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/

<table>
<thead>
<tr>
<th>Department / Faculty</th>
<th>Ceremonies &amp; Events / Office of the President</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Location</td>
<td>Norman MacKenzie House (NAM)</td>
</tr>
<tr>
<td></td>
<td>6565 NW Marine Drive</td>
</tr>
<tr>
<td>Proposed Re-opening Date</td>
<td>September 21 2020</td>
</tr>
<tr>
<td>Workspace Location</td>
<td>Foyer, Dining Room, Atrium, Summit Room, Guest bedroom, Guest washrooms, Outdoor terrace</td>
</tr>
</tbody>
</table>

Introduction to Your Operation

1. Scope and Rationale for Opening

Norman MacKenzie House (NAM) is the official residence of UBC’s President and Vice-Chancellor. Prof. Santa J. Ono and his family reside here, full-time, and use the house for personal and professional activities. Portions of the main floor – including the Foyer, Dining Room, Atrium, Summit Room, and Guest Washrooms – are used for public functions related to University business. Events in these spaces may be managed by four teams/individuals – Ceremonies & Events, DAE Events, President’s Office, Assistant to the University Ambassador.

Functions held at the house include, but are not limited to engagement, recognition and stewardship events for faculty, staff, students, donors and alumni. The scope of this plan is specific to institutional events with the previously noted objective/audience in mind, however this plan may also apply to the President’s personal events he and his family choose to host in their home, if they wish to use this as a resource.

The President hosts several events per year, many of which are hosted at Norman MacKenzie House. While event restrictions will lead to planners considering virtual events and activities, there will be occasion to invite guests, in-person, to events held at Norman MacKenzie House.

The President has requested to resume in-person events as appropriate and safe to do so. At the recommendation of Ceremonies & Events to the Office of the President, Prof. Ono supports an opening date for events at NAM beyond September 1, 2020. Current public health guidelines and UBC event directives must be adhered to.

This plan has been developed in consultation and collaboration with the following:
Prior to submission for approval, this plan was vetted and endorsed by Julie Wagemakers, Executive Director, Office of the President and Robin Ciceri, Vice-President, External Relations.

As of September 8, the following scope of events will be permitted at Norman MacKenzie House:

- In-person events that follow public health guidelines and UBC event directives
- Events that align and do not exceed the newly established capacities and floorplans in each of the public spaces

Note – as the exclusive caterer at NAM, and as the exclusive custodial provider at NAM, Scholars Catering and Building Operations respectively will determine appropriate levels of food and beverage and cleaning service, within the industry guidelines and operational and safety plans approved for their units and services, while delivering services at NAM.

The scope of in-person events at NAM may be reviewed, amended or cancelled at any time upon request of the President, the Executive Director of the President’s Office, a Director of the Emergency Operations Committee or the Director of Ceremonies & Events.

Section #1 – Regulatory Context

2. Federal Guidance

- Government of Canada: Risk Mitigation tool for gatherings and events operating during the COVID-19 pandemic

3. Provincial and Sector-Specific Guidance

- BC’s Restart Plan: “Next Steps to move BC through the pandemic”
- Province of BC: Provincial Health Officer’s Order regarding Gatherings and Events (as of Jul 27, 2020)
- Province of BC: COVID-19 Go-forward Guidelines for BC’s Post-Secondary Sector
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.

- Venue safety and operational plan will be reviewed, shared among residents and staff working/hosting an event, and adhered to.
- Brief and polite, socially distant contact will be encouraged, particularly in areas where guests congregate (ex. entry points, coat check, registration), or where team members are participating in briefings (ex. foyer, stage side, Summit Room).
- Recommended event length will not exceed more than 90 minutes for receptions, and no more than 2.5 hours for seated meals or business meetings.
- Staff should endeavour to arrive or depart function spaces within 30 minutes of the start/end time of the function.
- No more than one function will be held at Norman MacKenzie House on any given date, and can only be held if 24 hours has passed since the previous event ended, to allow for sufficient cleaning and re-set, and to mitigate the risk of COVID-19 lingering on surfaces, upholstery, etc.
- Only one person at a time will be permitted in areas with limited space, including but not limited to the bar, the storage room beneath the stairs.
- Only one person at a time will be permitted in each of the three guest washrooms. A physically distanced line-up and waiting area will be marked in the entry, using lollipop signage provided at NAM.
- In accordance with UBC’s required use of non-medical mask in indoor spaces on campus, staff and guests will wear masks unless individuals meet one of the exceptions outlined in Attachment “A” of the UBC Campus Rules. Disposable masks will be available for guests at events, and will be stored in the servery when not in use.
- Hand sanitizer will be available to staff and/or guests in each of the three guest washrooms, the entry foyer, the servery, the bar. In addition, it will be recommended that event staff include hand sanitizer in their portable event kits.
- Where applicable, Event Managers will be responsible for wiping down event kit items/unit event supplies and equipment with sanitizing wipes before returning to storage for the next use.

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)

Prior to COVID-19, normal occupancy/capacity rates were in effect in the following function spaces:
- Dining Room – 14 guests + appropriate staff
- Atrium – 64 banquet style; 100 reception style; 28 boardroom style – all + appropriate staff
- Guest washroom – 1
- Guest bedroom – 2
- Summit Room – varied based on use
- Servery – 4

New proposed occupancy/capacity rates will be in effect in the following function spaces:
- Dining Room – 2 bubbles, max 4 guests + appropriate staff
- Atrium – 3 bubbles of 6 banquet style; 6 bubbles of 6 reception style; varies for boardroom style based on bubble size and physical distance required between bubbles + appropriate staff
- Guest washroom – 1
- Guest bedroom – 2
- Summit Room – should be kept to 3, for meetings while Prof. Ono uses this as his home office
- Servery – 2
<table>
<thead>
<tr>
<th>9. Employee Input/Involvement</th>
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<tbody>
<tr>
<td><strong>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</strong></td>
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Multiple site visits during June-August 2020 were conducted with custodial and facilities planning staff, and consultation meetings with various stakeholders, including Facilities and DAE Events team staff members, during the spring and summer. Input was received by UBC vendors and colleagues to help inform the plan.

Upon completion of the plan, a preliminary draft will be shared again with key stakeholders and teams. The final approved plan will be shared by way of a virtual briefing meeting (zoom) and by email for staff to review. A hard copy of the plan will be posted in the Servery at Norman MacKenzie House, and soft copies will be made available on the shared drives that Ceremonies & Events, President’s Office, University Ambassador and Development & Alumni Engagement Events Team members have access to.

The plan will be revised as necessary, per the note above in the introductory section. Event Planners, NAM residents and staff, UBC colleagues and vendors will have opportunities to identify risks and express concerns and share feedback to the Director of Ceremonies & Events at any time.

Once approved, a copy of this plan will be provided to the University Administrative Units Joint Occupational Health and Safety Committee, via Paul Gill, for review and feedback within 30 days.

<table>
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<tr>
<th>10. Worker Health</th>
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<tr>
<td><strong>Detail how all Supervisors have been notified on appropriate Workplace Health measures and support available and how they will communicate these to employees</strong></td>
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- All UBC staff who work at the house, and all host residents of NAM (ex. Prof. Ono and Ms. Yip), are required to complete the ‘preventing COVID-19 in the workplace’ training provided at UBC prior to working an event at NAM.
- As the plan is reviewed and shared, colleagues will be reminded of Workplace Health measures and supports available to them. Information can be found at: [https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive](https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive).

<table>
<thead>
<tr>
<th>11. Plan Publication</th>
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<tbody>
<tr>
<td><strong>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</strong></td>
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- The final plan for Norman MacKenzie House will be made available online in soft copy at ceremonies.ubc.ca. Planners who are inviting guests to the house to events hosted by the President will have the opportunity to link to this plan in invitations and event reminders. Invitation language should be developed to encourage guests to attend only if in good health.
• A hard copy of the plan for Norman MacKenzie House will be posted on the bulletin board in the servery kitchen.
• Soft copy plans will also be saved in the shared drives of the Ceremonies & Events, President’s Office, University Ambassador and DAE Events teams.

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.
• All staff are aware that they must maintain a physical distance of at least 2 meters from each other at all times
• Do not touch your eyes/nose/mouth with unwashed hands
• When you sneeze or cough, cover your mouth and nose with a disposable tissue or the crease of your elbow, and then wash your hands
• All staff are aware of proper handwashing and sanitizing procedures for their workspace
• Supervisors and managers must ensure large events/gatherings (> 50 people in a single space) are avoided
• Management must ensure that all workers have access to dedicated onsite supervision at all times.
All staff wearing non-medical masks are aware of the risks and limitations of the face covering they have chosen to wear or have been provided to protect against the transmission of COVID-19. See [SRS](#) website for further information.

### 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

UBC Staff members will continue to work remotely, where possible to plan the events held at Norman MacKenzie House.

Where site visits in advance of an event are required, staff and vendor participation will be kept to a minimum and physical distancing will be adhered to. Colleagues who are unwell or experiencing any of the symptoms of COVID-19 will not be permitted on site for site visits.

Staff required to be on site to deliver the event will be kept to a minimum, based on service and staffing levels required. A minimum of one event manager will be on site for each event to ensure that the operational and safety plan components are being followed.

### 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

At this time, there are no specific work pods/crews determined for the Ceremonies & Events, DAE Events, Scholars Catering teams. Should the frequency of events exceed one in-person event at NAM per week, this may be explored at a later date.

Custodial services will be provided by the existing staff assignment, crew, schedule as determined by Building Operations.

### 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

Please see Appendix 1 for occupancy floorplans and traffic flows for function spaces.
### 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.

See Appendix 2.

Signage will be provided at NAM in the parking lot, at the servery entrance, near the house entrance and within function spaces to appropriately remind colleagues and guests that physically distancing is required. In addition, event managers and event hosts will be prepared to discreetly remind guests to remain physically distant, as required.

### 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.

Not applicable.

### 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.

See Appendix 2.

Signage will be placed at servery and house entrance to remind staff and guests that they are not permitted entry if they experience symptoms of COVID-19.

In addition, UBC staff members working on site at an event at NAM are required to complete a daily BCCDC self-assessment and follow the direction provided. In addition, they will be expected to adhere to their unit’s operational and safety plan as it relates to guidelines and processes in place, at the unit level, if they experience symptoms of COVID-19.

### 18. Prohibited Worker Tracking

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

Not applicable to the plan for NAM.

All UBC staff members working on site at an event at NAM will be expected to adhere to their unit’s operational and safety plan as it relates to guidelines and processes in place, at the unit level, if they experience symptoms of COVID-19. This includes tracking and communication procedures.
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

General:
- Assume Custodial Standards of blended Level 2 & 3 APPA Standards apply - please see Building Operations COVID-19 website
- Events will not be held within 24 hours of each other to mitigate the risk of COVID-19 lingering on surfaces, upholstery, etc.
- Hand sanitizer will be provided in the servery, washrooms and entrance points.
- Staff members and guests will be encouraged to exercise frequent hand hygiene while on site at events, particularly upon arrival and departure from the event

Bechstein Piano:
Following the use (for practice or performance, outside of the residents of NAM), the following cleaning procedures are in place for the Bechstein Piano:

- A full cleaning procedure document has been provided at NAM (see appendix 3).
- Hand washing will be available in the guest washrooms for performers, event managers, cleaners, the piano technician to use before and after using or cleaning the piano.
- A packet of the 70/30 isopropyl alcohol wipes for cleaning piano keys has been provided to NAM.
- Wipes should be used only by the performer or the event manager on the keys, not on the case, as the alcohol will definitely damage the finish.
- No personal or other types of wipes are to be used on the piano; they all contain different chemicals which may cause damage.
- Any change noted in the natural ebony and ivory on the keys should be reported to the Head Piano Technician, Scott Harker, with a cc to the Director of Ceremonies & Events.

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

Banquet Chairs, Dining Chairs, upholstered furniture in the Atrium, Summit Room, Guest Bedroom: will not be used until 24 hours has passed between functions. Regular annual cleaning of these items will take place as per usual.

Banquet Tables, Cocktail Tables, Registration Tables: Will be cleaned by Custodial staff prior to returning them to storage, following an event.
**Catering, Audio-Visual, Décor equipment:** Will be removed upon completion of the event and will be the responsibility of the vendor to clean and sanitize.

All dishes and utensils are all adequately sanitized after each use, whether rented through caterer or used from house stock.

<table>
<thead>
<tr>
<th>21. Partitions or Plexiglass installation</th>
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<tbody>
<tr>
<td>Describe any inclusion of physical barriers to be used at public-facing or point-of-service areas</td>
</tr>
<tr>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

**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

See Section 2: 9-11 and Section 5: 26.

**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 in Ceremonies & Events, DAE Events, Scholars Catering and Building Operations will be responsible for tracking staff completion as well as site and task/role-specific training.

**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)

See Appendix 2

**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

- For individuals presenting COVID-19-like symptoms, the direction to employees is to call UBC First Aid at 2-4444
- Suspected positive incidents are to be reported to the Supervisor and documented by the supervisor in CAIRS as well as by emailing ready.ubc@ubc.ca
- Events at Norman MacKenzie House will be tracked in the NAM Bookings Calendar. For ease of contact tracing, if required, SRS will reach out first to the Director, Ceremonies & Events, who can assist in procuring the staff/guestlist.
- UBC COVID-19 exposure information can be found on the SRS webpage
- Guests and Staff Members who are unsure about what they should do should review and complete the BC Self Assessment tool
- Regular emergency procedures apply. Physical distancing is not required during an emergency evacuation. The primary goal in an emergency situation shall always be to evacuate the building expeditiously and meet at a predesignated safe location outside the building. Physical distancing should be maintained once at the predesignated meeting area.

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 plan for Norman MacKenzie House will be reviewed in tandem with changes/updates to the UBC directive on events, or at the request of the President, Executive Director of the Office of the President, Director of the Emergency Operations Committee or Director of Ceremonies and Events.

Workers may raise safety concerns to their supervisor or a member of their Joint Occupational Health and Safety Committee.

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

The operational and safety plan for NAM will be included in the documentation for delivering events at NAM, and shared with new team members in Ceremonies & Events and DAE Events where applicable. Scholars Catering and Building Operations will be responsible for sharing relevant components of this plan, along with their own unit operational and safety plan, with new team members where applicable.
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

| PPE is not anticipated to change for workers from pre-COVID-19 timeframe. However, UBC branded masks are being made available to units across the university, through their portfolio orders. In accordance with UBC’s required use of non-medical mask in indoor spaces on campus, disposable masks will be made available for staff and guests, who may not have their own mask. Disposable masks will be stored in the server at NAM. A notice will be affixed to the box of masks advising users of the considerations of non-medical mask. |

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.

| Please see outline below of units/individuals and the corresponding representative. |

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>September 9 2020</th>
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</thead>
<tbody>
<tr>
<td>Name (Manager or Supervisor)</td>
<td>Liz King</td>
</tr>
<tr>
<td>Title</td>
<td>Director, Ceremonies &amp; Events</td>
</tr>
</tbody>
</table>
## Faculty and Staff Occupying Workspace

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Confirmation of Understanding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liz King on behalf of Ceremonies &amp; Events</td>
<td><a href="mailto:liz.king@ubc.ca">liz.king@ubc.ca</a></td>
<td>Leader of plan, confirmed understanding with submission</td>
</tr>
<tr>
<td>Marguerite Collins Olding on behalf of Development &amp; Alumni Engagement Events</td>
<td><a href="mailto:marguerite.olding@ubc.ca">marguerite.olding@ubc.ca</a></td>
<td>By email, Sept 11 2020</td>
</tr>
<tr>
<td>Jocelyn Beretta on behalf of Prof. Santa J. Ono</td>
<td><a href="mailto:jocelyn.beretta@ubc.ca">jocelyn.beretta@ubc.ca</a></td>
<td>By email, Sept 10 2020</td>
</tr>
<tr>
<td>Diane Blue on behalf of Wendy Yip</td>
<td><a href="mailto:diane.blue@ubc.ca">diane.blue@ubc.ca</a></td>
<td>By email, Sept 10 2020</td>
</tr>
<tr>
<td>Sean Lynch on behalf of Custodial Services</td>
<td><a href="mailto:sean.lynch@ubc.ca">sean.lynch@ubc.ca</a></td>
<td>By email, Sept 21 2020</td>
</tr>
<tr>
<td>Kerensa Wotton on behalf of Scholars Catering</td>
<td><a href="mailto:kerensa.wotton@ubc.ca">kerensa.wotton@ubc.ca</a></td>
<td>By email, Sept 9, 2020</td>
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</table>
Appendix 1 – COVID-19 floorplans for Dining Room and Atrium

Dining Room – Seated

Atrium – Seated Banquet
Atrium – Standing Reception
Appendix 2 – Signage

Signage for Parking Lot at NAM – two fixed in lot, one flexible on sandwich board

Signage for Staff and Guest Entry at Servery (affixed near door) and near Front Door (lollipop signage) and in registration area (8.5 x 11 table top) – reminder re COVID-19 symptoms

Signage for Staff Entry at Servery (affixed near door)

Signage for Guest Entry at front door, to be used in addition to staff providing direction
Signage for sinks in Servery (affixed near sinks); may also be used in Guest washrooms (5 x 7, table top)

Signage for use at Bar area to indicate in/out to/from the bar (lollipop signage)

Signage to be used through the function spaces (lollipop signage); placement at the event manager’s discretion based on tone and flow of the event, however must be used near washroom waiting area, and is recommended to be used at entrance to main function area.
Appendix 3 – Piano Care and Sanitization for UBC School of Music

1. Before entry into a studio or practice room wash hands with soap and water for 20 seconds and don’t touch face. If handwashing is not possible, sanitize hands. Also wash hands after sneezing or coughing. Sneeze and cough into crook of arm.

2. Upon entry, use one 70/30 isopropyl alcohol wipe to clean the piano keyboard, working from one end of the keyboard to the other. Start at the rear of the keys, next to the fallboard, pressing the wipe down between the sharps so it presses against the back of the white keys. Then wipe towards yourself, always keeping the wipe in contact with the keys. Do a second pass just on the front part of the white keys. One wipe will sanitize the entire keyboard.

3. Do not use any wipes on the case of the piano; this will be cleaned by UBC piano technicians.

4. Allow the keys to dry before playing.

5. Dispose of the used wipe in the waste basket provided.

6. Use the disinfecting wipes to sanitize doorknobs and light switches or other commonly touched surfaces (not the piano!). Put used wipes in the waste basket. There should be no other garbage generated in the practice room or studio.

7. Arrange music carefully; do not place hands on the case of the piano.

8. Before departure, look around and ensure you have put the wipes in the garbage, collected all your belongings (music, music stand, pencils, etc.), leaving the room clear of any personal items. Any personal items left in a practice room will be put into quarantine in the Music Office by the WL’s as part of their daily room sanitization protocol.

9. Upon departure of a practice room, collect all your items, turn the light off and leave door open.

10. Upon exit of practice room or studio wash hands with soap and water for 20 seconds and don’t touch face. If handwashing is not possible, sanitize hands.

11. Report any problems immediately to Scott Harker, Head Piano Technician, by email at scott.harker@ubc.ca or by text at 604-786-3370.

Note: DO NOT use personal wipes on the piano keys. The wipes provided contain only isopropyl alcohol and water and evaporate quickly, leaving no residue. Other disinfecting wipes contain many chemicals which may leave residues and cause damage to piano keyboards and finishes. Again, DO NOT use ANY wipes on the case of the piano as the chemicals may damage the finish.