COVID-19 Workspace Safety Plan (CSP)
Intermediate Plan
Office of the CIO - UBC Information Technology

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Overview

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/

UBC has developed a COVID-19 Safety Planning Framework for a phased and gradual work reoccupancy of the university. The UBC COVID-19 Safety Plans (CSP) framework includes steps for the development and approval that align with BC's Restart Plan for COVID-19. In addition, methods, policies and practices outlined in this plan are in accordance with guidelines set out by UBC, Provincial and Public Health Authorities to help prevent the spread of COVID-19.

Safety Plans must be developed at 3 organizational levels: 1) Parent, 2) Intermediate, 3) Child:

1. Parent Plan: The Office of the CIO-UBC IT reports to the VP Academic & Provost. The VP Parent Plan is posted here.
2. Intermediate Plan: The Office of the CIO-UBC IT Safety Plan shall be informed by the VP Academic & Provost Parent Safety Plan.
3. Child Plans: All IT units with staff working on campus are required to have a Child Safety Plan, to be informed by the Parent and Intermediate Plans.

Once endorsed, all IT Safety Plans will be posted on: a) ShareIT COVID site "Health, Safety & Planning" and, b) on CIO external website.

All UBC staff and contractors are responsible for, and expected to adhere to guidelines, policies and practices set out in the COVID Safety Plans. Whilst we understand that some measures may be inconvenient, the health and safety of our staff and community is the top priority. Self-compliance is of the utmost importance. We also ask that everyone be flexible as we all adapt to new ways of operating.

Staff and contractors who have questions or concerns about compliance, safety or related inquiries, comments or suggestions may contact the following:
- For further guidance contact your Manager/Supervisors
- Health & Safety and Resumption Planning inquiries: laura.triay@ubc.ca or ubcit.johsc@ubc.ca
- HR Guidance: IT Human Resources

Department:	Office of the CIO (OCIO) - UBC Information Technology (UBC IT)
Facility Locations:	OCIO-UBC IT staff work at the *UBC Okanagan Campus and in 27 buildings across the UBC Point Grey Campus. Since the onset of COVID pandemic in B.C. a limited number of crucial service staff have continued to work at Point Grey campus at the work locations listed below. All other staff are and will continue to telecommute. This plan will be updated as UBC Executive provide direction on future changes to the current telecommuting arrangements in place.
Proposed Re-opening Date:	The work locations listed below have remained open since the onset of, and throughout the COVID-19 pandemic to continue to provide crucial on campus IT services to the University community. This plan will be updated if the community demands and operational requirements change/increase, and additional IT work units and locations are required to re-open.
Workspace Location	Locations where IT staff are currently working on campus are: 1. David Strangway (Rm 5108), 5950 University Boulevard 2. Faculty of Medicine Office, City Square (Rm 200)- 555 W 12th Avenue 3. Fred Kaiser Building (Rm 2010)– 2332 Main Mall 4. Gerald McGavin Building (Rm 210)– 2386 East Mall 5. Henry Angus Building (Rm 453)- 2053 Main Mall 6. Irving K. Barber Library - 1961 East Mall 7. Koerner Pavilion (Rm T180C), 2211 Wesbrook Mall 8. V6T 1Z3 9. Neville Scarfe Building (Rms 001, 1011)- 125 Main Mall 10. L.S. Klinck Building, 6356 Agricultural Road: Floor 1 (100, 103, 106,107,108); Floor 2 (204, 206, 207, 209), Floor 4 (401, 404, 418, 420), Floor 3 (TBA) 11. P. A. Woodward Instructional Resources Centre (IRC) (B32, B38, B4D, B4E), 2194 Health Sciences Mall 12. Peter Allard Hall (Rm 438), 1822 East Mall 13. Pharmaceutical Sciences Building (B103C, 2326), 2405 Wesbrook Mall 14. Ponderosa Annex A (Rm 210), 2011 West Mall 15. University Services Building (USB), 2329 West Mall: UBC Studios Office Floor 1 16. Walter C. Koerner Library (Room 283) - 1958 Main Mall 17. Wesbrook Building (Rm21 Basement) - 6174 University Boulevard 18. Various UBC buildings/workspaces, as required to perform IT crucial services.

In situations where IT workspaces are shared with other departments/faculties the development of IT safety plans will be coordinated with pertinent UBC clients/areas/buildings.

** **UBC Okanagan campus** is following a closely aligned process that reflects their unique needs. [Read more about the Okanagan Safety Plan process](#) on the Okanagan Finance & Operations website.*
**[Child Safety Plans](#) have been created for OCIO-UBC IT crucial service units that have staff working on campus throughout the COVID pandemic.

Introduction to Your Operation

1. Scope and Rationale for Opening: Describe what service and activity types/levels you are requesting to open by facility and date. What is your rationale for opening? Who has vetted and approved your draft plan within your department or faculty?

The Office of the CIO provides the leadership and strategic vision for information technology at UBC, and includes the senior management team that represents and delivers on enterprise-wide initiatives at the institution.

UBC's department of Information Technology provides IT-related strategy, applications, infrastructure, and support services which include services from multimedia production to wireless internet access. UBC IT ensures that leading-edge technology is readily accessible to faculty and students to compliment their teaching and learning experience, and to staff in support of university operations. Services provided by UBC IT are considered crucial services required for the continued operations of the university.

Since the onset of COVID-19 pandemic, up to 15 staff have continued to work on campus to provide crucial services and support. Whenever possible a hybrid service delivery approach has been applied (part on campus work/part telecommute). The remaining 550+ IT staff and contractors have been working remotely and the majority will continue to do so, unless otherwise specified in this plan.

To support increasing faculty and community demands in preparation for the Fall 2020 term, additional staff (up to 45 including Stage 1 staff) are expected to resume on campus work activities between July to September (the hybrid model will continue to be applied whenever possible). All other staff and contractors will continue to work remotely.

To support safe resumption of on campus service delivery and reduce the potential spread of COVID-19, we have developed a phased resumption approach:

Stage 1 from March to mid-July 2020, has maintained limited, hybrid, on campus crucial service staff from the following IT units:
1. AV Services
2. Business Information Systems
3. Communications & Collaboration Services
4. Connectivity and Networks & University Data Centre
5. Desktop Services
6. IT Service Centre
7. Facilities Administration

8. Finance
9. Studios
10. Systems

Stage 2, from mid-July to December 2020 will see an increase in on campus staffing up to 50 total (hybrid) staff from the same IT units.

Stage 3 will be added for 2021 as required, following direction from UBC Executive, Provincial and Health Authorities.

To guide decision-making and processes related to staged resumption work activities, the OCIO-UBC IT has developed and is applying the following principles:

11. UBC COVID-19 Guiding Principles
12. The order, notices and guidance of the Provincial Health Officer (PHO), Health Authorities and WorkSafeBC will be followed.
13. All on-site activities require advance review and approval by the Unit Manager and corresponding Senior Leadership Team (SLT) member.
14. There will be a staged and coordinated approach across each building and site.
15. Staged resumption of activity may need to be reversed and stricter curtailment conditions imposed in response to public health guidance or changes to the situation at any particular site.
16. Equity and personal circumstances will be considered in evaluating how to plan and conduct resumption of on-site activities.
17. Zero tolerance: deviations from the guidelines will result in removal of the authorization to utilize the work spaces.
18. All staff are required to take the Preventing COVID-19 Infection in the Workplace training.

The OCIO-UBC IT have also put in place specific prioritization criteria to guide the initial stages of return to on campus work activities. These can be found in *Appendix A: Operational Principles.*

In compliance with UBC Safety Planning Process, this plan shall be reviewed and seek endorsement from the following:
19. Responsible VP: VP Academic
20. Administrative Heads: Vice President Information Technology & CIO; Deputy CIO; OCIO Senior Leadership Team
21. Information Technology Joint Occupational Health and Safety Committee (IT JOHSC)
22. UBC COVID-19 Safety Planning Steering Committee (SPSC) (if more than 3 risks are identified, following UBC safety planning guidelines)

OCIO-UBC IT Intermediate & Child Safety Plans will be regularly reviewed and updated per mandated government and University requirements.

Section #1 – Regulatory Context

2. Federal Guidance: *List any specific federal COVID-19 regulatory guidance used in developing the plan*
Government of Canada Coronavirus Disease (COVID)19)
3. Provincial and Sector-Specific Guidance: *List any sector-specific provincial COVID-19 regulatory guidance used in developing the plan*
BC Restart Plan British Columbia COVID-19 Thrive Health BC COVID-19 Go-Forward Management Strategy BC Centre for Disease Control
4. WorkSafeBC BC Guidance: *List any WorkSafeBC COVID-19 regulatory guidance used in developing the plan*
Worksafe COVID-19 Worksafe Health & Safety Worksafe COVID-19: Industry information – Phase 1 Worksafe COVID-19 and returning to safe operation - Phases 2 & 3 WorkSafe Designing Effective Barriers Worksafe COVID-19: Entry check for workers WorkSafe Entry Check for Workers WorkSafe Protocol: Offices WorkSafe Guide to reducing the risk of COVID-19 WorkSafe COVID-19 Safety Plan
5. UBC Guidance: *List any specific UBC COVID-19 guidance tools used in developing the plan*
UBC COVID-19 and Safety Risk Services guidelines and protocols and have been reviewed and incorporated throughout this plan: UBC COVID-19 Guiding Principles UBC Re-occupancy Safety Planning COVID-19 Health & Safety Determining Safety Plan Risk Templates & Resources Communications Resources COVID Safety Training & Rules COVID Prevention Working Safely on Campus UBC Employee COVID-19 PPE Guidance Reporting COVID Exposure Personal Protective Equipment Custodial Services COVID Cleaning Guidelines COVID-19 Essential In-person Meetings and Trainings Guidance UBC Facilities COVID-19 information UBC Employees COVID-19 Use of Shared UBC Vehicles guidance document Safe Working Procedure Review Form Preventing COVID-19 Infection in the Workplace training

6. Professional/Industry Associations: *List any specific industry association (or counterpart) guidance used in developing the plan*

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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:
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.
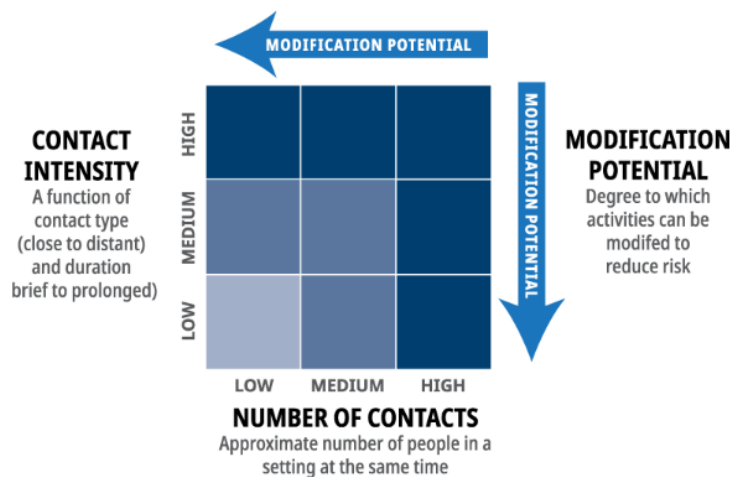
One or more steps under the following controls can be taken to further reduce the risk, including:
- Physical distancing measures – measures to reduce the density of people
- Engineering controls – physical barriers (like Plexiglas or stanchions to delineate space) or increased ventilation
- Administrative controls – clear rules and guidelines
- Personal protective equipment – like the use of respiratory protection

7. Contact Density (proposed COVID-19 Operations)
Describe the type of contact (close/distant) and duration of the contact (brief/prolonged) under COVID operations - where do people congregate; what job tasks require close proximity; what surfaces are touched often; what tools, machinery, and equipment do people come into contact with during work

- IT units providing on campus crucial services are required to develop Unit Child Safety Plans that address the elements listed above. Unit safety plans are submitted to the unit manager and unit head (Senior Leadership Team) for review/approval before implementation.
- Overall for IT units with staff on campus, contact is distant (maintain 2-meter distance) and duration of contact is brief. Examples of job tasks that may require closer proximity on occasion:
    - Desktop Services deskside visits: employees visit user's offices and desks to provide desktop support. Employees strive to maintain physical distance by limiting direct contact, are required to wash hands before/after visits and to disinfect all equipment touched (PPE is provided). Employees have been provided with, and are required to wear face masks and face shields in all situations where 2-meter distancing cannot be maintained, as advised by Safety & Risk Services. Tasks are limited striving to offer first remote, non-contact support.
    - UBC Studios: typical tasks such as camera set-up and filming may require brief closer proximity. Mitigation strategies: switched equipment to boom microphones instead of clip-on lavaliere mics and a single camera operator with enhanced cleaning measures. Do-It-Yourself studios – Surfaces are sanitized before/after every session. Users are required to use hand sanitizer when coming in/out of studio. Cloths are washed in soap and warm water and lightboard markers and glass are disinfected.
- SRS has advised that when UBC clients request IT service/support for work to be performed within their offices/buildings, the client is responsible for:
    - Providing IT with the client's COVID Safety Plan and ensuring safe protocols are in place within their offices/buildings before IT enters their building; and
    - Working with IT Managers/Supervisors to schedule date/time for when IT will enter the building to provide services, and client must ensure social distancing can be maintained, for example, if the client may have other staff/suppliers /vendors (non-IT) working within their premises simultaneously.
- If a job or task requires close proximity, Unit Managers (have conducted work consultations with SRS since April 2020) will continue to consult with Safety & Risk Services to do PPE and worksafe risk assessments and ensure compliance with University, Provincial, and Health Authority COVID-19 guidelines.
- Staff/visitors are not congregating at any location.
- Access agreements are completed by Managers & respective SLT member, for all individuals approved to be on-site.
- Rotational schedules among different units may be required to accommodate on-site requests.
- High touch point surfaces include door handles, kitchen and office equipment (e.g. photocopiers), elevator buttons, washroom doors/faucets. For some IT units, desktop, AV and technical/systems equipment and tools may be high touch points. Managers are responsible for ensuring that their staff are trained in appropriate cleaning protocols for their equipment/tools/spaces.

- Disinfecting/sanitization stations have been set-up at all IT work locations and staff are required to wash their hands before/after use, and disinfect equipment/tools before/after use.
- Managers are responsible for monitoring, reminding and ensuring staff follow protocol.
- PPE has been supplied to staff following UBC Employee COVID-19 PPE Guidance document.
- Meeting rooms, washrooms, elevators and common spaces including kitchens have room occupancy limits and social distancing signage posted to ensure physical spacing.
- Work stations at all locations are assigned to ensure 2-meter distancing.
- Limited number of staff working on campus at any one time and/or location to ensure distancing.
- UBC campus buildings have limited operating hours (7am-6pm Monday-Friday) and are locked 24/7, requiring UBC employee swipe card access and/or keys, thereby reducing traffic flow and access to the public.
- Whenever possible staff are encouraged to take breaks/eat lunch in outdoor areas.
- All staff who wish to access work spaces to collect personal belongings or equipment have been instructed to seek advance approval from their Unit Manager and notify IT Facilities.
- Facilities, Health & Safety and COVID-19-related updates are posted regularly on ShareIT and communicated via email and at IT Stand Up and team meetings.

8. 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)

As of July 2020, 15 staff are working on campus (hybrid) that is 2.5% of 600 IT staff and contractors. Between July to December this number is expected to increase up to 50 staff (hybrid) that is 8% of IT staff and contractors.

Unit Child Safety Plans provide specific numbers related to the number of staff on-site by Unit. IT resumption plans have been capped at no more than 15% regular occupancy and most buildings are significantly below that.

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

- In June 2020, OCIO-UBC IT created a *Resumption Planning Group* for consultation and engagement, which includes participants from various IT areas including: HR, Facilities, Administration, IT JOHSC, Leadership, and Management from crucial service units.
- Multiple meetings and dialogue between OCIO Leadership, Managers, front-line workers and IT JOHSC members have been secured, together identifying risks and protocols as part of CSP.
- IT JOHSC is actively engaged, informed and sought out for advice and consultation at monthly JOHSC meetings. IT JOHSC will also review IT CSP before final release to the community.
- IT Resumption Planning Leads have been and will continue to attend IT Unit team meetings to provide updates on resumption planning, create open dialogue, and seek staff input.
- Managers are engaging and consulting staff in the development and implementation of CSP.
- A process of monitoring, reflection, feedback, evaluation, adjustment and adaptation has been built into IT's resumption planning process to ensure continual process improvement.

- *Reference: Appendix B: Resumption Planning Group and IT JOHSC*

10. 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.

Worker Health Communications and Support
- "COVID-19 Information for UBC IT Staff" site is available on ShareIT.
- IT Resumption Planning Leads have been, and will continue to work with Supervisors/Managers in the preparation, review, monitoring, communication and implementation of CSP, and participating in team meetings to provide guidance.
- Since the onset of COVID-19, regular and ongoing communication on COVID-19 resources, information and guidelines have been shared with IT management and staff by email, Zoom meetings, at IT Stand Up meetings and posted on ShareIT.
- IT Health & Safety and Facilities Team (Laura Triay, Eric De Jesus), in conjunction with Safety & Risk Services representatives, are providing on-site walk-through visits and consultations with unit Managers/Supervisors to provide guidance and direction on COVID health & safety measures & requirements, and are providing ongoing support for on-site safety implementations. Since March 2020, the team has also been providing ongoing support by sourcing, ordering, and distributing required PPE to IT units.
- Monthly Health & Wellness resources, information and updates have been, and will continue to be provided to IT staff on ShareIT.
- Healthy Workplace workshops conducted over Zoom have been, and will continue to be offered to IT staff.
- IT JOHSC continues to send monthly emails to staff sharing health, safety and wellness information and resources.
- SRS Safe Working Consultations: members of the Safety & Risk Services team are available to provide safe working consultations to Managers/Supervisors and employees, in person or online, and help to develop COVID-19 safety plans. Contact ready.ubc@ubc.ca to request support.
    - For questions or concerns, employees may reach out to their Manager, IT JOHSC, and Safety & Risk Services at ready.ubc@ubc.ca to review work tasks/workplace and as/when needed, the appropriate corrective actions will be added to Safe Working Procedures (SWP) and communicated to staff.
    - Resource: Refusal of Unsafe Work: Workers have the right to refuse unsafe work. If staff have a reasonable cause to believe that performing a job or task puts them at risk, it is the employee's right to not perform that job or task. Notify your supervisor immediately of this as they must investigate the matter and correct it if possible. A detailed flowchart has been created outlining all the steps to take and means of escalation: Refusal of Unsafe Work Flowchart.

Before Coming to Work:
Refer to *Section 17. Worker Screening*

Getting to Work:
Private methods of transportation are preferred when possible. Where proximity allows, biking and walking may be good options. If staff need to take public transit, they must wear face masks, try to maintain social distancing, keep windows open, and follow hygiene recommendations (hand washing, use of hand sanitizer).

On Campus:
Staff are required to follow:
- COVID-19 Prevention Guidelines
- COVID-19 Campus Rules

11. 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.

- Final approved IT COVID Safety Plans (CSP) will be posted on the ShareIT COVID-19 Information for UBC IT Staff site / Health, Safety & Planning (accessible to all IT staff)
- Communications with links to the CSPs will be emailed to IT staff; posted on ShareIT; communicated at IT Stand Up meetings, at IT Operations meetings, and at team meetings.
- The OCIO-UBC IT CSP will also be posted on the CIO website to make accessible to contractors, partners and clients.
- IT Unit Child Plans: Unit Managers are required to:
  o Share their unit plans with their staff (including Contractors) by email; can send ShareIT Health, Safety & Planning where CSPs are posted. For Contractors (contractors do not have access to ShareIT- only employees), send link to CIO external website to view the CSPs.
  o Review and discuss safety plans at team meetings, providing opportunity for staff comments and feedback
  o Share staff comments/feedback with the Resumption Planning Lead to help ensure continuous process improvement.
- Managers are required to provide IT CSPs *in advance of entry* to all external visitors, suppliers, vendors expected to enter any IT work locations.
- Hard copies maybe provided to staff and contractors upon request from their Managers. Otherwise CSPs will not be printed due to health safety concerns (multiple people touching hard copies), and, anticipating that CSPs will be regularly reviewed/revised/updated (reduce environmental footprint by limiting printing).

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.
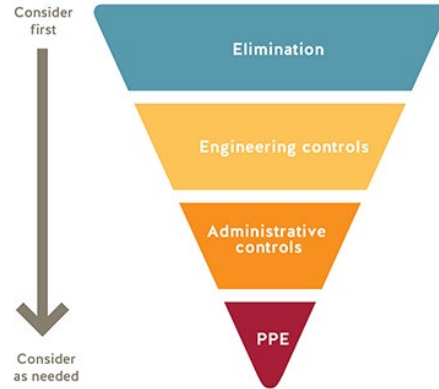
The following general practices shall be applied for all UBC buildings and workspaces:

- 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
Detail how/which workers can/will continue to work from home (WFH); this is required where it is feasible.
- The expectation is that staff continue to work remotely unless otherwise discussed and approved in advance by their Unit Manager, SLT and HR.   - Only pre-approved, limited number of crucial service staff, as outlined in sections above, are authorized to work on campus.   - When on-site, appropriate safety measures must be taken by all staff, as described in other sections of this plan.   - Specific unit details are outlined in Unit Child Plans.   - Home ergonomic information is available on ShareIT   - Refer to Sections: *#1. Scope and Rationale for Opening*   *#8. Contact Number (proposed COVID-19 Operations)*   *Appendix A: Operational Principles*

13. 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 reschedule 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

- Refer to: *Section 12. Work from Home/Remote Work:* staff continue to work remotely unless otherwise discussed and approved in advance by their Unit Manager, SLT and HR.
- Specific details are outlined in Unit Child Plans.

Unit Managers are responsible for:
- Ensuring that scheduling is performed as required for each unit, and in cases where work space will be shared with other departments/faculties, to work in collaboration with respective clients/building contacts to ensure safe practices are in place and to limit contact intensity at any given time while staff are working at UBC.
- Tracking all on-site staff on a daily basis, staff and work locations visited, and ensuring this data can be made available in a short timeframe in case there is a need for contact tracing.

Employees are responsible for:
- Adhering to all guidelines and protocols as set out in IT Safety Plans and following COVID-19 Campus Rules

Voluntary On-Campus Work:
- A small and limited number of staff may be granted allowance to voluntarily work on campus in order to help mitigate and manage exceptional personal circumstances (such as dependent care, etc.).
- Special requests will be reviewed, assessed and decided on a case-by-case basis, by the Sr. Unit and Operational Manager and Human Resources.
- If staff are granted permission to voluntarily work on campus they must adhere to all COVID safety protocols set out herein, and may be required to work on campus at IT hub building locations.
- For approved situations, the Operational Manager will coordinate assignment of temporary work spaces with the IT Facilities team (eric.de.jesus@ubc.ca; laura.triay@ubc.ca).
- See *Appendix C: Voluntary On-Campus Work Guidelines and Principles*

14. 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-metre radius circle around stationary workspaces and common areas; and
3) Illustrate one-way directional traffic flows

- *Refer to: Appendix D: Spatial Analysis and Signage*
- Unit-specific space analysis narrative is outlined in Unit Child Plans, illustrating 2-m radius circles around workspaces.

Occupancy limits and floor space
- Signage & decals are available on Safety & Risk Services COVID-19 /Communications Resources site and on WorkSafeBC site

- UBC's COVID-19 Package provided to Building Administrators, UBC COVID-19 Communications and WorkSafeBC resources have been utilized to create traffic flow, occupancy and safety signage.
- Maximum occupancy limits signage has been posted at all work locations including shared/common spaces.
- Staff are required to follow signage and directions.

Traffic Flow
- Decals have been placed to guide direction of travel at work locations (entry/exit doors, stairwells, common areas, workspaces).
- Everyone must maintain 2-meter distancing and yield traffic flow in areas that are not wide enough to accommodate traffic in both directions

Offices and workstation space restrictions
- Staff with personal office spaces are to practice physical distancing guidelines at all times and be sure they are able to accommodate 2 meters (6 feet) of distance prior to additional persons entering their space.
- Outside of personal offices, Managers are required to reduce the number of employees in cubicle spaces while ensuring 2-meter distancing between work spaces/areas.

Building Entrances
- Building entrances remain locked 24/7. Users with programmed card access can enter buildings via entrances that are equipped with scanners.
- If on-site work is to be performed outside of primary work locations, staff are asked to speak with their Manager/Supervisor to request access, based on operational requirements.
- Occupants are to enter/exit spaces in accordance with posted signage.

Elevators
- Building elevators have a maximum occupancy of 1-2 people. Signage has been posted by Building Operations.
- Wherever possible, elevator usage should be prioritized for those with accessibility needs, or those transporting materials.
- Occupants are not to exceed the maximum elevator occupancy.

Stairwells
- Occupants are to travel in stairwells following designated directions, as posted at each building.

15. Accommodations to maintain 2 metre distance
Please detail what accommodations/changes you have made to ensure employees can successfully follow the rule of distancing at least 2 metres from another employee while working

General Distancing Protocols
- Physical distancing is required at all times. Where physical distancing is not possible, UBC guidelines for situations should be followed: UBC Employee COVID-19 Physical Distancing Guidance.

- Managers/Supervisors shall consider alternative mitigation strategies if physical distancing cannot be maintained. Standard operating procedures (SOPs) must be reviewed by Managers and adjusted to meet COVID-19 Safety requirements.
- When work requires 2 or more employees or other people working in close proximity and 2-meter distance cannot be maintained:
  - Safe Working Procedures must be reviewed and adjusted in consultation with Safety & Risk Services, and recommendations implemented and communicated to staff.
  - Staff must wear face masks and face shields (have been supplied to IT Managers for distribution to staff).
  - Managers may contact eric.dejesus@ubc.ca; laura.triay@ubc.ca if additional face shields are required.
- Safe Working Consultations: members of the Safety & Risk Services (SRS) team are available to provide safe working consultations to Managers and employees, in person or online, and help to develop COVID-19 safety plans. Contact ready.ubc@ubc.ca to request support. See Section 10.
- No visitors are to be permitted in the buildings, including relatives and friends. Exceptions include: couriers, UBC services, building maintenance/service personnel, campus mail.
- Staff are asked to not congregate in common areas and minimize social interactions inside buildings.
- Non-essential in-person group meetings, social events, or other gatherings shall not take place
- until further notice.
- Non-essential business travel is prohibited at this time. What is considered essential shall be determined by the staff and their supervisor. SRS directive may be revisited in future.

Washrooms
Signage indicates the maximum occupancy per washroom. Doors will remain propped open. UBC Custodial staff will ensure soap dispensers are replenished, and water flow is sufficient to meet hand hygiene protocols. Occupants using washrooms must adhere to physical distancing.

Shared Facilities and Equipment
- All shared equipment/tools/workstations must be disinfected before/after use.
- Signage and cleaning products will be made available in shared areas.
- Sharing of work stations should be eliminated where possible.

Meeting Rooms
- Following University directive, face-to-face meetings should be avoided whenever possible during this time. Virtual meetings and digital communications should be arranged whenever possible.
- Maximum occupancy signs are to be placed at all meeting rooms to ensure 2 meters distancing protocols. Strict adherence to maximum occupancy is required.
- Reference: SRS Meeting and Training Guidelines

Shipping, Receiving and Print Shops
Delivery and pick-up items should be placed at designated tables/spaces away from staff work locations, where external members can collect items while keeping a distance and reducing or eliminating face-to-face contact.

16. Transportation

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

- Staff are required to adhere to UBC Employee COVID-19 Use of UBC Vehicles Guidance
- Unit-specific details and alternative control measures (such as using personal cars, or walking to work locations) are outlined in Child Safety Plans.

17. Worker Screening

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

- Before coming to work all staff must check their health status- Signage has been posted as a reminder in all work areas.
- Staff experiencing any symptoms of COVID-19 (cough, sneezing, shortness of breath, loss of sense of smell/taste, sore throat, tiredness, fever) must not come to work.
- If staff come to work exhibiting any symptoms, they will be asked by their supervisors to go home immediately.
- Staff should refer to the BC Health Self-Assessment Tool at https://bc.thrive.health to determine if they require testing and/or medical care.
- Individuals displaying symptoms of COVID-19 (described above) must remain at home and call 8-1-1 and remain isolated until they have been confirmed COVID-free by testing or have been symptom free for at least 14 days.
- Staff who have been in contact with a person confirmed or presumed to have COVID-19 must self-isolate as per provincial health guidelines.
- 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.
- Building entrance doors must post signage for both workers and visitors/guests that prohibits entry if any of the above criteria apply. The primary building tenant/and or Building Operations is responsible for posting the building signage. The signage will either use a UBC copy, or WorkSafeBC signage:
  - Worksafe: Entry Check for Workers
  - Worksafe: Entry Check for Visitors
- COVID-19 symptoms and health advice can be found on the BCCDC website, including information about when and how to get tested.
- Reference Reporting COVID-19 Exposure

18. Prohibited Worker Tracking

Describe how you will track and communicate with workers who meet categories above for worker screenings

- Staff who are feeling unwell are asked to contact their Manager/Supervisor.
- Refer to Section: *17. Worker Screening*
- UBC's Personal Absence Tracking System (PAT) will be utilized my all staff to track staff who cannot attend work due to one or more of the three categories of restriction (as defined by WorkSafeBC).

Section 4 – Engineering Controls

19. 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.)

- Managers/Supervisors are responsible for ensuring staff are trained in appropriate cleaning protocols for their desk spaces, including cleaning high contact surfaces (where applicable), such as photocopiers, lunch rooms, other shared equipment, doorknobs and other common areas within their areas.
- Resources:
    - https://www.canada.ca/en/public-health/services/publications/diseases-conditions/cleaning-disinfecting-public-spaces.html
    - http://www.bccdc.ca/health-info/diseases-conditions/covid-19/prevention-risks/cleaning-and-disinfecting
    - http://buildingoperations.ubc.ca/2020/05/25/custodial-services-keeping-your-facility-clean-and-sanitized/
    - https://riskmanagement.sites.olt.ubc.ca/files/2020/08/Guidelines_cleaning_spaces_V_8_final.pdf

- Staff are advised to use the kitchen/bathroom sinks to wash their hands. Hand washing instructions are posted at kitchen sinks.
- Cleaning/disinfecting supplies are provided in IT kitchens and common areas for staff to use to clean high touch surfaces and their work areas/spaces.
- Staff are asked to return cleaning/sanitizing products back to the stations after use, in order to allow others access to the products.
- If additional/replacement cleaning supplies are required, providing a minimum 2-week advance notice, staff are asked to contact eric.dejesus@ubc.ca.
- Hand sanitizer stations provided by Building Operations are located on the main entrance of buildings. UBC Custodial Services will replenish supplies.
- Hand sanitizer stations are also located at each currently occupied IT work location. If sanitizers are empty contact eric.dejesus@ubc.ca who can connect with Custodial Services and/or replenish IT supplies.

For information on UBC Custodial Services' cleaning standards during COVID-19, please **click here**

20. 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

Shared Equipment/Tools
- Some work activities require the use of shared materials/equipment/tools such as keyboards, mice, laptops, filming equipment, repair tools, servers.
- Disinfectant and cleaning products are provided at IT work locations.

- Managers are responsible for posting instructions/reminders at work locations, providing cleaning instructions and reminding staff to disinfect shared equipment/tools before and after use, and to wash their hands regularly, before/after use.

Kitchen/Common Areas
- To reduce the risk of contamination, users of common/shared kitchen appliances such as refrigerators, microwaves and water dispensers, users are required to wash their hands before/after use and disinfect all touched surfaces before/after use.
- Staff are encouraged to bring food that is contained and ready to eat without needing refrigeration, heating, or other preparation in common kitchens.
- Staff are encouraged eat/take breaks outdoors, weather permitting.
- Refer to signage and decals when utilizing facilities.
- Kitchen dishware/utensils: all dishware/utensils must be removed from shared kitchens. Staff are required to bring own utensils/dishware from home and take home to wash.
- When shared office equipment is used (e.g., photocopiers, etc.), users must wash their hands before/after use and disinfect all touched equipment before/after use.
- Disinfectant and cleaning products have been provided in kitchens/common areas.
- Water fountains are closed.

21.Partitions or Plexiglass installation
Describe any inclusion of physical barriers to be used at public-facing or point-of-service areas

Following Worksafe's [Designing Effective Barriers](#) guidance and UBC [Building Operations guidance,](#) plexi-glass dividers have been placed at IT Service Centre counter and AV Services counter.

Section 5 – Administrative Controls

22. 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.

OCIO-UBC IT will disseminate safety plans through its communication channels including: [CIO website](#), [ShareIT COVID-19 Site: Health, Safety & Planning,](#) staff emails, New Employee Orientation (via HR), and shall provide notice to staff at IT Stand Up meetings, IT Operational Leadership meetings, and Unit team meetings.

Refer to Sections:
- 11. Plan Publication
- 14. Spatial Analysis: Occupancy limits, floor space, and traffic flows
- 15. Accommodations to maintain 2 metre distance
- 19. Cleaning and Hygiene
- 20. Equipment Removal/Sanitation

23. 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

- On June 30th 2020 the Deputy CIO sent email communication to all IT staff providing notice of the mandatory requirement to complete the Preventing COVID-19 Infection in the Workplace training and set completion timelines. A reminder email was sent to staff on July 30th 2020.
- Staff training completion is being tracked by the Resumption Planning Project Lead and reminders are sent to staff and Managers to ensure 100% participation.

IT Contractors
All IT contractors must complete the mandatory COVID safety training before going on campus, in addition:
- Unit Supervisors must provide and inform contractors with IT Safety plans (OCIO-UBC IT Intermediate Plan and pertinent IT Unit Child Plan).
- Contractors are required to adhere to all protocols and guideline set out in CSPs.
- Supervisors must ensure contractors follow safety plans and protocols.
- When preparing safety plans, Managers must ensure contractors are included in the total number of people working on campus to ensure social distancing and safety requirements are met.

24. 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)

- Safety & Risk Services COVID-19 Communications Resources
- Worksafe's COVID-19 – Resources
- *See Appendix D: Spatial Analysis and Signage*
- Signage has been placed at IT work locations including meeting rooms/common/ shared areas to indicate occupancy limits; yield/directional traffic flow information; reminders of safety requirements and protocol.
- Floor signs mark 2-meter spaces where people might line up.

25. 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. Also describe your approach to handling potential COVID-19 incidents

- L.S. Klinck and Ponderosa Annex A Building Emergency Response Plans (BERPs), managed by OCIO-UBC IT, have been be updated to reflect COVID temporary changes.
- Building Emergency Response Plans and/or Evacuation Maps for currently open IT work locations have been posted on the ShareIT site.
- Temporary Floor Wardens have been assigned for all IT units and locations where staff are working on campus, ensuring sufficient staff at each location have been trained to provide coverage independent of rotational/shift schedules. A list of temporary Floor Wardens are posted on ShareIT Health & Safety Site.

Staff working on campus are expected to:
- Maintain and adhere to the Building Emergency Response Plans for specific buildings.
- During evacuations, follow the instructions of Floor Wardens and vacate the buildings.

- Call emergency response in case of urgent medical or safety situations:
    - Occupational First Aid (Vancouver Campus): 604-822-4444
    - Hazardous Material Response (Vancouver Fire & Rescue Services): 911
    - UBC Hospital Urgent Care (8:00 a.m. – 10:00 p.m.): 604-822-7662
    - Poison Control Centre: 604-682-5050
    - Campus Security (For an Emergency call 911): 604-822-2222
    - Fire, Police, or Ambulance: 911

For COVID-19 specific concerns:
- 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 as well as by emailing ready.ubc@ubc.ca
- UBC COVID-19 exposure information can be found on the SRS site.
- 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.

26. 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

OCIO-UBC IT will review COVID Safety Plans on a monthly basis to ensure measures put in place are effective at mitigating potential risks associated with on-site activities, as well as any time new activities need to be revised/added. Plans will be updated per mandated government and University requirements captured at https://covid19.ubc.ca/.

OCIO-UBC IT staff who have concerns about compliance, safety, or have related questions, comments or suggestions can contact their Manager, or, the IT Joint Occupational Health and Safety Committee (JOHSC) at ubcit.johsc@ubc.ca.

27. 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

If a change to employee roles becomes necessary for continued operations, training in new job protocols will be provided by Managers (working in collaboration with HR). If roles change, details will be included in Unit Child Safety Plans.

All staff will be required to complete any additional training required/as mandated by UBC or WorkSafeBC, such as SRS's Preventing COVID-19 Infection in the Workplace training.

Section #6 – Personal Protective Equipment (PPE)

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

The University has produced university-wide guidance documents on the procurement and use of PPE during the COVID-19 pandemic, which are being consulted and followed.

Since the onset of COVID, OCIO-UBC IT has consulted with SRS on adequate PPE required for IT units working on campus, specific to the work being performed on campus. SRS's recommendations have been followed and PPE has been sourced, secured and distributed to on campus managers/staff.

PPE and cleaning/sanitizing products provided to on campus staff includes:
- Face shields
- Hand sanitizer
- Disinfectant wipes
- Disinfectant Sprays
- Paper Towels

PPE supplied meets Health Canada guidelines.

Non-Medical Face Masks:
Effective Wednesday, September 16, 2020, UBC students, faculty, staff and visitors are required to wear non-medical masks when indoors at UBC campuses.

All students, faculty, staff and visitors are required to follow protocol as directed on the SRS website:
- 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
- For exceptions refer to: https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/.

When staff are working in single occupancy room/office, or at their cubicles *while maintaining a 2-meter distance*, they can remove their mask. If they leave their office/cubicle, mask must be worn. For this phase of resumption, staff working on campus must be scheduled to ensure that physical distancing can be maintained at all times between work stations.

Face Shields:
When working in close proximity and 2-meter distance cannot be maintained, IT staff must wear face shield in conjunction with non-medical face mask (this follows SRS' guidelines and risk assessment).

PPE Sourcing and Forecasts:
PPE requirement forecasts for all IT crucial service units working on campus have been collected, documented, sourced, and stored- anticipating and obtaining sufficient PPE supplies for March through to December 2020. In October 2020, a new call out will go to managers to collect and source PPE needs for 2021, as required. PPE supplies inventory for IT is being tracked and monitored to

ensure a consistent flow and availability of PPE supplies. Inquiries about PPE may be directed to: laura.triay@ubc.ca; eric.dejesus@ubc.ca.

Section #7 – Acknowledgement

29. Acknowledgement

Plan must demonstrate approval by Administrative Head of Unit, confirming: 1) the Safety Plan will be shared with staff and how; 2) staff will acknowledged receipt and will comply with the Safety Plan.

Safety Plans will be shared with staff as noted in Sections:
- 11. Plan Publication
- 22. Communication Strategy for Employees

Staff acknowledgement of receipt and compliance with the Safety Plans will be recorded by Unit Managers for their teams and will be saved in a shared folder in ShareIT accessible to all IT Managers. Compliance will be tracked and monitored by the Resumption Planning Lead.

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	September 22nd 2020
Name (Sr. Leadership Team)	Jennifer Burns
Title	Vice President Information Technology & CIO, Office of the CIO

Appendix

APPENDIX A: RESUMPTION PLANNING OPERATIONAL PRINCIPLES: CONSIDERATIONS FOR STAFF TO WORK ON CAMPUS

UBC has developed a [COVID-19 Safety Planning Framework](#) for the gradual and phased re-occupancy of the University. The Framework aligns with [BC's Restart Plan](#) for COVID-19 and includes steps for the development and approval of UBC COVID-19 Safety Plans (CSP).

BC's Restart Plan for COVID-19 has four phases, with different sectors identified in each phase. Phase 2, which began in May, includes many activities and services provided on our campuses such as in-person counselling, museums, art galleries, libraries, office-based worksites, recreation and child care. Post-secondary education has been identified as a component of Phase 3, which is taking place between June and September.

Those working remotely should continue to do so. Changes in current work arrangements are permitted only after your department/unit's respective CSP has been approved. If your role has required you to continue to work on campus, your department/unit is still required to submit a [COVID-19 Safety Plan.](#) Please contact your Manager or visit [ShareIT COVID-19 site](#) to download a copy of CSP for your unit.

Operational Principles for IT Scenario Planning

There are a number of principles related to operational scenarios to consider when staff are returning to work on campus, specifically related to their personal health and safety. However, working remotely continues for the foreseeable future. When considering resumption of on campus work, the following principles should be considered but are not limited to:

1) Assessment of staff health and safety considerations both on campus and off campus
2) Operational requirements
3) Staff to Manager ratio
4) Assessment of significant disruption to staff (e.g. commuting and child/dependent care practicalities)

NOTE: Individual staff preference as to whether to work on or off campus will be considered as part of resumption planning, subject to the above Principles, but is not a guiding principle.

A small committee may be established to help coordinate and roll out an appropriate plan for each department/unit.

1.**Operational Requirements**

Identify IT operational requirements to support returning faculty, researchers, staff, and students to campus. Key considerations may include, but are not limited to:

- Have expectations been communicated from the VP, AVP or Dean level as to the availability of IT support required on-campus?

- Can the work be done remotely, and if not, why not?
- Review of Safe Working Procedures
- Can the work be done on a rotational basis and/or flex schedule?
- The number of roles that are required and how many staff are required based on the work load?
- Is there consistency in meeting IT operational needs across both campuses and within IT@UBC?
- What communication and change readiness will be required?

2.**Assessment and Implementation of Health & Safety Protocols including Security**
Health and safety guidelines must be met in order for staff to resume work on campus. Guidance from Safety & Risk Services and WorkSafeBC will be observed.

Office workspace planning must adhere to Health and Safety guidelines, with guidance from Safety & Risk Services. This may include:

- Planning of departmental workspaces, meeting rooms and shared spaces to ensure physical distancing guidelines can be adhered to.
- Visual signage as reminders to help staff navigate safely and maintain appropriate physical distancing, this may include:
  - Directional signage in hallways for traffic flow (ex: one-way signs, etc.)
  - Reconfiguration of layout plans
  - Rotating staff work shifts to limit the number of staff working on campus simultaneously
  - Rotating staff breaks, particularly with lunch, use of kitchen and common spaces and use of equipment such as microwaves, coffee makers, etc.
  - Indication of service hours if reduced or changed
- Hygiene protocols (hand sanitization)
- Wiping down communal use equipment and areas (such as elevators, door knobs, stair handles, tools, etc.) and availability of cleaning and disinfecting products and supplies.
- Access to work locations and buildings

3.**Assessment of which staff can return to work on campus**
Some staff may wish to return to their campus office periodically, as a way to work uninterrupted from home life or to work with colleagues who may have operational requirements to be on campus.

There may be others who wish to return to work on campus but are unable to due to extenuating circumstances, and subject to Health and Safety protocols and operational requirements:

- Significant staff disruptions or practicalities such as commuting challenges beyond staff control.
- Availability of childcare and/or dependent care, or other home life situations that remain unresolved for the time being
- Staff anxiety around COVID-19
- Self-isolation challenges with bonafide medical outcomes (e.g. symptoms, diagnosis, etc.)

Resources

- [Leading & Managing Employees During COVID-19](#)
- [COVID-19 (Coronavirus) Information for OCIO-UBC IT Staff](#)
- [OCIO-UBC IT Human Resources FAQ's](#)
- [UBC Safety & Risk Services COVID-19](#)
- [UBC Reoccupancy Safety Planning](#)
- [UBC COVID-19 Health & Safety](#)

Inquiries

- For further guidance, please contact your Manager.
- For Health & Safety inquiries contact: E. laura.triay@ubc.ca
- For HR guidance contact: IT Human Resources

APPENDIX B: RESUMPTION PLANNING GROUP AND IT JOHSC

RESUMPTION PLANNING GROUP

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                          │      Sponsors       │
                          │   Jennifer Burns    │
                          │   Stephen Lamb      │
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                ┌─────────────────────┐   ┌─────────────────────┐
                │  Review/Approvals   │   │    Project Lead     │
                │        SLT          │   │    Laura Triay      │
                └─────────────────────┘   └─────────────────────┘
   ┌──────────────────┐ ┌──────────────┐ ┌──────────────────┐ ┌──────────────────┐
   │ Health & Safety; │ │Communications│ │ Human Resources  │ │   Management     │
   │    Facilities    │ │  Linda Ong   │ │  Jeeva DelRaj    │ │ Managers, IT     │
   │   Laura Triay    │ │              │ │                  │ │ Crucial Services │
   │   Eric De Jesus  │ │              │ │                  │ │                  │
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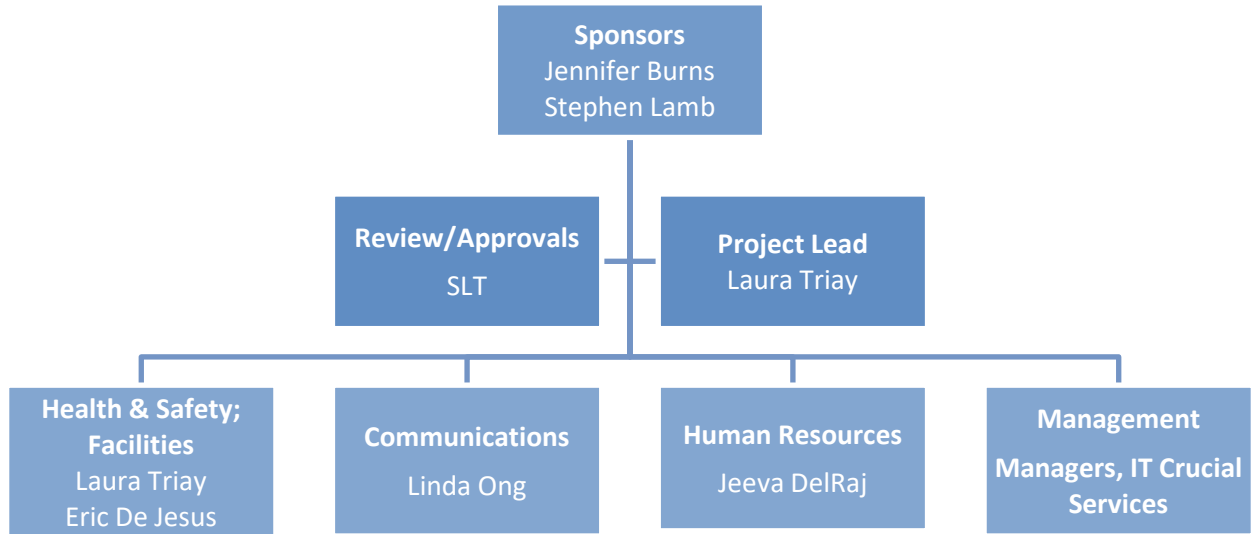
- Review & Consultation: IT Joint Occupational Health & Safety Committee
- Resources & Support: Safety & Risk Services; Building Operations; Campus Security

APPENDIX B: RESUMPTION PLANNING GROUP AND IT JOHSC

IT JOHSC

- UBC IT Joint Occupational Health & Safety Committee (IT JOHSC) ShareIT Site
- Contact IT JOHS Committee at ubcit.johsc@ubc.ca

Membership:

Role	Name	Employee Group	Building	IT Unit
Member, Employer Rep	Jeremy Gordon	M&P	Klinck	DASS
Member, Employer Rep	Kirk MacDonald	M&P	IRC	UBC IT Audio Visual
Member, Employer Rep	Eric Bourdon	M&P	Klinck	Network and Infrastructure Services
Member, Worker Rep	Devin Kettle	M&P	Klinck	Network and Infrastructure Services
Member, Worker Rep	Eric De Jesus	CUPE 2950	Klinck	OCIO, Facilities
Member, Worker Rep	Gary Olson	CUPE 116	Klinck	Network and Infrastructure Services
Member, Worker Rep	Mark Peskett	NUT	Koerner Library	UBC IT Audio Visual
Member, Worker Rep	Robert Padwick	M&P	Klinck	Engagement Services
Member, Worker Rep	Schuyler Lindberg	M&P	Koerner Library	UBC Library
Member, Worker Rep	Andrew Wang	NUT	University Services Building	UBC Studios
Alternate Members				
Alternate Member, Employer Rep	Karl Jurczyk	M&P	IRC	UBC IT Audio Visual
Alternate Member, Worker Rep	David Johnston	M&P	Klinck	Engagement Services
Alternate Member, Employer Rep	Laura Triay	M&P	Klinck	Office of the CIO
Alternate Member, Worker Rep	Chann Wang	CUPE 2950	Klinck	Office of the CIO
Administrator				
	Laura Triay	M&P	Klinck	Office of the CIO

APPENDIX C: VOLUNTARY ON CAMPUS WORK GUIDELINES AND PRINCIPLES

1. The default is for telecommuting to continue until the University signals otherwise.

2. A small and limited number of IT staff may be granted allowance to voluntarily work on campus to help mitigate and manage exceptional personal circumstances (such as dependent care or safety).

3. Requests will be reviewed and assessed on a case-by-case basis, at the discretion of the Senior Unit Manager, the Operational Manager and Human Resources, and are subject to operational requirements and on a without prejudice basis.

4. All staff authorized to voluntarily work on campus must adhere to COVID-19 Campus Rules and safety protocols as set out in COVID IT Safety Plans.

5. Approved staff may be required to work on campus at IT hub locations (such as Klinck), rather than at their regular work spaces.

6. Considerations for approval include:

    a. Child care is off-site and close to UBC

    b. Significant disruption is experienced at home that affects productivity

    c. Combination of on-site and off-site work can be considered.

    d. A consistent agreed upon schedule is set out by the Manager, HR and the employee.

        i. A minimum of two-weeks' advance notice must be provided for any changes to the schedule.

7. Approval to work from campus may be adjusted/revoked based on operational or safety requirements/concerns.

8. For approved cases: The unit Operational Manager will coordinate assignment of temporary work space with the IT Facilities team (eric.de.jesus@ubc.ca; laura.triay@ubc.ca). A minimum of 2 weeks advance notice must be provided.

APPENDIX C: VOLUNTARY ON CAMPUS WORK REQUEST FORM

Employee name:	
Submission date:	
Manager's name:	
IT Unit:	
Employee's work Location (building, floor, office/desk #):	
Date employee wishes to resume work on campus:	
Date employee wishes to resume work from home (telecommute):	
Work schedule for on-campus work (e.g. Mon-Fri, 8:30am – 4:30pm):	
Confirmation employee has read and agrees to comply to protocols set out in COVID-19 Campus Rules and the OCIO-UBC IT COVID Safety Plan:	Yes / No
Confirmation employee has completed mandatory COVID Prevention Safety Training:	Yes / No
Confirmation employee had read and will comply to UBC Guidelines and Protocols for Accessing campus:	Yes / No
Confirmation of understanding that if approved, employee may be required to work in alternate IT work location/ building:	Yes / No
Please provide explanation for request to voluntarily work on campus:	

Approvals

HR review/approval:	Name:	Date:
Sr. Manager review/approval:	Name:	Date:
Operational Manager review/approval:	Name:	Date:

APPENDIX C: VOLUNTARY ON CAMPUS WORK REQUEST FLOW CHART

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                    ┌─────────────────────────────┐
                    │ Employee submits request    │
                    │ form to Manager             │
                    └─────────────────────────────┘
                                 │
                    ┌─────────────────────────────┐
                    │ Unit Sr. Manager &          │
                    │ Operational Manager         │
                    │ review/seek further info    │
                    │ as required                 │
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                    │ Operational Manager         │
                    │ submits form to HR;         │
                    │ review/discuss              │
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        ┌──────────────────────────┐   ┌──────────────────────────┐
        │ Sr. & Operational        │   │ Sr. & Operational        │
        │ Manager and HR approve   │   │ Manager and HR deny      │
        │ request                  │   │ request                  │
        └──────────────────────────┘   └──────────────────────────┘
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        ┌──────────────────────────┐   ┌──────────────────────────┐
        │ Ops Manager notifies     │   │ Ops Manager notifies     │
        │ employee                 │   │ employee                 │
        └──────────────────────────┘   └──────────────────────────┘
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        ┌──────────────────────────┐
        │ Ops Manager notifies     │
        │ Facilities of work       │
        │ schedule, timeline,      │
        │ request for work space   │
        └──────────────────────────┘
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        ┌──────────────────────────┐
        │ Ops Manager submits      │
        │ building/office access   │
        │ request to IT Service    │
        │ Centre (if needed)       │
        └──────────────────────────┘
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        ┌──────────────────────────┐
        │ Ops Manager notifies     │
        │ Facilities team of       │
        │ changes to arrangements  │
        │ & schedule.              │
        └──────────────────────────┘
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Operational Managers will keep records of on-campus work approvals including start/end time and schedules for their staff.

Facilities team (laura.triay@ubc.ca; eric.dejesus@ubc.ca) will keep list of IT on-campus voluntary approvals (names, schedule, desk assignments).
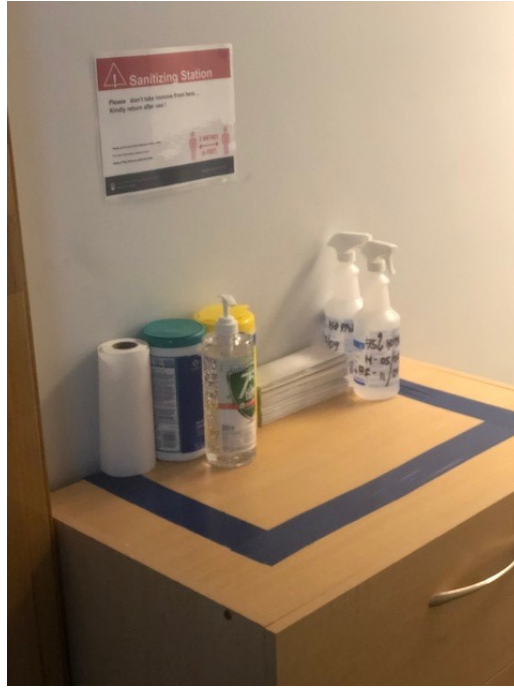
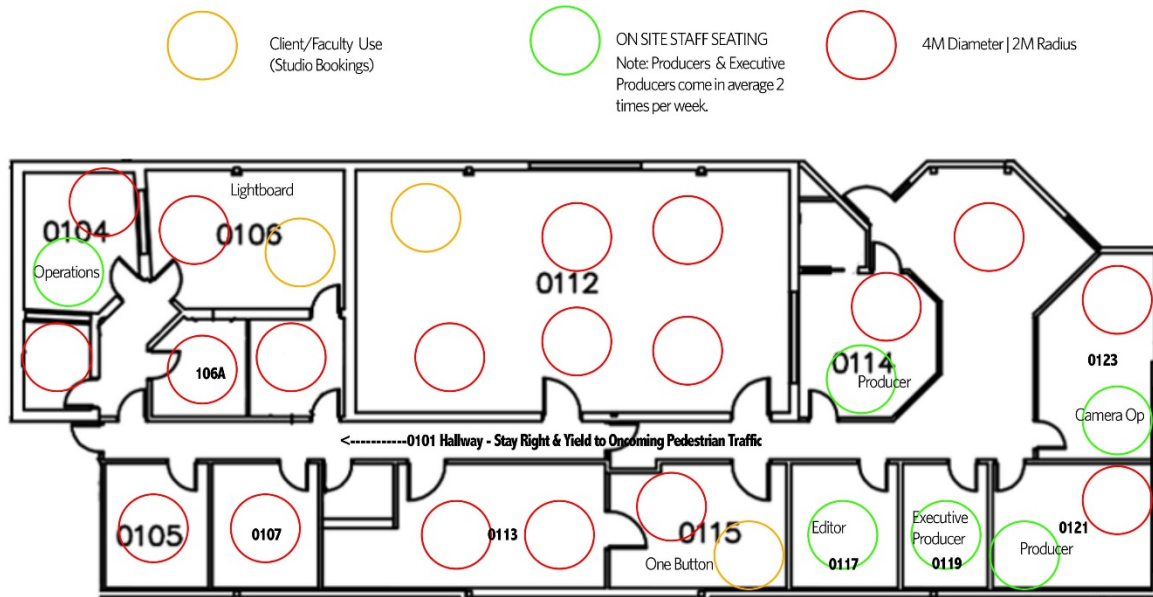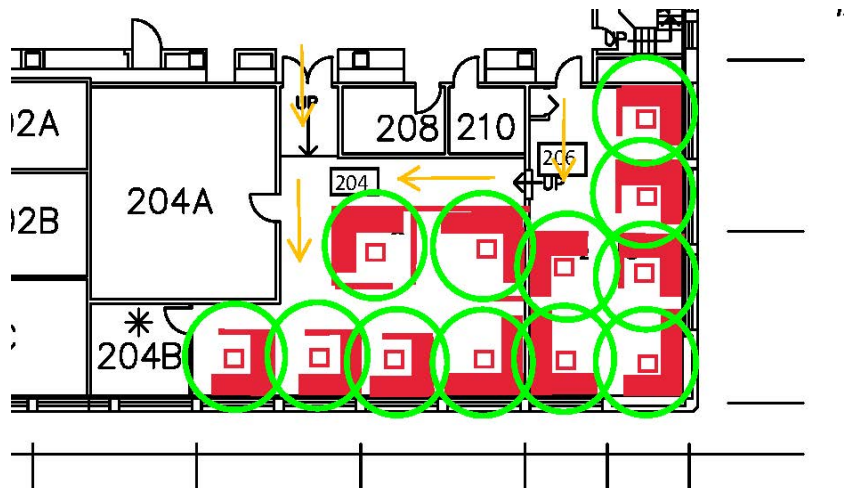**APPENDIX D: SPATIAL ANALYSIS AND SIGNAGE (SAMPLES)**
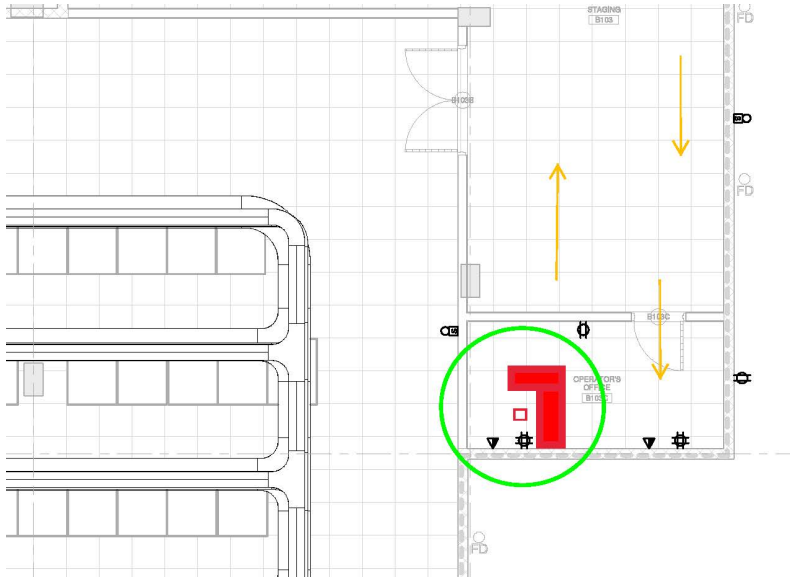
Studios – USB

LS Klinck Rm 2004/206 Open area - UBC Network and Infrastructure - NMC Team

Pharmaceutical Sciences UDC Office B103C - UBC Network and Infrastructure - CI Team

Ponderosa Annex A 210 - UBC Network and Infrastructure - NMC Team