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 / Faculty</th>
<th>Financial Operations &amp; Operational Excellence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Location</td>
<td>TEF3 6190 Agronomy Road</td>
</tr>
<tr>
<td>Proposed Re-opening Date</td>
<td>Continuously open for essential workers</td>
</tr>
<tr>
<td>Workspace Location</td>
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Introduction to Your Operation

Scope and Rationale for Opening

Financial Operations & Operational Excellence is located on the 5th Floor of TEF3 and is accessed via a common lobby on the north east side of the building which has card swipe access to enter and the same to alight from the elevator on 5th floor. One upward stairwell from the corridor off the lobby has a swipe entrance door off the 5th floor landing. Exit from the suite shall be via the freight elevator or downward stairwell at the south west end of the building to the loading dock or parkade ramp respectively.

The suite has a reception area, with Perspex screen or glass raised partitions, off of which there are; 3 meeting rooms 2 and a swipe card entrance to the secure Payroll corridor. On the other side of reception are; the incoming, upward stairwell and double doors with secure swipe card access to the main section of the suite. There are 3 internal meeting rooms currently seconded as offices each with 1 occupant. A lunch/lounge/kitchenette room; the dining area is currently reduced capacity to 4 diners at a time, the lounge area closed altogether and the kitchenette has 1 occupant limit. There is a separate kitchen which is in use with reduced occupancy limited to 2. A storage room with strictly limited access to specific personnel only. A secure cheques printer room accessed by swipe card for specific personnel only, a mail room, limited occupancy to 1, a sealing machine room, limited to 1 occupant and a vault for HR files accessed by swipe card for specific personnel only, occupancy limited to 2 with physical distancing in place. There is an outside terrace area accessed via the kitchen with picnic tables for dining, potential occupancy of the outdoor space is 4, seating may be taken outside to enable distancing if appropriate disinfection of surfaces is undertaken.

The layout of workstations in the suite includes 48” partitions between occupants and most are approximately 72” square. Some workstations along the Payroll & Main corridors has 15” glass partitions on top and the main payroll corridor has 15” framed glass partitions. There are no glass partitions between workstations/personnel, due to the space available physical separation of workers is feasible.
TEF3 5th floor, is our principle location and has remained continuously open for essential workers, whilst our second location at Wesbrook Village, our satellite office, typically housing Accounts Payable staff is 100% closed at this time.

Financial Operations department host units that are considered “Essential” services: Payroll function for all of UBC, Administration & Front Counter service to the community including the ability to deposit funds in the secure safe deposit, entering banking details for payroll, handling and distribution of payroll and accounts payable cheques. Financial Systems for printing of cheques and Accounts Payable Scanners convert paper documents to soft copy for processing remotely.

**Payroll:** Heavily paper reliant processes, time sensitive, pertain to personal identifiable information which may not be stored or taken off campus due to security of data. To meet UBC’s legal commitment to pay employees Payroll staff must physically attend the office on campus on payroll processing days and work from home on other days whenever possible or on a rotational basis.

**Administration Front Counter:** Reduced hours are in effect 5 days per week: M-F 8.30am till 11am offering reception service, accept deliveries, process mail, accept cash receipts for Brinks safe, deal with courier deliveries & pick up. Visitors gain entry to the reception area by using the external intercom to attract attention and gain elevator access. Visitors may not enter the main suite. Reception is staffed by 3 people on rotational basis as required.

**Administration Cheques processing:** Revised cheques run schedule is Monday and Wednesday. On Tuesday and Thursday 1 member of Admin attends each of these days to complete the distribution process and may also attend some reception duties on those days.

**Financial Systems processor:** Attends the office Monday and Wednesday each week to print physical cheques for Payroll and Accounts Payable from the specialized software & hardware in a secure environment.

**Scanning Function:** Paper processes require incoming mail to be scanned to Perceptive Content platform as soft copy for Accounts Payable processors to complete the workflow to pay vendors and contractors. 3 scanners on rotational basis is required to attend the office once per week.

**Approvals:** Shelly Morrison, Director of Supply Management & Financial Operations & all staff attending the office at any time.
Section #1 – Regulatory Context

1. Federal Guidance


https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html


2. Provincial and Sector-Specific Guidance

http://www.bccdc.ca/health-info/diseases-conditions/covid-19/data

BC COVID-19 Data

https://www2.gov.bc.ca/assets/gov/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html


BC COVID-19 Go-Forward Management Strategy


BC’s Restart Plan: “Next Steps to move BC through the pandemic”

3. WorkSafe BC Guidance


WorkSafe BC: COVID-19 and returning to safe operation; reducing the risk – Phase 2


WorkSafe BC: COVID-19 Safety Plan


WorkSafe BC: guidance on how to create effective barriers; (i.e. maintaining 2m distancing and installing plexiglass at front counter)


WorkSafe BC: Entry Check for Workers


WorkSafe BC: Entry Check for Visitors


WorkSafe BC: FAQ for Employers
<table>
<thead>
<tr>
<th>4. UBC Guidance</th>
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<tr>
<td><a href="https://srs.ubc.ca/covid-19/">https://srs.ubc.ca/covid-19/</a></td>
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<td>UBC Safety &amp; Risk Services</td>
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<tr>
<td>UBC Employee COVID-19 PPE Guidance</td>
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<table>
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<tr>
<th>5. Professional/Industry Associations</th>
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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
6. Contact Density (proposed COVID-19 Operations)

Describe the type of contact (close/distant) and duration of the contact (brief/prolonged) under NORMAL 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.

During normal operations the space can accommodate 128 people plus visitors at reception & in meeting rooms in TEF3, other staff are usually located at the Wesbrook satellite office which currently remains closed. Potential close/brief contact locations are:

- Lobby
- Elevators
- Reception area
- Hallways
- Brinks safe emptying process

Potential closer/prolonged contact locations are:

- Kitchen
- Lunchroom; kitchenette, lounge area, dining area
- Mailroom
- Washrooms
- Adjacent workstations
- Meeting rooms
- At photocopiers
- Training room on 6th floor (shared resource)

High-touch / frequently touched surfaces are:

- Lobby entrance door handle
- Elevator buttons
- Suite entry door
- Interior room door handles
- Washroom fitments; door handles & locks in each cubicle, flush buttons, handbasin faucets, exit door.
- Kitchen fitments; Fridge, Microwave, coffee maker, garbage containers, water cooler.
- Office equipment: photocopier panel.

7. Contact Number (proposed COVID-19 Operations)

Changes/improved cleaning regime implemented during COVID-19 Operations

During COVID-19 operations: occupancy is 30 to 36 staff or less on any day, approx. 28% of capacity

- Some meeting rooms have been seconded as office space
- Occupancy for meeting rooms, lunchroom, kitchen and mail rooms have been reduced
- Segregation of staff workstations to enable distancing implemented
- Decommissioning of middle cubicle in washroom
- Increased cleaning schedule
- Installation of no touch faucets in washrooms
- Installation of no touch paper towel dispensers
- Installation of foot operated door openers in washrooms
- Installation of hand sanitizer stations
8. Employee Input/Involvement
Detail how you have met the MANDATORY requirement to involve workers, Joint Occupational Health and Safety Committees, and Supervisors in identifying risks and protocols as part of this plan

- Ingeborg Brown is the trained JOHSC and LST member for VPFO, and communicates information from that source.
- Shelly Morrison is EOC member for VPFO and communicates information from that source.
- DOC members initiate Email messaging, virtual management meetings and weekly newsletters for staff members to ensure they are informed of protocols for safe operations pointing staff to UBC COVID-19 response with a plethora of information to maintain safety.
- Managers input and review of draft plan.
- Collaboration with front counter reception in decision to install Plexiglass screen as additional precaution.
- Collaboration with Payroll staff to accommodate better distancing.
- Notices in lobby to indicate suite access is available only by swipe card minimizing traffic to front counter.
- Notices to alert community of reduced passenger count in elevators.
- Notices to alert community of one stairwell UP and the other DOWN.
- Directional signage to indicate traffic flow (wall mounted).
- Notices in washrooms to increase frequency and method of handwashing.
- Notices to alert users to 2 occupants in washrooms at any time.
- Consultation meeting and a soft copy of Safety Plan to all staff prior to finalization.
- Posting hardcopy of Safety Plan on noticeboard, softcopy in SharePoint.
- Staff will take the mandatory Health and Safety training when it’s available and their certificate will be included in their personnel file.
- Participation in the training will be monitored by monthly reports via HR (to FinOps) for new hires.
- Staff will be given the opportunity to provide consultation and feedback on the Safety Plan and raise concerns on an ongoing basis.

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

Employees not maintaining the 2m distance at the following spaces:

- Elevator
- Kitchen equipment
- Photocopiers
- Mailroom
- Washrooms
- Corridors
- High touch surfaces by multiple employees (photocopiers, brinks safe keypad, filing cabinet drawers)
- Collaborative work involving brief consultation with a colleague
### 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

- Due to safe distancing practices and spread of staff around the spacious suite, posting of communication and consistent communication with staff on-site as well as a duty manager on roster risk is deemed low pre- & post Safety Plan completion.
- Density remains approximately 28% at this time which lies within 30% occupancy guidelines.

### 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

UBC COVID-19 strategy [https://covid19.ubc.ca/](https://covid19.ubc.ca/) is included as a link in each weekly or bi-weekly newsletter to staff and they are requested to peruse the site to keep informed of any changes and review the resources available to them there, these include links to WorkSafe BC, Province of BC, Government of Canada and World Health Organization informational resources.

Posters and information have been posted around the suite and in the washrooms to remind staff of safety protocols. Supervisors will support and remind staff to review the materials and stay informed. Communications pertaining to workplace health measures can be delivered during Team meetings.

### 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

[https://covid19.ubc.ca/](https://covid19.ubc.ca/)

We feature this link in our weekly or bi-weekly newsletter, refer/ link to the plan on our website, refer/ link to it on our SharePoint site and post notices of where the plan (softcopy) can be found as well as having a hard copy on 2 notice boards in the suite for staff to refer to.

All staff will receive a copy via email for their personal records/file and ease of reference.
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. (See addendum E)
- 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.
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

145 staff count at 1st June 2020
- 58 CUPE 2950 continue 100% to WFH
- 51 M&P (and Execs) will continue 100% to WFH

- 30 CUPE 2950 work in office on any given day (some days less people & some days less hours)
- 7 M&P work in office as Payroll Supervisors (payroll processing days) and Duty manager on rotation

Working from home 100% breakdown:
- Accounts Payable staff (38 CUPE2950 & 3 M&P) will WFH
- Administration (2 CUPE2950 & 1 M&P) will WFH
- Customer Support (10 CUPE2950 & 3 M&P) will WFH
- Executives x 3 (1 AVP & 3 Directors) will WFH
- Financial Systems (2 CUPE 2950 & 3 M&P) will WFH
- Finance (1 CUPE 2950 and 1 M&P) will WFH
- Procurement Partnerships (10 M&P) will WFH
- Procurement Services (5 CUPE2950 & 20 M&P) will WFH
- Strategic Sourcing (6 M&P) will WFH

Working in the office breakdown: (note: some are only in the office 1 day per week)
- Accounts Payable (3 CUPE2950) rotate 1 day per week for scanning
- Administration (4 CUPE2950) rotate on front counter & cheques distribution duties
- Financial Systems (2 CUPE 2950) works 2 days per week in the office to run cheques
- Payroll (21 CUPE2950 & 6 M&P) will work in the office on payroll processing dates plus additional dates per requirements

Duty Manager Rotation (approx. once each 5 or 6 weeks):
- 1 M&P or Manager from any of the following units on a roster:
  - Accounts Payable | Customer Support | Financial Systems | Procurement Partnerships |
  - Procurement Services | Strategic Sourcing | Operational Excellence

Appendix B – list of office attendees on rotational basis

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 only those deemed essential workers are given the ability to work in the office.
At this time, we have not initiated any work shift/ weekend working arrangements to move people from home back into the office environment.
15. Spatial Analysis: Occupancy limits, floor space, and traffic flows
Using UBC building keyplans:
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

**Entry:** Workers entering will do so from the lobby via North East elevators or stairwell to front counter reception area via swipe card entry.

**Exit:** Workers leaving will leave via the South West freight elevator or parkade stairwell.

**Main entry corridor:** Job duties require reception staff to walk back and forth along the principle corridor- and access to washrooms is along the same corridor. Signage is displayed to alert them to stay to the right when entering the suite, signage is displayed to alert them to stay to the left when accessing washrooms or returning to reception. The corridor is sufficiently wide to allow maximum distancing. Always walking on your right hand side along the main corridor ensures the maximum distance between people.

**Tributary corridors:** Staff will need to be aware of oncoming traffic and stand back to allow others to pass at sufficient distance. A bevelled mirror is already installed to enable one to see around the corner for oncoming traffic. Corridors of minimal width will be closed to traffic if 2m passage from occupant of workstation cannot be achieved.

**Appendix A.** – current floorplan

16. 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

- Front counter has indicated 2m distancing from each client and from elevator waiting area for people to stand by marking the floor with taped X’s
- Lunch room has limited ability to sit to eat, dining area is strictly limited to 4 diners and 1 kitchen area user. Staff will undertake a disinfection process on surfaces prior to and after dining. Staff are encouraged to eat at their own workstation rather the lunch room or outside on the terrace where chairs may be placed at 2m distancing, however disinfection of surfaces is required.
- 3 Meeting rooms are repurposed as offices leaving two small ones (1 occupant only) and one large one for 1:1 conversation as required (2 occupants).
- Washrooms are limited to 2 occupants with one middle stall blocked off in the ladies and separation in the gents, no touch hand towel dispensers, no touch faucets installed and foot operated no touch openers installed. Installation of hand sanitizers completed in washrooms.
- Reallocation of staff to workstations more distant from each other improves the ability to maintain physical distancing.
- Mailroom/photocopier room to have 1 occupant at a time
- Kitchen to have 2 people at a time but to maintain distancing.
17. 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

Not Applicable to Financial Operations we do not make use of company vehicles.

18. 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

- **Worksafe: Entry Check for Workers**
- **Worksafe: Entry Check for Visitors**
- Signage is posted in the suite for viewing by Workers and Visitors.
- Workers are required to self-monitor their health and advise supervisors/managers of any suspected temperature and illness prior to their workday and stay home to monitor, following the processes advised by calling 811 if symptoms get worse.
- Workers becoming ill during the workday are required to alert their manager and leave the premises to self-monitor at home, following the processes advised by calling 811 if their symptoms get worse.
- Workers intending to travel outside of Canada will be required to inform their manager of their intent and to make arrangements, including time off, for a self isolation period of 14 days upon their return to Canada.
- Workers must confirm to their manager that they are asymptomatic prior to returning to the office environment.
- Workers exposed via a contact/relative will be required to inform their manager and self isolate.
- Workers medically advised to avoid contact (whether due to illness or vulnerable conditions) are expected to work from home.

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

- Workers who are exhibiting symptoms and are self-monitoring at home will submit sickness absence reports via PAT and be recorded as on sick leave.
- Workers who have been in contact with a household member or other close contact with a person who is a confirmed COVID-19 case will be offered the opportunity to self isolate at home with work / equipment provided to enable a WFH status, with work assigned accordingly. Alternatively, they will be required to use sickness absence time.
- HR will confirm UBC’s policy whereby an employee travels outside of Canada and is in self isolation upon return yet is unable to WFH or cannot be assigned suitable work to WFH during that 14-day period (leave of absence/sick leave/vacation).
- PAT is used to record absences and the reporting tools therein allow us to track via commentary the type of absence being taken and ability to WFH during self monitoring / self isolation.
### 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.)

- All cleaning in TEF3 is by contracted out professional cleaning company includes frequent disinfecting of commonly touched surfaces and weekly sanitizing of floors.
- Staff have access to cleaning supplies for their workstations with paper towels and disinfectant being supplied by FinOps for their use in maintaining their own hard surfaces’ cleanliness.
- Users of the meeting room are requested to use disinfectant products after their meetings.
- Cleaning and disinfectant products are in the kitchen to allow additional cleaning / disinfectant as required (after touching microwave or coffee maker or kettle etc.)

#### 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

- Professional cleaning company will add high touch equipment (photocopiers, and kitchen equipment) to their daily cleaning regime when doing door handles etc.
- Staff are required to disinfect kitchen equipment after use / touch
- Shared dishes / utensils are put through the dishwasher daily. Staff are requested to bring their own supply of dishes/utensils to avoid using common supplies whenever possible.

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

**Front Counter:** A moveable plexiglass partition has been installed at front counter main reception desk. Whilst 2 other workstations in the suite entry have glass partitions already installed to a height of 63” and 70” respectively.

**Workstations:** partitions between are 48” tall. Physical separation of occupants to enable distancing is possible at this time.

**Drop Down/Shared tables:** Sharing is prohibited as is the use of tables in open office floorspace
## 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.

- Employees will receive an email with the plan and informed that a hard copy is posted on 2 noticeboards as well as available in soft copy in SharePoint.
- Employees will be advised that there are opportunities to raise questions or concerns via their manager.
- Managers will then feed these via the JOHSC member (Ingeborg Brown) who will collate and escalate it to the DOC/ senior leadership/SRS to address and initiate any changes/improvements/consultation with WorkSafe BC etc. .
- A record will be retained of any questions/concerns raised and appropriate responses communicated.
- Addendums to the Safety Plan will be published via the same channels as previously.

### 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

- All employees will be sent the link to the training and expected to confirm to their manager and JOHSC member (Ingeborg Brown) that they have completed the training.
- This will be tracked against their employee training record, certificates will be retained in their personnel file.
- Employees will be encouraged to clean their personal spaces and equipment daily prior to commencing their day (note: cleaning staff enter the building after hours).

### 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)

**Safety & Risk Services COVID-19 Worksafe’s COVID-19 – Resources**

- Paper signs from above links will be posted in the lobby, elevators, reception area, on notice boards, kitchens & bathrooms.
- Directional arrows will be indicated in signs on walls of main corridor.
- Instruction on handwashing placed in washrooms and in kitchen.
- Signage to indicate number of staff in each of the spaces is posted.
- Spacing at reception is indicated by taped 2 m spacing.

*Appendix D – sample of notices*
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. Also describe your approach to handling potential COVID-19 incidents

- Currently emergency response will remain unchanged.
- Evacuation from the building will proceed as normal with additional awareness to proceed with caution whilst attempting to maintain distancing as far as possible.
- Roll call upon evacuation will be completed by the duty manager using the assigned list.
- Potential COVID-19 incidents: Incidents to be reported to the manager of the staff member’s unit. Manager will follow up by reviewing potential close contacts, connect with JOHSC member, who will initiate the reporting process via SRS. Advice on next steps will be coordinated via SRS. If JOHSC member is unavailable the manager will connect directly with SRS.

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

- Employees will receive an email with the plan and informed that a hard copy is posted on 2 noticeboards as well as available in soft copy in SharePoint.
- Employees will be advised that there are opportunities to raise questions and safety concerns via their manager.
- Managers will then feed these via the JOHSC member (Ingeborg Brown) who will collate and escalate it to the DOC/ senior leadership/SRS to address and initiate any changes/improvements/consultation with WorkSafe BC etc.
- A record will be retained of any questions/concerns raised and appropriate responses communicated.
- Addendums to the Safety Plan will be published via the same channels as previously.
- The Safety Plan will be valid and updated as required through the following 12 to 18 month period (from June 2020).

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

- Training, hiring, terminations and new roles have been managed remotely to a large extent.
- Limited requirement for on-site presence.
- Some functions require on-site physical presence but have been managed by those typically present without the need to call in workers who remain working from home. This is expected to continue.
- Where training is required person to person, technology will be employed for example: use of video or Zoom calling to demonstrate a function and vice versa to demonstrate ability to execute the trained function.
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

- Disinfectant solutions available for use on hard surfaces (see appendix D)
- Hand Sanitizer dispensers installed (see appendix D)
- No PPE such as masks or gloves are required based on the nature of the work

Section #7 - Acknowledgement

30. 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 acknowledge receipt and will comply with the Safety Plan.

- I acknowledge that this Safety Plan has been shared with staff both through email and will be made available as a shared document on notice boards and in SharePoint.
- Staff can provide an email confirmation that they have received, read and understood the contents of the plan.

Date: June 2020
Name (Manager or Supervisor): Shelly Morrison
Title: Director Supply Management & Financial Operations

Faculty and Staff Occupying Workspace (See Appendix B)

<table>
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<tr>
<th>Name</th>
<th>Email</th>
<th>Confirmation of Review</th>
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<tr>
<td>Shelly Morrison</td>
<td><a href="mailto:Shelly.morrison@ubc.ca">Shelly.morrison@ubc.ca</a></td>
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Appendix A - Floorplan
### Appendix B – List of employees attending the office on rotational basis

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<th>Name</th>
<th>Email Address</th>
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Copy of this plan has also been shared with:

Revenue Accounting – Linda Josh: linda.josh@ubc.ca: occasionally a staff member may enter the suite
IT Desktop Services – Tanja Radeka: tanja.radeka@ubc.ca: occasionally a staff member or two may enter the suite
Campus Mail – Andreas Vlachos: andy.vlachos@ubc.ca: a staff member enters the suite 2 times per day
HR 6th Floor – Kailey Patton: Kailey.patton@ubc.ca: frequently a staff member enters the suite to file documents in the file room
Hiring Solutions – Wendy Kutasiewich: wendy.kutasiewich@ubc.ca: occasionally a temporary worker will be required to enter the suite to work
Appendix C – Notice board dedicated to notices about COVID-19: Safety plan to be posted here too
Appendix D – Disinfectant brand and Hand sanitizer brand
Appendix E – Notice to Workers

Help prevent the spread of COVID-19

Please do not enter this workplace if you:

- Have any of the following symptoms:
  - Fever
  - Chills
  - New or worsening cough
  - Shortness of breath
  - New muscle aches or headache
  - Sore throat
- Have travelled outside of Canada within the last 14 days
- Are a close contact of a person who tested positive for COVID-19

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

worksafebc.com