanchions to prohibit touching and signs will indicate that they may not be touched at this time. Install a physical plexiglass barrier at the Visitor Services Desk and provide masks to Visitor Services Staff and Interpreters to use when it is not possible to maintain physical distance with customer and visitors.
- Promote the museums series of self-guided and audio tours using personal devices to minimize interactions with interpretive staff.
- Prioritise two-way radio communication in galleries over in-person communication between staff (Visitor Services Clerks, Interpreters, supervisors and management) to ensure physical distancing.
- Install sign to remind staff and visitors to wash their hands regularly and thoroughly. Institute a regular cleaning regiment for common high touch surfaces such as railings and handles (see section 4, #20).
- Close the Niche Café bagged lunch area to the public.
- Washroom in the galleries are spacious and will easily allow for social distancing. Signs will remind visitors to do so. A step stool has been purchased to facilitate access to the sinks for smaller individuals. Hand sanitizer will also be available at the entrance and main door to the washrooms can be propped open (where required).

**Beaty Store**

In accordance with the WorkSafe BC’s guidance on retail spaces, the Museum will specifically:

- Place pictogram signs at the entrance informing customers not to enter the store if they are exhibiting symptoms of COVID-19.
- Ask customers to hold their ID so it is visible to allow identification for special visitor passes and discount programs, such as the UBCCard or admission coupons and special offers (e.g. Groupon, UBC Museums Pass, Vanpass, etc.).
- Posts signs asking customers to refrain touching merchandise unnecessarily.
- Institute a regular cleaning regiment for common high touch surfaces such as railings and handles.
- Post sign to encourage customer use of touchless pay methods, such as credit and debit, and require staff to sanitize or wash hands immediately after handling cash.
- Restock and rearrange merchandise when no customers are present and washing hands before and after doing so.

**16. Transportation**

Detail how you are able to (or not) apply UBC’s COVID-19 vehicle usage guidelines to the proposed operational model - if you cannot apply these guidelines, please describe alternative control measures.
The Museum does not have any vehicles so this does not apply.

17. Worker Screening
Describe how you will screen workers: 1) exhibiting symptoms of the common cold, influenza or gastrointestinal; 2) to ensure self-isolation if returning to Canada from international travel; and 3) to ensure self-isolation if clinical or confirmed COVID-19 case in household or as medically advised

- Before coming to work, all personnel must check their health status. Personnel experiencing any symptoms of COVID-19 (cough, sneezing, shortness of breath, loss of sense of smell/taste, sore throat, tiredness, fever) must not come to work.
- Individuals displaying symptoms of COVID-19 (described above) must remain at home and isolated until they have been confirmed COVID-free by testing or have been symptom free for the length of time recommended by the BCCDC. Personnel who have been in contact with a person confirmed or presumed to have COVID-19 must also self-isolate as per provincial health guidelines. Personnel will be referred to the BC Health Self-Assessment Tool to determine if they require testing and/or medical care.
- Anyone returning from outside of Canada must follow the directions of the quarantine act, which specifies 14 days of self-isolation, regardless of whether or not they are experiencing COVID-19 symptoms. Anyone exposed to a traveler must also self-isolate for 14 days. Supervisors cannot give personnel in quarantine work that would require them to break the quarantine.
- Every front and back entry door will include signage for both workers and visitors/guests that prohibits entry if any of the above criteria apply. The signage will either copy, or will directly use the WorksafeBC signage, as below:
  a. Worksafe: Entry Check for Workers
  b. Worksafe: Entry Check for Visitors
- Workers will be encouraged to use the Thrive BC Self-Assessment Tool to monitor themselves for symptoms of COVID19 or other concerns prior to work attendance.

18. Prohibited Worker Tracking
Describe how you will track and communicate with workers who meet categories above for worker screenings

PAT will be utilized to track any workers who cannot attend work due to one or more of the three categories of restriction (as defined by Worksafe).

Section 4 – Engineering Controls

19. Cleaning and Hygiene
Detail your cleaning and hygiene plan, including identification for hand-washing stations and the cleaning regimen required to be completed by departmental staff for common areas/surfaces (BOPS Custodial has limitations on cleaning frequency, etc.)
The standard UBC custodial standards will apply. Custodial crews will clean the building outside of public hours (after 5:00 PM).

Visitor Services Clerks and Interpreters will follow a regular cleaning schedule (currently anticipated to be hourly) of high touch surfaces in the Beaty Store and the galleries with an approved cleaning product in accordance with federal guidance. Such staff will be required to log the time of each occurrence for monitoring by supervisors. Personnel must wash their hands regularly and avoid contact with one another.

Cleaning schedules will be generated by the Visitor Services Supervisor and the Education & Outreach Coordinator for all high-touch items, such as the Visitor Services Desk, railings, door handles, sitting benches, display drawers and arm rests of available limited seating in the theatre. For all new cleaning protocols, training regarding the protocols and cleaning solutions must be provided.

Common surfaces (e.g., cash register drawer, phone, mice on computers) should be wiped regularly with disinfectant. Supplies will be made available so that this disinfection can be done by users.

All laptops brought into the facility should be wiped down by its user with disinfectant upon arrival and at departure.

20. Equipment Removal/Sanitation
Detail your appropriate removal of unnecessary tools/equipment/access to areas and/or adequate sanitation for items that must be shared that may elevate risk of transmission, such as coffee makers, kettles, shared dishes and utensils

- Shared tools shall be cleaned before and after use.
- Touchable interfaces and collections that are normally available to the public will either be removed from the exhibit galleries or equipped with barriers and/or signs indicating that they cannot be touched. During our pilot re-opening phase, we will be exploring how to re-integrate content through alternative touch-free methods.
- Drawer units – the majority of drawers will be taped closed and signs will indicate that they may not be opened at this time. A selection of drawers will be able to be opened, but the drawer fronts and plexiglass tops to these drawers will be part of our regular cleaning schedule.
- Remove exhibit content available through iPads.
- Remove exhibit content available through headsets – headsets will be removed and content will be accessed via a speaker and/or video subtitling.
- Remove touchable specimens in the museum and replaced with graphics and text only displays.

21. Partitions or Plexiglass installation
Describe any inclusion of physical barriers to be used at public-facing or point-of-service areas

The Beaty Store will install a plexiglass barrier at the admissions counter. Worksafe guidance on designing effective barriers will be followed.
### Section 5 – Administrative Controls

#### 22. Communication Strategy for Employees

Describe how your unit has or will communicate the risk of exposure to COVID-19 in the workplace to your employee and the safety controls in place to reduce such risk.

**Dissemination of this Plan to the FoS JOHSC**

Once this plan is complete, it will be distributed to the FoS JOHSC for review. Not only will this give the worker representatives on the committee a chance to preview the document, but it will give them the opportunity to provide further suggestions for improvement.

**Communication of the Plan to Faculty of Science Employees**

To communicate the risk of exposure to COVID-19 in the workplace to the employees, the Museum will disseminate this safety plan via e-mail to describe the risks and hazards of COVID-19, and the ways they are mitigated in the overall re-opening of the Museum to the public. Confirmation of receipt of the plan by each staff member will be required by return email to, and logged and filed by the Senior Operations Manager. The roles and responsibilities of the employees were also covered (again, as in Appendix B). A separate leadership meeting was held with the Museum Director, the Senior Operations Manager and supervisors to go over their roles and responsibilities, as well as what is expected of them for communicated to staff (i.e. how to lead their team) as the Museum reopens.

**Communication of Worker’s Concerns to the Faculty of Science**

- When an employee is concerned about any of these policies, they should follow the standard WorkSafeBC reporting guidelines (see Right to Refuse Unsafe Work below).
- They may also contact their worker representative of the FoS JOHSC to express their concerns.
- They may also report concerns confidentially to the email address: accessfeedback@science.ubc.ca. This will be monitored by Mark MacLachlan, Associate Dean of Research & Graduate Studies, and concerns will be treated discreetly with heads and directors.

#### 23. Training Strategy for Employees

Detail how you will mandate, track and confirm that all employees successfully complete the **Preventing COVID-19 Infection in the Workplace** online training; further detail how you will confirm employee orientation to your specific safety plan.

- When the Preventing COVID-19 Infection in the Workplace online training course has been developed, it will be mandatory for all employees working at the Museum, regardless of when they are scheduled for physical return to work.
- Until it is available, it will be the responsibility of the Museum Director, the Senior Operations Manager and supervisors (in accordance with departmental, provincial, and WorkSafe BC guidance) to appropriately train the employees about the best-practices to prevent COVID-19 infection. A written record of this training will be kept either in the employee’s training folder or centrally by the respective department. Such required training is outlined by Museum reopening phase in Appendix C and includes a general meeting of the Visitor Services and
Interpreters team to review the overall plan and approaches to re-opening. This meeting will be held during Phase 0 and 1. Training specific to the Visitor Services team and the Interpreters team will be held in Phase 2 (before re-opening of the Museum to the public) by each team’s respective supervisor with support from the Senior Operations Manager and the Education & Outreach Manager.

<table>
<thead>
<tr>
<th>24. Signage</th>
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<tr>
<td>Detail the type of signage you will utilize and how it will be placed (e.g. floor decals denoting one-way walkways and doors)</td>
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</table>

- The Museum will utilize the signage from the Safety & Risk Services COVID-19 website, the Worksafe’s COVID-19 – Resources website, and from Building Operations in addition to its own branded wall and floor signage specific to Museum operations.

<table>
<thead>
<tr>
<th>Required Signage:</th>
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<tbody>
<tr>
<td>• Signs that state the maximum occupancy of common rooms.</td>
</tr>
<tr>
<td>• Use of tape to block-off rooms, galleries and other areas that are off-limits.</td>
</tr>
<tr>
<td>• Use of tape and floor signage to direct traffic through high flow areas.</td>
</tr>
<tr>
<td>• Signs to remind people to adhere to physical distancing guidelines.</td>
</tr>
<tr>
<td>• Floor signs to mark of 2 m spaces where people might line up (if needed).</td>
</tr>
<tr>
<td>• Checklist of items that require disinfection at the end of each shift. This should include switches, door handles, keyboards and mice of communal computers, cart handles, etc.</td>
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<tr>
<th>25. Emergency Procedures</th>
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<tbody>
<tr>
<td>Recognizing limitations on staffing that may affect execution of emergency procedures, detail your strategy to amend your emergency response plan procedures during COVID-19. Also describe your approach to handling potential COVID-19 incidents.</td>
</tr>
<tr>
<td>The Museum will follow the guidance outlined in the Building Evacuation Amendment for COVID-19 operations. There will always be a trained and designated Fire Warden onsite during Museum hours.</td>
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<tbody>
<tr>
<td>Describe how you will monitor your workplace and update your plans as needed; detail how employees can raise safety concerns (e.g. via the JOHSC or Supervisor) - plan must remain valid and updated for the next 12-18 months</td>
</tr>
<tr>
<td>The Museum will review and update the Safety Plan as requirements change or as implementation unfolds during the reopening phasing. Employee feedback on this plan can be sent directly to their Supervisor, to their worker representative on the FoS JOHSC, or confidentially to the email address: <a href="mailto:accessfeedback@science.ubc.ca">accessfeedback@science.ubc.ca</a>. This will be monitored by Mark MacLachlan, Associate Dean of Research &amp; Graduate Studies, and feedback will be treated discreetly with the Museum Director.</td>
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<tr>
<th>27. Addressing Risks from Previous Closure</th>
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<tr>
<td>Describe how you will address the following since the closure: staff changes/turnover; worker roles change; any new necessary training (e.g. new protocols); and training on new equipment</td>
</tr>
<tr>
<td>It is not anticipated that there will be changes to worker roles, with the exception of requiring heightened cleaning on high-touch surfaces. High-touch surface cleaning training will be provided (see above section 20) and documented.</td>
</tr>
</tbody>
</table>
Section #6 – Personal Protective Equipment (PPE)

28. Personal Protective Equipment
Describe what appropriate PPE you will utilize and how you will/continue to procure the PPE

- We are not anticipating any new PPE requirements due to COVID-19
- Where COVID-19-specific PPE may be required, Museum staff will consult with SRS to do a PPE risk assessment in accordance with UBC guidance on COVID-19 PPE
- Please review the Procurement of Critical Supply Document for information on procurement processes

Section #7 - Acknowledgement

29. Acknowledgement
The Plan must demonstrate approval by Administrative Head of Unit, confirming: 1) the Safety Plan will be shared with staff and how; 2) staff will acknowledged receipt and will comply with the Safety Plan.

The following must be signed by the department head and the Dean (1) to confirm that it will be shared with the Departments, (2) to detail the method in which it will be shared, and (3) to acknowledge receipt and compliance with the Safety Plan.

I acknowledge that this Safety Plan has been shared with staff both through email and will be made available as a shared document. Staff can either provide a signature or email confirmation that they have received, read and understood the contents of the plan.

Faculty of Science
Date       June 24, 2020
Name       Meigan Aronson
Title      Dean, Faculty of Science
Department
Date       June 24, 2020
Name       Eric B Taylor
Title      Director, Beaty Biodiversity Museum
Appendix A: List of Buildings and Departments in the Faculty of Science

The Faculty of Science is a large Faculty (452 faculty, 535 staff, 1500 graduate students), consisting of 9 departments (botany, chemistry, computer science, EOAS, mathematics, microbiology & immunology (M&I), physics & astronomy, statistics, zoology), 4 research institutes with faculty positions (MSL, IOF, IRES, QMI), plus a few other institutes / labs (DSI, AMPEL, ICICS) and public-facing facilities, such as Beaty Biodiversity Museum, Botanical Gardens, and Nitobe Gardens. We are spread over at least 30 buildings on campus at UBC-V; the main 22 buildings for Science are as follows (other Faculties highlighted):

AERL
Auditorium Annex
Biological Sciences Building
Biodiversity Research Centre (BRC)
[Beaty Biodiversity Museum]
Brimacombe
Chemistry A-block
Chemistry B-block
Chemistry C-block
Chemistry D-block
Chemistry E-block
Computer Science (ICCS)
EOSM
ESB
Hennings
I-CORD
Life Sciences Centre (LSI)
Lower Mall Research Station
LSK (Leonard Klink)
Math
Math Annex
Michael Smith Laboratories
Networks of Centres of Excellence (NCE)

IOF; IRES
Math
Botany; Zoology
Botany; Zoology
QMI; AMPEL; Chem; Physics; App Sci
Chemistry; Physics;
Science Co-op / advising
Chemistry
Chemistry
Chemistry
Chemistry
Chemistry
Chemistry
Computer Science; ICICS (App Sci)
EOAS; Data Science Institute
FoS Dean’s Office; EOAS; Stats; PIMS
PHAS
Zoology (2 groups); Medicine
M&I; Zoology; Medicine; Dentistry
M&I (one group); App Sci
Math; IAM; App Sci; UBC IT
Math
Math
MSL, Botany, Chem, M&I, Zoology;
Medicine; Forestry; App Sci; LSF
MSL, Chem, M&I; Medicine

UBC IT, PIMS, Science Advising, Science Deans office and Science Co-op are located within our buildings. As well, there are many Science researchers scattered across the campus.
Appendix B: Responsibilities of Each Worker Group

Employee Responsibilities

- Before coming to work, all personnel must check their health status. Personnel experiencing any symptoms of COVID-19 (cough, sneezing, shortness of breath, loss of sense of smell/taste, sore throat, tiredness, fever) must not come to work.
- Individuals displaying symptoms of COVID-19 (described above) must remain at home and isolated until they have been confirmed COVID-free by testing or have been symptom free for the length of time recommended by the BCCDC. Personnel who have been in contact with a person confirmed or presumed to have COVID-19 must also self-isolate as per provincial health guidelines. Personnel will be referred to the BC Health Self-Assessment tool to determine if they require testing and/or medical care: https://bc.thrive.health/.
- All work that can be done off campus must continue to be done off campus. Exceptions may be considered for cases where Museum staff do not have the possibility to work from home.
- Must take the required UBC COVID-specific training course, when available.
- In-person group meetings, events or lectures cannot be organized in Phase 1 of the research resumption activities.
- When an employee is concerned about the rules for reopening, they should follow the standard WorkSafeBC reporting guidelines (address the concern in writing to their supervisor first). However, they may also report concerns confidentially to the email address: accessfeedback@science.ubc.ca. This will be monitored by Mark MacLachlan, Associate Dean of Research & Graduate Studies, and concerns will be treated discreetly with heads and directors.

Responsibility of Museum Director and Senior Operations Manager

- Must take the required UBC COVID-specific training course, when available.
- Responsible for developing safety plans for their departments / buildings (in conjunction with building administrators and health & safety committees) that incorporate the guidelines in the main Faculty of Science safety plan.
- Responsible for communicating the safety plan to employees.
- Responsible for ensuring that signage is in place throughout the common spaces of the building. This signage is in place to ensure physical distancing and cleaning protocols are practiced in common areas (e.g., elevators, social rooms, lunch rooms, bathrooms, stairwells), Museum offices, and other shared facilities.
- Responsible for ensuring that hand sanitizer is provided at key points (e.g., near entrances, entrances to shared instrument facilities) for personnel, if not supplied by building operations
Appendix C: Phased Beaty Biodiversity Museum Reopening - Phased Plan Schedule and Personnel

The Beaty Biodiversity Museum’s (BBM) re-opening to the public will be done over four phases in order to effectively prepare for visitors while at the same time maintaining safe workplace practices. This plan will require careful monitoring and subsequent adjustment as we move through the phases. This plan deals with the publically accessible space and staff of the BBM. The curation re-opening plan, which is more akin to re-opening research labs, is dealt with in the Biodiversity Research Centre Safety and Re-opening plan.

Key proposed dates:
- May 1st – Phase 0 offsite planning
- June 22 – Phase 1 begins with Tier 1 staff returning to BBM
- June 29 – Tier 2 & Tier 3 staff return to BBM for a staff-only re-opening test run (*Museum actually closed to public, but a period of additional staff training and preparation in simulated re-opening scenarios)
- July 7 – Phase 2, public re-opening in one week test period
- Approx. July 14 – Phase 3, full public re-opening begins following public test period
- Date TBD – Phase 4, resumption of in-person public programming

Phase 0: Offsite Planning (currently underway)
Basic planning and behind the scenes preparation work. The development of action plan, ordering of supplies (PPE & cleaning products), design and production of signs, equipment, update of staff, volunteer info (in case of emergency), ID high-risk staff/volunteers, design and conduct training for return to work.

Phase 1: Partial Staff Re-entry (essential staff)
A portion of BBM staff will be required to work on premises to prepare the building for opening to the public. Priority work must or best be performed onsite, work to prepare return of remaining work force and work to prepare for public re-opening.
Workspace plans allow for required physical distancing and appropriate PPE will be worn when groups of two or more are required to work in close proximity. In order to relieve pressure on the use of common spaces the re-entry plan for staff will be stepped as follows:

Tier 1 staff – Seven staff require advanced access in order to prepare the building. Tentative date: June 15
- Infrastructure setup: Senior Operations Manager, Education & Outreach Manager, and Education & Outreach Coordinator
- Gallery and exhibit maintenance: Digital Media Specialist, Mount Maker
• Beaty Store: Visitor Services Supervisor, Visitor Services Clerk

Tier 2 staff – Two-three additional staff require access to prepare customer service and public space.
Tentative date: June 22
• Interpretation: Two people, rotating amongst the four total staff in this group (3 days/week)
• Management: one member of Management on a rotating schedule: Senior Operations Manager, Education & Outreach Manager (already list under Tier 1), Exhibit & Design Manager.

Tier 3 staff – (number TBD) Additional staff will return to BBM at the time of reopening to assist with the support and movement of visitors throughout the building and to continue with core functions.
• The balance of staff will continue to follow work from home arrangements, as permitted by the university in order to meet required safe distancing protocols.

Phase 2: Pilot opening to the public (approximately one week test period)
The pilot phase will be a soft opening period in which BBM tests and adjusts the opening procedures, as needed, from our own experiences and with feedback from visitors. The total number of floor staff required will be determined during this period, and outstanding issues such as how to modify and reintegrate interfaces that currently require touch activation will be explored.

This will also be a time to evaluate the number of staff on the museum floor given initially unknown visitor numbers. All BBM staff (tier 3) will be redeployed as needed to support visitor access and to monitor and enforce physical distancing (priority given to staff who are not able to work from home).
• BBM public hours will be Tue – Sun, 10:00 – 5:00 (no Nocturnal, our late Thursday opening).
• Beaty Store open.
• Maximum 50 people at any given time to start with.
• Discovery Lab and the majority of drawer units on the museum floor will not be accessible and touchable interfaces will be removed from the galleries or altered to remove the touch requirement.

Phase 3: “Full” reopening to the public
Our pilot (Phase 2) opening will determine what adjustments are needed to proceed to Phase 3. (e.g. maximum possible visitors, number of staff required to facilitate, etc.).
• Reinstate Beaty Box rentals, with layer of online programming.
• Reinstating Nocturnal, our Thursday evening openings.
• Opening of temporary exhibitions (tentatively July-Sept).
• Re-entry for critical non-permanent staff such as volunteers, interns and student placements.
• Volunteer and Staff training.
Phase 4: Resumption of in-person public programming
Timeline and offerings TBD. This would have to be observing social distancing measures until vaccine, treatment or herd immunity is reached. Adapt programs and events as needed and consider different levels of engagement.

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<th>Work space</th>
<th>Supervisor/manager</th>
<th>Estimate (staff/work space)</th>
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<tr>
<td>TOTAL NUMBER of STAFF ALLOWED at ONE TIME</td>
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<tr>
<td>112</td>
<td>Administration</td>
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<td>Fabrication/Design</td>
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<td>0 - 35</td>
<td>Interpreter prep room</td>
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<tr>
<td>103</td>
<td>Admission</td>
<td>2</td>
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Appendix D: Building COVID Safety Floor Plans
COVID-19 Safety Plan – Beaty Biodiversity Museum