

# COVID-19 Workspace Safety Plan

Department / Faculty	Development and Alumni Engagement
Facility Locations	David Strangway Building, 5th Floor, Vancouver Campus Robert H. Lee Alumni Centre, 3rd Floor, Vancouver Campus Cecil Green Park House, 2nd Floor, Vancouver Campus Call Centre, Wesbrook Bldg, #237-6174 University Blvd. Vancouver DAE Toronto Office, #1944 - 130 King St West, Toronto
Proposed Re-opening Date	November 1, 2020
Workspace Location	David Strangway Building, 5th Floor, Vancouver Campus Robert H. Lee Alumni Centre, 3rd Floor, Vancouver Campus Cecil Green Park House, 2nd Floor, Vancouver Campus Call Centre, Wesbrook Bldg, #237-6174 University Blvd. Vancouver DAE Toronto Office, #1944 - 130 King St West, Toronto

## Introduction to Your Operation

<p><b>1. Scope and Rationale for Opening</b></p> <p>DAE is requesting approval of this Overarching plan for two reasons:</p> <ul style="list-style-type: none"><li>• When staff are welcomed back to campus, we want to be ready with an approved safety plan that our staff have reviewed and to which they have contributed.</li><li>• DAE's work sites have several processes that require employees to be on-site and we understand there are some staff whose personal circumstances do not allow for effective remote work. We want to ensure they are coming into a safe work environment. This includes functions such as:<ul style="list-style-type: none"><li>• Mail and cheque processing, (immediate need)<ul style="list-style-type: none"><li>○ Gift Administration and Operations team members will need to be on-site at least 2 days a week in order to collect, process and manage physical cheques received for donations.</li><li>○ Operations and Records Management teams will need to be on-site in order to process returned mail and update records appropriately for data cleansing, as well as to reduce costs for mailouts.</li></ul></li><li>• Call centre donations processing, (desired reopening January 2021)<ul style="list-style-type: none"><li>○ Call centre staff must physically be on-site in order to use PCI-compliant infrastructure used for collection donations over the phone.</li><li>○ Closure of the call centre can mean up to \$1.5M in lost revenue for the university each year</li><li>○ Reopening would be phased in to reintroduce partial staff in order to reduce the overall risk to callers, while also managing the impact of lost revenue.</li></ul></li><li>• Donor &amp; Alumni face-to-face meetings, (immediate need)<ul style="list-style-type: none"><li>○ Fundraisers and Engagement Officers need to meet with donors and alumni in order to build their connection to UBC in order to solicit gifts for the university. These often mean face-to-face interactions. We wish to ensure the face-to-face interactions occur in a controlled environment which promotes the health and safety of our donors, alumni and staff.</li><li>○ Face-to-face meetings would be occasional and as-needed, allowing Fundraisers and Engagement Officers to continue to work remotely for the majority of their functions.</li></ul></li><li>• Event staffing (immediate need)<ul style="list-style-type: none"><li>○ Donor and Alumni events as well as revenue generating events that occur in the spaces run by the Alumni Association (Cecil Green Park House, and the Robert H. Lee Alumni Centre) will require DAE staff on-site to manage and run the events.</li><li>○ These events would be bound by the DAE Overarching plan as well as by the event-specific safety plans wherever the events would be held.</li><li>○ Staff would only need to return on-site for the purposes of planning and administering the events. The remainder of their work could remain remote.</li></ul></li></ul></li></ul>
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- UBC IT support services (needed the moment teams are back on-site)
  - UBC IT shares some desk space within the DSB 5th floor work site. This team may need to come in ad hoc in order to provide desktop support or other IT support functions for DAE staff who are returning to the offices.
  - The staff located within this work site would be bound by the DAE Safety Plan, as well as the UBC IT Safety Plan. Should there be a conflict between the two plans, staff are asked to reach out to their leadership and the DAE Help Desk. Leadership teams and DAE Help Desk will then work with the Safety and Risk Services team to provide guidance and appropriately address any conflicts.
- Toronto Operations/Travel (once UBC/DAE recommences travel)
  - An Associate Director will be stationed in the Toronto Office and, as they are the only employee expected to use that space, will be able to use the office with appropriate physical distancing and safety requirements met.
  - Once UBC/DAE allows travel to Toronto, DAE staff or President's Office staff who require use of office space in Toronto may need an office location to work or hold meetings with Donors, Alumni and Friends of UBC. Staff will be required to arrange time with the Associate Director stationed in the Toronto Office to ensure adherence to safety guidelines.

These services are needed in order to help DAE with raising funds and engaging alumni in order to meet our fundraising and engagement goals for the university and generate revenue appropriately.

In addition to the above, DAE recognizes that some individuals may request to return to campus for varied reasons on a temporary or ongoing basis before staff are welcomed back en masse. This Safety Plan is intended to ensure a safe working environment for any and all individuals who return to DAE work sites.

This Plan is NOT intended as a broad welcoming back of staff to campus. Instead it is to ensure that those individuals who are required to or choose to return to campus are able to do so in a manner which endeavours to protect their health and safety. Staff are still encouraged to work remotely when possible to do so.

This Overarching plan has been circulated to the VP DAE as well as other DAE Executive prior to submission to SRS. It has also been posted for feedback on our DAE intranet ("Daelphi") which is accessible to all DAE staff, and staff are given 1 week to review and are encouraged to pose questions to DAE Leadership on the plans.

#### Risks

The following risks are considered in accordance with <https://srs.ubc.ca/covid-19/safety-planning/determining-safety-plan-risk/>

- Risk #1 – Higher proportion of individuals from outside of the UBC community visit the campus/unit; if employees or staff are exposed to more than 10 random people in a day; or if the unit is public facing
- Risk #2 – Prolonged close interaction with others not in the usual cohort of colleagues; if contact lasts for more than 15 minutes and transient in nature
- Risk #3 – The workplace or activity is indoors with no building ventilation system and access to outdoor air is not available (e.g. openable windows)
- Risk #4 – Employees/students/visitors have frequent contact with high-touch surfaces (service counters, card payment machines)
- Risk #5 – The activity involves people who are at higher risk of severe illness (i.e., older adults or those with chronic health conditions)
- Risk #6 – The activity involves people who are not able or likely to follow hygiene practices such as washing hands frequently, respiratory etiquette, and identifying when they are feeling ill and staying home

### Applicable Risks

- Mail and cheque processing – applicable risks – 3, 4. Risks and controls will be communicated in the David Strangway, 5<sup>th</sup> floor unit/workspace/local plan
- Call centre donations processing – applicable risks – 3, 4. Risks and controls will be communicated in the wesbrook call centre unit/workspace/local plan
- Donor & Alumni face-to-face meetings – applicable risks – 1, 2, 5. Risks and controls will be communicated in the David Strangway, 5<sup>th</sup> floor unit/workspace/local plan, the Cecil Green Park House, 2<sup>nd</sup> Floor unit/workspace/local plan and the DAE Toronto Office unit/workspace/local plan.
- Event staffing – applicable risks – 1, 2, 5. Risks and controls will be communicated in the Robert H. Lee Alumni Centre unit/workspace/local plan as well as the Cecil Green Park House unit/workspace/local plan
- UBC IT support services – applicable risks – 3, 4. Risks and controls will be communicated in the David Strangway, 5<sup>th</sup> floor unit/workspace/local plan
- Toronto Operations/Travel – 1, 2, 5. Risks and controls will be communicated in the DAE Toronto Office unit/workspace/local plan

## Section #1 – Regulatory Context

### 2. Federal Guidance

- Government of Canada: Coronavirus Disease (COVID-19): Guidance Documents  
<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/guidance-documents.html>

### 3. Provincial and Sector-Specific Guidance

- [BC's Restart Plan: "Next Steps to move BC through the pandemic"](#)
- [BC COVID-19 Self Assessment Tool](#)

### 4. Worksafe BC Guidance

- [COVID-19 and returning to safe operation - Phases 2 & 3](#)
- [WorkSafeBC COVID-19 Safety Plan](#)
- [WorkSafeBC: Designing Effective Barriers](#)
- [WorkSafeBC: Entry Check for Workers](#)
- [WorkSafeBC: Entry Check for Visitors](#)
- [WorkSafeBC Protocol: Offices](#)
- [WorkSafeBC Protocols: Post-Secondary Education](#)

### 5. UBC Guidance

- [COVID-19 Campus Rules](#)
- [Guidelines for Preparing for Reoccupancy](#)
- [Guidelines for Safe Washroom Reoccupancy](#)
- [Space Analysis and Reoccupancy Planning Tool](#)
- [UBC Employee COVID-19 PPE Guidance](#)
- [Ordering Critical Personal Protective Equipment](#)
- [UBC Employee COVID-19 Use of Shared UBC Vehicles Guidance](#)
- [Building Operations COVID-19 website](#) - Service Level Information
- [UBC Employees COVID-19 Essential In-person Meetings/Trainings Guidance](#)
- [Workplace Physical distancing Planning Tool and Signage Kit](#)
- [UBC Facilities COVID-19 information](#)
- [UBC Entry Check Sign](#)
- [Preventing COVID-19 Infection in the Workplace training course](#)

- [UBC Cleaning Standards & Recommendations for Supplementary Cleaning](#)
- [UBC Classroom Safety Planning](#)

## 6. Professional/Industry Associations

- CASE COVID Resources for Fundraisers:  
<https://www.case.org/covidresources>

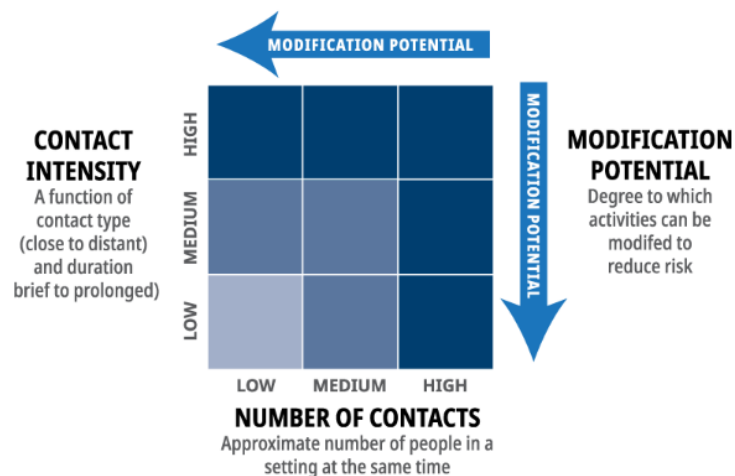
## Section #2 - Risk Assessment

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)

Via the Safety Plans proposed, day to day activities at all worksites are being mitigated to lower risk. The methods to achieve this are:

### Staff Density at worksites:

- Staff scheduling will follow UBC guidelines and start at a maximum of 25% capacity at all sites. Certain areas, outlined in specific Unit/workspace/local plans, may have smaller capacity.
- Flexible work times may be welcomed depending on site and job function.
- As UBC guidelines evolve, the Safety Plan would be reviewed for each work site to reevaluate what capacity increases, if any, can be considered under new guidelines.

### Workstations:

- Floorplans at all worksites have been measured and marked to ensure all staff workstations are physically distanced. If fixed workstations are too close, selected workstations will be marked as closed and staff will not be permitted to use that workstation.
- In cases where a workstation is marked as closed, individuals assigned to the workstation in question will be assigned an alternate workstation as appropriate in order to maintain physical distancing.
- If workstations cannot be moved or individuals cannot be reassigned to alternate workstations, attendance will be arranged in order to facilitate appropriate physical distancing.
- Staff may be seated at variable workstations (ie-hotel workstations or other workstations where they would not normally be situated), as necessary, in addition to reduced capacity scheduling to ensure physical distancing. Staff will be expected to use provided wipes to sanitize high-touchpoint surfaces at the variable workstations before and after use.

### Communal Spaces:

- Room occupancy has been listed on all rooms, including the kitchens. Tables have been marked as not in use and chairs have been moved and marked as not to be used.
- High touchpoint surfaces have been marked and disinfectant wipes will be provided for cleaning before and after each use.
- No sharing of kitchen dishware/utensils. Bring your own cup, cutlery and containers from home. Wash and dry, and return them to your desk or home. Do not leave any personal property in communal areas.
- Removal of communal items such as tea/coffee/kettle. Staff are encouraged to bring already made food and beverages, or purchase on campus.

### Outside Visitors:

- Must be informed by the person(s) they are meeting with of safety procedures prior to site visits/meetings: [Worksafe: Entry Check for Visitors](#)
- Meetings with outside visitors will require physical distancing of 2m at all times.
- Hand sanitizer and/or handwashing stations will be provided for visitor use where applicable.
- Site specific Unit/workspace/local plans will limit visitor access to specific areas.
- Plans in place from other units will be adhered to for common areas (such as elevator capacity, etc.).

### Deliveries:

- All goods will be dropped off either in the designated supply room, after ensuring no one else is in the room, or at designated hand-off locations, such as tables located beside reception.

## 8. Contact Number (proposed COVID-19 Operations)

DAE has several sites that will be covered under this overarching plan:

- David Strangway Building (DSB) 5th floor worksite has 124 people working in the work site at full capacity. While maintaining physical distancing requirements, a maximum total of 95 workstations could remain in operation. We will start at maximum 25% capacity (30 people per day). If there is no overcrowding and physical distancing is effectively maintained we will consider going to maximum 40% capacity (50 people per day) and then a subsequent staged increases to 95 people per day as long as all COVID safety guidelines are still being met.
- Cecil Green Park House (CGPH) 2<sup>nd</sup> floor worksite has 24 people working in the work site at full capacity. While maintaining physical distancing requirements, a total of 21 workstations could remain in operation. We will start at maximum 25% capacity (6 people per day). If there is no overcrowding and distancing is going well we will consider increasing to maximum 40% capacity (9 people per day) and then a subsequent increase to a maximum of 21 people per day as long as all COVID safety guidelines are still being met.
- Robert H. Lee Alumni Centre (RHLAC) worksite has 32 people working at capacity at the 3<sup>rd</sup> Floor Alumni UBC office. Facilities and Welcome Centre Staff who work on the 1<sup>st</sup> Floor are covered under the 1<sup>st</sup> Floor Unit/workspace/local plan. We will start at a maximum 25% capacity (up to 8 people per day). An increase to maximum 40% capacity (up to 12 people per day) will be considered if physical distancing and COVID safety guidelines are being maintained.
- Wesbrook Call Centre / PoliSci Lab worksite has 20 people working in the work site at full capacity. While maintaining physical distancing requirements, a total of 5 workstations could remain in operation. We will start at maximum 25% capacity (5 people per day). We would not increase capacity until/unless we can ensure current COVID safety guidelines are still being met.
- DAE Toronto Office has 6 people working part-time in the work site at full capacity. While maintaining physical distancing requirements, a total of 2 workstations could remain in operation. We will start at a maximum capacity of 2 people per day. Since this office is designated for regular use for only 1 person and occasional use for an additional 1 person, we do not anticipate needing to expand capacity until COVID safety guidelines are expanded to allow a general return. The Toronto Office follows Ontario's safety guidelines, but will also be asked to adhere to guidelines put forward by UBC as part of our extended campus.

## 9. Employee Input/Involvement

- We consulted with DAE Executive and reviewed with Senior Leadership to solicit staff input prior to submission for Overarching plan approval.
- We consulted with our Director, Alumni Operations and Manager, DAE Operations, both of whom are members of the Joint Occupational Health and Safety Team, to ensure guidance from that committee is applied when and where applicable.
- The Plan will be sent to the University Administrative Units (UADM) JOHSC, contacts for which can be found here: <https://safetycommittees.ubc.ca/johsc/find-your-johsc/joint-occupational-health-safety-committees/vp-finance-operations-portfolio/administrative-units/>
- The plan has also been posted on our SharePoint site (<https://dae.share.ubc.ca>) as well as highlighted in our weekly newsletter to all portfolio staff.
- Communication has also been sent from our DAE Help Desk and via Leadership teams to all DAE staff to highlight the need to complete MANDATORY safety training, as well as the details of our Safety Plan

## 10. Worker Health

All employees will be reminded of the Workplace Health measures and supports available to them by People Managers and the link below will be posted to our SharePoint site and the information will be advertised in the weekly newsletter and posted at all worksites. <https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive>

## Operational Rules & Guidelines: Communication & Personal responsibility

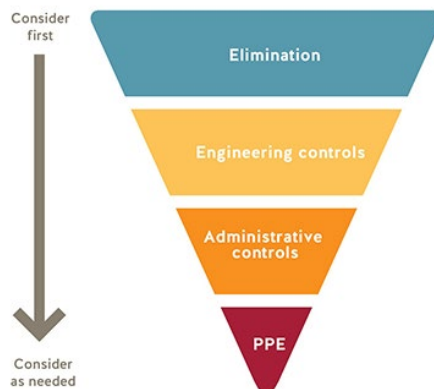
- Staff must self-evaluate every morning and anyone with symptoms or with a household member who has symptoms of Covid-19, as listed on <https://bc.thrive.health/>, must complete the self assessment and follow the instructions provided.
- The BC self-assessment tool will be communicated to staff via regular communications in our Staff Newsletter (“The Portfolio”): <https://bc.thrive.health/>
- Campus Rules will be posted throughout each of DAE’s work sites:
  - <https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf>
- Significant Signage is posted throughout the floor:
  - Handwashing reminders will be posted.
  - Lunch room use rules and guidelines will be posted.
  - Occupancy limits are posted for all spaces and rooms within each work site.
  - Directional signage and physical distancing markers are clearly delineated.

## 11. Plan Publication

- Plans are posted on DAEphi (DAE’s intranet), as well as links provided in Portfolio, the DAE weekly staff newsletter.
- DAE Reception staff also have access to the digital copies and can share electronically with anyone who requests a copy.
- Hard copies of simplified rules/procedures are posted at ingress points for each office, including elevator lobbies, entrance doorways. Should anyone prefer a digital copy, the hard copies also include a link on the front page to where the digital version may be found.
- Hard copies of simplified rules/procedures will be posted in shared spaces such as kitchens and meeting spaces.
- Hard copy of the full plan will be available at reception, where applicable, or with a designated individual at each site. Simplified procedures will contain a reference to where the full plan can be obtained at each site.

## 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.



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

DAE will continue to work from home where possible with a few exceptions. Please see the section entitled “1. Scope and Rationale for Opening,” for a description of the exceptions.

Resources and provisions provided for those continuing to work from home:

- All other staff will be able to work remotely and have been provided computer equipment by way of laptops, monitors, keyboards, mice, docking stations, and other peripherals as required in order to effectively work while away from the office.
- DAE Staff will continue to access resources at UBC via the VPN, including access via the .advn, .advn.tech and .pci.admin VPN pools, as appropriate. These VPN pools are created to provide access to resources specific to DAE staff.
- DAE Staff have access to tools provided by UBC such as SharePoint, Workspace, OneDrive, Teamshare and other such tools in order to collaborate on documents and work.
- Donations management processes have been automated and/or converted to online processes using DAE’s in-house Nota tool for workflow management.
- Meetings and webinars are made possible through use of Skype for Business, MS Teams, Zoom, Zoom Webinar and GoToWebinar licenses which have been secured for DAE staff.
- DAE Staff handle sensitive data in large quantities and have ensured the new Cybersecurity Controls are applied to all workstations, servers and systems at their most stringent level to ensure security of our data while working remotely.

## 13. Work Schedule Changes/Creation of Work Pods or Crews or Cohorts

In order to facilitate physical distancing, when allowed, DAE will phase-in our return at worksites based on the 25% occupancy limit suggested by SRS.

DAE will prioritize those individuals in roles whose responsibilities require them to be on-campus (“essential workers”).

Additional requests to return to the office will be evaluated on a case-by-case basis. Cases will be reviewed by evaluating:

- Their safety and any risks to their health or to public health.



- The impact to their work/their unit should they return to the office.
- Any other identifiable risks or gains that may be present should they return to the office.

If all guidelines can be enforced and support their return, then the requestor would be granted permission to return on either a temporary or ongoing basis. Evaluation criteria include, but are not limited to:

- The number of permitted workers and essential workers do not exceed the capacity outlined in this safety plan or the unit/workspace//local plans governing the work site in question.
- Their timing for return to work can be scheduled such that it is possible to maintain a 2m distance between their workstation and others.
- There is understanding that even though someone may have been permitted to return, this can be superseded due to changing requirements for essential workers or other emerging factors. Should a change occur, your supervisor or DAE Help Desk will reach out to inform you of the change.

Workers who wish to return to work would need to, with their supervisors prior approval, submit a request per the guidelines specified in their work site's Unit/workspace//local plans or, if no specific guidelines are provided in the Unit/workspace//local plans, by emailing [dae.help@ubc.ca](mailto:dae.help@ubc.ca) who will coordinate with the contacts specified in the Unit/workspace//local plans at the proposed work site. Requests should include:

- Whether the return to work would be one-time or on a regularly scheduled basis
- What date(s) are preferred for returning to the office
- Whether they have read and understood DAE's Safety Plan for their work site
- Whether they have taken the mandatory safety training required of all staff returning to campus
- Whether their return would pose risk to them, anyone in their household, or anyone in their immediate influence (eg: family members, people inside their 'bubble', etc.)

Methods of logging individuals who are onsite on a specific day may vary by site and individuals should check the Unit/workspace//local plans for their work site for details on how to log their attendance.

People are expected to monitor their symptoms everyday and not come to work if they have symptoms. They are to use the self assessment tool (<https://bc.thrive.health/covid19/en>) and follow the instructions.

If staff develop symptoms while at work, they are to:

- contact UBC First Aid by calling 604-822-4444 or 2-4444 (UBC Landlines). The first aid attendants will conduct a COVID-19 screening assessment with you by phone
- Complete the Thrive BC COVID-19 Self Assessment Tool (<https://bc.thrive.health/covid19/en>) and follow its recommendations

Increases or decreases in the total number of permitted workers and essential workers who may return, may be made if ALL UBC-mandated COVID safety guidelines are being met.

#### **14. Spatial Analysis: Occupancy limits, floor space, and traffic flows**

- Individual floor space and traffic flow plans are provided for each site-specific unit/workspace/local plan.
- Each unit/workspace/local plan outlines occupancy limits for spaces, flow of traffic, high-traffic areas (such as washrooms, elevators, etc.) and high-touch surfaces (such as door knobs, elevator buttons, kitchen surfaces, etc.).
- Floor plans/space planning was determined by measuring and identifying:
  - Space between workstations or seats to ensure a minimum of 2m distance.
  - Clearance space to move near/past workstations to ensure a minimum of 2m distance.
  - Size of spaces, including the clearance of ingress/egress points (such as doorways, elevators, stairwells, etc.).
  - Clearance space and feasibility of making hallways/stairwells one-way where possible. If not possible, access limits were determined to ensure minimal contact (eg: no more than 2 people on a stairwell at a time).

- Common/shared spaces, ingress and egress points were evaluated to identify high-touch surface areas (eg: boardroom computer equipment, touch screens and control panels, key-card panels, AV cables, shared keyboards/equipment, remote controls, kitchen surfaces, bathroom surfaces, door knobs/handles, elevator call buttons, etc.).  
Alternative space options explored to accommodate staff currently housed in spaces that could not accommodate someone safely.

## 15. Accommodations to maintain 2 metre distance

In order to facilitate physical distancing, when allowed, DAE will phase-in our return at all applicable worksites based on maximum occupancy limits in the office. We will need to balance the interests of those who wish to be in the office against the total number of people that can be in the office at any one time.

- Initial return to work will limit occupancy at each work site to 25% capacity.
- Upon evaluation of traffic flow, including access to washrooms, kitchens, etc., we may increase occupancy if and only if all COVID-19 safety guidelines are being met.

### Building Access

- Elevators and stairwells will be appropriately marked.

### Workplace Operations

- Traffic flow on the floors will be made one-way where possible and marked accordingly.
- All larger meetings will continue to be held online. Staff may not all be physically in attendance, so meetings will need continue to be held remotely to include those people, even if the meeting can safely fit within one of the meeting rooms at their new occupancy limits.
- Room occupancy has been listed on all meeting rooms.

### Workstations

- Attendance will be arranged in order to ensure appropriate physical distancing when at workstations
- in addition to reduced capacity scheduling, Staff may be seated at alternate or variable workstations, as necessary, to ensure physical distancing.
- Certain workstations may not be able to be used, these will be marked closed and staff relocated as necessary.

### Communal Spaces

- Room occupancy has been listed on all rooms, including the kitchens and eating area. Tables have been marked as not available for use and chairs have been moved or taped off to ensure physical distancing is maintained.
- Lunch must be taken at your desk or outside.

## 16. Transportation

N/A – DAE does not employ vehicles managed by the portfolio. Individuals are expected to maintain their own safety standards within their own vehicles or if taking public transportation.

## 17. Worker Screening

The following entry checks for Workers and Visitors will be posted outside ingress and egress points for all DAE work sites:

- [Worksafe: Entry Check for Workers](#)
- [Worksafe: Entry Check for Visitors](#)

Development & Alumni Engagement (DAE) is committed to the health and well-being of ourselves and each other. In order to ensure the safety of all of our staff and our workspace, all DAE staff will:

- Self-evaluate how you are feeling every morning. and anyone who has any symptoms of Covid19 or anyone with a household member who has any symptoms of Covid19, (as listed on <https://bc.thrive.health/>) must follow public health guidelines as regards testing or self-isolation
- By coming into the office or performing their duties in the community, staff agree that they have self-evaluated (BC self-assessment tool) and comply with the Campus Rules (<https://srs.ubc.ca/covid-19/safety-planning/covid-19-safety-training-rules/>).
- If staff have returned from international travel, they must notify their supervisor in writing (prior to their travel) and self-isolate for 14 days upon their return (per Government of Canada)
- Employees will be able to report these symptoms via email to [dae.help@ubc.ca](mailto:dae.help@ubc.ca). Staff and supervisors must also follow reporting guidelines available here: <https://srs.ubc.ca/covid-19/health-safety-covid-19/#Reporting%20COVID-19%20exposure>
- Employees who self-report symptoms to their supervisor will be advised to complete the self assessment tool and follow its instructions.
- Information regarding contact tracing can be found here: <https://srs.ubc.ca/covid-19/health-safety-covid-19/covid-19-infections/>
- If a person feels sick at work, they should:
  - a) contact UBC First Aid by calling 604-822-4444 or 2-4444 (UBC Landlines). The first aid attendants will conduct a COVID-19 screening assessment with you by phone
  - b) Complete the Thrive BC COVID-19 Self Assessment Tool (<https://bc.thrive.health/covid19/en>) and follow its recommendations

#### 18. Prohibited Worker Tracking

- Staff who are designated to work at a Development and Alumni Engagement worksite who exhibit symptoms should immediately report to their supervisor as well as via an email to DAE Help Desk ([dae.help@ubc.ca](mailto:dae.help@ubc.ca)).
- Information regarding contact tracing can be found here: <https://srs.ubc.ca/covid-19/health-safety-covid-19/covid-19-infections/>. In addition, staff should notify [dae.help@ubc.ca](mailto:dae.help@ubc.ca)
- Staff exhibiting symptoms and their supervisors are asked to use the self assessment tool found here: <https://bc.thrive.health/> and follow all guidelines and instructions found there.

## Section #4 – Engineering Controls

#### 19. Cleaning and Hygiene

- High touchpoint surfaces have been marked and disinfectant wipes will be provided for cleaning after each use. Signage will include details on disinfecting both before and after use of a high touchpoint surface.
- Hand sanitizer will be freely available and located and clearly labeled/indicated in each space.
- Hand-washing guidelines will be posted at all handwashing stations to ensure safe hand-washing practices.
- Users of variable workstations will be required to use provided wipes to clean off high-touch surfaces on their assigned workstation including, but not limited to: keyboard, mouse, monitor, computer power, disk drives, VDI terminals, docking stations, cabling, etc. before and after each use.

## 20. Equipment Removal/Sanitation

- High touchpoint surfaces have been marked and disinfectant wipes will be provided for cleaning after each use.
- Where applicable, lunch room rules and guidelines will be posted.
- No communal coffee or beverages will be provided at this time.
- Water stations will be closed.
- All dishes, cutlery and cups must be brought from home and returned to home daily.

## 21. Partitions or Plexiglass installation

- Plexiglass barriers have been installed at reception desks in all applicable sites.
- Many workstations have full cubicles with heights over 53” allowing safe distancing between them. For workstations with lower partitions, shared workspaces, or open-concept workstations, staff will be required to either schedule their attendance or be assigned variable workstations in order to adhere to physical distancing guidelines.

## Section #5 – Administrative Controls

### 22. Communication Strategy for Employees

Communication of expectations of conduct:

- DAE continues to engage our People Managers to ensure that all information is communicated appropriately within their teams; for frontline staff, this includes training on their new cleaning procedures.
- DAEIphi (DAE’s intranet), Portfolio (DAE’s weekly staff newsletter), communications from the DAE Help Desk, platforms such as Skype for Business, MS Teams, Zoom and direct email and cell phone communication are used as necessary as communication tools to engage with employees.
- All of the above communications channels are used to disseminate awareness of the Safety Plans for each work site, as well as expectations for familiarization with the contents of the Safety Plans, training, and guidelines applicable to their work site.
- Staff can also raise concerns through their JOHSC here: <https://safetycommittees.ubc.ca/johsc/find-your-johsc/joint-occupational-health-safety-committees/vp-finance-operations-portfolio/administrative-units/>
- Physical signage is posted throughout the floor and includes references to where additional up-to-date information is available online.
- Handwashing reminders and hand sanitization guidelines are posted wherever facilities exist (eg: washrooms, kitchens, hand sanitizer stations).
- Lunch room rules and guidelines will be posted.
- Occupancy limits are posted for all offices and shared workspaces at each site.
- Directional and social distancing markers are provided.

How employees may raise questions or concerns:

- Employees may raise safety concerns to their manager, and collectively discuss safety protocols and concerns at staff meetings or via requests for clarification to [dae.help@ubc.ca](mailto:dae.help@ubc.ca)
- Requests sent to [dae.help@ubc.ca](mailto:dae.help@ubc.ca) are tracked in our DAE Help Desk ticketing system (Gemini) and responses are recorded for reference. Email correspondence and chat logs will also be used to track information exchange.
- Changes proposed to any Safety Plan will be reviewed by DAE Help Desk, the work site Operations team, and then presented to DAE Executive teams for approval before changes.
- Approved changes to both Parent and Unit/workspace/local plans will be posted and communicated through the channels listed above.

### 23. Training Strategy for Employees

- All employees will be required to complete ‘UBC’s Preventing COVID -19 Infection in the Workplace’, online training module (<https://wpl.ubc.ca/browse/srs/courses/wpl-srs-covid>) before being allowed to return to the office. This is tracked and confirmed by DAE HR & Operations Manager.
- Unless otherwise stated in a site Unit/workspace/local plan, any employee wishing to schedule a return to work will have to request scheduling from DAE Help Desk ([dae.help@ubc.ca](mailto:dae.help@ubc.ca)), who will verify completion of the aforementioned training and awareness of the DAE Safety Plan (both Overarching plan and applicable Unit/workspace/local plan for the work site in question).

### 24. Signage

UBC Provided communications resources are utilized:

<https://srs.ubc.ca/covid-19/safety-planning/communications-resources/>

- Signage has been placed outside of each room to indicate occupancy limits.
- Floors have been marked to indicate one-way directions where possible.
- All high touchpoint surfaces have been marked.
- Hand off areas have been outlined and marked.
- WorkSafeBC – Entry check in for both staff and visitors will be posted by elevators and entryways.
- Handwashing signage has been placed in each handwashing station, washroom and kitchen.

### 25. Emergency Procedures

- Each specific site’s Unit/workspace/local plan outlines that the coverage needed to ensure all positions required in their building’s Emergency Response Plans are met. Guidelines will be posted on the SharePoint site (DAEphi) and staff will be briefed.
- Floor warden training can be found here: <https://wpl.ubc.ca/browse/srs/epc/courses/wpl-srs-fwtc>

### 26. Monitoring/Updating COVID-19 Safety Plan

- DAE recognises that this plan will need to be revised as the situation changes.
- The Operations Manager will update plans and communicate changes as different Phases are reached and if/as issues are discovered. The Operations Manager will work with counterparts at each work site to ensure that site-specific instructions that need changes are appropriately updated and revised, and will work with the DAE Help Desk and other teams to ensure changes are appropriately communicated and disseminated to all staff.
- Regular reviews of the plan will be scheduled each quarter or in the case of a public health order or other major change in the situation and will be reviewed, at minimum, by the Manager of Operations, Director of Operations and Alumni Engagement, Managing Director Communications and Engagement, Chief Advancement Operations Officer and other Operations staff at each work site as appropriate.
- Employees may raise safety concerns to their Manager, and collectively discuss safety protocols and concerns at weekly staff meetings, via DAE Help Desk at [dae.help@ubc.ca](mailto:dae.help@ubc.ca), or directly to individuals identified in their work site’s Unit/workspace//local plans.

### 27. Addressing Risks from Previous Closure

New hires:

- New hires will be informed of all protocols during their onboarding process and will be provided access to the Safety Plans for review.
- All new hires will be required to complete the mandatory Safety Training, Privacy Awareness Training and other such mandatory training items.

- New hires will be issued UBC computer equipment for remote work, including laptop, keyboard, mouse, monitor and docking station. Equipment will be sent via courier to their home or picked up at the Leonard S. Klinck (LSK) building in order to reduce exposure/requirements to return to campus.
- New hires will have access to training on how to remote in securely to UBC's environment using the advn VPN context, and will receive training specific to tools and systems used within DAE such as Links and Nota.
- New hires that are required to work on-site (such as Gift Administration, Events staff, etc.) will be required to complete training and be approved for essential worker status, and will receive remote training on the essentials of the required operations before coming on-site for additional training in operations as required.
- Remote support will be conducted using remote service tools available to UBC IT, DAE IT and other teams including (but not limited to): TeamViewer, Zoom, Skype for Business, MS Teams, etc.
- In situations where physical support is required, arrangements can be made via DAE Help Desk or UBC IT Help Desk for devices or equipment to be dropped off at a loading zone appropriate to the work site (eg: loading dock beneath DSB, loading zone beside RHLAC, loading zone in front of CGPH).
- If support is required for systems or equipment on-site at UBC, remote support will be conducted if and when possible.
  - If remote support is not possible, support resources will arrange a time to work on the impacted system when the permitted worker is not at their workstation.
  - If it is necessary for the permitted worker to be present for physical support, this will be scheduled between the support technician and the permitted worker, and both parties will be required to maintain physical distancing during any and all support interactions.
- Employees will sanitize their workstation prior to having a support technician perform on-site physical support at a permitted worker's workstation. The support technician will then fully sanitize the computer and common work surfaces after the work has been completed. Desktop Services support analysts will follow all UBC IT guidelines in place.

Departing employees or leaves:

- Equipment will be returned either by shipping the equipment back to the DAE offices located on the 5<sup>th</sup> floor of DSB or by scheduled drop off at a loading zone appropriate to the work site (eg: loading dock beneath DSB, loading zone beside RHLAC, loading zone in front of CGPH). Scheduling will be done via collaboration between DAE HR and DAE Help Desk as part of the offboarding process for employees.

## Section #6 – Personal Protective Equipment (PPE)

### 28. Personal Protective Equipment

- DAE may provide disposable gloves and other PPE for staff who are responsible for cleaning of common-use high-touchpoint surfaces. Procurement of these will be per the work site Unit/workspace//local plans.
- Disinfecting wipes are provided to wipe down high touch point surfaces and staff will be instructed to ensure surfaces are wiped down before and after use in order to minimize risk of transmission.
- Hand sanitizer stations are set up throughout the building and signs promoting use of sanitizer/handwashing guidelines will be posted in appropriate areas. Sanitizer will be procured through our normal procurement channels and will be monitored by Operations teams at each work site. Should stock drop below 40%, refill stock will be ordered so as to ensure continual access to sanitizer.
- Soap for handwashing will be provided via normal cleaning processes provided by UBC Building Operations.

## Section #7 – Non-Medical Masks


29. Non-Medical Masks
<ul style="list-style-type: none"> <li>• All staff in portfolio will follow the requirements around mask-wearing described in <a href="https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/">https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/</a> and <a href="https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf">https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf</a> <ul style="list-style-type: none"> <li>○ Unit Intermediate and Unit/Workspace plans will detail any further requirements for the use of non-medical masks for staff within their specific workspace(s).</li> <li>○ Intermediate and Unit/Workspace/Local Safety Plans will utilize the <a href="#">COVID-19 Safety Plan Addendum: Required Non-Medical Masks</a> document as a guidance tool on how to incorporate NMMs into the plans and the workplace</li> </ul> </li> <li>• UBC Has provided 2 non-medical masks for the use of each DAE staff member. DAE will not be purchasing or providing additional PPE for general use. DAE expects employees and visitors to follow all UBC guidelines as well as provincial and federal guidelines around PPE requirements as they emerge. These guidelines are linked below.</li> </ul>

## Section #8 - Acknowledgement

29. Acknowledgement
<ul style="list-style-type: none"> <li>• The Overarching plan will be posted as per details provided above at ingress/egress points, and on DAE’s intranet (Daelphi), and staff requesting/requiring return to office scheduling will be sent a digital copy from the DAE Help Desk or their manager and asked to confirm via email they have read and understood the Overarching plan and any applicable Unit/workspace/local plan(s) for where they are expected to work. This confirmation will be recorded per processes outlined in the applicable Unit/workspace/local plan(s) or by way of tickets managed by the DAE Help Desk (<a href="mailto:dae.help@ubc.ca">dae.help@ubc.ca</a>) if no such instructions are provided in the Unit/workspace/local plan.</li> </ul>

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.

**Date** October 16<sup>th</sup>, 2020

**Name** (Manager or Supervisor) Pradeep K. Nair 

**Title** Chief Advancement Operations Officer (Interim)

### Faculty and Staff Occupying Workspace

Name	Email	Confirmation of Understanding
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>