

Executive Briefing Note (COVID-19): Dietetics – Reopening Request Summary

Executive Review Requested	1. For Information Only re: Approval of the Faculty of Land & Food Systems - Dietetics COVID-19 Safety Plan
Endorsement	EOC Directors: Rae Ann Aldridge and Pam Ratner COVID-19 Safety Planning Steering Committee
Authorship	Tamar Kafka, Alison Browes, Andy Jefferies, Peter Joseph, Faculty of Land & Food Systems - Dietetics
Date	November 18, 2020
Decision required no later than	December 8, 2020

Reopening Facts

<input checked="" type="checkbox"/> Under current Provincial Restart BC Phase	<input checked="" type="checkbox"/> Safety Plan complete
<input type="checkbox"/> Revenue-generating entity	<input type="checkbox"/> Feedback from students/parents received
<input checked="" type="checkbox"/> Teaching/Learning outcome	<input type="checkbox"/> External Approval received: _____ (e.g. external regulatory entity, such as VCH)
<input checked="" type="checkbox"/> Community Engagement & Service	<input checked="" type="checkbox"/> VP / Dean Approval received: Rickey Yada

Recommendation from the COVID-19 Safety Planning Steering Committee

- Review complete: Executive Review not required.

Department Information

Faculty/Department	Faculty of Land & Food Systems
Unit/Area	Dietetics
Reason for Opening	Program Operations, Practicum Placements
Buildings / Work Areas	Food, Nutrition, and Health (FNH) when on-campus; multiple healthcare locations
Undergraduate Face-to-Face Teaching	Face-to-Face
Graduate Face-to-Face Teaching	Not aware of it, but could be followed up.
Outstanding Issues from Review	Resolved

Considerations

- No substantive gaps found. Plan is a Unit Specific Plan reporting to the FNH Intermediate Plan and then the Overarching LFS Plan.
- Office staff are primarily working from home.
- Key risk is associated to the practicum students in various healthcare settings (operational since summer 2020). BCCDC guidance has been identified in the Plan after consultation with SRS, Faculty of Medicine and School of Nursing.
- Key risk considerations identified are primarily regarding public interactions and exposure time periods.



COVID-19 Workspace Safety Plan

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/>

Department / Faculty	Food, Nutrition and Health/Land and Food Systems
Facility Location	Food, Nutrition and Health Building 2205 East Mall
Proposed Re-opening Date	Effective immediately
Workspace Location	See table below

Workspace location (Room and/or description of space)	Names of PIs that have shared safety plans for this space	Maximum safe capacity of personnel for the workspace
1. FNH 218	Tamara Cohen	1
2. FNH 323	Tamar Kafka, Alison Browes	1
3. FNH 324	Kara Vogt Gerry Kasten	1
4. FNH 170	Gordon Ly	1
3. Off campus (Health authorities, food service industry or private clinics)	Preceptors of respective work sites	Dependent on locations, see local health authority COVID-19 safety plans.

Introduction to Your Operation

<p>1. Scope and Rationale for Opening</p> <p>Workspace 1 – Program Director’s Office</p> <p>Introduction:</p> <p>The Dietetics Program Director requires access to her office in order to manage the program. The office is single occupancy, not shared with anyone else. She will access her office full time, M – F, 9 am – 5pm.</p> <p>Workspace 2 – Shared Office FNH 323</p> <p>Introduction:</p> <p>Two Dietetics Education Coordinators share office FNH 323. Both of them work closely to coordinate placement of practicum students at different working sites and provide support whenever needed. At this time, the safe occupancy of this office remains at 1 person. They will continue to work remotely and if access to UBC office space is needed they will coordinate schedules to access the office, and will email ifs-restart@lists.ubc.ca when on campus office usage is required to obtain access approval to ensure the occupancy limit to be met.</p> <p>Workspace 3 – Shared Office FNH 324</p>
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**Introduction:**

Another Dietetics Education Coordinator uses shared office FNH 324. This Dietetics Education Coordinator works to support the Dietetics Program and practice education. The Dietetics Education Coordinators work closely together to coordinate placement of practicum students at different working sites and provide support whenever needed. This Dietetics Education Coordinator will continue to work remotely when needed, she will coordinate schedule with the other office occupant, and will email ifs-restart@lists.ubc.ca when on campus office usage is required to obtain access approval to ensure the occupancy limit to be met (in Stage 2, occupancy is 1).

Workspace 4 – Shared Office FNH 170**Introduction:**

The Dietetics Project Coordinator uses shared office FNH 170 with safe occupancy limit of 1. The Dietetics Project Coordinator will continue to work remotely. When needed, he will coordinate schedule with the other office occupant, and will email ifs-restart@lists.ubc.ca when on campus office usage is required to obtain access approval to ensure the occupancy limit to be met

Workspace 5 – Off sites (health authorities and private clinics)**Introduction:**

The Dietetics Program will conduct online classes in fall and winter terms, with the exception of FNH 341, a required foods lab in the Dietetics Program curriculum. FNH 341 will be delivered on-campus at UBC Vancouver in winter 2021. The instructors of this course are responsible for COVID-19 safety planning and will plan and deliver the course in accordance with LFS and UBC safety planning guidance and directives.

This safety plan focuses mainly on the support for practice education, where students will be placed in health organizations throughout BC during which they often provide direct client care. Students are not typically placed in sites on UBC's Point Grey campus during practice education. The students in practice education are required to follow this safety plan in addition to site-specific workplace health and safety policies and COVID-19 safety plans.

Further, the LFS Safety Plan can be found here: http://ifs-my-2020.sites.olt.ubc.ca/files/2020/11/UBC_LFS_COVID19_SafetyPlan_Parent_rev2_oct2020.pdf

Activities:

Students will be placed in many health organizations throughout BC during practice education (year 5). Each year 5 student is assigned to one of eight program Core Sites as follows: [Fraser Health](#), [Interior Health Authority Kelowna](#), [Interior Health Authority Kamloops](#), [Island Health](#), [Northern Health](#), [Providence Health Care](#), [Provincial Health Services Authority](#) and [Vancouver Coastal Health](#). Practice education includes several modules: orientation (1 week), research (2 weeks and weekly project time), nutrition care (22 weeks), population and public health (4 weeks), management (8 weeks), and elective (2 weeks). Longer modules may be divided into multiple placements in different settings. No two students have an identical practice education year but all have multiple opportunities to experience different facets of practice.



Proposed activity schedule:

Year 5 dietetic students will complete 3 courses, specifically FNH 481, 482 and 483, which together span 39 weeks of full-time experience in varied practice settings. As mentioned above, each year 5 student is placed at one of eight program Core Sites, including [Fraser Health](#), [Interior Health Authority Kelowna](#), [Interior Health Authority Kamloops](#), [Island Health](#), [Northern Health](#), [Providence Health Care](#), [Provincial Health Services Authority](#) and [Vancouver Coastal Health](#).

Core site coordinators organize placement schedules and preceptors. UBC supports coordinators and preceptors and acts as a resource to support student learning. The students should follow health organization site-specific guidance and directives, including but not limited to, required daily COVID-19 symptom self-assessment before going to placements. Reporting of daily symptom self-assessment will be done in accordance with local health organization policies and COVID-19 safety plans, as required.

The following risks are considered in accordance with <https://srs.ubc.ca/covid-19/safety-planning/determining-safety-plan-risk/>

- Risk #1 – Higher proportion of individuals from outside of the UBC community visit the campus/unit; if employees or staff are exposed to more than 10 random people in a day; or if the unit is public facing
- Risk #2 – Prolonged close interaction with others not in the usual cohort of colleagues; if contact lasts for more than 15 minutes and transient in nature
- Risk #3 – The workplace or activity is indoors with no building ventilation system and access to outdoor air is not available (e.g. openable windows)
- Risk #4 – Employees/students/visitors have frequent contact with high-touch surfaces (service counters, card payment machines)
- Risk #5 – The activity involves people who are at higher risk of severe illness (i.e., older adults or those with chronic health conditions)
- Risk #6 – The activity involves people who are not able or likely to follow hygiene practices such as washing hands frequently, respiratory etiquette, and identifying when they are feeling ill and staying home

Note: Applicable risk factors (from above) listed below may be subject to change based on COVID-19 developments and Campus operations and healthcare locations, and will be addressed as part of the monitoring requirements.

Dietetics Program Applicable Risks – 1, 2, 5. Dietetics will communicate risks and controls in their Plan.

Section #1 – Regulatory Context

2. Federal Guidance
<ul style="list-style-type: none"> • Government of Canada: “Hard-surface disinfectants and hand sanitizers (COVID-19): List of disinfectants with evidence for use against COVID-19”
3. Provincial and Sector-Specific Guidance
<ul style="list-style-type: none"> • BC’s Restart Plan: “Next Steps to move BC through the pandemic”
4. Worksafe BC Guidance
<ul style="list-style-type: none"> • COVID-19 and returning to safe operation – Phase 2



<ul style="list-style-type: none">• Worksafe COVID-19 Safety Plan• Worksafe: Designing Effective Barriers• Worksafe: Entry Check for Workers• Worksafe: Entry Check for Visitors
5. UBC Guidance
<ul style="list-style-type: none">• UBC Employee COVID-19 PPE Guidance• Ordering Critical Personal Protective Equipment• Building Operations COVID-19 website - Service Level Information• UBC SRS Covid-19 Guidelines
6. Professional/Industry Associations
<ul style="list-style-type: none">• Follows the Student Practice Education Guideline for Healthcare Settings during the COVID-19 pandemic http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_StudentPracticeEducationGuidelineHCS.pdf (BCCDC and BC MOH)..• Maintains the UBC Dietetics COVID-19 page https://dietetics.landfood.ubc.ca/coronavirus-codvid-19-information-for-the-dietetics-major/.

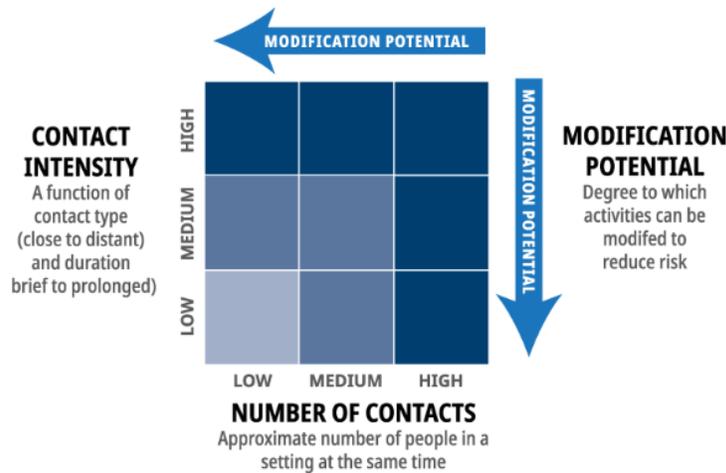
Section #2 - Risk Assessment

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

No campus activities are expected in this plan except controlled office access for program staff. During practice education students are involved in a variety of activities, including but not limited to in-person patient/client assessments, nutrition counselling, inter-professional meetings, public health activities, and management/food services activities. Students are to follow site-specific safety plans and have been orientated to wearing appropriate PPE when physical distancing is not possible.

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)

Most staff will work remotely to support practice education and online lectures. The Program Director that works on campus is in a private office with minimal contact with others.

Students' placement schedules offsite will be organized by the preceptors and core site coordinators of each respective health organization so the contact number will be monitored offsite at each health organization.

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

This safety plan will be presented to the Dietetics Program Director, staff, and students enrolled in practice education. The plan will be reviewed by JOHSC, then LFS RRPC for approval.



The LFS leadership team responsible for coordinating the phased return to research activities includes representation from the Faculty’s core academic, research, and operational leadership. It includes the Dean, Associate Deans, Program Heads, operations personnel, and membership from Faculty safety committees. LFS Research Resumption and Planning Committee Membership includes:

- o Rickey Yada, Dean
- o David Kitts, Associate Dean of Research
- o Sue Grayston, Program Director, Applied Biology
- o Les Lavkulich, Program Director, GRS
- o Christine Scaman, Program Director, FNH (July 1).
- o Sean Smukler, Associate Dean, Graduate and Postdoctoral Studies
- o Zhaoming Xu, Associate Dean, Academic
- o Andy Jeffries, Faculty Operations Manager
- o Patrick Leung, Food, Nutrition, and Health Building Manager
- o Peter Hoffman, FNH Research Lab Technician
- o Nicholas Grant, Research Facilitator
- o Baohua Wang, Research Assistant
- o Imelda Cheung, Faculty Technician (FNH)
- o Lewis Fausak, Faculty Technician (APBI)

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

Students’ placement schedules offsite will be organized by the preceptors and core site coordinators of each respective health organization.

Per LFS safety plan:

All Supervisors have been informed on appropriate Workplace Health measures, support for staff’s mental and physical health, and will ensure they are made available prior to the return to campus. Supervisors are expected to frequently communicate Workplace Health Measures and be available for support on a regular basis through one-on-one/team meetings. Updates on safety planning and new reference materials will be made available through [UBC SRS](#), the [LFS COVID-19 resource page](#), the daily “LFS Today” newsletters, and Faculty Town Halls.

Employees also have access to the [LFS Resumption Open Feedback Channel](#), an anonymous feedback survey for any health and safety concerns of all faculty, staff, and students.

11. Plan Publication

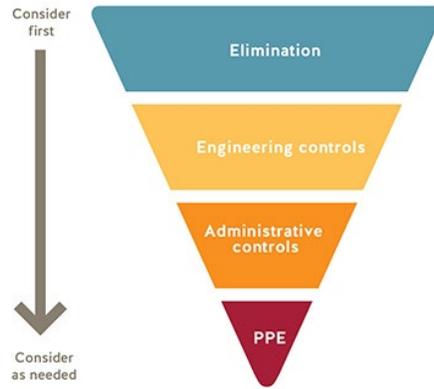
Describe how you will publish your plan online and in hard copy at your workplace for employees and for others that may need to attend site

The approved plan will be: 1) circulated by email to staff, faculty and students in practice education; 2) posted to the UBC Dietetics Major Covid-19 webpage (<https://dietetics.landfood.ubc.ca/coronavirus-codvid-19-information-for-the-dietetics-major/>).

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.



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

Most program staff will continue to work remotely, with the exception of the Dietetics Program Director.

Per LFS safety plan:

- All work that can be done off campus must continue to be done off campus. Exceptions may be considered for cases where personnel do not have the possibility to work from home.



- The staff, researchers, students and others on this safety plan have been determined by following the below listed scale of importance for research resumption.

HIGH (Stage 1 June/July)

- Graduate students within 6 months of the completion of their programs who require access to a research lab on campus.
- Researchers with existing research curtailment exemptions granted for their programs- including faculty, graduate students, lab managers, and technicians.
- Researchers who have work which is flexible/short-term, and time sensitive and may be put back on hold if COVID-19 has a resurgence and research must be curtailed again.
- Researchers whose trainee funding is due to terminate imminently, with no confirmed extension.
- Staff, faculty, and graduate students who are unable to work from home due to extenuating circumstances (e.g. child needs, lack of resources and/or space).

MODERATE (Stage 2 Planned, August)

- Graduate students who are 6 months or more from the completion of their programs who require access to a research lab on campus to conduct research laboratory activities.
- Staff, faculty, and graduate students whose work-at-home environment is less-than-ideal.
- NSERC USRA recipients.

LOW (Stage 3, TBD)

- Faculty members and HQPs who continue to be able to work from home with adequate resources and in a safe work environment.

13. Work Schedule Changes/Creation of Work Pods or Crews or Cohorts

For those required/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; describe how you may group employees semi-permanently to limit exposure, where necessary

Not applicable as currently only the Dietetics Program Director works at UBC in her private office. No re-scheduling is necessary to limit contact intensity.

Per LFS Safety Plan:

Shared facilities, areas that contain laboratory equipment, or services that typically serve multiple users, require one common plan signed off by all PIs to ensure equitable and accurate scheduling. Plans for shared use facilities should be drawn up in a discussion that includes all the faculty members who use such facilities. Safe work practices, such as the scheduling for services, and access to equipment, will be used to restrict the number of personnel in the facility at any one time to ensure 2-m distancing can be established. Safety orientations to trainees for procedures of using equipment (e.g. sanitization after use) must be given by laboratory managers and considered mandatory for laboratory use. In Stage 2 of Resumption, [a booking calendar](#) will be implemented for shared facilities in order to maintain proper occupancy levels while providing access to more users in a safe and equitable manner.

Weekend scheduled access in Stage 2, although discouraged, will be reviewed on a case-by-case basis by the LFS RRPC and must include a cleaning and sanitation plan.

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

Describe or use UBC building keyplans (or do both, where appropriate) to identify and list the rooms and maximum occupancy for each workspace/area, explaining your methodology for determining occupancy

- Personnel will enter building from main FNH front entrance.
- There are arrows on the ground through the building/in hallways to direct traffic flow in the building. Personnel will follow one-way directions as per FNH building plan to access respective offices, when needed.
- Washrooms in FNH currently have signs to indicate if they are in use, to ensure only 1 person is accessing them at a time.
- Personnel will only use own office or dedicated area for lunch.
- Students enrolled in practice education will follow the guidelines and COVID-19 safety plans of the respective health organizations

Details on occupancy limits, floor space, and traffic flows should be clearly posted on the door of each room by the PI or administrative staff of the room. Reference materials can be found at <https://lfs-my-2020.sites.olt.ubc.ca/operations/lfs-covid-19-reoccupancy-information/lfs-research-use-request/>

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

Not applicable as currently only the Dietetics Program Director works at UBC in her private office. No accommodations/change is necessary to ensure 2 metres distancing.

Common Spaces in LFS (ie: lunchrooms, lounges, study space, admin, teaching spaces, bathrooms, elevators)

- Due to the size of the washroom space, single occupancy measures will be in place unless otherwise noted. Where possible, doors to multi-person washrooms should be propped open to minimize contact with high touch surfaces and to maximize air flow
- Busy or narrow stairwells must be marked for ascending or descending between floors (This does not apply in an emergency, such as a fire)
- Elevators should only be used for heavy loads and accessibility needs; limited to either 1 or 2 occupants (based on elevator size). Signage will detail occupancy limits.
- Main offices may be open where necessary to support research, but the number of people working should be limited with physical distancing. Rooms should be closed to only allow access from one point, such as the front counter. This area should have clear plastic shields and hand sanitizer available.
- When common office machines are used, they must be wiped down by the user with disinfectant prior to, and following use.
- In Stages 1 and 2, meeting rooms are closed. Consideration will be made for special situations and where distancing can be maintained.
- Lunch rooms will be closed and designated eating areas will be assigned in both MCML (Agora Café) and FNH (FNH373). Signage and space use guidelines will be posted in these areas. Seating will be limited to ensure a physical distancing of 2 meters can be accommodated. (Common use appliances will not be available)
- Stage 2 special access will be managed by the [online booking system](#), after obtaining approval from lfs-restart@lists.ubc.ca with limited set seating based on occupancy and distancing requirements.



- The wearing of non-medical masks is required in all common indoor spaces on UBC Premises unless an exception applies. See [COVID-19 Campus Rules](#) and [Non-Medical Mask FAQs](#) for further information.

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 current safety plan does not require the use of LFS vehicles.

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

For program staff and faculty, throughout Stages 1 and 2, access to LFS buildings will be restricted in order to maintain the health and safety of the community, and to maintain building occupancy at an acceptable level. Limited building access points will be noted in intermediate plans. During Stage 1 and Stage 2, LFS will utilize an online check in/out system to track usage to research buildings and allow for contact tracing if required. During this procedure the user will be asked the following:

- Name
- Main Office/Lab/Work Location
- Other Access Areas
- Duration of stay
- Ensure Covid-19 Self-Assessment Performed (<https://bc.thrive.health/>)

Check in (QR code posted at entrances): https://ubc.ca1.qualtrics.com/jfe/form/SV_bjdyCvEwfJigUWV

Check out (QR code posted at exits): https://ubc.ca1.qualtrics.com/jfe/form/SV_0qWXIFJet4Oq0jX

Those who have permission to access the sites are strongly encouraged to follow BC Centre for Disease Control guidelines on self-isolation and self-monitoring. Anyone who is displaying potential COVID-19 symptoms (frequent coughing, frequent sneezing, or fever) will be asked to contact 811 and stay home following self-isolating protocols.

For students in practice education,

Core site coordinators organize placement schedules and preceptors. UBC supports coordinators and preceptors and acts as a resource to support student learning. The students should follow health organization site-specific guidance and directives, including but not limited to, required daily COVID-19 symptom self-assessment before going to placements. Reporting of daily symptom self-assessment will be done in accordance with local health organization policies and COVID-19 safety plans, as required.

18. Prohibited Worker Tracking

Describe how you will track and communicate with workers who meet categories above for worker screenings

Contact tracing for UBC employees will refer to [Covid-19 Infections and Tracing](#).

For students in practice education:

Core site coordinators organize placement schedules and preceptors. UBC supports coordinators and preceptors and acts as a resource to support student learning. The students should follow health organization site-specific guidance and directives,



including but not limited to, required daily COVID-19 symptom self-assessment before going to placements. Reporting of daily symptom self-assessment will be done in accordance with local health organization policies and COVID-19 safety plans, as required.

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 your departmental staff (i.e. non-Building Operations) for common areas/surfaces

- Personnel will clean desk and high touch areas with disinfectant wipes daily.
- Personnel will limit activity to the personal office and only use common facilities when needed.
- Personnel will wash hands or use hand sanitizer before and after work.
- Personnel will coordinate schedule to access shared office via google calendar and email
- Personnel will commit to wearing face masks in indoors common area, and when keeping a 2-m physical distance is not possible.
- Personnel will respect the signages and occupancy limits throughout the building.
- Personnel will only use the washroom facility closest to the office.
- UBC custodial standards will apply. Custodial crews will clean buildings outside of research hours (after 6 PM).
- All shared equipment must be cleaned and sanitized before and after use.
- Disinfectant will be provided in faculty shared equipment situations (ie: vehicles, copiers, designated eating areas).
- Personnel must wash their hands regularly and avoid contact with one another.
- Hand sanitizer stations will be provided at the entrances to the buildings.
- Common surfaces (e.g., fridge handles, solvent containers, mice on lab computers) should be wiped regularly with disinfectant. Supplies should be made available by PIs and units so that this disinfection can be done by users after use.

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

This section is not applicable for practice education placements where students follow health organization site-specific guidelines.

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

Within the FNH building all “front facing” areas (ie: Reception, finance) are to have Plexiglas partitions to limit exposure.

This section is not applicable for students in practice education placements.



Section #5 – Administrative Controls

22. Communication Strategy for Employees

Describe how you have or will communicate the risk of exposure to COVID-19 in the workplace to your employee, the conduct expectations for the employee's physical return to work around personal hygiene (including use of non-medical masks), the familiarization to contents of this plan, including how employees may raise concerns and how you will address these, and how you will document all of this information exchange

This plan will be distributed to staff, students and faculty working in the space by email. Staff, students and faculty will be given a chance to read the document, and provide further suggestions for improvement. The final safety plan will then be submitted to lfs-restart@lists.ubc.ca for approval.

Communication of Worker's Concerns:

- When an employee is concerned about any of these policies, they should follow the standard WorkSafeBC reporting guidelines (See Right to Refuse Unsafe Work policy).
- Worker may contact their worker representative on the LFS JOHSC to express their concerns.
- Employees will be able to also make anonymous comments/suggestions and raise concerns by using the [LFS Resumption Open Feedback Channel](#). This will be monitored by the LFS RRPC with concerns will be treated discreetly.

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

For faculty and staff working on campus:

- All employees will be required to complete UBC's 'Preventing COVID-19 Infection in the Workplace' online training module. Supervisors will be responsible for tracking staff completion and site-specific training through the [LFS Training Record Management System](#). Staff training is to be outlined in the PI or office admin site-specific plans.
- New faculty, staff and students who wish to conduct work in LFS facilities will be required to complete [all mandatory training](#) in accordance with the UBC Guidelines, and the site/equipment specific training, prior to final approval by the LFS RRPC. Training activities of these individuals will be monitored through the [LFS Training Record Management System](#) to ensure all safety requirements are met.
- With the decreased numbers of people on-site, safety training and information will be a critical part of Stage 1 and Stage 2 resumption.
- Users must complete [all of the UBC and LFS mandatory safety training](#) prior to working in wet labs and administrative spaces during Stage 1 and Stage 2.
- Users listed in lab plans and who will have access, will be required to have their up-to-date training certificates loaded in the [LFS Training Record Management System](#).
- All users will be expected to fully understand their responsibilities and read the Safety and lab Plans (Parent, Intermediate, and Child) prior to starting work.

For students in practice education:

The following lists the UBC Dietetics Program training and resources to support program personnel, students and preceptors during COVID-19:

**The Program:**

- Follows the Student Practice Education Guideline for Healthcare Settings during the COVID-19 pandemic http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_StudentPracticeEducationGuidelineHCS.pdf (BCCDC and BC MOH)..
- Maintains the UBC Dietetics COVID-19 page <https://dietetics.landfood.ubc.ca/coronavirus-codvid-19-information-for-the-dietetics-major/>.
- Maintains the UBC Dietetics Major Placement Requirements page <https://dietetics.landfood.ubc.ca/year-5-practiceeducation/health-authority-placement-requirements/>. See COVID-19 Placement Requirements information at the bottom of the page.
- Core Site Coordinators and Preceptors:
 - “Precepting during COVID-19” training session developed and provided to program preceptors and core site coordinators. Session delivered live twice a year (Sept and Jan) as well as recorded and posted on program website as an open access session for those not able to attend the live sessions.
 - “Precepting During COVID-19” document developed and embedded into practice education as a pre-placement activity for preceptors to review and address prior to student arrival. Document can be found at the following site in the Practice Education Modules and Forms folder in the subfolder called Overview Documents https://dieteticsdocs.landfood.ubc.ca/dietetics_docs/
- Students:
 - Orientation to practice education during COVID-19 session developed and provided to program students prior to start of practice education. Session recorded for those students unable to attend the live session.
 - Students are required to complete the COVID-19 Infection prevention and control course for all UBC health professional programs (designed by Faculty of Medicine) <https://courses.cpe.ubc.ca/browse/ubcv/medicine/courses/covid-19-infection-prevention-and-control-for-students-starting-clinical-placements>
 - Students are required to complete any health authority/health organization infection control and COVID-19 training and follow site-specific protocols as set by placement sites.

24. Signage

Detail the type of signage you will utilize and how it will be placed (e.g. floor decals denoting one-way walkways and doors)

For Faculty and staff working on campus:**LFS Common Spaces****Entrances**

- Restricted access to the building for approved work or research
- Sign-in instructions using the Qualtrics survey
- Proper social distancing protocols
- Ensure you wash your hands frequently and sanitize work surfaces



- QR codes for Qualtrics Check In/Check out procedure

Elevators

- COVID-19 Elevator Policy
- Only use the elevator for moving large equipment or if you are unable to use the stairs
- Only one person is allowed in the elevator at a time (unless otherwise posted)
- “Wait here” floor decal

Washroom

- COVID-19 Bathroom Policy
- Occupancy maximum posted on the door
- Signage to limit use of specific stalls/sinks in order to maintain physical distancing
- Handwashing guides posted in the bathrooms
- “Wait here” floor decal

Copier rooms

- Occupancy maximum posted on the door
- Use sanitation spray and paper towel on the copier after use
- “Wait here” floor decal

Lunch rooms

- Notice of closure

Directional guides/Traffic flow

- Tape markings on the floor to show a direction of traffic within the building including stairwells

Shared Offices

- Occupancy maximum posted on the door
- Users will be asked to use [the LFS intranet booking system](#) to schedule a use of the space to ensure occupancy limit is respected.
- Users are asked to occupy only their assigned desk space.
- Do not occupy the space for longer than needed.

Labs

- Each lab approved for working under Phase 1 will post their schedule and signed Stage 1 VPRI Access Agreement. In Stage 2 of Resumption, each lab should post a new Access Agreement, if changes have been proposed and approved by the LFS Research Resumption and Planning Committee.

For students in practice education:

- Follow the guidelines provided by the respective health authorities where placements are occurring.

25. Emergency Procedures

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

**For Faculty and staff working on campus:**

LFS will maintain an operations staff member in the facilities daily. Through the pre-approved list of occupants and mandatory [Check in/Check out](#) procedures, an up-to-date list of current occupants will be available to assist and direct first responders in the event of an emergency. Part of individual safety plans will be the requirement for researchers to ensure users have full understanding of specific Building Emergency Response Plans (BERP) and the emergency evacuation protocols. BERPs within the Faculty of LFS have been updated to accommodate the reduced staffing levels. When the designated Fire Wardens are not scheduled to work, all 'Responsible Persons' will be certified Fire Wardens and will be responsible for BERP protocols. A comprehensive document that provides safety and emergency contacts as well as an emergency response plan must be publicly available both online and as a hard copy. Amended BERPS will be provided, where necessary, as part of the PI and office administration site-specific safety planning.

Call emergency response in case of urgent medical or safety situations:

- Occupational First Aid (Vancouver Campus) 604-822-4444
- Hazardous Material Response (Vancouver Fire & Rescue Services) 911
- Campus Security (For an Emergency call 911) 604-822-2222
- Fire, Police, or Ambulance: 911
- For individuals presenting COVID-19-like symptoms, the direction to employees is to call 811 and follow the directions of HealthLink BC
- Suspected positive incidents are to be reported to the Supervisor. Further incident reporting information can be found on the [SRS webpage](#)
- Direct people who are unsure about what they should do, to [the BC Self Assessment tool](#).
- [OPH programs and services](#) remain available to all staff, faculty, and paid students who have questions or concerns about their health and safety in the workplace, including questions around COVID-19
- If there was a confirmed positive incident, SRS would defer to the government response protocols and rely on their direction. UBC would provide assistance as requested.

For students in practice education:

Students are directed to do a daily self-assessment for COVID-19 symptoms, using the BCCDC self-assessment tool, and to follow all direction provided by the self-assessment tool for testing, self-isolation and return to placement.

If a student experiences COVID-19-like symptoms during a placement, the student must follow this procedure for symptoms reporting and follow-up:

1. Don a medical mask and notify preceptor and site coordinator immediately
2. Conduct the BCCDC self-assessment and follow the direction provided
3. Follow regular absence reporting procedures

Any student that is notified by their placement site of a COVID-19 exposure during practice education (e.g., patient/client, preceptor, member of the health care team) should follow placement site policies/guidance, including but not limited to, testing, self-isolation, and return to placement procedures.

In the event of an outbreak at a placement site, the placement agency will decide whether student placements are safe to continue at the affected location/facility, and will determine exposure risk for staff, students and others present at the outbreak site. Students will follow all direction from placement site regarding COVID-19 symptom monitoring, testing, self-isolation and safe return to placement site.



Students will notify the Dietetics Program of any confirmed COVID-19 exposures at placement sites. The Dietetics Program will work collaboratively with placement sites and students to determine alternate placements and/or learning activities, as appropriate, when a student needs to stay home due to a COVID-19 related exposure/outbreak.

Dietetics Program staff will report student COVID-19 exposures following the procedures outlined per [SRS webpage](#).

Other emergency response plans will refer to guidelines provided by the respective health authorities/placement agencies.

26. Monitoring/Updating COVID-19 Safety Plan

Describe how 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 next 12-18 months

Dr. Tamara Cohen is primarily responsible for her respective team members and will maintain weekly communication to ensure adherence to the safety plan described above, as well as when update of plan is needed.

The UBC Dietetics Education Coordinators are responsible for routine communication with the students, the preceptors and core site coordinators. They act as the point of contact when an exposure to Covid-19 patient may have happened to the student(s).

LFS Operations will monitor the resumption plan regularly to note any issues arising, and will forward these to the appropriate Local Safety Teams (LST). As we progress through the resumption stages, regularly review of the policies and procedures will be added to the LST agendas with all feedback, changes and suggestions forwarded to the LFS JOHSC for discussion, and for the purpose of monitoring the effectiveness of the plan.

Employee feedback on any safety plans can be sent directly to their Supervisor, to their worker representative on the LFS JOHSC, or confidentially to the [LFS Resumption Open Feedback Channel](#).

27. Addressing Risks from Previous Closure

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

- Training of new research protocols is strictly limited to situations where physically distancing can be maintained. This assessment will be up to PIs.
- Changes to worker roles during Stages 1 and 2 of resumption is not anticipated. If, however, a worker role change becomes necessary for continued operation, all LFS mandatory training will be required prior to on campus start date.

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

- Effective September 16, 2020 UBC implemented a policy whereby students, faculty, staff and visitors are required to wear non-medical masks in common indoor spaces on campus. As physical distancing cannot be



maintained in our workspace, non-medical masks must be worn at all time unless you are exempt as outlined in the COVID-19 Campus Safety Rules. See https://riskmanagement.sites.olt.ubc.ca/files/2020/09/COVID19-Safety-Plan-Addendum_Required-Non-Medical-Masks_6.0_Final.pdf for more details.

- Users carrying out tasks requiring PPE, including respirators, will continue to use the appropriate equipment, as per the relevant safe working procedure.
- Users carrying out tasks that do not normally require PPE will not be supplied with masks.
- Hand sanitizer stations are placed at the entrances to both FNH and MCML.

Section #7 - Acknowledgement

29. Acknowledgement
 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.

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.

Date Oct 9, 2020
 Name (Manager or Supervisor) Tamara Cohen, Director of Dietetics
 Title Assistant Professor, FNH

Faculty and Staff Occupying Workspace

Name	Email	Confirmation of Understanding
BROWES, Ali	alison.browes@ubc.ca	<input type="checkbox"/>
KAFKA, Tamar	Tamar.kafka@ubc.ca	<input type="checkbox"/>
LY, Gordon	gordon.ly@ubc.ca	<input type="checkbox"/>
VOGT, Kara	kara.vogt@ubc.ca	<input type="checkbox"/>
COHEN, Tamara	tamara.cohen@ubc.ca	<input type="checkbox"/>



Appendix

Please attach any maps, pictures, departmental policies or risk assessments applicable UBC Guidance documents, where necessary, and other regulatory requirements referred to in document.

LFS Covid-19 Reoccupancy Information

- [Last updated Sept 30, 2020](#)

LFS Parent Plan

- [LFS Approved Aug 17, 2020](#)

LFS Intermediate Plans

- [UBC Farm](#) (Jun 3, 2020)
- [UBC Dairy Education Facility](#) (Apr 30, 2020)
- [H.R. MacMillan building](#) (Jun 8, 2020)
- [Food Nutrition & Health building](#) (Jun 8, 2020)

LFS Return to Research Plan

- [LFS Return to Research Plan](#) (Jun 10, 2020)

Other Reference Resources

- [LFS Common Areas work/safety template](#)
- [Field work safety plan guidelines](#)
- [Guide for Assessing Benefit and Urgency for Behavioural and Social Sciences Research](#)
- [LFS Building Emergency Response Plan](#) (Jun 8, 2020)
- [UBC SRS Reoccupancy Safety Planning](#)
- [UBC PPE Guidance](#)
- [Physical Distancing Guidance](#)
- [General Cleaning & Disinfecting of Surfaces](#)
- [Building Operations COVID-19 website](#)
- [Worksafe BC guidelines, returning to safe operations](#)



- [Government of Canada: “Hard-surface disinfectants and hand sanitizers \(COVID-19\): List of disinfectants with evidence for use against COVID-19”](#)
- [BC’s Restart Plan: “Next Steps to move BC through the pandemic”](#)
- [COVID-19 and returning to safe operation – Phase 2](#)
- [Worksafe COVID-19 Safety Plan](#)
- [Worksafe: Designing Effective Barriers](#)
- [Worksafe: Entry Check for Workers](#)
- [Worksafe: Entry Check for Visitors](#)
- [Student Practice Education Guideline for HealthCare Settings during the COVID-19 Pandemic \(BC Centre for Disease Control, BC Ministry of Health\), August 12 2020.](#)
- [UBC Dietetics COVID-19 page](#)
- [UBC Dietetics Major Placement Requirements page](#)