**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/](https://covid19.ubc.ca/)

<table>
<thead>
<tr>
<th>Department / Faculty</th>
<th>School of Music/Faculty of Arts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Location</td>
<td><em>School of Music Building – 6361 Memorial Road</em></td>
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<td></td>
<td><em>Chan Centre – 6265 Crescent Road</em></td>
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<tr>
<td></td>
<td><em>Old Auditorium – 6344 Memorial Road</em></td>
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<td></td>
<td><em>Frederic Lasserre basement – 6333 Memorial Road</em></td>
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<td></td>
<td><em>Asian Centre – 1871 West Mall (Room 105 &amp; 108 – instrument pick up access only)</em></td>
</tr>
<tr>
<td></td>
<td><em>Belkin Art Gallery</em></td>
</tr>
<tr>
<td>Proposed Re-opening Date</td>
<td><em>August 31, 2020 – October 12, 2020</em></td>
</tr>
<tr>
<td>Workspace Location</td>
<td><em>Various</em></td>
</tr>
</tbody>
</table>
Introduction to Your Operation

1. Scope and Rationale for Opening

This plan covers the first stage of the School of Music’s return to teaching, is expected to be in force until at least October 12, 2020 and will be evaluated on an ongoing basis. Any adjustments required to support additional on-campus activities will be made to the plan before re-submitting for approval of the next stage of activity.

Access to practice rooms, teaching individual music lessons, large ensembles (band, orchestra, choir, and opera) and seminar classes are the four types of activities being requested for approval in stage one of the School of Music’s return to teaching¹. This prioritization was developed by the School of Music faculty.

The rationale for offering these limited face-to-face activities is to provide the core fundamental elements of the curriculum so students can advance in their music performance studies. The School of Music faculty have moved as much coursework to an online format as is possible and practical for this discipline of study.

This plan has been developed in consultation with School of Music faculty and has been reviewed by the Safety and Accessibility Committee as well as the Director, School of Music. This plan has been approved by Dr. Gage Averill - Dean, Faculty of Arts.

¹ See Appendix 1
**Practice rooms** - In this stage, eligible students will be assigned to specific practice rooms. Occupancy is limited to one person per room in this stage.

**Individual lessons** - In this stage, lessons will be taught in faculty studios with only the faculty member and the student in the studio. The stages and classrooms in the School of Music, Chan Centre, and Old Auditorium are also available to accommodate teaching individual lessons. Distance between the instructor and student will be a minimum of 2m. For singing lessons, minimum distance of 3m is required. Furthermore, if a faculty member or student requests more than 2m distance, these requests will be accommodated by scheduling lessons in larger rooms which can accommodate more than 3m between individuals. Rooms include: 113, 116, 201, 301, 302, 304, 338 and 339 in the School of Music as well as 100, and 111, 128, and 228 in the Old Auditorium.

**Large ensembles** - In this stage, class sizes are limited to 25 students plus two faculty members and up to eight student workers (i.e., stage managers, librarians, etc.) for large ensembles in the Chan Centre. For large ensembles in the Old Auditorium, class sizes are limited to 30 students (15 on stage and 15 in the audience seats) plus 4 faculty/staff and up to eight student workers (i.e., stage managers, librarians, etc.). The safety protocols and safe work procedures implemented at the Chan Centre will be applied to all School of Music large ensembles, regardless of where the activity is taking place.

Seminar class held in the Belkin Art Gallery falls under an “Events and Programs” category, and the safety protocol in the Morris and Helen Belkin Art Gallery Safety plan will be followed.
Students will need one-time access to signing out instruments from the Asian Centre (Rooms 105/108) and the School of Music (Room 400) at the beginning of the term. The individual lesson protocol in this plan will be applied to these activities.

Many of our faculty will be teaching remotely. However, they may require scheduled access to their individual studios. This access will be scheduled by the Director and Administrator using the Faculty of Arts methodology and occupancy limits. It is expected that each faculty member will take responsibility of their workspace and will adhere to the protocols contained in this plan, when working on campus.

The workers anticipated to return to campus on a regular basis include administrative roles: Receptionist (Peggy Hua), Director’s Secretary (Shelley Hall), Administrator (April Lemoine) and production-related roles: Audio & Recording Technician (David Simpson), Concerts (Laurie Townsend), Opera Technical Director (Grant Windsor), and piano technicians (Scott Harker and Scott Matsuda).

This plan assumes the School of Music office space will be under renovation. Between the time this plan is approved and when the renovation starts, limited scheduled access will be required for the office area (rooms 202 – 206). In preparation for the renovation, the office workers returning to campus will move to other office spaces in the Old Auditorium, Chan Centre, and Mary Bollert Hall. Production-related roles will be located in the Old Auditorium except for the piano technicians who will access their individual offices in the School of Music as well as pianos in the School of Music, Chan Centre, and Old Auditorium.
The Teaching Assistants (TA’s) and Work Learn’s (WL’s) are integral to the delivery of the music program and are required to support the limited face to face activities related to this stage of the plan. Student workers who can work remotely will continue to do so. All student workers on campus will have their work scheduled and supervised by faculty members and will follow the protocols related to the activity they are supporting.

Section #1 – Regulatory Context

2. Federal Guidance


3. Provincial and Sector-Specific Guidance

- BC’s Restart Plan: “Next Steps to move BC through the pandemic”
- Provincial post-secondary education/institution resources studying during covid-19
- BCCDC BC Centre for Disease Control: COVID-19 symptoms
- BC Thrive Self Assessment Tool - covid19
- COVID-19 Go-Forward Guidelines for BC’s Post Secondary Sector
- National Collaborating Centre for Environmental Health “COVID-19 Risks and Precautions for Choirs”
### BC CDC- Choirs and Bands

#### 4. Worksafe BC Guidance
- COVID-19 and returning to safe operation – Phase 2
- WorkSafe COVID-19 Safety Plan
- WorkSafeBC: Performing Arts
- WorkSafeBC: Designing Effective Barriers
- WorkSafeBC: Entry Check for Workers
- WorkSafeBC: Entry Check for Visitors

#### 5. UBC Guidance
- UBC Employee COVID-19 PPE Guidance
- **UBC SRS COVID-19 Site**
- **UBC SRS COVID-19 Safety Planning Site**
- **UBC SRS COVID-19 Safety Planning Templates and Resources**
- **UBC SRS Physical Distancing Guidance**
- **UBC SRS Meetings and Training Guidance**
- **UBC PPE & Ordering Critical Supplies**
- **UBC SRS Planning Communications Resources - Signage**
- **UBC Building Operations Custodial Considerations**
- **UBC Cleaning Standards & Recommendations for Supplementary Cleaning [PDF]**
- **UBC Preventing the Spread of COVID-19 ONLINE TRAINING**
- **UBC Teaching & Learning Spaces Safety Plan**
- **UBC Student Resources Site – COVID-19**
- Ready UBC
- UBC: Coronavirus (COVID-19) and UBC’s Response
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

- Occupants are required to maintain a minimum of 2 metres safe physical distance at all times
- Pre-COVID – students have access to 35 practice rooms in the School of Music and 13 practice pods in the basement of Lasserre; rooms are assigned but available to be used by anyone if the assigned person does not show up at their assigned time; some rooms can accommodate more than one person; rooms contain pianos, music stands, and chairs; nothing in the rooms are sanitized on a regular basis; shared equipment includes the piano, piano bench, music stands, and chairs. Under COVID-19 Operations, prior to re-occupancy, music stands and any other
extraneous items will be removed from the practice rooms by School of Music staff and pianos will be sanitized prior to re-occupancy. A maximum of 10 students will be assigned to each practice room and the list of students assigned to each room will be maintained by the office staff. It is expected that students only practice in the room to which they are assigned. Students are expected to bring their own music stand for practicing and lessons. Occupancy is limited to one person per practice room. In the Lasserre practice pods, occupancy will also be limited to one person per practice pod. In addition, every second pod will be marked as unavailable, reducing the number from 13 to six. School of Music students all have keys to the practice rooms and practice pods, which makes locking them impractical. Traffic flow will follow already established protocols identified in the Frederic Lasserre Building - Department of Art History, Visual Art & Theory (AHVA) Safety Plan. Practice rooms are outlined in blue on the keyplans. A minimum of 45 minutes ‘air gap’ is required between each occupancy of practice rooms. **Risk level for practice rooms under COVID-19 operations is low** as occupancy is limited to one person. To further mitigate risk, students are required to follow the practice room protocol\(^2\) and two student employees will sanitize the practice room pianos on weekdays.

- Pre-COVID – **individual lessons** are taught in faculty studios; sometimes more than one student attends a lesson (singers

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\(^2\) See [Appendix 2](#)
usually have a pianist and instrumentalists will also have a pianist when preparing for a recital); lessons are usually 50 minutes in length; faculty members generally teach between 15 and 21 students each week. Under COVID-19 Operations, lessons will be taught in individual faculty studios (maintaining 2m physical distancing) and larger rooms in the School of Music and Old Auditorium will be available for faculty to teach individual lessons should more than 2m physical distancing be requested by the faculty member or student. On the keyplans, shared teaching spaces are outlined in green. Some faculty studios are shared teaching spaces. A maximum of three people will be allowed in a room should the room be able to accommodate 2m physical distancing between all three individuals. Specific scheduling of lessons and allocation of spaces is being finalized by the unit in consultation with faculty. In addition to individual lessons, some of the classes that have moved online (ex: class brass, class woodwinds, Asian ensemble) require students to pick up materials/instruments that are stored at the school. In these cases, the individual lesson protocol will apply to the pick-up.

**Risk level for individual lessons under COVID-19 operations is low.** To further mitigate risks, the faculty member will be responsible for sanitizing all equipment and common surfaces before each student lesson. Faculty and students are expected
to adhere to the individual lesson and studio class protocols\(^3\) to further mitigate any risks.

- **Pre-COVID – studio class** is a weekly occurrence where the students of each individual faculty member congregate to perform for one another in a performance-like setting; this activity occurs in the recital hall, faculty studios, or other classrooms, depending on scheduling and how many people are in attendance. Under **COVID-19 Operations**, studio classes will be scheduled in Roy Barnett Hall (School of Music - 201) and the Old Auditorium stage (Room 228), Greenroom (128) and Room 100. **Risk level for studio class under COVID-19 operations is low.** Faculty and students are expected to adhere to the individual lesson and studio class protocols\(^4\) to further mitigate any risks.

- **Pre-COVID – large ensembles** (band, orchestra, choir, and opera) meet at least twice a week and can have upwards of 50 members at any one time; rehearsals usually take place in the Chan Centre, Roy Barnett Hall or the Old Auditorium; in addition to the faculty member and students performing, TA’s and WL’s help set up the stage with school-owned instruments, music stands, chairs, conductor’s podium, stage sets, props, stage furniture, costumes etc. Under **COVID-19 Operations** all large ensembles will follow the [Chan Centre protocols and safe work procedures]\(^5\). Occupancy is being restricted to fewer than 50 people in a space

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\(^3\) See Appendix 3

\(^4\) See Appendix 3

\(^5\) See Appendix 4 & 5 for risk analysis and additional class protocols
and in this stage no costumes for opera are being considered.

**Risk level for large ensembles under COVID-19 operations is low.**

- **Pre-COVID** – staff work in private offices or in shared workspaces and are on campus during regular business hours. **Under COVID-19 operations** all staff that can continue to work at home must do so. Workers required to return to campus are limited and will be working in individual offices. The one exception is the Music Office (rooms 202 – 206), where two people will be working in a shared space while maintaining 2m distance at all time. Shared equipment (photocopier) will be disinfected prior to each use. Smaller equipment (scissors, binding machines, staplers, etc.) will be set up in a workstation and will be disinfected prior to use. Any access to the office (for TA’s and WL’s) will be scheduled in advance. **Risk level for office work under COVID-19 operations is low.**

- In the common areas of the School of Music, there is a staff/faculty lounge on the 2nd floor, a student lounge on the 4th floor (purple boxes on the keyplans) and benches along the hallways on the 3rd floor. **Pre-COVID**, access to these spaces would not be monitored or restricted. **Under COVID-19 operations**, access to the lounges will be allowed but only to the extent that a 2m physical distance can be maintained. Furniture will be moved to accommodate the 2m distancing requirement. **Signs** reminding people to maintain 2m physical distancing will also be posted in these spaces. Signs will also be posted near the benches.
To further support the health and safety of our faculty, staff and students, we have also made the following decisions:

- With respect to scheduling, best efforts will be made to avoid back to back scheduling to allow for an ‘air gap’ between students or ensembles

- Additional custodial services for School of Music building and Old Auditorium has been requested through a Service Request for both Saturday and Sunday, commencing September 12

- All washroom facilities in the School of Music will be designated universal to allow for easier access. Washroom capacity will be posted on each washroom, as per UBC guidelines for Safe Washroom Re-Occupancy.

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)

- Practice rooms = single occupancy
- Individual lessons = maximum 3
- Studio class= maximum 3
- Large ensembles (band/orchestra/choir) = 25 students$^6$ + 2 faculty + 8 student workers

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$^6$In the case where there are not enough students to complete a section within the orchestra or band, specific non-UBC musicians are invited by the course instructor to fulfill this critical role in order to support learning outcomes for students. These individuals become part of the class and attend all rehearsals and performances, once they agree to participate. Should any non-UBC musicians be required for this stage, they will be required to follow this safety plan and their presence on campus will be scheduled in advance, aligning with the class times.
- Large ensembles (opera) = 30 students + 4 faculty + 8 student workers
- Office = School of Music office – limit to three while preparing for renovation; once renovation is underway, relocate staff to individual offices in Old Auditorium, Chan Centre, and Mary Bollert Hall.
- All spaces in use will have occupancy maximums posted on the door of the space

### 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

- Faculty working groups developed the protocols
- The protocols were compiled by the Administrator and circulated to faculty that are teaching F2F, supervisors of TA’s, the Safety & Accessibility Committee, and the School of Music Director for review and comment

The Faculty of Arts JOHSC(s) will review the plan within 30 days of submission, and the plan will be revised as necessary.

### 10. Worker Health
Detail how all Supervisors have been notified on appropriate Workplace Health measures and support available and how they will communicate these to employees

All staff, faculty and student workers will receive an email copy of this plan, it will be posted to the School of Music website and will be...
available in hard copy in the School of Music and Old Auditorium lobby spaces.

Supervisors and workers are reminded of Workplace Health measures and supports offered by UBC Wellbeing (thrive) and UBC Occupational Preventative Health. In addition, UBC Human Resources can be accessed by workers and supervisors.

We are also planning to develop an electronic handbook to distribute to all Music students, faculty and staff, which will also include links to UBC’s Thrive webpage. We will also include this information in all training sessions for student employees at the beginning of the semester.

A weekly zoom meeting/drop in will be scheduled for all faculty, staff and students to check in and provide feedback.

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

Final plans will be posted to the School of Music website and to Health and Safety boards in hardcopy. Hard copies will also be available in the lobby of the School of Music and the Old Auditorium.

Section #3 – Hazard Elimination or Physical Distancing
Coronavirus is transmitted through contaminated droplets that are spread by coughing or sneezing, or by contact with contaminated hands,
surfaces or objects. UBC’s goal is to minimize COVID-19 transmission by following the safety hierarchy of controls in eliminating this risk, as below.

![Safety Hierarchy Diagram]

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. See: [BCCDC BC Centre for Disease Control: COVID-19 symptoms](https://www.bccdc.ca/health-info/diseases/coronavirus Symptoms)
- All staff are aware that they must maintain a physical distance of at least 2 meters from each other at all times. See: [UBC Physical Distance Guidance](https://www.ubc.ca/health-and-safety/physical-distance/)
- 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
12. Work from Home/Remote Work
Detail how/which workers can/will continue to work from home (WFH); this is required where it is feasible
• School of Music Director and Administrator will schedule all faculty and staff who are required to be on campus
• Staff that are not named in Section 1 will continue to work remotely from their home. Should they be required to attend on campus, they will request permission from the Administrator (or delegate), who will be responsible for approving the request and ensuring they have taken the appropriate training prior to their arrival on campus. The Receptionist will be responsible for ensuring a sanitized work space is available for their use. The worker will be responsible for following the established protocols.
• TA’s and WL’s will work remotely, unless their work requires them to return to campus. If they are required to work on campus, their Supervisor will be responsible for ensuring they have completed all relevant training, including the new Preventing COVID-19 Infection in the Workplace course. Any site-specific protocol training for the workspaces and equipment needed for their onsite work assignment will be delivered by the faculty or staff member supervising the work. The student is responsible for following the established protocols.
• **Resources for Supervisors** will include:
  General Wellbeing resources
  [UBC Wellbeing campaigns and initiatives - Thrive](#)
  Ergonomics for home guide
  [Ergonomics-for-Home-Offices,-Supervisor-Guide.pdf](#)
• **Resources for staff working from home** will include:
  Working from Home – Set Up Guide
  [UBC HR Wellbeing Working From Home Temporary Set up.pdf](#)
  Fitting in Movement – Guide
  [UBC HR Wellbeing Fitting in Movement.pdf](#)

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

• Activity in the Chan Centre, School of Music, Old Auditorium and Lasserre Basement is expected to continue into the evenings during the weekdays. Building access should be from 8:00 am – 10:00 pm, Monday to Friday and 8:00 am – 8:00 pm on weekends. The hours have been confirmed as acceptable by UBC Facilities

• Students will be grouped according to instrument family and by faculty member to create a cohort and limit contacts for practice rooms

• Staff will only return to their offices to carry out limited work they are unable to do from home. Limited on campus activity must be approved by the unit Administrator in advance and follow all safety plan protocols.
- Staff and faculty returning to campus will be scheduled so as to ensure less than 2/3 are on campus on any day. Students will also be scheduled on campus (for rehearsals, lessons, or practice room access) and will be expected to only be on campus during those times.
- All workers returning to campus are based in individual offices, studios or facilities that possess adequate engineering controls to considerably limit contact intensity. (see attached floorplans).

14. Spatial Analysis: Occupancy limits, floor space, and traffic flows
Describe or use UBC building keyplans (or do both, where appropriate) to identify and list the rooms and maximum occupancy for each workspace/area, explaining your methodology for determining occupancy

- Keyplans for the School of Music and Old Auditorium are attached.
- The School of Music, Old Auditorium and Lasserre will remain locked and access will be via UBC student card. Access to the Chan Centre will be managed by on site Chan Centre staff.
- Occupancy of each room was individually assessed and site checked; occupancy limits are indicated by the number of purple circles (2m physical distance) contained within a room; in this stage, while some rooms are able to accommodate higher occupancy, we are making the choice to limit the occupancy below what is available.
Most traffic is two-way as the hallways are not wide enough to accommodate 2m physical distancing. In these cases, the right of way approach will be used where the person already traveling will continue to travel and the person wanting to travel will retreat to their room to allow the traveler to pass and will then only start traveling when it is safe to do so. This applies to stairwells in the Old Auditorium as well. Stairwells in the School of Music will be designated as ‘up’ or ‘down’.

Floors will be marked with tape and decals to indicate where students can sit, and where instructors can stand and where the pianos and pianist will be positioned.

Elevator will be used primarily to ascend, limited to 2 occupants. Elevator may only be used to descend when individual students are required to move their own instrument or when mobility issues prevent the use of stairs.

Rooms with more than one door will be marked for ‘entry’ or ‘exit’

Floors in faculty studios and classrooms will be marked at locations where students can sit or stand, keeping at least 2m distance. For those instances where the performance activity requires additional distance (i.e. winds, brass, and singers), a minimum distance of 3m is required and will also be marked on the floor with tape.

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

- Physical distancing is required at all times by at least 2 metres.
- See: [UBC SRS PHYSICAL DISTANCE GUIDANCE](#).
- Do not congregate in common areas. Minimize social interactions in the building. Maintain physical distance of a minimum of 2 meters at all times.
- Reduced occupancy limits have been established for all rooms to ensure 2m physical distancing.
- Instructor-only areas in faculty studios and classrooms will be marked on the floor with tape.
- Directional traffic flow will be marked with floor tape and posted signage.
- Occupancy limits will be posted on the door to each room.
- UBC’s guidelines for Safe Washroom Re-Occupancy will be implemented in all buildings; doors to multi-person washrooms will be propped open to minimize high touch surfaces and maximize airflow; washrooms in the School of Music building will be designated gender neutral while washrooms in the Old Auditorium and Chan Centre will operate with reduced capacity, as per UBC’s guidelines for Safe Washroom Re-Occupancy.
- Where use of facilities leads to formation of a line up, markings spaced 2 m apart will be indicated on the floor.
- **Use of non-medical masks or other safety devices** is guided by BC Health guidelines. Medical masks are not currently required.
unless the particular task required them pre-COVID. Personnel who choose to wear masks **must** still comply with physical distancing requirements. Those who wear masks must wash and dispose of them properly. Use of other PPE, such as lab coats and eye protection, should follow UBC ‘Safety and Risk Services’ (SRS) Guidelines, linked here [UBC PPE GUIDANCE](#).

16. **Transportation**

Detail how you are able to (or not) apply UBC's COVID-19 vehicle usage guidelines to the proposed operational model - if you cannot apply these guidelines, please describe alternative control measures.

Where applicable see: [UBC Guidance for Shared Vehicles FINAL.pdf](#)

Public Transit Considerations see: [Translink Rider Guide](#)

17. **Worker Screening**

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

Workers are required to check their health before coming to campus, using the BC Ministry of Health **self-assessment tool**. Workers are required to acknowledge they have read and understood this safety plan, and as such, understand a daily check is required before coming to campus.

SRS signage ([entry check for workers](#)) will be posted on all external doors in the School of Music, Old Auditorium, Lasserre and the Asian Centre.
Prior to each daily arrival on campus, all faculty, staff and students must check their health and electronically confirm they meet the requirements for entry using a School of Music Air form. This form also requests users to report their which buildings they are accessing on that day. Then, upon arrival on campus, individuals must ‘check in and out’ of each building. Signs will be posted on entry and exit doors, reminding people to check their health and to complete the online form(s) prior to entry. For those without smart phones, the link to the form will also be published and posted.

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

PAT will be utilized to track any workers who cannot attend work due to one or more of the three categories of restriction (as defined by Worksafe).
The Administrator will also maintain a confidential list of any worker who meets the above categories, at the department level.

Section #4 – Engineering Controls

19. Cleaning and Hygiene
Detail your cleaning and hygiene plan, including identification for hand-washing stations and the cleaning regimen required to be completed by your departmental staff (i.e. non-Building Operations) for common areas/surfaces

- Assume custodial standards apply – please see Building Operations COVID-19 website
- See: UBC Custodial Services - keeping your facility clean and sanitized page
• Supplementary Cleaning may be required: Surfaces or devices that are not part of Custodial Services procedure but require cleaning or sanitizing by occupants, users or staff between sessions. See: UBC Cleaning Standards & Recommendations for Supplementary Cleaning [PDF]
• Faculty and staff in office spaces that are typically shared will be required to wipe down surfaces before and after use with a disinfectant. Necessary training and supplies will be provided by the unit. (see link above)
• Personnel must wash their hands regularly and avoid direct contact with one another and always maintain a minimum physical distance of 2 meters
• A hand sanitizer station (unit managed) will be set up near each grouping of practice rooms on the 3rd floor, 4th floor and in Lasserre. Building Operations will maintain the entry-way sanitizer station.
• Additional custodial services has already been requested for the School of Music building and the Old Auditorium on Saturday and Sunday, starting September 12
• The head piano technician will train two WL students to disinfect the pianos in the practice rooms on a daily basis.
• 100 packages (140 wipes/package) of 70/30 isopropyl/water alcohol wipes have been received and deployed to faculty studios and are to be used to sanitize the piano only prior to use. These same wipes will be distributed to practice rooms for sanitizing the pianos in those rooms.
• 48 containers (165 wipes/container) of Accel Intervention Wipes have been received, distributed to faculty studios and are to be used to sanitize door knobs and light switches only. We are still sourcing additional wipes.

• A small garbage can will be placed in each of the practice rooms and it will be lined with plastic. This is where the wipes can be disposed of. The WL’s will collect this garbage when they sanitize the pianos. Faculty members are responsible for emptying their own garbage into the central repository.

• For large Ensemble spaces, Auditorium, Recital Hall, a larger, lined garbage can will be place on the side of the stage. WL’s will collect this garbage and deposit it to the central repository.

• The head piano technician will create the schedule of pianos to disinfect and the WL’s will keep records of the pianos they work on.

• The head piano technician will also make a video for all students and faculty to also teach them how to disinfect the piano before they use it.

• All laptops brought on campus should be wiped down by its user with disinfectant upon arrival and at departure.

• Take care to review equipment manual and manufacturers recommendations for sensitive equipment cleaning measures. Ready.ubc@.ubc.ca can be contacted for guidance too.

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

- Except when music stands are provided (in the Chan Centre, Old Auditorium, Roy Barnett Hall) and cleaning protocols are in place, students will be required to bring their own music, music stand, writing utensils and any other materials that are required for the lesson, rehearsal, or class. These items will not be shared and will be disinfected, as required, by the individual student.
- Any person playing a UBC-owned instrument that is shared with others (keyboard, percussion, harp) will be responsible for sanitizing the instrument according to the established protocols prior to each use.
- Percussion students will be required to bring their own sticks and mallets and will disinfect any special mallets that are provided with school-owned instruments (such as bass drum beaters, gong mallets, etc.) prior to use.
- Sanitizing wipes will be left in practice rooms and faculty studios to use on instruments and common spaces. The Receptionist will be the first point of contact should supplies be running low.
- Each cast in Opera Workshop will be assigned their own props and furniture. Cast members will disinfect their own props at the beginning of rehearsal. Furniture will be moved and disinfected by the Opera Technical Director and WL’s at the beginning of each cast’s time on stage.
• Instructors accessing spaces that are shared will be responsible for disinfecting all studio equipment including computers, telephones, stands, chairs, pianos, etc. prior to use of the room.

• Pianos will not be moved during this stage, except between the backstage storage area and the stage at the Chan Centre, in Roy Barnett Recital Hall and the Old Auditorium. Pianos in the Old Auditorium Rm. 100, Rm.111, and Greenroom will be moved to their appropriate position at the beginning of term and remain there for the first phase. Pianos will only be moved by staff and trained students.

• All brass and double reed players will bring and use their own black cloths to clear condensation in order to keep floors sanitary. The musicians are responsible for maintaining cleanliness of these cloths and are not to be shared amongst other musicians.

• Following Chan Centre protocols, the Chan Centre stage, Old Auditorium stage, and Roy Barnett Recital Hall stage will be disinfected after every use under staff and faculty supervision by designated TA’s, WL students or stage managers.

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

• A plexiglass barrier for the Receptionist (Peggy Hua) will be required. All other staff returning to campus will be able to maintain a 2m distance from other workers and are not interacting with students the same way the Receptionist is.
- Please see Building Operations guidance on the purchase and installation of plexiglass

### Section #5 – Administrative Controls

**22. Communication Strategy for Employees**

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

- The School of Music partially re-opened in the return to research phase. As part of that process, meetings were held with faculty and staff to communicate the risk of exposure to COVID-19 in the workplace. Any employee returning to campus in the return to research phase, signed the Specialized Research Space Access Agreement, provided by the Faculty of Arts and was required to take the Preventing COVID-19 in the Workplace training, provided by SRS. Existing faculty members and staff are aware of the risk of exposure.

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

- Once this plan is complete, it will be distributed to the FoA JOHSC for review. Not only will this give the worker representatives on the committee a chance to preview the document, but it will give them the opportunity to provide further suggestions for
improvement. The JOHSC will review the plan within 30 days of approval.

- **Communication of the Plan to Employees**

- To communicate the risk of exposure to COVID-19 in the workplace to the employees, the School of Music will disseminate this unit-level plan via e-mail. As a follow-up, we will hold a zoom meeting to reiterate the risks and hazards of COVID-19, and the ways they are mitigated in the overall return to research planning. On a worksite, everyone has varying levels of responsibility for workplace health and safety. You should know and understand your responsibilities — and those of others. The roles and responsibilities of the employees will also be covered in Appendix 8).

- **All workers, including existing and new faculty and staff, as well as all student workers will be expected to read and understand the contents of this safety plan.**

- **Campus rules** will be included in the electronic handbook and will be posted with a copy of this safety plan in the School of Music and the Old Auditorium.

- **When a worker is concerned about their safety,** they are able to contact their supervisor who should investigate the issue and attempt to resolve it without delay. If the Supervisor and/or worker require assistance, they can contact the Local Safety Team (LST), **Joint Occupational Health & Safety Committee (JOHSC), Faculty of Arts Safety Advisor,** or **Safety & Risk Services.**
Workers may also report concerns confidentially to T. Patrick Carrabré (Director).

- Students, if they are comfortable, can report issues to their instructor. If they wish to bring issues elsewhere, they can contact the Manager for Academic Advising (Music Advisor). Students may also email ready.ubc@ubc.ca if they wish.
- Information on the use of non-medical masks can be found here.

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

All employees will be required to complete UBC’s ‘Preventing COVID-19 Infection in the Workplace’ online training module. Supervisors will be responsible for tracking staff completion. The Administrator will run a training report on a weekly basis to ensure the training is complete before the individuals return to campus. Supervisors are ultimately responsible for ensuring their workers take this training as well as site-specific training.

It is our understanding that a student version is in development, which our students will be required to take. Compliance with this requirement will be managed as directed.

External individuals, such as non-UBC musicians will be required to check their health daily and adhere to all implemented protocols.
### Additional Guidance to consider: [UBC SRS Meetings and Training Guidance](#)

Be familiar with the UBC COVID-19 Campus Rules which are listed here: [COVID-19 Campus Rules.pdf](#)

### 24. Signage

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

- We will use the signage templates on [Safety & Risk Services COVID-19 website](https://safetyrisk.ubc.ca) and will use the tape included in the welcome kit from Building Operations to avoid damage to the floors and walls
- Occupancy signs will be posted on each room in use
- Signage instructions can be found above, in section 14.

**Required Signage:**

- Signs that state the maximum occupancy of common rooms
- Use of tape to block-off rooms and classrooms that are off-limits
- Use of tape and floor signage to direct traffic through high flow areas
- Signs to remind people to adhere to physical distancing guidelines
- Floor signs to mark of 2 m spaces where people might line up (if needed)
- Sign regarding equipment cleaning procedure and disposal of clean up material.

### 25. Emergency Procedures

Recognizing limitations on staffing that may affect execution of emergency procedures, detail your strategy to amend your emergency
response plan procedures during COVID-19. Also describe your approach to handling potential COVID-19 incidents

- The list of designated staff with emergency positions has been updated.
- For individuals who develop COVID-19-like symptoms once on campus:
  - If the person is not feeling well enough to leave, find an isolated spot where they can wait.
  - Direct employees to call UBC First Aid at 2-4444, or visit the [BC Self-Assessment tool](#) and follow the direction from Public Health. Students can also access the self-assessment tool. The individual should follow the direction of Public Health.
- The Supervisor can contact their HR or Faculty Advisor, or email ready.ubc@ubc.ca if they require assistance.
- Students who are home and unwell or required to self-isolate and are worried about missing class can contact their teacher. Otherwise they can access the [Student Services](#) website for more resources.
- If a worker believes they have been exposed to COVID-19 as part of their work duties, they should notify their supervisor.
- If a supervisor receives a report that a worker believes they have been exposed to COVID-19 in the workplace, they can contact Aidan Gregory, WSBC Claims Associate. For more information see the [SRS webpage](#) or the [HR COVID-19 Site](#).
- People who are unsure about what they should do should access the [BC Self-Assessment tool](#).
• If there was a confirmed positive incident, SRS would defer to the government response protocols and rely on their direction. UBC would provide assistance as requested.

Describe how monitor your workplace and update your plans as needed; detail how employees can raise safety concerns (e.g. via the JOHSC or Supervisor) - plan must remain valid and updated for next 12-18 months

• The Safety and Accessibility Committee will review this plan on a bi-weekly basis and as needed when the level of face to face activity is requested to increase. Faculty involvement beyond the committee is required and will be requested.
• We expect the first review to take place the 3rd week of September
• Concerns raised through the channels outlined in section 22, may result in a change to this document, as is necessary.

27. Addressing Risks from Previous Closure
Describe how you will address the following since the closure: staff changes/turnover; worker roles change; any new necessary training (e.g. new protocols); and training on new equipment

• Our administrator will work closely with faculty and staff to assess any risks at our facilities and propose ways to mitigate those risks.
• Returning staff will be required to attend orientations and new training on procedures and protocols outlined in this Safety plan.
• Returning staff will be required to review BERPs and new protocols outlined in this Safety plan.
• New protocols will be video recorded and made available to faculty, staff and students via video link
• Training sessions for all student workers will include this safety plan as a required component of the job-specific training

Section #6 – Personal Protective Equipment (PPE)

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

We are not anticipating any new PPE requirements due to COVID-19. If tasks require the use of PPE outside of what is normally required, a safe work procedure will document the risk analysis of the task steps, and include details for mitigation using the hierarchy of controls. It will be the supervisor’s responsibility to ensure that persons are trained in new work procedures.

If an employee makes the personal choice to wear a non-medical or home made mask in the workplace they will be informed of the risks limitations associated with this kind of equipment (see: UBC Employee PPE Guidance and/or UBC working safely - non medical masks) PPE requirements outside of a worker’s normal duties will be captured in class specific safety plans (Appendix 2 – 5).

Section #7 - Acknowledgement

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

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Name (Manager or Supervisor)</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

### Faculty and Staff Occupying Workspace

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Confirmation of Understanding</th>
</tr>
</thead>
<tbody>
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Appendix 1 – Scope of Face to Face Instruction Request

Of the 109 courses offered in MUSC (excluding individual lessons), six are included in the request for face to face instruction in stage one:

- MUSC 150A – Symphonic Winds Ensemble (105 registered as of August 17, 2020 – encompasses registrations for both 150A and 150C)
- MUSC 150C – Concert Winds or Orchestra
- MUSC 153A – University Singers (34 registered)
- MUSC 336 – Opera Theatre Techniques (20 registered)
- MUSC 339 – Opera Workshop (34 registered)
- MUSC 403 - Beyond Hungry Listening: The Score and Decolonization. (3 registered)

Registration for these six courses is 196 students as of August 17, 2020, with limited overlap of students between courses. Registration for the remaining 103 courses being offered online in stage one is 1,753 as of August 17, 2020.

In addition to the above, most students receive a weekly one-hour individual music lesson with a specific faculty member. Most of the graduate (127) and undergraduate (315) students will be taking lessons on campus. Both students and faculty have the option to choose whether the lesson will be delivered in-person or remotely so it is possible that the number of students taking a lesson on campus will be less than the number of students registered.
Appendix 2 – Practice Room Risk Analysis and Protocol

<table>
<thead>
<tr>
<th>Activity</th>
<th>Location</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practice Rooms</td>
<td>• School of Music Building</td>
<td>8:00 am – 10:00 pm (weekdays)</td>
</tr>
<tr>
<td></td>
<td>• Old Auditorium</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Lassere</td>
<td>8:00 am – 8:00 pm (weekends)</td>
</tr>
<tr>
<td></td>
<td>• Chan Centre</td>
<td></td>
</tr>
</tbody>
</table>

- □ higher proportion of individuals from outside the UBC community visits campus
- □ prolonged closer interaction with others not in the usual cohort of colleagues
- ✓ workplace or activity is indoors and windows cannot be opened
- ✓ employees/students/visitors have frequent contact with high-touch surfaces
- □ activity involves people who are at higher risk of severe illness
- □ activity involves people who are not able or likely to follow hygiene practices

Practice Rooms

1. Practice rooms are available from 8:00 am – 10:00 pm (weekday) and 8:00 am – 8:00 pm (weekends)
   a. Building operations has approved these hours of access
   b. Practice at the Chan Centre is restricted to percussion students only and must fit within the Chan Centre schedule of classes/events, as per already established protocols
2. Students will be assigned to a specific practice room and must only practice in the room to which they have been assigned
3. A maximum of ten students will be assigned to an individual practice room
4. Under no exception will more than one student be allowed in a practice room at a time
5. Students must bring their own music stand to the practice room
6. Students must only bring necessary items into the practice room. Food and drink are not allowed in the practice rooms
7. Each practice room will contain a supply of 70/30 isopropyl alcohol wipes and disinfecting wipes as well as a lined garbage can for disposing of wipes.
8. A minimum of 45 minutes ‘air gap’ is required between each occupancy of practice rooms.

Practice Room Cleaning Protocol - Everyone

1. Wash hands with soap and water for 20 seconds and don’t touch face. If handwashing is not possible, sanitize hands before entry into the practice room
2. Upon entry, use the 70/30 isopropyl alcohol wipes to clean the piano keyboard (as per instructions from head piano technician Scott Harker). Use the disinfecting wipes to disinfect door knobs and light switches or other commonly touched surfaces. Put used wipes in the garbage can only. There should be no other garbage generated in the practice room.
3. Immediately report any problems with the piano to the Head Piano Technician either through email (scott.harker@ubc.ca) or text (604-76-3370).
4. Before departure, spend two minutes to look around the room and ensure you have put the wipes in the garbage, and you collect all of your belongings (music, music stand, pencils, etc.),
leaving the room clear of any personal items. Should any personal items be left in the practice room, they will be collected and put into quarantine in the Music Office by the WL’s as part of their daily room sanitization protocol.

5. Upon departure, collect all of your items, turn the light off and leave the door open for the next person.

6. Wash hands with soap and water for 20 seconds and don’t touch face. If handwashing is not possible, sanitize hands upon exit of practice room.

Practice Room Sanitization Protocol – Work Learn Students
At the beginning of each day, under the supervision of the Head Piano Technician, the students will sanitize the pianos in the practice rooms in the School of Music. (There are no pianos in the basement of Lasserre.) Products and techniques for sanitizing pianos at UBC School of Music have been developed in accordance with guidelines from the Piano Technicians Guild.

WL’s will be responsible for sanitizing the pianos, collecting waste from each practice room, checking the status of supplies in each practice room, logging the activity and reporting back to the Head Piano Technician.

1. Before starting work, wash hands for 20 seconds using soap and warm water (or sanitize hands using hand sanitizer) and do not touch face.

2. Gather required materials from Head Piano Technician.
   a. 70/30 isopropyl/alcohol cleaning solution (preferably wipes), gloves, garbage bag

3. Proceed to practice room and do a visual inspection of the room, making note of any anomalies and check level of supplies available in the room. Report any rooms low on supplies to the Head Piano Technician

4. Sanitize the piano using the 70/30 wipes, collect garbage, log the cleaning activity and proceed to next room.

5. Once complete, return garbage to central refuse bins and wash hands for 20 seconds using soap and warm water (or sanitize hands using hand sanitizer).


All practice rooms will have cleaning stations provided with all needed sanitation supplies.

• container for supplies (small bucket or other receptacle)
• container of 70/30 isopropyl alcohol/water wipes
• disinfecting wipes
• a waste basket for disposal of used wipes
• a log to record use and sanitization of pianos

* Note: 70/30 isopropyl alcohol/water wipes will be used on all keyboards and for the majority of case parts of pianos.
Appendix 3 – Individual Lesson & Studio Class Risk Analysis and Protocol

<table>
<thead>
<tr>
<th>Activity</th>
<th>Location</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Lessons</td>
<td>School of Music Building Old Auditorium Chan Centre</td>
<td>Various, depending on the individual faculty member</td>
</tr>
<tr>
<td>Studio Class</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Risk Consideration**
- ☐ higher proportion of individuals from outside the UBC community visits campus
- ☐ prolonged closer interaction with others not in the usual cohort of colleagues
- ☑ workplace or activity is indoors and windows cannot be opened
- ☑ employees/students/visitors have frequent contact with high-touch surfaces
- ☐ activity involves people who are at higher risk of severe illness
- ☐ activity involves people who are not able or likely to follow hygiene practices

**Individual Lessons Protocol/Studio Class**
- Full-time faculty will be expected to teach in their assigned faculty studio, provided a minimum 2m physical distance can be maintained between the student and teacher. If a 2m distance is not achievable or more than 2m distance is requested by any faculty member, the faculty member will submit a request to the Music Office to teach in a larger room. The Music Office will be responsible for approving and scheduling this request. Requests will need to be made no later than August 31, 2020 in order to allow the Music Office enough time to create the schedule. Because sessional instructors do not have dedicated teaching space, their requests for larger teaching space will be prioritized over full-time faculty requests. It is further expected that students may also request a teaching space that provides more than 2m distancing. When this occurs, the Division Chair will work with the Music Office to find alternative teaching spaces. All singing lessons require a minimum 3m distance.
- A minimum 45-minute air gap is required between each lesson.
- Areas in each faculty studio, classroom, or stage being used to provide 1:1 lessons will be clearly marked with tape on the floor, indicating where the student(s), faculty member, and pianist (if required) will position themselves, ensuring a physical distance of at least 2m is maintained at all times.
- Wash hands with soap and water for 20 seconds and don’t touch face. If handwashing is not possible, sanitize hands before entry into the lesson.
- For rooms with a single entry, the teacher will enter the room first, followed by the student. Upon exit, the student will exit first, followed by the teacher. For rooms with an entry and an exit, the teacher will enter and exit the room first, following one-way traffic flow.
- All lessons will take place for a maximum of 50 minutes, with a minimum 45-minute break between lessons. During this 45-minute break, the instructor will leave the door open and will sanitize all areas that were touched. Each faculty studio will be provided with 70/30 isopropyl...
alcohol wipes for pianos and regular disinfecting wipes/solution\(^7\) for other surfaces. It is the faculty member’s responsibility to empty the room’s garbage into the central refuse bin.

- Students will only be allowed to bring essential materials into their lesson and are required to bring their own music, music stand, pencils and any other materials, such as cloths, mutes, etc. Students are strongly encouraged to leave all non-essential items in their locker. A designated area outside of the studio will be marked, where students can leave non-essential items, such as such as instrument case, jacket, coffee mug, etc. As this is not a secure area, should students not feel comfortable leaving items outside the faculty studio, the faculty member will be supplied with large plastic bags the students can use for their items to be placed within the studio.

- When teaching in a shared space, each faculty member will be required to sanitize all studio equipment at the beginning of their teaching time, including computers, telephones, workspace surfaces, pianos, etc. If you are the last person teaching that day, it is also your responsibility to empty the room garbage into the central refuse bin.
  
  a. For studio class, the faculty member will be the only member sitting in the audience. Only one student (or student and pianist, if required) will perform at a time. They will follow one way traffic flow to enter the room and walk on stage. Students are required to bring their own equipment, including music stands. If piano is required for the studio class, it will be pre-set on stage by the head piano technician (or designate) and the faculty member will be responsible for disinfecting the instrument before each student plays. Should video recording be required, the safe work procedures for audio and visual equipment from the Chan Centre will be followed.

- Additional safeguards specific to voice lessons:
  
  a. ‘Studio bubbles’ will be created whereby the teacher and pianist duo will be assigned specific teaching times in the Old Aud and will remain together for the assigned lesson times so that there will be less interaction between people. The teacher and the pianist may choose to wear masks.

  b. Each lesson will be 45 min. with a 45-minute break between students for airing of the venue and cleaning. Students will be given a one-hour lesson in the second term to make up for the 5 min. loss in lesson time in the first term.

  c. Teachers and pianists may wear their own non-medical masks if they so choose.

  d. The teacher and student will be together for 15 min. and then the pianist will join them for one half hour.

  e. Singers shall be positioned so that the singer is not directly facing an instructor or accompanist

- Wash hands with soap and water for 20 seconds and don’t touch face. If handwashing is not possible, sanitize hands upon exit of lesson.

\(^7\) Given the difficulty in ordering disinfecting wipes, should wipes not be available, we will have to mix our own sanitization solutions, using the Chan Centre’s solution recipes.
Appendix 4 – Large Ensemble Risk Analysis and Protocol (Chan Centre)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Location</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Large Ensembles</td>
<td>Chan Centre</td>
<td>(below)</td>
</tr>
<tr>
<td>282, 394, 494, 593 – Percussion Individual Lessons (M 09:00 – 14:00)</td>
<td>Chan Centre</td>
<td>(below)</td>
</tr>
<tr>
<td>150a/550a – Symphonic Wind Ensemble (M/W 15:00 – 18:00)</td>
<td>Chan Centre</td>
<td>(below)</td>
</tr>
<tr>
<td>150c/550c – Concert Winds (M/W 18:00 – 20:00)</td>
<td>Chan Centre</td>
<td>(below)</td>
</tr>
<tr>
<td>150a/550a – Orchestra (T/Th 16:00 – 19:00)</td>
<td>Chan Centre</td>
<td>(below)</td>
</tr>
<tr>
<td>153a – University Singers (T/Th 12:00 – 15:00)</td>
<td>Chan Centre</td>
<td>(below)</td>
</tr>
</tbody>
</table>

**Risk Consideration**
- ☐ higher proportion of individuals from outside the UBC community visits campus
- ☐ prolonged closer interaction with others not in the usual cohort of colleagues
- ☑ workplace or activity is indoors and windows cannot be opened
- ☑ employees/students/visitors have frequent contact with high-touch surfaces
- ☐ activity involves people who are at higher risk of severe illness
- ☐ activity involves people who are not able or likely to follow hygiene practices

**Protocols/Practices:**

- A minimum gap of 30 minutes will be planned for thorough disinfecting and re-setting the stage between ensembles, or between sub-groups of students that rehearse as part of any one ensemble rehearsal block
- Traffic flow will follow established patterns under the direction of Chan Centre staff
- To prepare for the arrival of the students,
  - o All workers will wash their hands for 20 seconds with soap and water and avoid touching their face
  - o The assigned TA will place an attendance sheet at the stage door entrance
  - o A maximum of 8 student ensemble staff (stage managers, librarians, percussionists, TA’s) will work with Chan Centre staff and ensemble conductors to set up for each rehearsal, following established one-way traffic patterns and maintaining 2m physical distancing at all times
    - Set-up requirements can include: piano, harp, percussion, chairs, stands, conductor’s podium, whiteboard, and A/V equipment
- When students arrive for class, they are required to sign in via attendance sheet at the stage door entrance and proceed immediately to their individual prep-zone in the fixed seating area, following the established one-way traffic flow.
- Each student will be assigned an individual prep-zone in the fixed seating area (maintaining 2m physical distancing) where they can leave their personal belongings before advancing to their assigned work-zone on stage. Each stage work zone will include a chair and music stand and will be labeled with a number and assigned to ONE student only. Once the student enters their work-zone on stage, they will set up their sheet music, instrument(s) and other required equipment.
When students play a UBC-owned instrument that is shared with others (piano, percussion, harp), prior to beginning work, they are required to disinfect the instrument according to established protocols.

- When the rehearsal block is complete, students will pack up their instrument, music, etc. from their work-zone on stage, proceed to their assigned prep-zone to pack up their personal belongings and proceed to the exit via the established traffic flow pattern.
- For singing activities, singers shall be positioned so that the singer is not directly facing an instructor or accompanist.
Appendix 5 – Large Ensemble Risk Analysis and Protocol (Old Auditorium)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Location</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Large Ensembles</td>
<td>Old Auditorium Rooms 100, 111, 128, 200, 228</td>
<td>(below)</td>
</tr>
<tr>
<td>336 – Opera Theatre Techniques</td>
<td></td>
<td></td>
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<tr>
<td>339/439/539 – Opera Workshop</td>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Risk Consideration</th>
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<tbody>
<tr>
<td>☐ higher proportion of individuals from outside the UBC community visits campus</td>
<td></td>
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<tr>
<td>☐ prolonged closer interaction with others not in the usual cohort of colleagues</td>
<td></td>
</tr>
<tr>
<td>✓ workplace or activity is indoors and windows cannot be opened</td>
<td></td>
</tr>
<tr>
<td>✓ employees/students/visitors have frequent contact with high-touch surfaces</td>
<td></td>
</tr>
<tr>
<td>☐ activity involves people who are at higher risk of severe illness</td>
<td></td>
</tr>
<tr>
<td>☐ activity involves people who are not able or likely to follow hygiene practices</td>
<td></td>
</tr>
</tbody>
</table>

Protocols/practices:

- A minimum gap of 30 minutes will be planned for thorough disinfecting and re-setting the stage between ensembles, or between sub-groups of students that rehearse as part of any one ensemble rehearsal block.
- Traffic flow will be as per the keyplans.
- To prepare for the arrival of the students,
  - All workers will wash their hands for 20 seconds with soap and water and avoid touching their face.
  - The assigned TA will place an attendance sheet in the main lobby of the Old Auditorium.
  - A maximum of 8 student ensemble staff (tech director, stage managers, librarians, TA’s) will work with Professor Hermiston and to set up for each rehearsal, following one-way traffic patterns and maintaining 2m physical distancing at all times.
    - Set-up requirements can include: piano, chairs, stands, conductor’s podium, whiteboard, and A/V equipment.
- The students who take Opera Theatre Techniques are the same ones that take Opera Workshop and the two classes support each other in the learning process. The classes are of course at separate times and there is 1 hour between them.
- When students arrive for class, they are required to sign in via attendance sheet in the main lobby of the Old Auditorium and proceed immediately to their individual prep-zone in the fixed seating area, following the established one-way traffic flow. Students will be placed into one of three casts. Each cast will be assigned an entrance time: Cast A = 30 minutes prior to rehearsal, Cast B = 15 minutes prior to rehearsal, Cast C = at rehearsal time.
• Each student will be assigned an individual prep-zone in the fixed seating area (maintaining 3m physical distancing) where they can leave their personal belongings before advancing to their assigned work-zone on stage. Prep-zone seat assignments will be separated at greater than 2m distance to ensure students remain physically distanced as they await the beginning of rehearsal, observe and listen to the rehearsal and during any transitions between scenes rehearsed, and prior to exiting. Each student will retain their specific seat for the entire term.

• Each stage work zone will include a chair and music stand and will be labeled with a number and assigned to ONE student only. 3m distancing on stage will be maintained. Once the student enters their work-zone on stage, they will set up their sheet music and other required equipment.

• For each class, one cast will be on stage, one cast will be observing in the seats of the auditorium and one cast may observe from Room 100 if we can get live streaming to work. Otherwise, the third cast will have to watch via zoom and/or on video at a later time.

• Part of the curriculum includes staging. For this pedagogical element, the floor of the stage will be clearly marked with destination zones at a 3 meter distance. Zones will be numbered and students will be assigned movements at specific times from zone to zone. During staging rehearsals if students are singing they will be singing with the face straight forward not to the side where other singers are. If singers are moving to another stage zone the singer who is moving and not singing will turn and make the move facing upstage (their back to the audience). Students’ movements will be strictly choreographed to move from one zone to the other so that they can always maintaining a 3 meter distance depending on whether they are singing while moving or silent while moving.

• All attempts will be made to minimize the use of shared equipment, but in all cases any equipment used for the class will be disinfected prior to use.

• When the rehearsal block is complete, students will pack up their personal equipment and exit the stage, maintaining 2m physical distancing, and return to their assigned prep-zones before exiting.
Appendix 6 – Office Risk Analysis and Protocol

<table>
<thead>
<tr>
<th>Activity</th>
<th>Location</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Work</td>
<td>Old Auditorium</td>
<td>Various schedules, primarily named individuals in Section 1, but also applies to any worker utilizing office space (including TA’s and WL’s)</td>
</tr>
<tr>
<td></td>
<td>School of Music</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chan Centre</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mary Bollert Hall</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Risk Consideration</th>
<th>higher proportion of individuals from outside the UBC community visits campus</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>prolonged closer interaction with others not in the usual cohort of colleagues</td>
</tr>
<tr>
<td></td>
<td>workplace or activity is indoors and windows cannot be opened</td>
</tr>
<tr>
<td></td>
<td>employees/students/visitors have frequent contact with high-tough surfaces</td>
</tr>
<tr>
<td></td>
<td>activity involves people who are at higher risk of severe illness</td>
</tr>
<tr>
<td></td>
<td>activity involves people who are not able or likely to follow hygiene practices</td>
</tr>
</tbody>
</table>

- Wash hands with soap and warm water for 20 seconds upon entry (using the sink in the photocopy room) and any time after leaving the office space.
- Disinfect any equipment brought from home daily.
- Any shared equipment (photocopyer, binding machine, staplers, scissors, etc.) must be disinfected at the beginning of each work day and prior to each use using appropriate disinfecting wipes provided by the department.
- When workers are interacting with students, a plexiglass barrier is required.
- Workers will be scheduled and access to shared equipment will also be scheduled.
Appendix 7 – Keyplans

Legend:
- Practice rooms are outlined in **blue** on the keyplans.
- Shared teaching spaces are outlined in **green**
- Staff & student lounges are in **purple boxes**
- Occupancy limits are indicated by the number of **purple circles** (2m physical distance) contained within a room;
Washrooms to be designated gender neutral; occupancy for 101 and 103 = single occupancy only.

Hallways on this level are not wide enough to allow 2m so 'right of way' approach will be utilized; individual traveling will continue to travel and the individual entering the flow of traffic will retreat to the room until the hallway is clear.

Practice room

Shared teaching space

Off limits

Limited scheduled access until renovation starts

Staff/Faculty (2nd floor) and Student (4th floor) lounge

THE UNIVERSITY OF BRITISH COLUMBIA
MUSIC BUILDING
6361 MEMORIAL ROAD, V6T 1Z2
Office space considered unavailable due to potential renovation;

Access to practice rooms 207 - 211 will be from the north stairwell. Students will have to enter through the main entry, take the elevator up to 3rd floor, walk down the hallway and then descend via north stairwell; upon departure, they will descend to 1st floor and exit the building on the north side.

Elevator used to ascend only except when moving large instruments (harp, tuba, bass); capacity = 2

Hallways on this level are not wide enough to allow 2m "right of way" approach will be utilized; individual traveling will continue to travel and the individual entering the flow of traffic will retreat to the room until the hallway is clear.

ALL ENTRY/EXIT THROUGH MAIN DOORS VIA UBC CARD (FOB access remains active)

Recital Hall (Room 201) entry via East doors and exit via West doors

South stairwell to ascend; north stairwell to descend

East entrance does not have FOB access; should not be used

Additional exits on 1st floor
Appendix 8 – Responsibilities of Each Worker Group

Employee Responsibilities

- Before coming to work, all personnel must check their health status. Personnel experiencing any symptoms of COVID-19 (cough, sneezing, shortness of breath, loss of sense of smell/taste, sore throat, tiredness, fever) must not come to work.
- Individuals displaying symptoms of COVID-19 (described above) must remain at home and isolated until they have been confirmed COVID-free by testing or have been symptom free for the length of time recommended by the BCCDC. Personnel who have been in contact with a person confirmed or presumed to have COVID-19 must also self-isolate as per provincial health guidelines. Personnel will be referred to the BC Health Self-Assessment tool to determine if they require testing and/or medical care: https://bc.thrive.health/
- All work that can be done off campus must continue to be done off campus. Data processing, writing manuscripts, writing grant proposals, creating presentations, studying, ordering of lab supplies, online library research, computations, etc. should be done from home. Exceptions may be considered for cases where research personnel do not have the possibility to work from home.
- Must take the required UBC COVID-specific training course or the department specific training if the former is unavailable; they must submit a confirmation of the completion of training via email to the Dept Administrator.
- Teaching-stream faculty and research-stream faculty who are teaching during Stage 1 for whom conditions make it impossible to provide classes from home can apply to use their office for lectures; approval is decided by their head/director.
- Teaching-stream faculty or research-stream faculty who require access to on-campus space to prepare materials for the fall (e.g., making videos for online course production) should be accommodated by the head/director where possible as long as it will be done in a safe manner consistent with physical distancing requirements.
- In-person group meetings, events or lectures cannot be organized in Stage 1.
- Where exemptions have been given for a faculty member to access his or her office, they must not have guests in the office during Stage 1.
- When an employee is concerned about the rules for Stage 1, they should follow the standard WorkSafeBC reporting guidelines (address the concern to their supervisor first). However, they may also report concerns confidentially to the Head.

Responsibility of Department Heads and Directors

- Must take the required UBC COVID-specific training course or the department specific training if the former is unavailable; they must submit a confirmation of the completion of training via email to the Dept Administrator.
- Responsible for communicating the safety plan of the unit to faculty and research personnel.
- Responsible for ensuring that signage is in place throughout the common spaces of the building. This signage is in place to ensure physical distancing and cleaning protocols are practiced in
common areas (e.g., elevators, social rooms, lunch rooms, bathrooms, stairwells), department offices (e.g., main office, mail room), and shared facilities that are under their purview

- Responsible for putting hand sanitizer at key points (e.g., near entrances, entrances to shared instrument facilities) for personnel, if not supplied by building operations

**Responsibility of Faculty of Arts**

- Work together with Departments and Institutes to develop safe working plans at each stage
- Coordinate safety plans across shared buildings
- Review and approve department / institute safety plans (ADR and ADF)
- Help heads and directors deal with issues of non-compliance and offer confidential reporting of non-compliance
- Address patterns of non-compliance in a manner consistent with UBC policy