



COVID-19

**PRINCIPLES AND
GUIDELINES FOR
RESUMPTION OF FACE-
TO-FACE SERVICES
AND ACTIVITIES ON
CAMPUS**

July 2020

Statement of Purpose

This document supports programs and departments with the return to on-campus planning to reduce the risk to the health and safety of students, faculty, and staff while COVID-19 remains present. The current pandemic presents challenges and changes in operating processes and systems are needed. In order to reduce health and safety risks, we are adapting to a “new normal for now” system of operations and must prepare our students, faculty, staff, researchers, partners/contractors and facilities accordingly. This guide is applicable where UNBC owns, rents, leases property or is co-located with or teaches. UNBC is guided in its planning by directions from the Provincial Health Authority, WorkSafeBC, Ministry of Advanced Education, Skills and Training (AEST), and the Research Universities' Council of British Columbia (RUCBC). These guidelines and principles are to ensure academic and operational continuity during COVID-19. Post-secondary institution re-opening is part of Phase 3 of the British Columbia restart plan with mix of online and in-class in September, 2020 and the Go-Forward guidelines for the post-secondary sector are our baseline for returning to in-person activities.

Guiding Principles

Our approach to on-campus working and learning is a phased-in approach for a limited number of courses and services that require face-to-face instruction or delivery for the use of classrooms, labs, fieldwork, and essential retail or service areas etc. This plan is based on the following principles and the assumption that we will be required to maintain physical distancing until at least the end of the cold and flu season (March/April 2021).

- The health and wellbeing of students, faculty, staff and researchers is paramount above all other considerations.
- UNBC will acknowledge and adjust the increase or decrease of on-campus activities in accordance with Provincial Health Officer restrictions and WorkSafeBC protocols.
- UNBC is committed to the continued delivery of a quality educational experience for our students regardless of the learning delivery model.
- UNBC will provide as much certainty as possible to students, faculty and staff by making and communicating decisions as early as possible with consideration to issues of accessibility, equity, diversity and inclusion in all those decisions.
- UNBC will continue to support students, faculty and staff to successfully work and study remotely, in the field and on campus as appropriate.
- UNBC will continue to use alternative modes of delivery and assessment in its academic offerings with very limited pre-approved in-person learning.
- Only campus services that must be conducted in a face-to-face format will be done so.
- UNBC acknowledges that international students returning to or entering Canada will need to self-isolate for 14 days; we will endeavor to support these students through this period.
- Research activity both on and off campus will be supported to every extent possible while maintaining physical distancing requirements.

UNBC will review and determine the priority of who should return to campus while considering that adequate first aid, cleaning and other supplies meet WorkSafeBC requirements to ensure a safe work environment. These principles also apply to those employees, programs and departments that have maintained operations on site.

Re-entry and re-opening will be used throughout this document. They are not synonymous.

- Re-entry refers to a limited number of employees returning to campus to set the conditions for faculty, staff and researchers to return to work and open the doors to clients.
- Re-opening refers to opening doors to the public and the resumption of business operations.

Scope

The face-to-face activities that are included in this framework are those that take place on campus in classrooms, laboratories, clinics, lecture theatres and offices as well as some fieldwork. They do not include practicum or placements that occur with other external agencies, who are responsible for demonstrating to UNBC their own compliance methods. Nor do they apply to field research activities that have an existing risk assessment and safe work procedure process in place. Those assessments have been updated to include specific COVID-19 mitigation requirements.

A Phased and Scaled Approach

Re-entry must adopt a phased and scaled approach as a gradual return keeps risk low and manageable. This guide describes a five-phase approach:

1. Confirming Safety – Ensuring safety for people within the space they will occupy.
2. Restoration of Essential Services – Enable occupants to return.
3. Communication with internal and external stakeholders.
4. Reintegration physically into the space, with new procedures.
5. Re-Opening for Business – Welcome clients / customers into the space.

Scaling the approach means that not all departments, programs, personnel, and services restart on campus at the same time. Deliberate, gradual re-entry can be adjusted to avoid disruption as the pandemic goes through successive “waves” and allows time for personnel to adjust to new conditions, including returning to measures that are more restrictive should direction from the Provincial Health Officer require.

Re-opening takes time; there is no one-size-fits-all model. Therefore, a careful evaluation must be conducted prior to commencing on-site re-entry and re-opening activities. We must take our time and be deliberate about how we slowly resume on-campus operations.

The safety office, Joint Occupational Health & Safety Committee members and facilities department will create an occupancy management plan to determine occupancy limits in common service areas, meeting rooms, elevators, lecture theatre, laboratories and classrooms.

New Normal for Now

The COVID-19 pandemic will not be over until there is a vaccine and it has been widely distributed, with the overwhelming majority of the population immunized. Public Health Orders and restrictions will remain in place for a long time. These restrictions will be lessened over time, with the distinct possibility that they may be reinstated if there is a second wave of COVID-19. The circumstances of re-entry and re-opening planning are the “new normal for now” not the “new normal”; that will come after we eradicate COVID-19.

In order to maintain physical distancing requirements and reduce exposure to the hazard of contracting COVID-19, various control measures can be implemented including reducing the risk of exposure, substitutions made for equipment and processes, engineering barriers to make physical spaces safer, and the administrative of education, training and orientation around health and safety measures.

Stage 1 – June 1, 2020 until September 2020 Semester

During this stage, faculty, staff and researchers who are able to effectively work from home will be asked to continue to do so.

Only those faculty, staff and researchers who are not already on campus but need to be in order to do their jobs, will return, as long as physical distancing measures can be guaranteed. These employees will be notified by their supervisor as their department return plans are put in place; in the case of faculty the chairs and Deans should be informed of these changes.

Faculty, staff and researchers with medical conditions, those who live with or care for immune-compromised or high risk vulnerable individuals, or who may require medical accommodations and are not able to return to on-campus activities should contact the Director of Health & Wellbeing to discuss concerns and options.

On-campus instructional opportunities must be approved by the Provost and Vice-President Academic, and will be for students in those programs or courses for which the use of labs, fieldwork, or equipment has been considered essential for face-to-face delivery.

Stage 2 – September 2020 Semester

The majority of classes are being delivered by alternative means, but some students will return.

There will be a gradual and controlled return of more employees to campus to provide essential face-to-face services, such as computer workstation provisions, library services, student enrolment services, international office, and other student-focused services as required.

Faculty, staff and researchers with medical conditions, those who live with or care for immune-compromised or high risk vulnerable individuals, or who may require medical accommodations and are not able to return to on-campus activities should contact the Director of Health & Wellbeing to discuss concerns and options.

On-campus instructional opportunities must be approved by the Provost and Vice-President Academic, and will be for students in those programs or courses for which the use of labs, fieldwork, or equipment has been considered essential for face-to-face delivery.

Employees who need to be on campus will come back to areas where we are able to maintain physical distancing and proper cleaning standards.

Mental Health and Wellness

It is important that everyone recognize the heightened anxiety or mental health struggles our community may be experiencing during this pandemic. The emotional, social, physical and financial disruptions in combination with 24/7 media, fear and uncertainty surrounding this pandemic continue to take a toll on students, faculty, staff, and researchers' well-being. As more people return to campus and operations resume, the thoughts, feelings and conditions may worsen. Please be patient and kind. We are here to support you. The University has many resources available to you and your families, for more information visit [UNBC Health and Wellbeing](#) or contact the Director of Health & Wellbeing.

Coronavirus disease or COVID-19 is a respiratory illness spreading from person to person, and has been declared a global pandemic; for more information visit [CDC- Symptoms of COVID-19](#), Northern Health COVID-19 online clinic and information line 1-844-645-7811

COVID-19 Daily Assessment

All students, faculty, staff, researchers, contractors and visitors must assess themselves daily for COVID-19 symptoms prior to accessing any UNBC campus property. COVID-19 symptoms are similar to other respiratory illnesses including flu and the common cold. Symptoms include:

- Fever
- Chills
- Cough
- Shortness of breath
- Sore throat and painful swallowing
- Stuffy or runny nose
- Loss of sense of smell
- Headache
- Muscle aches
- Fatigue
- Loss of appetite

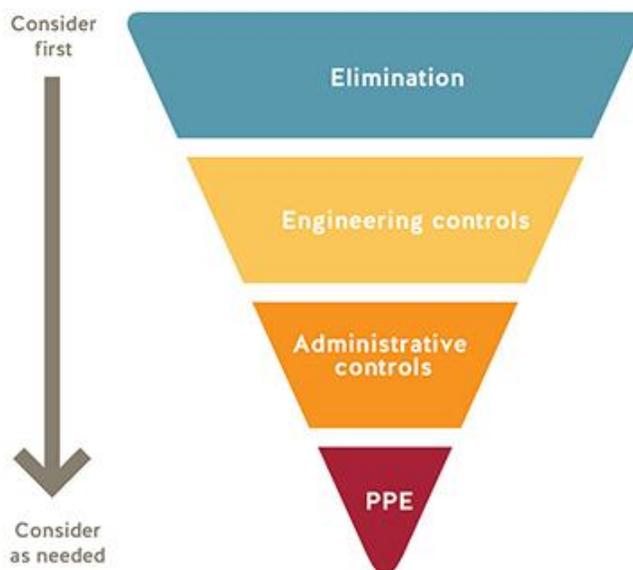
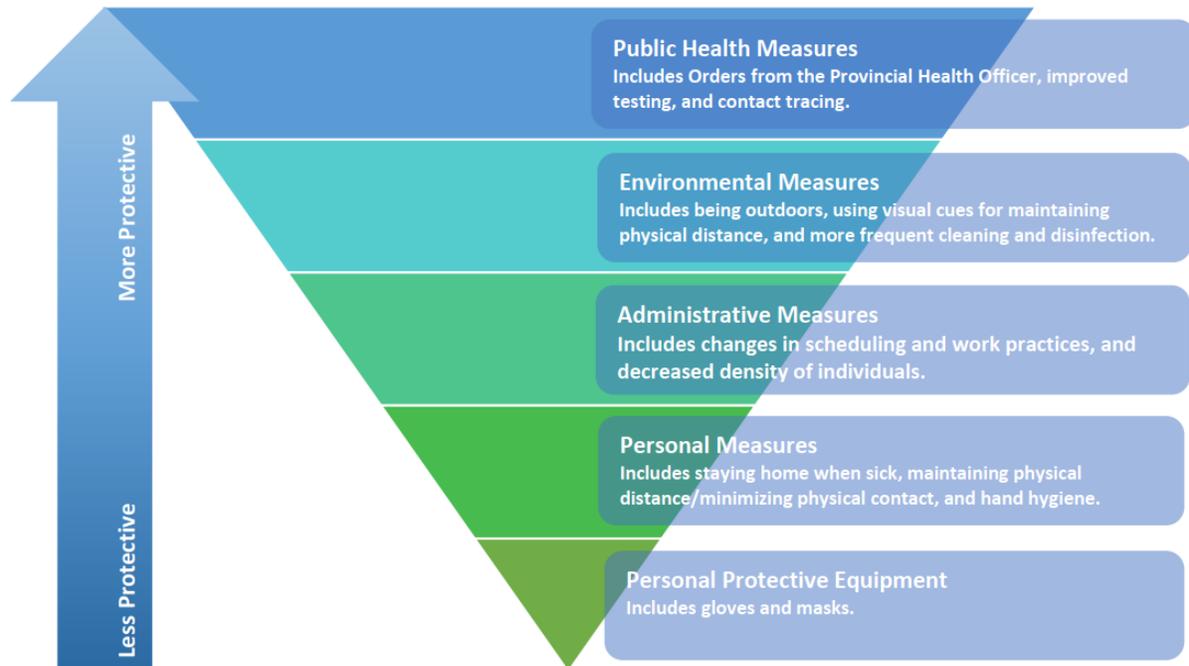
UNBC will not be documenting this information, we will be reliant on persons attending campus to conduct these self-assessments and adhering to our requirement not to attend if sick.

Reducing the Risk of Transmission

The following figures shows the hierarchy of controls that should be applied to reduce the risk of the virus spreading through air droplets. The controls should be considered in sequence, and

different levels of protection against your identified risks. Wherever possible, use the highest level of protection. Consider controls from additional levels if the first level is not practicable or does not completely control the risk. You will likely need to incorporate controls from various levels to address the risk in your particular work and teaching space.

The Hierarchy for Infection Prevention and Exposure Control Measures for Communicable Disease



First level of Protection – use policies and procedures to limit the number of people in your workplace at any one time. Rearrange workspaces or reschedule work tasks to ensure that workers are at least 2m (6ft) from co-workers, customers, clients.

Second level of protection – If you cannot always maintain physical distancing, install [barriers](#) such as plexi-glass to separate people

Third level of protection – establish rules and guidelines, such as posted occupancy limits for shared spaces, designated delivery areas and one-way doors or walkways to keep people physically separated

Fourth level of protection – If the first three levels of protection are not enough to control the risk, consider use of [non-medical masks](#). Be aware of the limitations of non-medical masks to protect the wearer from respiratory droplets. Ensure workers are [using masks appropriately](#)

Public health measures

- Actions taken across society at the population level to limit the spread of COVID-19
- Emphasizing the need for people to stay home when they are sick
- Prohibiting mass gatherings
- Requirement for travelers to self-isolate or quarantine upon arrival in B.C.
- Effective case finding and contact tracing

Physical distancing

- This can be helped by only having critical workers return to on-campus work and activities.
- In-person meetings should be turned into video meetings or phone calls where possible.
- Staggered hours or days of work will encourage off-peak time commutes to help reduce physical interactions on transit.
- Increased spacing between students, faculty, staff, researchers and clients.

Engineering control examples

- Plexiglass can be installed at customer interface locations
- Physical infrastructure such as ropes, floor dots, and pylons can delineate spaces.
- De-activation of every second workstation or computer location in high traffic areas.
- Change building ventilation rates to increase indoor air ventilation.
- Frequent cleaning and disinfection
- Installation of additional hand sanitization units

Administrative control examples

- Reminders through orientation and signage for students, faculty, staff, researchers and clients regarding the need for frequent hand washing [CDC - Hand Washing](#)
- Orientation as to nearest washroom and hand sanitizer locations
- Daily reminders for regular disinfection of work and study space [CDC- Cleaning and Disinfecting for Public Settings](#)
- Minimize exchange of cash by encouraging debit and credit machine use
- Frequent and prominent signage to encourage physical distancing
- Limit the frequency of trips or visits to other areas of campus whenever possible.

Personal Protective Equipment (PPE)

In some areas and for certain roles it will be impossible to maintain two-metre physical distancing requirements (e.g. movement of heavy machinery or equipment, staff providing health care within clinic settings, laboratory work or rendering first aid.) In those instances, personal protective equipment may be required for use (such as gloves, facemasks, respirators). The proper type of PPE and the procedures for the safe use, removal, disposal and cleaning of this PPE will be provided to all students, faculty, staff, researchers and clients. [CDC How to Remove Gloves](#)

Wearing a non-medical or cloth mask or face covering is a matter of personal choice. Some people can spread the virus when they have very mild symptoms or may be unaware they are infected. Wearing a cloth mask does not protect you from COVID-19 but can be a good option when you cannot maintain a safe distance from others for an extended period of time such as when on transit or visiting a salon or medical clinic. It is important to treat people choosing to wear a mask with respect. [CDC - Face Masks](#)

Risk Assessment / Hazard Identification and Creating an Exposure Control Plan

The purpose of hazard identification and risk assessment in the exposure control plan (at the end of this document) is to pre-identify critical tasks/work activities occurring in an area so that the risks relating to those tasks can be mitigated.

- Low risk – Delivering a demonstration to a class where physical distancing can be maintained; employees working alone in an office with no face-to-face interactions.
- Medium risk – The two-metre physical distancing cannot be maintained due to the type of work or equipment that has to be used but other control measures such as barriers and PPE can be put in place.
- High risk – Working with high-risk individuals (COVID-19 positive patient) in a health-care setting.

Safe Work Procedures must be developed to establish the correct level of safety so that appropriate procedures are implemented for everyone doing the same or similar task or activity.

Both an employee and student orientation module will be made available prior to the expected return to some on campus activities in September to help explain the 'new normal' layout of our campuses and how we deliver services.

Guidelines for environmental changes to space to allow physical distancing

Ensure classrooms, shops, labs, field sites and offices allow two-metre physical distancing between all occupants (this may include the removal of desks and chairs, de-activation of every second workstation or computer etc.)
Determine and implement new room capacities for meetings, classrooms and lecture theatres.
A sanitization spray has been provided for all shared, bookable meetings spaces and the expectation is that all users of the space, whether students, faculty, staff, researchers or visitors will wipe down the frequently touched areas of the room before they leave the space.
Implement physical barriers and infrastructure such as plexiglass for face-to-face service areas where distancing is not possible. Make use of physical infrastructure such as ropes, floor dots, and pylons to further delineate such spaces.
Set up physical distancing tools such as rope, tape and floor dots to delineate separation of space in communal areas where line-ups may be required, such as service areas, and where equipment such as fax, printers and photocopiers are used.
Ensure infection control practices and physical distancing signage are posted.
Remove all unnecessary items in reception/waiting areas such as magazines, flyers, business cards and excessive office supplies.
Have hand sanitizer available at entry and exit points to campus and in high contact areas

Counter tops at public service areas should have hand sanitizer available and the counters wiped frequently throughout the day by the department (supplies can be ordered through the safety office).

Facilities and contractors will continue enhanced cleaning and sanitization of frequently touched items such as railings, doors, door handles, push bars, light and elevator switches, classroom desks, and computer stations in service counter areas.

Maximum occupancy numbers should be posted for communal areas such as kitchens or lunch/break rooms.

Eliminate reusable kitchen items in communal areas (flatware, dishes, and cups) and cleaning tools (sponges, brushes, towels) and replace with single-use options. Refrain from sharing, or limit the use of microwaves, kettles, fridges, and other frequently used and shared appliances or utensils.

Computer keyboards for communal and/or public use should be transitioned to wipe able units.

Encourage private vehicle use (single occupancy) where possible to decrease transportation density. If it is deemed essential for task or transportation that two persons are required in a vehicle, the passenger must be in the rear seat on the opposite side to the driver.

UNBC Housing will be operating at a reduced capacity to 50% occupancy of suites, allowing two occupants per four bedroomed suites.

Guidelines for environmental changes

Employees who can effectively continue to work remotely and their work does not require on-campus face-to-face activities should continue to work remotely.

Employees who have arrived from outside Canada, or who are contacts of a confirmed COVID-19 case, are required to self-isolate for 14 days and monitor symptoms.

Ensure all faculty and staff have completed the return to work orientation

UNBC recognizes that not all employees will be able to return to on-campus work so accommodation will be given for those that are immuno-compromised or high risk, caring for a household member that is immuno-compromised or high risk or having limited childcare opportunities.

Require all students and employees to stay home if they feel unwell in any way.

Individuals who are symptomatic and/or are required to self-isolate or be in quarantine are prohibited from being physically present on UNBC property or conducting UNBC related activities at other locations. An individual will not be negatively impacted in the event they are required to self-isolate and/or be in quarantine.

Ensure work areas (classrooms, labs, offices) are set up to allow two-metre physical distancing wherever possible. A team from the safety and facilities offices will assess shared public space and classrooms.

Avoid equipment sharing. Any shared equipment must be able to be appropriately cleaned between users, and protocols must be established to ensure cleaning is properly done.

Remind all persons about personal hygiene expectations (hand washing, cough/sneeze etiquette, etc.).

Consider adopting staggered hours or days of the week to facilitate fewer individuals being within the same workspace, especially in shared and open office spaces.

Identify communal areas such as lunch, break and meeting rooms, configure them to accommodate appropriate physical distancing, and ensure the maximum occupancy number is posted.

Eliminate reusable kitchen items in communal areas (flatware, dishes, and cups) and cleaning tools (sponges, brushes, towels) and replace with single-use options.

Administrative supervisors to check-in with your employees daily, whether they are working on site or remotely.
Computer keyboards used by numerous employees in front-facing service areas should be transitioned to wipe able units.
Ensure that faculty, staff and researchers returning to on-campus activity or work are familiarized with the safe work measures put in place.
Ensure that you monitor faculty, staff and researchers to ensure safe work procedures are being followed.
Continually monitor the work and activity in your program, unit or department to identify any changes that may need to be made to the exposure control plan.
Ensure your faculty, staff and researchers know that they can raise any safety concerns through their supervisor, the safety office or a member of the Joint Health and Safety Committee .
Ensure that those working remotely are aware of the ergonomic, other risk assessment tools, supports and guidance available for them to follow health and safety requirements.
Look for unintended negative consequences of the suggested COVID-19 avoidance processes and remediate as needed.
Encourage private vehicle use (single occupancy) where possible to decrease transportation density. If essential for task or transportation two persons are required in a vehicle, the passenger must be in the rear seat on the opposite side to the driver.
Address risk from resuming operations: if vehicles, equipment and machinery have been out of use ensure start-up requirements are reviewed and a safe process for clearing systems and lines of product that have been out of use.

Guidelines for face-to-face classroom or laboratory instruction

Identify the nearest handwashing station(s) for yourself and students.
Ensure infection control practices and social distancing posters are displayed.
Require students to stay home when sick; develop and communicate accommodations for students that may be in isolation/quarantine.
Discourage eating or drinking during classes.
Consider the staggering of cohorts for clinical skills labs and science labs throughout the day to enable sanitization of space between labs.
As clinical skills labs and laboratory work often require the use of communal equipment such as fume hoods or combined work by students that mean 2m physical distancing cannot be maintained it is recommended that cloth face masks become part of the requirement for students in those courses.
Students who have arrived from outside Canada, or who are contacts of a confirmed COVID-19 case, are required to self-isolate for 14 days and monitor symptoms.
Frequently remind students to avoid face touching during class and to wash hands before and after class (and during when possible).
Ensure that the classroom or lab activities maintain two-metre physical distancing between all occupants, unless other control measures are in place.
Ensure students have their own dedicated class-provided tools/equipment whenever possible.
Develop and post sanitization procedures for all shared equipment and common classroom touchpoints

Instruct students on how to safely use, remove, dispose/clean (as applicable) any Personal Protective Equipment (PPE) that may be required for the class. *Note: PPE (gloves, respirators, face shields, face masks, goggles etc.) should only be recommended/required for pandemic exposure control if best practices (physical distancing, hand washing) are impossible to maintain.*

Guidelines for face-to-face field teaching

Require students to stay home when sick; develop and communicate accommodations for students that may be in isolation/quarantine.

Ensure orientation is provided to students the first day of the fieldwork pertaining to COVID-19 requirements. These should include safety measures and procedures, physical distancing, proper hygiene practices and monitoring and reporting illness.

Frequently remind students to avoid face touching during field work and to wash hands before and after each activity (and during when possible).

Ensure that the activities maintain two-metre physical distancing between all participants unless other control measures are in place; this includes breaks and downtime activities during off hours.

If possible, ensure students have their own dedicated class-provided tools/equipment.

Develop and share sanitization procedures for all shared equipment and common touchpoints

Instruct students on how to safely use, remove, dispose/clean (as applicable) any Personal Protective Equipment (PPE) that may be required for the class. *Note: PPE (gloves, respirators, face shields, face masks, goggles etc.) should only be recommended/required for pandemic exposure control if best practices (physical distancing, hand washing) are impossible to maintain.*

Try to organize students into smaller groups that stay together throughout the day if physical distancing cannot be maintained

Encourage private vehicle use (single occupancy) where possible to decrease transportation density

If shared transportation is used in a two rowed vehicle the passenger should sit in the rear seat on the opposite side to the driver

If mini-van or bus are used for transportation students should be separated side to side and front to back and sit in their own seat so the riders are staggered and to allow maximum distance (this may require additional vehicles or larger vehicles to be used for transportation).

If students or researchers are working as a pod in the field they can share travel to and from their destination in the same vehicle. See [Working in Silviculture Sector during COVID-19 Guidelines](#) for more information about work crew/pods.

The loading and unloading of larger vehicles should be made with consideration to maintaining physical distancing while remaining safely away from traffic

Consider provision of a portable hand washing station or hand sanitization stations (gels, wipes or water jugs with soap and disposable towels)

Process for re-opening of face-to-face service areas

Effective immediately, if a department or program is considering returning additional students, faculty, staff, researchers and/or clients to any campus, they must conduct a risk assessment of their areas based on these provided guideline principles. This is necessary for the University to complete an 'on-campus work' plan that ensures the return of additional individuals to campus is safe and supports the health and safety of our students, faculty, staff and researchers.

Step 1 – Review the guidelines and principles.

Step 2 – Complete the following Exposure Control Plan Checklist following the steps outlined in these guidelines. A team from the safety and facilities office will work with you to help perform the assessment and identify the risks of physical spaces. Contact safety@unbc.ca if further assistance is required.

Step 3 – Send the Exposure Control Plan Checklist and any specific sector or industry requirement safety plans for your area to safety@unbc.ca for review and final sign off by the Joint Health and Safety Committee (JOHSC).

Step 4 – Once control measures have been put in place (physical distancing elimination or substitution, engineering, administrative, PPE,) and the plan has been reviewed and signed by the JOHSC; it is to be communicated to your students, faculty, staff, researchers and customers prior to any additional return to on-campus activity, work or classes.