



## HLI COVID-19 Safety Plan

Title:	<b>COVID-19 Safety Plan for the Centre for Heart Lung Innovation</b>		
Procedure:	<b>HLI-COVID-002</b>	Supercedes:	<b>HLI-COVID-001</b>
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			<b>Total Number of Pages: 5</b>

### SCOPE

The Centre for Heart Lung Innovation is committed to ensuring the health and safety of faculty, staff, students and visitors at our workplace. With respect to COVID-19, this includes following the orders of the provincial health officer and guidance from the BC Centre for Disease Control and implementing policies and procedures outlined by the University of British Columbia and Providence HealthCare to protect workers from the risk of exposure to COVID-19.

This document describes the current safety plan for all HLI members and visitors to follow when a viral pandemic, such as COVID-19, has been declared by the local health authorities.

### RESPONSIBILITIES

All HLI members and visitors are responsible for following these procedures

All HLI members are responsible for reading this document, watching the HLI Return to Work video and completing online UBC Safety Risk Services required courses.

<https://srs.ubc.ca/training-and-general-education-courses/mandatory-training-for-all-ubc-workers/>

### Preventing Exposure to COVID-19

Take the BC COVID-19 Self-Assessment Tool test prior to arriving on site and report results to your manager/supervisor/PI or centre staff every day:

<https://www.thrive.health/bc-self-assessment-tool>

Following appropriate health guidance during the current COVID-19 response will reduce your risk of infection. Organizations such as the British Columbia Centre for Disease Control, Public Health Canada, and the World Health Organization, have issued COVID-19 related health guidance which, if followed, helps to reduce the risk of infection.

### **Wash your hands frequently**

Anyone who has had symptoms of COVID-19 in the last 10 days must self-isolate at home; symptoms include fever, chills, new or worsening cough, loss of taste or smell, shortness of breath, sore throat, and new muscle aches or headache. Please advise your supervisor of your absence and if you test positive report to your supervisor, public health and if you have been on site to [scoughlin@providencehealth.bc.ca](mailto:scoughlin@providencehealth.bc.ca)

Anyone under the direction of the provincial health officer to self-isolate must follow those instructions.

Anyone who has arrived from outside of Canada, or who is a contact of a confirmed COVID-19 case, to self-isolate for 14 days and monitor for symptoms.

**A mask is required to be worn when on hospital property.** This reduces transmission of virus particles.

### **Physical distancing**

Physical distancing by staying 2 metres apart, is, along with mask-wearing an effective way of preventing the spread of infectious diseases like COVID-19 and should be practiced whenever possible.

Maximum occupancy limits have been posted in shared or multi-user spaces. These max occupancy numbers allow for flexible seating choices in the room as long as mask wearing and physical distancing of 2 metres can be maintained. If you are unsure of spacing within a shared area such as a core facility, ask the manager or core staff.

In areas where staff or students cannot physically distance, continuing to work remotely, or creating alternate work schedules, or moving to alternate seating locations must be pursued. Lunch and break times can be staggered to allow for reducing numbers in break rooms or seating areas.

Until further notice, meetings or gatherings for groups are cancelled. Any groups under 10, must wear masks and physically distance and not share food.

Operations will maintain an up-to-date list of employees at the workplace as able, per forms and schedules provided by PI's and managers while research curtailment is in effect. If your group numbers increase due to more staff or students returning to work, you must advise Operations of this change, submit an updated research resumption form and ensure physical distancing requirements are met.

Operations will post signage to remind workers to wear masks and to maintain their distance throughout the centre.

## **Personal Protective Equipment (PPE)**

Personal protective equipment (PPE) has a role in preventing exposure to COVID-19, but must be combined with other measures to be effective.

Surgical (blue) masks or 3 ply cloth masks are to be worn when entering the hospital and within the centre including hallways, lunchrooms, elevators, shared lab areas and stairwells. At the hospital's discretion, a surgical mask may be preferred.

Surgical masks can be obtained when you enter the hospital at the main doors, parking level 1 or from HLI reception or your own lab. You can find information about UBC's approach to PPE at [www.srs.ubc.ca](http://www.srs.ubc.ca) and for Providence Health at <https://www.providencehealthcare.org/covid-19>

Additional wall hand sanitizing units have been installed throughout the centre and can be found by main entry ways.

Hand sanitizing stations have been setup in shared areas. Please do not remove the sanitizer bottle and advise reception when bottles are empty.

As available, disinfectant wipes have also been stationed in multi-user areas.

Spray bottles are available at reception to fill with 70% ethanol or other virucidal or disinfectant spray to use in your area for wiping down surfaces.

Wipe down commonly touched surfaces upon arrival and departure. This includes high-touch areas such as door handles, keyboards, benchtops and counters and equipment lids, touchpoints and handles. Wipe down sink taps, and contact areas in bathrooms when leaving. **Wash your hands frequently during the day**

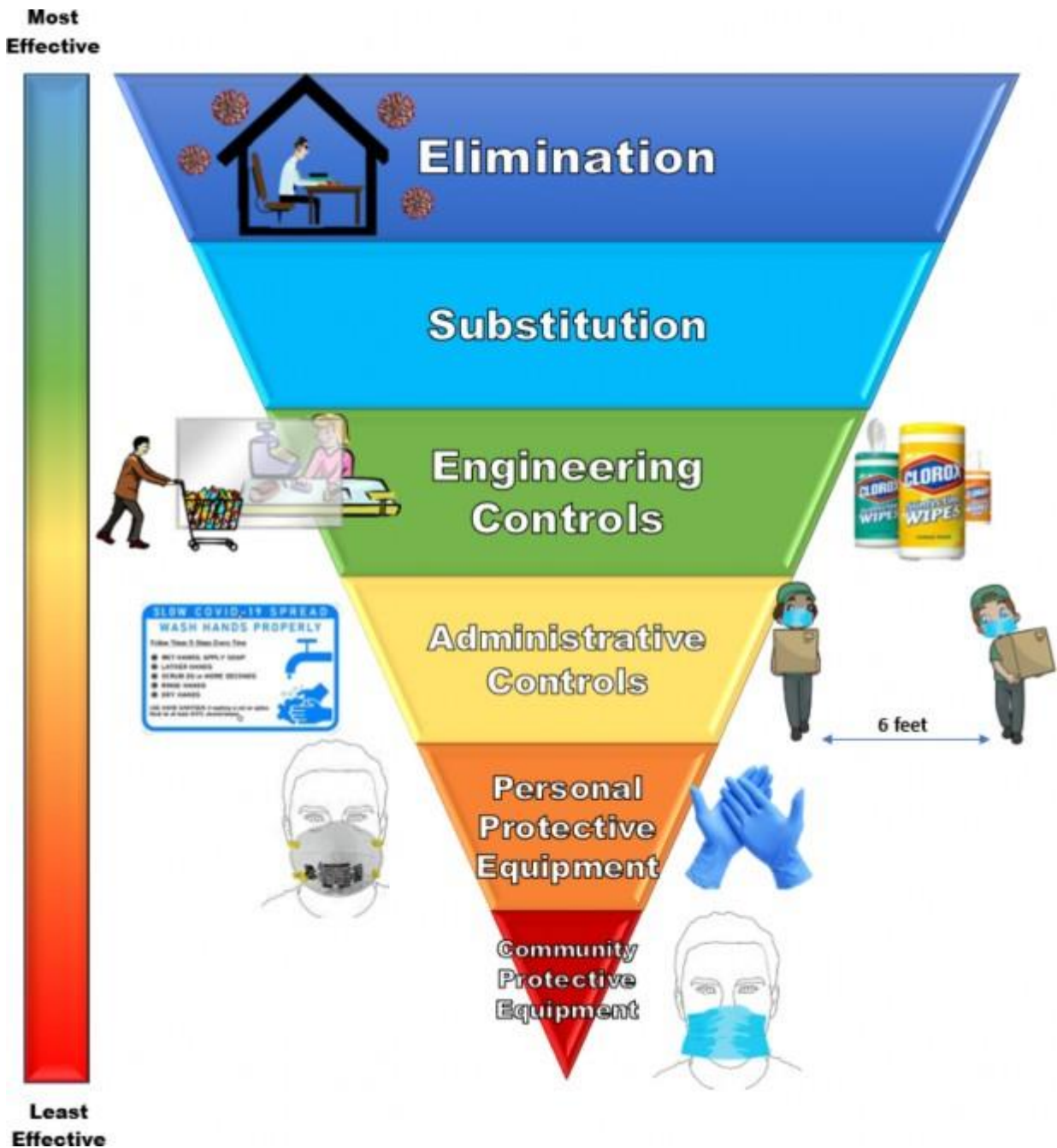
If permitted to use lunchrooms, wipe down areas such as seating, tables, sink handles, microwaves, water cooler handles and any other common use touch areas with disinfectant wipes or spray before and after use. Lunchroom use will only be permitted if appropriate cleaning procedures are being followed. There will be no sharing of plates, food or utensils.

Housekeeping will wipe down common areas every week night with disinfectant.

All HLI members present at the time of housekeeping staff arrival, must leave areas designated for housekeeping to clean and can return when they finish. Please allow for housekeeping to perform their tasks without interruption while maintaining physical distance.

PI's, lab managers and supervisors, should aim to postpone or re-arrange work tasks in such a way that workers are not required to work in proximity to one another. When possible, work can be conducted from home.

When possible, meetings should continue to be conducted remotely, using tools such as ZOOM, or other methods of communication. At this time, it is not permitted to share food at meetings.



**Examples of controls are**

- Elimination: Physical distancing wherever feasible
- Engineering: Physical barriers where feasible, such as Plexiglas barrier at HLI reception
- Administrative: Maximizing remote working arrangements and controlling occupancy
- Personal Protective Equipment: Masks, Face Shields & Respirators where appropriate
- Community Protective Equipment: wearing a surgical or cloth mask, avoiding large indoor gatherings, staying home



**Wash hands thoroughly and frequently**



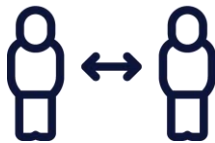
**Use hand sanitizer when you can't wash your hands**



**Wipe down frequently touched surfaces and objects**



**Avoid touching your head/face whenever possible**



**Maintain physical distance of 2 meters**



**Stay home if any signs of illness**