



# THE UNIVERSITY OF BRITISH COLUMBIA

Faculty of Forestry

Malcolm Knapp Research Forest

14500 Silver Valley Road

Maple Ridge, BC V4R 2R3

Tel: (604) 463-8148

## Re: COVID-19 Safety Procedures- Malcolm Knapp Research Forest

**Updated: December 4, 2020**

The following procedures have been put into place beginning March 24, 2020, and updated on December 4, 2020, to ensure the health and safety of our workers during the COVID-19 pandemic:

Staff working in the office must do a COVID Self-Assessment before the start of their shift. They must email Liz Smith ([liz.smith@ubc.ca](mailto:liz.smith@ubc.ca)) that their COVID Self-Assessment has been completed and they are exhibiting no symptoms. If they do not do this, or if they are exhibiting any symptoms, they may not come into the office.

As of September 16, 2020, UBC has instituted a mandatory mask policy when inside any UBC building. Masks are to be worn indoors in any common areas. For MKRF, this means masks are to be worn when entering/exiting the building, in the hallways, in the washrooms, in the lunchroom/kitchen, in the student office (when more than 1 person working), in the photocopier area, and in the south and north shops of the compound. Masks do not need to be worn when employees are in their own offices. All visitors to the office must wear a mask in any area.

- Wild & Immersive staff will not work in the office Mon-Fri. They may work in the office only on weekends. They may use the Bentley Boardroom or work from home for prep days, when not running programs. This will allow programs to continue running in the event the office staff must self-quarantine.
- Staff in the office must work 1 person to an office, with 6ft social distancing throughout the office.
- A maximum of 2 people can work in the student office, with 6ft distance separating them.
- Staff must maintain proper social distancing while in the lunch room. Staff meetings must be done with 6ft between employees. If proper social distancing is impossible, masks must be worn, or meetings must be done by zoom.
- Anyone working in the field must maintain social distancing (6ft distance) from others.
- Only 1 person is to ride in a vehicle. Vehicles that are shared between staff members must be cleaned and sanitized after use. Signs showing that the vehicle has been appropriately cleaned and is safe to use must be placed on the dashboard of the vehicle.
- All staff have been provided with reusable cloth masks to use when needed. N95 masks and gloves are available to workers if needed.
- The office will remain closed to the public. A sign is posted on the door with our phone number should the public need to reach us.
- Mill customers, researchers, contractors or other guests may come into the office if they are wearing a mask, but may not proceed further than the front hallway. No guests are allowed in the lunchroom. Meetings must be taken outside.



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- Cleaners are to enhance disinfection and sanitization of shared contact items (ie: door handles, light switches, radio, etc.)
- All office staff to disinfect and sanitize shared contact items as much as possible throughout the day. Wipes are available throughout the office.
- As per the Order for Industrial Camps: If we are bringing workers on for a new project and they are staying on-site, we must arrange for a health officer or Provincial infection prevention and control officer to inspect the accommodation, worksite and vehicles being used by the workers.
- Liz has been appointed as the coordinator for the office, with the ability to delegate other coordinators for specific projects as required.

## Illness Policy:

- No staff member may come into the office if they are feeling ill. If able to work from home, they may do so. Illness includes, COVID related symptoms, flu-like or cold symptoms (fever, cough, sore throat, sneezing).
- If a staff member exhibits COVID related symptoms they must stay home for 10 days from the onset of symptoms, or until symptoms have subsided, whichever is longest.
- Co-workers may continue working while self-monitoring for symptoms. If they develop symptoms they must stay home for 10 days from the onset of symptoms, or until symptoms have subsided, whichever is longest.
- If a staff member tests positive for COVID-19 they must remain home for 14 days or until their symptoms have subsided, whichever is longest.
- Any co-workers who have been in contact with the worker who has tested positive must remain home for 14 days. They may work from home.
- Co-workers who have not been in contact the worker may continue working while monitoring symptoms.
- If a worker starts to exhibit symptoms while at work, they must stop working, isolate from the rest of the office, wear a mask, and return home as soon as possible. All areas in the office must be disinfected straight away.
- Any worker who has been out of the country must self-isolate for 14 days.
- Coughing may persist for several weeks and does not require you to continue isolation.
- Symptoms of regular seasonal allergies do not require self-isolation.

The forest will reopen to the public June 05, 2020. Parking lots will be opened, and trails available for public use. The following safety procedures have been put into place:

- The office will remain closed to the public. Public will have access to parking, outhouses and trails only.
- Social distancing signs have been posted at the parking lot entrance and entrance to the arboretum and trails reminding public to remain 6ft apart.
- Hand sanitizer stations have been set up throughout the entrance and parking lots with COVID protocol signs (ie: social distancing reminders, reminder to wash hands, use hand sanitizer, don't come to the forest if not feeling well).
- Hand sanitizer stations have been added to the outhouses.
- Employees are to remain 6 ft from the public.



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- Hand sanitizer stations are to be checked daily and refilled as needed. Employees must wear disposable gloves when refilling the hand sanitizer stations.
- The garbage can that is located in the parking lot will be emptied daily (end of day). Employees must wear disposable gloves and a face mask when emptying the garbage.
- Staff are to close the rolling gate at the front entrance when the parking lot is full. We will have reached maximum occupancy at that time. No one will be admitted until an appropriate number of cars have departed. A Parking Lot full sign is to be hung on the rolling gate at this time, and can be removed when reopened. Cars are not permitted to park in the cul-de-sac.
- Hour of operation have been adjusted to 8am-4pm each day. At 4pm, the rolling gate is to be closed, and must be reopened only to let vehicles depart.

Items to be added to this document as the situation dictates.