

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	<u>UBC Library / VP Academic</u>
Facility Location	<u>Multiple Library Branches</u>
Proposed Re-opening Date	<u>July 6, 2020</u>
Workspace Location	<u>Multiple workspace locations</u>

Introduction to Your Operation

1. Scope and Rationale for Opening

The Library (Vancouver Campus) has assembled a Return to Work on Campus Transition Team to develop a plan and processes, provide oversight related to a Materials Pick-Up Service, and investigate a possible resumption of Library space usage by patrons. This plan applies to the Vancouver campus, and the planning team is in close consultation with the UBC Okanagan planning team in order to coordinate intercampus delivery, as well as have consistent messaging, procedures and protocols.

The UBC Library supports and partners with all Faculties, Schools and Departments in their research and teaching activities. UBC Vancouver Library is comprised of the following stand-alone branches and units within buildings: Asian; David Lam Library and Canaccord Learning Commons (David Lam Management Research Centre); Education (Scarfe); IKBLC (includes MAA), Koerner; Law; Research Commons (Koerner); Technical Services (Woodward); Woodward (IRC); Xwi7xwa.

Guiding Principles

- The health and well-being of staff, students and faculty is paramount
- The orders, notices and guidance of the Provincial Health Officer will be followed
- Procedures will be based on recommendations from UBC, COVID-19 UBC Safety Plan Completion Checklist, BC's Restart Plan, WorkSafe BC and the BC Centre for Disease Control

For this phase of activity, UBC Library is proposing a materials pick-up service whereby UBC faculty, staff and students would be able to request up to 10 items per week through the UBC Library website using our new "Get It" button embedded in our Library catalogue. Employees will retrieve print and other materials from the Library for users within 7 business days. We will also scan book chapters, as required. This service is intended to support the Resumption of Research on UBC Campus as many faculty members and graduate students have requested access to the UBC Library's physical collections to support their research. There will be no fees for this service.

Physical items will be picked up from Koerner Library only. Staffing across 8 library locations on campus will be kept to a minimum, with most locations requiring only 1 staff member on site at a

time to support the service (e.g., to retrieve requested materials and prepare for pick up by Campus Mail). The only site requiring interaction with patrons will be a Koerner Library.

Proposed reopening date is July 6th pending approval of this Safety Plan.

This plan has been reviewed by the Teal Zone Facilities Manager, the Director of Custodial Services and the President of CUPE 2950. The UBC Library JOHSC will review and approve this plan within 30 days of the materials pick-up service commencing.

Section #1 – Regulatory Context

2. Federal Guidance

We consulted the Government of Canada’s [Risk mitigation tool for workplaces/businesses operating during the COVID-19 pandemic](#) and [Hard-surface disinfectants and hand sanitizers \(COVID-19\): List of disinfectants with evidence for use against COVID-19](#).

3. Provincial and Sector-Specific Guidance

We have used guidance from the [BC COVID-19 Go-Forward Management Strategy](#), [BC Restart Plan](#), and the [BC Centre for Disease Control Prevention and Risks](#).

4. Worksafe BC Guidance

We have ensured our plans follow the six-step [WorkSafeBC Safety Plan](#) to reduce the risk of COVID-19 transmission. We have also advised the [COVID-19 and returning to safe operation - Phases 2 & 3](#), [WorkSafe BC Industry specific guidelines Offices](#)

5. UBC Guidance

- [Essential In-Person Meetings/Training Guidance](#)
- [Physical Distancing Guidance](#)
- [PPE Guidance](#)
- [Cleaning Safe Work Procedure](#)

6. Professional/Industry Associations

- [Northeast Document Conservation Center, Disinfecting Books and Other Collections](#)
- [BCLA’s Back to the Office Guidelines for Staff and Co-workers](#)
- [IFLA - COVID-19 and the Global Library Field - Reopening Libraries](#)

Section #2 - Risk Assessment

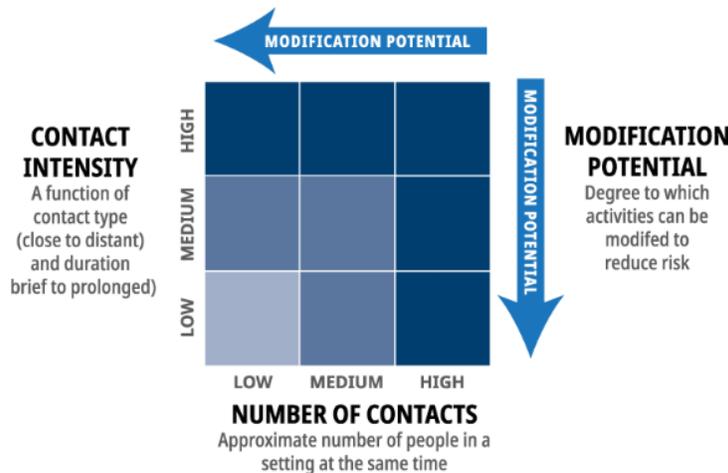
As an employer, UBC has been working diligently to follow the guidance of federal and provincial authorities in implementing risk mitigation measures to keep the risk of exposure as low as reasonably

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 majority of Library workspaces will have only one employee at a time (See Question 8 for details). For Library spaces which require more than one person, strict physical distancing and handwashing measures will be in place. Gloves will continue to be provided to all library staff as is common practice during normal operations. Staff at Koerner Library who will be interacting with patrons picking up materials will be provided a personal face shield (already procured). As per UBC's PPE Guidance document, staff may wear a non-medical mask or homemade mask at work, provided it does not interfere with them safely carrying out their duties. Non-medical masks will not be provided by UBC Library.
- The majority of employees will be working on their own workstations (which includes a computer, mouse, keyboard, scanning wand and phone). Shared workstations (in the ASRS, PARC, Koerner and Woodward) will be cleaned between each use using the cleaning solution provided and following safe practices for the Germosolve 5 outlined in the [Workplace Hazardous Materials Information \(WHMIS\) Safety Data Sheet \(SDS\)](#) (see the yellow SDS link below the Germosolve 5 image).
- During the book pick-up service, employees may choose to wear a non-medical face mask or face shield and gloves, and must maintain at least 2 metres from patrons at all times. Detailed procedures as follows:
 1. Patrons will line up outside the entrance to Koerner Library following physical distancing markers.
 2. A door will be propped open and a table will be flush against the door, inside the passage between the two exterior doors.
 3. Patrons will approach the table one at a time (as per posted signage).
 4. Patrons will leave their UBC Card on the table, then step back to the marker. Patrons with accessibility challenges may designate a proxy for pick-up. This must be prearranged in advance of pick-up.
 5. UBC Library staff member will visually check the ID, retrieve the bag of pre-signed out materials for the patron, place the items on the table, and then step back.
 6. Patrons will then approach the table, pick up their items and leave.
 7. UBC Library staff member will wipe-down table with disinfecting wipes/solution between each patron.

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)

In pre-COVID operations, UBC Libraries employs 251 staff across 10 library locations. To support the materials pick-up service, the following staffing plan is proposed.

- **IK Barber Learning Centre (Music, Art & Architecture Library - including ASRS facility):** Pre-COVID, 8 library staff were on site (MAA Library) and 2 staff onsite (ASRS). For the materials

pick-up service, 1 staff for MAA and 1 staff for ASRS will be on site per shift, Monday-Friday from 8am to 4pm.

- **Koerner Library:** Pre-COVID, 23 library staff (Borrower Services only) were on site. For the materials pick-up service, 5 staff will be on site per shift, Monday-Friday from 8am to 5pm.
- **PARC:** Pre-COVID, 8 library staff were on site. For the materials pick-up service, 2 staff will be on site per shift, Monday-Friday from 8am to 4pm (at least two people from Library processing are mandatory at PARC per WorkSafe BC rules). 1 staff for critical records management on site, on Wednesdays and Fridays as needed. Please note, PARC and Records management staff are not interchangeable, each requiring specialized skills and knowledge.
- **Allard Hall (Law Library):** Pre-COVID, 11 library staff were on site. For the materials pick-up service, 1 staff will be on site for one 4 hour shift per day, Monday-Friday from 9am to 1pm or 1pm to 5pm.
- **IRC (Woodward Library):** Pre-COVID, 20 library staff were on site. For the materials pick-up service, 1 staff will be on site per shift, Tuesday and Thursday, 8am-12pm and Monday-Friday 1pm-5pm.
- **David Lam Management Research Centre (David Lam Library):** Pre-COVID, 9 library staff were on site. For the materials pick-up service, 1 staff will be on site per shift, Tuesdays from 9am to 12pm and Thursdays from 1pm to 4pm.
- **Scarfe (Education Library):** Pre-COVID, 6 library staff were on site. For the materials pick-up service, 1 staff will be on site per shift, Tuesdays and Thursdays from 9am to 1pm.
- **Asian Centre (Asian Library):** Pre-COVID, 9 library staff were on site. For the materials pick-up service, 1 staff will be on site for one 4 hour shift per day, Monday-Friday from 9am-1pm.
- **Xwi7xwa Library:** Pre-COVID, 5 library staff were on site. For the materials pick-up service, 1 staff will be on site per shift, Monday-Friday from 9am to 5pm.

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

- All relevant facilities managers have been involved in the development of this safety plan. The UBC Library JOHSC will review and approve this plan within 30 days of the materials pick-up service commencing.
- Members of the UBC Library Back to Campus Transition Planning Team have sought input through virtual meetings on our procedures document from the following groups (Table A) that will be impacted by the commencement of this service. These groups consulted with their teams via email.
- The University Librarian has weekly communication to all Library staff about the progress of this plan

Table A

Group Name	Group Description	Number of Members	Consultation Date
Circulation Liaison Group (CLG)	Membership consists of circulation managers from major UBC Library branches, who supervise front-line Library staff.	9	June 9, 2020
Front-line Library Staff	Staff members across UBC Library branches who have volunteered to participate in the UBC Materials Retrieval Service.	42	June 5 - June 9, 2020
Library Joint Occupational Health and Safety Committee (JOHSC)	Membership consists of twelve Worker representatives across all UBC Library branches, four Employer representatives, and a representative from the UBC Safety & Risk Services office.	17	June 5, 2020
The Library Operations Team	Membership consists of department Heads of all branches and divisions at UBC Library.	10	June 3, 2020
Collections Information Resources Standing Committee (CIRSC)	Membership consists of twelve Librarians, including the AUL, Collections, two branch Heads, representatives from UBCO, Digital Initiatives, Technical Services, and selected branches.	12	May 29, 2020

10. Risk Level Determination (H/M/L)

Identify the COVID-19 risk category (High / Medium / Low) pre-mitigations for your operation using the BC COVID-19 Go Forward Management Strategy Risk Matrix

- Premitigation, most UBC Library environments would be considered high risk. This is why we are not proposing to re-open Library public spaces at this time, without further measures in place.
- The proposed Materials Pick-Up Service is designed to be low risk and meant to fill an important campus need for access to print/physical Library materials to support the resumption of research on campus.

11. 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 Back to Campus Transition planning team will notify supervisors of measures and supports in place via our Library Operation Team (made up of unit Heads) and Circulation Liaison Group (made up of circulation managers).
- Signage will be posted throughout Library branches regarding Workplace Health and safety measures. Signage included in **Appendix C**.
- Supervisors will be responsible for ensuring that all staff who will be working in-person will have received proper training on all safety protocols prior to beginning in-person work, as outlined in this Safety Plan.
- All staff (both those working in-person and remotely) will receive a copy of this plan by email.
- Staff will also be directed to <https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive> for more information regarding supports available to them.

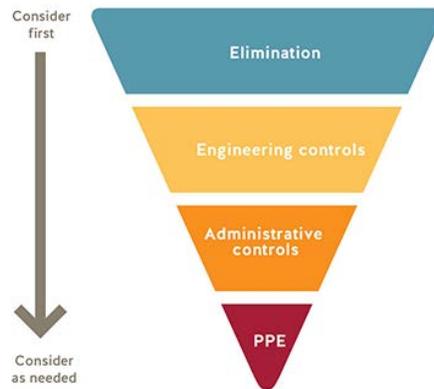
12. Plan Publication

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

- The final copy of our detailed COVID-19 Safety Plan posted online to SRS website and on UBC Library's COVID-19 response website <https://services.library.ubc.ca/covid-19-response>.
- Detailed procedures on the Materials Pick-Up Service (**Appendix A**) will be posted to Confluence
- At each location where there are employees, a hard copy of the final plan will be posted on Health and Safety boards.

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 metres 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 the [UBC COVID-19 | Safety & Risk Services](#) website for further information.

13. Work from Home/Remote Work

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

- Only employees working on the materials pick-up service will work on campus. In most cases, this will be one staff member in each branch, unless safety requirements or service demand requires more staff.
- UBC Library employs 251 staff. A total of 28 employees or 12% of the total UBC Library workforce, will be working on campus for the Materials Pick-Up Service (not all at one time). Twenty-five of the employees are CUPE 2950. Three are M&P. All employees supporting the Materials Pick-Up Service are volunteers.
- All other Library employees will remain working from home.

14. 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

- All shifts will be scheduled between the hours of 8am - 6pm, Monday to Friday.
- Shifts of a minimum of 4 hours will be scheduled at most Library locations. Shifts will alternate between 2-3 employees specific to each location as requests for retrieval are received. Staff not required on campus will work from home.
- In Libraries where there is more than one employee on site (Koerner and PARC), 2 metre physical distancing procedures will apply and cleaning protocols will be in place for shared workstations. It is not possible to mitigate by creating separate workstations as at the PARC and ASRS facility the shared workstation has specialized hardware and software. At Koerner and Woodward library, the shared workstations are the scanner and printer. All shared workstations will have signage indicating cleaning procedures.

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

Using UBC building keyplans:

- 1) Identify and list the rooms and maximum occupancy for each workspace/area;
- 2) Illustrate a 2 metre radius circle around stationary workspaces and common areas; and
- 3) Illustrate one-way directional traffic flows

- Keyplans are provided in Appendix B for each Library and illustrate workstations, traffic flow with entry and exit doors, and nearest washrooms.
- Please note that directional flows on floors plans are only included for those library spaces that will have more than one person.

16. 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

- The primary intervention for maintaining distance is scheduling only one employee at a time most Library branches, so that there is no contact between employees. PARC, Koerner and Woodward are the only library spaces where there will be more than one employee on site at a time. For these spaces, the following protocols are in place:

- Library staff will follow institutional policies as described in “UBC Employee COVID-19 Physical Distancing Guidance”. A minimum 2 metres (six feet) will be maintained between individuals.
- Lunch rooms/staff rooms will be closed. Fridges, kettles and other shared kitchen spaces, appliances, and equipment will not be permitted to be used
- A dedicated washroom per building has been identified to ensure it can be properly cleaned by custodial. Washroom occupancy is restricted to single occupancy.
- Where applicable, elevators will be restricted to single occupancy.
- Library staff will follow posted traffic flow decals, including directionality of stairwells
- Meetings rooms will not be accessed. Any meetings between staff working on campus will continue to be held virtually.
- Koerner and Woodward are the only Libraries that will be used for scanning of requested chapters. These workstations will be restricted to one person at a time and cleaned before each use. The sharing will not take place during shifts, only between shifts. Procedures for cleaning will be posted at each shared workstation.
- There are also two shared book charging and desensitizing stations in Koerner Library that cannot be mitigated. These workstations will be restricted to one person at a time and cleaned before each use. The sharing will not take place during shifts, only between shifts. Procedures for cleaning will be posted at each shared workstation.

17. 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

- We have reviewed the [UBC Employees COVID-19 Use of Shared UBC Vehicles guidance document](#) and it is not applicable as we will not be using vehicles.

18. 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

- Until UBC or the province provides greater guidance, our screening process will include front and back entry door signage for both workers or visitors/guests that prohibits entry if any of the above 3 criteria apply.
- The following sign will be posted on the staff entry doors (front and back): [WorkSafeBC: Entry Check for Workers](#)
- The following sign will be posted at the entrance to Koerner Library where patrons will pick-up their materials: [WorkSafeBC: Entry Check for Visitors](#)

- If staff are unwell and exhibiting any symptoms that may suggest a COVID-19 infection, they must NOT return to the workplace. They must complete the BC self-assessment tool (<https://bc.thrive.health/>) and follow instructions.

19. Prohibited Worker Tracking

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

- Employees feeling ill, with any common cold, influenza or COVID-19-like symptoms, will be asked to stay home and isolate for 10 days following the onset of symptoms or until symptoms resolve.
- The direct supervisor and unit head will use the Library's internal systems to track any workers who cannot attend work due to one or more of the three categories of restriction (as defined by Worksafe).
- Unit Head will report to Associate University Librarian who will report to the University Librarian and the Back to Campus Transition Planning Team. Following this, we will reach out to our Safety and Facilities Officer for further direction.

Section 4 – Engineering Controls

20. 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.)

- Assume custodial standards will apply.
- Custodial Services will clean the designated washrooms within each library and high touch point areas in main corridors, elevators and stairways once per day and once during the evening shift.
- Signage will identify designated washrooms and hand washing stations.
- Workstations, desktops and personal items are not cleaned by Custodial Services. Each employee will clean their workstation when they arrive that day with Germosolve 5. Shared workstations, or equipment (photocopiers, phones) must be cleaned before use using paper towel and provided cleaning solution.
- Employees will wash their hands before and after cleaning shared and personal equipment. If there is no immediate access to soap and water, use hand sanitizer.
- In each branch, book truck handles and surfaces will be cleaned, prior to pick up by Campus Mail; surfaces and handles will also be cleaned upon return to the owning location.
- In Koerner Library, the table onto which loaned materials will be placed, will be cleaned after each interaction with a patron.

21. 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

- Staff will be provided with an internal procedures document outlining the steps for retrieving a requested book, emptying book drops, and returning quarantined books. This document will include what surfaces need to be sanitized, when and with what disinfectant. Please see Appendix A.
- Fridge and microwaves will be taped off to prohibit use.
- Kettles, coffee makers, and other shared items will be tucked away to prohibit use. Signage will be placed on cabinets indicating these items may not be used.
- Water coolers will be taped off by UBC Library employees.
- Water fountains will be taped off.
- Printers, scanners and photocopiers will be cleaned by employees prior to use.
- All materials returned to the library will be quarantined for 72 hours before being returned to the library shelves or retrieved for check-out by another patron.

22. Partitions or Plexiglass installation

Describe any inclusion of physical barriers to be used at public-facing or point-of-service areas

- The public-facing service point for the Materials Pick-up Service will be located at the entrance of Koerner Library where the double glass doors will serve as a physical barrier. An outside door will be propped open and a table will be flush against the door, preventing patrons from entering the Library when they pick up their materials. As such, the use of plexiglass is not required.

Section 5 – Administrative Controls

23. 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.

- Only selected workers will be returning to the workplace; following an established schedule. These workers will participate in training related to mitigating risk; supervisors will share and post written procedures and protocols for mitigating risk; when workers need to raise questions, they will raise them to their supervisors or unit heads who will follow-up in order to respond to or escalate them appropriately.
- If an employee is working alone, there will be a communication protocol to connect with a supervisor on a regular basis.
- Supervisors will communicate self screening protocols to workers by email, online or phone. Signage will be posted. Expectations are that workers will notify supervisors if they are ill and that, if ill, they will not come into the workplace.

- Workers will raise health and safety concerns with Supervisors and Unit Heads via email, online or phone. Unit Heads will follow-up with Associate University Librarians and other relevant groups to resolve any issues.

24. 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

- Before returning to work, staff and librarians must complete UBC's 'Preventing COVID-19 Infection in the Workplace' online training module.
- Once completed, individuals must send proof of completion to their Supervisor/Unit Head, who will retain a copy within personnel files.
- Libraries will otherwise be locked, so only UBC employees with security access to that building will be able to enter.
- Existing signage related to screening as outlined in question 25 will be in place at the work entrance of each Library (WorkSafeBC: Entry check for Workers and Visitors).

25. 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)

Included in **Appendix C** are Library specific signs which will be put up by UBC Library employees:

- UBC Library Pick-up procedures
- Quarantine bookmark
- Designated handwashing station
- Designated washroom
- Do not use fridge sign
- Signage for kitchen cabinets
- Do not use microwave sign
- Book quarantine sign
- Cleaning instructions for shared workstations

The remaining signs are provided by UBC and will be put up by UBC Library employees:

- [Entry Checklist](#) to be posted on all Library entrances
- [Washroom Occupancy limit](#) (for Designated washrooms)
- [Please do not use](#) signs for washrooms not in use
- [Please do not use this sink](#) for sinks external to washrooms that are not designated handwashing stations
- [Please do not use](#) for fridges, microwaves, and water coolers
- [Elevator limit signage](#)
- [Wait here floor decal](#) for outside Koerner Library

- [One Way](#) directional signage for spaces with more than one employee (PARC and Koerner)
- [Keep right](#) signage for hallways in PARC and Koerner)

26. 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. 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.

- In the event of an emergency, employees working on site will go to the established Muster Area, as indicated in the building-specific BERP.
- If the designated floor warden or muster captain is not on site, the staff working in the space should report to Firefighters that the building is cleared.
- If there is an immediate threat to personal health and safety, workers will contact Campus Security and call 911.
- If a worker or visitor becomes ill in the workplace, workers will follow established protocols and contact Campus First Aid (for staff or faculty) or 911 for non-staff students; the person calling will inform Campus First Aid of 911 if the distressed person is experiencing COVID-like symptoms.
- Staff who exhibit any symptoms of COVID-19 will leave campus immediately.

27. Monitoring/Updating COVID-19 Safety Plan

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 next 12-18 months

- The Back to Campus Transition Planning Team will monitor the COVID-19 Safety Plan for the Materials Retrieval Service weekly for one month after the program is launched, after which time a monthly review will take place for up to 18 months.
- As the plan is updated, the version on the website and any posted hard copies will be updated. All library staff will receive a copy of the new plan either electronically or in hard copy.
- Employees may raise concerns through their supervisor, who will bring them to the attention of the Back to Campus Transition Planning Team. A mailing list for this committee has been set-up and will be promoted to all supervisors for the submission of feedback.

28. 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

- The employees who will be staffing this service are senior employees who are not new to the organization and their roles will not change. They will be conducting the same work and using existing procedures/workflows and equipment that will be adapted for safety in the COVID-19 environment.
- All employees working on site will be required to complete UBC’s COVID-19 Safety Training online module.

Section #6 – Personal Protective Equipment (PPE)

29. Personal Protective Equipment

Describe what appropriate PPE you will utilize and how you will/continue to procure the PPE

- Following the information provided in the UBC Employee [COVID-19 PPE Guidance](#), PPE is not required for this service since a 2 metre distance will be adhered to at all times.
- Gloves will continue to be provided to employees for handling books as this was common practice pre-COVID, due to sensitivities to dust and other irritants that can be present on books. We will also be providing gloves to employees due to the frequent cleaning of workstations and surfaces that will be required. The gloves will protect their hands from the cleaning solution. We have been in contact with Procurement Services.
- Face shields have already been procured directly by the Library’s Facility Manager and employees interacting with patrons in Koerner Library will be provided with a personal face shield. Instructions on how to clean will be provided to them.

Section #7 - Acknowledgement

30. 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 I have read this Safety Plan and it 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 June 25, 2020

Name (Manager or Supervisor) Susan Parker

Title University Librarian

Faculty and Staff Occupying Workspace

Name	Email	Confirmation of Understandin g
		<input type="checkbox"/>

Appendix A: Materials Pick Up Service Plan



Materials Pick-Up Service (Get It) for UBCV Library

July 23, 2020

Planning Approach

The UBC Library supports and partners with all Faculties, Schools and Departments in their research and teaching activities. UBC Vancouver Library is comprised of the following stand-alone branches and units within buildings: Asian; David Lam Library and Canaccord Learning Commons (David Lam Management Research Centre); Education (Scarfe); IKBLC (includes MAA), Koerner; Law; Research Commons (Koerner); Technical Services (Woodward); Woodward (IRC); Xwi7xwa.

The goal is to provide access to the Library’s physical materials while Library buildings remain closed. Launch date is the first or second week of June, depending on access to Personal Protective Equipment.

Planning Team

The Library (Vancouver Campus) has assembled a Return to Work on Campus Transition Team to develop a plan and processes, and provide oversight related to a Materials Pick-Up Service, and investigate a possible resumption of Library space usage by patrons. This plan applies to the Vancouver campus, and the planning team is in close consultation with the UBC Okanagan planning team in order to coordinate intercampus delivery, as well as have consistent messaging, procedures and protocols.

Name	Unit
Julie Mitchell	Associate University Librarian & Director, IKBLC
Aleteia Greenwood	Associate University Librarian, Research Services
Anne Miele	Circulation and Office Manager, Woodward Library
Shauna Barry	Manager, Koerner Library
Pouneh Naderi	Manager, Music, Art and Architecture Library
Rudi Traichel	Cataloguing, Preservation, and (Acting) CMP Librarian
Jean-Paul Eidsvik	Director, Finance & Facilities
Alicia Munro	Facilities Manager
Christina Sylka	Head, David Lam Library and Canaccord Learning Commons
Paula Farrar	Interim Head, Music, Art and Architecture Library

Guiding Principles

- The health and well-being of staff, students and faculty is paramount
- The orders, notices and guidance of the Provincial Health Officer will be followed
- Procedures will be based on recommendations from UBC, COVID-19 UBC Safety Plan Completion Checklist, BC’s Restart Plan, WorkSafe BC and the BC Centre for Disease Control

Employee Safety Protocols

- To accommodate custodial service, shifts must not be before 8am or after 6pm
- Preferred shift length is a minimum of 4 hours long
- If working alone, there will be a communication protocol to connect with a supervisor on a regular basis
- Wash hands frequently observing handwashing guidelines posted by sinks. If there is no immediate access to soap and water, use hand sanitizer



- Ensure appropriate Personal Protective Equipment and cleaning supplies are in stock (list below). Contact your direct supervisor if supplies are running low
- Practice physical distancing for all in-library activities
- Do not share computer workstations. In situations where this is not possible, keyboards, mouse, and scanning wand must be wiped down between each use with Germosolve 5
- Limit rooms/spaces in use: one washroom defined for use; no use of kitchens, or staff rooms
- No use employee lunch rooms or other shared gathering spaces
- No use of shared kettles, microwaves or fridges
- No use of water fountains or water coolers, so be sure to bring water from home
- Quarantine returned materials for at least 48 hours
- Limit physical contact with patrons. Communication will occur by email and safety protocols will be followed for materials pick up (see below)
- If you feel ill, with any common cold, influenza or COVID-19-like symptoms, you must stay home and isolate for 10 days following the onset of symptoms or until symptoms resolve

Personal Protective Equipment/Cleaning Protocols

To ensure the safety and health of library staff and patrons, this plan will require:

- Disinfecting cleaner
- Hand sanitizer
- Gloves
- Face shields*
- Hand sanitizing station near book pickup area

*Since physical distancing procedures will be in place, wearing face shields is not required by [UBC PPE Guidelines](#), however, they are available to any employee who wishes to wear one while at work. Please note that it is the responsibility of employees to clean the face shields daily with the supplies provided (Germosolve 5 and paper towel).

Staff Procedures

Item Retrievals for all branches except Koerner Library

Pick slips will be printed by ILL/DocDel staff at Koerner Library then scanned and emailed to branches. To begin book retrieval process:

1. Wash/sanitize hands
2. Use book truck (wipe/sanitize handles) to retrieve items on pick list from stacks
3. Return to processing area (staff workstation/service desk as appropriate)
4. Log in to Voyager's circulation module. Add an In Transit status to the item.
 1. Open the item icon
 2. Scan the item barcode
 3. Click on the Status icon (looks like a graph)
 4. Arrow down to select In Transit
5. Place the order with pick slip in Campus Mail. If you have enough items to fill an entire book truck shelf, use a truck. Otherwise, use campus mail bin.
6. Return book truck to processing area



7. Wash/sanitize hands

*Do not sign out the picked materials at your branch. They will be signed out to patrons at Koerner Library

Item Retrievals for Koerner Library

1. Wash/sanitize hands
2. Use book truck (wipe/sanitize handles) to retrieve books on pick list from stacks
3. Go to ILL/DocDel office and retrieve pick slips from blue basket just inside the main door
4. Retrieve materials from Koerner locations and place pick slip inside item
 - a. Place loan materials on top shelf of truck
 - b. Place items for Okanagan on the bottom shelf
 - c. Place items for copying on the middle shelf with pick slip placed on the first page to be scanned
5. Return to ILL/DocDel office (staff workstation/service desk as appropriate) and leave the truck under "Retrieved Items" sign

Receiving Shipped Items from Branches

1. Wash/sanitize hands
2. Go to Campus Mail Receiving Area
3. Amalgamate all items from UBC Library branches, place on truck **and quarantine for 72 hours. Tape quarantine sign on the truck with current date and date quarantine expires.**
4. Leave the truck by the old Reference Desk on floor 2
5. After the quarantine period, move the truck to the outside of the ILL/DocDel office in front of the mail counter.

Campus Mail Procedures

Campus Mail asks that the book trucks and boxes going to Koerner for "Materials pick-up service" to be labelled "Koerner Library Materials Pick-Up."

Return items going to another branch can be labelled "Return to *branch name.*"

They will be delivering on a schedule as follows. Due to the nature of deliveries, the Campus Mail driver's aren't able to be at a place at an exact time so they advised they estimate they will be delivering during the below half hour windows. Library staff must be out of these areas at these times to ensure physical distancing can be maintained.

Monday, Tuesday, Thursday

- 12:30-1pm - Koerner Library Mail Room
- 12:45-1:15pm - IKBLC Mail Room
- 1:00-1:30pm - Woodward Library Basement Mail Room
- 1:15-1:45pm - PARC Warehouse Mail Room/Loading Bay
- 1:20-1:50pm - Education Library Circulation Desk
- 1:55-2:25pm - First Nations Library Circulation Desk
- 2:25-2:55pm - Asian Library Mail Room



2:40-3:10pm - Law Library Circulation Desk

2:50-3:20- Koerner Library Mail Room

The only exception is David Lam which is happening at 10:30-11am because Security's assistance is required and that is when Security escorts Campus Mail in Henry Angus to the main office for mail deliveries. Christina and I have spoken about this and she will connect with the Sauder administrator to ensure this works for them.

Processing Items for Pick-Up

1. Find truck outside of the ILL/DocDel office under the "Items Ready for Pick-Up" sign
2. Bring the truck to the circulation desk
3. Check out materials for patrons
 - a. If there is a patron block due to fines, overdue recall or patron is expired continue to sign out the materials
 - b. Photocopy the pick slip and write the block on the photocopy and place in basket on laptop cart
4. Remove the Pick Slips from items and put aside to place in the ILL paperwork basket on the ILL/DocDel return shelf
5. Desensitize materials
6. Put the due date slip in the item
7. Create a book wrapper with the last, first name of the patron in the empty black box. Write the expiry date under the name (current date plus 14 days). Secure the wrapper to items with an elastic band.
8. Shelf the items by last name on the Koerner Hold shelf, located in the Reserve Room
9. Wipe/disinfect counter surfaces at processing area
10. Return book truck to sorting room (wipe/sanitize handles)
11. Wash/sanitize hands

Item Pick-Up by Patrons at Koerner Library

During the book pick-up procedures, UBC Employees must wear a face mask or face shield and gloves, and stay at least 2-meters apart from patrons at all times.

1. Patrons will line-up outside the entrance to Koerner Library following physical distancing markers.
2. A door will be propped open and a table will be flush against the door.
3. Patrons will approach the table one at a time (as per posted signage).
4. Patrons will leave their UBC Card on the table then step back to the marker. Patrons with accessibility challenges may designate a proxy for pick-up. This must be prearranged in advance of pick-up.
5. UBC Library staff member will visually check the ID, go into the Reserve Room to retrieve the items
6. Place the items and bookmarks in a bag
7. Go back to the front doors and place the bag on the table and step back from the door.
8. Patrons will then approach the table, pick up their items and leave.
9. UBC Library staff member to wipe-down table with disinfecting wipes/solution between each patron.



Emptying Book Drops

1. Wash/sanitize hands
2. Pull book bin with returned books from the drop
3. Replace the bin with an empty one/place items from bin on a truck
4. Place full book bin/book truck in designated area, clearly labeled with the date (complete processing after 72-hour quarantine period)
5. Wash/sanitize hands

Discharging items After Quarantine Period

1. Wash/sanitize hands
2. Retrieve book trucks/bins with returns that have completed quarantine period (sanitize handles), discharge items at processing area (staff workstation/service desk as appropriate)
3. Place books on book truck (wipe/sanitize handles)
4. Re-shelve books in stacks
5. Return book truck to processing area (wipe/sanitize handles)
6. Wipe/disinfect counter surfaces at processing station
7. Wash/sanitize hands

Using Shared Workstations and Spaces

Some branches may require the use of shared workstations due to dedicated hardware and software (i.e. in PARC and ASRA). Before using a shared workstations:

1. Wash/sanitize hands
2. Put on gloves
3. Use spray Germosolve 5 on paper towel (not directly on surface) and wipe down shared surfaces (keyboard, scanning wand, mouse, desensitizer, etc.)
4. Remove gloves and wash/sanitize hands
5. Ensure cleaning solution has dried before using workstation.

Clean the following shared surfaces before using, following the instructions described above. For electrical and electronic devices follow the manufacturers' instructions and only use the recommended cleaning solutions. Take care around paper surfaces.

- book trucks, if shared, (especially handles, *before* loading with books)
- box cutters and scissors
- chairs
- counters, desk tops, tables, and other workstations
- computer keyboards
- desk tops
- dollies/book/box trolleys
- door handles and sections of the door often touched when going in and out of a room, as some doors are a bit difficult to open and close without touching
- paper cutters
- PARC loading carts



- PARC forklift picker
- Scanners
- Photocopiers
- Printers
- shelving (if shared),
- faucet handles
- tape dispensers
- alarm keypads
- Vacuums and vacuum stations (e.g. at PARC)

PARC PPE should not be shared, clearly labeled regarding regular user, and, as always, checked before each use for wear & tear and integrity

For the foreseeable future do not use these other workplace conveniences:

- Departmental Kitchen and lunch areas
- Refrigerators, kettles, Canadian Springs or other bottled water dispensers, coffee makers, microwaves, toasters, toaster ovens, cutlery, cups, dishes, bowls, etc.

Please, for the sake of your safety and others bring your own lunches, bottled water, coffee, and use your own cutlery, plates and bowls.

Frequent hand washing throughout the day.

Wash your hands frequently, particularly if handling in coming or in process materials. Do not give germs a chance. If your workplace has a kitchen sink, you may use the sink as a hand cleaning station, but, be mindful, if you do so, please, clean the sink and surround following the instructions above.

Try not to touch shared surfaces unless you are about to use it for work.

Staffing Plan

Preferred shift length is a minimum of 4 hours. In most cases, there will be only one employee on site at a time. In areas where there will be more than one employee on site, strict physical distancing guidelines will be in place and face masks/shields will be provided.

Please see our [Staffing Plan](#) table.

Public Communication

How to use Get it

- In the [UBC Library Catalogue](#), find the record of the item you need
- From the blue Actions bar on the right hand side choose **Get it**
- Sign in using your CWL (Campus Wide Login). You can make changes or add notes as needed
- Choose Koerner Library or Okanagan
- Submit your request



- For assistance, including proxy requests, email lib-contacts@ubc.ca

Requests are processed and made available for pick up

Items will be available for pickup within 7 business days of placing order.

Library staff will sign out books on the user's account and the material will be available for pick up at Koerner Library entrance, 1958 Main Mall, UBC Vancouver campus, Monday-Thursday, 11:00am-2:00pm.

- Materials will be signed out to the patron and an email will be sent confirming materials are available for pick up.
- Materials will be held for you for 2 weeks.
- Patron will provide valid UBC library card or proof of proxy designation when picking up material
- All materials will be due back on September 14, 2020.
- Course reserves are not available at this time.
- Non-circulating materials are not available at this time.
- Ability to recall materials is not possible during this time.

Safety procedures will be strictly observed throughout these processes – see detail below.

Pick up procedures. Please follow directional signage closely upon arrival to pick up materials. (All of the steps laid out below will be posted on Koerner front doors as well as at the table)

1. Library buildings will not be open to library users.
2. Books will be retrieved, and pre-signed out to the library user who placed the request.
3. If you require someone else to pick up materials for you please see this FAQ (LINK)
4. Books will be available for pick up within the specified pick-up hours only.
5. Physical distancing markers will be placed outside Koerner to ensure patrons line up 2-metres apart.
6. A table will be situated at the front entrance of Koerner Library, just at the door.
7. Library staff will be monitoring the table from inside the Library.
8. If a patron is in front of you in line, wait until they have left and the library staff have sterilized the table before approaching.
9. Place your UBC ID on the table and step back from the table.
10. Library staff will approach the table, verify the ID without touching the card, retrieve the corresponding bag of pre-signed-out items, and place it on the table.
11. Library staff will step back so that you can come forward to retrieve your ID and library items.
12. Library staff will wipe down the table with the appropriate cleaning supplies, and then step away so that the next patron can approach the table.

Appendix B: Floor Plans



LEGEND

Staff Cubicles

Book Stacks

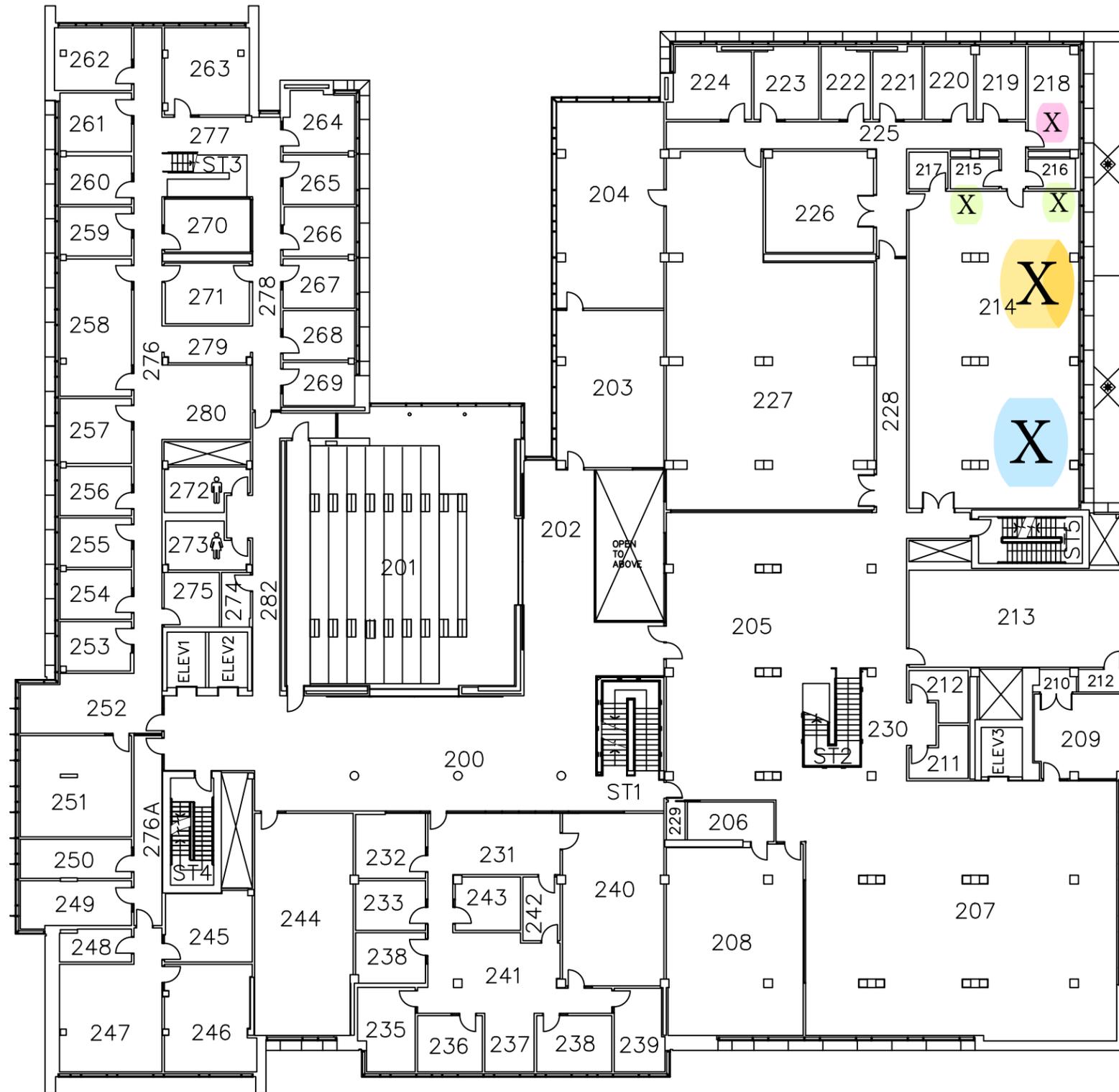
Shared Work Station

Designated Washroom

Designated Hand Washing Station

NOTES

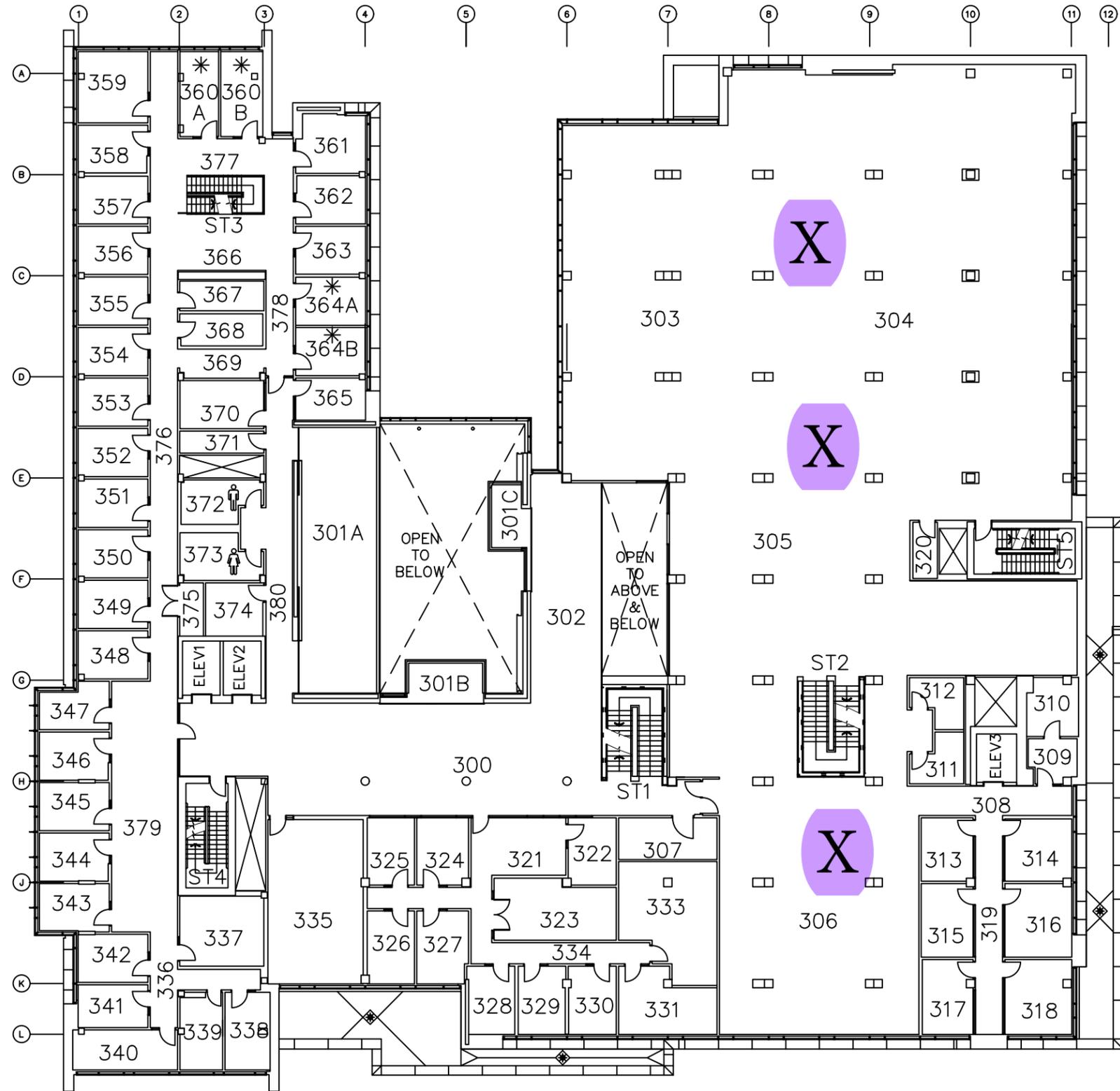
There will only be (1) employee working per shift, at any given time. Marked by X. Pre-Covid density was 11 employees.



FLOOR	SECOND	SCALE	1: 300
CONSTRUCTION DATE	2011	DRAWN BY	KAC
KEYPLAN DATE	02 SEP 11	PAGE	3 OF 7

* DENOTES LAST REVISION

No.	DATE	PROJ. No.	REFERENCE	BY
01	24 FEB 14	NEW DR	AS PER R. ROBINSON	PL
-	-	-	-	-
-	-	-	-	-



COPYRIGHT (C) THE UNIVERSITY OF BRITISH COLUMBIA 2014 KEYPLAN BY INFRASTRUCTURE DEVELOPMENT

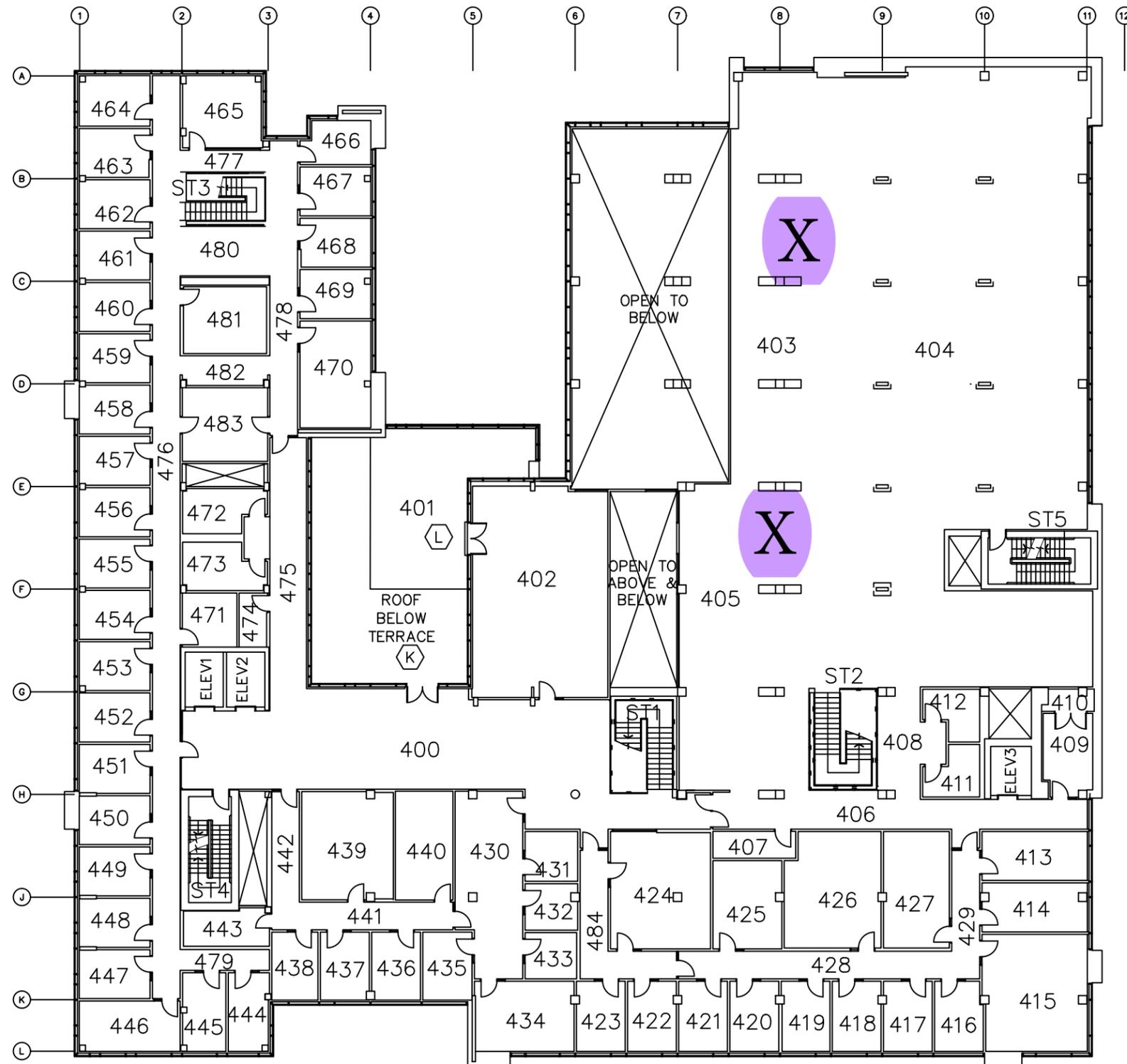


THE UNIVERSITY OF BRITISH COLUMBIA
ALLARD HALL
1822 EAST MALL, V6T 1Z1

* DENOTES LAST REVISION

FLOOR	SCALE	No.	DATE	PROJ. No.	REFERENCE	BY
THIRD	1: 300	01	24 FEB 14	NEW DR	AS PER R. ROBINSON	PL
CONSTRUCTION DATE	DRAWN BY	02	10 SEPT 18	SR145702	RM # APPROVED IFT	PL
2011	KAC	-	-	-	-	-
KEYPLAN DATE	PAGE	-	-	-	-	-
02 SEP 11	4 OF 7	-	-	-	-	-

R:\KEYPLANS\482\482-A3.dwg\PUYALI



COPYRIGHT (C) THE UNIVERSITY OF BRITISH COLUMBIA 2014 KEYPLAN BY INFRASTRUCTURE DEVELOPMENT



THE UNIVERSITY OF BRITISH COLUMBIA
ALLARD HALL
1822 EAST MALL, V6T 1Z1

* DENOTES LAST REVISION

FLOOR	SCALE	No.	DATE	PROJ. No.	REFERENCE	BY
FOURTH	1: 300	01	08 AUG 12	-	EXT. DOOR NUM	PL
CONSTRUCTION DATE	DRAWN BY	02	08 JAN 14	RM #	AS PER S. TSENG	PL
KEYPLAN DATE	PAGE	-	-	-	-	-
2011	5 OF 7					
02 SEP 11						

R:\KEYPLANS\482\482-A4.dwg\ELARA

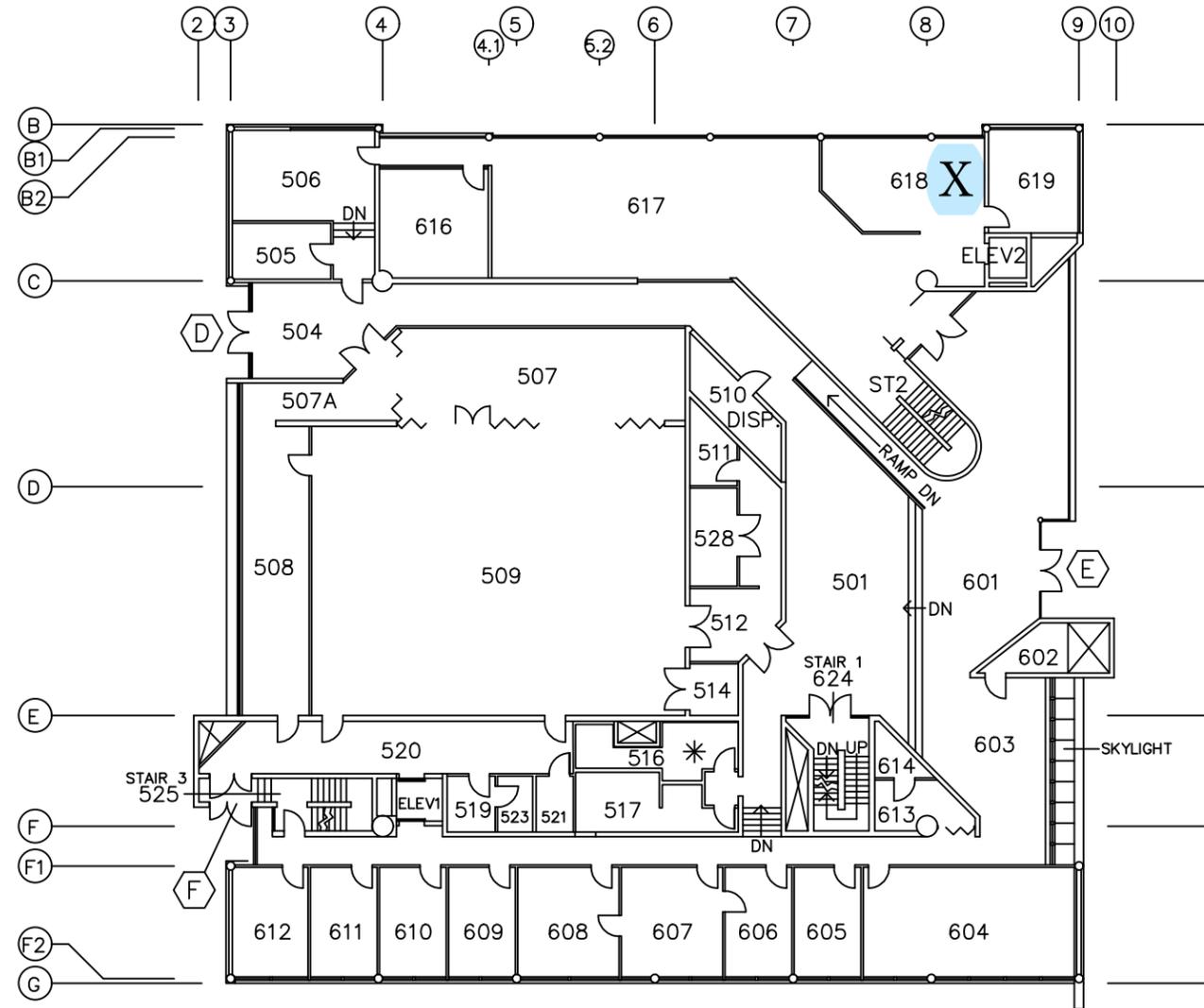


LEGEND

- Staff Cubicles
- Book Stacks
- Shared Work Station
- Designated Washroom
- Designated Hand Washing Station

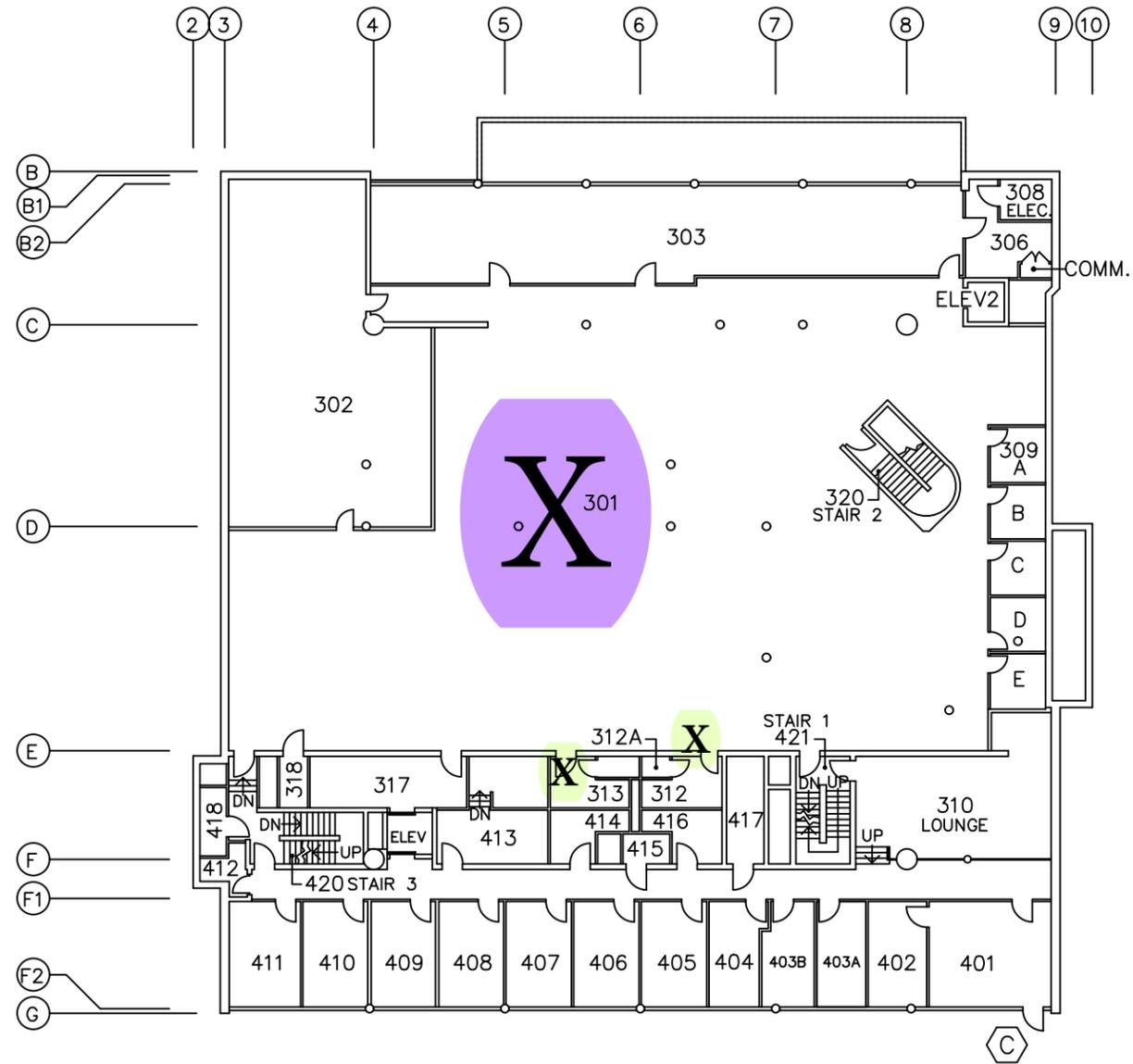
NOTES

There will only be (1) employee working per shift, at any given time; Marked by X. Pre-Covid density was 9 employees.



*** DENOTES LAST REVISION**

No.	DATE	PROJ. No.	REFERENCE	BY
07	27 SEP 19	SR107499	IFC	PL
05	27 AUG 07	-	RE-NUMBERED	JEL
06	06 NOV 12	-	STANDARDIZED	RO



FLOOR	INTERMEDIATE
CONSTRUCTION DATE	1975
KEYPLAN DATE	30 DEC 92

SCALE	1:300
DRAWN BY	AI
PAGE	3 OF 6

* DENOTES LAST REVISION

No.	DATE	PROJ. No.	REFERENCE
03	27 AUG 07	-	RE-NUMBERED
05	06 NOV 12	-	STANDARDIZED
04	29 AUG 12	CR136864	048-08-112

BY	JEL
RO	RO
PL	PL



LEGEND

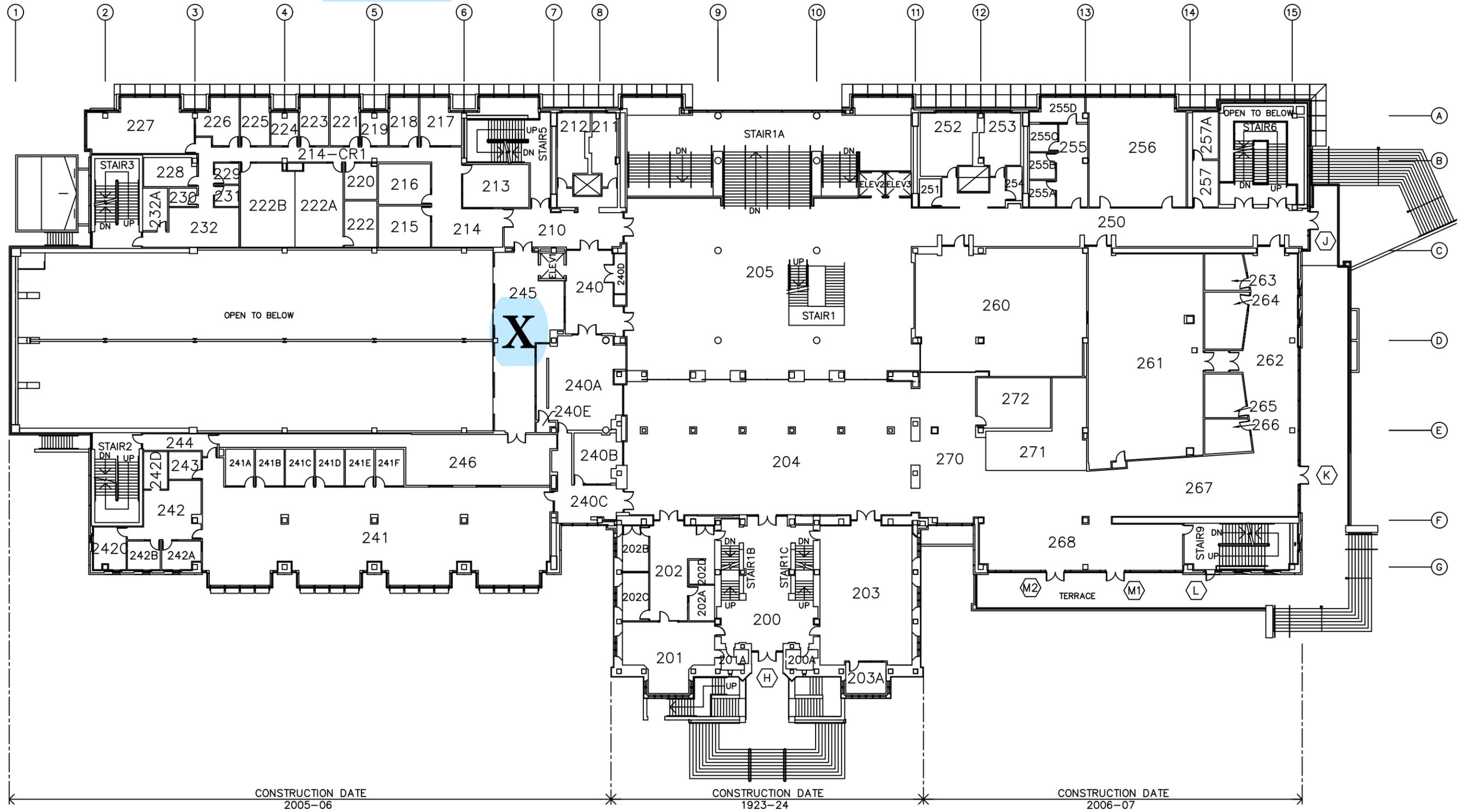
Staff Cubicles

Book Stacks

Shared Work Stations

NOTES

There will only be (1) employee working per shift, at any given time; Marked by X. Pre-Covid density was 2 employees.



COPYRIGHT (C) THE UNIVERSITY OF BRITISH COLUMBIA 2014 KEYPLAN BY INFRASTRUCTURE DEVELOPMENT



THE UNIVERSITY OF BRITISH COLUMBIA
IRVING K. BARBER LEARNING CENTRE
1956 MAIN MALL, V6T 1Z1

FLOOR	STACK LEVEL 2
CONSTRUCTION DATE	AS SHOWN
KEYPLAN DATE	07 MAR 95

SCALE	1:400
DRAWN BY	MET
PAGE	3 OF 6

* DENOTES LAST REVISION

No.	DATE	PROJ. No.	REFERENCE	BY
09	03 DEC 13	CR147180	DWG A200	PL
08	08 JUL 13	-	EXT. DR. NUMBER	PL
10	19 DEC 13	CR143736	516-06-533	PL

R:\KEYPLANS\516\516-A2.dwg\ELARA

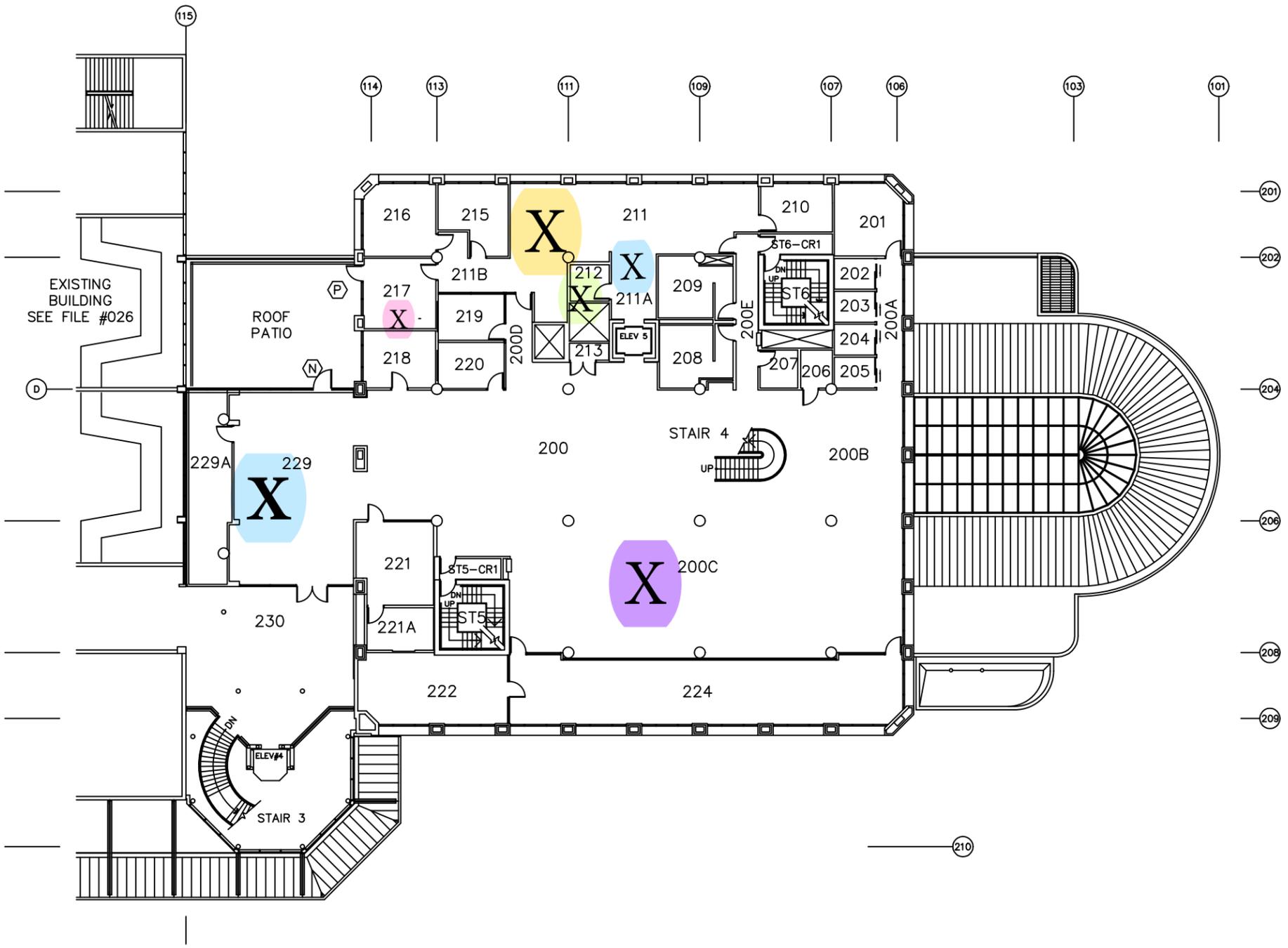


LEGEND

- Staff Cubicles
- Book Stacks
- Shared Work Station
- Designated Washroom
- Designated Hand Washing Station

NOTES

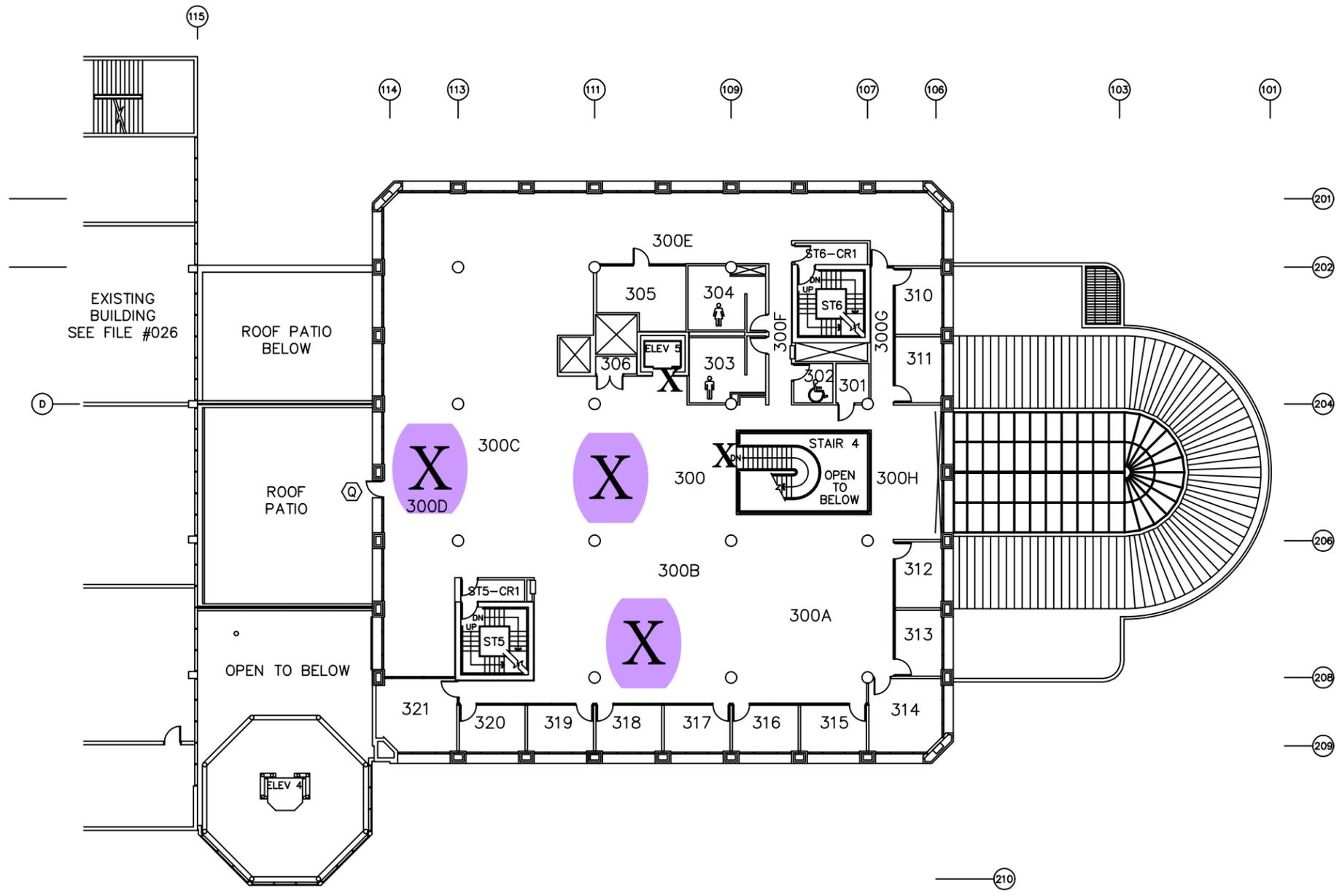
There will only be (1) employee working per shift, at any given time. Marked by X.
Pre-Covid density was 9 employees.



FLOOR	SECOND	SCALE	1:300
CONSTRUCTION DATE	1991	DRAWN BY	FJM
KEYPLAN DATE	06 JUN 91	PAGE	3 OF 7

* DENOTES LAST REVISION

No.	DATE	PROJ. No.	REFERENCE	BY
03	15 JUN 12	EXT. DOOR	AS PER HEIDI H.	PL
02	10 MAY 12	SAU2	023-06-350	PL
04	30 JAN 14	RM #	AS PER S. TSENG	PL



COPYRIGHT (C) THE UNIVERSITY OF BRITISH COLUMBIA 2002 KEYPLAN BY INFRASTRUCTURE DEVELOPMENT



THE UNIVERSITY OF BRITISH COLUMBIA
DAVID LAM MANAGEMENT RESEARCH CENTRE
 2033 MAIN MALL, V6T 1Z2

FLOOR: THIRD
 CONSTRUCTION DATE: 1991
 KEYPLAN DATE: 08 JUN 91

SCALE: 1:300
 DRAWN BY: FJM
 PAGE: 4 OF 7

* DENOTES LAST REVISION

No.	DATE	PROJ. No.	REFERENCE
10	10 MAY 12	SAU 2	023-06-352
02	15 JUN 12	EXT DR.	AS PER HEIDI H.
04	30 JAN 14	RM #	AS PER S. TSENG

BY: PL
 BY: PL
 BY: PL

R:\KEYPLANS\490\490-A3.DWG\ELARA

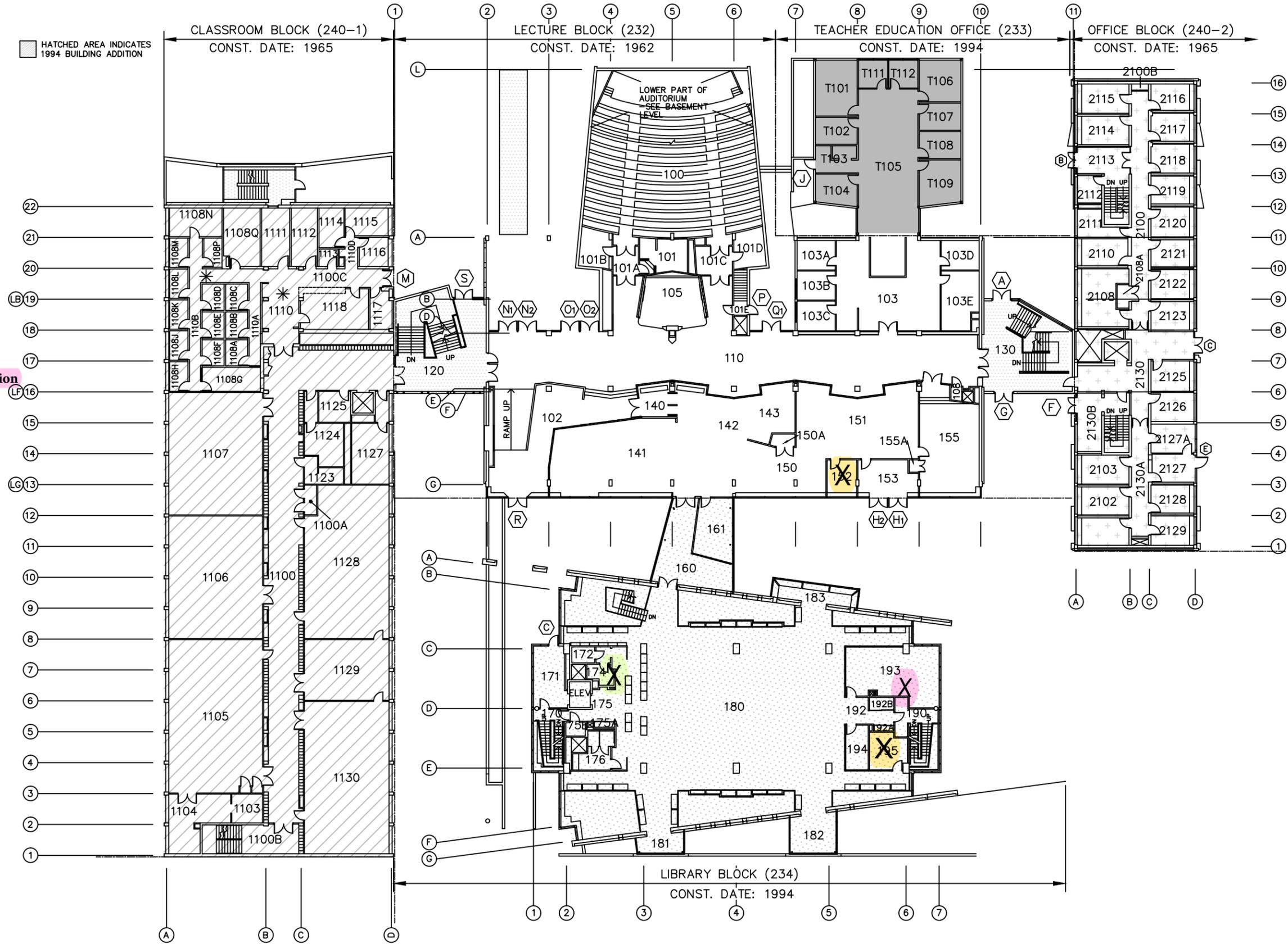


LEGEND

- Staff Cubicles
- Book Stacks
- Shared Work Station
- Designated Washrooms
- Designated Hand Washing Station

NOTES

There will only be (1) employee working per shift at any given time. Marked by X. Pre-Covid density was 6 employees.



232
233
234
240-1
240-2

COPYRIGHT (C) THE UNIVERSITY OF BRITISH COLUMBIA 2019 KEYPLAN BY INFRASTRUCTURE DEVELOPMENT

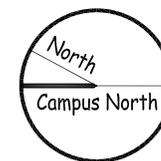


THE UNIVERSITY OF BRITISH COLUMBIA
NEVILLE SCARFE BUILDING
 2125 MAIN MALL, V6T 1Z4

FLOOR		SCALE		No.		DATE		PROJ. No.		REFERENCE		BY	
GROUND		1: 400		09		31 OCT 19		SR#178963		RM# SUBMISSION		PL	
CONSTRUCTION DATE		DRAWN BY		08		02 MAY 18		BOW0030665		OFFICE BLK 1108A		PL	
KEYPLAN DATE		PAGE		07		15 JUN 16		-		COMBINE BLDG.		PL	
15 JUN 16		3 OF 10											

* DENOTES LAST REVISION

S:\FIS\CAD\KEYPLANS\232 (all Scarfe Bldgs)\232-A1.dwg \PUIYALI



LECTURE BLOCK
BLDG. 232
SEE 232-A0.DWG

RAMP UP

71B

A

B

C

D

E

F

G

1

2

3

4

5

6

7

71

71A

70A

70

74

74A

ELEV.

75

75A

75B

76

80

X

92

92A

93

91

90

UP

A

B

* DENOTES LAST REVISION

No. DATE PROJ. No. DWG. No. BY

No.	DATE	PROJ. No.	DWG. No.	BY

COPYRIGHT © THE UNIVERSITY OF BRITISH COLUMBIA 1994
KEYPLAN BY CAMPUS & COMMUNITY PLANNING

PAGE 1 OF 5



BUILDING

NEVILLE SCARFE BUILDING – LIBRARY

ADDRESS 2125 Main Mall, V6T 1Z4

CONSTRUCTION DATE 1994

FLOOR LOWER

SCALE 1:300

KEYPLAN DATE 08 JUN 94

DRAWN AI

VEC

\\KEYPLANS\SCARFE\234-A0.DWG



LEGEND

Staff Cubicles

Book Stacks

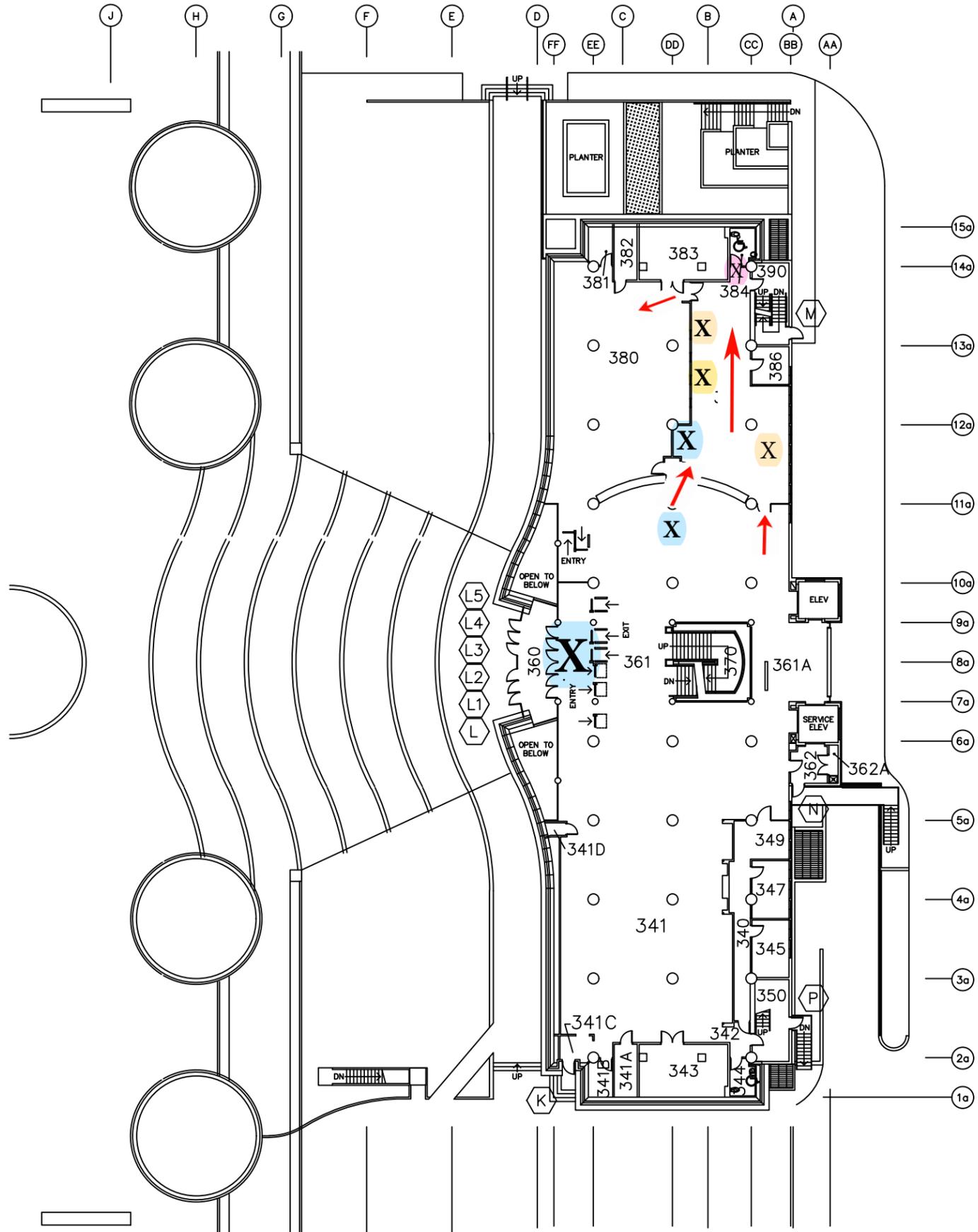
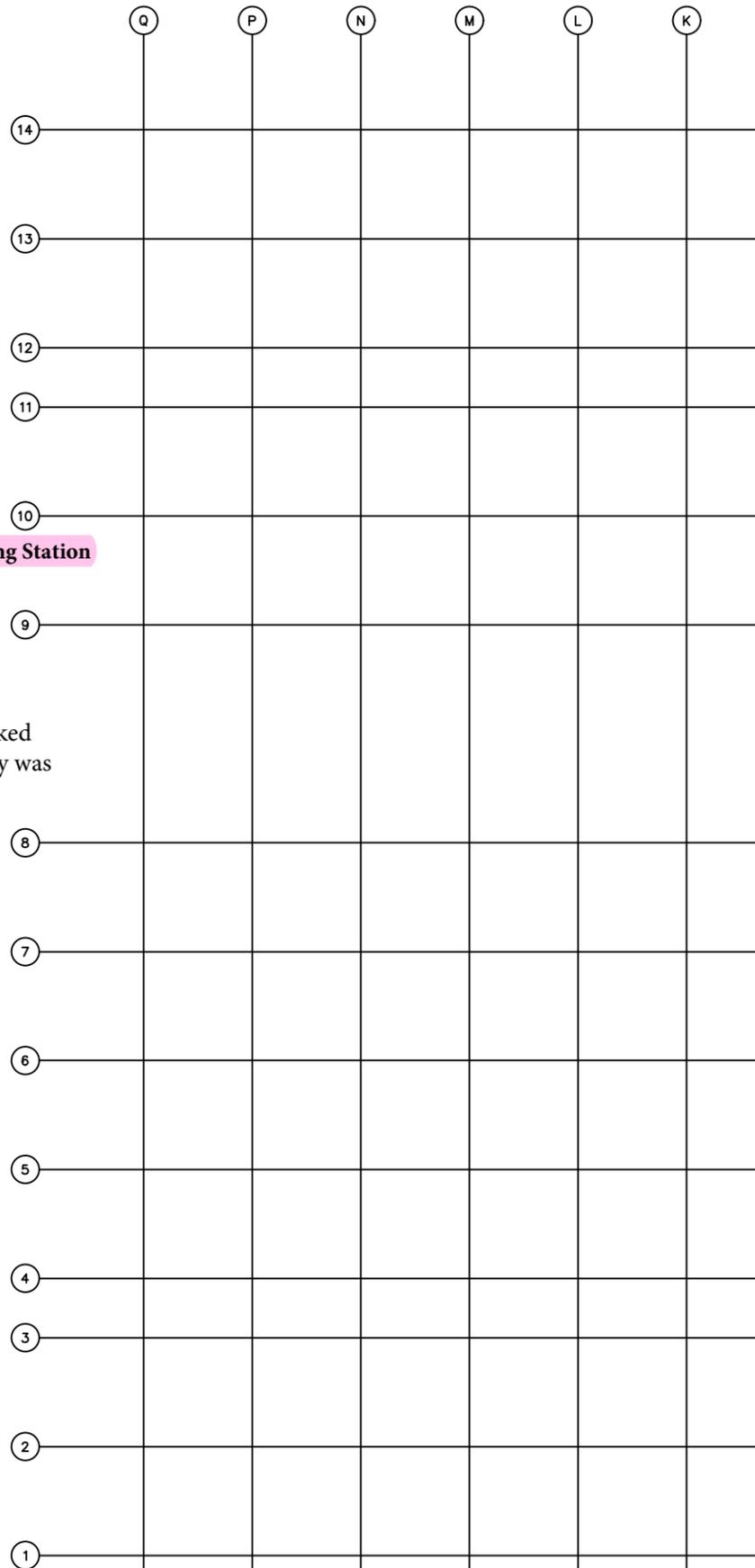
Shared Work Station

Designated Washroom

Designated Hand Washing Station

NOTES:

There will be (4) staff working per shift. Marked by X. Pre-Covid density was 18.



COPYRIGHT (C) THE UNIVERSITY OF BRITISH COLUMBIA 2007 KEYPLAN BY INFRASTRUCTURE DEVELOPMENT



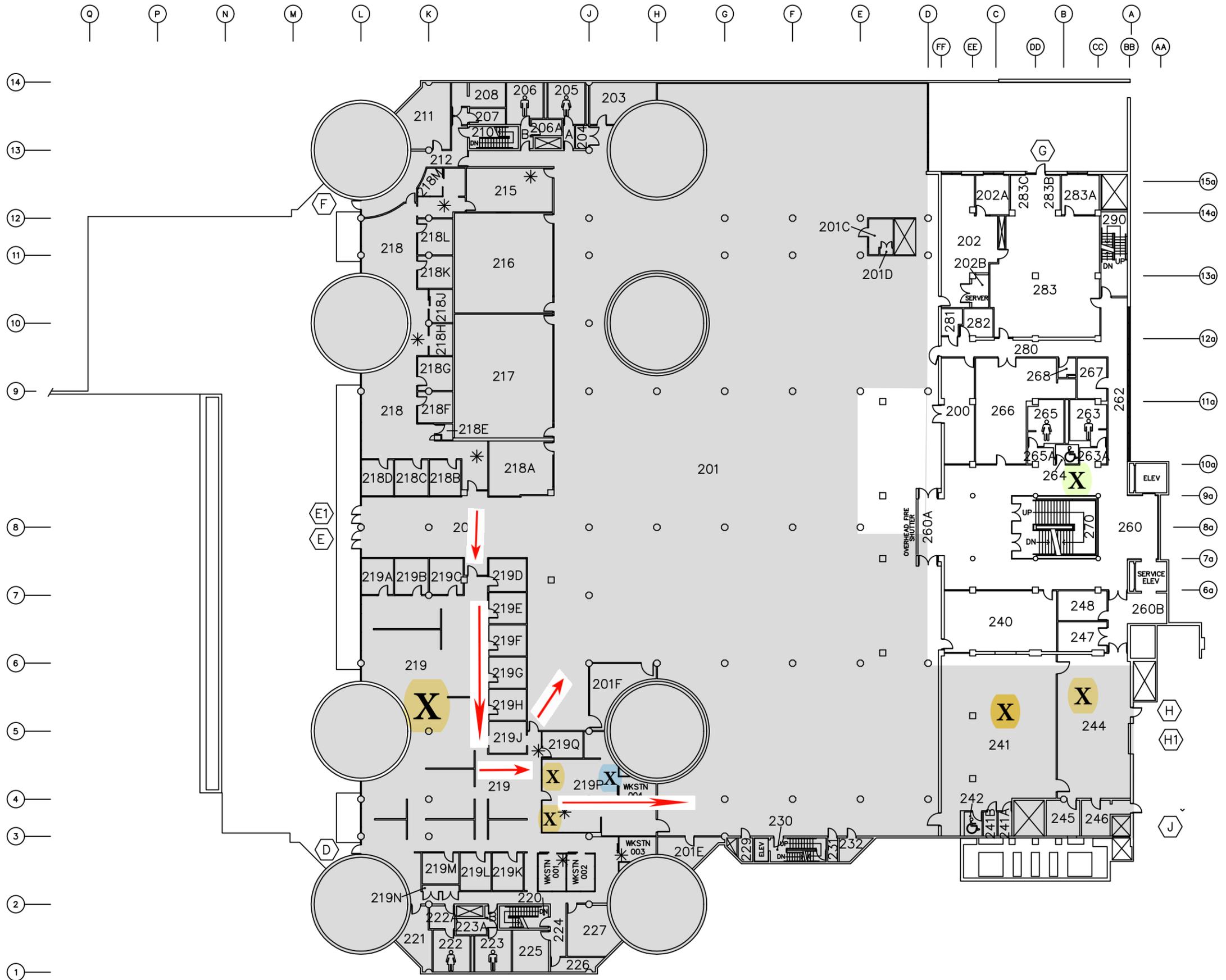
THE UNIVERSITY OF BRITISH COLUMBIA
WALTER C. KOERNER LIBRARY
 1958 MAIN MALL, V6T 1Z2

FLOOR	LEVEL 3	SCALE	1: 400
CONSTRUCTION DATE	1993, 1996	DRAWN BY	FJM
KEYPLAN DATE	01 MAY 96	PAGE	4 OF 6

* DENOTES LAST REVISION

No.	DATE	PROJ. No.	REFERENCE
01	22 AUG 06	02-35813	515-1-06-224
02	24 APR 12	C76803	515-1-06-246

R:\KEYPLANS\515\515-A3.dwg\ELARA



5a
4a
3a
2a
1a

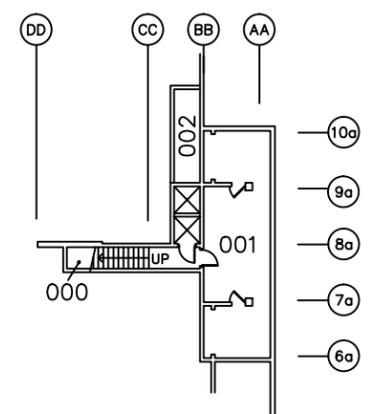
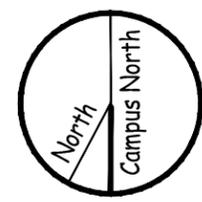
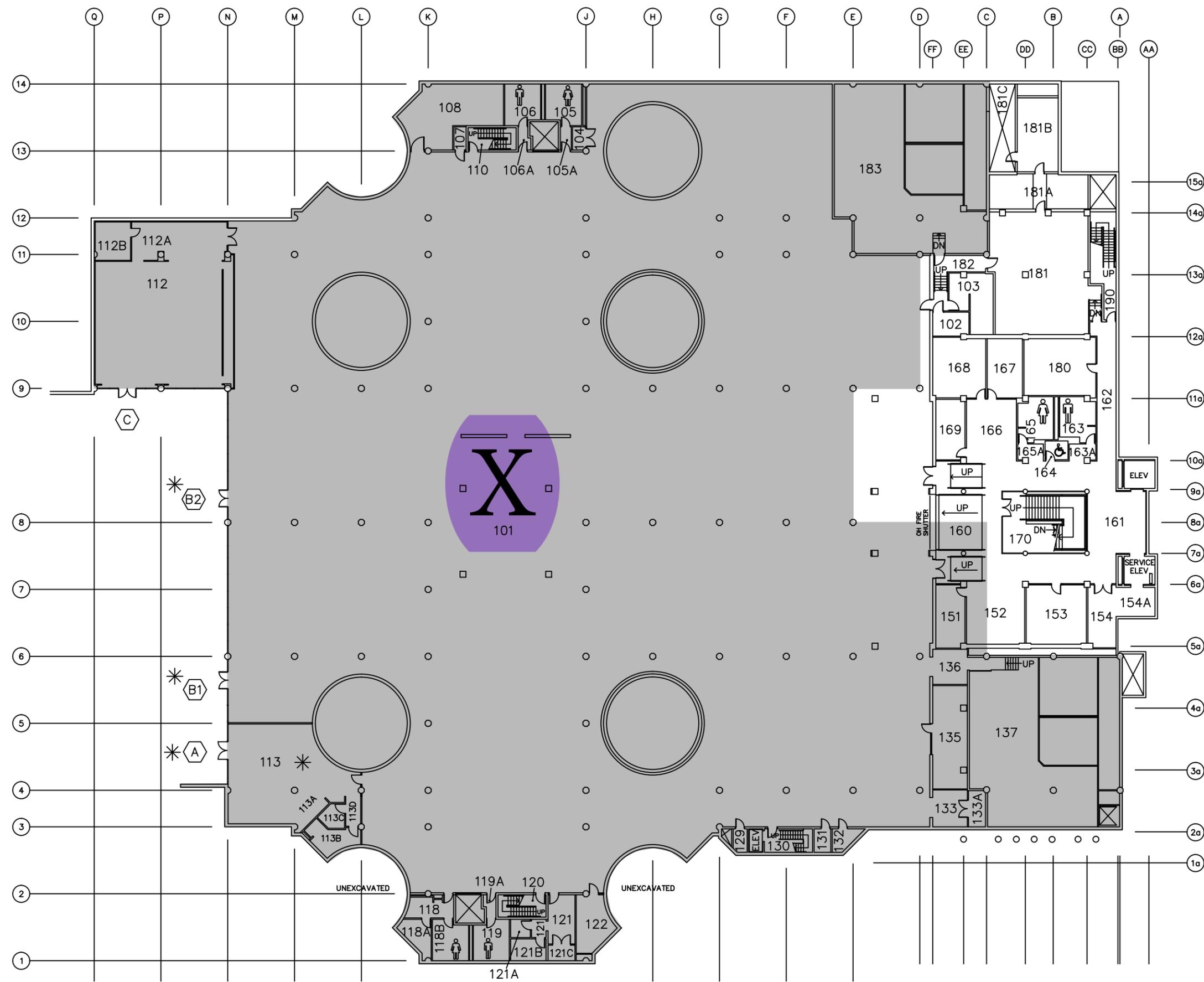
HATCHED AREA
SEDGEWICK LIBRARY

COPYRIGHT (C) THE UNIVERSITY OF BRITISH COLUMBIA 2007 KEYPLAN BY INFRASTRUCTURE DEVELOPMENT

FLOOR		SCALE	No.	DATE	PROJ. No.	REFERENCE	BY
LEVEL 2		1: 400	06	25 FEB 15	-	AS PER D. MURPHY	PL
CONSTRUCTION DATE		DRAWN BY	05	31 JAN 11	BPO9051	551-06-104	HGH
KEYPLAN DATE		PAGE	07	04 MAR 19	RM218/219	APPROVED RM #	PL
AS SHOWN		3 of 6					
01 MAY 96							

* DENOTES LAST REVISION

R:\keyplans\515\515-A2.dwg\PUYALI



ELEV. MACH. ROOM LEVEL



HATCHED AREA
SEDGEWICK LIBRARY

* DENOTES LAST REVISION

No.	DATE	PROJ. No.	DWG. No.	BY
06	24 MAY 11		NEW Rm IDENT	RO
05	7 DEC 10	SEDGEWICK	CONST DATE	HGH
07	20 JAN 14	RENO	515-1-06-269	PL

CONSTRUCTION DATE	* 1970 / 1993, 1996
KEYPLAN DATE	01 MAY 96
DRAWN	FJM
VEC	VEC



BUILDING

SEDGEWICK LIBRARY/WALTER C KOERNER LIBRARY

ADDRESS 1958 Main Mall, V6T 1Z2

FLOOR LEVEL 100

SCALE 1:400

\\KEYPLANS\515\515-A1.DWG



LEGEND

Staff Cubicles

Designated Washroom

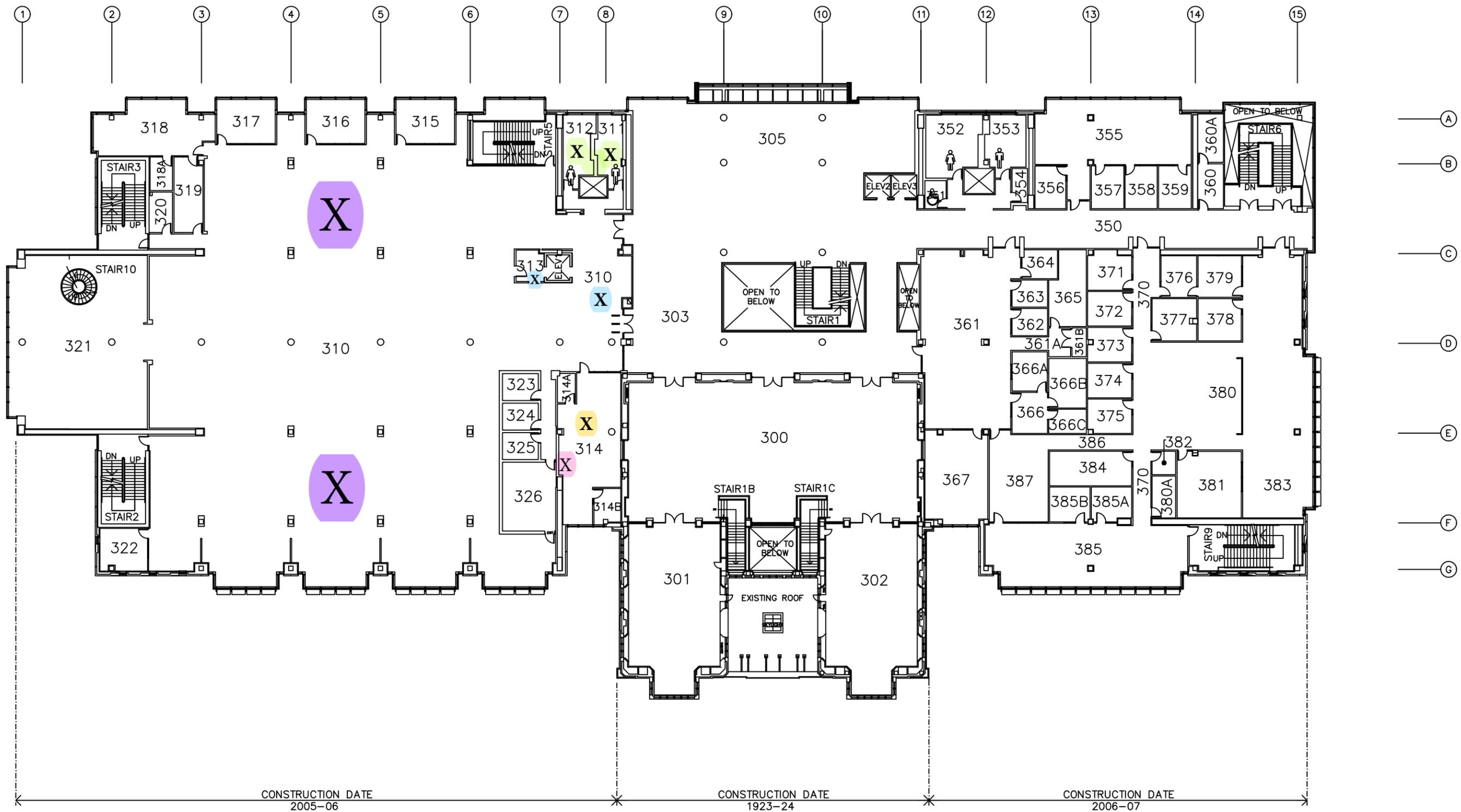
Book Stacks

Designated Hand Washing Station

Shared Work Station

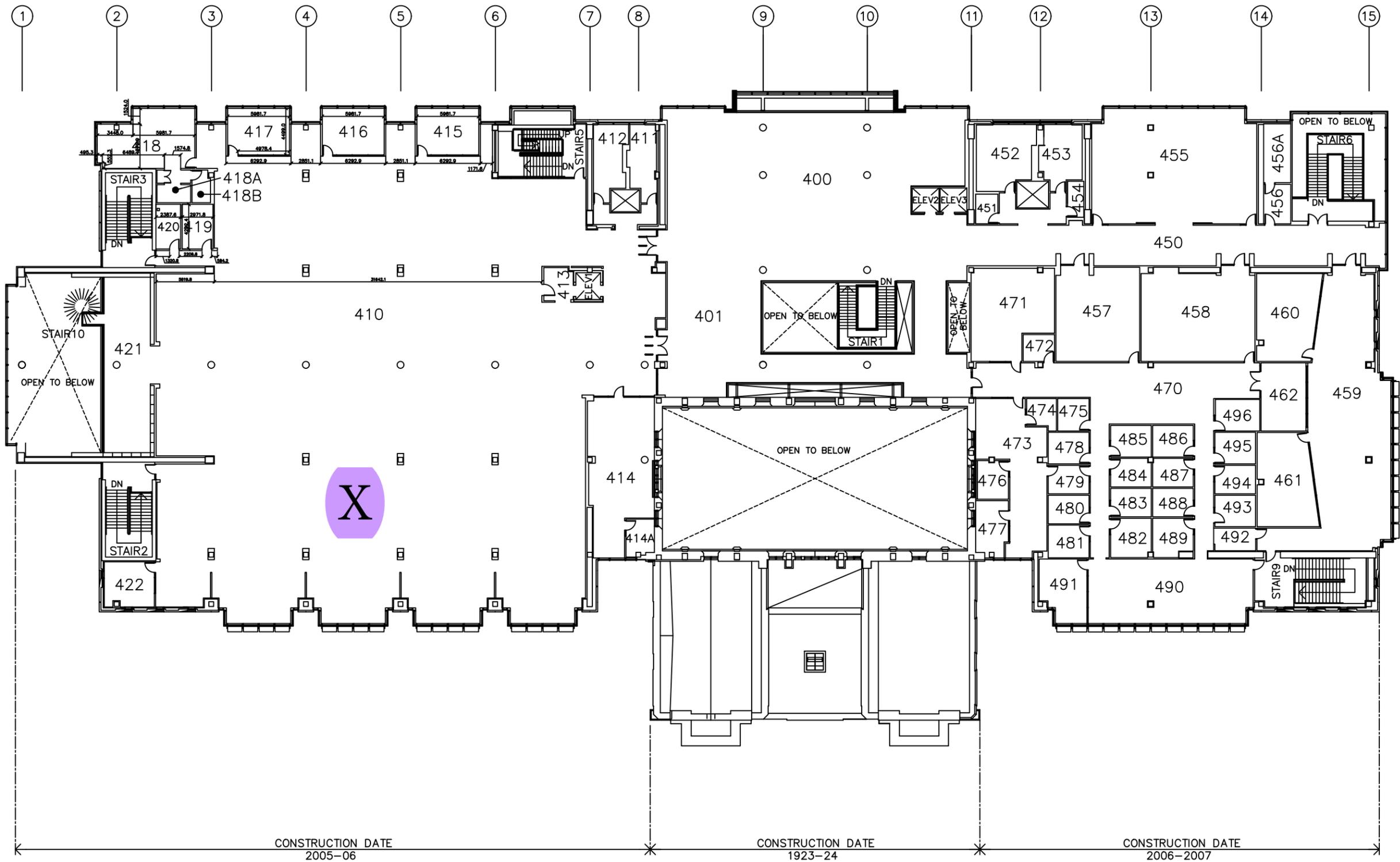
NOTES

There will only be (1) employee working per shift, at any given time. Marked by X. Pre-Covid density was 8 employees.



* DENOTES LAST REVISION

FLOOR	SCALE	No.	DATE	PROJ. No.	REFERENCE	BY
STACK LEVEL 3	1:400	12	03 DEC 13	CR147150	DWG. A100	PL
CONSTRUCTION DATE AS SHOWN	MET	11	08 JUL 13	-	ASSIGNING STR #	PL
KEYPLAN DATE 07 MAR 95	PAGE 4 OF 6	10	09 DEC 08	-	STR #	HGW



COPYRIGHT (C) THE UNIVERSITY OF BRITISH COLUMBIA 2013 KEYPLAN BY INFRASTRUCTURE DEVELOPMENT



THE UNIVERSITY OF BRITISH COLUMBIA
IRVING K. BARBER LEARNING CENTRE
 1956 MAIN MALL, V6T 1Z1

* DENOTES LAST REVISION

FLOOR	SCALE	No.	DATE	PROJ. No.	REFERENCE	BY
STACK LEVEL 4	1:400	06	09 APR 13	C79532	516-06-505	PL
CONSTRUCTION DATE AS SHOWN	DRAWN BY MET	05	09 DEC 08	-	STR #	HGW
KEYPLAN DATE 07 MAR 95	PAGE 5 OF 6	04	12 MAR 08	-	516-06-426	DB

R:\KEYPLANS\516\516-A4.dwg\ELARA



LEGEND

Staff Cubicles

Book Stacks

Shared Work Station

Designated Washroom

Designated Hand Washing Station

NOTES

There will only be (2) employee working per shift, at any given time. Marked by X. Pre-Covid density was 8 employees.



COPYRIGHT (C) THE UNIVERSITY OF BRITISH COLUMBIA 2014 KEYPLAN BY INFRASTRUCTURE DEVELOPMENT

* DENOTES LAST REVISION



THE UNIVERSITY OF BRITISH COLUMBIA
LIBRARY PARC
6049 NURSERIES ROAD, V6T 1W5

FLOOR: GROUND
CONSTRUCTION DATE: 2014
KEYPLAN DATE: 22 JUL 14

SCALE: 1:300
DRAWN BY: EL
PAGE: 1 OF 3

No.	DATE	PROJ. No.	REFERENCE	BY
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-

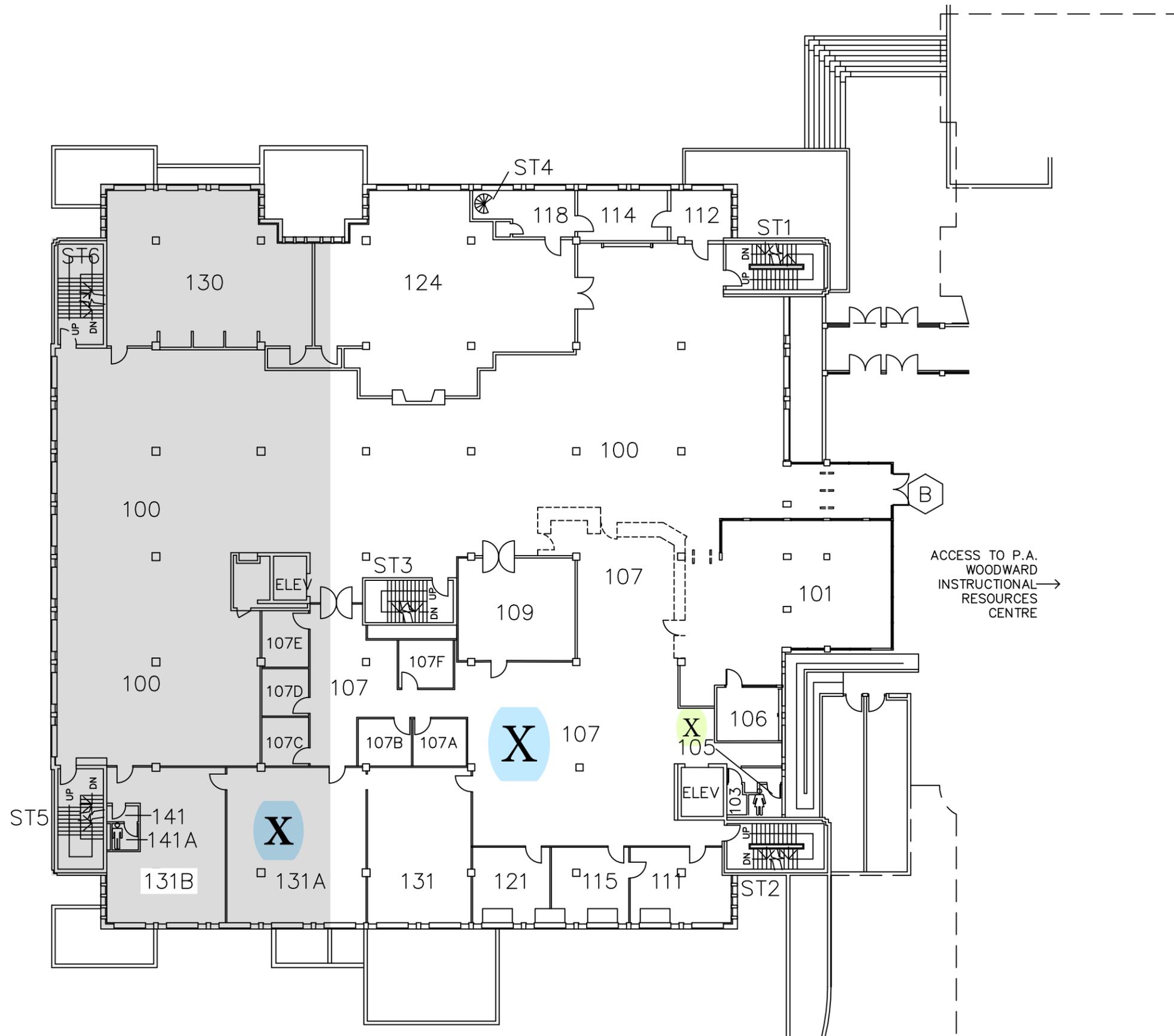


LEGEND

- Staff Cubicles
- Book Stacks
- Shared Work Stations
- Designated Staff Washroom
- Designated Hand Washing Station

NOTES

There will only be (1) employee working per shift at any given time; Marked by X.
Pre-Covid density was 20.

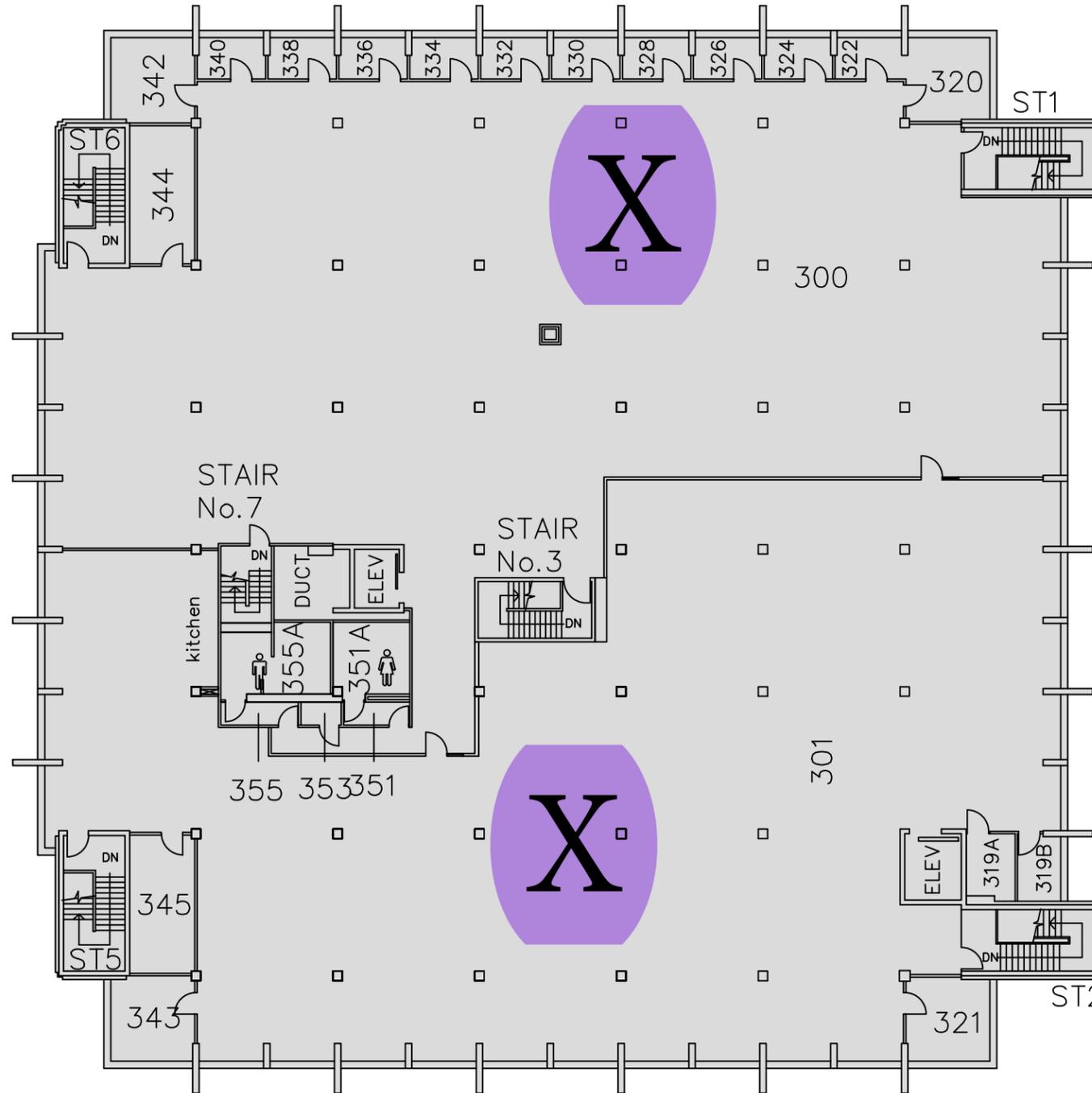


FLOOR	SCALE	No.	DATE	PROJ. No.	REFERENCE	BY
MAIN	1: 250	06	03 APR 14	-	ADD EXTR DR ID	PL
CONSTRUCTION DATE	DRAWN BY	05	01 NOV 12	-	STANDARDIZED	RO
1964, 1970	MET	04	19 JAN 09	-	BLDG NAME	JEL
KEYPLAN DATE	PAGE					
12 NOV 92	2 OF 5					



← ABOVE THIS FLOOR CONSTRUCTION DATE 1970 →
536-1

536
536-1



COPYRIGHT (C) THE UNIVERSITY OF BRITISH COLUMBIA 2013 KEYPLAN BY INFRASTRUCTURE DEVELOPMENT



THE UNIVERSITY OF BRITISH COLUMBIA
WOODWARD BIO-MEDICAL LIBRARY
2198 HEALTH SCIENCES MALL, V6T 1Z3

FLOOR		SCALE	* DENOTES LAST REVISION			BY
THIRD	1: 250	No. 09	DATE 01 NOV 12	PROJ. No. -	REFERENCE STANDARDIZED	RO
CONSTRUCTION DATE 1964, 1970	DRAWN BY MET	08	DATE 8 MAR 10	PROJ. No. -	REFERENCE 536-06-103	JEL
KEYPLAN DATE 12 NOV 92	PAGE 4 OF 5	07	DATE 4 NOV 09	PROJ. No. -	REFERENCE RON ALLEN	JEL

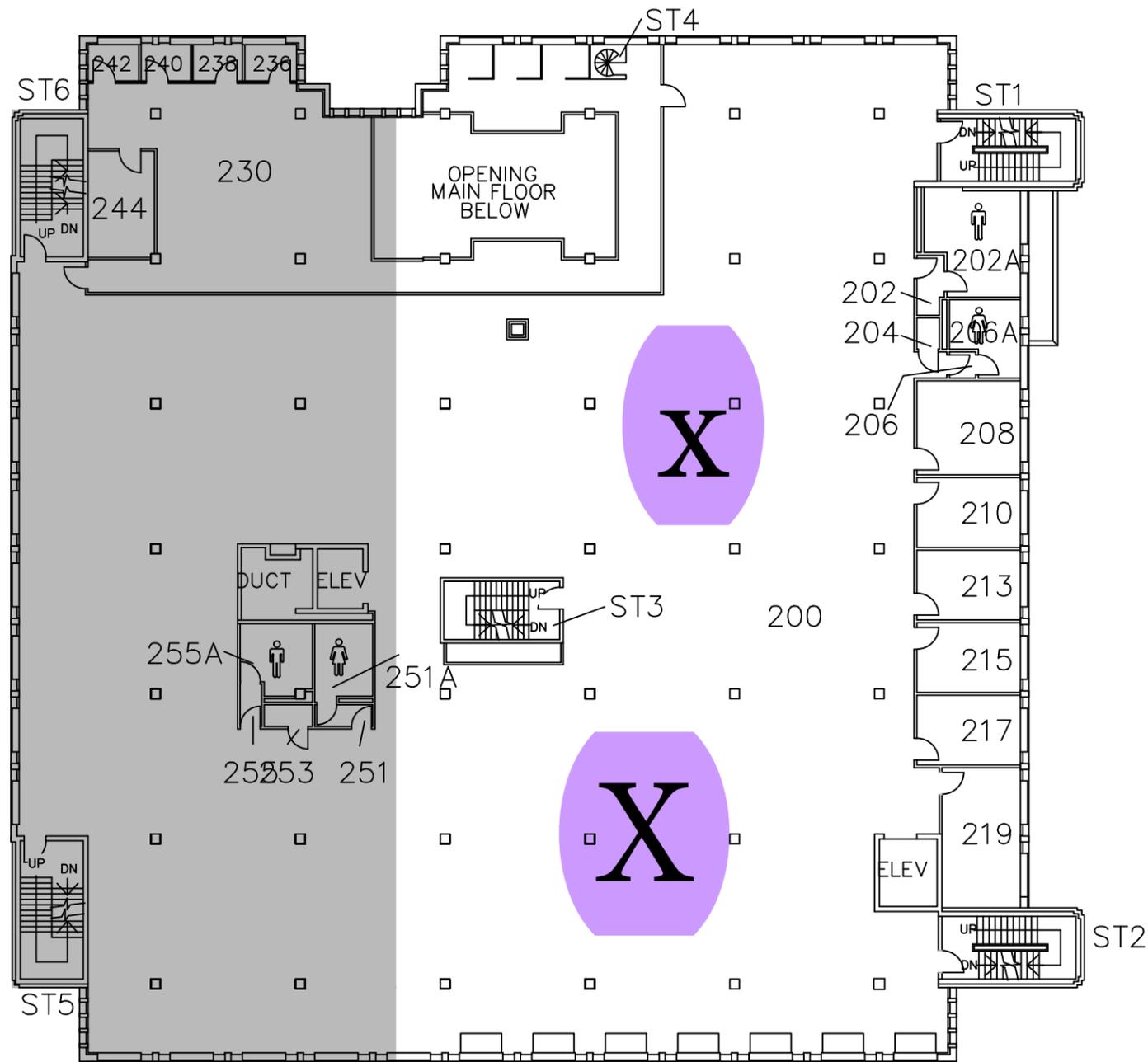
S:\FIS\CAD\KEYPLANS\536\536-A3.dwg\PUYALI



CONSTRUCTION DATE 1970
536-1

CONSTRUCTION DATE 1964
536

536
536-1



COPYRIGHT (C) THE UNIVERSITY OF BRITISH COLUMBIA 2020 KEYPLAN BY INFRASTRUCTURE DEVELOPMENT



THE UNIVERSITY OF BRITISH COLUMBIA
WOODWARD BIO-MEDICAL LIBRARY
2198 HEALTH SCIENCES MALL, V6T 1Z3

FLOOR SECOND
CONSTRUCTION DATE 1964, 1970
KEYPLAN DATE 12 NOV 92

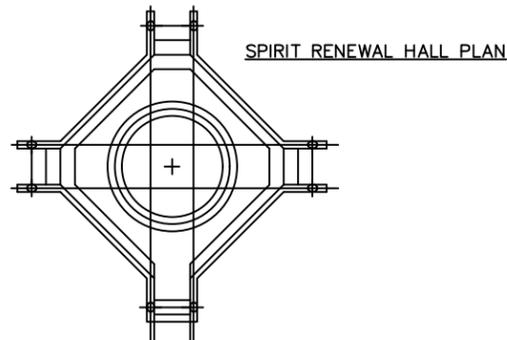
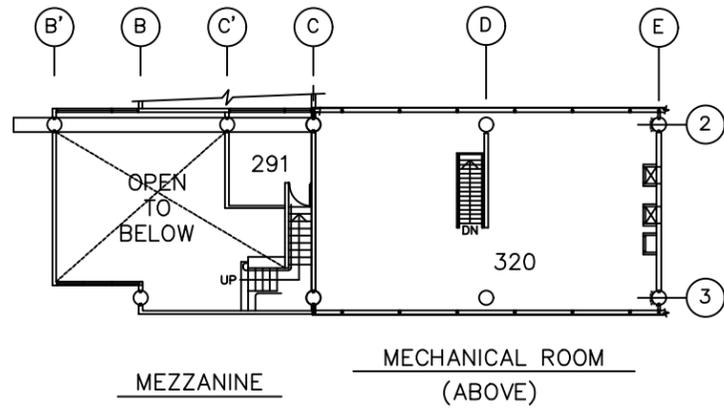
SCALE 1: 250
DRAWN BY MET
PAGE 3 OF 5

* DENOTES LAST REVISION

No.	DATE	PROJ. No.	REFERENCE
03	01 NOV 12	-	STANDARDIZED
02	19 JAN 09	-	BLDG. NAME
01	29 JAN 09	-	-

S:\FIS\CAD\KEYPLANS\536\536-A2.dwg\PUYALI

BY RO
JEL
AI

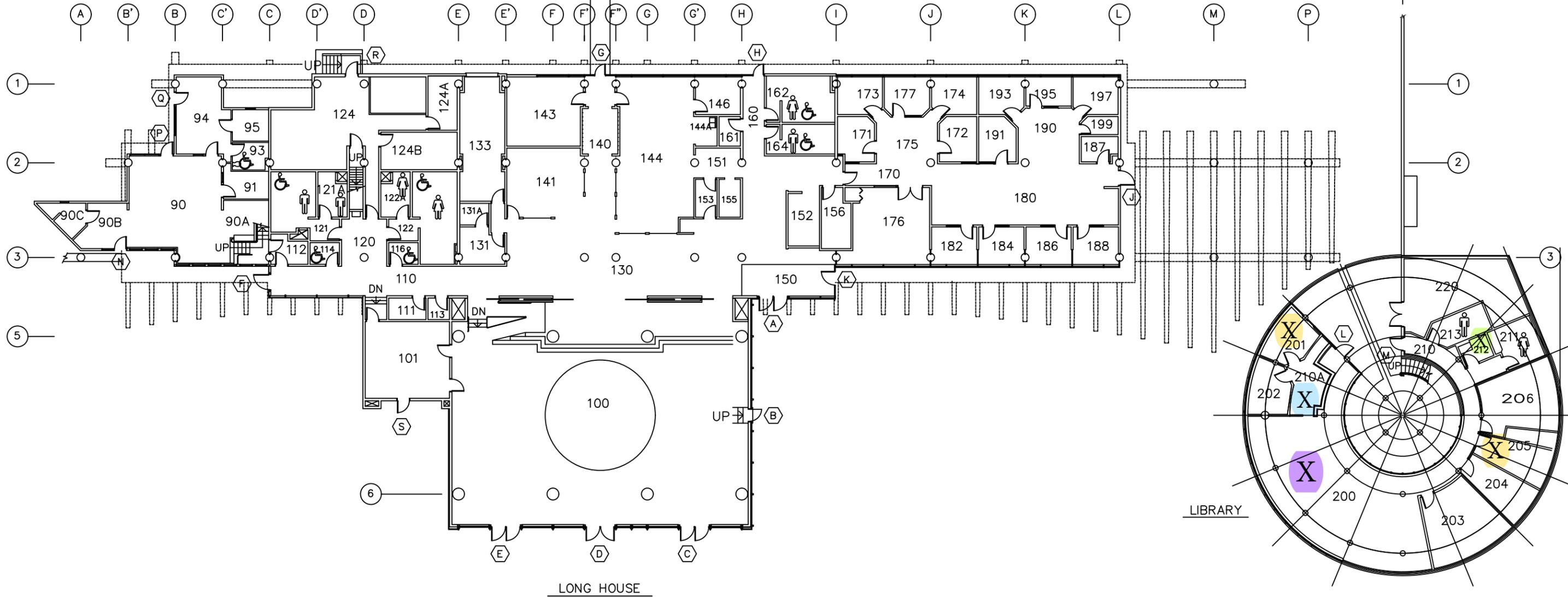


LEGEND

- Staff Cubicles
- Book Stacks
- Shared Work Stations
- Designated Washroom
- Designated Hand Washing Station

NOTES

There will only be (1) employee working per shift, at any given time; Marked by X. Pre-Covid density was 5 employees.



FLOOR	GROUND
CONSTRUCTION DATE	1993
KEYPLAN DATE	11 MAR 92

SCALE	1: 300
DRAWN BY	MET
PAGE	1 OF 2

* DENOTES LAST REVISION

No.	DATE	PROJ. No.	REFERENCE	BY
08	03 JUL 12	BP10074	337-06-032/034/036	PL
09	02 APR 13	BP10074	RE-EDIT 337-06-[32-37]	PL
07	10 MAR 09	06-41686	337-06-031	JEL

Appendix C: Signage

PICK-UP PROCEDURES

Monday - Thursday, 11:00 a.m. - 2:00 p.m.

01

Place your UBC ID card on the table and step back from the table.

02

Library staff will verify your ID, retrieve your materials, place them on the table and step back from the table.

03

Approach the table to retrieve your UBC ID card and materials.

04

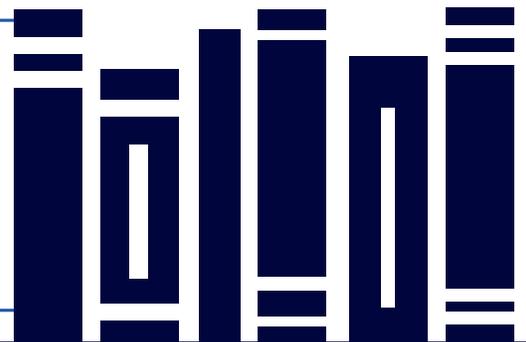
Practice physical distancing when waiting for your items by keeping two meters (six feet) away from others.

05

Wait until the patron in front of you has left and allow library staff to sterilize surfaces before approaching.

Thank you for your commitment to the health and safety of the UBC community.

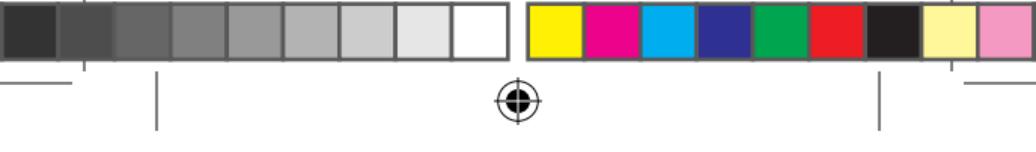
Visit library.ubc.ca for more information.



THE UNIVERSITY OF BRITISH COLUMBIA

Library

library.ubc.ca



**MATERIALS
HAVE BEEN
QUARANTINED
BEFORE PICK UP.**

**PLEASE DO NOT USE
ANY DISINFECTING
PRODUCTS ON
LIBRARY MATERIALS.**

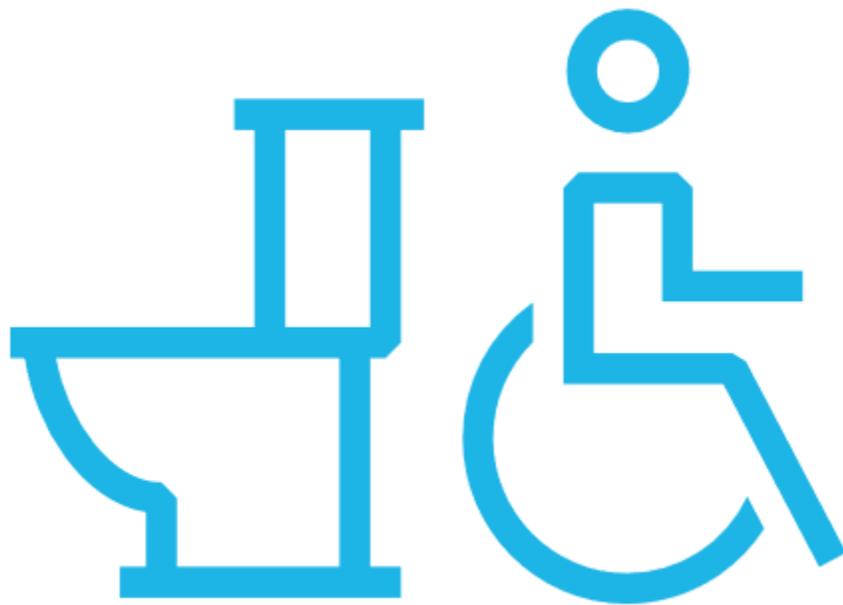


UBC Library

Designated Handwashing Station



Designated Washroom



Due to COVID-
19 Safety
restrictions, use
of fridge is
prohibited.



Use of kitchen
supplies in this
cabinet is
prohibited.



Due to COVID-
19 Safety
restrictions, use
of microwave is
prohibited.



Date rec'd: _____

Time rec'd: _____



Can be cleared from quarantine:

Date: _____

Time: _____



Cleaning Instructions for Shared Workstations

1. Wash/sanitize hands
2. Put on gloves
3. Use spray Germosolve 5 on paper towel (not directly on surface) and wipe down shared surfaces (keyboard, scanning wand, mouse, desensitizer, etc.)
4. Remove gloves and wash/sanitize hands
5. Ensure cleaning solution has dried before using workstation.

