

UBC Farm COVID-19 Health & Safety Plan 2020 - WORKING VERSION

June 3, 2020 – v1

Reviewed by the LFS JOHSC June 4, 2020

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COVID-19 Workspace Safety Plan Document Revision

Date	Version	Writer	Change Description	Approved By
2020.05.11		[REDACTED]	<ol style="list-style-type: none"> 1. Indigenous group size limit increased from 6 to 10 to align with volunteer shift size. Capacity may be increased by submitting an Appendix for the program area. 2. 	VP/Dean/Head of Unit

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Introduction

The UBC Farm is committed to the health and safety of our employees and the community that we serve. In order to continue to safely produce fresh produce for the local community, we are implementing protocols to ensure we can safely work on site together while doing our part to limit the spread of COVID-19.

About This Document

This document outlines our general COVID-19 health and safety policies, and the appendices provide more specific and detailed guidance for on-site safety that will be updated on an ongoing basis as conditions change, following recommendations from the Government of British Columbia, WorkSafeBC, and UBC.

The UBC Farm Safety Plan constitutes a Unit plan, under the Land and Food Systems Faculty Level COVID-19 Safety Plan or “Overarching Plan.” ([LFS General COVID Safety Plan \(Updated October, 2020\)](#))

Unit plans are shared with staff and posted in such a way as to ensure the privacy and protection of any personal information contained in the plans.

This document replaces the previous COVID-19 Farm Safety Plan approved on March 25, 2020 (appendix 6). It complements but does not replace other health and safety training, rules, procedures, and policies including UBC’s Occupational and Research Health and Safety Policy SC1, health and safety training provided by UBC Safety and Risk Services, and site and task specific training provided by the UBC Farm.

All UBC Farm employees are encouraged to participate in the ongoing development of health and safety practices at the UBC Farm. This plan is a result of such broad-based participation, and it will continue to be updated in collaboration with the Centre for Sustainable Food Systems Management Team, the UBC Farm Local Safety Team (LST) and the Faculty of Land and Food Systems Joint Occupational Health and Safety Committee (JOHSC). Employees should share specific concerns about and suggestions for this plan with their supervisors and/or with their representatives on the UBC Farm LST and the Faculty of Land and Food Systems JOHSC.

This is a public document and will be accessible on the UBC Farm website. Physical copies may be viewed on site upon request. All UBC Farm employees must read and agree to participate in the implementation of this plan before beginning or resuming working on site. Employees must also complete any new, relevant training modules from UBC Safety and Risk Services in a timely manner and upload their certificates to the Land and Food Systems Training Record Management System.

Site & Building Access

Site Access

Access to the UBC Farm site is restricted to the following activities and will remain so until further notice:

- Food production, food distribution, approved critical research support, and essential site maintenance and administrative activities by UBC Farm employees **and volunteers**
- Essential facility support activities by Building Operations, Energy and Water Services, and other service personnel.
- Cultural practices by Indigenous program participants (e.g. food and medicine cultivation) in a **maximum group size of ten**.
- Monthly youth group sessions administered by Vancouver Aboriginal Child and Family Services will be held in the Indigenous Hub gardens, with a maximum group size of 30 participants.
- Monthly bird surveys by Nature Vancouver participants in a maximum group size of three.
- On-site research by researchers listed on an approved research curtailment exemption or an approved research safety plan.
- Pickup of produce orders and donations outside the Harvest Hut at pre-arranged times by Farm customers and food distribution providers.
- Shopping at approved UBC Farm markets by the general public (appendix 3).
- Harvesting and purchasing produce at approved u-pick events by the general public (appendix 4).
- **Farm Wonders Day Camp activities (appendix 5).**
- **Events, Tours, Filming (Appendix 7)**
- **Outdoor recreation (e.g. walking, small group picnics, etc) Access for recreation is limited to the eastern half of the site only (indicated by signage on site).and restricted to Tuesday market hours and Saturday open hours only.**
- Delivery of essential supplies and equipment by couriers and vendor delivery personnel.

Building Access

Access to buildings at the UBC Farm is restricted to the following activities and will remain so until further notice:

- Food production, food distribution, and essential site maintenance and administrative activities by UBC Farm employees.
- **Farm Wonders Day Camp activities (in the Children's Greenhouse only).**
- Essential facility support activities by Building Operations and other service personnel.

Other site users may be granted temporary building access as needed on a case by case basis. Shared spaces will have strict scheduling facilitated through the LFS room booking system to

ensure occupancy levels and distancing requirements are maintained. Think twice whether it is absolutely necessary to go to work, or if your work can be done remotely. If you cannot avoid coming in to work, make sure to plan all necessary work on site into as little days as possible.

Health Screening and Self-Monitoring

Employees and everyone with permission to access the site are required to follow current BC Centre for Disease Control guidelines on self-isolation and self-monitoring. Anyone accessing the site must first screen themselves for potential COVID-19 symptoms (e.g. feeling unwell, frequent coughing, frequent sneezing, or fever), and anyone who is displaying potential COVID-19 symptoms will be advised to leave the site. Employees who are unable to work on site due to the need to self-isolate should communicate with their supervisors about the options available to them for wage continuity during their self-isolation period. Options vary by employee group and may include working remotely (including alternate duties and professional development activities), sick leave, and various forms of time off.

The UBC Farm and Faculty of Land and Food Systems have employed active self-assessment tracking for all UBC Farm staff, community program members, visitors, contractors and volunteers, as required by UBC. All groups will be required to complete an online health check form before entry, with the exception of students, who will complete a verbal check in with their professor or designated group leader.

Physical Distancing

All persons on site must maintain an approximately two-metre distance at all times from anyone who is not a member of their household. In the rare event that other safety considerations require two people to be in close proximity to complete a given task (e.g. lifting a heavy object safely), they must wear respirators or face masks while engaged in this task. As always, the full hierarchy of controls (elimination, engineering controls, administrative controls, and personal protective equipment) must be considered before resorting to personal protective equipment. For stationary tasks such as cashiering at a market, an engineering control such as a barrier should be employed unless it would create an additional safety hazard.

To prevent accidental lapses in physical distancing on site, the number of people occupying given spaces on site must be limited. The responsibility to develop and communicate occupancy guidelines for spaces is assigned to wardens (Appendix 2). The exact number of people allowed in a space will depend on a number of factors including the layout of the space and the circulation needs of the activities associated with that space.

Anyone accessing buildings on site is encouraged to take special care when navigating entrances/exits, corridors, and blind corners. If the maximum occupancy for an indoor space has been reached and another person attempts to enter the space, those already in the space should politely communicate this to the person attempting entry. One or more Farm employees may need to temporarily vacate an indoor space if access is required by Building Operations or other essential service staff.

If significant or recurring minor lapses in social distancing are experienced on site, they should be reported to the wardens of the space in which they occurred. Employees should also report such incidents to their supervisors.

The combination of reduced site access and physical distancing has the potential to create situations in which UBC Farm employees or researchers are working alone. If such situations occur, Farm employees must follow procedures for working safely alone including having their two-way radios on their person, checking in regularly with their supervisor, and indicating to their supervisor when they are no longer working alone by using radio or cell-phone text. Similarly, researchers working alone on-site will need to inform their research supervisors or the CSFS research manager (Laura Morillas), or whichever is detailed on their research exemption (if different), at the time they access the site, every two hours, and at the time they leave the site.

Non-Medical Mask Policy

Effective September 16, 2020 UBC implemented a policy whereby students, faculty, staff and visitors are required to wear non-medical masks in common indoor spaces on campus. Non-medical masks must be worn at all times in these spaces unless you are exempt as outlined in the [COVID-19 Campus Safety Rules](#).

- All staff/faculty and students in LFS will follow the requirements around mask-wearing described in <https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/> and <https://srs.ubc.ca/covid-19/safety-planning/covid-19-safety-training-rules/>
- Non-medical masks are not a replacement for social distancing protocols
- Users who require a mask can be provided one by LFS Operations
- Failure to comply with the mandatory mask policy and the other UBC COVID-19 Campus Rules could result in restricted access.
- Individuals with medical conditions or disabilities that inhibit their ability to wear a mask, are exempt from the mandatory mask policy.
- Eating/Break Spaces: Non-medical masks are not required when seated 2 m apart while eating or drinking during a break. The maximum capacity for the space must not be exceeded.

Lunch Areas

- We encourage you to take breaks outdoors, weather permitting.
- The Farm Centre Kitchen, Children's Greenhouse, Marquee, and Yurt will be used for lunch and breaks with seating arranged to meet distancing requirements.
- Please refer to all signage and decals when utilizing this and adhere to social distancing requirements and stay more than 2 metres (6 feet) from one another.
- Sharing of kitchen dishware/utensils - bring your own cups and containers from home. Use dishwasher to sanitize all shared items.
- The use of microwaves, toasters, kettles, ovens, and refrigerators is permitted. Ensure proper cleaning and sanitization schedules are followed and posted.

Sanitation

For the purposes of the plan, there are two sides of sanitation: minimizing and sanitizing. Minimizing refers to minimizing the number and intensity of use of common touch surfaces. Minimizing is achieved by assigning spaces and equipment to designated users and restricting access and use by others. Sanitizing refers to cleaning and sanitizing those common touch surfaces that are unavoidable. The frequency of sanitizing common touch surfaces is dependent on the intensity of use.

- UBC custodial standards will apply. Custodial crews will clean buildings daily.
- All shared equipment must be cleaned and sanitized before and after use.
- Disinfectant will be provided in shared equipment situations (ie: vehicles, copiers, designated eating areas).
- Common surfaces (e.g., fridge handles, solvent containers, mice on lab computers) should be wiped regularly with disinfectant. All employees are expected to participate in sanitation practices on site. Daily responsibility for sanitation is divided up by unique Farm space and is assigned to wardens. Warden assignments and responsibilities are located in appendix 2.

If you encounter a situation that appears to have an elevated risk of contact with COVID-19, leave the area immediately and contact your supervisor for assistance. If your staff member reports an elevated risk to you, please contact <mailto:ready.ubc@ubc.ca> for next steps.

Hand Washing

All persons on site must wash their hands thoroughly and frequently, including at the following times:

- Upon arrival on site
- Before and after eating
- Before and after work at their assigned workstation
- After using the washroom
- After touching items that have recently arrived on site (e.g. shipments, mail, cash, returned totes or crates)
- Before harvesting or handling food
- Before entering food storage and handling spaces
- Before and after vehicle use

Many seasonal outdoor hand washing stations have been set up and distributed around the site to facilitate this practice. Hand washing should be performed according to the instructions posted at these stations. Note that while warm water may make hand washing more pleasant, it does not make hand washing more effective unless your hands are covered in grease, fat, or oil.

Provided one's hands are already clean, the use of hand sanitizer is an acceptable alternative to hand washing. Hand sanitizer stations will be provided at the entrances of buildings.

Personal Health

Avoiding illness starts with living well. As important as it is to minimize exposure to potential sources of COVID-19 transmission, it is also important to take positive actions that promote physical wellbeing, mental health, and nutritional health.

The UBC HR website has some helpful guidance for living well in this time of crisis. Key points include the following:

- Stay connected
- Recognize the impact of isolation
- Care for yourself and encourage others to do the same
- Access resources to enhance your mental health
- Acknowledge that work will be impacted

<http://www.hr.ubc.ca/wellbeing-benefits/living-well/mental-health/staff-faculty/>

Emergency Procedures

- Maintain and adhere to the UBC Farm Building Emergency Response Plan (BERP) (last updated May 29, 2020). Note that 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 the muster point.
- Communicate the Farm's muster point to all site users, which is located inside the main gate and indicated with a large sign.
- Call emergency response in case of urgent medical or safety situations:
 - Occupational First Aid (Vancouver Campus) 604-822-4444
 - Hazardous Material Response (Vancouver Fire & Rescue Services) 911
 - UBC Hospital Urgent Care (8:00 a.m. – 10:00 p.m.) 604-822-7662
 - Poison Control Centre 604-682-5050
 - Campus Security (For an Emergency call 911) 604-822-2222
 - Fire, Police, or Ambulance: 911
- What information is required when I dial 911?
 - Describe the Emergency
 - Location
 - Building Name
 - Building Address & Room
 - # Phone Number
- Do NOT hang up as additional information may be needed

Appendix 1: Resources

<https://covid19.ubc.ca/>

<https://srs.ubc.ca/health-safety/health-safety-covid-19/>

https://riskmanagement.sites.olt.ubc.ca/files/2020/04/COVID-19-PPE-Guidance_final.pdf

<https://www.worksafefbc.com/en/about-us/covid-19-updates>

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19>

<https://instituteoffoodsafety.cornell.edu/coronavirus-covid-19/food-industry-resources/>

<https://bcfoodweb.ca/covid-19-resources>

<https://bcfarmersmarket.org/bcafm-covid19/>

https://ready.ubc.ca/wp-content/uploads/2020/03/Washing-hands-poster_11x17.pdf

<http://www.hr.ubc.ca/wellbeing-benefits/living-well/mental-health/staff-faculty/>

<http://www.vch.ca/public-health/environmental-health-inspections>

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/covid-19-vaccine>

https://research.ubc.ca/sites/research.ubc.ca/files/vpri/VPRI_Parent_Plan-WEB-2020-09-17.pdf

Date	Version	Writer	Change Description	Approved By
2020.05.11		[REDACTED]	<ol style="list-style-type: none"> 1. Updated occupancy 2. Updated staff wardens to account for staffing changes 	VP/Dean/Head of Unit

Appendix 2: Sanitation Procedures and Occupancy Guidelines for Farm Spaces

All UBC Farm employees are responsible for contributing to their own safety and the safety of others through cleaning and sanitizing appropriate items after use, consistent hand-washing, and maintaining physical distancing of approximately two metres. Wardens have been appointed to distinct Farm spaces in order to monitor these practices, ensure daily sanitization, and maintain availability of sanitization equipment. These procedures and guidelines are subject to change and must be updated to reflect current site activity and in accordance with new relevant regulations or official guidance.

Warden Responsibilities:

- Ensure all high touch items in your space are cleaned as needed and sanitized at least one time per day with a sanitizing solution.
- Ensure that sanitizer spray bottles are available in your space and are stored outside of direct sunlight.
- Develop and communicate occupancy guidelines for your space.
- Assign spaces and equipment to designated users as appropriate. Communicate use restrictions.
- Rearrange the layout of furniture and equipment in spaces as needed and appropriate to facilitate physical distancing.
- Monitor that safety protocols are being followed in your space.
- Report unsafe conditions in your space, and participate in resolving them.

Sanitizing Equipment :

[REDACTED] [REDACTED]

Sanitizer Dilution Rate: 1.5 ml of 12% sodium hypochlorite bleach per 750ml of water
 Responsible for refilling sanitizer spray bottles with fresh sanitizer solution as needed to meet demand and maintain sanitizer efficacy.

Children's Greenhouse and Garden

Wardens: Children's Program Staff

Daily Sanitize: "

Maximum Occupancy Guidelines: 9

Common Touch Surfaces to Sanitize:

- Hand Wash Station
- Outhouse door
- Outhouse Toilet Paper Dispenser

Farm Centre Kitchen, Hallway, Bathroom, Laundry, and Marquee

Daily Sanitize: Afternoon

Maximum Occupancy Guidelines:

- Field Office: 2
 - Except as needed for medical reasons or for work tasks of short duration (<15 minutes), only those employees with assigned workstations in the Farm Centre are permitted to enter it.
- Main office: 3
- Children's office: 2
- Classroom Office: 2
- Kitchen: 5

Booked Spaces and Equipment

- Staff are required to book workstations using an online booking system. This booking system will track when spaces are at maximum occupancy, and when staff are working in proximity indoors.
- Occupancy limits are clearly posted at each building and room.
- The Farm Centre has a map posted that shows bookable workstations and occupancy limits for each of the: Main Office, Field Office, Children's Office, and Classroom Office.

Common Touch Surfaces to Sanitize:

- Door Handles
- Light Switches

- Appliance controls and handles
- Tables
- Counters
- Paper Towel Dispensers
- Soap Dispensers
- Sink Taps
- Toilet Paper Dispensers
- Washer/Dryer controls and handles

Farm Centre Office

Daily Sanitize: End of Day

Maximum Occupancy Guideline: 3 people

Assigned Spaces and Equipment

- [Redacted]

Common Touch Surfaces to Sanitize:

- Door Handles
- Light Switches
- Work Stations
- Printer
- Phone
- Supply Drawers
- Blinds Pull-String
- Alarm Pad

Yurt

Maximum Occupancy Guideline: 8 people

Assigned Spaces and Equipment:

- [Redacted]
- Daily Sanitize: End of Day

Common Touch Surfaces to Sanitize:

- Door Handles
- Light Switches
- Tables
- Chairs
- Outside Wash Station

- Outhouse door
- Outhouse Toilet Paper Dispenser

Seedling Greenhouse and Header House

██████████ Daily Sanitize: Afternoon
Maximum Occupancy Guideline: 2 people

Common Touch Surfaces to Sanitize:

- Door Handles
- Light Switches
- Watering Hose
- Watering Can
- Egg Fridge

Seed Processing Hoophouse

██████████
Daily Sanitize: Afternoon
Maximum Occupancy Guideline: 4 people

Common Touch Surfaces to Sanitize:

- Door Locks
- Germination Chamber Lock

Toolshed and Hand Tools

██████████
Daily Sanitize: End of Day
Maximum Occupancy Guideline: 2 people

Common Touch Surfaces to Sanitize:

- Door Handles

High-contact tools or equipment (i.e. hearing protection, face shields) that must be sanitized after each use:

- Hardhats with face shields
- Push mower
- Weedwacker

High-contact tools or equipment that will be assigned one per worker as needed:

- Leather/gardening gloves
- PPE such as safety glasses, hearing protection, or respiratory protection.

Other tools or equipment deemed low risk do not need to be sanitized after each usage, however hand washing is required after use:

- Hand tools (ie hand hoes, shovels, wheel hoes)
- Infrequently used special equipment (i.e. drills, post pounder, irrigation equipment)

Note: Researchers and Indigenous program participants do not have access to the UBC Farm Tool Shed. If they need to use any farm tools, they must consult directly with the warden for them to evaluate if there are safe ways to provide use of tools. Priority for tools use will be given to the Farm Operations team. If temporary use of any tools is granted, those using the tools will adhere to the safety protocol as described above with the guidance of the warden.

Membrane and Tractors



Daily Sanitize: End of Day

Maximum Occupancy Guideline: 6 people

Tractor use is limited to select staff.

Staff are required to sanitize high-touch areas of the tractor after use (seat, steering wheel, controls & gears).

Staff have been assigned personal hearing protection.

Common Touch Surfaces to Sanitize:

- John Deere, Mama Bota, Baby Bota Tractors
 - Steering wheel
 - Gear Shift
 - Accelerator
 - Seat
 - Hand brake
 - Ear Muffs
 - PTO lever
 - Implement lift lever
 - Key
- Grillo Walk-Behind Tractor

Harvest Hut, Coolers, Wash Tents, Field Handwash Stations



Daily Sanitize: End of day / End of use of Harvest Hut facilities

Maximum Occupancy Guideline (inside): 8 people

Hands must be washed with soap immediately prior to entering the food processing space, including the coolers, tented space and interior of the Harvest Hut.

Common Touch Surfaces to Sanitize:

- Harvest Hut Interior
 - Door Handles
 - Light switches
 - * Remember inside cooler switches!*
 - Table & Counter Surfaces
 - Garage Door Chain
 - Drawer Handles
 - Computer Workstation
 - Scales
- Harvest Hut Exterior
 - Cooler Handles
 - Door Handles
 - Hose
 - Wash Stations (3)
 - Sink Taps
 - Paper Towel Dispensers
 - Soap Dispensers
 - Counter tops & Tables
 - Harvest Cart Handles

Appendix 3: Multi-Vendor Market Plan (approved May 28, 2020)

Date	Version	Writer	Change Description	Approved By
2020.04.14	#2	[REDACTED]	<ol style="list-style-type: none"> 1. Appendix II changes: <ol style="list-style-type: none"> a. Updated permitted vendor types Appendix II b. Updated number of available handwashing stations c. Updated product sampling specifics d. Removed restrictions on distribution of promotional materials e. Removed restriction on entry of animals f. Updated market vendor payment method g. Added requirement for vendors to wear masks 2. Appendix IV changes: <ol style="list-style-type: none"> a. Updated number of market work learn positions for 2021 b. Updated Saturday Market Coordinator name for 2021 c. Updated Market Sales Coordinator titles 	VP/Dean/Head of Unit

The original version of this plan was approved May 28, 2020 by the UBC President and the Crisis Management Team

Markets will be held in compliance with the approved COVID-19 Farm Safety Plan, including the maintenance of [provincially mandated distancing and hygiene requirements](#). Additionally we will follow further guidelines laid out by the Province for food retailers including markets, and the recommendations from the [BC Association of Farmers' Markets](#) (BCAFM) and the [Vancouver Farmers Markets](#) (VFM).

This document outlines the rationale of why our markets are essential and how we plan to adapt operations to ensure worker and public safety.

Role of Markets in the Community

Farmers' markets are first and foremost food retail establishments for people to purchase high-quality local and sustainable food. Markets also support livelihoods for local farmers and food producers who have been included as "essential services" by the Province.

The UBC Farm has held markets on site for almost 20 years. Our markets are established as an important access point for fresh produce to residents in the University Neighbourhoods Association (UNA) and the growing Wesbrook Village; students, faculty and staff including their families living on campus; and residents of the University Endowment Lands (UEL), Dunbar and Point Grey neighbourhoods.

The COVID-19 crisis has highlighted the lack of fresh food outlets in these areas, particularly Wesbrook and UBC campus where there is only one grocery store, which has experienced long line ups and shortages of certain products from the start of the crisis. At a time when many food outlets are closed both on and off campus, the UBC Farm Farmers' Markets will provide much-needed access to fresh produce. While community members normally appreciate the social aspects of farmers' markets, this season, in compliance with provincial regulations, all elements that encourage a "social" environment will be eliminated and only food and consumables will be available for purchase.

UBC Farm Market Overview

The UBC Farm normally hosts three markets per week during the growing season, beginning in early June and running until late November, providing food to approximately 20,000 customers per year. Our Saturday Farmers' Market at the UBC Farm is the largest, with 18 to 22 local food vendors per week in addition to UBC Farm produce and CSA pickup (UBC Farm CSA members receive a weekly share of produce). We also have two UBC Farm-produce only markets, one on Tuesday evenings at the UBC Farm, including CSA pickup, and one outside the UBC Bookstore on Wednesdays.

Based on the safety measures being taken by BCAF and VFM and our own capacity to implement changes to market structure here at the UBC Farm, we are confident that we could safely execute our Tuesday and Saturday on-site markets. We will assess the possibility of a Wednesday, main-campus market based on further developments in terms of UBC policies and a determined need for this food outlet.

UBC Farm Farmers' Markets as safe and stable food access point

The [B.C. Ministry of Agriculture](#) has determined that under additional conditions regarding COVID-19, Farmers' Markets can continue to operate in B.C. at this time. It has also been determined by the BC Centre for Disease Control ([BCCDC](#)) that farmers' markets are a low-risk setting for the transmission of COVID-19, since markets are generally held outdoors and are easily able to physically distance market customers, making them a relatively safe access point for food purchases -- arguably safer than supermarkets. We are following the BCCDC's instruction and updates closely in order to properly modify our practices, and, similar to other businesses where foods are purchased by the public, requirements for farmers' markets include physical distancing and restrictions on activities. These requirements are being taken into account and have been implemented into the plan outlined below (Appendix I).

UBC Farm Farmers' Markets further increase access to fresh produce by providing a 20 per cent UBC student discount through the Alma Mater Society (AMS) as well as a coupon program in partnership with the BC Association of Farmers' Markets (BCAFM) which supports customers in financial need.

Summary

Our markets are critical for the following reasons:

1. They provide access to healthy, fresh food
2. The B.C. Ministry of Agriculture has deemed farmers' markets an [essential service](#)
3. They support local farmer and producer livelihoods
4. For the UBC Farm, approximately 50 percent of our produce sales occur at our markets, generating a substantial portion of the UBC Farm's revenue and operating budget. Though the UBC Farm sales team is working hard to diversify our sales channels (i.e. through CSA expansion, new wholesale partners), markets remain absolutely essential to our revenue for the fiscal year. CSA expansion is not a feasible alternative to our markets as CSA cannot support the same quantity of sales.
5. Our markets provide accessible food to the community, as supported by the 20 per cent student discount and partnership with the [BCAFM coupon program](#)
6. Our markets allow customers to support local food growers directly, which provides consumers an opportunity to understand fully where their food is coming from and how it is grown
7. It is more critical than ever to support local food producers to ensure food security for B.C. communities at a time when import markets are experiencing volatility from this global crisis

The UBC Farm Tuesday and Saturday markets will provide an essential service and greatly benefit the community, our vendors, and the operations of the UBC Farm while maintaining the safety of our community.

Appendix I- Top Risks Associated with Hosting a Market

The top risks associated with hosting farmers markets, in a traditional setting, that we have identified are as follows:

- Transmission through contact with vendor products
- Transmission as a result of socializing at the market or participating in activities

Throughout the following section, you will see that the changes we have made in our market plan ensure that these risks are as low as possible.

Appendix II- How UBC Farm would operate an on-site Multi-Vendor Market

Continuing to host our Saturday multi-vendor market (with required safety changes outlined below) is the most feasible option for business continuity for the UBC Farm and our vendors. Given that the Vancouver Farmers Market has successfully been running outdoor markets in 2020 without pause, we plan to mirror their well-established and proven system in order to provide a safe environment to purchase local produce and food.

We would ensure that our plan follows all restrictions and recommendations made by the BCCDC and the BCAFM, and we continue to monitor policy changes on a daily basis to ensure we are considering the most current recommendations and guidelines.

A. Required changes :

- i. Only food & alcohol vendors are permitted to sell at farmers' markets as determined by the [BCCDC](#).
- ii. Limit the number of people allowed in the market space at one time. A staff member will be stationed at the Farm gate monitoring the lines within the market, in radio conversation with UBC Farm stall staff, and determining when to let more people enter the market area. [Farmers' markets are exempt from the mass gathering order](#); however, they must comply with physical distancing requirements. Therefore, we will start the season by limiting our market to 50 customers at one time and will only allow more if we can ensure physical distancing requirements can be maintained throughout the market area.

PLEASE NOTE: Our usual attendance at market is approx 75 visitors per hour from 10 am-12 pm and 55 per hour from 12 pm-2 pm (this is averaged across the whole season). By staggering entry and encouraging a steady flow, we will not incur large queues.

Our usual market space allocates approx 1400 sq meters for customers. If we provide 2 square metres per person, our capacity would be 700 people. This year, in order to offer even more physical distancing opportunities, we will move the market onto our events field which is at least double the usual market space so we could accommodate well over 700 people. (See maps in Appendix VI).

- iii. "Shop, don't stop" will be the theme of the year. This means that we will not have music, community tables, or activities and will ask that customers shop for what they need and [vacate the market area within one hour of entering](#).
- iv. Two hand washing stations will be available at markets. (See appendix 4).

- v. Vendors will be more spread out, to allow for greater physical distancing, with two meters between each stall.
- vi. Sampling products will not be permitted.
- vii. Pylons will be put out to make starting points for queues at each stall.
- viii. We will ask customers to maintain a distance of two meters from the customer before them in any queue. (See staffing considerations in Appendix 3, as Farm staff will be responsible for monitoring physical distancing).
- ix. Vendors may only serve one customer at a time.
- x. Payment machines will be regularly sanitized.
- xi. Encourage card payment to minimize any handling of cash.
- xii. Vendors will be required to use sanitizing spray to ensure all surfaces are as safe as possible.
 - 1. High-touch surfaces will be required to be cleaned regularly by vendors (recommended will be once per hour).
- xiii. Food products that cannot be cleaned at home will need to be [protected from sources of contamination](#) at all times during storage and display, e.g. dehydrated mushrooms must be pre-packaged, baked goods, which can be packaged upon purchase, require a sneeze guard at the vendor booth.
- xiv. The distribution of communications materials such as magazines and stickers for customers will not be allowed.
- xv. There will be no seating or gathering areas available at the markets.
- xvi. In accordance with the restrictions outlined by the [BCCDC](#), we will restrict entry to anyone who is ill; vendors, if they are ill, should not attend and customers who are ill will be advised to not enter the farmers' market.
- xvii. Reusable bags will not be encouraged at our market this year, but are permitted in the market area as long as customers fill the bags themselves and do not place their bags on any surfaces.
- xviii. No dogs or outside animals will be allowed at the market, except for service animals.
- xix. Customers will be **encouraged to have only one person per household** attend the market to reduce wait times and facilitate physical distancing.
- xx. Vendor fees will be paid online, not by cash.

b. Additional changes for consideration:

Our team will evaluate the Market Safety Plan one week after implementation, and regularly thereafter, to ensure efficacy and safety . We will ensure all frontline workers are given a voice to provide feedback on the Market Safety Plan.

Depending on our on-going experience, we are willing to adjust our protocol by including some of the following additional changes, if necessary, and will alert the CMT if we do implement any additional changes.

- i. Potential for pre-orders with vendors and a separate line for pre-order pick up
- ii. Requiring further personal protection equipment – gloves & masks – for all vendors if recommended by BCCDC

- iii. Limitation of who can use the on-site porta potties – i.e.: vendors and staff only
- iv. Adding a sanitizing station at the gate, dependent on our ability to obtain hand sanitizer

Appendix III- Economic Impacts

(Text removed due to lack of specific relevance to safety plan.)

Appendix IV- Staffing Plan

All UBC Farm Market staff will wear gloves for any cleaning/contact activities. We will also encourage staff to wear non-medical or homemade masks to limit the travel of respiratory droplets, in accordance with [UBC’s Employee COVID-19 PPE Guidance](#).

UBC Farm Stall Proposed Staffing Plan (subject to change): four positions

Sales Manager Oversees the cleaning and sanitation of Harvest Hut and UBC Farm stall

- Ensures staff understand and are following our COVID-19 Farm Safety plan
- Oversees that social distancing measures are implemented and followed within the UBC Farm stall

Sales Assistant Sanitize UBC Farm stall tables and set up with adequate spacing to ensure social distancing

- Regulate the number of customers entering UBC Farm stall to ensure all persons in the stall maintain safe social distancing
- Managing social distancing and safety procedures and providing signage to make these clear
- Regular sanitation of credit card machines
- Collection and sanitization of farmers’ market baskets that have been used by customers
- Take down and sanitization of market equipment

CSA Coordinator

- Managing that CSA members are social distancing
- Ensuring that CSA stall is serving only one member at a time

Additional Support – Two Market Cashier Work Learn Students, two or three trained and experienced market volunteers

- Cashiers regularly sanitize card machines and produce scales
- Cashiers will not handle money and produce within the same transaction. If a cashier has to transition from handling cash/card they must throw away their gloves, wash hands, and put on new gloves before handling produce.
- Volunteers will assist with market set up and re-stocking as needed, they will follow all COVID-19 safety protocol

Market-Specific Staffing Plan – four positions

Saturday Market Coordinator

- Set up & sanitizing of vendor tables with bleach spray
- Maintain that all hand sanitizer and/or hand washing stations are fully stocked
- Setup of pylons to mark the start of the queue for each vendor

- All COVID-19 related market signage up throughout the market space
- Regular check-ins with vendors throughout the market to ensure they are abiding by all safety rules and are comfortable with what has been implemented
- Main point of communication with all vendors to limit overall contact
- Answering customer/vendor questions
- Take down and sanitization of equipment

Market Assistant – Market Assistant Work Learn

- Set up & sanitizing of vendor tables
- Assist with signage
- Responsible for standing at the entrance to control the number of people that enter the market, Answering customer/vendor questions
- Provides safety messaging to those entering the market/market queue
- Take down and sanitization of equipment

Additional Support Persons Site Coordinator Event Assistant Work Learn Student One person stationed at the front of the market queue telling customers when they can begin shopping

- Other person floating and monitoring customers to ensure:
 - They are following market guidelines
 - Are maintaining safe distances in queues

We have also contacted UBC Campus Security to see if they could support us on Saturdays in ensuring customers maintain proper physical distancing and we are waiting to hear back on their capacity and what this would cost.

In situations where additional support is needed (i.e.: someone is sick or away), additional support can be requested from the Field Team, including [REDACTED] and has offered to support Saturday Markets.

Overall Employee Involvement, awareness and safety

Employee Input/Involvement: Based on WorkSafeBC Phase 2 Guidelines, the development of this plan has directly involved frontline workers, Joint Occupational Health and Safety Committees, and Supervisors in identifying risks, protocols and continued evaluation of these.

In order to receive input from as many staff members as possible, the plan was created as a Google doc

[REDACTED] worked together to input the initial components of the plan. These were made after research into policies, guidelines and best-practices outlined by BC Government, BC CDC and BC Association Farmers Markets as well as WorkSafe requirements.

The document was then shared with staff on our Management Team as well as our Field Crew to receive additional input.

[REDACTED] are our representatives on the LFS JOHSC, so they brought a JOHSC lens to the plan. Once approved, we will share with the LFS JOHSC.

During the process, the Operations Director and Academic Directors contributed and reviewed.

All Supervisors have been notified on appropriate Workplace Health measures, which have been shared by email, and are aware of the support available. Supervisors will communicate these to their employees during in-person team meetings, as well as through email. We will also communicate to all staff through our email weekly updates.

We will publish this plan along with our Farm Safety Plan (March 25, 2020) ONLINE on our web-site, as well as in a shared Google doc that all staff can access. We will post HARD COPIES in several locations at our workplace – the Farm Centre and the Harvest Hut – for employees and any others that may need to attend site

This document complements but does not replace other health and safety training, rules, procedures, and policies including UBC's Occupational and Research Health and Safety Policy SC1, health and safety training provided by UBC Safety and Risk Services, and site and task specific training provided by the UBC Farm. As always, employees are encouraged to participate in the ongoing development of health and safety practices at the UBC Farm.

This is a public document and will be accessible on the UBC Farm website. Physical copies may be viewed on site upon request. All UBC Farm employees must read and agree to participate in the implementation of this plan before beginning or resuming working on site.

We will continue to communicate the risk of exposure to COVID-19 in the workplace to our employees using our weekly email to All Staff; during weekly in-person team meetings; and during our monthly All Staff meetings (currently via Zoom). We will continue to share up-to-date Provincial and Federal resources on COVID 19 as well as conduct-expectations for the employee's physical return to work.

Employees and all with permission to access the site are required to follow current BC Centre for Disease Control guidelines on self-isolation and self-monitoring. Anyone accessing the site must first screen themselves for potential COVID-19 symptoms (e.g. frequent coughing, frequent sneezing, or fever), and anyone who is displaying potential COVID-19 symptoms will be advised to leave the site. Employees who are unable to work on site due to the need to self-isolate should communicate with their supervisors about the options available to them for wage continuity during their self-isolation period. Options vary by employee group and may include working remotely (including alternate duties and professional development activities), sick leave, and various forms of time off. (See Appendix V for Farm Safety Plan excerpt w details)

Should staff have any feedback, questions and/or concerns regarding the Market plan and/ or the Farm Safety Plan, or they have concerns about exposure to COVID 19 in the workplace, they should raise these with their Supervisor directly, and/or with their representatives on the UBC Farm Local Safety Team and the Faculty of Land and Food Systems Joint Occupational Health and Safety Committee.



█ [REDACTED]
█ [REDACTED]
█ [REDACTED]

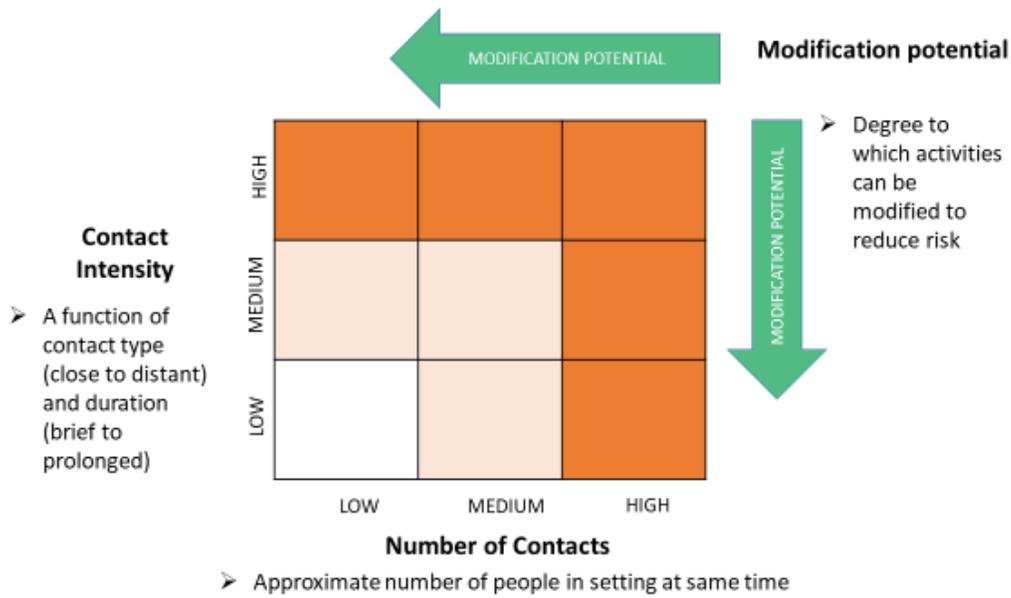
The WorkSafeBC Phase 2 Guidance document includes guidelines to address changes due to workplace closure. The UBC Farm did not close down during the pandemic therefore there are no changes in terms of new equipment, staff turnover and worker roles. We do have new protocols pertaining to COVID 19 (see Appendix IV) which we have outlined to staff in person, in weekly email updates and at the All Staff meetings. Any updates to these protocols will be communicated both via these channels as well as through an updated shared Google doc and by publishing updated protocols on our web-site.

Staff who have been working remotely during the pandemic may come on site only if required. They should ensure that space is available for them to work while maintaining the safety protocols. All staff must be aware of and follow all safety protocols.

All staff coming to campus must complete the required COVID 19 workplace online training module. We will use the existing training tracking procedures within the Faculty to ensure all staff have successfully completed this online training. We will also set up a Google doc check-list so that staff can self-report that they have completed the training.

Employees must complete any new, relevant training modules from UBC Safety and Risk Services in a timely manner and upload their certificates to the Land and Food Systems Training Record Management System.

Based on the BC COVID-19 Go Forward Management Strategy Risk Matrix, we ascertain the risk to be in the LOW category, particularly as the Modification potential is good for our markets: markets are held outdoors; we can control numbers of people and maintain physical distancing, and we have strong social buy-in from our staff and our customers to follow-the rules as laid out by BC, WorkSafe and UBC in order to ensure the risk is kept low and to see markets continue safely at the UBC Farm.



Appendix V – Farm Safety Plan excerpt
(Text removed to avoid duplication)

Appendix VI- Market Map (Subject to Change)

An up to date map of the market layout can be found at the following web address:

<https://www.google.com/maps/d/viewer?mid=1r7DnUeqJ21Yy6YzW4OQQOLviLLkPxODfs&ll=49.25084581715029%2C-123.23800616826172&z=18>

Appendix 4: U-Pick Plan

Date	Version	Writer	Change Description	Approved By
2020.MM.DD		[REDACTED]	<p>Rationale: updated to fit with 2021 farm season</p> <p>Overall Requirements: changed to allow general public access, and no registration required</p> <p>General U-Pick plan: amended to reflect the same changes (general public access, no registration required).</p> <p>Communication for customers: Updated to allow up to 4 people per household, and slight change to layout of berry fields for 2021 (updated map)</p>	VP/Dean/Head of Unit

The original version of this plan was approved June 4, 2020 by the UBC Crisis Management Team

About This Plan

This plan outlines how the UBC Farm will operate U-pick, in line with our Market plan (approved by the CMT on May 28, 2020) and our COVID-19 Farm Health and Safety Plan (originally approved by the CMT March 25, 2020). It was developed following the BC Ministry of Agriculture [COVID-19 INFORMATION FOR U-PICK OPERATIONS IN BC](#) and is subject to change within the guidelines and safety protocol laid out by the BC-CDC, the Provincial Public Health Office, and WorkSafe BC.

Rationale

The UBC Farm is committed to continuing to provide fresh produce to the local community, our U-Picks provide a key platform for connecting the UBC Farm to the local community. Thorough berry harvest is an essential part of pest and disease control and part of multi-year management plans for both strawberries and blueberries. Public U-pick is an essential part of our harvest plan for our berry crops.

U-pick is an important revenue channel for the UBC Farm. In the 2019 season, U-pick accounted for \$14,852 in sales (\$6,185 strawberries; \$8,666 blueberries). In 2020 our U-pick revenue was down about 62% from the 2019 season. We hope to improve this season with some modifications to our U-pick format. We have full confidence that our plan for the 2021 season will provide a safe environment for U-pick customers while increasing the amount of berries sold.

Overall requirements

U-pick typically occurs for four to five weeks of peak berry season, dependent on the weather and how quickly the berries ripen.

This year's proposed start date for strawberry U-pick is early June and should run for two to three weeks; the proposed blueberry U-pick start date is likely the last week of June or first week of July and should last about 3 to 4 weeks.

- Customers will be invited on site for U-pick during scheduled U-pick dates and times.
- Customers will be informed of procedures (outlined below) for U-pick before coming to the farm during scheduled U-pick times.
- Initially, U-pick will happen on Tuesdays and Thursdays for a four hour window. We will re-evaluate what days and time slots are practical for our operation after the first week of U-pick.
- Customers will consent to follow guidelines (as seen below) outlined for them before entry to The UBC Farm for U-pick. These guidelines will be communicated to participants via all marketing channels for all scheduled U-picks.

-

General U-Pick Plan:

- Parking is located off site
- Instructions (outlined below) and hand-sanitizer will be present at the farm gate for U-pick participants upon entry.
- Customers are required to wash or sanitize their hands upon entry and before picking berries.
- A handwashing station is available for customers to use before they start picking - its location will be clearly marked with signs at the gate. We encourage customers to bring personal hand sanitizer with them as well.
- Customers are required to maintain physical distancing requirements in line with provincial guidelines. In order to maintain physical distance on site, we are limiting the number of people allowed on site for U-pick.
- We encourage customers to wear a protective face mask while on site if they are able.

- Customers should avoid touching their face, eyes, or mouth when U-picking. This means sampling berries is not permitted during U-Pick. We ask that if a customer touches their face they sanitize their hands before they continue picking.
- Berry containers will be provided for customers. Customers will not be allowed to pick into their own containers – they must pick into containers provided by UBC Farm.
- Customers are only allowed to pick within specified areas in the field. A staff member will be directing groups in the field to allow for easy physical distancing while picking.
- There will be a staff member near the field for the duration of the U-pick, to supervise the U-pick and process payments/weigh berries.
- When finished picking, customers will proceed to the allocated payment area for weighing and payment.
- - Staff who handle cash/card are not allowed to touch produce unless they wash their hands first
 - Staff will wear a mask and gloves
- Customers will be denied entry onto the Farm site if exhibiting symptoms of illness (fever, vomiting, diarrhea, coughing, fatigue, body aches) or if they have been in close contact with someone with symptoms. This will be communicated to customers via email during the registration process.
- Customers are not allowed entry into any of the buildings on site.
- A portable toilet by the Harvest Hut is available for customer use.
- No recreational use of the site will be permitted.
- No pets allowed on site.
- Customers in groups should limit the space they take up in the field if they are within a household bubble - supervisory staff will direct groups accordingly.
-
- Children under the age of 12 must be accompanied by an adult at all times, must be engaged in the activity of picking, and must be able to abide by site rules.

Appendix 1: Communication for customers/participants – to be shared by email as well as in printed form at the Farm gate.

UBC FARM U-PICK INSTRUCTIONS

We're happy to be able to offer u-pick this year! Thank you for coming, supporting the UBC Farm, and following the U-pick procedures

1. Please wash or sanitize your hands upon entering the Farm at the designated hand washing station. If possible, please wear a protective face mask while on site at the Farm.

2. You will be designated a section of the field to pick from by farm staff. **Please stay within your designated picking area.**
3. We ask that you pick and pay as efficiently as you can while still enjoying your time, as others are likely waiting for space in the field!
4. **Maximum of four people per household** (or covid bubble) permitted. Your group will be assigned one zone to pick from together - sorry no exceptions, we want as many people as possible to be able to participate in U-pick.
5. We know this is a hard one, but **NO SAMPLING** of berries during U-pick
6. Avoid touching your face while picking. If you do, we ask that you sanitize your hands before you resume picking. We recommend bringing your own hand sanitizer for this purpose.
7. Use only the berry containers provided by the Farm. You cannot pick into your own containers. Containers will be provided after you wash your hands. You may transfer berries to your own container only after you have finished picking and paying.
8. Once you have finished picking in your designated row, please proceed to the payment station set up beside the berry patch.
9. Access to other parts of the Farm is still closed at this time. The site is only open during market hours. Please exit the Farm once you have finished picking berries and paying for them.
10. We recommend washing your fruit before consumption.
11. At all times, please follow directions from Farm staff. They are there to support you and ensure you have a safe U-pick experience.
12. Enjoy your berries!
- 13.

Thank you for your patience and support!

The map below indicates the path that you should follow to the type of berry u-pick you have registered for. Please do not stray down other pathways on the Farm.



Appendix 5: Children and Youth Programs - Farm Wonders Day Camps Health & Safety Framework Regarding COVID-19

Community child and youth programs are an important part of young people's social, emotional and intellectual development. The UBC Farm has historically offered high-quality children's programs onsite, including summer day camps, which take advantage of our rural amenities and engage children in food literacy, the natural environment, creativity and physical activities.

As restrictions are amended during the COVID 19 pandemic, childcare, educational settings and camps are part of Phase 2 under the Government of British Columbia's Restart Plan, and are a key piece of the social infrastructure allowing parents/guardians to return to work.

At an outdoor venue on 24 hectares of land, participants are at reduced risk of viral transmission and we are confident we can meet safety requirements pertaining to COVID19.

In order to operate day camps for children and youth at the UBC Farm, **we will follow the "Day Camps Health & Safety Framework" as outlined by UBC Camps**. The UBC Camps framework is guided by the directives of the department of Athletics & Recreation, and the University of British Columbia.

https://docs.google.com/document/d/1VO6_azuc1etcnNzNagLdjm4mohvdJhX2AhVGkj7VopM/edit

The University's actions are guided by the directives of BC's Provincial Health Officer, and Athletics & Recreation guided by sector-specific governing bodies, such as the BC Recreation and Parks Association (BCRPA) and viaSport.

We will continue to follow our own UBC Farm COVID19 Health and Safety Plan as approved by the CMT on June 5, 2020.

We will also take guidance and expertise from reputable sources in order to **reduce risk**:

- [World Health Organization \(WHO\)](#)
- [Public Health Agency of Canada](#)
- [BC Government](#)
- [BC Employment Standards](#)
- [BC Centre for Disease Control](#)
- [HealthLink BC](#)

- [WorkSafe BC](#)
- [Vancouver Coastal Health](#)
- [University of British Columbia](#)
- [UBC Human Resources](#)
- [American Camping Association](#)
- [BC Recreation and Parks Association \(BCRPA\)](#)
- [viaSport](#)

Our program - Farm Wonders summer camps

At the UBC Farm summer camps, participants grow, learn and create in our Children's Learning Garden; observe beehives, chickens and in-season crops on "field trips" around the farm; run and explore in the meadows and forested areas; makes new friendships; and get to know the biodiversity that makes up the whole UBC Farm site.

We offer one-week camps throughout the summer. Normally there would be 10 weeks of camp -- this year we are proposing 8 weeks starting on July 13th to allow sufficient preparation and staff training time.

Camps run from 9am-4pm. We are considering 4 or 5 day camps, based on staffing and safety requirements.

The theme of each of our one-week camps is explored through a variety of outdoor recreational activities, crafts and hands-on experiences. All camps include forest adventures, planting, eco-crafts and a chance to harvest and eat fresh garden produce. We would continue with this model, ensuring that all activities take place outdoors. In case of inclement weather, we have a Children's Greenhouse space and a Marquee we can use, in which individuals can physically distance while still participating in activities.

Parents/ Caregivers

We will offer priority registration to UBC faculty and staff.

Parents/ caregivers register and pay for camps online which includes all necessary paperwork: no need for hard-copies of documentation or in-person financial transactions.

At drop off and pick-up we will implement strict procedures at the gate to limit the number of people on site, facilitate hand sanitization and physical distancing.

Our program coordinator serves as a liaison with parents/ caregivers and will be available to address any concerns or questions parents have.

Staffing

We will hire additional staffing this year to ensure the child-adult ratio is 5:1 or better at all times. Children will be well-supervised during hand-washing and reminded about physical distancing.

Regular surface-sanitizing processes will be followed by staff which will be accommodated with the increased staffing.

All staff will be trained on COVID19 modules, as supplied by UBC Camps, as well as any other training required by UBC.

Additional staff will also allow team members to take more breaks in case there are increased stress levels due to running programs during COVID.restrictions.

Cleaning/ Sanitizing

As per our current UBC Farm COVID 19 Health and Safety plan, only staff are permitted into the farm buildings, including the Farm Centre which houses 2 washrooms and our kitchen.

We will adapt our curriculum to exclude any kitchen activities.

Annually we rent a portable toilet specifically for the Children's Garden space. In order to accommodate compliance with the UBC Farm COVID 19 Health and Safety plan we will rent at least one additional portable toilet for exclusive use of the children;s programs.

Portable toilets will be maintained by the vendor on a regular weekly schedule. In addition, we will institute a cleaning schedule throughout each day for the high-touch areas (door handles, paper towel dispenser, etc) on the portable toilets.

We have an existing seasonal outdoor hand washing sink which is plumbed in to the Farm Centre and close to the Children's Garden and Greenhouse for ease of use. **We have also installed a second sink in this area.**

Throughout the Farm we have installed seasonal outdoor hand washing stations with running water, soap and paper towels to meet COVID 19 requirements. All hand washing stations are cleaned throughout the day.

Other measures will be implemented as recommended/ required by UBC and Province.

Appendix 6: COVID-19 Phase 2 Urban Farmers Volunteer Plan

*Last Updated June 16 and is subject to change

Appendix 6: COVID-19 Workspace Safety Plan Document Revision

Date	Version	Writer	Change Description	Approved By
2020.04.08	#2	[REDACTED]	<ol style="list-style-type: none"> 1. Volunteer Orientation sessions added - capacity 20 per session 2. Capacity of volunteer shifts increased from 4 to 10 	

Background

This plan outlines how the UBC Farm will operate the Urban Farmers Volunteer Program within the guidelines of the COVID-19 Farm Health and Safety Plan (originally approved by the CMT March 25, 2020; revisions submitted and approved June 5, 2020) and the safety protocol laid out by the BC CDC, the Provincial Public Health office and WorkSafe BC.

The UBC Farm has a long history of diverse volunteer programming during the growing season. Volunteer programs in 2019 included the Urban Farmers Program, the Tu'wusht Project, the xʷçičəsəm Garden, the Children's Education Programs, the UBC Farm Market, and UBC Farm Events with a total of 329 volunteers with over 3000 volunteer work hours over the course of one season. The majority of these hours are committed to the Urban Farmers Volunteer Program that assists in the production fields.

The Urban Farmers Volunteer Program generally runs from March-October, with 4 shifts a week of up to 10 volunteers to provide seasonal field labour such as harvesting, processing and maintenance of crops. The shifts are supervised by one staff member and last 3 hours long. These shifts provide key labour for food production, particularly in high-value, labour-intensive crops such as strawberries and blueberries.

With the onset on COVID-19 precautions in March, all volunteer programs were suspended, as the site was closed to all non-essential employee access. Now, in light of the resumption of some services on UBC Campus, the beginning of the UBC Farm Markets and CSA, we would

like to begin an adapted version of the Urban Farmers program to provide critical support for our food production.

Volunteer Plan:

Volunteers from previous seasons will use the online shift sign up through the current volunteer management website BetterImpact. Besides these volunteers, UBC apprentice chefs will also attend a custom shift weekly on Friday mornings, as a modified version of the program run last year. Prospective volunteers will need to sign up for an in-person orientation (including a site and safety review) prior to gaining access to online shift sign up.

Volunteers will consent to follow site rules (see below) outlined for them before entry to the UBC Farm for volunteer shifts. These rules will be communicated to them via email during the registration process as well as verbally when they arrive on site.

Shifts will be limited to a maximum of 10 volunteers (through online sign up) and will occur on Tuesdays, Thursdays, Fridays and Saturdays from 9:30am-12:30am. Volunteer Orientations will be up to 20 people. All volunteers will be working outside in UBC Farm field areas - distanced from other participants and site users by a minimum of 2m.

During shifts, volunteers will participate in a wide variety of field work (primarily harvesting) and post-harvest food processing, based on seasonal needs. A designated staff member will supervise volunteers for the duration of each shift, and be responsible for volunteer compliance to this and other safety plans.

Volunteer Site Rules:

- Parking is located off site
- Volunteers are required to wear a non-medical face mask on site at all times during a shift
- Volunteers will be met by a farm staff member at the front gate at the beginning of each shift and review these rules.
- Volunteers are required to wash or sanitize their hands at the beginning of the shift.
- Several handwashing stations are available for volunteers to use on site during the shift.
- Volunteers are required to maintain physical distancing of 2m from others in line with provincial guidelines.
- Volunteers should avoid touching their mask, face, eyes, or mouth as much as possible while on site. If a volunteer touches their face they must wash or sanitize their hands before harvesting or processing any food.
- A staff member will be responsible for supervising volunteers during shifts to ensure site rules are being followed.
- Volunteers must fill out the BC COVID self-assessment tool prior to beginning a shift. Verbal confirmation of completion will be asked for by the shift supervisor.
(<https://bc.thrive.health/covid19/en>)

- Volunteers are not allowed entry into any of the buildings on site with the exception of the Harvest Hut.
- A portable toilet by the Harvest Hut is available for volunteer use.
- Volunteers will only have access to the site for the duration of their assigned shifts.

In addition to these rules, the UBC Farm is taking precautions to protect the health and safety of workers that will also help volunteers stay safe on site. These include restrictions to site access to minimize the number of people on site, minimizing shared surfaces and ensuring thorough sanitization and cleaning procedure where shared surfaces are required, and providing PPE for employees where needed. The full description of these precautions can be read in the UBC Farm COVID-19 Health and Safety Plan available on the UBC Farm Website.

Appendix 7: Events, Tours and Filming Safety Plan (Approved October 3, 2020)

<https://docs.google.com/document/d/1IArSBPlqdS1SZYMQv3PS2mp3Si4A95EHejzycCLTM-8/edit?usp=sharing>

Appendix 8: Original Plan (approved March 26)

Approved March 26, 2020 by the UBC Crisis Management Team

The UBC Farm is committed to providing safe, healthy produce for the local community. In order to do this, we are creating and implementing on-site protocols to ensure we can safely work on site together. This document is a working plan for on-site staff safety. This working plan is adaptable and will be updated following UBC and Government of British Columbia recommendations as needed throughout the procession of the growing season.

General Procedure:

We have scheduled weekly meetings to review and update UBC Farm COVID-19 Procedure Meetings [REDACTED]

- At our weekly virtual meeting we will discuss how the practices and policies outlined in this document can be improved to ensure workers safety on site.

Our general procedure at the Farm involves:

- Limiting access to the site only to employees deemed essential for farm production,

the site has been closed to members of the public as of March 19th, 2020 *and will be closed until further notice.*

- Staff will assess their own health before coming to work each morning. Potential symptoms of COVID-19 will require them to stay at home for a self-isolation or monitoring period of 14-days (as appropriate and based on provincial guidelines) before returning to work
- Staff are required to review and adhere to UBC and Government of British Columbia policies on self-isolation in the event of illness, or contact with individuals who are ill
- Staff that become ill while at work will self-isolate until they are able to seek care or return home, as appropriate and based on provincial guidelines. Any area where staff members have self-isolated on site due to illness will be disinfected.
- Maintaining social distance of two metres within buildings and on site (outside on farm grounds)
- With the reduced staff onsite, if any workers have to work in isolation for extended periods (more than two hours) they must follow safety procedures including having their two-way radios on their person; checking in regularly with their supervisor; indicate to their supervisor when they are no longer working in isolation by using radio or cell-phone text.
- Sanitizing high touch items (e.g. phone) upon arrival on site
- Identify and limit shared equipment and other collective points of contact, and providing staff members with designated tools that are not shared
- Implementing a cleaning and sanitizing procedure for any shared equipment with a clearly designated individual in charge of each task/station
- Practice adaptive management based on evolving information and situations
- Meeting by phone, Zoom, or other remote means
- Staggering office time and having designated work stations
- Increasing signage and locations where people can disinfect (their hands, equipment, and produce)
- Maintaining sanitizer spray bottles in all shared areas

Emergency Procedures:

- Maintain and adhere to Building Emergency Response Plan (BERP) (in place and updated March 25, 2020)
- Maintain and communicate clear muster point on the Farm site, which is located by the Main Gate and indicated with signage.
- Call emergency response in case of urgent medical or safety situations:

Emergency and Essential Phone Numbers

Fire	
Police	911
Ambulance	
Occupational First Aid	604-822-4444
(Vancouver Campus)	
Hazardous Material Response	911
(Vancouver Fire & Rescue Services)	
UBC Hospital Urgent Care	604-822-7662
(8:00 a.m. – 10:00 p.m.)	
Poison Control Centre	604-682-5050
Campus Security	604-822-2222
(For an Emergency call 911)	

What information is required when I dial 911?

- Describe the Emergency
- Location
- Building Name
- Building Address & Room #
- Phone Number
- Do NOT hang up as additional information may be needed

Transport to Site:

- Staff will arrange to commute to work via bicycle, personal vehicle (one person per car), or other low risk transport.

Front Gate:

- Disinfect lock and chain daily (delegated to person on designated lock up)
- Remain closed to the public throughout the day.

Farm Centre:



- A weekly designated staff member will be in charge of disinfecting all surfaces of shared spaces at the end of each day.
- If custodial staff are no longer able to attend to the site, this staff member will review cleaning procedures with Infection Prevention & Control, additionally mop floors and clean bathrooms. The staff member will wear gloves.

- Use of locker area will be discontinued. Staff will each have a new designated place for their belongings, a minimum of two metres apart.
- All staff who need access will be assigned a computer workstation for their sole use.
- No more than two people can be in the Farm Building Office at one time. These two people will have designated computer stations at either end of the office, always maintaining a minimum of two metres apart.
- Further staff will be assigned computers in separate spaces: Field Office (2), Children's Programming Area (1), Classroom (1), Harvest Hut (1). Staff may also bring personal laptops to work in the Marquee (2) or Children's Greenhouse (2).
- Only one person will be allowed kitchen access at a time, with a staggered lunch rotation, this person will be required to sanitize all surfaces at the end of their lunch break.
- No shared food or beverages.
- Rain gear hung in hallway will contain only active staff wear, and will be spaced a minimum of two metres apart.

Harvest Hut:

[REDACTED]

Current SOP health and safety plans will be updated with the following:

- Surfaces and tools will be sanitized on a regular schedule
 - These procedures and schedules will be updated as needed according to BC health authority guidelines
- Produce totes and crates will only be handled by those wearing disposable gloves to limit contact and will be sanitized daily after use.
- No more than two people will be in the harvest hut at one time. They will maintain a distance of two metres.
- All outdoor processing stations are set up at least two metres apart. No more than 1 worker will be at each station.
- Access to the Harvest Hut computer will be restricted to Marika Dunham.
- Shared rain gear + gloves will be removed from harvest hut (labeled personal rain gear + gloves to be used exclusively)

Tool Shed & Tool Use:

[REDACTED]

- Workers will disinfect every tool before returning to tool shed (Bleach bottle and paper towels to be stored outside shed)
- Assign commonly used tools (eg. articulated hoe) to individual field workers
- Daily disinfecting of high traffic areas (eg. door knobs, work bench, irrigation toolboxes)

Greenhouses:

[Redacted]

- We have a designated Seedling Greenhouse Manager who will be solely allowed entry to the seedling greenhouse, responsible for all seedling watering and care.

Outdoor fields:

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

- Workers will assure two-metre distance while working in fields.
- Only two workers will be allowed to work in field hoop houses and tunnels at the time and will be working at a minimum of two metres apart.
- Irrigation systems will be turned on and off only by the leader of that field.

Machinery and Equipment:

[Redacted]

Blue Whale Van:

- One person in vehicle at a time
- Disinfect steering wheel, seat, gearstick, door handles after use.

Tractors:

- Disinfect steering wheel, gear sticks, seat, seat adjustment, three-point hitch safety knob, implement pins and tools in toolbox after use
- Each staff allowed to drive a tractor will have their own ear protection labelled for their own use

Small engine:

- Designate specific staff for each piece of equipment, PPE assigned to specific people (hardhats, eye protection, hearing protection, gloves)
- Full disinfect of touched surfaces after use

Harvest Carts:

- Carts assigned to one per person per day. Disinfect carts after use

Walkie Talkies:

- Walkies are already personally assigned + labelled. Staff will keep them on their person, not put them down on commonly used surfaces, and disinfect regularly.

Handwashing Stations:

[Redacted]

- Handwashing stations with hot water will be stocked with soap. Handwashing

stations without hot water will be stocked with hand sanitizer.

- Disposable Nitrile gloves will be available at each station.
- Supply will be checked daily

Field Inputs and Amendments:

- Disposable gloves will be available at each field input storage location and will be used for each application. This includes backpack sprayers and other application tools.

Tote washing:

Tote sanitization procedures will be in place for delivery containers

- Designated washing gloves mandatory for all washing steps
- 2m apart for soaping and hosing down totes, sanitize if people need to switch
- Discontinue use of shared waterproof aprons
- Sanitize all wash surfaces, tools, and gloves when done

Harvesting and Processing:

- Harvest procedure in-field will be managed by specific field managers.
- All food will be handled only while wearing disposable gloves.
- All equipment that will come in contact with food will be sterilized before usage (totes, knives)

Sales:

Our current sales plan is to expand our CSA offerings (open more available CSA shares) which will be paid for online and then arrange for staggered pickup outside the Farm gate, and

following all BC regulations on spacing and hygiene (e.g. only one customer will be scheduled for pick-up at a given time). We are also examining our capability to provide CSA delivery, either by UBC Farm staff or with partner organizations. We will also continue our wholesales to SHHS

and are pursuing other outlets, including local grocery stores and local food delivery services. While markets are still currently allowed under BC Provincial Guidelines, and are considered an essential business that can remain open in the Provinces of Ontario and Quebec, we will be discontinuing our markets until further notice. Markets typically start in June, and we will request a review of our sales plan at that time from UBC.

Alongside sales, food donations can be arranged, such as the regular donations already made to Quest Food Exchange.

CSA:



- We are considering expanding our CSA program to enable us to provide more of our community members with food access in this greater time of need. CSA allows for less interaction with the public, and fewer points of contact with handling consumer produce.
- Exploring alternate share sizes and delivery/pick-up methods to as many customers as required, such methods may include switching to individual cardboard boxes to distribute weekly shares.
- Community events (e.g. annual start-of-season orientation potluck) for CSA members are cancelled until further notice.
- Collaborating with other farms in the area to establish a support system and potentially organizing delivery as a method to drop off shares to limit in-person contact
- Monitoring possible pick-up procedures to limit crowding issues
- Handling produce during the harvesting and processing will only be done wearing disposable gloves. Because we are currently in the off season, and just starting our planting and supply ordering, our stock of gloves consists of two boxes of 50, with another 16 boxes ordered. We anticipate we may need another 75-100 boxes of gloves to continue the practice of harvesting with gloves throughout the season.

Markets:



While markets are still currently allowed under BC Provincial Guidelines, and are considered an essential business that can remain open in the Provinces of Ontario and Quebec, we will be discontinuing our markets until further notice. Markets typically start in June, and we will request a review of our sales plan at that time from UBC.

We believe that our markets provide an essential service for the community: they act as critical food access points for local residents to purchase food while ensuring local farmer livelihoods and reducing food and crop losses. They are crucial to food security and healthy buying habits. COVID-19 Adapted Farmers Markets additionally have the ability to prevent consumers from handling any food, helping to limit spread of the virus. We are currently reviewing our market planning to ensure that our markets can remain a safe place to access food. We are closely monitoring provincial guidelines and the response of the Vancouver Farmers Market and BC Association of Farmers' Markets to provide COVID-19 Market Safe Procedures. Contingency plans include delaying the start of the market and

seeking alternative methods of distribution, in collaboration with other market vendors.

Essential changes that can be made to any in-person markets (Stage 1-3):

Stage 1. Hosting our Multi-Vendor Market with only sales of food-primary vendors allowed with priority on basic foods

- General Changes to make:
 - “Shop, don’t stop” will be the theme of the year. This means that we will not have music, or activities and will be encouraging customers to shop for what they need and leave.
 - More handwashing and sanitation stations will be available at the Market
 - Vendors will be more spread out, to allow greater physical distancing
 - Sampling products will not be permitted
 - Pylons will be put out to make starting points for queues at each stall
 - We will ask customers to maintain a distance of two metres from the customer before them in any queue
 - Vendors will only be able to serve one customer at a time
 - Only vendors will be allowed to touch their product, in order to package it for the customer
 - Payment machines will have to be regularly sanitized, preferably between each customer
 - Vendors will be required to have hand sanitizer, disposable gloves and sanitizing spray to ensure all surfaces are as safe as possible
 - Food products will need to be protected from sources of contamination at all times during storage and display
 - Communications materials such as magazines and stickers will not be available
 - There will be no seating areas available at the market, as this encourages close gatherings
 - Anyone with any symptoms of illness will be asked to leave the market– both customers and vendors
 - Reusable bags, cups, etc. will not be encouraged at our market this year
- Additional changes to consider:
 - Limiting vendor numbers
 - Vendors will be prioritized to vendors in our area.
 - Mandating card payment to eliminate any handling of cash – this would require a payment system such as square
 - Paying your fees using our online system, rather than with cash at the end of the market day
 - Having one staff member at your stall dedicated to payments to prevent the need to handle payments and products
 - All food vendors may be required to have their own hand washing station at their stall
 - Online platforms being utilized to allow for orders and deliveries

- No dogs or animals at the market
- Only food producers utilizing a commercial kitchen will be permitted to sell OR those who do not utilize a commercial kitchen will have to disclose this information
- Limiting the number of people allowed to shop at one time
- Requiring further personal protection equipment

Stage 2. Hosting a market for only UBC Farm Produce

- General Changes to make:
 - Refer to 1. A, for the same protocol
- Additional changes to consider:
 - Refer to 1. B, for same protocol, as well as:
 - Mandating card payment to eliminate any handling of cash
 - Online platforms being utilized to allow for orders and deliveries

Stage 3. No in-person markets; online & CSA only

- Using cardboard boxes to package food for pickup
- Consideration of whether pickup occurs on Farm site or at gate
- Ensure pickup time windows and physical barriers to regulate social distancing of customers

SALES DATA

- Total number of shoppers at the market throughout the season: approximately 15,924 in 2019 15-20% being students, total sales=\$416,000
- 46% of our shoppers are regulars, attending 5 or more markets within the season. This demonstrates that the market is an essential supplier of weekly groceries for the UBC & Wesbrook community.
- 55% of shoppers in 2019 were visiting the market more than in 2018.
- Amount of coupons redeemed at 2019 market: \$3664, which demonstrates our impact on food accessibility and equity. People are provided coupons through the AMS Food Drive, and other locations to target those in need.
- External vendors (Not UBC Farm) sold \$233,869.45 worth of product at the 2019 market.
- The UBC Farm had an average of 315 transactions per market, generating \$133,221.77 in revenue in 2019.
- Numbers for Donations: In 2019, the Farm provided \$8,592.00 worth of food to charitable food donations.

I confirm that this Safety Plan has been shared with staff both through email and will be made available as a shared document. Staff will provide email confirmation that they have

received and read the document.

Date: March 25, 2020 - original

[REDACTED]

[REDACTED]

Appendix 7: Events, Tours, and Filming Safety Plan (Approved October #)

Approved October #, 2020 by the LFS Restart Committee and Ready UBC Steering Committee