



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/>

Department / Faculty	UBC Sauder School of Business
Facility Location	Henry Angus and David Lam Buildings – 2053/2033 Main Mall
Proposed Re-opening Date	January 15, 2021
Workspace Location	Henry Angus and David Lam Buildings Robson Square

Introduction to Your Operation

1. Scope and Rationale for Opening The UBC Sauder School of Business has resumed activities in the Henry Angus and David Lam buildings. The plan requires all those in the buildings maintain 2-metre social distancing and that units operate at no more than 40% capacity. Current activities include: - Conducting invigilated exams for a small group of students in our licensing programs, - Operating 10 media studios for online teaching, - Allowing staff, research and teaching faculty, and PhD students to use their office spaces in limited capacity, - Delivery of one PhD course in-person, - Work with responsible persons at Robson Square to allow some UBC Sauder staff & faculty to access office space (note: Any Robson Square activities will be captured in a separate COVID-19 Safety Plan). This revision to the overarching (formerly parent) plan adds details to the previous version about active self-assessment and health check verification, the use of non-medical masks in the building, the safe use of equipment in kitchen and lounge areas, and how we would manage in-person teaching in the unanticipated event it expands beyond the single PhD course. UBC Sauder will continue to deliver courses online through the summer aside from the one PhD course (7 students). The course and any other in-person courses that may be scheduled through the summer will adhere to classroom capacity specified in COVID-19 GTS Classroom Safety Plan https://learningspaces.ubc.ca/covid-19-gts-classroom-safety-planning/. Currently, seating in classrooms are limited to allow for 2-metre distancing between seated students. The overall goal is to ensure the safe resumption of on-campus, non-laboratory activities within BC’s Restart Plan Stage 3, which permits the return of office workers. This plan governs return to office work and in-person instruction in the Henry Angus and David Lam buildings in a manner that ensures UBC Sauder eliminates the potential spread of COVID-19. This plan was developed Associate Dean, Faculty and the Director, Resources & Operations (who also is the Chair of UBC Sauder’s Joint Occupational Health and Safety Committee (JOHSC)). The Dean of the School has vetted and approved the plan. This document will be regularly reviewed and updated per mandated government and University requirements captured here: https://covid19.ubc.ca/.
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Section #1 – Regulatory Context

2. Federal Guidance • Risk-informed decision-making guidelines for workplaces and businesses during the COVID-19 pandemic Linked Here • Gov’t of Canada Public Health Services Vulnerable Populations publication: https://www.canada.ca/en/public-health/services/publications/diseases-conditions/vulnerable-populations-covid-19.html • Government of Canada: “Hard-surface disinfectants and hand sanitizers (COVID-19): List of disinfectants with evidence for use against COVID-19”
3. Provincial and Sector-Specific Guidance • BC’s Restart Plan: “Next Steps to move BC through the pandemic” • BC CDC, Ministry of Health Cleaning for Public Settings document: http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting_PublicSettings.pdf • BC Thrive Self-Assessment Tool: https://bc.thrive.health/covid19/en • BC Post-secondary studies during COVID-19 • B.C.’s response to COVID-19: Including Provincial Restrictions (when applicable) and Public Health Orders
4. WorkSafeBC BC Guidance • COVID-19 and returning to safe operation – Phases 2 &3: https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation (In particular Education and Offices) • WorkSafeBC COVID-19 Safety Plan • COVID-19 health and safety: Selecting and using masks in non-health care settings • Help prevent the spread of COVID-19: How to use a mask • WorkSafeBC Protocol: Child care and day camps • WorkSafeBC: Designing Effective Barriers • WorkSafeBC: Entry Check for Workers



WorkSafeBC: Entry Check for Visitors
5. UBC Guidance
UBC Covid-19 guidelines and protocols have been incorporated throughout this plan. This document will be regularly reviewed and updated per mandated government and University requirements captured here: https://covid19.ubc.ca/ . The following will continue to guide all re-entry planning for the UBC Sauder School of Business: UBC COVID-19 Campus Rules UBC Employee COVID-19 Physical Distancing Guidance [PDF] UBC Employees COVID-19 Essential In-person Meetings/Trainings Guidance [PDF] Safety & Risks Services: Covid-19 Health & Safety Safety & Risks Services: UBC Employee COVID-19 PPE Guidance Safety & Risks Services: Ordering Critical Personal Protective Equipment Safety & Risks Services: Templates and supporting documents UBC HR: Guidelines for Telecommuting Temporary Work from Home Arrangements - COVID-19 Building Operations COVID-19 website - Service Level Information COVID-19 GTS Classroom Safety Planning
6. Professional/Industry Associations
Not applicable.

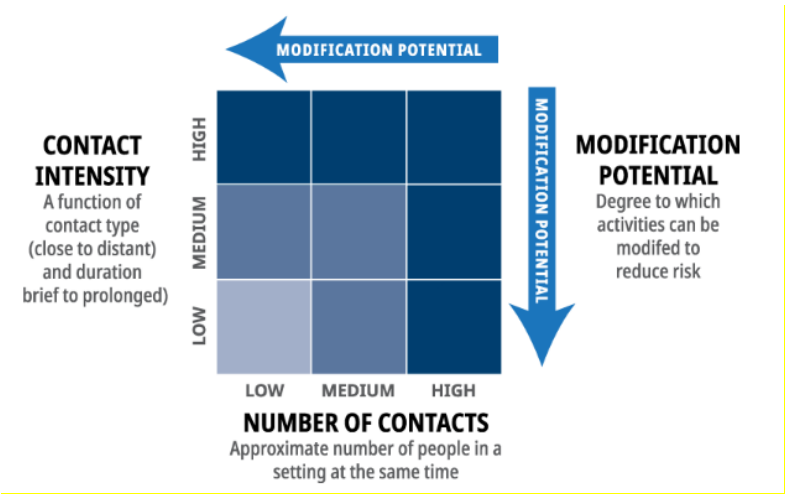
Section #2 - Risk Assessment

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:

- What is the contact intensity in your setting pre-mitigation – the type of contact (close/distant) and duration of contact (brief/prolonged)?
- 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:

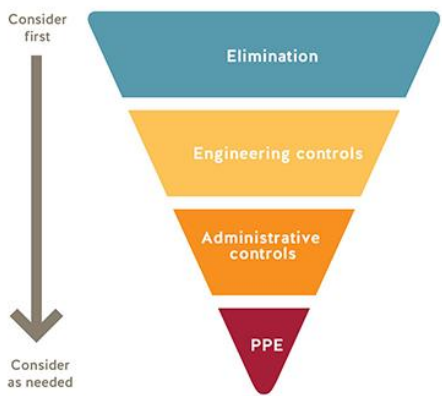
- Physical distancing measures – measures to reduce the density of people
- Engineering controls – physical barriers (like Plexiglas or stanchions to delineate space) or increased ventilation
- Administrative controls – clear rules and guidelines
- Personal protective equipment – like the use of respiratory 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
Low contact density will be maintained at all times. We require 2-metre distancing throughout the building. We only allow 40% occupancy for each business unit and our experience to date is occupancy is well below that maximum. We will adhere to the limited classroom capacity prescribed by central classroom services. We limit contact in common areas such as: bathrooms, hallways, elevators, lounges, etc.

8. Contact Number (proposed COVID-19 Operations) Describe the number of contacts in your proposed COVID-19 operational setting (# of people present in setting at same time) Not including students, occupancy for all faculty and staff in the Henry Angus and David Lam buildings is about 550 if everyone were allowed in the building. Prior to COVID-19, contacts were often high. Contact numbers and density under this reentry plan will be strictly limited on each floor and in each work area to 40% of normal capacity. Our experience to date is occupancy well below 40% for the majority of units. There is one PhD course delivered in person in HA 337. It has an enrolment less than 7 students. We do not anticipate any additional in-person teaching through the summer.
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 This plan has been developed by the Senior Associate Dean and the Director, Resources and Operations (who also is the Chair of UBC Sauder’s JOHSC). UBC Sauder will invite employees and students to review all safety plans and suggest improvements by contacting their supervisors or the Director, Resources & Operations. The plan is to be reviewed by the UBC Sauder Joint Occupational Health and Safety Committee (JOHSC) for comments within 30 days of approval.
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 will communicate Workplace Health (https://srs.ubc.ca/covid-19/health-safety-covid-19/working-safely/) and Wellness (https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/) information to employees via email and regular (Zoom) meetings. UBC Sauder’s Workplace Wellness Committee (WWC) and UBC Sauder HR will continue to host a variety of virtual workplace wellness workshops and send out regular emails to all faculty and staff reminding them of physical and mental health support and support for remote work.
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 All safety plans will be posted and be made available on the UBC Sauder Intranet (called “The Hub”) https://intranet.sauder.ubc.ca/. Students will access the plan through their Canvas course webpages.

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](https://srs.ubc.ca/) website for further information.



12. Work from Home/Remote Work

Detail how/which workers can/will continue to work from home (WFH); this is required where it is feasible

The majority of faculty and staff are able to effectively work from home and are doing so. Teaching faculty have accessed Professional Development Reimbursement (PDR) funds, funds from UBC Sauder and the UBC Provost Office, to equip home offices with necessary equipment. They are able to conduct online classes using online technologies. Staff working at home communicate with colleagues using Zoom or other video-conference tools.

Only a small number of faculty, staff, and students need to be on campus. Some instructors use their offices and UBC Sauder media studios to more effectively deliver instruction. Some staff need to be on campus to perform their duties and others use their UBC Sauder office when working from home is difficult. PhD students in prescribed limited numbers are able to work in their spacious PhD office area (HA391).

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 rescheduling of 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

There are two groups that require scheduling to limit numbers and ensure 2-metre distancing:

1. Research and teaching faculty: Each of these individuals belong to a specific Division and Divisional members are located on a single floor in the HA Tower. The Division Chair and Divisional Assistant have created a system to ensure a maximum of 40% occupancy on each floor of the tower. Floor plans and traffic flow for these offices are detailed in the Appendix A to this document.
2. Staff and PhD students: Staff and PhD students are supervised by a unit head who ensures the 40% capacity limit is met. Details on the various units, the unit head in charge and the floor plans are detailed in the UBC Sauder Unit Covid-19 Safety Plan, which provides additional Covid-19 safety information for each operational unit at UBC Sauder.

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

Appendix A provides key plans with arrows showing building access and all of the flows of traffic through hallways and stairwells in the Henry Angus and David Lam buildings. UBC Sauder worked with UBC Building Operations to ensure signage is posted in accordance with the templates coming from the Province and UBC Safety Risk Services (see section 17).

Both buildings will remain locked. Access to the Henry Angus Building will require faculty and staff to use their UBC cards for entry at the North entrance off of Main Mall.

Instructions for using the approved point of entry on the South side of the David Lam Basement is covered in the Learning Studios Safety Plan. To allow for the flow of traffic through the building, main floor entryways will have designated entrance doors and designated exit doors.

UBC Sauder Exchange Café

UBC Food Services group has not re-opened the UBC Sauder Exchange Café at this time. UBC Sauder will keep in contact with our colleagues as the months move along.

UBC Bookstore @ Sauder

UBC Bookstore group has not re-opened the Bookstore @ Sauder at this time. UBC Sauder will keep in contact with colleagues as the months move along.

Library

The David Lam Library and Canaccord Learning Commons is working in conjunction and consultation with the UBC Library. “Please refer to the **Library Services Update** on the UBC Library website: <https://services.library.ubc.ca/covid-19-response/>” .

Security Desk

The Security offices will be safely occupied as described by the Safety & Risk Services COVID-19 Safety Plan.

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

Our plan is to maintain 2-metre distances at all times. This will be accomplished by restricting numbers of people in as detailed above. Occupancy on all floors and work areas in the Henry Angus and David Lam Buildings will be maximum 40%. The number of people on site are explained in Section 8 of this document and scheduling explained in Section 13. Visitors are not invited to UBC Sauder. Workers are required to comply with signage and practices that enable 2-metres distancing.

Elevators

Building elevators have a capacity limit of 1 and/or 2 people. Signage are posted on each floor outside each elevator to indicate the capacity limit(s). Wherever possible, elevator usage should be prioritized for those with accessibility needs, or those transporting materials, in order to prevent bottlenecks in the building. Occupants are not under any circumstances to exceed the maximum elevator occupancy.

Washrooms

Signage indicates the maximum occupancy per washroom. Washrooms in the building where there are 5 stalls and 4 sinks will be limited to 2 persons. Washrooms in the buildings where there are 3 or fewer stalls will be limited to 1 person. Doors will remain propped open where it makes reasonable sense to do so. Building Operations custodial staff will ensure all soap dispensers are full and water flow is sufficient to meet hand hygiene protocols.



Stairwells

To meet density, occupancy and physical distancing protocols, stairwells are designated “Up Only” or “Down Only” as necessary. Occupants are only to travel in stairwells in the designated direction. Stairwell direction information are presented in the building floor maps (see Appendix A) and signage organized to clearly convey directional intentions. In stairwells, where this cannot be achieved signage is posted to yield to on-coming traffic.

Hallways

Most hallways in the Henry Angus and David Lam buildings are more than 2 metres wide and where this is the case walk on the right to maintain physical distancing, where they are not yield to on-coming traffic. Signage is posted directing the traffic in hallways to walk on the right side as well as to yield to oncoming traffic. Where this cannot be achieved directional signage is posted.

Atriums, Mezzanines and Landings

For all atriums, mezzanines and landings throughout the Henry Angus and David Lam buildings physical distancing measures of 2 metres are in place. Signage is posted throughout to assist with physical distancing measures.

Reception/Reception Waiting Areas

Reception areas are closed. Individuals are instructed to use email, the phone or other meeting tools (e.g. Zoom, Skype, etc.) to contact people rather than entering/visiting reception areas.

All reception desks have Plexiglas installed to allow for a safety barrier and comply with physical distancing. All Plexiglas barriers will be cleaned/wiped down daily by the person responsible for the reception area. All reception waiting areas will have dramatically reduced seating capacities (chairs will be removed). Capacity limits are posted in all reception waiting areas to comply with physical distancing. Tape is placed on the ground to indicate the safe distances between individuals.

Mailroom

The mailroom has a strict one (1) person maximum occupancy requirement due to the enclosed nature of the space. Signage is posted indicating the capacity limit and ensure physically distancing.

Classrooms

Classroom use will be limited to select courses as described earlier. Seating and capacity in classrooms will be limited so as to allow 2-metre distances between students. Safety plans will follow the recommendations of the Learning Space Team in Facilities Planning <https://learningspaces.ubc.ca/covid-19-gts-classroom-safety-planning>. The seating plans for Henry Angus and David Lam classrooms that will be utilized at this time are shown in Appendix D of this document.

Meeting Rooms

UBC Sauder follows SRS guidelines (UBC Employees COVID-19 Essential In-person Meetings/Training Guidance) as outlined here: <https://riskmanagement.sites.olt.ubc.ca/files/2020/04/Guidelines-for-Meetings-Trainings-FINAL.pdf>

Occupancy signs are placed outside each meeting room to meet the 2-metre physical distancing protocols. Strict adherence to maximum occupancy will be required. It is recommended to use on-line tools such as: Zoom, Skype, etc. to avoid utilizing meeting rooms. Meeting room usage will be controlled through the online booking system. Wherever possible (meeting rooms with two doors) the flow of the traffic in this area will be controlled - one way in and one way out using signage. In some of the areas, chairs will be removed and/or stacked in the meeting room with signage posted to not utilize the chairs to comply with capacity limits and ensure physical distancing measures of 2 meters.

Student Spaces (breakout rooms, lounges, study areas, etc.)

With the exception of the PhD office area (HA391), all student spaces are closed. Safety and scheduling protocols for the PhD office area are detailed in the UBC Sauder Unit Covid-19 Safety Plan.

Open Computer Areas including Computer Labs

These spaces will not be utilized. If UBC Sauder chooses to utilize these spaces later, we will develop separate safety plans. Safety plans for open computer areas including computer labs will follow the recommendations of the Learning Space Team in Facilities Planning. See link for more detailed information: <https://learningspaces.ubc.ca/covid-19-gts-classroom-safety-planning>.

Individual Offices

Private offices are low risk. UBC Sauder will recommend that doors be kept open as much as possible to minimize the need to touch door handles. All offices are large enough to accommodate a second person with 2-metres separation and, if a second person is invited into an office, that person must maintain 2-metre separation and refrain from touching surfaces. The custodial staff will clean each office as per the Building Operations Covid-19 cleaning guidelines and employees will be reminded to keep their surfaces clean.

Staff Kitchens/Lunchrooms

Kitchens/lunchrooms will be open to use the sink, refrigerators, microwaves, and kettles. Safety procedures for safe use of kitchen facilities are detailed in Appendix B.

Lounge areas in the kitchen spaces will be open but some seating has been removed or restricted. There is signage indicating the maximum occupancy in the kitchens/lunchrooms. These areas will be cleaned daily by custodial services.

Centralized Copier Areas

Centralized copier areas located throughout the buildings will be limited to only 1 person at a time. Signage has been posted advising occupants of the capacity limit to ensure physical distancing measures of 2 metres. Disinfecting products will be put in each area for users to sanitize before/after use.

Central Supply Room



Access to the central supply room in HA 443A will be prohibited. To access supplies, an email will need to be sent to our administration area office.admin@sauder.ubc.ca requesting the supplies needed. When supplies are ready an email notification will be sent to the requestor advising them supplies are ready for pick-up in Duplication Services (HA 443). A Plexiglas barrier has been installed in the pick-up area (Reception Desk in Duplication Services HA 443) to control physical distancing. The Administration team will leave supplies on the desk in the entrance area of HA 443 for pick-up. Water Fountains Water fountains throughout the buildings have been shut down and are not to be utilized. Signage will be posted. Showers/Changing Rooms The use of the shower/changing room facilities in the Henry Angus basement will not be permitted. Signage is posted. Balconies All balconies usage will be prohibited. Deliveries and Mail Deliveries will be limited. Individuals are encouraged to arrange for personal deliveries to their homes where possible. Essential deliveries only can be arranged through contacting office administration team at office.admin@sauder.ubc.ca. UBC Sauder asks that individuals facilitate their own retrieval, if utilizing the mailroom. Physical distancing protocols for the mailroom (i.e. one person at a time), has been posted outside the mailroom. Events UBC Sauder School of Business events remain on pause. Any events held in the building will require prior approval and robust safety plans. Events that can be held virtually will be encouraged. The Dean will need to approve any and all events related to UBC Sauder School of Business. Visitors to UBC Sauder School of Business Henry Angus and David Lam buildings will remain closed to visitors. UBC Sauder will be reviewing future plans regarding visitors. The priority will be the safety of our community when reviewing our approach with visitors.
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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

- Not applicable.

17. Worker Screening Describe how you will screen workers: 1) exhibiting symptoms of the common cold, influenza or gastrointestinal; 2) to ensure self-isolation if returning to Canada from international travel; and 3) to ensure self-isolation if clinical or confirmed COVID-19 case in household or as medically advised
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Signage for individual self-screening has been placed on all entrance doors. The language and requirements will adhere to templates coming from the Province and UBC Safety Risk Services: WorkSafeBC: Entry Check for Workers WorkSafeBC: Entry Check for Visitors Self-Monitoring All students, faculty, and staff must assess themselves daily for COVID-19 symptoms prior to engaging in in-person activities at UBC. All staff, faculty and students cannot enter the building if they are showing any new, or worsening symptoms of COVID-19, such as fever or chills; cough; loss of sense of smell or taste; difficulty breathing; sore throat. They are advised to use the BC Self-Assessment Tool, which includes other less common symptoms, and can be found at https://bc.thrive.health/. Using a QR code or a direct link to a survey tool, faculty, staff and PhD students complete a written health check declaration before entering the building. The survey will confirm a health check has been completed and an automated email is sent to the relevant supervisor/designate. The QR code is posted at entrances with key-card entry. It and the link to the survey have also been sent to faculty and staff and are posted on the UBC Sauder HUB https://intranet.sauder.ubc.ca/. PhD students in the in-person course will send an email to the instructor prior to each class certifying they have completed a health assessment. Staff and faculty must complete Preventing COVID-19 Infection in the Workplace and students must complete Module 1 of the UBCV Covid-19 Student Training. The training will educate on requirements to self-isolate in case of clinical or confirmed COVID-19 case in household or as medically advised. It directs them to the BC Self-Assessment Tool available at https://bc.thrive.health/. BC and Canada require a self-isolation plan to enter Canada. This safety procedures and online training will be communicated to employees on the UBC Sauder HUB. Student will be directed to the training by program staff, instructors, and the Canvas website.
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18. Prohibited Worker Tracking Describe how you will track and communicate with workers who meet categories above for worker screenings
Workday 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). Faculty will be tracked through the Dean’s Office.



Students who do not meet the COVID-19 Entry Requirements sign posted are asked to notify their instructor and program directors who will communicate with UBC Safety & Risk Services about the appropriate next steps.

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

Henry Angus and David Lam building cleaning is centralized through UBC Building Operations, Teal zone. Custodial standards will follow industry best practice as outlined here: [Building Operations COVID-19 website](#). Henry Angus and David Lam buildings undergo [regular day-time and evening cleaning](#).

UBC Custodial staff will ensure the supply of cleaning supplies through the Procurement Team: critical.supply@ubc.ca

Employees will be educated on proper hand washing procedures and the cleaning of surfaces. They can refer to [Cleaning and disinfectants for public settings](#), [Hard-surface disinfectants and hand sanitizers \(COVID-19\)](#) and [COVID-19 Essential In-Person Meeting/Training Guidance](#) documents for more information. Signage, posters and digital signage has been used throughout the buildings to remind occupants to frequently wash hands. Restrooms have proper hand washing guidelines posted.

There is currently a hand sanitizer station located at the main entrances on the main floor and custodial staff will ensure it is consistently refilled (if empty, employees will contact buildingrequests@sauder.ubc.ca who will connect with custodial staff). There are additional hand sanitizer stations located throughout the building.

20. Equipment Removal/Sanitation

Detail your appropriate removal of unnecessary tools/equipment/access to areas and/or adequate sanitation for items that must be shared that may elevate risk of transmission, such as coffee makers, kettles, shared dishes and utensils

Procedure and protocols concerning safe use of equipment in the lounges and kitchens are detailed in Appendix B.

21. Partitions or Plexiglas installation

Describe any inclusion of physical barriers to be used at public-facing or point-of-service areas

Following the [Building Operations guidance](#), Plexiglas barriers have been installed in preparation for when reception counters re-open.

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

The Dean's Office, Unit Heads, Managers, Supervisors and the UBC Sauder JOHSC will be points of contact for regular communication on safety plans for employees. Information will be shared regularly via emails and as well be made available on the UBC Sauder Intranet (called "The Hub") <https://intranet.sauder.ubc.ca/>.

Concerns can be raised through supervisors, the Deans Office or the JOHSC. All concerns will be received, reviewed and addressed following WorkSafeBC and UBC HR requirements to support staff. UBC HR processed and support mechanisms are outlined here: <https://www.hr.ubc.ca/covid-19/>.

Students must also familiarize themselves with this safety plan that will be posted on Canvas course webpages. Communication with students will occur through email, Canvas announcements, or telephone.

Compliance

In accordance with UBC COVID-19 Campus Rules and WorkSafeBC protocols, compliance with these COVID-19 protocols is mandatory for individuals entering the Henry Angus and David Lam buildings. The safety plans will be widely shared via email and also posted on The Hub. This document will also be regularly reviewed and updated per mandated government and University requirements captured here: <https://covid19.ubc.ca/>.

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 employees will be required to complete UBC's [Preventing COVID-19 Infection in the Workplace](#) on line training module. Once completed this will be tracked via the HRMS system. Communications will be done through the Dean's Office and with the support of Unit Heads, Managers, and Supervisors.

Students will complete Module 1 of the [UBCV Covid-19 Student Training](#) and email their certification of completion to the instructor. Communication with students will occur through email from the instructors and/or program directors, Canvas announcements, or telephone.

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)

UBC Sauder has ensured that all signage follows the templates outlined by [Safety & Risk Services COVID- 19 website](#) and available here: [WorkSafeBC's COVID-19 – Resources/](#).



<u>Entry checks poster</u>: posted on all entrances/exits <u>Preventing COVID spread</u>: posted throughout the building <u>Distancing measures</u>: posted throughout the Building <u>Hand washing instructions</u>: posted in all washrooms and throughout the building UBC’s COVID-19 package for Building Administrators will be utilized where directional arrows for the floor are required. Reminders to wear non-medical masks in common, indoor spaces, have been posted at entrances and within common areas of the building.
25. Emergency Procedures Recognizing limitations on staffing that may affect execution of emergency procedures, detail your strategy to amend your emergency response plan procedures during COVID-19. Also describe your approach to handling potential COVID-19 incidents The UBC Sauder’s Building Emergency Response Plan (BERP) has been updated and will be reviewed to ensure floor wardens are assigned against our occupancy schedule. All employees must complete the floor warden online training (https://wpl.ubc.ca/browse/srs/epc/courses/wpl-srs-fwtc). Employees will be informed of the location of the updated Building Emergency Response Plan (BERP) including the Building Evacuation Amendment during COVID-19 which is located on the UBC Sauder Intranet called “The HUB” https://intranet.sauder.ubc.ca/ and be knowledgeable about its contents. For individuals presenting COVID-19-like symptoms the following direction to employees is to: • Call UBC First Aid at 2-4444 • Suspected positive incidents are to be reported to the Supervisor. Supervisors can find Reporting information on the SRS webpage or email ready.ubc@ubc.ca for assistance. • People unsure about what they should do will be directed to the BC Self-Assessment Tool • If there is a confirmed positive incident, SRS would defer to the government response protocols and rely on their direction. UBC would provide assistance as requested.
26. Monitoring/Updating COVID-19 Safety Plan Describe how monitor your workplace and update your plans as needed; detail how employees can raise safety concerns (e.g. via the JOHSC or Supervisor) - plan must remain valid and updated for next 12-18 months This Covid-19 Building Operations and Safety Plan will be regularly reviewed and updated per mandated government and University requirements captured here: https://covid19.ubc.ca/. As noted above, concerns can be raised through Unit Heads, Managers, Supervisors, the JOHSC and/or Deans Office.
27. Addressing Risks from Previous Closure Describe how you will address the following since the closure: staff changes/turnover; worker roles change; any new necessary training (e.g. new protocols); and training on new equipment If a change to the worker role becomes necessary for continued operation, training in the new protocols of the job will be included (including full documentation of the training). If a worker’s role changes, the details will be included in the location site-specific safety plan.

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 UBC Sauder does not anticipate the need for PPE.

Section #7 – Non-Medical Masks

29. Non-Medical Masks (New) 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 While 2-metre distance is expected to be maintained at all times, following UBC policy, non-medical masks must be worn in shared indoor spaces within buildings, such as hallways, stairways, building entryways, washrooms and study spaces, classrooms, and other high-traffic areas. Use of non-medical masks in office spaces: • Non-medical masks are not required when working in a sole occupant office or enclosed room. • Individually assigned cubicles in open concept workspaces have been designated to ensure they are 2m apart or have appropriate physical barriers. Therefore, while occupying an assigned workspace, users have the option to remove their non-medical mask when seated or while engaged in activities where the physical distancing requirement is met. • Non-medical masks are not required in designated, internal office hallways that have been designated as one way, yield to others, or able to meet physical distancing requirements. Appendix A floor plans for details. Use of non-medical masks in restricted and general teaching spaces: • Classrooms capacities have been reduced so that designated seats are 2m apart. Nonetheless, UBC Sauder requires students to wear non-medical masks at all times in classrooms.
--



- Faculty and instructors are not required to wear a non-medical mask in classrooms while physically distanced (2m) from students and other classroom users.
- Non-medical masks must be worn:
 - When travelling through building corridors and shared spaces
 - While entering or exiting classrooms
 - Within classrooms while moving to a seat, or at any other that 2m physical distancing cannot be maintained.
- Use of nonmedical masks in shared lunch or breakrooms:
 - Non-medical masks are not required when seated 2m apart while eating or drinking during a break. The maximum capacity for the space must not be exceeded.

Section #8 - Acknowledgement

30. Acknowledgement

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

This safety plan has received the Dean’s approval. The Senior Associate Dean, Faculty and the Director, Resources and Operations (who is also the Chair of UBC Sauder’s Joint Occupational Health and Safety Committee (JOHSC)) will regularly review and update the plan in response to changes with provincial or UBC protocols for COVID-19. All employees will receive this plan as well as future child safety plans and UBC Sauder will use this template provided to obtain acknowledgement.

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

Name (Manager or Supervisor)

Title

Faculty and Staff Occupying Workspace

Name	Email	Confirmation of Understanding
		☐
		☐
		☐



David Lam Basement



OUTDOOR DECK

122F 122G 122E 122H 122D 122J 122C 122K 122A 122B 130

128B 128 128A 124 125B 125A 125 129

126B 126A 126 120 121 122 123 124

A118 A126 A127 A128 A117 A124 A115 A100B A100C A107 A106 A104 A105 A108 A109 A100 A100A A100D A101 A102 A103

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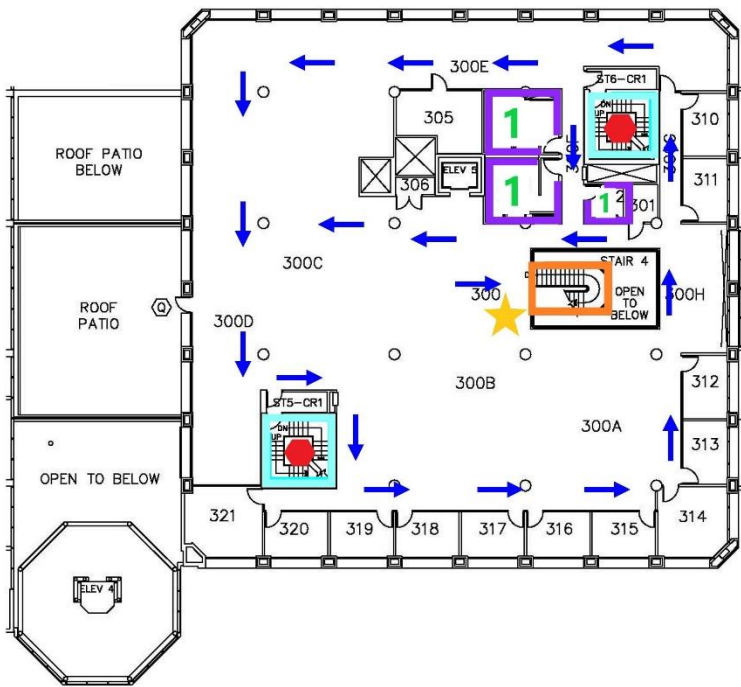
The floor plan shows the 2nd floor of the University of Toronto Scarborough Library. It includes a legend with the following symbols and descriptions:

- Keep Right. Yield to oncoming traffic.
- Hand Sanitizer
- Wide Stairway (Keep right)
- Narrow Stairway (Yield to oncoming traffic)
- Narrow Stairway Emergency use only
- Washroom
- Maximum capacity limit is on the floor plan.

The floor plan itself shows various rooms and areas, including:

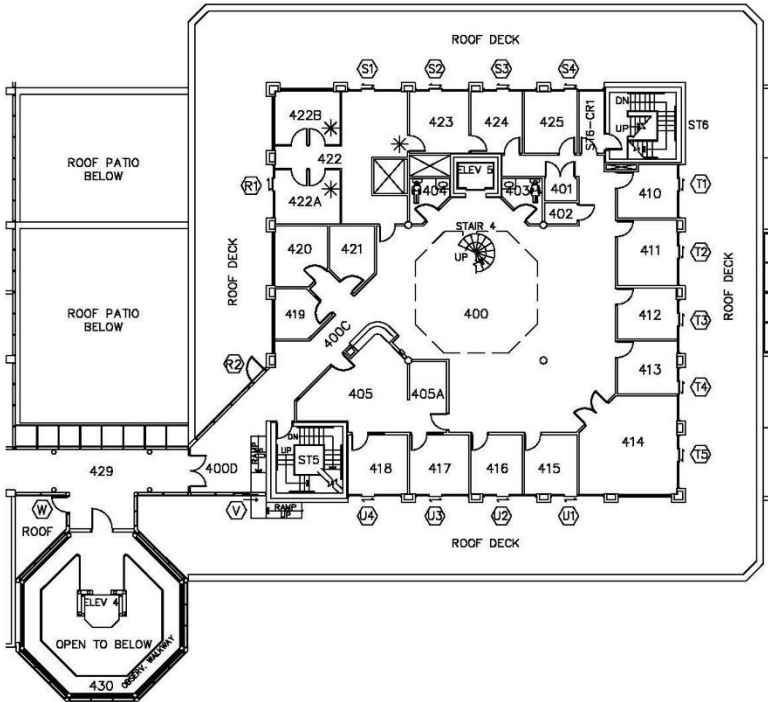
- Rooms 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300.
- Stairways: STAIR 1, STAIR 2, STAIR 3, STAIR 4, STAIR 5, STAIR 6, STAIR 7, STAIR 8, STAIR 9, STAIR 10, STAIR 11, STAIR 12, STAIR 13, STAIR 14, STAIR 15, STAIR 16, STAIR 17, STAIR 18, STAIR 19, STAIR 20, STAIR 21, STAIR 22, STAIR 23, STAIR 24, STAIR 25, STAIR 26, STAIR 27, STAIR 28, STAIR 29, STAIR 30, STAIR 31, STAIR 32, STAIR 33, STAIR 34, STAIR 35, STAIR 36, STAIR 37, STAIR 38, STAIR 39, STAIR 40, STAIR 41, STAIR 42, STAIR 43, STAIR 44, STAIR 45, STAIR 46, STAIR 47, STAIR 48, STAIR 49, STAIR 50, STAIR 51, STAIR 52, STAIR 53, STAIR 54, STAIR 55, STAIR 56, STAIR 57, STAIR 58, STAIR 59, STAIR 60, STAIR 61, STAIR 62, STAIR 63, STAIR 64, STAIR 65, STAIR 66, STAIR 67, STAIR 68, STAIR 69, STAIR 70, STAIR 71, STAIR 72, STAIR 73, STAIR 74, STAIR 75, STAIR 76, STAIR 77, STAIR 78, STAIR 79, STAIR 80, STAIR 81, STAIR 82, STAIR 83, STAIR 84, STAIR 85, STAIR 86, STAIR 87, STAIR 88, STAIR 89, STAIR 90, STAIR 91, STAIR 92, STAIR 93, STAIR 94, STAIR 95, STAIR 96, STAIR 97, STAIR 98, STAIR 99, STAIR 100.
- Other areas: ROOF PATIO, ELEVATOR, ELEVATOR 2, ELEVATOR 3, ELEVATOR 4, ELEVATOR 5, ELEVATOR 6, ELEVATOR 7, ELEVATOR 8, ELEVATOR 9, ELEVATOR 10, ELEVATOR 11, ELEVATOR 12, ELEVATOR 13, ELEVATOR 14, ELEVATOR 15, ELEVATOR 16, ELEVATOR 17, ELEVATOR 18, ELEVATOR 19, ELEVATOR 20, ELEVATOR 21, ELEVATOR 22, ELEVATOR 23, ELEVATOR 24, ELEVATOR 25, ELEVATOR 26, ELEVATOR 27, ELEVATOR 28, ELEVATOR 29, ELEVATOR 30, ELEVATOR 31, ELEVATOR 32, ELEVATOR 33, ELEVATOR 34, ELEVATOR 35, ELEVATOR 36, ELEVATOR 37, ELEVATOR 38, ELEVATOR 39, ELEVATOR 40, ELEVATOR 41, ELEVATOR 42, ELEVATOR 43, ELEVATOR 44, ELEVATOR 45, ELEVATOR 46, ELEVATOR 47, ELEVATOR 48, ELEVATOR 49, ELEVATOR 50, ELEVATOR 51, ELEVATOR 52, ELEVATOR 53, ELEVATOR 54, ELEVATOR 55, ELEVATOR 56, ELEVATOR 57, ELEVATOR 58, ELEVATOR 59, ELEVATOR 60, ELEVATOR 61, ELEVATOR 62, ELEVATOR 63, ELEVATOR 64, ELEVATOR 65, ELEVATOR 66, ELEVATOR 67, ELEVATOR 68, ELEVATOR 69, ELEVATOR 70, ELEVATOR 71, ELEVATOR 72, ELEVATOR 73, ELEVATOR 74, ELEVATOR 75, ELEVATOR 76, ELEVATOR 77, ELEVATOR 78, ELEVATOR 79, ELEVATOR 80, ELEVATOR 81, ELEVATOR 82, ELEVATOR 83, ELEVATOR 84, ELEVATOR 85, ELEVATOR 86, ELEVATOR 87, ELEVATOR 88, ELEVATOR 89, ELEVATOR 90, ELEVATOR 91, ELEVATOR 92, ELEVATOR 93, ELEVATOR 94, ELEVATOR 95, ELEVATOR 96, ELEVATOR 97, ELEVATOR 98, ELEVATOR 99, ELEVATOR 100.

David Lam 3rd floor



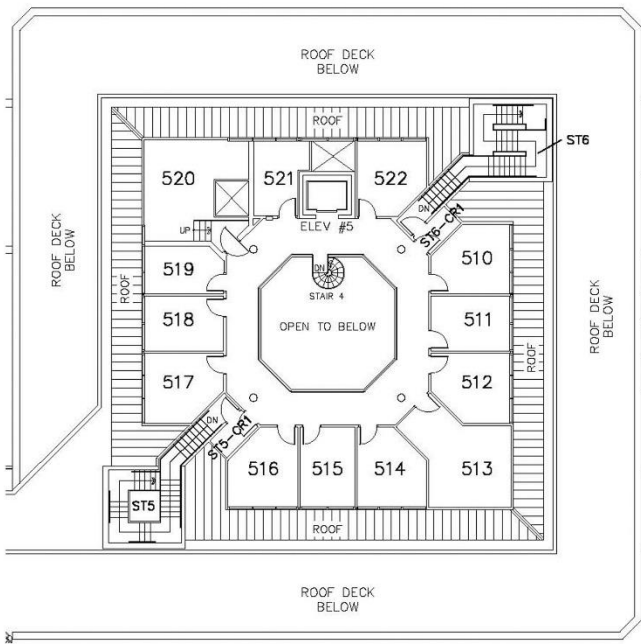
- Keep right.
Yield to oncoming traffic.
- Hand Sanitizer
- Wide Stairway
(Keep right)
- Narrow Stairway
Emergency Exit Only
- Washroom
- Maximum capacity listed on floor plan.

David Lam 4th floor



- 4th floor is currently under construction and being remodeled.**
- Access is restricted to members of the construction crew.
- Once we receive the occupancy permit we will submit a plan.

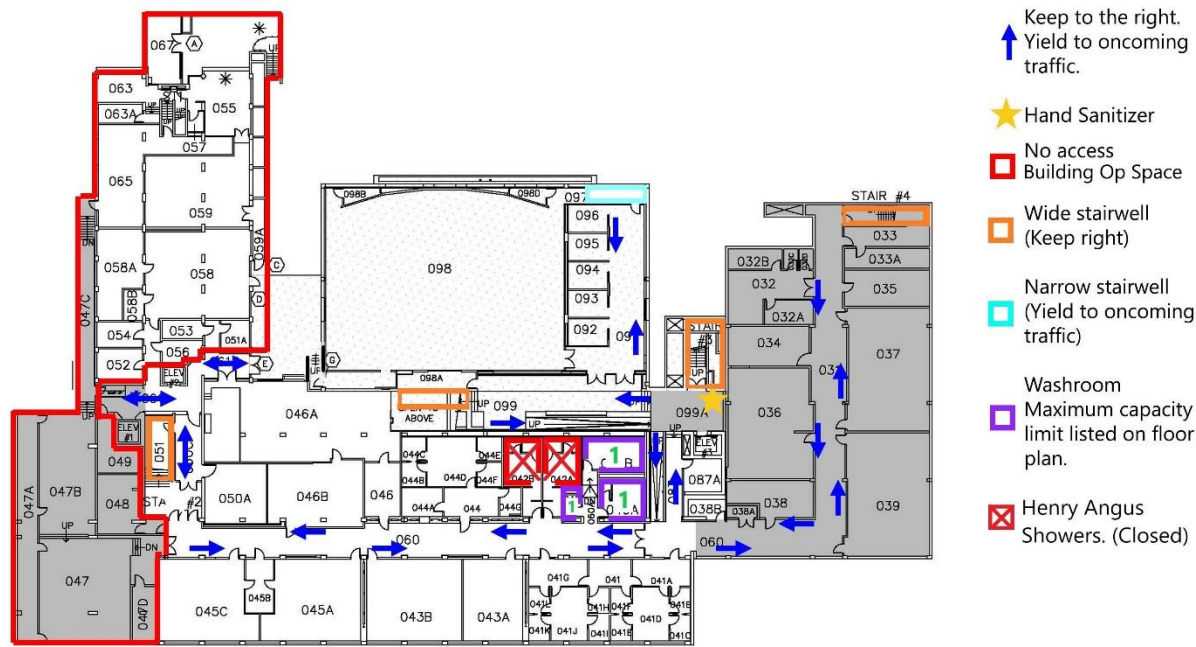
David Lam 5th floor



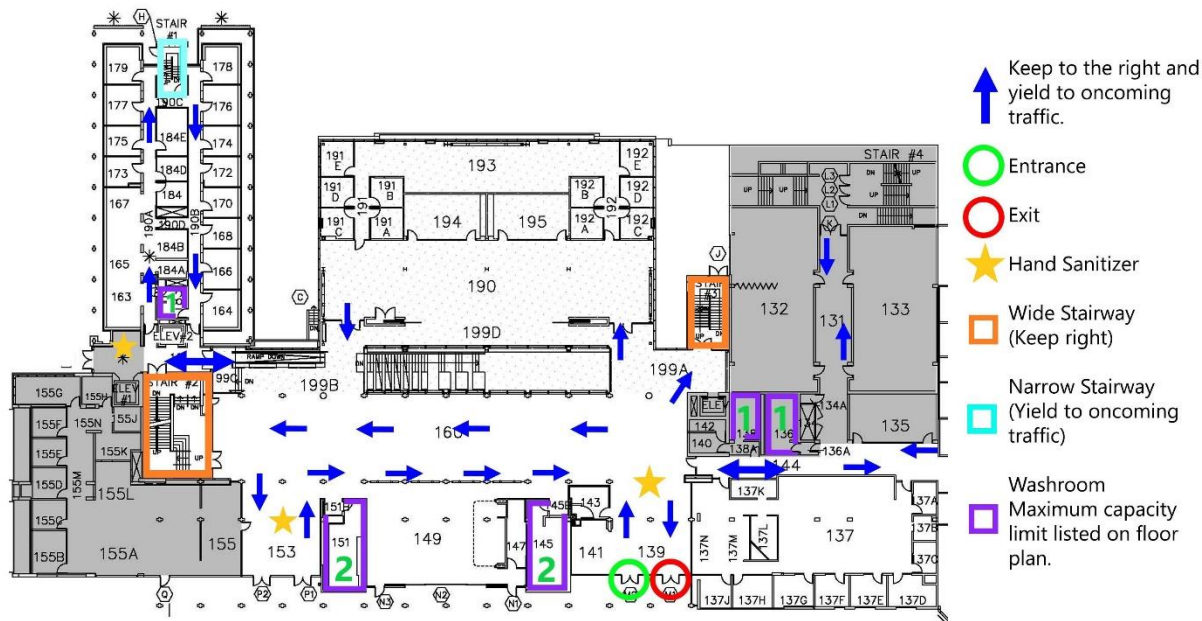
- 5th floor is currently under construction.**
- Access is restricted to members of the construction crew.
- Once we receive the occupancy permit we will submit a plan.



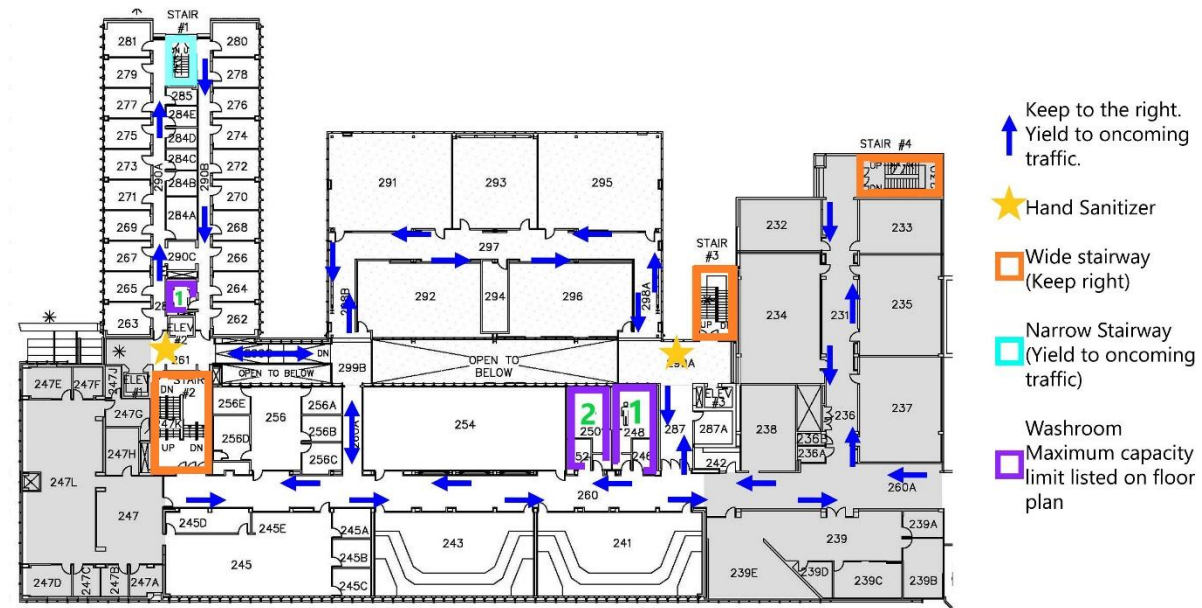
Henry Angus Basement



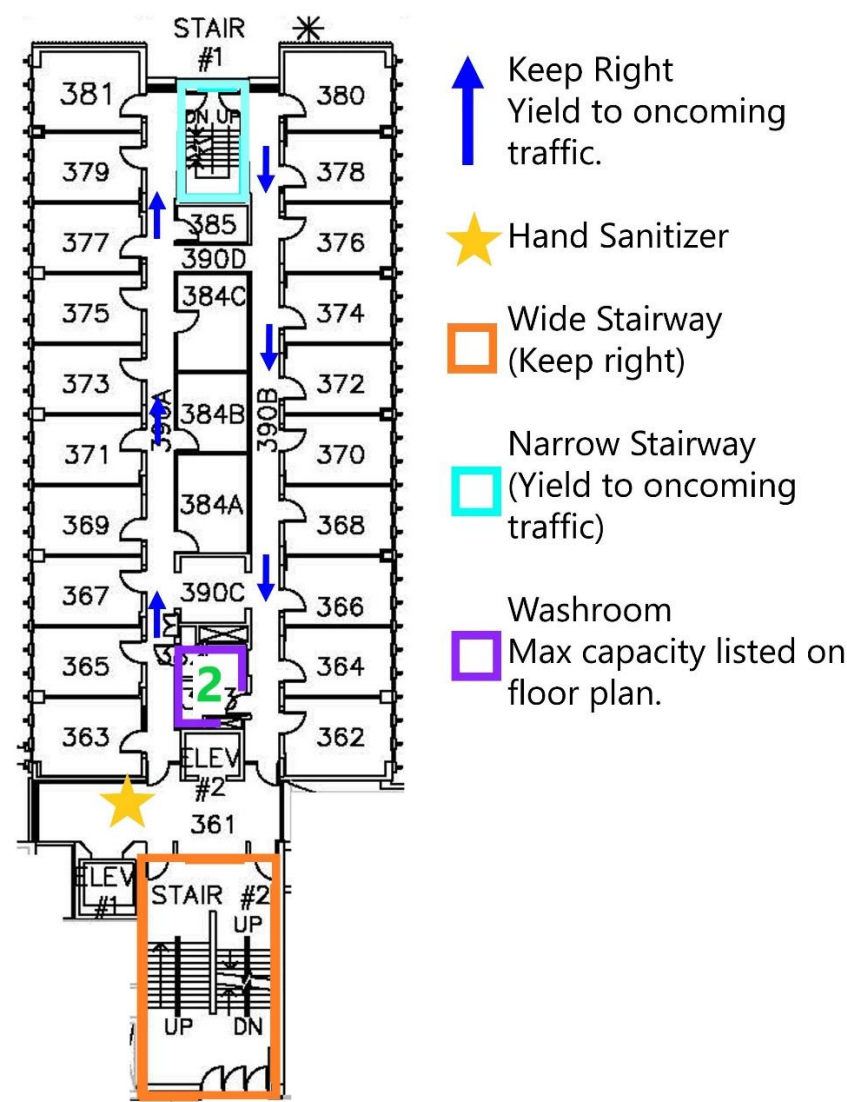
Henry Angus Ground Level



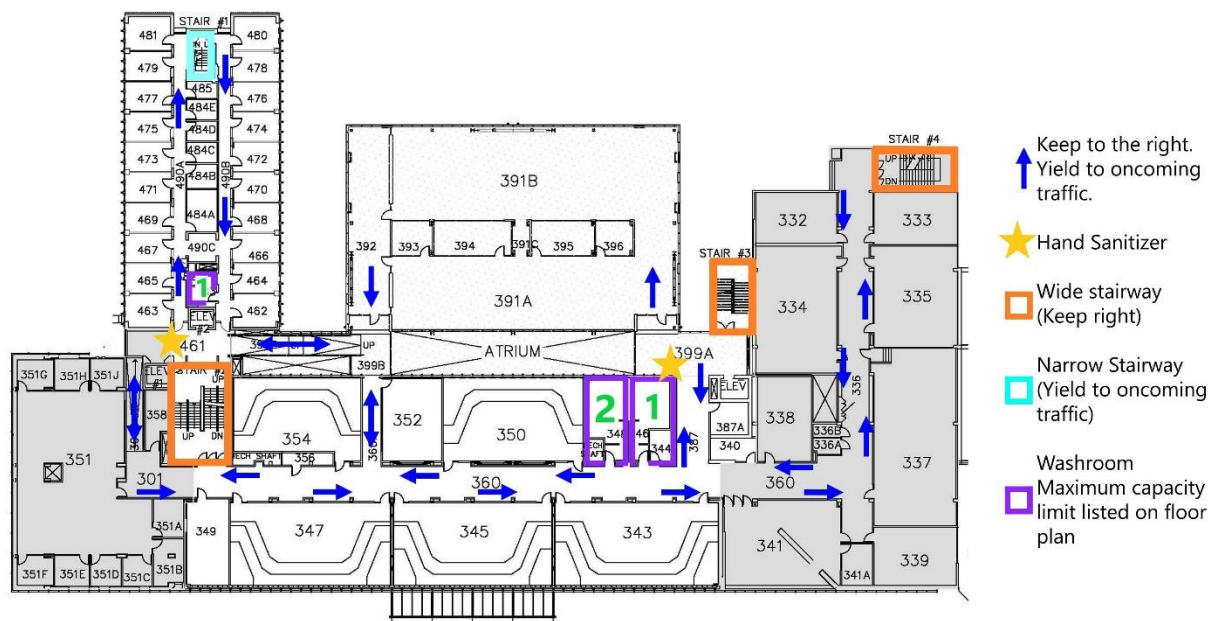
Henry Angus 2nd floor



Henry Angus Office Tower 3rd Floor

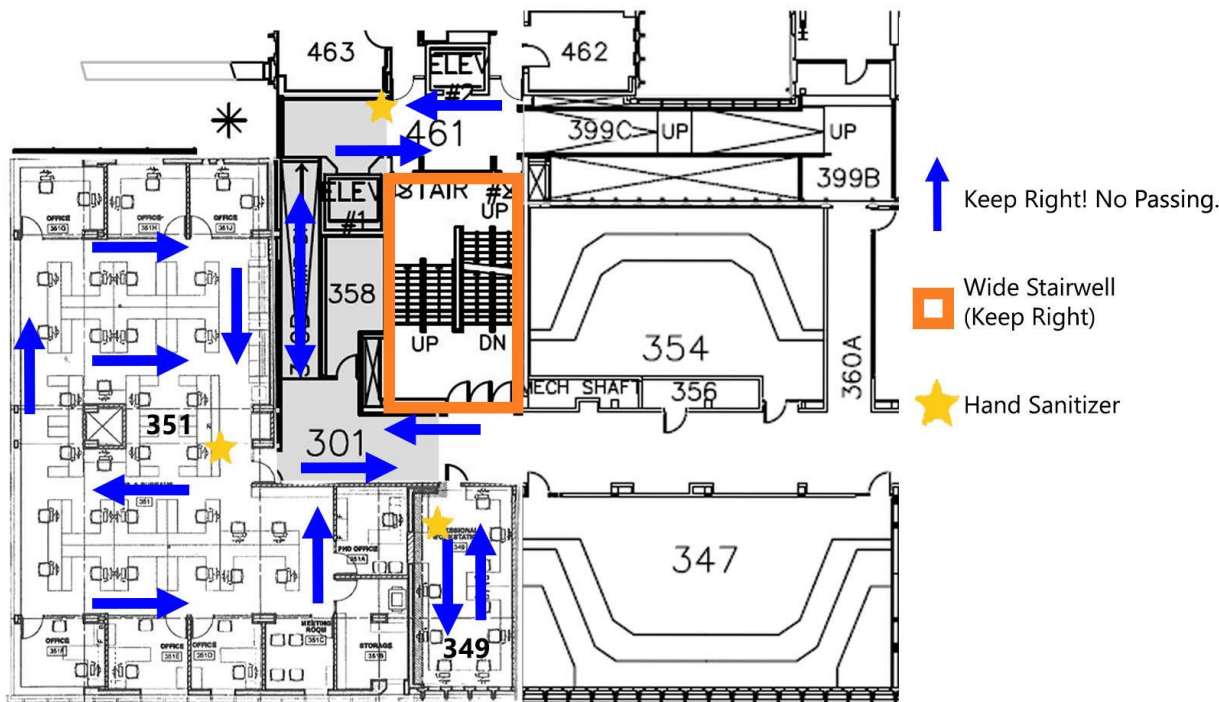


Henry Angus 3rd Floor Classroom Block and 4th floor Office Tower

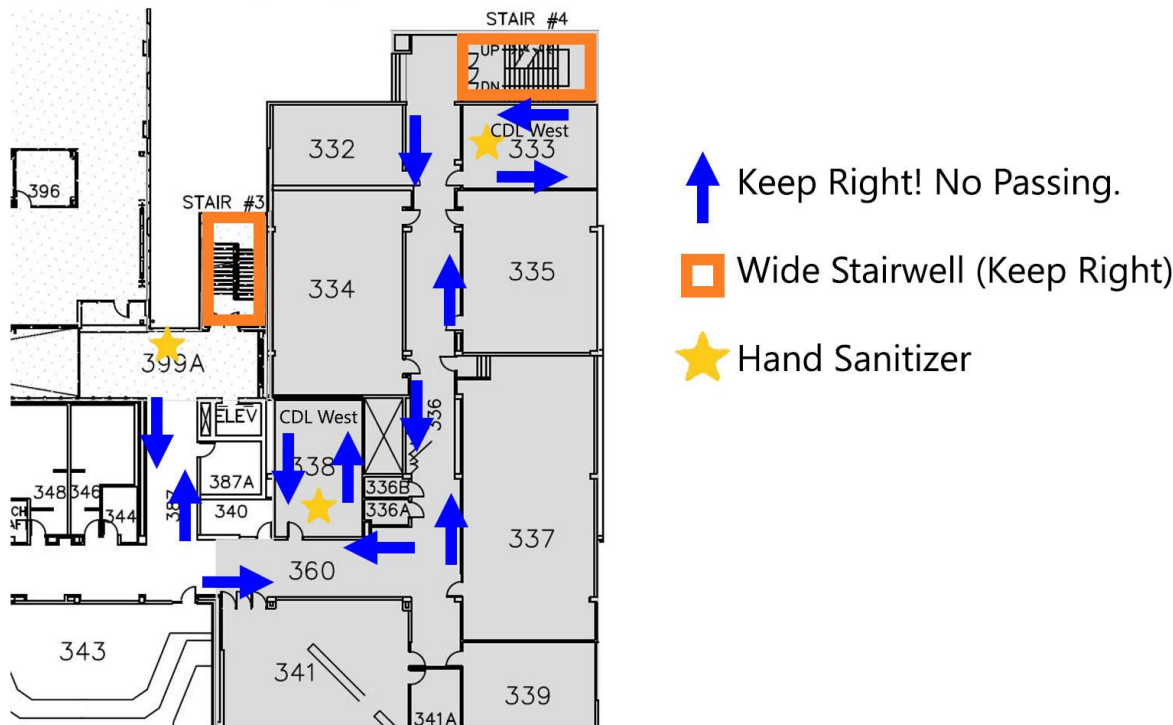




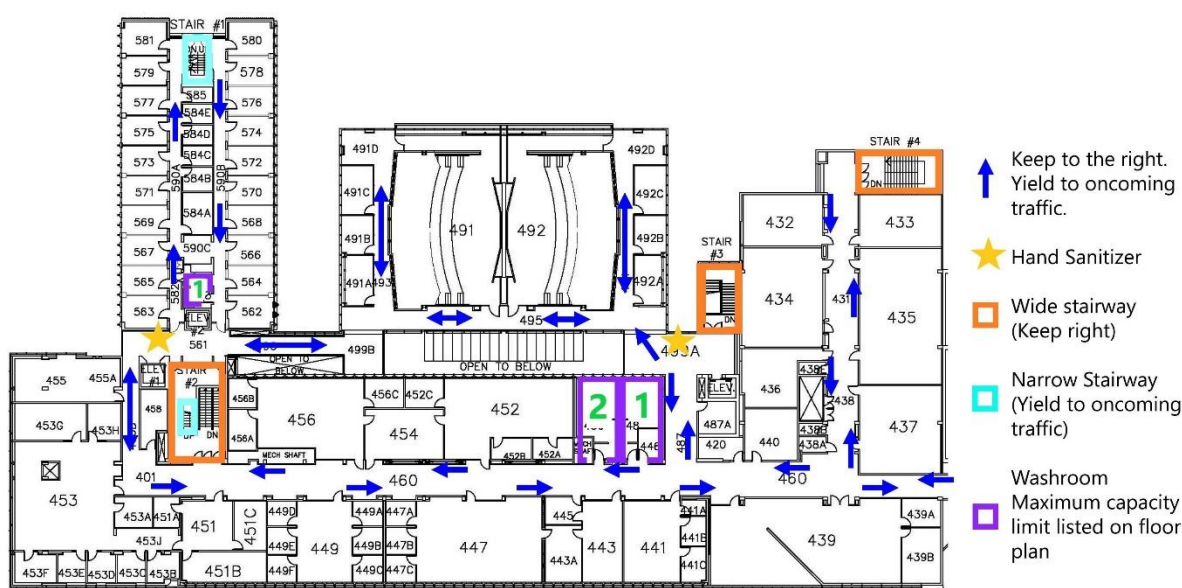
Henry Angus 3rd Floor Classroom Block Faculty Offices
351 & 349



Henry Angus 3rd Floor Classroom Block CDL West



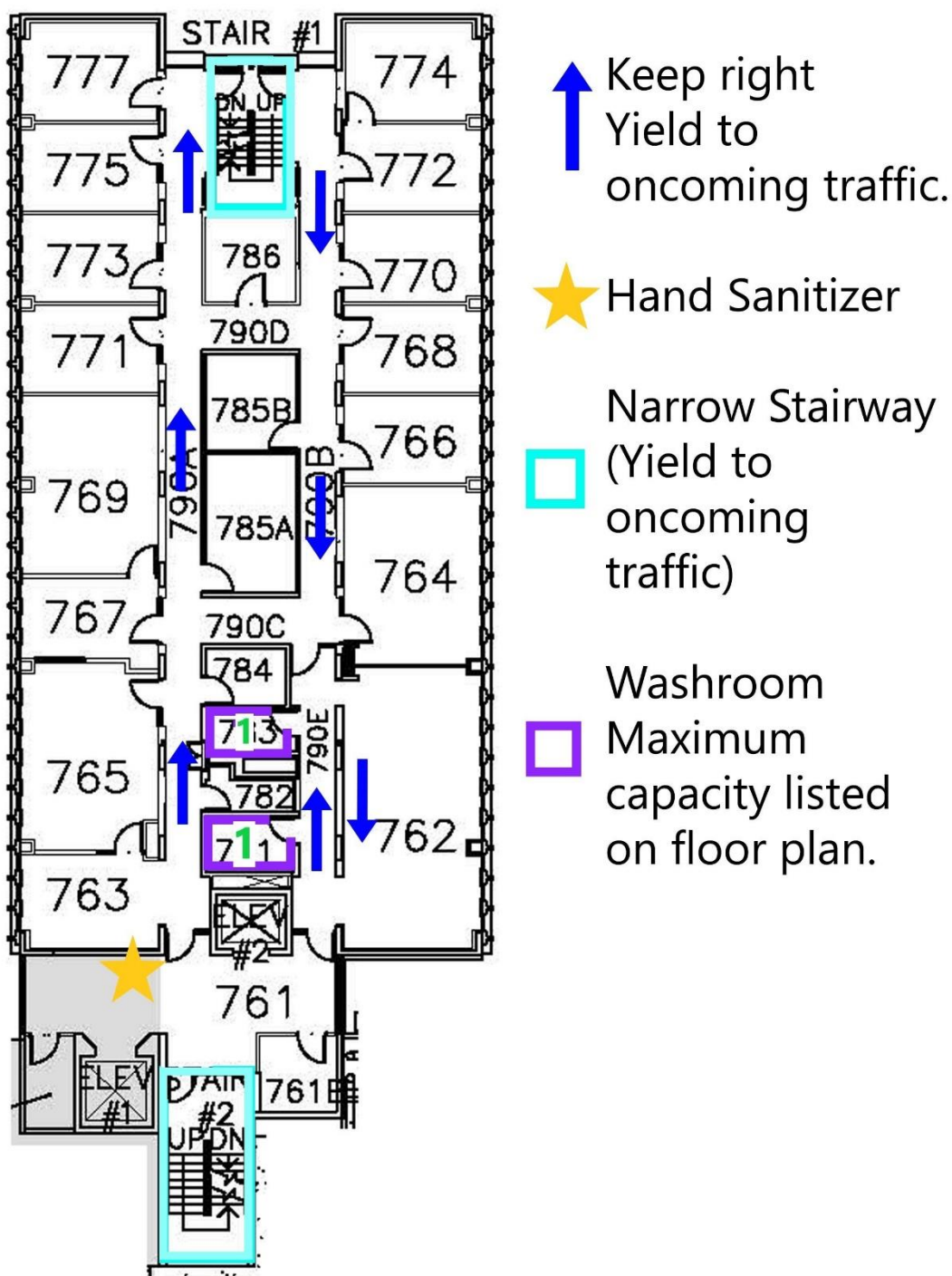
Henry Angus 4th floor Classroom Block and 5th floor Office Tower



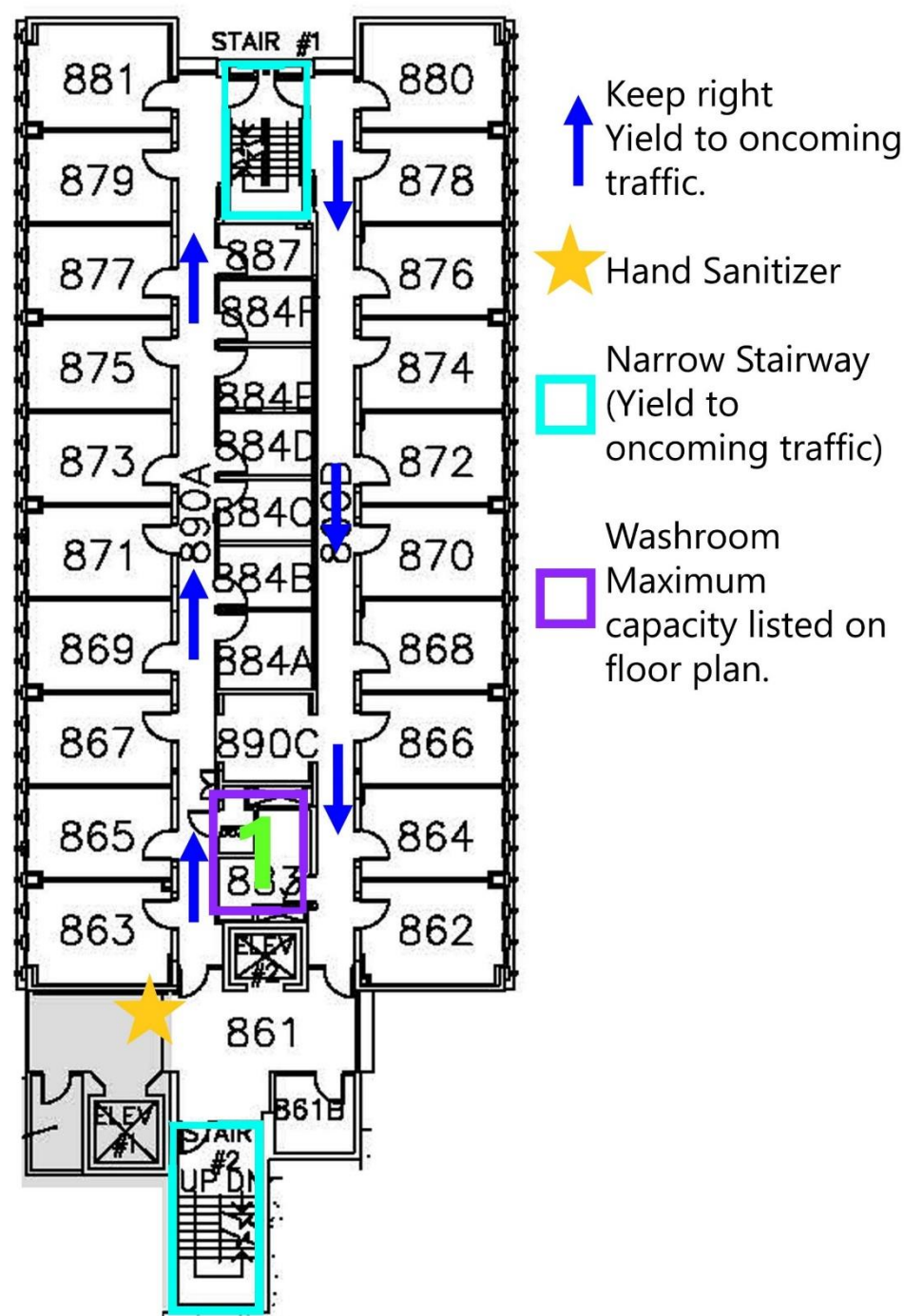
Henry Angus 6th floor



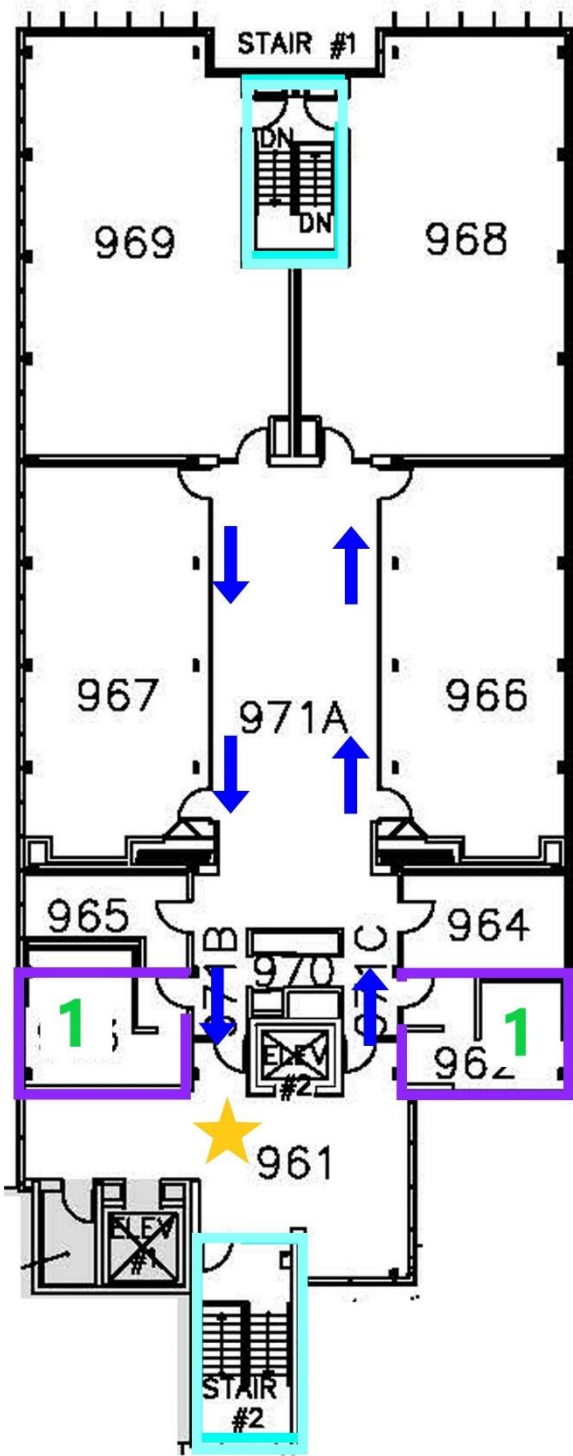
Henry Angus 7th Floor



Henry Angus 8th floor



Henry Angus 9th floor



Keep right.
Yield to oncoming traffic.

Hand Sanitizer

Narrow Stairway
(Yield to oncoming traffic)

Washroom
Maximum capacity listed on floor plan.



Appendix B: Kitchen/Lunchroom Safety Procedures and Protocols

- Employees wear a non-medical mask inside staff rooms when unless seated in designated seating areas. Masks may be removed when seated in designated seating areas when 2-metre distance from others is maintained
- Signage is posted reminding staff to practice proper physical distancing
- Signage is posted reminding staff to practice proper hand hygiene
- Signage indicating the maximum staff room occupancy is posted on the door of the staff room and within the staff room
- Furnishings will be moved or removed to ensure 2 metres distance
- Ensure appropriate cleaning supplies are in stock (disinfecting cleaner and hand sanitizer). Contact buildingrequests@sauder.ubc.ca if supplies are running low
- Appliances such as fridge, microwave, and kettle must be wiped down between each use with disinfecting cleaner
- Countertops must be wiped down before and after each use with disinfecting cleaner
- In low traffic facilities, tap water should be run for 2 minutes before drinking.
- Please use your own mugs, plates, cutlery, etc. and store in your workspace between use

Occupancy

- Occupancy limit of each staff room is based on strict physical distancing guidelines and will vary for each kitchen/lunchroom.

Safety Procedures

Frequently touched surfaces are most likely to be contaminated and increase the transmission of COVID-19. For your and everyone's safety, please ensure to follow the procedures outlined below.

Use of Staff Room Fridge

1. Wash your hands with warm water and soap for at least 20 seconds
2. Use paper towel to turn off water tap and dispose of paper towel immediately (do not place on kitchen counter)
3. Spray disinfecting cleaner on paper towel (not directly on surface) and wipe down the outside of your food container. Dispose of paper towel immediately
4. Spray disinfecting cleaner on paper towel (not directly on surface) and wipe down fridge handle. Dispose of paper towel immediately
5. Place your container inside the fridge
6. Spray disinfecting cleaner on paper towel (not directly on surface) and wipe down fridge handle. Dispose of paper towel immediately
7. Wash your hands with warm water and soap for at least 20 seconds
8. Use paper towel to turn off water tap and dispose of paper towel immediately (do not place on kitchen counter)

Use of Staff Room Microwave

1. Wash your hands with warm water and soap for at least 20 seconds
2. Use paper towel to turn off water tap and dispose of paper towel immediately (do not place on kitchen counter)
3. Spray disinfecting cleaner on paper towel (not directly on surface) and wipe down microwave handle and key pad/buttons
4. Place food container in microwave and heat
5. Once you have safely removed your food container and set it aside, wipe off any food access/splatters inside the microwave
6. Spray disinfecting cleaner on paper towel (not directly on surface) and wipe down microwave handle and key pad. Dispose of paper towel immediately
7. Wash your hands with warm water and soap for at least 20 seconds
8. Use paper towel to turn off water tap and dispose of paper towel immediately

Use of Staff Room Kettle

1. Wash your hands with warm water and soap for at least 20 seconds
2. Use paper towel to turn off water tap and dispose of paper towel immediately (do not place on kitchen counter)
3. Spray disinfecting cleaner on paper towel (not directly on surface) and wipe down kettle handle. Dispose of paper towel immediately
4. When pouring boiling water in your cup, ensure that the kettle spout is not in direct contact with your cup. Keep at least a distance of 4 inches above your cup/mug and the kettle spout
5. Spray disinfecting cleaner on paper towel (not directly on surface) and wipe down kettle handle. Dispose of paper towel immediately
6. Wash your hands with warm water and soap for at least 20 seconds
7. Use paper towel to turn off water tap and dispose of paper towel immediately (do not place on kitchen counter)

Use of staff room kitchen countertop for basic food preparation

1. Wash your hands with warm water and soap for at least 20 seconds
2. Use paper towel to turn off water tap and dispose of paper towel immediately (do not place on kitchen counter)
3. Spray disinfecting cleaner on countertops and wipe down with paper towel. Dispose of paper towel immediately
4. Prepare your food and set aside
5. Spray disinfecting cleaner on countertops and wipe down with paper towel. Dispose of paper towel immediately
6. Wash your hands with warm water and soap for at least 20 seconds
7. Use paper towel to turn off water tap and dispose of paper towel immediately (do not place on kitchen counter)

Use of Staff Room Sink

1. Dishes, cups/mugs, and cutlery should not be left in the sink and must be washed immediately after each use and stored in your workspace between use

Appendix C: Student Quick Reference Guide

Our safety plan maintains 2-metre distancing. We require that students wear non-medical masks while in Henry Angus and David Lam buildings (including while in the classroom) following recent UBC [policy](#). Exceptions can be provided to people with underlying medical conditions that inhibit their ability to wear masks. Please contact your instructor if you qualify for this exception.

Even when wearing a mask, please continue to observe 2-metre physical distancing as a mask is not a substitute for this practice. For those who are not able to wear a mask, for medical or other reasons, please be careful to maintain a safe distance for the protection of yourself and those around you.

Students must supply their own masks.

Safety concerns can be addressed by your instructor in-person or via email or through Safety & Risk Services at ready.ubc@ubc.ca.

1. Before you arrive

- Complete Module 1 of the [UBCV Covid-19 Student Training](#).
- All instructors and students are required to monitor their health daily and cannot enter the building if they are showing signs of allergies, a cold, or any symptoms of COVID-19 inclusive of: coughing, fever, runny nose, sneezing, sore throat, tiredness, loss of sense of taste/smell. If unsure of health, use the [BC Self-Assessment Tool](#). Send an email to your instructor confirming you have completed the health safety check before each class and before entering the building.

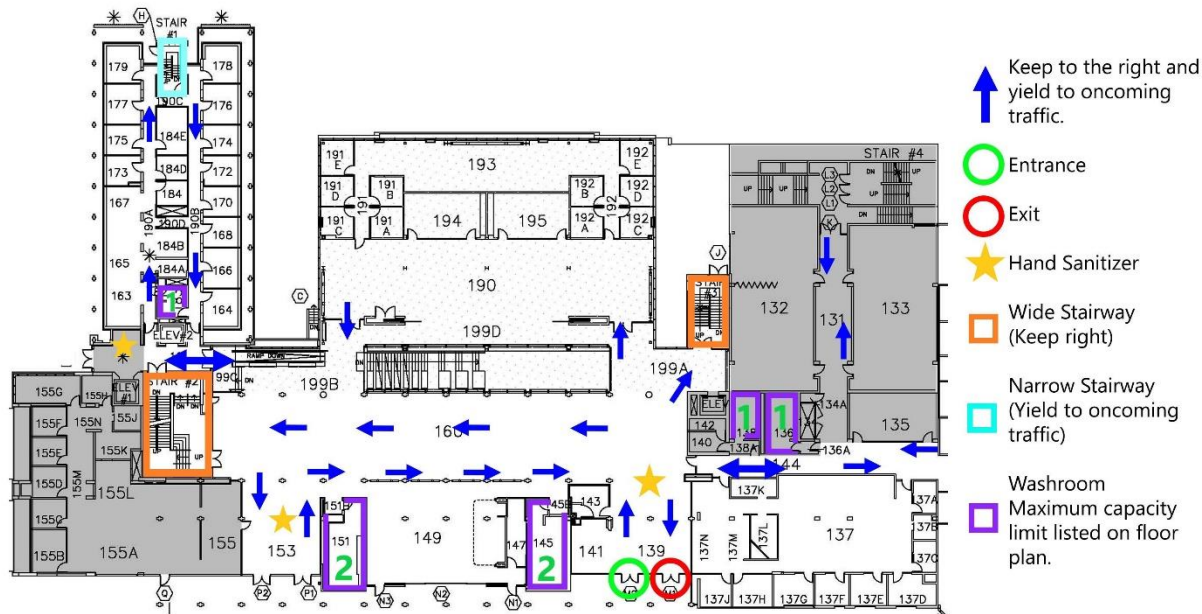
Instructors and students cannot attend class if they are returning to Canada from international travel and required to self-isolate or required to self-isolate if clinical or confirmed COVID-19 case in household or as medically advised.

- Familiarize yourself with the UBC Sauder Parent Plan that resides on the Safety and Risk Services Website: <https://srs.ubc.ca/covid-19/covid-19-safety-plans/>

2. Upon arrival

- Use the North entrance of Henry Angus shown by the green circle in the diagram below. For students other than PhD students who have key-card access, wait to be let in, maintaining 2-metre separation from others. Sanitize hands on entry.

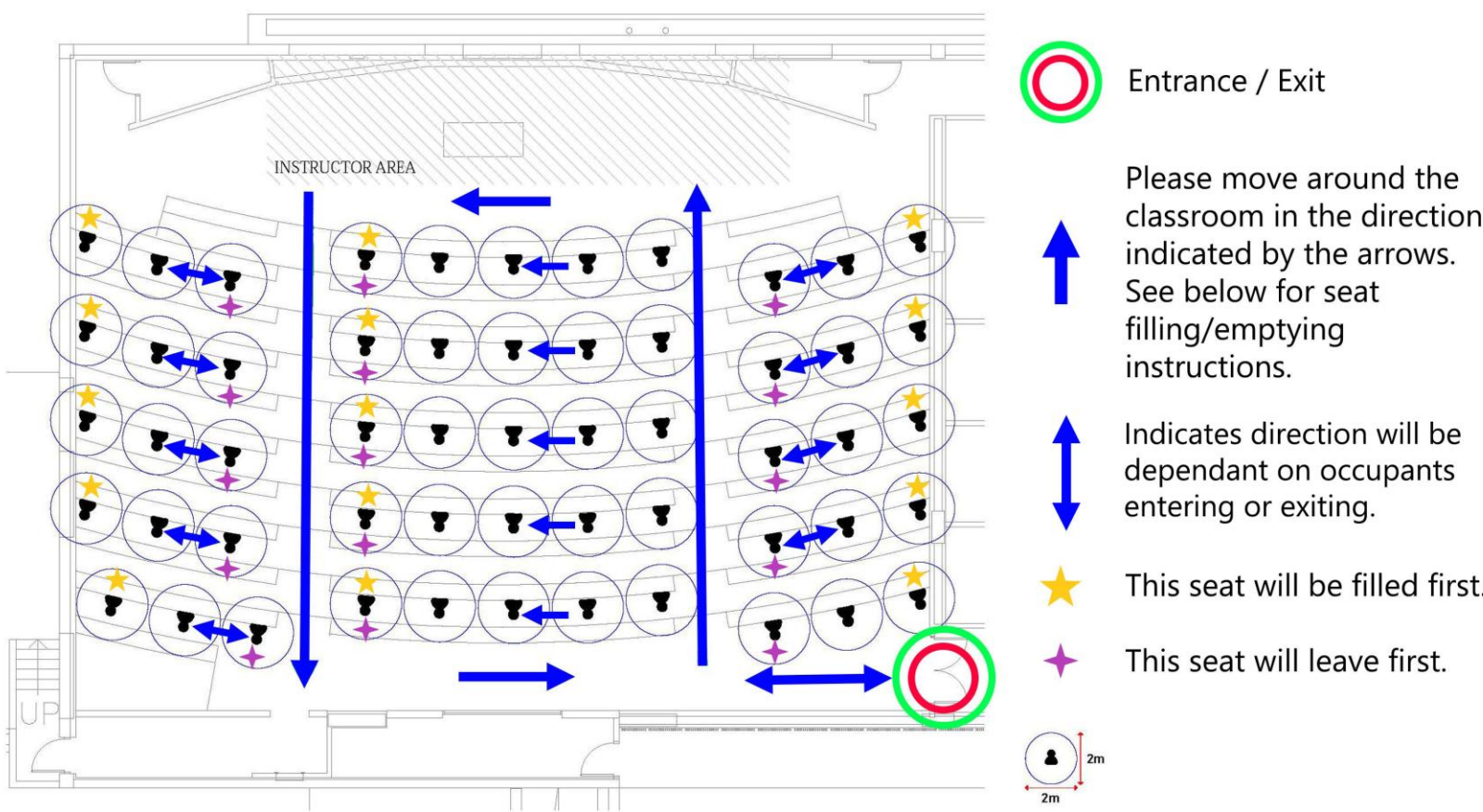
Henry Angus Ground Level



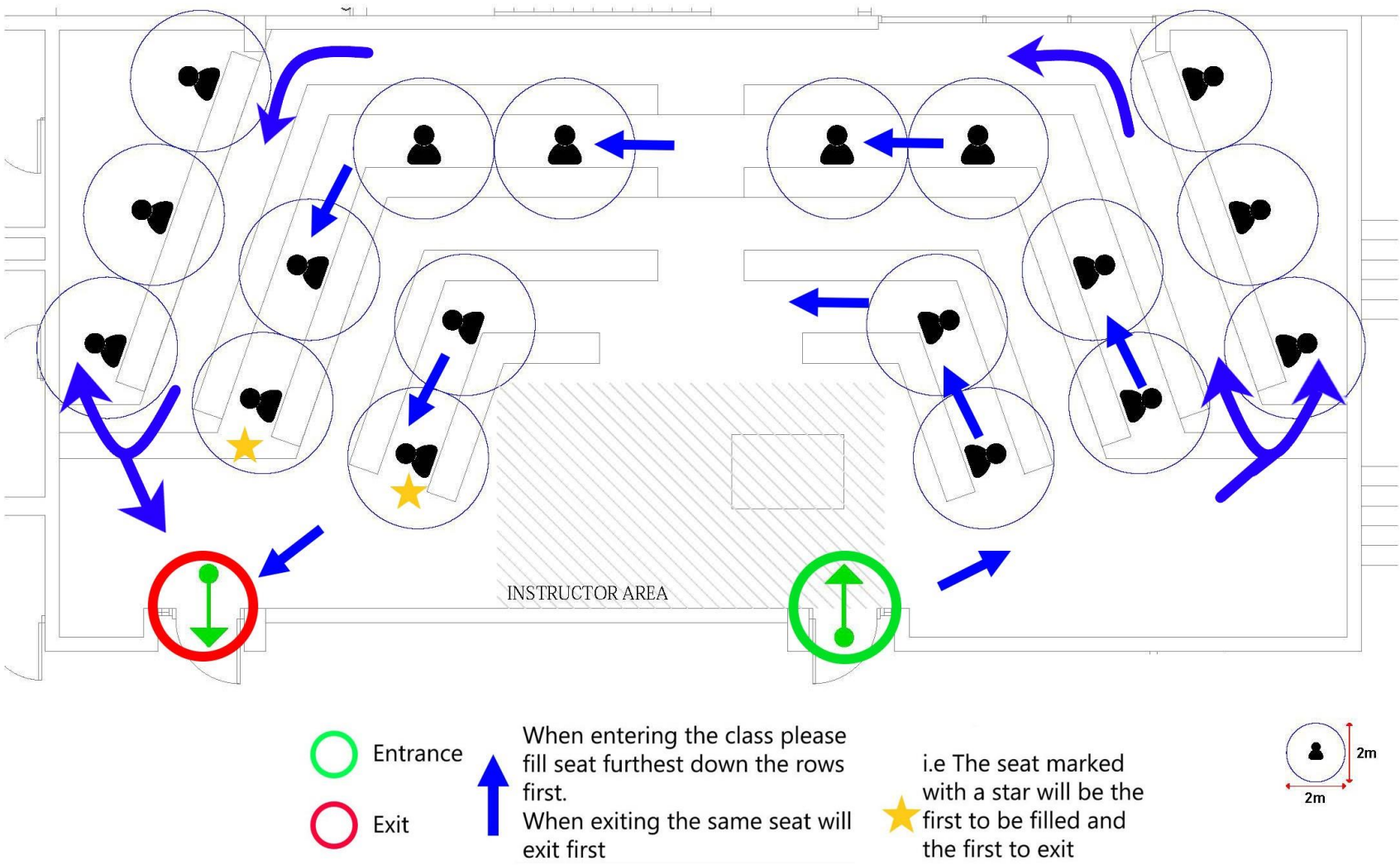
3. In the classroom

- Follow the directional arrows and sit in the furthest unoccupied designated seat so that others do not have to pass you to go to an available seat.
- When exiting, follow the directional arrows, maintain 2-metre distance, and let those ahead of you exit first.

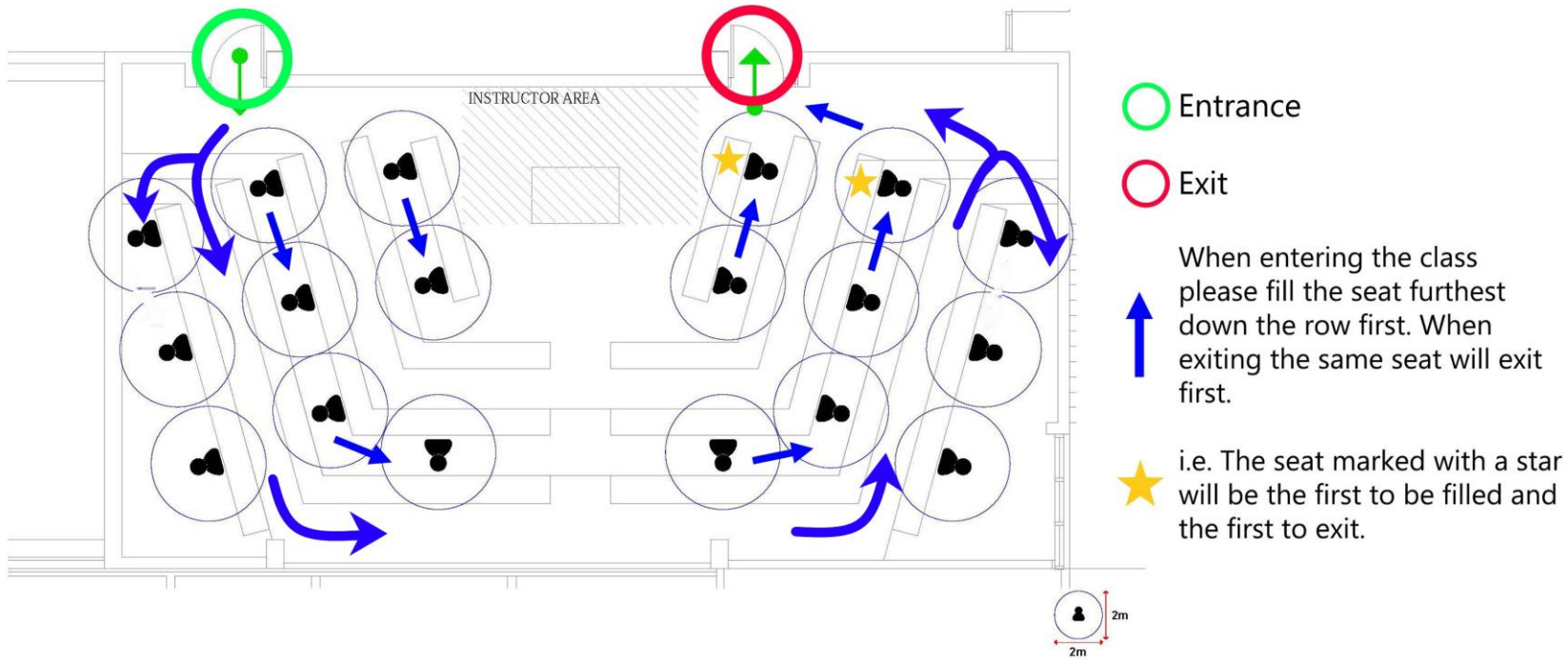
Appendix D: Classroom Floor Plans



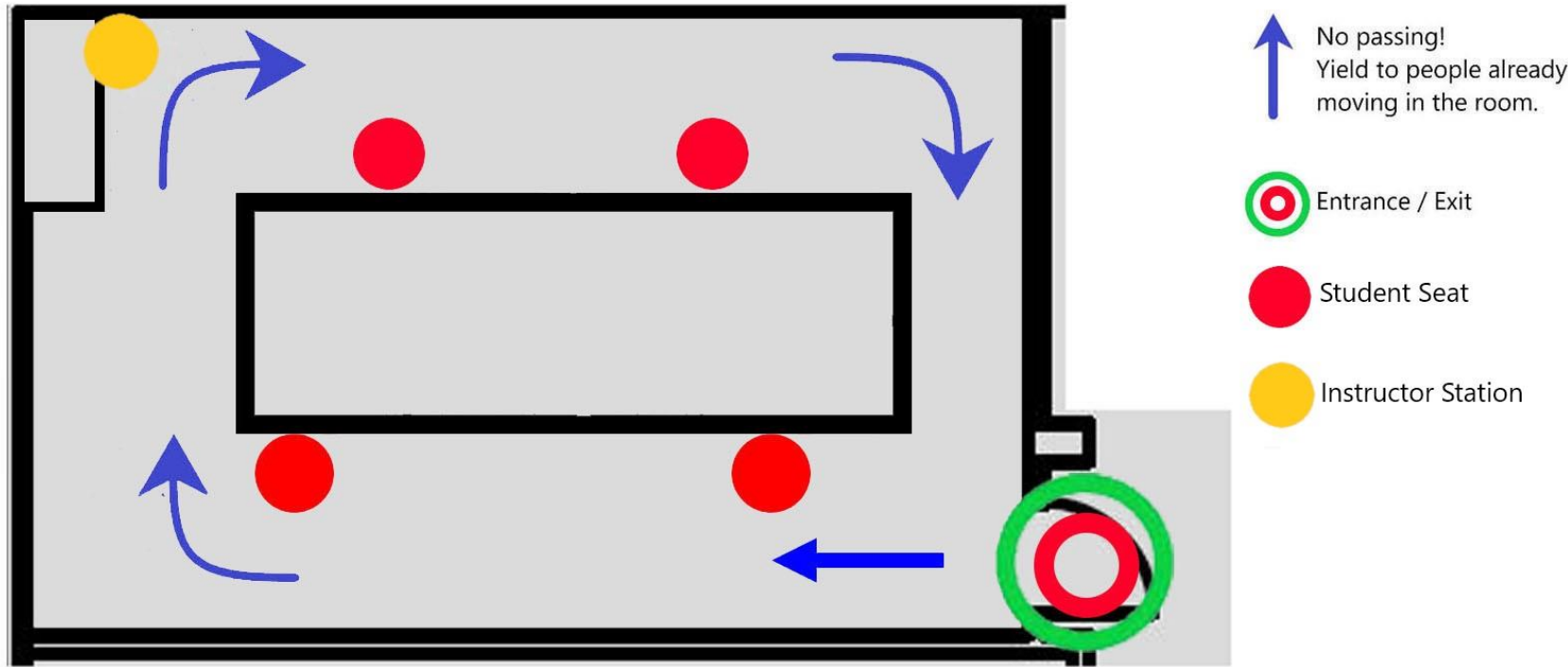
	THE UNIVERSITY OF BRITISH COLUMBIA HENRY ANGUS BUILDING - RM 098	PHYSICAL DISTANCING CAPACITY REGULAR CAPACITY	55 260
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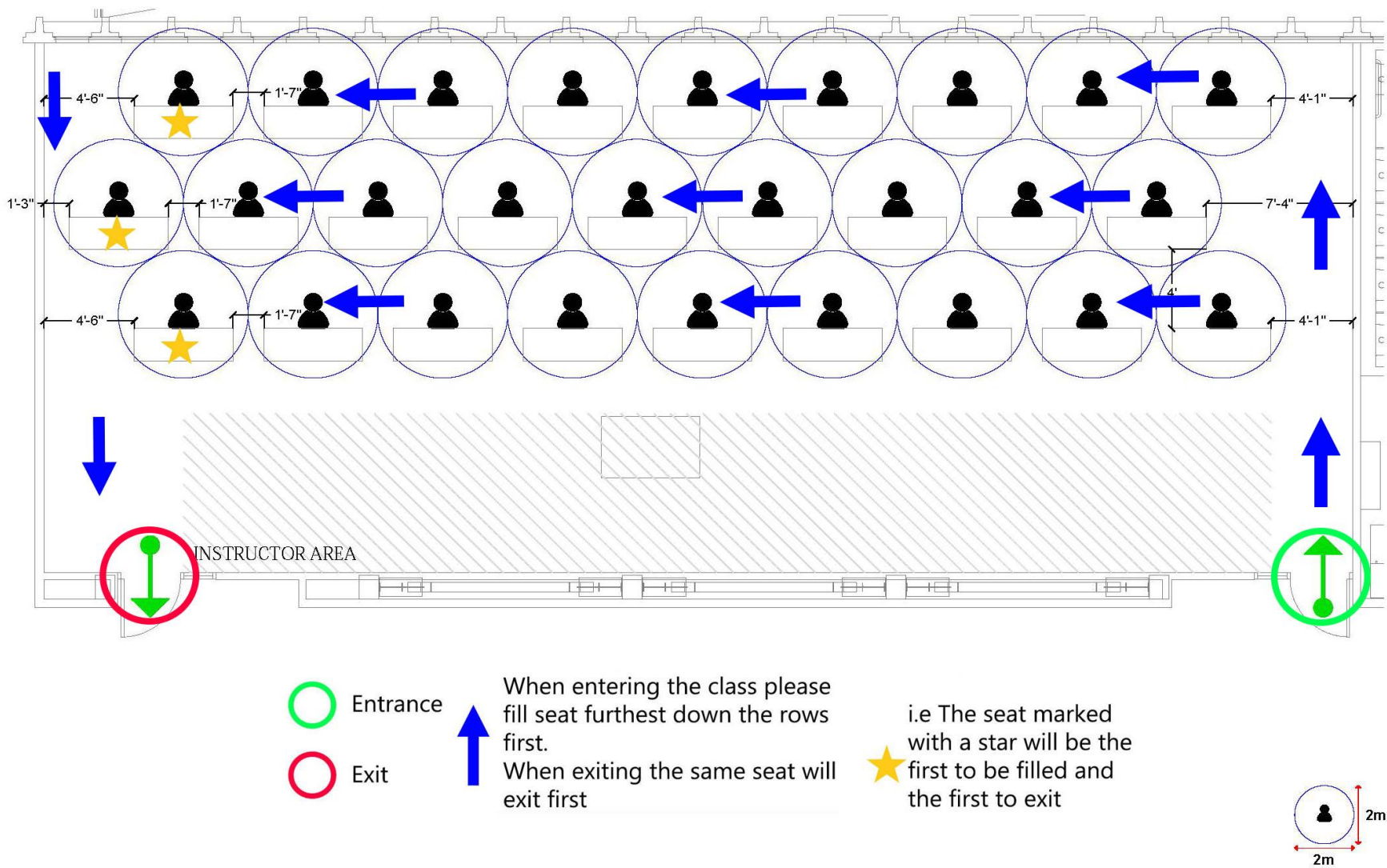


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Henry Angus 232



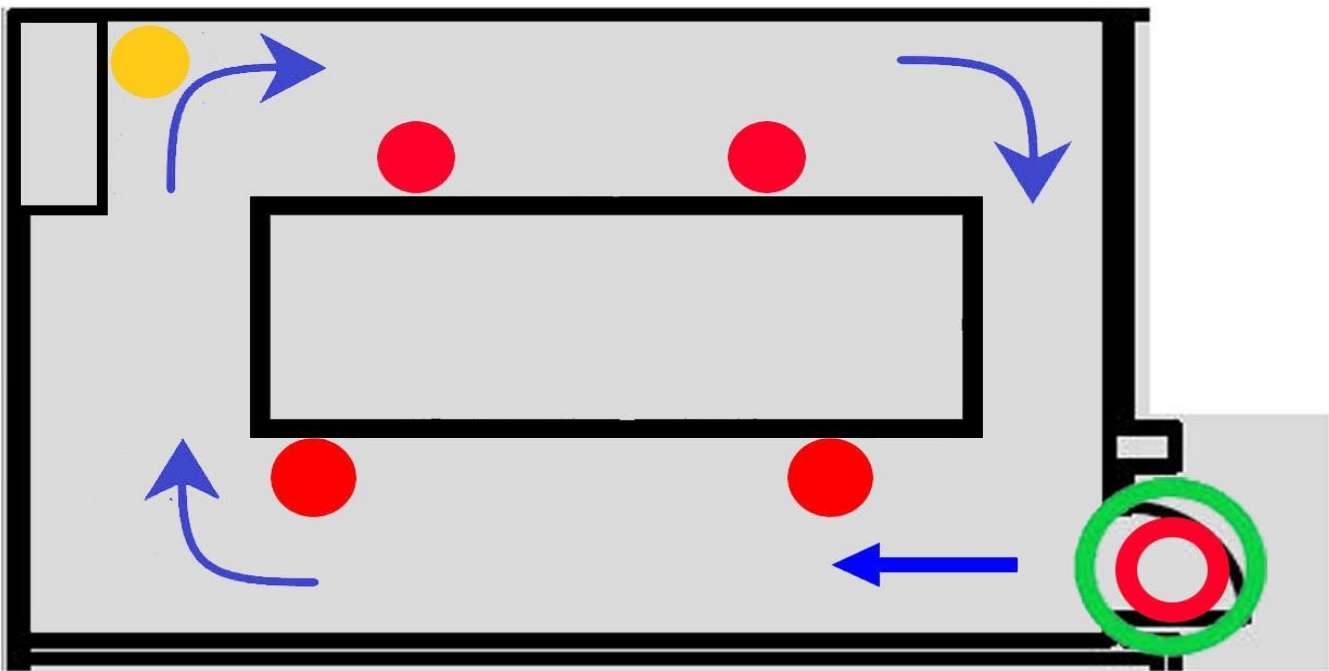


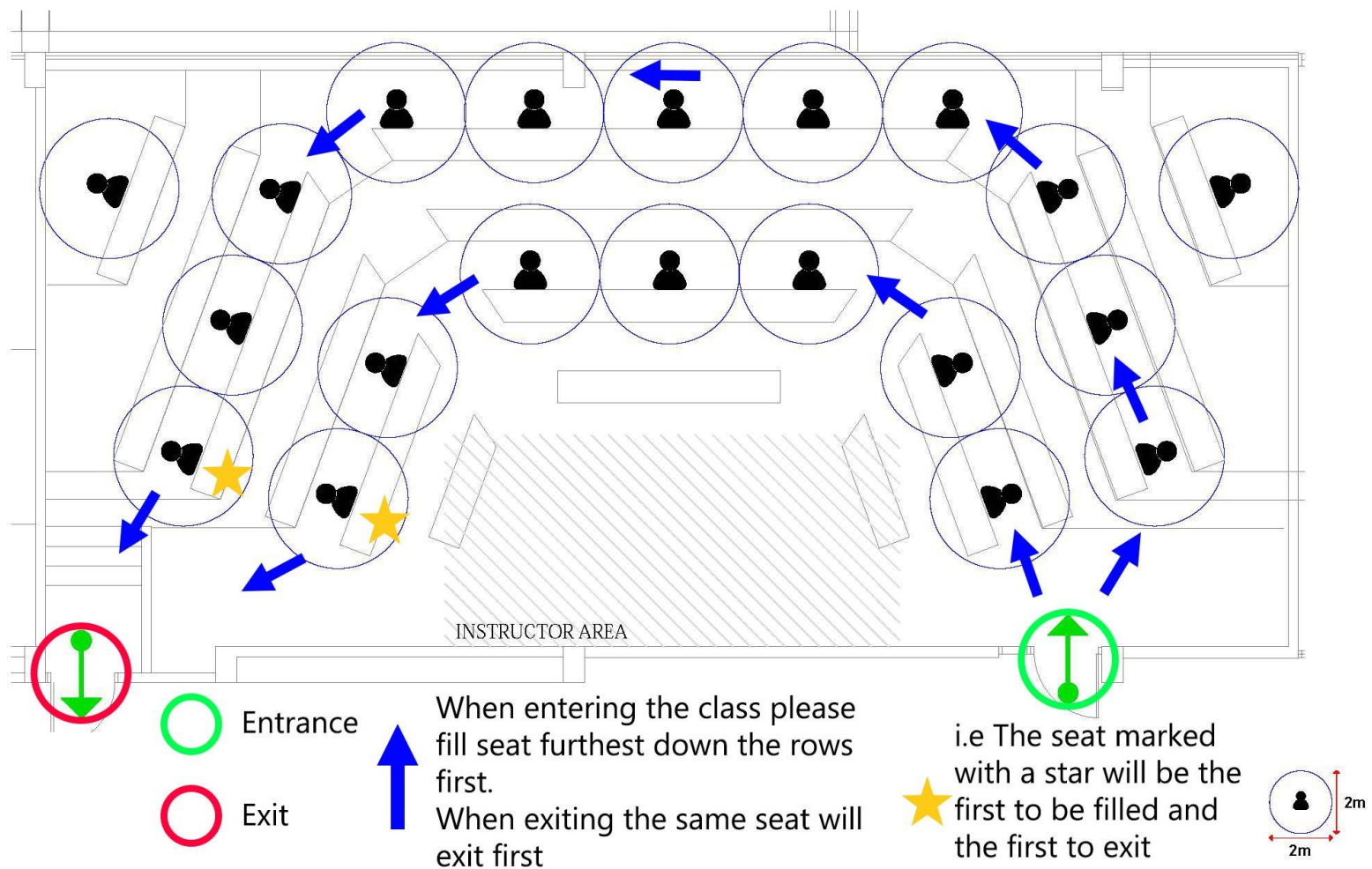
THE UNIVERSITY OF BRITISH COLUMBIA
HENRY ANGUS BUILDING - RM 254

PHYSICAL DISTANCING CAPACITY
REGULAR CAPACITY

27
68

Henry Angus 332



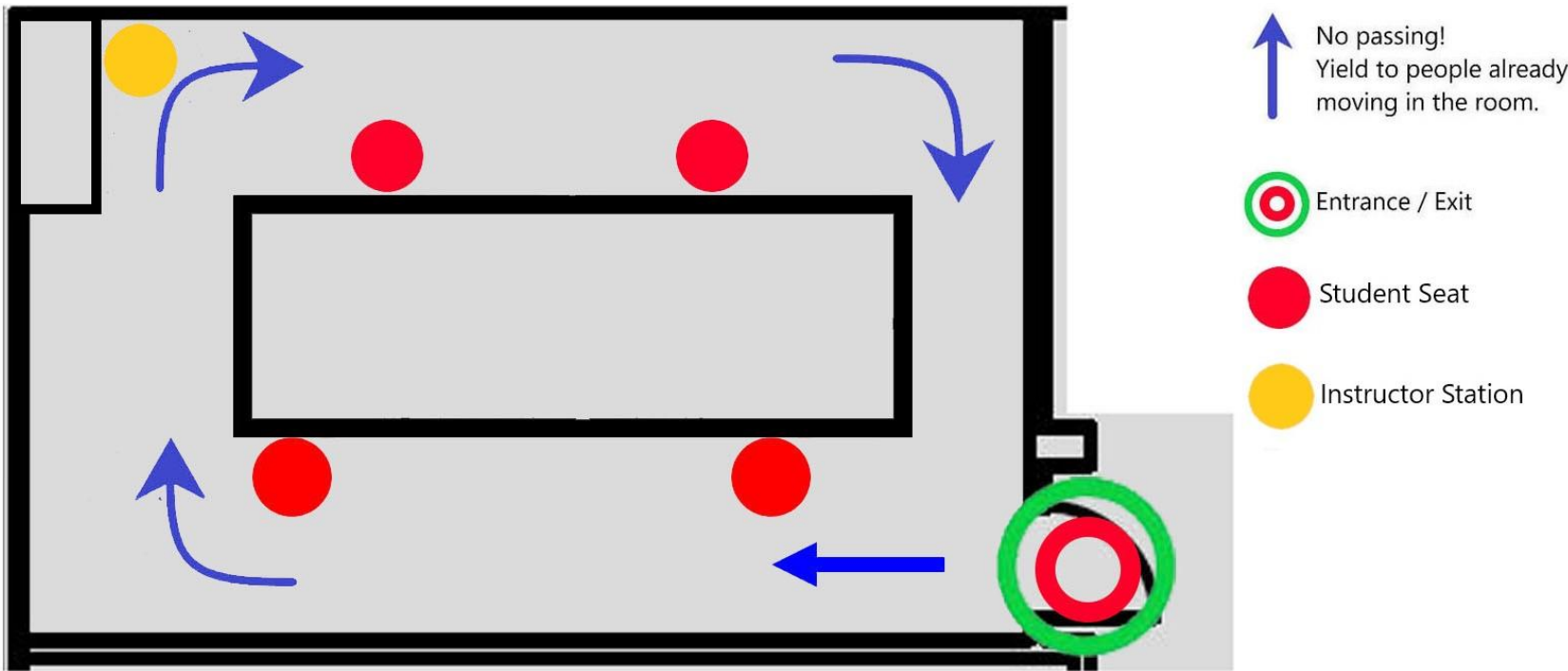


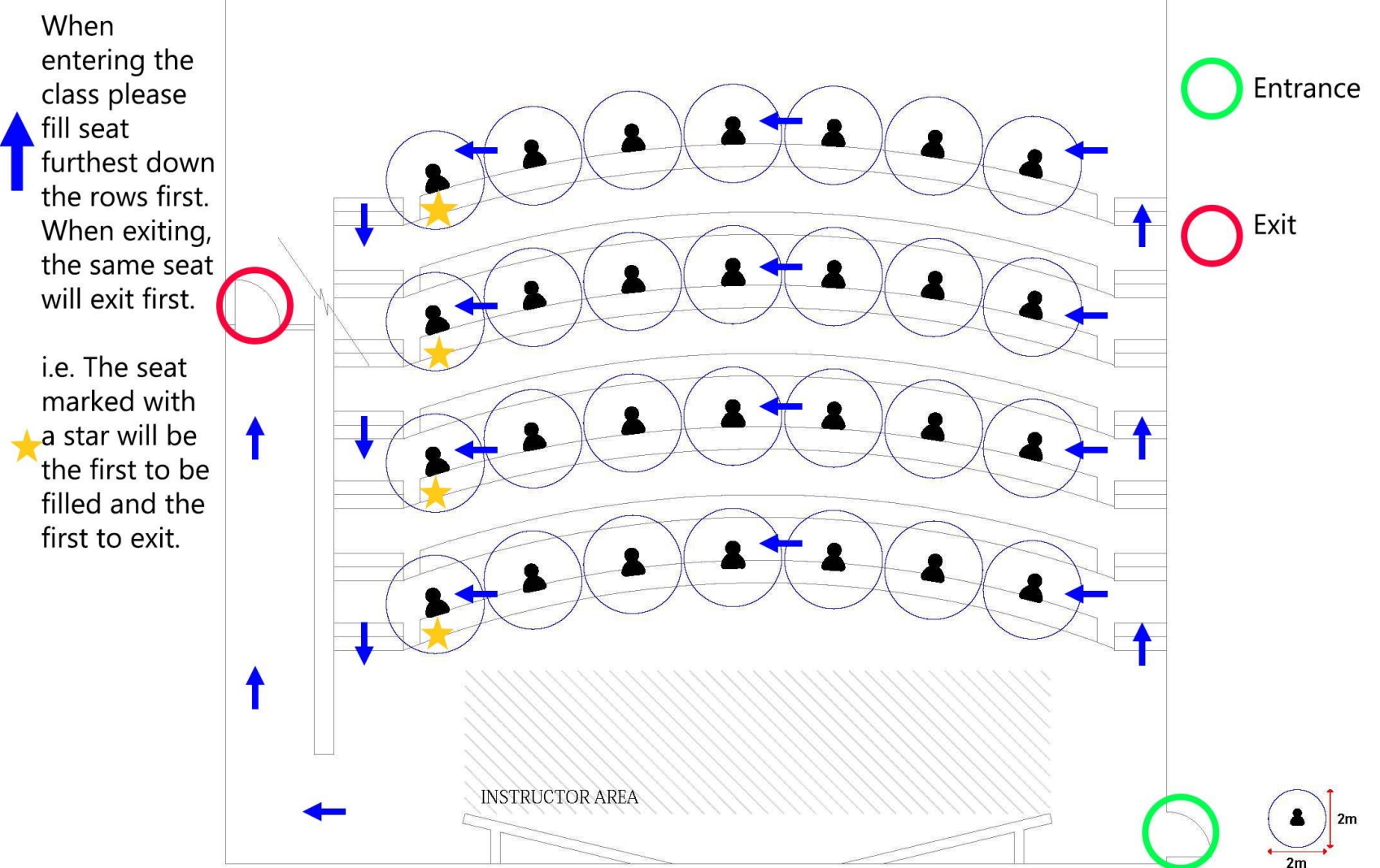
THE UNIVERSITY OF BRITISH COLUMBIA
HENRY ANGUS BUILDING - RM 337

PHYSICAL DISTANCING CAPACITY
REGULAR CAPACITY

20
76

Henry Angus 432

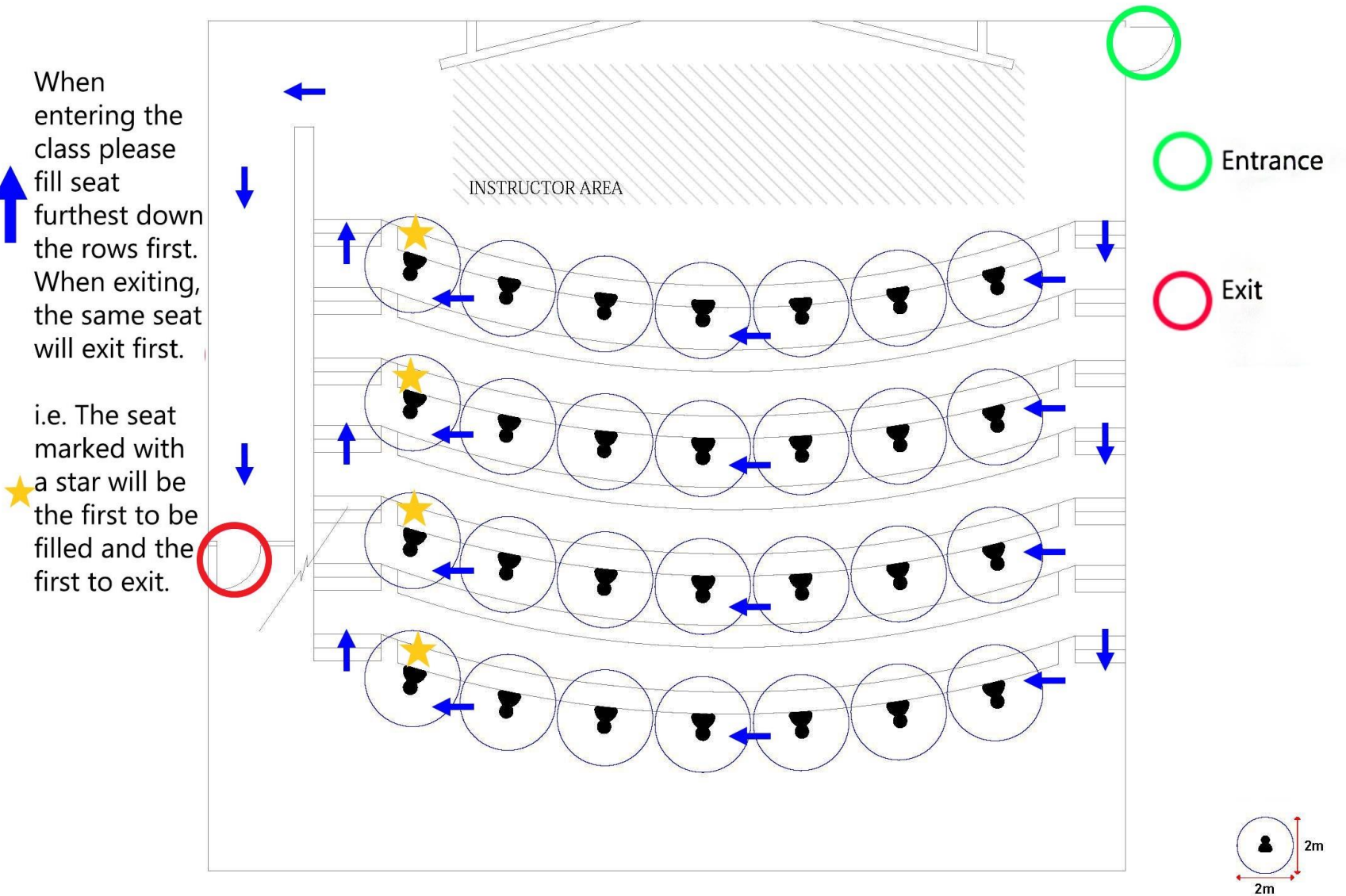




THE UNIVERSITY OF BRITISH COLUMBIA
HENRY ANGUS BUILDING - RM 491

PHYSICAL DISTANCING CAPACITY
REGULAR CAPACITY

28
129



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HENRY ANGUS BUILDING - RM 492

PHYSICAL DISTANCING CAPACITY
REGULAR CAPACITY

28
129