

## COVID-19 Workspace Safety Plan

This plan requires the review of the operational activities in your workspace to ensure effective controls are in place to prevent the transmission of COVID-19. Management and supervisory staff are responsible for developing and updating this document to meet current government mandated requirements. <https://covid19.ubc.ca/>

Department / Faculty	Indian Residential School History & Dialogue Centre
Facility Location	1985 Learners' Walk, Vancouver BC, V6T 1Z1
Proposed Re-opening Date	November 2, 2020
Workspace Location	Indian Residential School History & Dialogue Centre

### Introduction to Your Operation

#### 1. Scope and Rationale for Opening

The Indian Residential School History & Dialogue Centre (IRSHDC) is dedicated to providing access to records, information, educational resources and a safe respectful space for dialogue on residential school histories and histories of colonialism in Canada. Growth of the Centre at UBC and in the community is closely tied to building trust and ongoing partnerships with community members.

Pandemic conditions and the presence of COVID-19 has had countless impacts on all communities and has had acute impacts on Survivors of residential school, day schools, Indian hospitals and the child welfare system.

The IRSHDC is dedicated to serving elderly and Survivor populations, both from a distance and in person, where possible. Individuals currently wishing to use Centre resources are able to access the archive online and contact staff online, or over the phone. However, the Centre also acknowledges that not all individuals who wish to access records of residential schools, day schools or any Centre resources have reliable internet connections, easy access to computers, or are familiar with the online content management system.

By reopening with a phased-in ramp-up of activities, the Centre can, by Phase 2, provide a safe by-appointment option for visitors, community members, Survivors and intergenerational Survivors to visit the Centre and to use the space. The Centre will be essential to providing support to communities acutely affected by the pandemic, including the Indigenous student community at UBC who have returned to campus.

Members of First Nations, Métis and Inuit communities, including UBC students, faculty, staff and visitors alongside Survivors and intergenerational Survivors are becoming better acquainted with the IRSHDC and increasingly, they consider the Centre as a safe space and they can find support. A careful reopening of the IRSHDC will allow us to better serve and support these communities.

This document will be regularly reviewed and updated per mandated government and University requirements provided here: <https://covid19.ubc.ca/>

The IRSHDC will implement a phased-in return to on-campus activities, and is requesting that some staff return to campus for the implementation of Phase 1 by November 2, 2020. This Workspace Safety Plan was written by a committee of staff, faculty, and contractors employed by the Centre, and approved by Academic Director, Mary Ellen Turpel-Lafond, and Executive Director, Elizabeth Shaffer. The Provost and Vice-President Academic has reviewed and approved this plan.

The following chart identifies which activities will increase with each phase of the building re-opening and how that differs from pre-COVID operations. This is a possible phase of increasing activity. Moving from one phase to another will be guided by UBC and provincial health guidelines, and as such, each phase is subject to change in scope. This plan largely covers Phase 1 & 2 and will be updated with more detail and re-submitted for approval prior to moving into Phase 3.

	Pre-COVID	Phase 1	Phase 2	Phase 3	Phase 4
<b># of Employees in Building</b>	Up to 15	5 in building. Rest working remotely.	5 in building. Rest working remotely.	5-10 in building. Rest working remotely.	All
<b>Open Hours</b>	5 days/wk 5 hrs/day	Closed to the public	Closed to the public	Open to the public, 3 hours per day, M-F.	Open to the public, regular hours
<b>Appointments/Bookings</b>	Weekly bookings, tours, or visiting researchers and guests	None	Survivor visits, researchers, students, by appointment only	Survivor visits, researchers, by appointment only. Open to others during open hours. Group bookings of less than 10 people indoors, and 50 people outdoors.	Resume regular activities
<b>Building Access</b>	Exterior doors unlocked from 10-3 Monday-Thurs, 9-12 Fri.	Exterior doors remain locked	Exterior doors remain locked	Exterior doors unlocked during open hours	Exterior doors unlocked from 10-3 Monday-Thurs, 9-12 Fri.
<b>Meetings</b>	Frequent group meetings, w/ internal and external participants	No meetings with external participants in-person. No meetings in offices. Restricted # of participants in boardroom. Continue virtual meetings	No meetings with external participants in-person. No meetings in offices. Restricted # of participants in boardroom. Continue virtual meetings	No meetings with external participants in-person. No meetings in offices. Restricted # of participants in boardroom. Continue virtual meetings	Resume normal meeting activities
<b>Interactives/Exhibitions</b>	Touchscreen interactives and public computer kiosks open for use in the gallery during open hours. Exhibitions in the gallery for visitors to view.	Touchscreen interactives and kiosks closed for use. Exhibitions will be inaccessible due to the building being closed to the public.	Touchscreen interactives and kiosks closed for use. May be controlled by staff if needed for appointment visitors. Exhibitions will be inaccessible due to the building being closed to the public.	Touchscreen interactives and kiosks available during open hours. Physical distancing and cleaning protocols in effect to ensure safe usage. Gallery exhibitions open for viewing during open hours. Physical distancing and visitor limits in	Resume regular usage of interactives and public displays

				place to ensure safety.	
<b>Events/Dialogues/ Classes</b>	Regularly holding classes and events in the gallery space of between 20-80 people.	No public events indoors. Ramp-up of virtual dialogues, webinars, and interactions.	No public events indoors. Continued implementation virtual services like dialogues, webinars, and other interactions	No public events indoors. Continued implementation virtual services like dialogues, webinars, and other interactions	Resume regular event activities

## Section #1 – Regulatory Context

### 2. Federal Guidance

*List any specific federal COVID-19 regulatory guidance used in developing the plan*

- [Government of Canada: “Hard-surface disinfectants and hand sanitizers \(COVID-19\): List of disinfectants with evidence for use against COVID-19”](#)

### 3. Provincial and Sector-Specific Guidance

*List any sector-specific provincial COVID-19 regulatory guidance used in developing the plan*

- [BC’s Restart Plan: “Next Steps to move BC through the pandemic”](#)

### 4. Worksafe BC Guidance

*List any WorkSafeBC COVID-19 regulatory guidance used in developing the plan*

- [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](#)
- [BC COVID-19 Self Assessment Tool](#)
- [WorkSafeBC Protocol: Offices](#)
- [WorkSafeBC Protocols: Post Secondary Education](#)
- [Worksafe: Arts & Culture – Protocols for Returning to Operation](#)

### 5. UBC Guidance

*List any specific UBC COVID-19 guidance tools used in developing the plan*

- [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
- [Preventing COVID-19 Infection in the Workplace training course](#)

#### 6. Professional/Industry Associations

List any specific industry association (or counterpart) guidance used in developing the plan

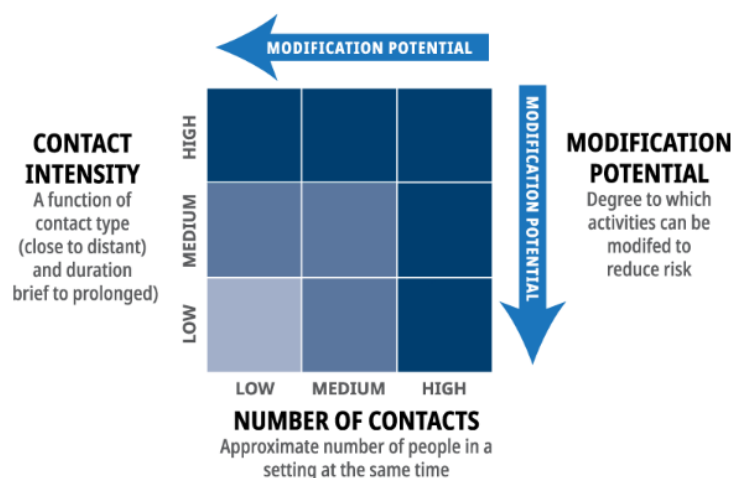
## Section #2 - Risk Assessment

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)

Under COVID operations in the first phase of reopening the IRSHDC, the type and duration of contact in the building will be distant and brief given the safety measures and protocols put into place. Contact in areas where people congregate will be limited in the following way:

- Offices: Low contact intensity and low number of contacts. The offices are small and will be limited to one person per room. There will be no shared computers or equipment used in the offices.
- Kitchen: Low contact intensity and low number of contacts. The kitchen will be limited to one occupant at a time.
- Meeting Room: Medium contact intensity and medium number of contacts. The meeting room will be limited to 4 occupants at a time and will be spaced out appropriately as per the attached spatial analysis. Meetings will be limited to internal staff only with a 1-hour time limit to reduce the contact intensity.
- Washrooms: Low contact intensity and low number of contacts. The washrooms will be limited to one occupant at a time to reduce the closeness and duration of contact.
- Gallery: In Phase 1 and 2 of the reopening plan, the gallery will remain closed so the contact type and duration will be low.
- Hallways/Stairs: Contact while travelling through the hallways and stairs will be low/low, with potential for medium contact with low duration. As per the directional markings in the spatial analysis, travel down the main hallway and stairs will be two-way in order to provide accessible access to the washroom and elevator. Administrative controls (protocols and signage) will be in place to reduce the potential for contact while travelling the halls and stairs, reminding people to stand aside and wait if they see someone else coming. Travel down the office corridor will be one-way, also with administrative controls telling people to wait if someone else is coming.
- Printer/Copier: The printer is located in the one-way office corridor. Administrative controls reminding people not to travel the corridor if someone else is there will help maintain low contact in this area.

No jobs or tasks require close contact, and no other special equipment is needed aside from the previously assigned computers.

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

Pre-COVID occupancy of the IRSHDC would range from 10-15 staff, faculty, students, and contractors working on site at once, in addition to visiting members of the public. COVID operations will differ greatly as we phase-in a return to work, as per the below table:

	Pre-Covid	Phase 1	Phase 2	Phase 3
<b># of Staff</b>	10-15	2-5	2-5	6-10
<b>Visitors</b>	Regular drop-ins	None	By-appointment meetings, 2 people at a time max. No public visitors.	By-appointment meetings. Reduced public visitors.

## 9. Employee Input/Involvement

The IRSHDC assembled a committee of staff, faculty, and contractors to create the reopening plan and identify all risks, protocols, and procedures comprising this plan. Committee members represent a cross-section of

portfolios at the Centre – Administration, Archival/Collections, Research & Engagement, Education & Programming, and Community Engagement – and most supervise other employees. The plan will be presented to the whole staff on October 26<sup>th</sup> for questions and feedback, then updated by the committee, and approved by the IRSDHC Directors prior to submission.

University Administrative Units JOHSC will review this plan and it will be revised as necessary.

#### 10. Worker Health

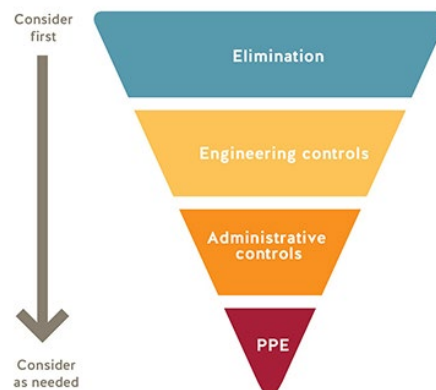
Workers will be reminded of the Workplace Health measures and support available to them by including this document in their return to work package that will also include all relevant resources, policies, protocols, and safety plans. <https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive>

#### 11. Plan Publication

This plan, FAQ for staff, and documented internal procedures will be made available to staff via email, posted in hardcopy at the reception desks in the building, and posted to the IRSHDC homepage. The plan will be updated as needed as the reopening progresses through each phase.

### 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**

**Phase 1:** A maximum of 5 staff will work from the IRSHDC building, 2-3 days per week. The remaining staff members will continue to WFH. The maximum of 5 will always include an M&P staff or a faculty.

**Phase 2:** Phase 2 staffing will be the same as Phase 1. Spaces will be available to rotate one of the 5 available workspaces if anyone working from home wants to work from campus part time. All other staff will continue to WFH. Workdays in-building may increase if it is safe to do so.

**Phase 3:** The same combination of staff and faculty from the previous phases will still be present in Phase 3. This phase will see the possible addition of 4 staff, faculty, or contractor returning to work on campus. The remaining employees will continue to WFH.

**Phase 4:** Full return to campus of all staff when COVID is no longer a risk.

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

We will be limiting contact density by only bringing a small number of people back to work in the office at once. There is sufficient office space for 5 people to have a room to themselves, which will limit contact density. As on-campus activities ramp-up and more people return to work in Phase 3, additional workspaces will be opened up to accommodate the extra people.

In Phase 1 and 2 we will not have to schedule people around each other given the amount of space we have to physically distance. However, if any employee working from home wants to take a shift on campus, we will be able arrange a swap with someone already working in the building, and provide the necessary equipment for sanitation of the workspace. There will be no shared equipment or office materials.

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

The attached floor plan illustrates the occupancy limits and traffic flows at the IRSHDC.

The following is not illustrated in the floorplan:

- All washrooms will be limited to one person at a time
- The elevator will be limited to one person at a time

## **15. Accommodations to maintain 2 metre distance**

- Washroom occupancy limited to one person at a time
- Elevator occupancy limited to one person at a time
- Kitchen use limited to one person at a time
- Previously shared offices will be limited to one person at a time
- One-on-one meetings will be prohibited in offices
- Boardroom meetings will be limited to 4 people
- Occupancy of The Elder's Room will be limited to 3 people
- Two exterior doors will be designated as exit only, and one door will be designated as entrance only

<ul style="list-style-type: none"> <li>• Signage will direct people to not enter the hallway if someone else is coming, and to follow the directional floor markings</li> </ul>
<b>16. Transportation</b>
N/A
<b>17. Worker Screening</b>
<p>Before coming to work, all personnel must check their health status. Personnel experiencing any symptoms of COVID-19, as described by the <a href="#">thrive health BC COVID-19 Self-Assessment Tool</a>, must not come to work.</p> <ul style="list-style-type: none"> <li>• Individuals displaying symptoms of COVID-19 (linked above) must remain at home and isolated until they have been confirmed COVID-free by testing or have been symptom free for the length of time recommended by the BCCDC. Personnel who have been in contact with a person confirmed or presumed to have COVID-19 must also self-isolate as per provincial health guidelines. Personnel will be referred to the BC Health Self-Assessment Tool to determine if they require testing and/or medical care.</li> <li>• Anyone returning from outside of Canada must follow the directions of the quarantine act, which specifies 14 days of self-isolation, regardless of whether or not they are experiencing COVID-19 symptoms. Anyone exposed to a traveler must also self-isolate for 14 days.</li> <li>• Supervisors cannot give personnel in quarantine work that would require them to break the quarantine.</li> <li>• Employees arriving from international destinations are required to self-quarantine for 14 days prior to beginning returning to work.</li> <li>• <a href="#">Worksafe: Entry Check for Workers</a> signage will be posted at all entrances. Entry will be prohibited if any of the three above criteria apply.</li> <li>• <a href="#">Worksafe: Entry Check for Visitors</a> signage will be posted at all entrances. Entry will be prohibited if any of the three above criteria apply.</li> </ul>
<b>18. Prohibited Worker Tracking</b>
<ul style="list-style-type: none"> <li>• Workday will be utilized to track absences for workers who cannot attend work due to one or more of the three categories of restriction (as defined by Worksafe).</li> <li>• For employees not tracked in Workday, an absence tracking spreadsheet will be used to track the details of their absence.</li> </ul>

#### Section #4 – Engineering Controls

<b>19. Cleaning and Hygiene</b>
<p><b>Hygiene:</b></p> <p>It will be communicated to staff that we recommend they wash their hands upon arriving at work, as well as regularly throughout the day. Hand sanitizer will be provided to staff and visitors for cleaning their hands as well.</p> <p><b>Cleaning Regimen:</b></p> <p>A cleaning checklist has been created for disinfecting all common area surfaces in the building. Spaces in use, throughout each phase of reopening, will be disinfected three times a day by IRSHDC staff. The IRSHDC Administrator or Project Manager will be responsible for conducting the cleaning routine, or delegating the responsibility.</p> <p>Employees will be responsible to cleaning and disinfecting their own workspaces, including their desk, chair, phone and computer accessories at the end of each day. They will be required to confirm with the senior staff on site that this has been completed.</p>
<b>20. Equipment Removal/Sanitation</b>

- No open access to office supplies. Employees will be provided with what they need and a package will be provided. This will be controlled through the administrator.
- No shared computers or accessories. All workstations are clearly marked for each individual including the desk and chair.
- No shared dishes, utensils, cups, in kitchen.
- No coffee maker, no shared food.
- Separate labeled containers or small bins in refrigerator – clearly marked use of refrigerator.
- Separate labeled bins, kept in offices or in isolated kitchen space for each individual for individually-managed dishes or to store personal, disposable containers.
- Easy access to disposable cups, plates, utensils, etc. in open bins (low touch cabinet or counter)
- Labels on sink, dishwasher, refrigerator, microwave to remind users to clean after use.
- Easy access to disposable wipes, sanitizer, paper towel, gloves and cleaners in kitchen.
- All staff to label all personal items including; dishes, cups, utensils, office supplies, pens/pencils, computer hardware etc.
- All areas clearly marked and reminders/signs placed in shared spaces.
- Disinfectant wipes, or paper towel with disinfectant spray, will be placed near the printer/copiers with instructions to clean after each use.

#### **21. Partitions or Plexiglass installation**

Plexiglass barriers will be installed at both reception desks in the IRSHDC once open to the public:

- Main Level Reception
- Lower Level Gallery Reception

### **Section #5 – Administrative Controls**

#### **22. Communication Strategy for Employees**

All employees were asked to fill out a brief survey on their physical return to work, including their comfort level and how the department may support either their return to work or continuing remote work. This information was used to develop a schedule for the phased return and determine how to better support continued remote work. The internal communications plan will include emails, announcements at staff meetings, one-on-one communication in meetings, and feedback to the management team via email. The initial announcements about the Safety Plan will be done via email, and the plan will then be reviewed in detail at a staff meeting so all staff can ask questions as needed. All staff will then be given FAQ, a PDF version of the Safety Plan, floor maps with signage indicated, and access to internal procedures related to re-opening (e.g. how to engage with visitors during appointments, how to respond to inquiries, etc.). Staff will also be given the opportunity to provide feedback about their concerns during one-on-one communications with their supervisor, which will be taken into consideration in the duration of the phased approach. Employees may also raise concerns through the joint occupational health and safety committee for our unit, which is the JOHSC for UBC Administrative Units - <https://safetycommittees.ubc.ca/johsc/find-your-johsc/joint-occupational-health-safety-committees/vp-finance-operations-portfolio/administrative-units/>

Once the Centre is ready to move to Phase 2, additional scenarios will be added to internal guidelines, and discussed at staff meetings. The external communications plan will be reviewed internally prior to posting to the website, however, the plan, a visitor code for conduct, FAQ for external audiences/visitors, and information for the public will be posted to the website to mark the move to Phase 2 reopening.

#### **23. Training Strategy for Employees**

All employees will be required to complete UBC's 'Preventing COVID-19 Infection in the Workplace' online training module. The IRSHDC Project Manager will be responsible for tracking staff completion as well as site-specific training of the new protocols and procedures.

Each employee will be required to confirm in writing with the Project Manager that they have completed the training, and all supporting documentation will be stored in their employee file.  
Tracking will be done through a spreadsheet that is used to track other mandatory UBC training.

Orientation to the safety plan will be done via videoconference with the whole team present. Any questions or concerns can be communicated directly in the meeting, or privately via email after the meeting.

#### **24. Signage**

The following signs will be used at the IRSHDC:

- Directional floor tape demarking the traffic flow in the building
- “Stand Here” floor decals placed at both reception desks
- “Stand Here” floor decals and/or tape inside the exhibition area
- Entry Check for Workers – one placed at the building front entrance, one at the back exit (custodial or Building Ops may enter from this side), one at each entrance to the office area.
- Wash Your Hands sign – located in all three washrooms, and in the staff kitchen
- Occupancy limit – located at the entrance to every office, the kitchen, the Elders Room, the boardroom, and the gallery.
- Elevator Occupancy – located on both floors outside the elevator.
- Entrance Only – located on front entrance (illustrated in attached floorplan)
- Exit Only – located on the two exterior doors designated as exit only (illustrated in attached floor plan)
- One Way – sign located on upright stand in the main level hall, and at the top of the stairs to the lower level. Also located in the office corridor.
- Keep Right, Yield to Oncoming traffic – located in the stairway to the lower level.
- Washroom Occupancy Limit – located at both men’s and women’s washroom entrances.
- All Gender Accessible Washroom Occupancy Limit – located at the entrance for the accessible washroom.
- Sign on shared equipment (ie. Printer, alarm keypad) indicating to clean after use.

#### **25. Emergency Procedures**

- For individuals presenting COVID-19-like symptoms, the direction to employees is to call UBC First Aid at 2-4444
- Suspected positive incidents are to be reported to the Supervisor and documented by the supervisor in CAIRS as well as by emailing [ready.ubc@ubc.ca](mailto:ready.ubc@ubc.ca)
- UBC COVID-19 exposure information can be found on the [SRS webpage](#)
- Direct people who are unsure about what they should do to the [BC Self Assessment tool](#)
- If there was a confirmed positive incident, SRS would defer to the government response protocols and rely on their direction. UBC would provide assistance as requested.

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

This plan will initially be reviewed on a weekly basis for the first month of Phase 1 re-entry by the committee formed to write this plan. The plan will be fully reviewed and updated for approval as the IRSDHC prepares to move on to each new phase and new protocols are developed as activities ramp up.

With each iteration, the plan will be approved within the department by the IRSHDC Directors.

#### **27. Addressing Risks from Previous Closure**

- Staff changes: If new staff are hired during COVID operations, the contents of this plan and all new policies and protocols for worker health and safety will be incorporated into their orientation training.

New employees will be required to complete the mandatory COVID training from UBC prior to their first day in the office.

- Training on New Protocols: Phase 1 of the reopening plan allows time for a slow restart to on-campus activities at the IRSHDC, which will provide the time for all staff returning to work in the building to receive training on the new safety protocols by the IRSHDC Administrative Coordinator.

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

### 28. Personal Protective Equipment

PPE is not required for the type of work done by staff at the IRSHDC. However, non-medical masks are required in all common indoors spaces at UBC (see section 29: Non-Medical Masks).

Individuals wearing masks or face coverings must be informed of the risk and limitations associated with their use. Information on masks can be found here - <https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/>

Hand sanitizer and disinfecting wipes will be provided by the department.

## Section #7 – Non-medical Masks

### 29. Non-Medical Masks

All IRSHDC staff will follow the requirements around mask-wearing described in:

- <https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/>
- <https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf>

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. Regarding use of non-masks in office spaces:

- Non-medical masks are not required when working in a sole occupant office or enclosed room.


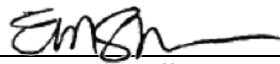
As per UBC's policy, non-medical masks must be worn:

- When travelling through building corridors and shared spaces
- Any other time that 2m physical distancing cannot be maintained [September 17, 2020].

## Section #8 - Acknowledgement

### 30. Acknowledgement

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.

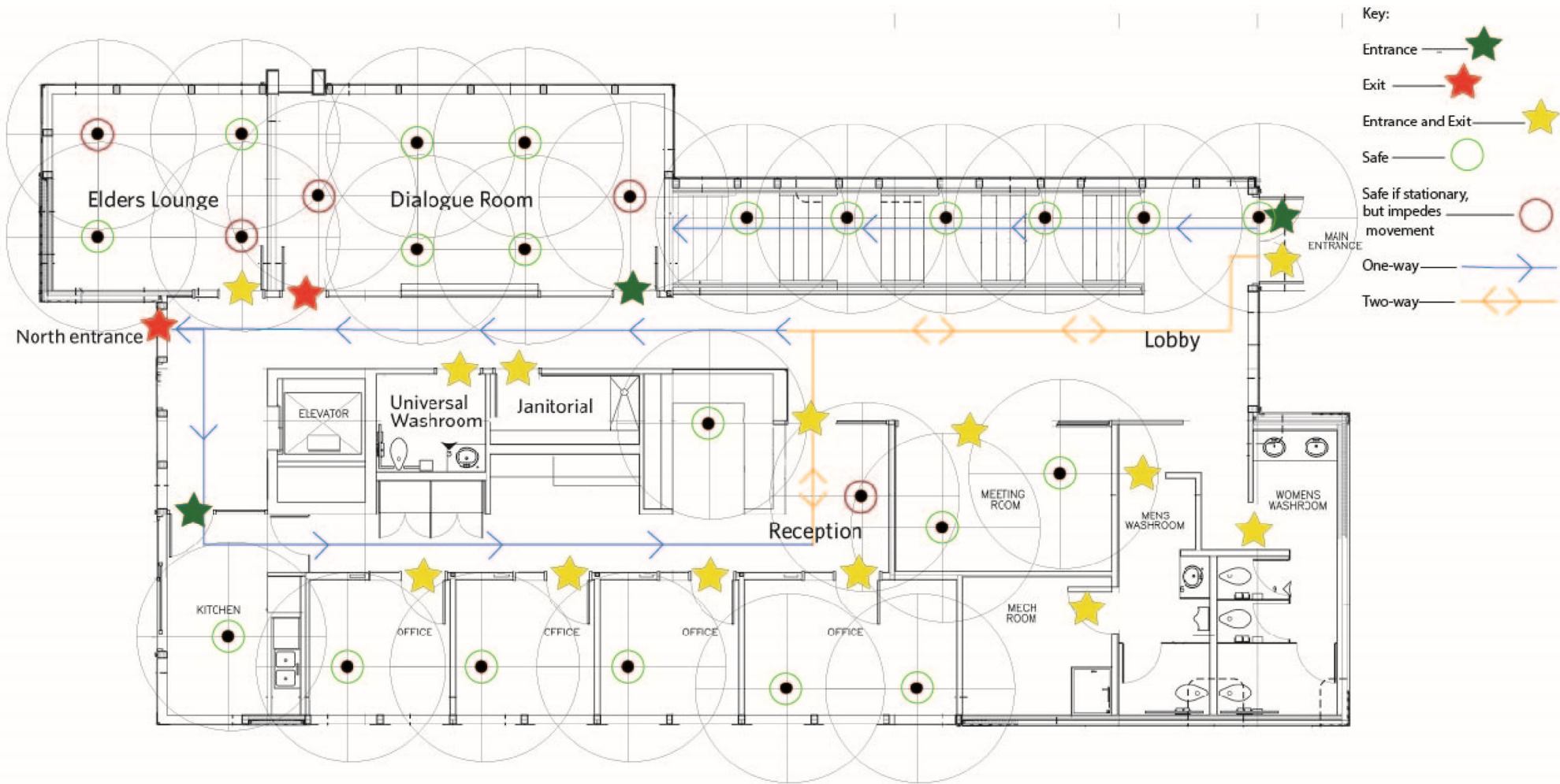
Date	
Name	Mary Ellen Turpel-Lafond
Title	Academic Director
Date	
Name	Elizabeth Shaffer
Title	Executive Director

### Faculty and Staff Occupying Workspace

Name	Email	Confirmation of Understanding
Luc Desmarais	<a href="mailto:luc.desmarais@ubc.ca">luc.desmarais@ubc.ca</a>	X
David McAtackney	<a href="mailto:David.mcatackney@ubc.ca">David.mcatackney@ubc.ca</a>	X
Emily Larson	<a href="mailto:Emily.larson@ubc.ca">Emily.larson@ubc.ca</a>	X
Jess Boon	<a href="mailto:Jess.boon@ubc.ca">Jess.boon@ubc.ca</a>	X
Jessica Woolman	<a href="mailto:Jessica.woolman@ubc.ca">Jessica.woolman@ubc.ca</a>	X
Kim Lawson	<a href="mailto:Kim.lawson@ubc.ca">Kim.lawson@ubc.ca</a>	X
Naomi Lloyd	<a href="mailto:Naomi.lloyd@ubc.ca">Naomi.lloyd@ubc.ca</a>	X
Noah Duranseaude	<a href="mailto:Noah.duranseaude@ubc.ca">Noah.duranseaude@ubc.ca</a>	X
Paras Deacon	<a href="mailto:Paras.deacon@ubc.ca">Paras.deacon@ubc.ca</a>	X
Tricia Logan	<a href="mailto:Tricia.logan@ubc.ca">Tricia.logan@ubc.ca</a>	X
Russell Nesbitt	<a href="mailto:russell.nesbitt@alumni.ubc.ca">russell.nesbitt@alumni.ubc.ca</a>	X
Kenzie Littlelight	<a href="mailto:Kenzie.littlelight@ubc.ca">Kenzie.littlelight@ubc.ca</a>	X

## Appendix

*Please attach any maps, pictures, departmental policies or risk assessments applicable UBC Guidance documents, where necessary, and other regulatory requirements referred to in document.*



Residential School History and Dialogue Centre - Main Floor  
 Reopening Floor Plan with directional flow  
 Last updated: 6 July 2020

