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

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<tr>
<th>Department / Faculty</th>
<th>First Nations House of Learning (FNHL)</th>
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<td>Facility Location</td>
<td>1985 West Mall</td>
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<tr>
<td>Proposed Re-opening Date</td>
<td><strong>June 1, 2021</strong></td>
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<tr>
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<td>Administration, 170, 176, 180, 100, 101, 131, 133</td>
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# Introduction to Your Operation

## 1. Scope and Rationale for Opening

**Limited Re-opening June 1, 2021**: Administration Area for Team members, (6 maximum), of the First Nations House of Learning, (FNHL), to support limited activities related to Summer 2021 renovations and Fall limited re-occupancy planning activities that cannot be done virtually or remotely.

Re-opening of Rooms 131 and 133, and 101 Building Supply Room and Staff Lounge area, Longhouse Kitchen respectively; manage cleaning supplies, (Room 131 and Room 101), provide singular space for 1 person/use for breaks, meal time and heating up of meals, (Room 133), begin cleaning of supplies and storage areas in Longhouse Kitchen, (Room 101-adjacent to Sty-wet-tan Great Hall) in preparation for limited use in future safety plan.

Re-opening of (Room 100), Sty-wet-tan Great Hall for limited Gatherings and Events under the direction of the Order of the Provincial Health Officer, Gatherings and Events – May 28, 2021.

**Rationale:**

Rooms 170, 180, Administration Area, 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. 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.

Room 131 – Building Supply Room contains supplies of bleach, water, Canetha Clean products that need to be maintained by the Longhouse Work Learn Project Team in the Administration area and Room 133, Staff Lounge area and Sty-wet-tan Great Hall for limited Gatherings.

Room 133 Staff Lounge is necessary for those who cannot eat in their offices and to have hot food reheated for meal breaks for the Administration Team working in that area. This area is purposefully segregated from potential use by other UBC EMPLOYEES who may come into the building.

Room 100 Sty-wet-tan Great Hall is required for limited gatherings, (maximum of 10 indoors or 10 outdoors on the deck adjacent to the Sty-wet-tan Great Hall. Cultural, healing, and orientation gatherings are necessary due to the nature of work for Indigenous programming purposes, done at the First Nations Longhouse. The Longhouse Work Learn Project Team, supervised by the Longhouse Building Manager, will provide furniture set up, where needed, sanitizing, tear down, clean up and provision of Sanitization kits in this space. This team will have minimal contact with event hosts and organizers of events in this space. Rentals to the General Public will not be accommodated under this Safety Plan.
Room 101 Longhouse Kitchen requires high intensity cleaning, (by the Longhouse Work Learn Project Team), of equipment and supplies to be ready for future limited re-opening plans and remove dust and grime associated with lack of use of this space from March 2020 until future re-opening. This work will be done singularly by two rotating Work Learn team members under the supervision of the Longhouse Building Manager.

Room 176 Longhouse Boardroom is located within the First Nations Longhouse Administration area. It can accommodate up to two meeting participants, physically distanced, in a space that is equipped with a Video conferencing system for larger virtual meetings.

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 Settings - Appendix A
- BC Order of the Provincial Health Officer Gatherings and Events – May 28, 2021

## 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

FNHL Administration contact will be distant and the hours for staff vary between 0730 – 1700. Maximum staff is 6 people at any given time. Most workers can have access to a personal office space to work when remote or virtual spaces cannot achieve desired results. Those who do not have access to offices will work in singular use spaces and have an option of a singular space break room to eat their break meals. 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, microwave and refrigerator door handles.
The Longhouse Work Learn Project Team, under the supervision of the Longhouse Building Manager, will primarily work in Rooms 100, 101, 131, 133 and will be sanitizing their work areas and ensuring room 133 is maintained as a sanitized rest area and Room 100 is maintained as a controlled, sanitized space when there are no event attendees present in the space.

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)

Maximum 6 team members in the First Nations Longhouse Administration area and general spaces indicated at any given time. Only FNHL Team is permitted into the Longhouse Administration Area during this re-occupancy plan amendment. All key card access to program staff and community stakeholders remains suspended.

A maximum of 10 event participants is permitted in Room 100, Sty-wet-tan Great Hall or outdoors on the decking. Unless they are event participants, FNHL Team members are not present in this area. Only gatherings or events that are considered of a cultural, healing or orientation nature are permitted. Separate entrance and exit, and washroom plans for this area have been produced to limit contact between event participants and the FNHL Team members.

Washroom occupancies have been increased to two per washroom in rooms 121 and 122 to accommodate the addition of event attendees in the Sty-wet-tan Great Hall and separate use from FNHL Team member washrooms.

The First Nations Longhouse remains closed. No other guests, visitors, tours or faculty will be permitted into the Longhouse during this re-occupancy.

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 regarding the original context of the Safety Plan within the Administration area. 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. March 10 2021, the FNHL Safety plan was formally amended for review by Dr. Margaret Moss. The broad
amendments of the FNHL Safety Plan June 2021 were presented to the FNHL Local Safety Team on May 27, 2021. Further information required that the Safety Plan be expanded. The broader amendments were presented at a team meeting on June 3 2021. Margaret Moss will receive this document for review and for approval and subsequent submission to READYUBC.

### 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 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 (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, 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, Work Learn Project Worker, Interim Manager, Student Engagement and Community Programs, Administrative Support (Indigenous Student Collegium/Bridge Through Sport), Administrative Support (Programming), 2 Undergraduate Research Student Workers.

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.
- Administration Team members will be required to adhere to the protocols within Appendix B – Administration Team COVID-19 Re-occupancy Safety Protocols and be familiar with Appendix C - Sty-wet-tan Great Hall COVID-19 Re-occupancy Safety Protocols (Limited Events)

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 or 2 where amended to accommodate the expansion of events in Room 100 and meetings in Room 176.
- 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). See Appendix D.
- Event organizers in the Sty-wet-tan Great Hall will permit entry to participants through door C and Exit through doors D and E to minimize crossover for participants who are not FNHL Team members.

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 and walls have signs affixed to ensure distancing in service areas and washrooms or no use due to lack of a service plan. Floor tape has been used to mark traffic direction in all areas of the Longhouse.

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
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 and designated event attendees in washrooms 114, 116, 121, 122), 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.

● A microwave located in Room 133 for individual staff use. This item must be wiped down with a 1:100 Bleach/Water solution, or CanEtha Clean and paper towel (see Appendix A), after each use. Refrigerators in the study lounge and and kitchen areas have been emptied and taped shut to limit common use and touch areas. The Administration area has 1 refrigerator for the Administration staff that is available to the rotating 6 team members only. This item must be sanitized with a
1:100 Bleach/Water solution or CanEtha Clean, and paper towel (see Appendix A) before and after handling. (refer to Appendix B – Administration Team COVID-19 Re-occupancy Safety Protocols)

- The community kitchen will remain closed to all Longhouse users except where regular use of appliances is needed to keep them in working order. Dishwasher and Pour-through coffee maker. This area is sanitized with a 1:100 Bleach/Water solution, (see Appendix A) after each time the equipment is turned on. The Building Manager, Project Assistant and Longhouse Host will be readying this area, equipment, and supplies for an expanded Safety Plan in the future.

- The Work Learn Project team will provide additional sanitizing and cleaning in Room 133 and the FNHL Administration area, including the Boardroom, at regular intervals between 0730 and 1700, Monday to Friday.

- Tables and chairs in Room 100, Sty-wet-tan Great Hall will be regularly sanitized by the Work Learn Project Team under the supervision of the Longhouse Building Manager.

- Use of the Photocopier and shredder in room 156 is accompanied by a Safety Plan to sanitize before and after use of each with 1:100 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

- In room 100, a partition has been installed on a table to create a barrier if needed between registrants for events and organizing staff.

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

- Amended safety protocols and safety plan for FNHL Team members working in the longhouse will be 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.

- The Work Learn Project team under the supervision of the Longhouse Building Manager has been scheduled and instructed on Physical distancing guidelines while working in the same area.
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.
- Washroom access has been separated between Event Attendees and FNHL Team members – signage reflects the direction for each group of users.

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 Work Learn Project Team is trained in mixing, storage and use of disinfectant solutions for all programming areas within this Safety Plan and 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 February 2021 SRS V. 3* is now replaced by *FNHL Safety Plan June 2021 V.4*.

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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.

**Date**

<table>
<thead>
<tr>
<th>Name (Manager or Supervisor)</th>
<th>June 3 2021</th>
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<tbody>
<tr>
<td>Title</td>
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**Faculty and Staff Occupying Workspace**

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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: 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, keys).

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.

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

**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).

**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>
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| **1. 1:100 dilution Chlorine household bleach** - sodium hypochlorite (0.25%)*  
10 ml bleach to 960 ml water | Used for disinfecting surfaces (e.g., hand railings, grab handles, doorknobs, cupboard handles). Make fresh daily and allow surfaces to air dry naturally. |
| **2. 1:10 dilution Chlorine household bleach** - sodium hypochlorite (0.25%)  
20 ml bleach to 960 ml water | Used for disinfecting surfaces contaminated with bodily fluids and waste (e.g., vomit, diarrhoea, mucus, or feces) after cleaning with soap and water first. Make fresh daily and allow surfaces to air dry naturally. |
| **3. Hydrogen Peroxide 9.5%** | Used for cleaning and disinfecting surfaces (e.g., counters, hand rails, doors linings). |
| **4. Quaternary Ammonium Compounds (QUATs):** noted as ‘alkyl dimethyl ammonium chloride’ on the product label | Used for disinfecting surfaces (e.g., floors, walls, furnishings). |

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**Non-medical inquiries**

- **1-888-COVID19** (1-888-264-3819)
- **Text** 904-636-8300
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 FNHL Administrative team members required to plan and organize for future student and program planning that cannot take place virtually or remotely:
   a. A maximum of 6 FNHL Team Members is permitted to work in the longhouse at one time – ensuring they register into the Longhouse COVID-19 Calendar on Outlook if they intend to work in the Longhouse on a particular day;
   b. The Administration refrigerator is available for use to store meals for breaks, as is a microwave in room 133 to heat meals. Each appliance must be sanitized before and after use by the provided 1:100 Bleach: Water spray or CanEtha Clean product with paper towels.
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

The following guidelines are in place regarding wearing non-medical masks or face coverings in the First Nations Longhouse:

- 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 office 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). The **East Administration** door (J) and the **West Keyless entry door** (F) will be inaccessible until July 2022 and January 2022 respectively. *(see Appendix D).*

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. Room 101 will be used only by the Building Manager, Facilities Assistant and Longhouse Host individually to clean, maintain and prepare this area for a future safety plan. It will be disinfected with 1:100 Bleach solution after each session of use.

9. Room 131, Building Supplies room is used only by one Team member at a time to combine disinfecting solutions for the areas related to this Safety Plan. It will be disinfected with 1:100 Bleach solution after each session of use.

10. Room 133 **Staff Lounge** is available for Team members to individually heat and consume meals, however, Team members are encouraged to remain in their office to eat as much as possible. Please bring your own dishware and utensils and remove them when you are finished using this space; please disinfect the table and counter spaces.

11. 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 1:100 bleach/water spray, *(see Appendix A)*, or CanEtha Clean disinfectant on a paper towel, (Sanitation kit), and allow surfaces to air dry completely to disinfect your desk and/or work area and chair arms.

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

13. The Longhouse Boardroom, (room 176) is available only for 2 individuals at one time. Larger meetings are expected to be conducted virtually.

14. Please disinfect the table and chair arms in the Longhouse Boardroom prior to, and after each use with the provided sanitation kit.

15. FNHL Team members may enter the Sty-wet-tan Great Hall to set up and tear down furniture only when there are no attendees of events in this space.
Appendix C: Sty-wet-tan Great Hall COVID-19 Re-occupancy Safety Protocols (Limited Events)

1. Organizers must inform participants not to attend their event in the Longhouse if they are feeling unwell in any way.
2. Organizers must complete UBC’s “Preventing COVID-19 infection in the Workplace” training course prior to entering the First Nations Longhouse as your workplace.
3. Organizers must retain contact information for all attendees at their event.
4. Organizers must book their event with the Building Manager of the First Nations Longhouse and make arrangements to gain entry into the First Nations Longhouse with an FNHL Team member on the day of their event. All doors to the longhouse will remain closed as will the Administration area of the First Nations Longhouse.
5. Organizers are permitted to have a maximum of 10 individuals indoors or 10 individuals on the exterior of the Sty-wet-tan Great Hall at one time.
6. Only cultural programming, honouring or orientation events, and Talking Circles are permitted for the duration of Safety Plan.
7. Chair/table formations must maintain a distance of 2 metres between individuals in both indoor and outdoor events.
8. There is no seating permitted on the wooden benches in the Sty-wet-tan Great Hall.
9. Door C is to be used as the entry door for event attendees and Doors E or G should be used to exit the Longhouse. The West wooden door is to be used as an exit from the Sty-wet-tan Great Hall to use washrooms 114, 116, 121, and 122. Event attendees may re-enter the Sty-wet-tan Great Hall through the East wooden door following arrows and signage provided. (see Appendix D).
10. Attendees must sanitize/wash their hands in washrooms 114, 116, 121, and 122:
    a. Upon arriving at the Longhouse
    b. Before and after using Personal Protective Equipment
    c. After using the washroom
    d. After sneezing or coughing
    ■ Note: If attendees 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
    e. When hands are visibly dirty
    f. Before and after food prep or eating
    g. After handling items that have come into contact with other individuals

11. A sanitation kit is provided for users to clean surfaces with a 1:100 Bleach Spray Solution or CanEtha Clean Disinfectant and Sanitizer. (see Appendix A), hand sanitizer for food stations, paper towels, Clorox wipes, and boxes of tissue.
12. An FNHL Team member is available assist with setting up and tearing down furniture, pre-sanitizing, and cleaning up after your event.
13. Theatre style or seating in the round with physically-distanced chair formations are to be used for gatherings both indoors or outdoors. Physically-distanced seating at tables can be configured in pre-existing pods of one table with a chair at each end of a 6 foot table.
14. Organizers should plan food arrangements so that movement flow maintains physical distance and discourages congregating at food service tables.

16. Attendees and organizers are required to wear non-medical masks while inside the First Nations Longhouse.

17. FNHL Team members will not be present in the Sty-wet-tan Great Hall during events except by invitation as an attendee.
Appendix D: Longhouse Occupancy Key Plan Summer/Fall 2021