Executive Briefing Note (COVID-19): First Nations House of Learning – Reopening Request Summary

<table>
<thead>
<tr>
<th>Executive Review Requested</th>
<th>1. For Information Only re: Approval of the First Nations House of Learning COVID-19 Safety Plan</th>
</tr>
</thead>
</table>
| Endorsement                | EOC Directors: Rae Ann Aldridge and Pam Ratner  
COVID-19 Safety Planning Steering Committee |
| Authorship                 | First Nations House of Learning |
| Date                        | October 26, 2020 |
| Decision required no later than | November 3, 2020 |

Reopening Facts

| ☒ Under current Provincial Restart BC Phase | ☒ Safety Plan complete |
| ☐ Revenue-generating entity | ☒ Feedback from students/parents received |
| ☒ Teaching/Learning outcome | ☐ External Approval received: [________]  
(e.g. external regulatory entity, such as VCH) |
| ☒ Community Engagement & Service | ☒ VP / Dean Approval received: Andrew Szeri |

Recommendation from the COVID-19 Safety Planning Steering Committee

- Approved

Department Information

<table>
<thead>
<tr>
<th>Faculty/Department</th>
<th>Indigenous Academic and Administrative Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit/Area</td>
<td>First Nations House of Learning (FNHL)</td>
</tr>
<tr>
<td>Reason for Opening</td>
<td>Administrative Support, Re-opening Indigenous Student Study Hall, Re-opening Indigenous Student Lunches (Tuesdays)</td>
</tr>
<tr>
<td>Buildings / Work Areas</td>
<td>First Nations Longhouse</td>
</tr>
<tr>
<td>Undergraduate Face-to-Face Teaching</td>
<td>Limited Study Space ~ 20-30 Students</td>
</tr>
<tr>
<td>Graduate Face-to-Face Teaching</td>
<td>As Above</td>
</tr>
<tr>
<td>Outstanding Issues from Review</td>
<td>None</td>
</tr>
</tbody>
</table>

Considerations

- Indigenous students are requesting that a safe and Indigenous space be made available to them when they are on campus.
- Requesting approval of the reinstatement of Tuesday lunches, which will be individually boxed and available for collection in a physically distanced setting.
- Requesting approval to open student study spaces in the First Nations Longhouse
- The staff are mixing a 1:10 bleach/water spray solution for cleaning of high touch surfaces.
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>First Nations House of Learning (FNHL)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Location</td>
<td>1985 West Mall</td>
</tr>
<tr>
<td>Proposed Re-opening Date</td>
<td>October 2020</td>
</tr>
<tr>
<td>Workspace Location</td>
<td>Administration, 170, 180 and Sty-wet-tan Great Hall, 100</td>
</tr>
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29. Non-Medical Masks

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Appendix B: Administration Team COVID-19 Re-occupancy Safety Protocols

Appendix C: Sty-wet-tan Study Hall COVID-19 Re-occupancy Safety Protocols

Appendix D: Sty-wet-tan Indigenous Student Lunch COVID-19 Re-occupancy Safety Protocols

Appendix E: Longhouse Occupancy Key Plan Fall 2020

Appendix F: COVID-19 Longhouse Lounge Safety Plan – Floor Plan Photos
# Introduction to Your Operation

## 1. Scope and Rationale for Opening

<table>
<thead>
<tr>
<th>Phase 1 Limited Re-opening Late October 2020: Administration Area for Team members, (6 maximum), of the First Nations House of Learning, (FNHL), to support limited activities related to Phase 2 and 3.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase 2 Limited Re-opening Indigenous Student Study Hall Mid-November 2020: Limited, physically distanced, (20 maximum from 1100 to 1500, Monday, Wednesday, Thursday, Friday), Indigenous student use of the First Nations Longhouse in the Sty-wet-tan Great Hall only.</td>
</tr>
<tr>
<td>Phase 3 Limited Re-opening Indigenous Student Lunches Mid-November 2020: Limited resumption of physically distanced, (20 maximum, Tuesdays, 1230-1400), in-person, Indigenous Student Lunches and up to 30 Take Home Meals distributed outside the in-person program.</td>
</tr>
</tbody>
</table>

**Rationale:**

**Phase 1:** FNHL Team members support a variety of initiatives related to Indigenous student and community engagement at the University of British Columbia, mostly from within the First Nations Longhouse. The building, at over 7,500 square feet of currently utilized space, (Indigenous Student Collegium is closed) encompasses a larger work place to member ratio. FNHL is requesting that 6 team members, (approximately 60%), can be accommodated in this work place rather than the 25% of regular staffing for re-occupancy during COVID-19; which would only allow for 2.5 staff members to support safe re-occupancy. Most of the FNHL Administration Team, 10 team members, occupies offices. Four team members housed outside of designated offices will continue to work remotely for the majority of the time of re-occupancy described in this Safety Plan.

**Phases 2 & 3:**

The Indigenous Student Collegia is closed. The First Nations Longhouse is one of very few Indigenous spaces on the UBC-Vancouver campus. Due to COVID-19, the community-mindedness of FNHL and connecting with Indigenous students has mostly gone virtual. Indigenous students are requesting that a safe and Indigenous space be made available to them when they are on campus. FNHL is an Indigenous student service-oriented unit. The First Nations Longhouse, is often referred to as a home away from home Indigenous space.

Most of FNHL services have gone virtual. However, FNHL and the Indigenous students want the Tuesday lunches to continue. It is proposed that Scholar’s Catering will deliver individually boxed lunches through a designated entrance away from areas of physically-distanced student populations.

Normally, Indigenous students have study spaces throughout the First Nations Longhouse via the Indigenous Student Collegia, the Kitchen area, computer room and in various areas with chairs and tables around the First Nations Longhouse. Those spaces are closed off to all students. The only area for study now will be Sty-Wet-Tan and at 20 students maximum. There is no power supply available.

Mondays, Wednesdays, Thursdays and Fridays - FNHL would like to open Sty-Wet-Tan, Great Hall to Indigenous students for studying purposes only between 1100 and 1500. Registration to attend the space will be necessary so that we can keep track of names and number of students and also for
COVID-19 contact tracing purposes. The maximum number of students on these days will be 20 students.

If COVID-19 matters were to improve at any point, we could possibly look at rotating students during the day. For example, register 20 students from 11:00 to 1:00 and then register another 20 students from 1:00 to 3:00 so that more Indigenous students have an opportunity to be in this space. We would need to factor in time to sanitize between these study sessions too.

On Tuesdays, throughout Terms 1 and 2 of the 2020/21 Academic year, Sty-Wet-Tan will only be opened for the student lunches from 1230-1400 as set up of food distribution as safety measures and sanitization need to happen prior to 1230 and then after 1400, again, sanitization measures need to take place. A maximum of 20 pre-registered Indigenous Students will be permitted into the Sty-wet-tan Great Hall with boxed lunches already in place at physically distanced, (2 meters apart) table seating. An additional 30 pre-registered Take Home box lunches will be distributed outside the time of 1230-1400 by a Wellness Peer at a different location from the entrance to the Indigenous Student Lunch session in the Sty-wet-tan Great Hall.

FNHL Director, Dr. Margaret Moss and the Provost Office has vetted and approved of this limited re-occupancy.
## Section #1 – Regulatory Context

### 2. Federal Guidance

### 3. Provincial and Sector-Specific Guidance
- BC’s Restart Plan: “Next Steps to move BC through the pandemic”
- See Appendix A
- BC COVID-19 Self Assessment Tool

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

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

### 6. Professional/Industry Associations
- N/A
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

Phase 1:
FNHL Administration contact will be distant and the hours for staff vary between 0730 – 1700. Maximum staff is 6 people at any given time. All but 4 workers have access to a personal office space. The surfaces touched will be door handles, light switches, alarm system, tables, chairs, office door handles, photocopier/scanner, phones, filing cabinets and dedicated washroom – door handles, paper towel dispenser, soap dispenser, light switch, sink and taps.

Phases 2 & 3:
Sty-Wet-Tan contact will be distant, two metres apart and with one-way directional markings on floors for access to washrooms, back to the Sty-wet-tan Great Hall and to Exit doors. Hours will be 1100-1500, Monday, Wednesday, Thursday and Friday.

Tuesday, (Phase 3): for lunches and open between 1230 to 1400 only. Sty-We-Tan will have a maximum of 20 students gathering inside at any given time. 30 take-home meals will be picked up from a table at the South East door of the Sty-wet-tan Great Hall at 11am and 2pm only. The surfaces touched will be door handles, light switches, tables and chairs and a dedicated and specific washroom for use – door handles, paper towel dispenser, soap dispenser, light switch, sink and taps.

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 the same time)

Only pre-registered Indigenous Students, (Sty-wet-tan Study Hall and Indigenous Student Lunch) and the FNHL Team and office occupants are permitted into the First Nations Longhouse during this re-occupancy plan. All key card access to program staff and community stakeholders has been suspended. No other guests, visitors, tours or faculty will be permitted into the Longhouse during this re-occupancy.

Maximum 6 staff members in the First Nations Longhouse Administration area and general spaces at any given time. One staff member will be in Sty-Wet-Tan overseeing and monitoring the space while students are present.

Sty-Wet-Tan – Monday, Wednesday Thursday, Friday 1100-1500: 20-student maximum, physically distanced at tables with one staff member overseeing traffic flow and monitoring the space.

Sty-wet-tan – Indigenous Student Lunch – (Tuesdays only): 20 Students in-room 1230-1400; 30 Students Take home meal pick up - no Longhouse access 1100 to 1400.

9. Employee Input/Involvement
<table>
<thead>
<tr>
<th><strong>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</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>A team meeting was held on July 24, 2020. The UADM JOHSC will review the plan either prior to submission or within 30 days of submission, and the plan will be revised as necessary.</td>
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<tr>
<th><strong>10. Worker Health</strong></th>
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<tbody>
<tr>
<td><strong>Detail how all Supervisors have been notified on appropriate Workplace Health measures and support available and how they will communicate these to employees</strong></td>
</tr>
<tr>
<td>Supervisors have been provided with Phase 1, 2, and 3 plan protocols in advance of approval. Supervisors are expected to ensure that all team members have taken “Preventing COVID-19 in the Workplace” through the Workplace Learning Portal prior to approval of the Safety Plan. Supervisors are notified of the location of the hard copy and virtual approved Safety Plan complete with appendices on our Team Share COVID-19 file folder.</td>
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</table>

Workers will be reminded of Workplace Health measures and supports available to them. Information can be found at [https://wellbeing.ubc.ca/](https://wellbeing.ubc.ca/)

<table>
<thead>
<tr>
<th><strong>11. Plan Publication</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>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</strong></td>
</tr>
</tbody>
</table>
| - Final, approved plans will be posted in the following areas in the formats:  
  - ONLINE: www.indigenous.ubc.ca  
  - ONLINE: Indigenous Student Social Media and digital platforms (Protocols for use of space)  
  - ONLINE (internal): FNHL Team share file folder  
  - HARD COPY: FNHL COVID-19 Reference Binder Tab 4 FNHL Safety Plan |
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.

![Safety Hierarchy Diagram]

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

- **WFH**: FNHL Director, FNHL Assistant Director, Administrative Manager, Administrative Assistant, Bridge through Sport/Collegia Coordinator, Executive Coordinator to FNHL Director and Senior Advisor to the President.
- **Part-time WFH**: Research and Communications Officer, Facility Manager.

13. Work Schedule Changes/Creation of Work Pods or Crews or Cohorts
For those required/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; describe how you may group employees semi-permanently to limit exposure, where necessary

- Working at the First Nations Longhouse requires entry of planned work on site in the Outlook Calendar "FNHL R-RM FNHL Longhouse Covid". This calendar will ensure that no more than 6 entrants can work within the First Nations Longhouse from the FNHL Administration Team. The calendar will ensure a data base of entry into the building throughout this safety plan.
- The Indigenous Student Coordinator will be working within the Longhouse Monday through Friday, mostly within the Phase 2 and 3 Child plans. The Indigenous Student Coordinator will be managing the communication of Appendices 3 and 4 to the Indigenous Student Community during pre-registration to programming within the Sty-wet-tan Great Hall.

14. Spatial Analysis: Occupancy limits, floor space, and traffic flows
Describe or use UBC building key plans (or do both, where appropriate) to identify and list the rooms and maximum occupancy for each workspace/area, explaining your methodology for determining occupancy

- Signage on all doors to offices, washrooms, meeting spaces articulate occupancy limits of 1.
- Areas are closed off or limited seating has been prescribed for Phases 2 and 3 of re-occupancy plan. See Appendix E, “Longhouse Occupancy Key Plan Fall 2020” and Appendix F, “COVID-19 Longhouse Lounge Safety Plan – Floor Plan Photos”.

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

- All doors have signs affixed to ensure distancing in service areas and washrooms or no use due to lack of a service plan.

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

N/A

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 their household or as medically advised.

- Before coming to work, all personnel must check their health status. Personnel 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.
- Individuals displaying symptoms of COVID-19 (described above) must remain at home and isolated until they have been confirmed COVID-free by testing or have been symptom free for the length of time recommended by the BCCDC. Personnel who have been in contact with a person confirmed or presumed to have COVID-19 must also self-isolate as per provincial health guidelines.
- Personnel will be referred to the BC Health Self-Assessment Tool to determine if they require testing and/or medical care.
- 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.
- Every front and back entry door signage for both workers or visitors/guests that prohibits entry if any of the above 3 criteria apply. WorkSafeBC provides such signage, as below:
  a) UBC Entry Check Sign
  b) WorkSafeBC: Entry Check for Workers
  c) WorkSafeBC: Entry Check for Visitors
- Workers will be encouraged to use the Thrive BC Self-Assessment Tool to monitor themselves for symptoms of COVID19 or other concerns prior to work attendance. OPH programs and services remain available to all staff, faculty, and paid students who have questions or concerns about their personal health as related to safety in the workplace, including questions around COVID-19.

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

- Employees feeling ill, with any common cold, influenza or COVID-19-like symptoms, will be asked to stay home and isolate for 10 days following the onset of symptoms or until symptoms resolve.
- PAT (or relevant unit-specific tracking system) will be utilized to track any workers who cannot attend work due to one or more of the three categories of restriction (as defined by WorkSafeBC).
  1) Exhibiting symptoms of the common cold, influenza or gastrointestinal
  2) Self-isolation if returning to Canada from international travel
  3) Self-isolation if clinical or confirmed COVID-19 case in household or as medically advised.
## 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 your departmental staff (i.e. non-Building Operations) for common areas/surfaces.

- Personnel must wash their hands regularly and avoid contact with one another.
- Personal desktops and items will not be cleaned by custodial staff and individuals are asked to maintain a clean workplace by disinfecting any shared areas or equipment before and after use as well as when visibly soiled.
- Individuals are asked to sanitize their hands when entering the building and beginning work and to frequently wash hands, (in designated staff washrooms 161, 162, 164), or use hand sanitizer throughout the day. In addition, the following practices are recommended.
  - Greeting people with a wave instead of a handshake
  - Avoiding touching your face except immediately after hand washing
  - Coughing or sneezing into a disposable tissue and immediately discarding
  - Proving training materials in electronic form to avoid the passing of documents between participants
- Hand washing will be carried out:
  - Upon arriving to work
  - Upon arrival to and departure from work site or building
  - Prior to beginning a new job/task throughout the day
  - Before and after handling shared tools and equipment
  - Before and after using Personal Protective Equipment
  - Before and after going on a break
  - After using the washroom
  - After sneezing or coughing
    - Note: If workers sneeze or cough, they will cover their mouth and nose with a disposable tissue or the crease of their elbow and then wash their hands
  - When hands are visibly dirty
  - Before and after food prep or eating
  - After handling items that have come into contact with the public
- Within the Sty-wet-tan Study Lounge and Indigenous Student Lunches:
  - Registrants must sanitize their hands when entering the Longhouse at the provided sanitization station and/or wash their hands in designated washrooms 114, 116, 121 or 122
  - After completing their session of registration, the table and chairs of the registrant pod will be sanitized with CanEtha Clean disinfectant or 1:10 Bleach/Water spray solution by the Indigenous Student Engagement Officer. The disinfecting solution will be sprayed onto a disposable cleaning cloth used to wipe down the table and chairs. The solution will remain on the surfaces to air dry for effectiveness.
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 the risk of transmission, such as coffee makers, kettles, shared dishes and utensils.

- All microwaves, kettles, coffee makers, shared kitchen utensils and tableware have been removed from Lounge areas. Refrigerators in administration and kitchen areas have been emptied and taped shut to limit common use and touch areas.
- The community kitchen will remain closed to all Longhouse users except where regular use of appliances is needed to keep appliances in working order. Dishwasher and Pour-through coffee maker. This area is sanitized with a 1:10 Bleach/Water solution after each time the equipment is turned on. Only the Building Manager and Project Assistant are performing this duty.
- Use of the Photocopier and shredder in room 156 is accompanied by a Safety Plan to sanitize before and after use of each with 1:10 Bleach/Water solution.

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

- A partition is installed as a physical barrier on a table separating the Student Services Coordinator during registrant check-in for the Sty-wet-tan Study Lounge and Indigenous Student Lunches
- A partition is installed at the Longhouse Front desk separating the Administrative Assistant and entrants through Keyless entry door A
- See Appendix F – “Physical Barriers First Nations Longhouse”

Section #5 – Administrative Controls

22. Communication Strategy for Employees
Describe how you have or will communicate the risk of exposure to COVID-19 in the workplace to your employee, the conduct expectations for the employee's physical return to work around personal hygiene (including use of non-medical masks), the familiarization to contents of this plan, including how employees may raise concerns and how you will address these, and how you will document all of this information exchange

- FNHL Team members will be asked to raise concerns to their direct reports or the FNHL Local Safety Team immediately.
- Concerns can also be raised through the University Administrative Areas (UADM) JOHSC

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

- All FNHL team members are required to complete UBC’s ‘Preventing COVID-19 Infection in the Workplace’ online training module. Supervisors are responsible for tracking staff completion as well as site-specific training.
- Students will complete the Student COVID-19 course
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)

- Signage Templates from these websites will be used: Safety & Risk Services COVID-19 website and WorkSafeBC’s COVID-19 – Resources
- All keyed entry doors have signage to entrants regarding entry protocols
- The Sty-wet-tan Study Lounge contains arrows on the floor to direct flow of traffic through this space for registrants
- The floor of the Sty-wet-tan Great Hall has been taped into pods where registrants for the Study Lounge will need to remain unless moving to the washroom or exiting the building. Entry and re-entry into the Study Lounge will take place through the East wooden doors. Exit will take place through the West wooden doors.
- Floor markers throughout the Longhouse will remind all Longhouse users to remain 2 metres apart.
- The Administration door will remain closed and have the same signage as exterior doors regarding protocols.
- All entry doors have a protocols poster outlining expectations for entry into the First Nations Longhouse.

25. Emergency Procedures
Recognizing limitations on staffing that may affect the 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

- The FNHL BUILDING EMERGENCY RESPONSE PLAN HAS BEEN UPDATED TO INCLUDE The BERP Amendment is located here:
  - Under provincial privacy legislation staff only have to report a sickness (like normal), specifically confirmed COVID cases do not have to be reported. The Health Authority will follow up with the supervisor/UBC on necessary action. Go here for more information: https://srs.ubc.ca/covid-19/health-safety-covid-19/covid-19-infections/ and here https://hr.ubc.ca/managers-admins/managing-and-leading/managing-employees-during-covid-19
  - For individuals presenting COVID-19-like symptoms, the direction to employees is to call UBC First Aid at 2-4444
  - Suspected positive incidents are to be reported to the Supervisor and documented by the supervisor in CAIRS as well as by emailing ready.ubc@ubc.ca
  - UBC COVID-19 exposure information can be found on the SRS webpage
  - Direct people who are unsure about what they should do to the BC Self Assessment tool
  - If there was a confirmed positive incident, SRS would defer to the government response protocols and rely on their direction. UBC would provide assistance as requested
  - OPH Programs and Services remain available to all staff, faculty, and paid students who have questions or concerns about their health and safety in the workplace, including questions around COVID-19.

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) - the plan must remain valid and updated for next 12-18 months

- Review of the Safety Plan is ongoing by information and concerns brought to the attention of the FNHL Leadership.

**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

- Ongoing since May 2020 (Provincial order) – a team share file named COVID-19 has been available to all team members. This file shares relevant information and documents from Federal, Provincial and WorkSafeBC and UBC sources.
- Our plan addresses all safety protocols regarding disinfection and our Indigenous Student Services Coordinator will be trained in mixing, storage and use of disinfectant solutions for Student Programming areas, WHMIS Training and Resources at the First Nations Longhouse.

### 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

- Protocols in Appendix B outline how masks are expected to be used and how physical distancing is to be achieved while working in the First Nations Longhouse.
- Gloves and safety glasses have been in stock pre-pandemic and procured from ULINE.ca

### Section #7 – Non-Medical Masks

**29. Non-Medical Masks**

Describe your plan to inform faculty and staff on the wearing of non-medical masks

- See [Using Non-Medical Masks](https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/) website for the most up to date information
- All FNHL Team members and students will follow the requirements and exceptions for wearing Non-medical masks as described in [https://riskmanagement.sites.olt.ubc.ca/files/2020/09/COVID19-Safety-Plan-Addendum_Required-Non-Medical-Masks_6.0_Final.pdf](https://riskmanagement.sites.olt.ubc.ca/files/2020/09/COVID19-Safety-Plan-Addendum_Required-Non-Medical-Masks_6.0_Final.pdf) and [Campus Safety Rules](https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/).
- Disposable and re-usable masks are available from the Administrative Team for limited Student Re-occupancy and for the Administrative Team.
- Re-usable masks have been procured from Etsy. Disposable masks have been procured by local source retailers.
Section #8 - Acknowledgement

30. Acknowledgement
The plan must demonstrate approval by the 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.


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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Confirmation of Understanding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tanya Boult</td>
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<td>Davison Donnelly</td>
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<tr>
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<td>☐</td>
</tr>
<tr>
<td>Alex Ash</td>
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</tr>
<tr>
<td>Jennifer Doyle</td>
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<td>☐</td>
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<td>Kamalpreet Kaur</td>
<td><a href="mailto:kamalpreet.kaur@ubc.ca">kamalpreet.kaur@ubc.ca</a></td>
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Appendices

Appendix A: BCCDC Cleaning and Disinfectants for Public Spaces

Cleaning and disinfectants for public settings

Good cleaning and disinfection are essential to prevent the spread of COVID-19 in BC.

This document provides advice to public groups, transit, schools, universities, and other institutions in BC on cleaning for non-health care settings.

Cleaning: the physical removal of visible soiling (e.g., dust, soil, blood, mucus). Cleaning removes, rather than kills, viruses and bacteria. It is done with water, detergents, and steady friction from cleaning cloth.

Disinfection: the killing of viruses and bacteria. A disinfectant is only applied to objects never on the human body.

**All visibly soiled surfaces should be cleaned before disinfection.**

Cleaning for the COVID-19 virus is the same as for other common viruses. Cleaning products and disinfectants that are regularly used in households are strong enough to deactivate coronaviruses and prevent their spread.

Recommendations:

- General cleaning and disinfecting of surfaces should occur at least once a day.
- Clean and disinfect highly touched surfaces at least twice a day and when visibly dirty (e.g., door knobs, light switches, cupboard handles, grab bars, hand rails, tables, phones, bathrooms, keyboards).
- Remove items that cannot be easily cleaned (e.g., newspapers, magazines, books, toys).

Cleaning

- **For cleaning, water and detergent (e.g., liquid dishwashing soap), or common household cleaning wipes should be used, along with good physical cleaning practices (i.e., using strong action on surfaces).**

Disinfection

- **For disinfection, common household disinfectants such as ready-to-use disinfecting wipes and pre-made solutions (no dilution needed) can be used. Use the figure and table below for guidance. Always follow the manufacturer’s instructions printed on the bottle.**
## Appendix 1

### Coronavirus COVID-19
**BC Centre for Disease Control | BC Ministry of Health**

**CLEANING AND DISINFECTANTS FOR PUBLIC SETTINGS**


**Drug Identification Number (DIN):**
A DIN is an 8-digit number given by Health Canada that confirms it is approved for use in Canada.

**Agents effective against coronavirus:**
- Bleach: sodium hypochlorite (5.25%)
- Hydrogen peroxide (0.5%)
- Alkyl dimethyl ammonium chlorides

**IMPORTANT NOTES:**
- Ensure disinfectant product has a Drug Identification Number (DIN) on its label.
- Follow product instructions for dilution, contact time, and safe use.
- All visibly dirty surfaces should be cleaned BEFORE disinfecting (unless otherwise stated on the product).

**List of disinfecting agents and their working concentrations known to be effective against coronaviruses**:

<table>
<thead>
<tr>
<th>Agent and concentration</th>
<th>Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. 1:100 dilution Chlorine household bleach – sodium hypochlorite (5.25%)</strong>&lt;sup&gt;3&lt;/sup&gt; 10 ml bleach to 1000 ml water</td>
<td>Used for disinfecting surfaces (e.g., hand railings, grab handles, door knobs, cupboard handles). Make fresh daily and allow surface to air dry naturally.</td>
</tr>
<tr>
<td><strong>2. 1:50 dilution Chlorine: household bleach - sodium hypochlorite (5.25%)</strong> 20 ml bleach to 880 ml water</td>
<td>Used for disinfecting surfaces contaminated with bodily fluids and waste like vomit, diarrhea, mucus, or feces (after cleaning with soap and water first). Make fresh daily and allow surface to air dry naturally.</td>
</tr>
<tr>
<td><strong>3. Hydrogen Peroxide 0.5%</strong></td>
<td>Used for cleaning and disinfecting surfaces (e.g., counters, hand rails, door knobs).</td>
</tr>
<tr>
<td><strong>4. Quaternary Ammonium Compounds (QUATS): noted as ‘alkyl dimethyl ammonium chlorides’ on the product label</strong></td>
<td>Used for disinfecting surfaces (e.g., floors, walls, furnishings).</td>
</tr>
</tbody>
</table>

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**If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.**

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UBC COVID19 Safety Plan Appendices
Oct 2020 | Draft (Rev. D)
Appendix B: Administration Team COVID-19 Re-occupancy Safety Protocols

1. Please do not come to work in the Longhouse if you are feeling unwell in any way.
2. FNHL Team members must complete UBC’s “Preventing COVID-19 infection in the Workplace” training course prior to entering the First Nations Longhouse as your work place.
3. Only 6 FNHL team members are permitted to work in the longhouse at one time. Therefore, the following process will be in place during limited re-occupancy of the First Nations Longhouse Administration area:
   a. Reports to supervisors do a weekly consult about entry into the building for the following week;
   b. Reports will enter their schedule into Outlook Calendar "FNHL R-RM FNHL Longhouse Covid". This will enable historical data regarding working in the First Nations Longhouse Administration area for the duration of this safety plan.
4. Please enter only by the South keyless or North secure entry door if you have this type of access. The South keyless entry door will be open 1100 to 1500, Monday to Friday. You may use your UBC Employee card to gain entry outside these times.
5. Please sanitize/wash your hands, (washrooms 161, 162 and 164 have been designated as “staff” washrooms):
   a. Upon arriving to work
   b. Upon arrival to and departure from work site or building
   c. Prior to beginning a new job/task throughout the day
   d. Before and after handling shared tools and equipment
   e. Before and after using Personal Protective Equipment
   f. Before and after going on a break
   g. After using the washroom
   h. After sneezing or coughing
   ■ Note: If workers sneeze or cough, they will cover their mouth and nose with a disposable tissue or the crease of their elbow and then wash their hands
   i. When hands are visibly dirty
   j. Before and after food prep or eating
   k. After handling items that have come into contact with the public
6. All FNHL Team members will follow the requirements around mask-wearing described in https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/ and https://riskmanagement.sites.olt.ubc.ca/files/2020/09/COVID19-Safety-Plan-Addendum_Required-Non-Medical-Masks_6.0_Final.pdf. The following guidelines are in place regarding wearing non-medical masks or face coverings in the First Nations Longhouse:
   o all pre-registered students, FNHL Team members and faculty are required to wear non-medical masks or face coverings while in First Nations Longhouse hallways, washrooms and indoor common areas including the administration area;
   o FNHL Administration Team members may remove their masks while in designated single-occupancy offices only while their door is closed.

7. Please exit only through the North, (beside the Computer Lab), East Administration or the West Keyless entry doors.
8. The door to the Administration area will remain closed. There will be no visitors permitted into the Administration area for the duration of this safety plan.

9. We ask the FNHL team to maintain a COVID-19-free workplace by disinfecting any shared areas or equipment before and after use as well as when visibly soiled. Please use the 1:10 bleach/water spray or CanEtha Clean disinfectant on a cloth, (Sanitation kit), and allow surfaces to air dry completely to disinfect your desk and/or work area and chair arms.

10. Please remain in your office as much as possible during your work time in the First Nations Longhouse.

11. There are no spaces to congregate for breaks or lunches; please remain in your office space or move outdoors during breaks and lunches.

12. All microwaves, coffee makers and kettles, and fridges remain unavailable.

13. The Longhouse Boardroom, (room 176) is available for internal meetings only for 2 individuals maximum at one time to abide by physical distancing rules. Meetings are expected to be conducted virtually for the next 12-18 months, (the length of this Safety Plan).

14. Please disinfect the table and chair arms in the Longhouse Boardroom prior to, and after each use with the provided sanitation kit.
Appendix C: Sty-wet-tan Study Hall COVID-19 Re-occupancy Safety Protocols

1. Please do not come to the Longhouse if you are feeling unwell in any way.
2. The UBC community must complete UBC’s “Preventing COVID-19 infection in the Workplace” training course prior to entering the First Nations Longhouse.
3. Please enter only by the South keyless entry door. The South keyless entry door will be open 1100 to 1500, Monday to Friday for registered Indigenous Student participants only.
4. All pre-registered students, are required to wear non-medical masks or face coverings while at the Sty-wet-tan Study hall, in First Nations Longhouse hallways, washrooms and indoor common areas;
   o All Students are expected to follow the requirements around mask-wearing described in
     https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/ and
   o Masks may be removed only when seated at a table in a designated pod during eating or drinking only.
5. The door to the Administration area will remain closed. There will be no visitors permitted into the Administration area for the duration of this safety plan.
6. Please exit only through the South exit doors in the Sty-wet-tan Great Hall, North, (Computer Lab) or the West Keyless entry doors.
7. Please sanitize/wash your hands, (washrooms 114, 116, 121 and 122 have been designated as student washrooms):
   o Upon arriving at the First Nations Longhouse
   o Before and after using Personal Protective Equipment
   o After using the washroom
   o After sneezing or coughing
     • Note: If students sneeze or cough, they will cover their mouth and nose with a disposable tissue or the crease of their elbow and then wash their hands
   o When hands are visibly dirty
   o Before and after food prep or eating
   o After handling items that have come into contact with the public
8. After sanitizing your hands, please proceed directly to the East wooden door of the Sty-wet-tan Study Lounge to check in with the Student Engagement coordinator.
9. The FNHL team will endeavor to maintain a clean study space by disinfecting any shared areas or equipment before and after use as well as when visibly soiled. 1:10 bleach/water spray or CanEtha Clean disinfectant on a cloth, (Sanitation kit), will be used and surfaces will require time to air dry completely to disinfect your study desk and/or work area and chairs. Washrooms are cleaned twice daily and high touch areas are sanitized by UBC Custodial Services.
10. Please remain in your registered space, (pod) for the duration of your time in the Study hall and adhere to directional signage to exit and re-enter after using the washrooms.
11. Follow signage and floor markings to use designated washrooms and return to the Study hall.
12. There is no access to other Student Lounges or lockers within the First Nations Longhouse. If you require access to your locker to remove contents, please connect with the Building Manager at: cwasiak@mail.ubc.ca.
13. All microwaves, coffee makers and kettles and fridges remain unavailable.
Appendix D: Sty-wet-tan Indigenous Student Lunch COVID-19 Re-occupancy Safety Protocols

1. Please do not come to the Longhouse if you are feeling unwell in any way.
2. The UBC community must complete UBC’s “Preventing COVID-19 infection in the Workplace” training course prior to entering the First Nations Longhouse.
3. Please enter only by the South keyless entry door. The South keyless entry door will be open 1100 to 1500, on Tuesdays to accommodate pre-registered Indigenous Student Lunch participants and pre-registered recipients of Take Home meals.
4. All pre-registered students, are required to wear non-medical masks or face coverings while in the Sty-wet-tan Great Hall, in First Nations Longhouse hallways, washrooms and indoor common areas;
6. Masks may be removed only when seated at a table in a designated pod during eating or drinking only.
7. Please proceed directly to the registration area in the Sty-wet-tan Great Hall after sanitizing your hands and remain 2 metres, (6.5 feet) away from the person in front of you.
8. Your lunch table will be assigned to you by the Indigenous Student Engagement coordinator or Wellness peer only if you have pre-registered; please have your student ID ready (20 people maximum)
9. Please proceed to your pod in a clock-wise direction following arrows and markings on the floor.
10. Please do not mingle within another pod and remain physically distanced at all times.
11. Curbside pickup lunch is available from the South East door of the Sty-wet-tan Great Hall; pre-registration is required (30 people maximum).
12. The door to the Administration area will remain closed. There will be no visitors permitted into the Administration area for the duration of this safety plan.
13. Please exit only through the South Exit doors in the Sty-wet-tan Great Hall, or the North, (Computer Lab) or the West Keyless entry doors.
14. Please sanitize/wash your hands, (washrooms 114, 116, 121 and 122 have been designated as student washrooms):
   a. ○ Upon arriving at the First Nations Longhouse
   b. ○ Before and after using Personal Protective Equipment
   c. ○ After using the washroom
   d. ○ After sneezing or coughing
15. Note: If students sneeze or cough, they will cover their mouth and nose with a disposable tissue or the crease of their elbow and then wash their hands
   a. ○ When hands are visibly dirty
   b. ○ Before and after food prep or eating
   c. ○ After handling items that have come into contact with the public
16. The FNHL team will endeavor to maintain a clean space by disinfecting any shared areas or equipment before and after use as well as when visibly soiled. 1:10 bleach/water spray or CanEtha Clean disinfectant on a cloth, (Sanitation kit), will be used and surfaces will require time to air dry completely to disinfect your lunch area. Washrooms are cleaned twice daily and high touch areas are sanitized by UBC Custodial Services.
17. Please remain in your registered space, (pod) for the duration of your time at the Indigenous Student Lunch and adhere to directional signage to exit and re-enter after using the washrooms.

18. All microwaves, coffee makers and kettles have been removed from common areas. Fridges are temporarily unavailable.
Appendix E: Longhouse Occupancy Key Plan Fall 2020
Appendix F: COVID-19 Longhouse Lounge Safety Plan – Floor Plan Photos

COVID-19 Sty-wet-tan Indigenous Student Study Hall & Tuesday Indigenous Lunch Venue Configuration
COVID-19 Sty-wet-tan Indigenous Student Study Hall & Tuesday Indigenous Lunch Venue Configuration
COVID-19 Sty-wet-tan Indigenous Student Study Hall & Tuesday Indigenous Lunch Venue Configuration
Physical Barrier, (plexi-glass) for FNHL Student Coordinator to determine seating and timelines for Sty-wet-tan Lounge and Indigenous Student Lunches.
COVID-19 Sty-wet-tan Indigenous Student Study Hall & Tuesday Indigenous Lunch Venue Configuration