COVID-19 Workspace Safety Plan

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

<table>
<thead>
<tr>
<th>Department</th>
<th>UBC Alumni Association</th>
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</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>N/A</td>
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<tr>
<td>Facility Location</td>
<td>The Robert H. Lee Alumni Centre Event Facility and Wong Trainor Welcome Centre.</td>
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<tr>
<td>Workspace Location</td>
<td>Lower Level, 1st, 2nd &amp; 3rd Floors</td>
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Introduction to Your Operation

This plan includes the spaces used for the business of meetings and events within the Robert H. Lee Alumni Centre Facility as well as the operations of the UBC Welcome Centre. A separate plan has been created for the third floor alumniUBC office space.

At this time, and until the BC Provincial Health Officer and BC’s Restart Plan is adjusted to allow gatherings of over 50 people, the RHLAC will be booking Micro Weddings and Social Events and Meetings for up to 50 people. Commercial film booking will resume with a maximum of 50 crew members on-site; productions must have a fully developed and approved COVID-19 WorkSafeBC Safety Plan. All of these events will have specific floor plans and social distancing measures tailored to fit their individual needs. These floor plans and event plans will be reviewed by the alumniUBC facilities team and approved by the Associate Director, Facilities. Booking for meetings and events are set to resume after July 1st 2021.

The UBC Welcome Centre operates from the first floor Wong-Trainor Welcome Centre. Currently there is no set date to restart the operations, but the plan for restart will be addressed within this document.

High-level operational activities include writing contracts, designing and setting up floor plans, approving third party vendors, scheduling security and coordinating all event details with catering vendors and UBC Building Operations.

Section #1 – Regulatory Context

List any other relevant guidance documents or resources used for your workspace plan. This may include:

1. Federal Guidance

2. Provincial and Sector-Specific Guidance
### COVID-19 Safety Plan Template

<table>
<thead>
<tr>
<th>1)</th>
<th>Order of the Provincial Health Officer – Mass Gathering Events</th>
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<tbody>
<tr>
<td></td>
<td>➢ A person who is the owner, occupier or operator of, or is otherwise responsible for, an indoor or outdoor place hosting an event, other than a drive-in event, must not permit the gathering of more than 50 patrons for the purpose of the event.</td>
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<tr>
<th>2)</th>
<th>BC’s Restart Plan <a href="https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/bc-restart-plan">https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/bc-restart-plan</a></th>
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<tbody>
<tr>
<td></td>
<td>➢ Currently events hosting 50 individuals or higher is set for Phase 4 of the restart plan.</td>
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<tbody>
<tr>
<td></td>
<td>➢ Core measures set out by BC Government to review and plan for any business and institutional resumption plan.</td>
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</tbody>
</table>

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<tr>
<th>4)</th>
<th><a href="http://www.bccdc.ca/Health-Professionals-Site/Documents/Face-masks.pdf">http://www.bccdc.ca/Health-Professionals-Site/Documents/Face-masks.pdf</a></th>
</tr>
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<tr>
<td></td>
<td>➢ All UBC personnel must wear an appropriate mask (defined below) when inside buildings on UBC Premises unless:</td>
</tr>
<tr>
<td></td>
<td>➢ i. you are the sole occupant of an enclosed room;</td>
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<td></td>
<td>➢ ii. one of the exceptions outlined in Attachment “A” apply; or</td>
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<td></td>
<td>➢ iii. an approved departmental COVID-19 Safety Plan has been implemented that provides specific guidance regarding the use of masks</td>
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<td>➢ An appropriate mask must have two layers of tightly woven fabric (cotton or linen), or be a commercially produced disposable non-medical mask, and securely fit, without gaping, over the nose and mouth with ties or ear loops.</td>
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<tr>
<td></td>
<td>➢ Third party bookings:</td>
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<td></td>
<td>➢ Guests to the building who are part of a third party booking will be required to wear appropriate masks while in common areas such as hallways, washrooms, etc. Masks will not be required in the rooms booked for their event(s) as long as appropriate social distancing outlines are followed.</td>
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<tr>
<td></td>
<td>➢ Exceptions to mask wearing will be made in the case of medical reasons that would prevent their use.</td>
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### 3. WorkSafeBC Guidance

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<thead>
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<td></td>
<td>➢ Orders from the provincial health officer (PHO) and guidance to employers and businesses provided by the BC Centre of Disease Control. Must be reviewed and implemented as alumniUBC facility staff do not fall under UBC staffing umbrella. This is a great resource to cross check all vendor COVID-19 safety planning.</td>
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<td></td>
<td>➢ We plan to follow UBC guidelines on masks, but will supply this information to our alumniUBC facility team as well, to allow each staff member to make the informed decision on which type of masks to choose.</td>
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### 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:

|  | Every production must have their own WorkSafeBC safety plan, they must provide this plan to Associate Director, Alumni Facilities and UBC Film and Outdoor Event Manager |
| 4. UBC Guidelines | |
| 2) | UBC Safety and Risk Management Resources | [https://srs.ubc.ca/covid-19/communications-resources/](https://srs.ubc.ca/covid-19/communications-resources/) |
| 5> Professional/Industry Associations | |
| 1) | Go2HR BC’s tourism human resources association | [https://www.go2hr.ca/health-safety/resources/covid-19-resources](https://www.go2hr.ca/health-safety/resources/covid-19-resources) |
COVID-19 Safety Plan Template

Where your organization belongs to a sector that is permitted to open, but specific guidance is lacking as to what 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 – the type of contact (close/distant) and duration of contact (brief/prolonged)?

We have broken this down into type of event and staffing departments as the guest count and steps to manage or control distancing can vary.

Note: Resumption of activity may need to be reversed or adjusted, and additions may be imposed in response to public health guidance or changes to the situation on our campuses.

A) Office and on-site staff (Facility): The UBC Alumni Association (alumniUBC) operates the rental of the Robert H. Lee Alumni Centre, alongside the first floor and grounds of Cecil Green Park House. The team that manages these two facilities are noted as the facilities team, they are comprised of 5 FTE members including Associate Director, Managers, Coordinator and Operations Associate.

The current plan is to use the existing facility team staff members for on-site support and supervision of events. In addition to this, a small team of student ambassadors will be hired. The current plan is to rehire past members of the student ambassador team. This may be adjusted in the fall months once, or if, staff return to the office. If this were to be adjusted additional training will be implemented to include standard tasks along with the tasks and safety measures implemented for COVID-19 protocols.

- The facilities team will continue to work from their home offices on a day to day basis.
- At the time of any booked event, one member of the facilities team or a member of the student ambassador team will be on-site. They are to provide the following support:
  a) Ensure floor plan is set based on approved floor plans.
  b) Ensure that event security has arrived and is in place.
  c) Be on-site with event phone to assist with any client or vendor questions, and general supervision (to be done at a distance).
- Student ambassador team members will supply all labour to safely set up and tear down event furniture and AV, based on individual event floor plans.
- During any event or meeting the facility team member or ambassador will be located either at the main floor reception desk or event office space. This area is physically removed from the event floor plan.
• Face shields will be available for staff to use if they are required to connect with clients away from the front desk (e.g.: site inspections). A conversation will be had with clients prior to arrival to the building to ensure that proper social distancing measures are adhered to.

• If an alumniUBC facility team member or UBC Welcome Centre team member has a concern about returning to work, they will have an opportunity to discuss that with their supervisor, Human Resources, and their employee group as appropriate.

• All ambassadors must be rehired and trained on new COVID-19 safety practices and policies before their first day on site.

• If anyone; alumniUBC employee, UBC employee, UBC supporting staff such as custodial or BOP member, or third-party vendor, arriving to campus to work on-site at the Robert H. Lee Alumni Centre is unwell or exhibits any COVID-19 symptoms, they must not return to the workplace and must inform their supervisor.

• Risks should be reduced equally for all individuals, and not vary by position or rank.

• Considerations will need to be made for adjusting schedules for those with special circumstances, including childcare or eldercare responsibilities, or for those more vulnerable to COVID-19 due to medical conditions.

**UBC Welcome Centre**

• When the UBC Welcome Centre does reopen, the Welcome Centre team (comprised of two members) will return to staff the main floor welcome desk when scheduled and will also continue to work in combination with their home office.

• Operation hours will be shortened (e.g.: 11am – 4pm).

• Protective Plexiglas Barriers will be installed on the front desks prior to occupancy.

• Face shields will be available for staff to use if they to connect with visitors away from the front desk and are unable to physically distance.

• Signage will be visible and in place throughout the Welcome Centre. This signage will address social distancing, handwashing, WorkSafeBC workplace entrance expectations, and general COVID-19 health and safety measures. See Appendix C.

• All doors, when available and with the exception of accessibility measures, will be designated for either single entrance or exit use. Sample floor plan provided in Appendix D.

• Reduced occupancy will be set to 12 individuals. The area behind the main floor fireplace will be closed. See Appendix D.

• The Interactive Wall will be stanchioned off, signage will be in place to ask visitors not to touch the screen.

• Work is being done to display programming through the interactive wall screen vs. using it for interactive touch purposes.
- The piano will be closed and covered, with bench removed and signage in place asking visitors not to play or touch.
- Washrooms will be opened with a reduced capacity. An area for visitors to queue for washroom access will be created, and indicated with floor decal signage. Floor plan indicating this setup and capacity located in Appendix E.
- Hand sanitizing stations will be set up at all entrances and visitor desk.

**UBC Building Operations (BOPS)**

- Pre and post-event cleaning will be provided by the custodial team. The standard of cleaning will remain intact from pre COVID-19. Additional sanitation key touch points will be requested. Budget has been allocated to accommodate this ask. A two to three-hour window will be scheduled between every event (including load in times) to allow time to ensure cleaning and sanitizing is safely completed.

**Micro Weddings and Social Events** (celebrations of life, birthdays, etc.)

- Rentals are billed out on an hourly basis; this is to accommodate and encourage shorter bookings, e.g.: One hour “elopement” wedding ceremony.
- All evening events will have a set end time of 9pm, down from our previous end time of 1am. Note that many events will end much earlier in the day.
- Individuals arriving to any wedding or private event will have a preset and agreed upon floor plan or seating arrangement. This seating arrangement will be grouped together by identified households. Only people who live within the same household can be seated together. All other individuals will need to be placed at a minimum of 2 meters apart. Sample floor plans can be found in Appendix F.
- A seating plan will be sent to guests prior to the event, and signage indicating placement will be on-site.
- Clients will be asked to review, sign and commit to the guidelines set out in the Robert H. Lee Alumni Centre COVID-19 Booking Client Commitment Document. See Appendix A.
- Clients will be asked to share a copy of the Robert H. Lee Alumni Centre COVID-19 Guest Agreement to all staff, guests and vendors who will be on-site for their booking. See Appendix B.
- Signage will be visible and in place throughout the venue (note they may be moved around to fit the specific areas used per each individual event). This signage will address social distancing, handwashing, WorkSafeBC workplace entrance expectations, and general COVID-19 health and safety measures. See Appendix C.
• All doors, when available and with the exception of accessibility measures, will be designated for either single entrance or exit use. Sample floor plan provided in Appendix D.
• Second floor washrooms will be reserved for the use of events only, and will be set up with a reduced capacity. An area for individuals to queue for washroom access will be created, and indicated with floor decal signage. Floor plan indicating this setup and capacity located in Appendix E.
• Sample seating plans can be found in Appendix F. Note that each seating plan would be tailored to the individual event.
• All vendors will be provided drop off and pick up time slots; whenever possible time slots will offer single vendor access to the venue. When not possible, a plan will be in place to allow for safe social distancing set up and tear down of event equipment to occur.
• One security guard will be hired to ensure that event does not exceed confirmed guest count, and that booking times and curfew are adhered to.
• Weddings will not include dancing.

Meetings, including but not limited to arbitration, leadership retreats, and small UBC and community meetings.

• A pre-set and agreed upon floor plan or seating arrangement must be approved by the facilities team no later than four business days prior to event booking. Sample floor plan can be found in Appendix F.
• Floor plan must allow for minimum 2 meter spacing between each individual.
• All gendered washrooms will be reduced to a lower maximum occupancy and distance measures will be indicated on the floor. See Appendix E.
• All vendors will provide drop off and pick up time slots, whenever possible time slots will offer single vendor access to the venue. When not possible, a plan will be in place to allow for safe social distancing set up and tear down of event equipment to occur.
• Clients will be asked to email all their guests a copy of facility rules – these have been designed to address COVID-19 and can be found in Appendix B.
• Smaller meeting rooms and boardroom will operate at a reduced capacity, seating will be removed to accommodate this and social distance measurements will be indicated on the tables. See Appendix E.

Filming, to be planned and managed in partnership with UBC outdoor film and event office.

Staffing Requirements
1. What is the number of contacts in your setting – the number of people present in the setting at the same time?

We have broken this down into departments and type of event as the guest count and steps to manage or control distancing can vary.

1) One facility staff member will be on-site for booked meetings and events that require access to the venue. Our expectation is that we will have one to two bookings per week. The majority of their work will continue at the team member’s home office.

2) One Welcome Centre staff member will be on-site for operation hours (once reopened and at reduced hours).

3) One to two student ambassadors will be on-site to set up and team down event furniture. They will be required to be physically distance at all times. Any shift that requires more than one ambassador on-site will have a pre-event meeting through zoom, including a facilities team member. This meeting will review the event set up requirements and plan how the ambassador team will set up the furnishings while remaining physically distant.

4) At times the ambassadors may be on-site to manage a meeting or event without the supervision of a facility team member. This would be to accommodate staffing levels needed between both facilities (CGPH and RHLAC).

5) **BOP/Custodial** will be required for pre and post-event cleaning. The custodian will not be required to be in the room for the duration of the event, unless requested by the BOP management teams. We will be working closely with this office and ensure that they are aware of all events and floor plans well ahead of time so consultation and any safety planning can be facilitated. It is our understanding that this office will have their own plans in place to address COVID-19 safety measures and approval.

6) **Micro Weddings, Elopements and Social Events** will have a maximum capacity of 50 individuals at any event. Prior to the event a physical distancing floor plan and event plan must be approved by the facilities Associate Director. Whenever possible these plans will be created by the facilities sales team in consultation with each client, event planner and partnered vendors, if applicable. In order to approve or create floor plans for clients, facility staff must receive the following:
   a) List of all confirmed guests grouped by household.
   b) List of all vendors who will require pre/post-event access to the venue.
   c) List of all vendors that will require access to the venue while guests are in attendance – or during any time during the event.
   d) A draft floor plan to be reviewed and approved by a facility staff member (minimum four business days prior to event).
7) **Meetings** will have a maximum of 50 attendees. Depending on the set up, this can be drastically reduced. Sample floor plans found in Appendix F. Meeting room capacity can be found in Appendix E.

8) **Filming** must follow provincial rules and have only essential crew on set.

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
  - Controlled and reduced capacity measures will be in place with pre-determined floor plans.
- Engineering controls – physical barriers (e.g.: Plexiglas or stanchions to delineate space) or increased ventilation
  - All entrances and exits are routed to single access points when available.
  - Floor decals, signage and stanchions will be in place to create one-way traffic through doorways and walkways when available.
  - Controlled physical distancing through preset floor plans.
- Administrative controls – clear rules and guidelines
  - Mandatory event end time of 9pm.
  - Clients will be asked to email all guests a copy of facility rules – these have been designed to address COVID-19, and can be found in Appendix B. Each client is also expected to send us a signed RHLAC COVID-19 Booking Client Agreement, found in Appendix A.
- Personal Protective Equipment (PPE) – e.g.: the use of respiratory protection
  - Masks will not be provided to staff, though we will follow the UBC COVID-19 Campus Rules on determining what type(s) of masks are appropriate.
COVID-19 Safety Plan Template

- Medical gloves will be provided, for the single purpose of setting up and taking down wireless AV equipment and event furnishings.
- Face shields are available, if staff choose to use them during client site inspections or in cases where they will be connecting with visitors without the physical front desk Plexiglas barrier.

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<th>6. Contact Density (proposed COVID-19 Operations)</th>
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<td>Describe the type of contact (close/distant) and duration of the contact (brief/prolonged) under normal operations - where people congregate; what job tasks require close proximity; what surfaces are touched often; what tools, machinery, and equipment do people come into contact during work.</td>
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**BOP/UBC Custodial** will provide pre & post-event cleaning. Depending on size of event, we would reserve 2 to 3 hours for set up and clean and 2 to 3 hours for tear down and clean.

Surfaces that would need to be cleaned/sanitized include:
- Tables/chairs/ event furniture per floor plan
- All door handles, washrooms
- Indoor touch points, banisters, window ledges
- All cleaning materials, spray bottles, etc., will need to be restocked pre and post-use.

**Kitchen** will be used for drop delivery and pick up service only. Food will be set up on tables outside or at individual tables inside based on floor plans. Limited access area, only following groups allowed:
- Facility staff, custodial, catering vendors, event planners and vendors who require access to water.
- The shared ice machine has been decommissioned and is no longer available.
- Additional sanitization spray and one-use disinfecting wipes will available for all users to sanitize any work area pre and post-use – signage will be in place indicating this.

**Vendors** who are on-site would be most likely be, but are not limited to; wedding officiants, musicians, DJs, photographers, videographers, keynote speakers and event planners. All vendors would be accounted for in maximum guest count if they are required to be on the event floor.
- All vendors would be required to remain two meters away from all other individuals and be placed, when possible, in a pre-approved area.
- All vendors would be required to share their WorkSafeBC and/or UBC risk Management COVID-19 planning documents at minimum 3 business days prior to arriving on-site.

**AV** – Wireless and podium microphones will be set up prior to the event by student ambassadors or UBC AV services (if they have been contracted). All items will be fully wiped down pre and post-use and gloves are supplied to the person(s) doing the set up. Training on how to properly put on/take off and dispose of gloves will be provided. All additional AV cabling (HDMI/VGA) will be set up prior to use. Clients will be required to bring their own laptop and any accessories, such as dongles, themselves.

**UBC Wong-Trainor Welcome Centre Visitors** – Capacity of the Welcome Centre restricted to 12 individuals. Seating will be reset to accommodate social distancing. Signage on the floor will indicate where visitors should queue. Plexiglas screens will be set up at the Welcome Centre desks. Online, virtual check-ins to support UBC attractions have been set up to lower onsite access needs. Self-guided tours can be downloaded online or via a QR code located at the front desk.
7. **Contact Number (proposed COVID-19 Operations)** Describe the number of contacts in your proposed COVID-19 operational setting (# of people present in setting at same time)

Guest count, including any third-party vendors that would need to be on-site on the event floor, is restricted to 50 or less.
- All meeting & event schedules will include (whenever possible) individual time slots for vendors to have access to set up/ tear down at separate times.

In non COVID-19 operations the average event occupancy ranged between 100 and 300 individuals – not including catering staff and vendors which would increase this amount to 170 – 400 occupancy.

8. **Hazard Identification**
Describe what COVID-19-specific hazards exist in your workplace.

Community transmission between guests and/or vendors and staff. However, the precautions described throughout this document will work to minimize this hazard.

9. **Employee Input/Involvement**
Detail how you have met the MANDATORY requirement to involve frontline workers, Joint Occupational Health and Safety Committees, and Supervisors in identifying risks and protocols as part of this plan.

This COVID-19 Workspace Safety Plan was created in consultation with the full facility and welcome centre teams, and primarily driven by the Associate Director Alumni Facilities & Manager of the UBC Welcome Centre, the primary front-line staff from the facilities and welcome centre team. Note: The current plan is to use the existing staff members for on-site support. This may be adjusted in the fall months to include more student ambassador work once, or if, staff return to the office. If this were to be adjusted, this plan would be updated and posted.

- The Local Safety Team includes members from the Welcome Centre and facility team. This document will be shared with the full team once published.

Overall our onsite front-line staff training, identified risks and protocols are comprised of:

- One facility staff member or ambassador will be required to be on-site for all meetings and events. They will be present during the load in and initial greeting of vendors. This staff member will not need to remain on the event floor for the duration of the event. On-site work station can be located in the L1 office area or main floor reception desk.

The mandatory requirements that are being met for this staff members are as follows:

Training on all safe working procedures, current COVID-19 process, health and safety guidance. To include:

- Review of all social distancing measures, floor and directional plans. This will be done virtually and not include physical documentation and training materials
- The facility employees’ work does not normally require PPE; as such, gloves are not usually required for service. We will continue to follow the UBC COVID-19 Campus Rules regarding appropriate masks. https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf
- Facility will have some disposable masks available for facility staff and vendors to use if requested.
- Hand sanitizer and disinfectant wipes will be supplied to employee work stations.
- Training to review handwashing procedures.
- If any employee or vendor staff member is unwell and exhibits any COVID-19 symptoms, they must not come to campus or the Robert H. Lee Alumni Centre– they must inform their supervisor, event planner and/or venue manager. No exceptions can be made.
BOP/Proctor/Custodial & UBC vendor departments

Our expectation is that UBC Building Operations (custodial), will also be reviewing and adjusting the SWP for the specific work required at RHLAC.

10. Risk Level Determination (H/M/L)
Identify the COVID-19 risk category (High / Medium / Low) pre-mitigations for your operation using the BC COVID-19 Go Forward Management Strategy Risk Matrix

Risk Level is Medium to Low
The facility falls in Phase 2 and 3 of the BC Restart Plan.

In this plan we have assessed the risk and included pre-mitigations for our operation to include the following:

1) Where do people congregate; all floor plans will be pre-planned and communicated to allow for social distancing and proper spacing.
2) Job and tasks have been defined; most of the work will continue on an at-home basis. When any team member is on-site they will be able to work at a social distance.
3) Tools have been identified; the only medium to high risk task will be setting up and taking down AV – PPE will be provided to do this safely (gloves).
4) All shared surfaces will be cleaned; clearly outlined communication and scheduling with BOPS will help facilitate this.
5) We have reduced capacities and booking times to decrease risks.
6) Clear policies and communication tools have been created for clients and staff.

11. Worker Health
Detail how all Supervisors have been notified on appropriate Workplace Health measures and support available and how they will communicate these to employees

The primary front-line staff are the facilities and welcome centre team members. Note: The current plan is to use the existing facility team staff members for on-site support and supervision of events. This may be adjusted in the fall months once or if, staff return to the office, to include additional student ambassadors. If this were to be adjusted, an amended proposal would be submitted to this committee for review.

A virtual team meeting will be held to review the plan in detail. Along with this a thorough review and planning session will be in place for each individual event as they come up. This will occur weekly.

Supervisor will conduct one to one conversation with each employee. If any team member has a concern about returning to work, they will have an opportunity to discuss that with their supervisor, Human Resources, and their employee group as appropriate.

All staff will be provided training and documentation outlining COVID-19 safety protocols based on guidance from WorkSafeBC, the Provincial Health Officer, and UBC. They will also support the mental health and wellbeing of individuals.

- If any staff or third-party vendor employee returning to work on campus is unwell and exhibits any COVID-19 symptoms, they must not return to the workplace and must inform their supervisor.
- Risks should be reduced equally for all individuals, and not vary by position or rank.
• Considerations will need to be made for adjusting schedules for those with special circumstances, including childcare or eldercare responsibilities, or for those more vulnerable to COVID-19 due to medical conditions. We will continue to follow the UBC COVID-19 Campus Rules: https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf
• All UBC personnel must wear an appropriate mask (defined below) when inside buildings on UBC Premises unless:
  • i. you are the sole occupant of an enclosed room;
  • ii. one of the exceptions outlined in Attachment “A” apply; or
  • iii. an approved departmental COVID-19 Safety Plan has been implemented that provides specific guidance regarding the use of masks
• An appropriate mask must have two layers of tightly woven fabric (cotton or linen), or be a commercially produced disposable non-medical mask, and securely fit, without gaping, over the nose and mouth with ties or ear loops.
• Exceptions to mask wearing will be made in the case of medical reasons that would prevent their use.

12. Plan Publication
Describe how you will publish your plan ONLINE and post in HARD COPY at your workplace for employees and for others that may need to attend site

- Plans will be posted on our Robert H. Lee Alumni Centre and UBC Welcome Centre websites.
- Physical hard copies will be posted in the catering kitchen, front desk and first and third floor offices, and work area for on-site facility staff.
- Links to this plan will be provided to all third-party vendors and clients.
- Plans will be shared with the alumni UBC office staff who occupy the third floor offices of the facility.

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 on-site 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.

### 13. Work from Home/Remote Work

Detail how/which workers can/will continue to work from home (WFH); this is required where it is feasible

- All day to day “office” work will continue from home. One member of the facility staff will need to be on-site for any booked meetings or events. Our expectation is to have approximately one or two of these booked per week.
- Considerations will need to be made for adjusting schedules for those with special circumstances, including childcare or eldercare responsibilities, or for those more vulnerable to COVID-19 due to medical conditions.
- The event facility operations will not impede the third floor office space.
- In cases where the third-floor boardroom is booked, the access to this space will not impede any parts of the front desk reception space. If this area is required, the desk will be “bought out” and plans will be put in place to allow the front desk reception desk to work from home.
- It should be noted that during regular operations, the units on the third floor do not have access to the any of the main bookable event spaces.

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

For those required or wanting to resume work at UBC, detail how you are able to rescheduling of workers (e.g. shifted start/end times) in order to limit contact intensity at any given time at UBC; describe how you may group employees semi-permanently to limit exposure to specialized workers, if applicable

Currently, shifts are only planned to match any booked event time. We will have one person scheduled and then one person always available as a back up shift (this is to allow space in case the person scheduled is unwell).

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

Using UBC building key plans:
1) Identify and list the rooms and maximum occupancy for each workspace/area;
2) Illustrate a 2-meter radius circle around stationary workspaces and common areas; and
3) Illustrate one-way directional traffic flows

This plan covers the re-opening of the event facility and UBC Welcome Centre and not the offices.

A floor plan indicating maximum occupancy of each room can be found on in Appendix E.

A floor plan indicating maximum occupancy for the workspace located on the first floor (facility and welcome centre team) can be found in Appendix E.

Permanent traffic flow measures can be found in Appendix D. Note that traffic flow on L2 will be adjusted on an event to event basis and will be marked in individual floor plans.

<table>
<thead>
<tr>
<th>16. Accommodations to maintain 2-meter distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please detail what accommodations/changes you have made to ensure employees can successfully follow the rule of distancing at least 2 meters from another employee while working</td>
</tr>
<tr>
<td>• When available and with the exception of the accessibility entrance(s), doors have been separated into entrance and exit specific portals.</td>
</tr>
<tr>
<td>• Pre-approved and pre-set floor plans will be created to match each individual events needs. All household members can be grouped together in a seating unity (pod). Each pod must be at minimum 2 meters apart. See examples in Appendix F.</td>
</tr>
<tr>
<td>• Social distancing signage to be placed visibly in each room or public hallway areas. See Appendix C.</td>
</tr>
<tr>
<td>• Facility staff will not be required to be on the event floor except in case of emergencies, and for set up and tear down.</td>
</tr>
<tr>
<td>• All vendors and UBC staff are to set up and prep the event in different time slots to allow for appropriate distancing.</td>
</tr>
<tr>
<td>• Welcome Centre Staff will be located behind a Plexiglas barrier.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>17. Transportation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detail how you are able to (or not) apply UBC’s COVID-19 vehicle usage guidelines to the proposed operational model - if you cannot apply these guidelines, please describe alternative control measures</td>
</tr>
<tr>
<td>No UBC vehicles will be used by staff.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>18. Worker Screening</th>
</tr>
</thead>
<tbody>
<tr>
<td>Describe how you will screen workers: 1) exhibiting symptoms of the common cold, influenza or gastrointestinal; 2) to ensure self-isolation if returning to Canada from international travel; and 3) to ensure self-isolation if clinical or confirmed COVID-19 case in household or as medically advised</td>
</tr>
<tr>
<td>Prior to any event or shift, the scheduled worker will be contacted by a manager and will be asked how they feel. This conversation will include, questions on temperature, sore throat, fatigue, chills, headache and muscle ache. A secondary, back-up or on call facility staff member will be staffed for every event. This staff member is required to be in town and able to fill an event shift in the case their colleague is unable to be on-site due to illness or has developed symptoms.</td>
</tr>
<tr>
<td>Every worker must report any travel outside of the county along with any close contact with a person who has been tested positive with COVID-19</td>
</tr>
<tr>
<td>All vendors, guests and staff will experience the following when entering the event site:</td>
</tr>
</tbody>
</table>
COVID-19 Safety Plan Template

- WorkSafeBC: entry check for workspace Signage will be on display in our kitchen, loading bay and office.
- Additional signage to be on display in kitchen, loading bay and office. See Appendix C.
- WorkSafeBC: Entry check-in to workspace will be on display at our South entry doors or any other used for accessibility reasons. See Appendix C.

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

- All facility and Welcome Centre staff will be scheduled for specific shifts. These will be tracked through our Outlook calendars.
- Any individual (vendor, client, guests, staff member) who is on-site and is reporting or has visible signs of fever, chills, new or worsening cough, shortness of breath, new muscle aches or headache, sore throat, has travelled outside Canada within the last 14 days, or was in close contact with a person who tested positive for COVID-19; will be asked to leave and not enter the facility or event floor.
- Contact name, relationship to the event, phone number, email and address will be retained and reported in post-event notes.
- Follow up with clients and vendors may be required.
- Clients will be asked to keep a detailed list of all guests and contact information – to include email, phone number and address.

Section 4 – Engineering Controls

20. Cleaning and Hygiene
Detail your cleaning and hygiene plan, including identification for hand-washing stations and the cleaning regimen required to be completed by departmental staff for common areas/surfaces (BOPS Custodial has limitations on cleaning frequency, etc.).

- Hand washing signage will be placed in all washrooms. See Appendix C.
- Hand sanitizer will be located at any entrance(s) and high usage areas. These will be adjusted to fit each individual event floor plan to suit the footprint of the event and ensure that high usage areas have quick and easy access to these supplies.
- In pre-COVID-19 and current plans, BOPs/Proctor/Custodial provide full cleaning services for all pre and post-event requirements. This will now include all high touch surfaces, chairs, and tables.

21. Equipment Removal/Sanitation
Detail your appropriate removal of unnecessary tools/equipment/access to areas and/or adequate sanitation for items that must be shared that may elevate risk of transmission, such as coffee makers, kettles, shared dishes and utensils

- AV equipment will be used, and microphones will be on stands/podiums to discourage any passing of the microphone. The set up / tear down will be managed by facility staff and student ambassadors. The microphones will be wiped down with disinfectant wipes between each use.
- Event furnishings will be wiped down with disinfectant between use.
- Clients are required to remove any rental furnishing or décor items, and facility staff will not be required to touch or move these items.
- Front Welcome Centre desk will have disinfectant wipes, hand sanitizer, and disinfecting spray. Staff are instructed to fully wipe down surfaces, phones and keyboard prior to starting a shift and once finished.

22. Partitions or Plexiglass installation
Describe any inclusion of physical barriers to be used at public-facing or point-of-service areas
• Barriers will not need to be added to event spaces. Specialized floor planning will be in place for each events’ needs, and to ensure safe access and social distancing.
• Front desks of the Welcome Centre will have Plexiglas barriers.

Section 5 – Administrative Controls

23. Communication Strategy for Employees
Describe how your unit has or will communicate the risk of exposure to COVID-19 in the workplace to your employee and the safety controls in place to reduce such risk.

• Only one facility employee will be required to be on-site, and only during a booked meeting or event.
• Only one Welcome Centre employee will be required to be on-site during operating hours.
• All events will be reviewed at a weekly (virtual) facility team meeting. COVID-19 safety, social distancing floor plan, vendor lists, and general event plans and timelines will be discussed in detail. This is an open forum for all staff to address concerns and for adjustments to be made.
• If an employee has a concern about returning to work, they will have an opportunity to discuss this with their supervisor, Human Resources, and/or their employee group, as appropriate.
• If anyone (alumniUBC, faculty, staff or students) returning to work on campus is unwell and exhibits any COVID-19 symptoms, they must not return to the workplace and must inform their supervisor.
• Risks should be reduced equally for all individuals, and not vary by position or rank.
• Considerations will need to be made for adjusting schedules for those with special circumstances, including childcare or eldercare responsibilities, or for those more vulnerable to COVID-19 due to medical conditions.
• We will continue to follow the UBC COVID-19 Campus Rules: https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf
• All UBC personnel must wear an appropriate mask (defined below) when inside buildings on UBC Premises unless:
  i. you are the sole occupant of an enclosed room;
  ii. one of the exceptions outlined in Attachment “A” apply; or
  iii. an approved departmental COVID-19 Safety Plan has been implemented that provides specific guidance regarding the use of masks
• An appropriate mask must have two layers of tightly woven fabric (cotton or linen), or be a commercially produced disposable non-medical mask, and securely fit, without gaping, over the nose and mouth with ties or ear loops.

24. Training Strategy for Employees
Detail how you will mandate, track and confirm that all employees successfully complete the Preventing COVID-19 Infection in the Workplace online training; further detail how you will confirm employee orientation to your specific safety plan.

The facility staff is comprised of 5 FTE staff members. Welcome Centre staff are comprised of 2 FTE staff members. When an online UBC Prevention COVID-19 Infection in the Workplace online training is published by Safety and Risk Services each individual will be required to complete this. This will be recorded in the Safe Work Procedure document (Appendix J). Completion of any online training will be tracked by the operations associate and recorded in the internal G drive. Until this online training is created we intend to do the following:
• Every event will be reviewed at a weekly virtual team meeting. All entrance, exit and social distancing floor plan strategies will be discussed and planned in detail.
• Each event will have one facility staff member on shift. It will also have one back up team member on call.
• All staff will review how to safely use and remove gloves, as they will be required to use them to set up and dismantle the portable AV unit. See Appendix G.

• In case of medical emergencies where an individual requires assistance, facility staff are instructed to call 911 and/or inform the person that they can go to Urgent Care at the UBC Hospital at 211 Wesbrook Mall.

• If an individual has a minor cut, bruising, sprained ankle, pulled muscle, etc., gloves and a first aid box will be made available for their use, but facility staff are instructed not to assist and remain at a 2 meter distance. Gloves must be used to open first aid kit.

• All vendors must supply their own WorkSafeBC safety plan to the RHLAC team no later than three business days prior to arriving on-site.

• All vendors and guests are provided with a Guest Agreement document. See Appendix B.

• Filming safety plans are monitored and approved in partnership with the UBC film and event office, managed by Arlene Chan.

• Student Ambassadors will be rehired, and will be providing all the labour for event set up and tear down. This document will be reviewed with them, along with training on how to use gloves, wash hands, and remain socially distant while working onsite with another team member. When possible, the ambassador staff will be included in pre-event virtual meetings and they will always have a full event briefing prior to arriving onsite.

25. Signage
Detail the type of signage you will utilize and how it will be placed (e.g. floor decals denoting one-way walkways and doors).

• Floor decals will be placed near first floor washrooms indicating one-way walkways and access points, along with an area for individuals to queue for the washrooms if required, to maintain a capacity of 2 persons max. per washroom. See Appendix E.

• WorkSafeBC – Entry check in for all visitor signage will be on display at our South door as well as any other used for accessibility reasons. See Appendix C.

• A seating plan will be sent to guests prior to the event and signage indicating placement will be on-site. Whenever possible guests’ names will be placed on chairs or at their table setting.

• Clients will be asked to email all guests a copy of RHLAC COVID-19 Guest Agreement. See Appendix B.

• Clients must sign and submit RHLAC COVID-19 Booking Client Agreement. See Appendix A.

• Handwashing signage to be placed in each washroom. See Appendix C.

• Signage to be placed at hand sanitizer stations.

• Directional signage and social distancing signage on will be located in the Welcome Centre, along with floor decals denoting where to queue for the front desk.

Capacity signage will be placed at the entrance of all washrooms, elevators, meeting and event rooms.

26. Emergency Procedures
Recognizing limitations on staffing that may affect execution of emergency procedures, detail your strategy to amend your emergency response plan procedures during COVID-19. Recognizing limitations on staffing that may affect execution of emergency procedures, detail your strategy to amend your emergency response plan procedures during COVID-19. Also describe your approach to handling potential COVID-19 incidents.

• In cases of medical emergency where an individual requires assistance facility staff are instructed to call 911 and/or inform the individual that they can go to Urgent Care at the UBC Hospital – 211 Wesbrook Mall.

• If a guest has a minor cut, bruising, sprained ankle, pulled muscle, etc., gloves and a first aid box will be made available for their use, but facility staff are instructed to not assist and to remain at a 2-meter distance. Gloves must be used to open first aid kit.

• BERP will be reviewed with each facility staff member, copies are visible in kitchen, loading bay, staff workspace and in this document. Appendixes H, I, J
27. Monitoring/Updating COVID-19 Safety Plan
Describe how you will monitor your workplace and update your plans as needed; detail how employees can raise safety concerns (e.g. via the JOHSC or Supervisor) - plan must remain valid and updated for next 12-18 months.

- Facility, Welcome Centre and ambassador employees can raise safety concerns with their manager(s), and collectively discuss safety protocols and concerns at weekly staff meetings where the team performs a thorough review of all events.
- The current plan has facility staff members provide all on-site supervision. This may need to be adjusted in the fall or as more events book.
- The current plan has the Welcome Centre staff members provide all on-site coverage for the UBC Welcome Desk, this may need to be adjusted in the fall or at a later date to include student ambassador staffing.
- Facility and Welcome Centre staff may choose to return to the office to work when they feel it’s appropriate and safe to do so on a day-to-day basis. If this does occur, a socially distant work space floor plan must be adhered to.

28. Addressing Risks from Previous Closure
Describe how you will address the following since the closure: staff changes/turnover; worker roles change; any new necessary training (e.g. new protocols); and training on new equipment.

The facilities team has always supported both the Cecil Green Park House and Robert H. Lee Alumni Centre venues. This team always hosts a weekly team meeting (that is currently virtual). This meeting reports past events, highlighting any security or safety, along with client feedback and reviews any upcoming events; reviewing safety and staffing plans. This meeting will continue and specifically review the following:

- Personalized event floor plans.
- All signage requirements.
- Vendor and client load in schedule.
- Ensure that all vendors and clients have received and returned a copy of the CGPH COVID-19 Guest Agreement. See Appendix B.
- If a vendor is found to be in non-compliance with plans or any other relevant COVID-19 related policies, this may result in a loss of access to Cecil Green Park house for any future event; including in times post-COVID-19.

For the facility member who will be on-site supervising the event we have compiled the following:

- Risk Assessment Template, can be found in Appendix I.
- General Safe Work Procedure Template, can be found in Appendix J.

In addition to the facility meetings, the Welcome Centre Team will also have weekly meetings pertaining to the functioning of the Welcome Centre space to ensure new protocols have been properly implemented and are effective. Continued training will be implemented when policies change to meet the needs of the space and safety of staff and visitors within it.

Section #6 – Personal Protective Equipment (PPE)

29. Personal Protective Equipment
Describe what appropriate PPE you will utilize and how you will/continue to procure the PPE

- AlumniUBC employees will be issued with 2 reusable masks.
- We will continue to follow the UBC COVID-19 Campus Rules: https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf
• All UBC personnel must wear an appropriate mask (defined below) when inside buildings on UBC Premises unless:
  • you are the sole occupant of an enclosed room;
  • one of the exceptions outlined in Attachment “A” apply; or
  • an approved departmental COVID-19 Safety Plan has been implemented that provides specific guidance regarding the use of masks.
• An appropriate mask must have two layers of tightly woven fabric (cotton or linen), or be a commercially produced disposable non-medical mask, and securely fit, without gaping, over the nose and mouth with ties or ear loops.

Third party bookings:
• Guests to the building who are part of a third party booking will be required to wear appropriate masks while in common areas such as hallways, washrooms, etc. Masks will not be required in the rooms booked for their event(s) as long as appropriate social distancing outlines are followed.
• Exceptions to mask wearing will be made in the case of medical reasons that would prevent their use.
• Medical gloves will be supplied to staff; they are asked to use these when setting up and taking down the wireless microphone and amplifier. These gloves are single use only.
• Disinfecting wipes will be provided to wipe down AV equipment and any workspace.
• Hand sanitizer stations will be set up through the building and at all entrance and exit points.
• Face shields are available, if staff choose to use them during client site inspections or in cases where they will be connecting with visitors without the physical front desk Plexiglas barrier.


Section #7 - Acknowledgement
As a possible way to document Safety Plan receipt and understanding by your employees, please feel free to use the template language below under your own departmental/faculty letterhead.

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
June 6th 2020

Name (Manager or Supervisor)
Nicole Caron

Title
Associate Director Facilities alumniUBC

Faculty and Staff Occupying Workspace

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Confirmation of Understanding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nicole Caron</td>
<td><a href="mailto:nicole.caron@ubc.ca">nicole.caron@ubc.ca</a></td>
<td>Y</td>
</tr>
<tr>
<td>Gordon Purchase</td>
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<td>Sarah Karsten</td>
<td><a href="mailto:sarah.karsten@ubc.ca">sarah.karsten@ubc.ca</a></td>
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<tr>
<td>Nicola Schuck</td>
<td><a href="mailto:nicola.schuck@ubc.ca">nicola.schuck@ubc.ca</a></td>
<td>Y</td>
</tr>
</tbody>
</table>
Appendix

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

Appendix A – Robert H. Lee Alumni Centre COVID-19 Booking Client Commitment
Appendix B – Robert H. Lee Alumni Centre COVID-19 Guest Agreement
Appendix C – Signage
Appendix D – Single Entrance and one-way floor plans.
Appendix E – Washroom Capacities
Appendix F – Sample Meeting & Event Floor Plans
Appendix G – Safe Glove Removal
Appendix H – BERP Floor Plans
Appendix I – General Risk Assessment (RHLAC)
Appendix J – General SWP Template (RHLAC)
The Robert H. Lee Alumni Centre – COVID-19 Booking Client Commitment

The safety of our clients, guests, and staff members is our top priority. High standards of hygiene and cleanliness are in place within the facility, along with physical distancing measures and reduced capacities. As the event organizer and client, we need your extra support and commitment to ensure that we are all doing our part to protect the spread of COVID-19. To ensure this, you must review, sign, and return this document with your booking contract.

Floor Planning and Guest Communication

1) A confirmed guest list will be sent to The Robert H. Lee Alumni Centre (RHLAC) as soon as possible, and no later than six business days prior to the event. This list shall be grouped by household. You confirm and are completely honest that these guests all live within one household.

2) You and/or your planner, in consultation with the RHLAC facilities team, will create a seating plan that only allows households to sit within a 2-meter distance of each other. This should be created soon as possible, no later than six business days prior to the event. This must include any vendors that you plan on having on the event floor.

3) The seating plan and overall floor plan must be approved by the RHLAC facilities team. They will provide you with an approved copy that will also indicate entrance and exit points to the building and booked area, along with outlined physical distancing and one-way traffic zones.

4) Students, faculty, staff, and visitors are required to wear a non-medical mask when occupying common indoor spaces on UBC campus. This can include hallways, building entrances etc. As the host or booking contact you agree to ask that all your guests bring a mask and or provide them with a non-medical mask.

5) Third party user groups may choose to have guests wear masks when occupying the rooms that have been booked for their private meeting or event. UBC groups will need to follow the rules set out by their faculties and departments.

6) Exceptions to mask wearing will be made in the case of medical reasons that would prevent their use.

7) The client, planner or representative will share this seating plan along with the Robert H. Lee Alumni Centre COVID-19 Guest Agreement document TO ALL GUESTS, prior to their arrival.

Vendors and Planning

1) You will share a detailed timeline for your event and include a list of ALL vendors who will be onsite. This must include company name, manager, onsite contact name, phone number email address.

2) You will share the Robert H. Lee Alumni Centre – COVID-19 Guest Agreement with all vendors who will be arriving or working onsite at the facility.

3) You understand that that any vendors who will be onsite during the event shall count towards final guest numbers and capacity restrictions. With social distancing requirements no event can exceed 50 individuals in JPH, depending on your floor plan this number may need to be reduced.

4) You understand that if your event exceeds maximum event capacities of 50 individuals, the event will be asked to shut down immediately. Non-compliance will include calls to the authorities.
5) ANY Staff, Guests or Vendors displaying the following symptoms - Fever * Chills * New or worsening cough * Shortness of breath * New muscle ache or headache * Sore throat * - will be asked to leave; no exceptions will be made.

The client’s signature on this document denotes the Client’s acceptance of all the terms and conditions set out in this commitment. Client Name (please print) ________________________________

Signature__________________________________ Date______________________________
The Robert H. Lee Alumni Centre – COVID-19 Guest Agreement

The safety of our clients, guests and staff members is our top priority. High standards of hygiene and cleanliness are in place within the facility, along with physical distancing measures and reduced capacities. We need your commitment and support to ensure that we are all doing our part to protect the spread of COVID-19. Please be prepared to take the following measures when you are participating in any activity at the Robert H. Lee Alumni Centre.

1) All staff and guests are asked to not enter the Robert H. Lee Alumni Centre if they have any of the following symptoms:

   * Fever * Chills * New or worsening cough * Shortness of breath * New muscle ache or headache * Sore throat * Please note that if you are displaying these symptoms you will be asked to leave the meeting or event; no exceptions will be made.

   or

   * Have travelled outside of Canada within the last 14 days.

   * Are in close contact of a person who tested positive for COVID-19.

2) Please wash or clean hands with sanitizer before (and after) you enter building. We encourage you wash your hands and sanitize them often while onsite.

3) Please have a personal non-medical mask on your person when you arrive on UBC campus. All students, faculty, staff and visitors will be asked to wear a mask when occupying common indoor spaces on UBC campus. This can include hallways, building entrances etc.

4) All UBC personnel are asked speak with their department or faculty regarding wearing masks while attending faculty and department meetings and events.

5) All third-party public bookings are asked to speak with their hosts regarding any expectations while wearing masks within the room that has been privately booked for there meeting or event.

6) Maintaining a physical distance of 2 metres with anyone who is not in your household is important at all times. In order to facilitate this, we ask that you;

   a) Remain seated at your designated table or seat. Your host will send you an approved floor plan with this document. Please do not swap tables or seats with other guests outside of your household.

   b) Adhere to all signage indicating entrances, exits, one-way traffic flow and room capacities, these are indicated on the floor plan that has been sent to you. Additional signage and floor decals will be in place.

Thank you for keeping your safety and the safety of all a priority.
## Appendix C: Signage and Placement

**Help prevent the spread of COVID-19**

- Please do not enter this workplace if you:
  - Have any of the following symptoms:
    - Fever
    - Cough
    - New or worsening cough
    - Sore throat
    - Runny nose or congestion
    - Headache
    - Muscle aches or headaches
    - Shortness of breath
  - Have travelled outside of Canada within the last 14 days
  - Are in close contact of a person who tested positive for COVID-19

All other visitors, please wash your hands or clean them with hand sanitizer before and after your visit. Please maintain physical distancing of 2 meters.

If you are displaying symptoms of COVID-19, refer to HealthLink BC at 811.

<table>
<thead>
<tr>
<th>Will be placed at all front entrance points. Including loading bay</th>
<th>Will be placed in all washrooms. Kitchen, and staffing areas.</th>
<th>Placed throughout the building, on walls and popsicle signage stands.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Signage to include but not limited to</td>
<td>Individual Event Floor Plans with Guest Names and Placement.</td>
<td></td>
</tr>
<tr>
<td>Floor decals and signage noting one-way walkways and access points.</td>
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<tr>
<td>Signage for washroom including occupancy.</td>
<td></td>
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<tr>
<td>Signage asking guests to stop and use hand sanitizer before they enter or exit the facility (hand sanitizer supplied).</td>
<td></td>
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</tbody>
</table>
Appendix D Single Entrance Plan – All Floors

**LL - Single Entrance Plan**
Limited use, mainly access to storage area for staff. When the meeting rooms do open up for use again they will be under restricted use/hours.

**L1 - Single Entrance Plan**
SMS & Achievement Lounge Closed for day to day public use. It can be rented.

Loaf open with no seating access from west entrance only

Entrance/Exit one way only with exception of accessible
L2 Single Entrance Plan
example only, adjustable to fit individual event needs

L3 Single Entrance
Plan - This is for boardroom rentals only, the alumni offices will have a separate plan
Appendix E - Room Capacities

These two rooms are closed to public use, can be rented but not at the same time unless its the same client (SMS/Achievement Lounge).

Cap 5 during public hours
Cap 30 during private rental

JPH & BRL Classroom are not to be rented out at the same time as unless by same client. BRL to be used for catering one way.
Terrace Lounge & Boardroom are not to be rented out at the same time unless by the same client. Terrace Lounge furniture to be reconfigured.

Third Floor Office reported in separate plan.

Plan for e@UBC to be submitted by e@UBC.

This space is not rentable.
Appendix F – Sample Social Distancing Floor Plans. For the Jack Poole Hall. All other rooms will be based off capacity and limited to most furnishings already in place in the room.

Sample Board Room Set Up With COVID-19 social distancing measures 32 seats

- 20 seats for U shape facing screens.
- 1 seat for AV table
- 12 seats available outside of classic "U"

"Note that additional AV should be brought in to mic tables."

Capacity 50 max for rooms including vendors and guests.

Sample Classroom Set Up With COVID-19 social distancing measures 32 seats

Sample Lecture Set Up With COVID-19 social distancing measures 42 seats
Sample Wedding Ceremony Set Up With COVID-19 social distancing measures 45 seats

- Rows of 5, 4, & 3 = 48 chairs
- 6 x low top tables
- 1 x podium
- 3 x self serve coat racks
- 2 x mic stands + wireless mics

Sample Wedding Reception With COVID-19 social distancing measures 45 seats

- 2 x high cocktail tables
- 8 x 6' tables
- 8 x low top tables with 2.4 seats each
- 1 x podium
- 3 x self serve coat racks
- Hand sanitizers and blooms pick-up tables

Sample Celebration of Life With COVID-19 social distancing measures 45 seats

- 48 chairs in row, broken into family units
- 9 x 6' tables
- 6 x low top tables
- 1 x podium
- Hand sanitizers and blooms pick-up tables
Glove removal procedure

To protect yourself from exposure to contamination, you must take your gloves off safely.

How to remove gloves safely

1. With both hands gloved, grasp the outside of one glove at the top of your wrist.
2. Peel off this first glove, peeling away from your body and from wrist to fingertips, turning the glove inside out.
3. Hold the glove you just removed in your gloved hand.
4. With your ungloved hand, peel off the second glove by inserting your fingers inside the glove at the top of your wrist.
5. Turn the second glove inside out while tilting it away from your body, leaving the first glove inside the second.
6. Dispose of the gloves following safe work procedures. Do not reuse the gloves.
7. Wash your hands thoroughly with soap and water as soon as possible after removing the gloves and before touching any objects or surfaces.
If you discover a fire or explosion in the building:

1. Immediately activate the closest fire alarm/pull station.
2. Call 911.
3. Give the address and the nearest intersection (6163 UNIVERSITY BOULEVARD at the intersection of University Blvd. & East Mall)
4. Provide information about the emergency: Where is the fire? (Ground floor, room #____), How fast is the fire spreading? Are there people trapped?
5. If it is safe, control the fire.
6. Isolate the fire by closing doors behind you. Do not lock the doors.
7. Leave by the nearest safe exit.
8. Walk. Do not run. Shut doors behind you. On leaving the building move well away. Do not block road access.
9. Do not go back in the building for any reason until the all-clear has been announced by emergency personnel.
10. If you hear the fire alarm ringing - Follow steps 6 through 8 above.

In the event of a fire DO NOT USE ELEVATOR(s).

(See the map to your left for the location of all fire extinguishers, fire alarm/pull stations, safe exits and areas of refuge)
EMERGENCY INSTRUCTIONS

If you discover a fire or explosion in the building:

1. Immediately activate the closest fire alarm/pull station.
2. Call 911.
3. Give the address and the nearest intersection (6163 UNIVERSITY BOULEVARD at the intersection of University Blvd. & East Mall).
4. Provide information about the emergency: Where is the fire? (SECOND floor, room #____), How fast the fire is spreading? Are there people trapped?
5. If it is safe, control the fire.
6. Isolate the fire by closing doors behind you. Do not lock the doors.
7. Leave by the nearest safe exit.
8. Walk. Do not run. Shut doors behind you. On leaving the building move well away. Do not block road access.
9. Do not go back in the building for any reason until the all-clear has been announced by emergency personnel.
10. If you hear the fire alarm ringing - Follow steps 6 through 8 above.

In the event of a fire
DO NOT USE ELEVATOR(s).

(See the map to your left for the location of all fire extinguishers, fire alarm/pull stations, safe exits and areas of refuge)
If you discover a fire or explosion in the building:

1. Immediately activate the closest fire alarm/pull station.
2. Call 911.
3. Give the address and the nearest intersection (6163 UNIVERSITY BOULEVARD at the intersection of University Blvd. & East Mall).
4. Provide information about the emergency: Where is the fire? (THIRD floor, room #____), How fast the fire is spreading? Are there people trapped?
5. If it is safe, control the fire.
6. Isolate the fire by closing doors behind you. Do not lock the doors.
7. Leave by the nearest safe exit.
8. Walk. Do not run. Shut doors behind you. On leaving the building move well away. Do not block road access.
9. Do not go back in the building for any reason until the all-clear has been announced by emergency personnel.
10. If you hear the fire alarm ringing - Follow steps 6 through 8 above.

In the event of a fire
DO NOT USE ELEVATOR(s).

(See the map to your left for the location of all fire extinguishers, fire alarm/pull stations, safe exits and areas of refuge)
EMERGENCY INSTRUCTIONS

If you discover a fire or explosion in the building:

1. Immediately activate the closest fire alarm/pull station.
2. Call 911.
3. Give the address and the nearest intersection (6163 UNIVERSITY BOULEVARD at the intersection of University Blvd. & East Mall)
4. Provide information about the emergency: Where is the fire? (Lower level, room #____), How fast the fire is spreading? Are there people trapped?
5. If it is safe, control the fire.
6. Isolate the fire by closing doors behind you. Do not lock the doors.
7. Leave by the nearest safe exit.
8. Walk. Do not run. Shut doors behind you. On leaving the building move well away. Do not block road access.
9. Do not go back in the building for any reason until the all-clear has been announced by emergency personnel.
10. If you hear the fire alarm ringing - Follow steps 6 through 8 above.

In the event of a fire
DO NOT USE ELEVATOR(s).

(See the map to your left for the location of all fire extinguishers, fire alarm/pull stations, safe exits and areas of refuge)
<table>
<thead>
<tr>
<th>Task</th>
<th>Hazards and possible outcomes</th>
<th>Pre-Control Risk</th>
<th>Controls</th>
<th>Post-Control Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Unlocking doors</td>
<td>Touch Point (COVID-19) - If infected with covid-19 person can become a carrier or fall ill with COVID-19 which could be mild or severe and can lead to community transmission</td>
<td>Rare and Unlikely</td>
<td>Medium</td>
<td>Staff are instructed to wash hands once they have unlocked and disabled alarm. Touch points are cleaned regularly by BOP</td>
</tr>
<tr>
<td>2) Set up event specific signage</td>
<td>Ergonomic – strains Environment – sun, heat Terrain – uneven slippery</td>
<td>Irritation or physical discomfort</td>
<td>Rare/Unlikely</td>
<td>Low</td>
</tr>
<tr>
<td>3) Review floor plan - adjust if necessary</td>
<td>Ergonomic – strains Environment – sun, heat Terrain – uneven slippery</td>
<td>Irritation or physical discomfort</td>
<td>Rare/Unlikely</td>
<td>Low</td>
</tr>
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</tr>
<tr>
<td>4)</td>
<td><strong>Sign event security guard</strong></td>
<td>COVID-19 transmission</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>If infected with covid-19 person can become a carrier or fall ill with COVID-19 which could be mild or severe and can lead to community transmission</td>
<td>Rare/Unlikely</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Medium</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Social distancing measures of 2 meters must be maintained. Staff to review security guard placement – building rules and event details. And provide onsite event cell # - all instructions during event will be through text/cell call.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5)</td>
<td><strong>Greet vendors &amp; Client</strong></td>
<td>COVID-19 transmission</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>If infected with covid-19 person can become a carrier or fall ill with COVID-19 which could be mild or severe and can lead to community transmission</td>
<td>Rare/Unlikely</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Medium</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>All load in and floor planning will have been shared digitally and meeting will have been done virtually before event date. Vendors have floor plan and scheduled time to deliver – NO physical contact needed – Social distancing of minimum 2</td>
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<td></td>
</tr>
<tr>
<td><strong>6) Set up / Tear Down AV</strong></td>
<td><strong>Touch Point (COVID-19)</strong></td>
<td><strong>Facility staff are required to wear gloved when setting up or tearing down equipment. Gloves must be disposed of immediately, safe procedure signage located next to equipment and staff areas. Equipment to be wiped down with Lysol disinfectant wipes with the set up and take down.</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Risk Assessment Template**

**5) Personal protective equipment (PPE)**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Facility staff are required to wear copies of when setting up or tearing down equipment. Gloves must be disposed of immediately, safe procedure signage located next to equipment and staff areas. Equipment to be wiped down with Lysol disinfectant wipes with the set up and take down.</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**6) Set up / Tear Down AV**

**Facility staff are required to wear copies of when setting up or tearing down equipment. Gloves must be disposed of immediately, safe procedure signage located next to equipment and staff areas. Equipment to be wiped down with Lysol disinfectant wipes with the set up and take down.**

**7) Event supervision**

**With multiple groups and clients on site COVID-19 transmission is possible. facility staff will be working alone. Violence or Emergency is always a risk in a social event.**

**A minimum of one security guard will be onsite for all social event bookings. Facility supervisor is onsite to ensure that event capacities and social distancing measures are in place. In case of medical emergency they**
<table>
<thead>
<tr>
<th>Activity</th>
<th>Touch point (COVID-19)</th>
<th>Frequency</th>
<th>Risk Level</th>
<th>Control Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set up building signage and Welcome Centre desks.</td>
<td>If infected with COVID-19 person can become a carrier or fall ill with COVID-19 which could be mild or severe and can lead to community transmission</td>
<td>Rare and Unlikely</td>
<td>Medium</td>
<td>Staff are instructed to wash hands before setting up signage and desk. They must then wash hands and sanitize items before putting everything away.</td>
</tr>
<tr>
<td>Greeting and speaking with visitors to the Alumni Centre.</td>
<td>If infected with COVID-19 person can become a carrier or fall ill with COVID-19 which could be mild or severe and can lead to community transmission</td>
<td>Rare/Unlikely</td>
<td>Medium</td>
<td>Plexi glass protectors will be placed at each desk. If conversations have to happen away from the desk, there is space to ensure a 2m distance as well staff will be</td>
</tr>
</tbody>
</table>
provided a face shield.
Appendix J

Safe Work Procedure Template

Purpose

This document describes the safe working procedures for alumni UBC facility staff members to supervise on site meetings or events at Cecil Green Park House – with proper safety procedures in place during the COVID-19 pandemic.

This document also entails the working procedures for alumni UBC staff who manage the UBC Welcome Centre during the COVID-19 pandemic.

Scope

This document applies to all alumni UBC facility staff, UBC staff, and any vendors who are working in or around the event facility of Cecil Green Park House and the UBC Welcome Centre in the Robert H. Lee Alumni Centre.

Regulations

- WorkSafeBC Occupational Health and Safety Regulation

Definitions

Administrative Controls: The modification of work processes or activities to minimize risk

Engineering Controls: The modification of the physical work environment to minimize risk

Hazard: A potential source of harm to a person that can lead to a risk of injury or occupational disease

Risk: The chance of injury or occupational disease

Risk Assessment: The process where hazards are identified, their risk evaluated, and controls for the risk are determined to eliminate the hazard or minimize the risk

Supervisor: The person directly responsible for overseeing the tasks of the worker

Worker: All employees of UBC including faculty, staff, and paid students
Responsibilities

Alumni Facilities Team Includes:

Nicole Caron – Associate Director, alumniUBC Facilities
Gordon Purchase – Manager, Cecil Green Park House
Amrita Gill – Manager, Robert H. Lee Alumni Centre Events
Amber Magnus – Event & Sales Coordinator
Sarah Karsten – Venue Operations Associate

Alumni Facilities Team Includes:

Nicola Schuck – Manager, UBC Welcome Centre
Mayumi Samarakoon – Coordinator, UBC Welcome Centre

Department Head
- Review and approve safe work procedures outlined in this document prior to their implementation

Supervisor
- Identify all workers who carry out this task under your supervision
- Conduct a risk assessment to identify the potential hazards associated with the task and any related risks
- Implement controls using the hierarchy of controls to minimize the risk due to the hazard
- Ensure safe work procedures are documented
- Ensure proper training has been provided to workers PRIOR to commencing work (e.g.: safe work procedures, use of equipment or tools, personal protective equipment requirements, identifying and reporting hazards, etc.) and that the training has been documented
- Ensure workers have access to and understand any required documentation such as manuals, Safety Data Sheets (SDS) etc.
- Educate workers on emergency procedures, contacts and numbers. If emergency contact information is not posted at the workplace, provide the worker with a copy to carry with them. The worker must know what to do in case of emergency/injury
- Ongoing consultation with Joint Occupational Health and Safety Committee in the review and revision of this procedure to ensure the content is adequate and relevant to current research
- Communicate risks that may arise outside of those that are predetermined

Workers
- Understand and follow this safe work procedure
- Complete the required training for the task
- Use proper personal protective equipment
- Report any unsafe conditions to their supervisor
- Report all incidents in CAIRS
Risk Assessment

*Attach the completed risk assessment to this document.*

**Training Requirements**

**Table 1: Training Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Name of Worker</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Worker Safety Orientation</td>
<td>Amrita Gill</td>
<td>Yr 1 employment</td>
</tr>
<tr>
<td>Violence in the Workplace</td>
<td>Amrita Gill</td>
<td>Yr 1 employment</td>
</tr>
<tr>
<td>Preventing and Addressing Bullying and Harassment</td>
<td>Amrita Gill</td>
<td>Yr 1 employment</td>
</tr>
<tr>
<td>COVID-19 workplace Safety Plan Review</td>
<td>Amrita Gill</td>
<td>July 2020</td>
</tr>
</tbody>
</table>

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<tr>
<th>Course</th>
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<tr>
<td>New Worker Safety Orientation</td>
<td>Amber Magnus</td>
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<tr>
<td>Violence in the Workplace</td>
<td>Amber Magnus</td>
<td>Yr 1 employment</td>
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<tr>
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</thead>
<tbody>
<tr>
<td>New Worker Safety Orientation</td>
<td>Gordon Purchase</td>
<td>Yr 1 employment</td>
</tr>
<tr>
<td>Violence in the Workplace</td>
<td>Gordon Purchase</td>
<td>Yr 1 employment</td>
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<tr>
<td>Preventing and Addressing Bullying and Harassment</td>
<td>Gordon Purchase</td>
<td>Yr 1 employment</td>
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<tr>
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<td>Gordon Purchase</td>
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<tr>
<th>Course</th>
<th>Name of Worker</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Worker Safety Orientation</td>
<td>Sarah Karsten</td>
<td>Yr 1 employment</td>
</tr>
<tr>
<td>Violence in the Workplace</td>
<td>Sarah Karsten</td>
<td>Yr 1 employment</td>
</tr>
<tr>
<td>Preventing and Addressing Bullying and Harassment</td>
<td>Sarah Karsten</td>
<td>Yr 1 employment</td>
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<td>COVID-19 workplace Safety Plan Review</td>
<td>Sarah Karsten</td>
<td>July 2020</td>
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<tr>
<td>Course</td>
<td>Name of Worker</td>
<td>Date Completed</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>-------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>New Worker Safety Orientation</td>
<td>Nicole Caron</td>
<td>- Yr 1 employment</td>
</tr>
<tr>
<td>Violence in the Workplace</td>
<td>Nicole Caron</td>
<td>- Yr 1 employment</td>
</tr>
<tr>
<td>Preventing and Addressing Bullying and Harassment</td>
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<td>- Yr 1 employment</td>
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<th>Name of Worker</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Worker Safety Orientation</td>
<td>Nicola Schuck</td>
<td>- Yr 1 employment</td>
</tr>
<tr>
<td>Violence in the Workplace</td>
<td>Nicola Schuck</td>
<td>- Yr 1 employment</td>
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<tr>
<th>Course</th>
<th>Name of Worker</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Worker Safety Orientation</td>
<td>Mayumi Samarakoon</td>
<td>- Yr 1 employment</td>
</tr>
<tr>
<td>Violence in the Workplace</td>
<td>Mayumi Samarakoon</td>
<td>- Yr 1 employment</td>
</tr>
<tr>
<td>Preventing and Addressing Bullying and Harassment</td>
<td>Mayumi Samarakoon</td>
<td>- Yr 1 employment</td>
</tr>
<tr>
<td>COVID-19 workplace Safety Plan Review</td>
<td>Mayumi Samarakoon</td>
<td>- July 2020</td>
</tr>
</tbody>
</table>

**Materials/Equipment**

*See Appendix G for guidance.*

- PPE includes gloves, hand sanitizer
  - Does not include masks but a conversation will be facilitated with staff and management about masks. No restrictions will be in place if staff feel comfortable or want to wear masks onsite. We will continue to follow UBC Risk Management’s policy with masks.
- Cleaning materials to be provided for sanitizing the Welcome Centre desks, phones, computer and outdoor signage.
- AV – portable microphone and sound system will need to be set up
- Sandwich boards will need to be set up

**Safe Work Procedure**
Before Commencing Work:
1. Staff will review how they are feeling. If they have a fever, chills, muscle or head ache, new or worsening cough or sore throat they will be asked NOT to come to work and to inform their supervisor immediately.
   Facility staff must review event plan and workplace safety plan to ensure they are versed in all the event details and social distancing and safety measures set in place.

Commencing Work/Work Procedure:
1. Review floor plan and signage requirements.
2. Greet at a social distance both vendor(s) and client.
3. Be on hand to assist with questions about facility (e.g.: outlet locations) etc.

2. Welcome Centre staff must sanitize high touch items at desk and ensure the Welcome Centre is ready for visitors with all COVID-19 signage visible and that furniture still properly distanced.
3. Welcome visitors from behind plexiglass and be ready to assist with their needs.
   a. Welcome Centre staff will also ensure the Welcome Centre does not exceed COVID capacities.
4. If visitors want to look up alumni on the interactive wall, the Welcome Centre staff member can assist with inputting information so only staff touch the wall.

Post Procedure:
1. Ensure that all guests have left the facility; if vendors do not require access to the House perform closing duties and lock up, and email or text supervisor the event end time.
2. Write up post event notes within 24 hours of end of event.
3. BOPS has keys and will be scheduled to be onsite when no other vendors or guests are in the house. They are to do a full clean and waste removal.
4. If there is no event, Welcome Centre staff will perform closing duties which includes making sure all guests are out of the Alumni Centre, sanitizing and putting away phones and computers, locking building up for the night and doing a perimeter check.

Other Important Information

Emergency Rescue and Evacuation Procedures
Emergency Contact Information
- 911 for all medical emergency
- 911 fire department
- 911 police
- 2-2222 UBC Security

Mode of Emergency Communication
- Cell Phone
- Landline in Kitchen
- Landline in Second Floor Office

First Aid

Emergency Procedures
- First aid is not to be used or performed on guests or non UBC employees. During COVID-19 light first aid for cuts and bruises etc. must be applied by the guest/client/family member of guest – a small first aid kit will be available for use. All other medical emergencies will require a call to 911.

Training Requirements

Onsite Trained Specialists
Review and Retention

This SWP is reviewed annually or whenever deemed necessary by the responsible departmental representative.

Document Approval Signatures

Nicole Caron
Name of Supervisor
Signature of Supervisor
Date

Dianna DeBlaere
Name of Department Head
Signature of Department Head
Date

This signature confirms that this document has been reviewed and approved as per the process detailed in Figure 1 of the Safe Work Procedure Guidance Document.