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>February 19, 2021</td>
</tr>
<tr>
<td>Workspace Location</td>
<td>Administration, 170, 180</td>
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</tbody>
</table>
Contents

Introduction to Your Operation .................................................................................................................. 4

1. Scope and Rationale for Opening ........................................................................................................ 4

Section #1 – Regulatory Context ............................................................................................................. 5

2. Federal Guidance .................................................................................................................................. 5

3. Provincial and Sector-Specific Guidance ............................................................................................. 5

4. WorkSafeBC Guidance ....................................................................................................................... 5

5. UBC Guidance .................................................................................................................................... 5

6. Professional/Industry Associations ...................................................................................................... 5

Section #2 - Risk Assessment .................................................................................................................. 6

7. Contact Density (proposed COVID-19 Operations) ............................................................................. 7

8. Contact Number (proposed COVID-19 Operations) .......................................................................... 7

9. Employee Input/Involvement ............................................................................................................... 7

10. Worker Health .................................................................................................................................... 7

11. Plan Publication .................................................................................................................................. 8

Section #3 – Hazard Elimination or Physical Distancing ......................................................................... 9

12. Work from Home/Remote Work ......................................................................................................... 10

13. Work Schedule Changes/Creation of Work Pods or Crews or Cohorts ............................................. 10

14. Spatial Analysis: Occupancy limits, floor space, and traffic flows .................................................... 10

15. Accommodations to maintain 2 metre distance .............................................................................. 10

16. Transportation ................................................................................................................................... 10

17. Worker Screening ............................................................................................................................... 10

18. Prohibited Worker Tracking ............................................................................................................ 11

Section #4 – Engineering Controls .......................................................................................................... 12

19. Cleaning and Hygiene ........................................................................................................................ 12

20. Equipment Removal/Sanitation .......................................................................................................... 12

21. Partitions or Plexiglass installation .................................................................................................... 13

Section #5 – Administrative Controls .................................................................................................... 13

22. Communication Strategy for Employees .......................................................................................... 13

23. Training Strategy for Employees ....................................................................................................... 13
## Introduction to Your Operation

### 1. Scope and Rationale for Opening

**Phase 1 Limited Re-opening effective February 19, 2021:** Administration Area for Team members, (2 maximum), of the First Nations House of Learning, (FNHL) to conduct work that cannot be done virtually or remotely.

**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. Due to the influx of trades and technicians in the Longhouse due to several expansion, renovation, and upgrade projects, we will need to reflect on how we work more safely within the longhouse until further notice. A maximum of two FNHL Team Members is permitted to work in the Longhouse at one time. FNHL Team members must register into the Longhouse COVID-19 Calendar on Outlook if they intend to work in the Longhouse on a particular day. If a team member needs to work in the Longhouse on a specific day and the Calendar is full the Administrative Manager will coordinate a change of schedules. 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.

February 18, 2021: Due to current province-wide restrictions set by the Provincial Health Officer (PHO), the Longhouse will remain closed to students until further notice and staff will continue to work primarily offsite.

FNHL Director, Dr. Margaret Moss has vetted and approved of the suspension of this limited re-occupancy plan for students.
### 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”
- BC COVID-19 Self Assessment Tool
- BCCDC and Ministry of Health Cleaning and Disinfectants for Public Spaces - Appendix A

#### 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
- 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 2 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.

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 the FNHL Team is permitted into the First Nations Longhouse during this re-occupancy plan amendment. All key card access to program staff and community stakeholders remains suspended. No other guests, visitors, tours or faculty will be permitted into the Longhouse during this re-occupancy.

Maximum 2 staff members in the First Nations Longhouse Administration area and general spaces at any given time.

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

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. February 18 2021, the Indigenous Portal instructed that the FNHL Safety Plan had been revised and that the Longhouse would remain closed to students until further notice. February 19 2021 information of amendment to FNHL Safety Plan was communicated in an email from FNHL Director Margaret Moss to the FNHL Team. March 10 2021, the FNHL Safety plan was formally amended for review by Dr. Margaret Moss and subsequent communication to the Office of the Provost & Vice-President Academic, ReadyUBC, and review by the UADM JOHSC and for posting onto the Indigenous Portal.

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

Supervisors have been provided with the amended Phase 1, 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.
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/)

### 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 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.

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 on Indigenous Affairs at UBC.
- **Part-time WFH:** Research and Communications Officer, Facility Manager, Work Learn Project Assistant.

### 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 2 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.
- Administration Team members will be required to adhere to the protocols within Appendix B – Administration Team COVID-19 Re-occupancy Safety Protocols

### 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.
- Registered FNHL Team members may enter through the South keyless entry door (A) or North keyed door (H) and exit only through the North door (G), (beside the Computer Lab), East Administration door (J) or the West keyless entry door (F). See Appendix C.

### 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

• Managers and Supervisors need to verify that the self-assessment was completed, and the employee has followed any directions from Public Health in regards to isolation. In other words, the Employer needs to confirm that each employee on a UBC premises has completed their self-assessment at the beginning of their shift. Documentation of this verification is not required.

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.

• Workday notice of absence (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

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, (see Appendix A) 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. (See Appendix A).

### 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 at the Longhouse Front desk separating the Administrative Assistant and entrants through Keyless entry door A

### 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

- February 19 2021 amended safety protocols for FNHL Team members working in the longhouse were communicated in an email by FNHL Director, Dr. Margaret Moss.
- 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.

#### 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
- 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: [https://ready.ubc.ca/get-informed/emergency-plans/](https://ready.ubc.ca/get-informed/emergency-plans/) (Emergency Evacuation Procedures, June 2020).
- 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/](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](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](https://hr.ubc.ca/managers-admins/managing-and-leading/managing-employees-during-covid-19)
- 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 website for the most up to date information

- All FNHL Team members will follow the requirements and exceptions for wearing Non-medical masks as described:
  - all 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;
  - FNHL Administration Team members may remove their masks while in designated single-occupancy offices only while their door is closed;
  - Enhanced non-medical masks, additional filters, etc. are encouraged to be worn while in the longhouse during this time of unknowns due to new variants of the SARS-COVID-19 Virus.

- 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.


*FNHL Safety Plan_Oct 2020.V.2_COMBINED-SRS-EXECUTIVE APPROVAL has now been replaced with:*  
*FNHL Safety Plan February 2021 SRS V. 3 and is available for the FNHL Team to review.*  
*V.2 reflected Student Programming Re-occupancy.  V.3 Reflects suspension of this programming and limiting of the number of FNHL Team members working within the First Nations Longhouse.*

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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>Date</th>
<th>March 10, 2021</th>
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</thead>
<tbody>
<tr>
<td>Name</td>
<td>(Manager or Supervisor) Dr. Margaret Moss</td>
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<tr>
<td>Title</td>
<td>Director, First Nations House of Learning</td>
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</tbody>
</table>

### Faculty and Staff Occupying Workspace

<table>
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<th>Name</th>
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Appendices

Appendix A: BCCDC Cleaning and Disinfectants for Public Spaces
Appendix A: BCCDC Cleaning and Disinfectants for Public Spaces continued:

**Coronavirus COVID-19**

BC Centre for Disease Control | BC Ministry of Health

**CLEANING AND DISINFECTANTS FOR PUBLIC SETTINGS**


**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.

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

**Agents effective against coronaviruses:**
- Bleach: sodium hypochlorite (0.5%)
- Hydrogen peroxide (0.5%)
- Allyl dimethyl ammonium chlorides

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

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<tbody>
<tr>
<td>1. 1:100 dilution Chlorine household bleach - sodium hypochlorite (0.25%) 10 ml bleach to 900 ml water</td>
<td>Used for disinfecting surfaces (e.g., hand railings, grab handles, door knobs, cupboard handles). Make fresh daily and allow surfaces to air dry naturally.</td>
</tr>
<tr>
<td>2. 1:50 dilution Chlorine household bleach - sodium hypochlorite (0.25%) 20 ml bleach to 900 ml water</td>
<td>Used for disinfecting surfaces contaminated with bodily fluids and waste (e.g., vomit, diarrheas, mucus, or feces). After cleaning with soap and water first. Make fresh daily and allow surfaces to air dry naturally.</td>
</tr>
<tr>
<td>3. Hydrogen Peroxide 9.5%</td>
<td>Used for cleaning and disinfecting surfaces (e.g., counters, hand rails, door knobs).</td>
</tr>
<tr>
<td>4. Quaternary Ammonium Compounds (QUATs): noted as ‘alkyl dimethyl ammonium chlorides’ on the product label</td>
<td>Used for disinfecting surfaces (e.g., floors, walls, furnishings).</td>
</tr>
</tbody>
</table>

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*The BC Ministry of Health does not endorse or promote any specific brands of disinfectant products.*
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. Due to the influx of trades and technicians in the Longhouse due to several expansion, renovation, and upgrade projects, we will need to reflect on how we work more safely within the longhouse until further notice as of February 19 2021:
   a. In accordance with recent Public Health Order restrictions on social gatherings outside of households or bubbles, UBC's COVID-19 Response Plan, (the information is located here: Faculty & Staff FAQs | Coronavirus (COVID-19) and UBC’s response), and the FNHL Safety Plan, there are to be no in person meetings at the First Nations Longhouse;
   b. A maximum of two FNHL Team Members is permitted to work in the longhouse at one time – both ensuring they register into the Longhouse COVID-19 Calendar on Outlook if they intend to work in the Longhouse on a particular day;
   c. If a team member finds a need to work in the Longhouse on a specific day and the Calendar is full please email the Administration Manager to coordinate a change of schedules;
4. 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
5. 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
   The following guidelines are in place regarding wearing non-medical masks or face coverings in the First Nations Longhouse:
   o all 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;

- **FNHL Administration Team members** may remove their masks while in designated single-occupancy offices only while their door is closed.
- Enhanced non-medical masks, additional filters, etc. are encouraged to be worn while in the longhouse during this time of unknowns due to new variants of the SARS-COVID-19 Virus.

6. Please enter through the **South** keyless entry door (A) or North keyed door (H) and exit only through the **North** door (G), (beside the Computer Lab), **East Administration** door (J) or the **West** Keyless entry door (F). See Appendix C.

7. 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.

8. 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, *(see Appendix A)*, 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.

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

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

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

12. The Longhouse Boardroom, (room 176) is available only for 1 individual at one time. Meetings are expected to be conducted virtually.

13. Please disinfect the table and chair arms in the Longhouse Boardroom prior to, and after each use with the provided sanitation kit.
Appendix C: Longhouse Occupancy Key Plan Fall 2020