SFU DEPARTMENT OF LINGUISTICS

COVID-19 SAFETY PLAN
DEPARTMENT OF LINGUISTICS

Following the guidelines set out in the [FASS COVID-19 safety plan](#). This document describes the specific COVID-19 safety plan for the department of Linguistics. More specifically, we follow the steps of the WorkSafeBC COVID-19 Safety Plan template.

Note: This document does not pertain to research labs. For those, each supervisor needs to implement their own safety protocol (see Step 2 of FASS safety plan)

STEP 1: ASSESS THE RISKS AT YOUR WORKPLACE

All members of the Department of Linguistics who have offices on the 8th and 9th floor of RCB have been consulted in the development of this plan.

Work tasks that bring employees close to members of the public (reception, student advising) have been identified.

All shared areas that may be used during work (meeting rooms, common rooms) have been identified.

Shared equipment (photocopier) have been identified.

STEP 2: IMPLEMENT PROTOCOLS TO REDUCE THE RISKS

First level protection (elimination): Limit the number of people at the workplace and ensure physical distance whenever possible.

List your control measures for maintaining physical distance in your workplace:

Working Remotely
All employees are encouraged to work remotely.

In order to facilitate this, the department will allow employees to take equipment that they need from their office to their home. To do so, please follow these procedures on the [Equipment Home Loan Form](#).

Employees who need to work on campus must request permission using the following link https://advance.science.sfu.ca/fass/faculty-staff/access/.

Once granted access, employees must inform the chair of their schedule.

Occupancy limits for workers

Meeting rooms
    RCB 9100:   4 people (20 m^2)
    RCB 7402:   12 people (60 m^2)

Common rooms
    Grad Caucus room: closed
    Event supply room (kitchen):   closed
    Photocopier room: 1 person

Shared offices
    All shared offices (TAs, sessionals, etc.):   1 person

Second level protection (engineering): Barriers and partitions
Not applicable at this stage (H2): all staff working remotely

Third level protection (administrative): Rules and guidelines
All employees encouraged to work remotely.

All employees who wish to access their campus office must first complete the [COVID-19 Awareness and Safe Return to Work Training module](#) available on Canvas

STEP 3: DEVELOP POLICIES

Safety and Risk Services at SFU has a [COVID-19 resource page](#) detailing all of the University's policies specific to COVID-19.

STEP 4: DEVELOP COMMUNICATION PLANS AND TRAINING

SFU has created a [COVID-19 Awareness and Safe Return to Work Training module](#) available on Canvas. Anyone requesting a return to work on campus must complete the training module.

The LING Safety Plan is available from the LING website and has been or will be distributed to faculty and staff via email. The plan must also be posted in spaces that LING members will be accessing.

STEP 5: MONITOR YOUR WORKPLACE AND UPDATE YOUR PLANS AS NECESSARY

The LING Safety Plan is an active document that will be updated over time as new information and direction from public health authorities become available.

STEP 6: ASSESS AND ADDRESS RISKS FROM RESUMING OPERATIONS

All risks regarding resuming operations in LING have been assessed and addressed.