Allard Law Autumn 2020 Teaching and Resumption of Onsite Work Plan
Specific Covid-19 Health and Safety Considerations

Students approved for instructional entry will be limited to access the first floor of Allard Hall, and the basement floor for the washrooms. All secure wings and perimeter doors will remain locked during the fall and winter terms. Card access for students will be provisioned per week by the Receptionist, based on the IL section delineation and rotation schedule for the term. Student access will be active during 08:00AM-15:30PM on approved days.

**Self-Monitoring for Entry**
Prior to entry, all students, staff and faculty will be required to complete the [check-in survey](http://allard.ubc.ca/community-updates), which directs everyone to take the BC Covid-19 Self-Assessment. If the assessment show individuals are not exhibiting signs of Covid-19, they are welcome to enter Allard Hall on approved days. Self-assessment responses will be saved in a generic Allard email account for record keeping. The account will be monitored daily by the Allard Receptionist for compliance. Failure to complete the self-assessment check-in will trigger a follow-up from Allard HR.

All communication will direct students, staff and faculty to enter Allard Hall on 1) approved days, and 2) only if self-assessments and self-monitoring indicates the individual is feeling well. It is imperative that anyone experiencing symptoms of Covid-19, or symptoms of a cold, allergies or otherwise, do not show up to campus.

There will be a link to the self-assessment check-in process on the Allard Hall Covid-19 Community page, which will also be mobile friendly: [http://allard.ubc.ca/community-updates](http://allard.ubc.ca/community-updates).

**Classrooms**
Classroom occupancy, as mapped by UBC Learning Spaces for Covid-19 teaching spaces, will be strictly adhered to. Classroom occupancy will be noted by way of signage outside each entry to classes. As much as possible, classrooms with two entry options or appropriate directional flow considerations will be prioritized for 1L in-person instructions (104, 105, 106, 122, and 123 as needed). Classtime will be staggered as well to limit common area and washroom traffic.

Students sections will be assigned a dedicated classroom on their weeks of entry. They will be directed to stay in their assigned classes for the duration of their day, as much as possible. Custodial staff will be notified of the priority classrooms in use, for nightly cleaning.

**Seating and Distancing**
Seating in classrooms will be marked to ensure 2 metres are maintained between students. Students should only sit in marked chairs and stay in their chosen seats for the duration of the day. Where possible, additional furniture will be removed or reconfigured.
to create open spaces to facilitate socially distanced entry, exit and movement in the classrooms.

Masks
All students will be provided with a mask. Faculty, staff and students are requested to wear a mask when moving around the building and in all common areas. Masks can be removed once seated or physically distanced inside classrooms and offices. All tech rovers and AV support workers in classrooms will be required to wear masks.

Hand Sanitizing
Students and instructors will be asked to sanitize their hands prior to entering classrooms, or when returning to class. All classrooms will have sanitizer made available throughout the course of the term. The ground floor of Allard Hall will have a sanitizer station managed by UBC Custodial throughout the duration of the term.

Directional Flow
For those entering Allard Hall in the fall term, signs will indicate entry and exit doors. Directional flow will also be delineated in classroom hallways and stairways to minimize contact in open areas.

Student Advising
Student advising will remain remote. Meeting rooms are not available for student advising, unless necessary for emergency situations. As faculty offices are strictly one-person occupancy, they are not to be used for in-person advising. Students are welcome to interact with instructors before and after class so long as remote learners are given an equal opportunity for interaction.

Open Lounge and Study Areas
Seating in open areas will be restricted to minimize congregation and contamination. Signage will be appropriately placed to indicate this. All couches, and fabric-based study and seating areas will be closed until further notice. The second to fourth floor open study areas will be closed to students.

The Hong Kong lounge will be reconfigured to ensure social-distancing protocols are met. The microwaves in the Hong Kong Lounge will be removed to meet our safety protocols. Students can remain in classrooms during break and lunch hours. There will be a reduced number of tables available on a first come first serve basis in the Hong Kong lounge. Anyone using these open areas will be required to ensure they can maintain 6 feet between individuals. Students will be able to leave the law school during lunch hours to access UBC food services and other vendors as needed. Daytime custodial staff will be directed to sanitize high traffic areas.

Lanyards
Ensuring visibility of our approved law school community is an important part of safety planning. All approved law school faculty, staff and students will be requested to have their lanyards and UBC cards visible, when walking around the building.
Faculty Teaching Support

Faculty Office Use
Office access for faculty will be approved based on an occupancy schedule. Faculty are welcome to teach remotely, from their offices, or elect to teach in person as part of the limited IL instruction. Faculty interested in using their office space should indicate this to Allard HR, to be added to an occupancy rotation schedule. To prioritize safe entry for our community, pets and children as well remain outside of scope of approved entry.

Faculty Space Bookings
Outside of classrooms being used for IL instruction in the fall term, faculty are welcome to book classrooms to deliver remote classes. Bookings should also align with approved entry per faculty and staff occupancy schedules. Bookings can be made through Allard Reception and will be on a first come first serve basis. Priority will be given to instructors teaching in person, who may need a room directly after an in-person class to deliver a remote class.

Experiential Learning
We will ensure, as much as possible, that experiential learning is prioritized for limited onsite learning opportunities. In some instances, like the trial advocacy labs, small groups will be held in evening time blocks only. This will ensure that entry hours for these students do not overlap with IL student entry on any given day.

Indigenous Legal Studies students will also be given some limited in-person learning opportunities. In such instances, these will be scheduled on a Monday (when IL instruction is not in session) and kept strictly to room 105. Room 105 will be strictly prioritized for ILS learning, to ensure a safe ‘bubble’ is maintained for this cohort when onsite.

Covid-19 Campus Rules

To ensure all workspaces and other parts of the campus remain safe, the University has outlined the following campus rules which must be adhered to:

1. All students, faculty, staff, and others must assess themselves daily for COVID-19 symptoms prior to engaging in in-person UBC activities on UBC Premises. A list of COVID-19 symptoms can be found here: http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms.

2. Anyone who is ill or believes they have COVID-19 symptoms or exposure to SARS-CoV-2 must complete the BC self-assessment tool at https://bc.thrive.health/ or through
the BC COVID-19 Support App for their iOS or Android device and follow the instructions provided.

If the self-assessment tool recommends that a person get tested for COVID-19 or self-isolate they must do so. If required to get COVID-19 testing they should not return to UBC Premises until they have received the test results and followed any self-isolating recommendations. At the commencement of self-isolation:
   i. Faculty and staff of UBC must report their condition to their supervisor and manager. Their supervisor or manager will advise them of their options.
   ii. Contractors, volunteers or others with business on UBC Premises should advise their UBC contact person of their status

3. All faculty and staff on campus must complete the mandatory online training module ‘Preventing COVID-19 Infection in the Workplace’ to be able to work on UBC Premises.

4. Anyone with a positive COVID-19 diagnosis can only return to work, or resume in-person UBC activities on UBC Premises, after 10 days have passed since the start of symptoms and the fever is gone. Additional information: http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation.

5. Anyone who has travelled internationally or had contact with a COVID-19 infected person may only return to UBC Premises after 14 days and 10 days respectively and may only resume in-person activities at UBC Premises if the fever is gone and you are feeling better.

6. Everyone is advised to maintain physical distance from others as much as possible unless other safety measures are in place.

7. Everyone must follow relevant signage and floor markings when moving around UBC Premises.

8. Supervisors will ensure that all faculty, staff and contractors are familiar with the COVID-19 site specific safety plans for their work areas – these will layout the plan for occupancy, traffic flow and hygiene at your worksite and within your building.


Ensuring Compliance

All faculty, staff and students are responsible to monitor their health, and to ensure that they are following these safety protocols under Covid-19 for on-campus learning and work:

- Everyone on UBC Premises or engaging in in-person UBC activities must comply with these COVID-19 Campus Rules and any other UBC rules.
• The Administrative Head of Unit or Supervisor for each unit has the responsibility to ensure that UBC rules and safety protocols are followed in their unit.

• Notices regarding applicable UBC rules and safety protocols will be posted at entrances to work places as well as communal areas (for example lunchrooms) for all workspaces.

• All faculty, staff and students are encouraged to bring concerns about the implementation of UBC rules or safety protocols or incidents of non-compliance to the attention of the Administrative Head of Unit or Supervisor.

• For support in investigating incidents of non-compliance or similar concerns by faculty and staff, Administrative Heads of Unit or their designates should contact their Human Resources Advisor or Faculty Relations Senior Manager.

• Failure to follow these rules or other rules or safety protocols by faculty or staff may result in discipline up to and including the termination of employment.

• Failure to follow these rules or other rules or safety protocols by students may result in discipline pursuant to the UBC Student Code of Conduct. For support regarding the application of the UBC Student Code of Conduct Administrative Heads of Unit can contact Campus Security.

• Failure to follow these rules or other rules or safety protocols by contractors may result in the termination of your contract, and/or loss of access privileges up to and including being restricted from visiting UBC Premises.

• Failure to follow these rules or other rules safety protocols by volunteers, visitors or other third parties on UBC Premises may result in loss of access privileges up to and including being restricted from visiting UBC Premises.

FAQs

1. **What do I do if a suspect a student is sick in class?**
   Direct the student to put on a mask if they are presenting symptoms, they should go home immediately, seek medical attention, and self-isolate for 10 days. They should not return to campus until they are symptom free for 10 days.

   Students can call 811 (BC Nursing Line) and use the BCCDC tool for more information: [https://covid19.ubc.ca/health-guidance/](https://covid19.ubc.ca/health-guidance/). The student should follow-up with the Assistant Dean, Students (adstudents@allard.ubc.ca). The Dean will make a final assessment and decision on the continuation of the class onsite.

2. **What do I do if I suspect I have gotten sick through the course of a day?**
For faculty and staff employees presenting COVID-19-like symptoms on-campus, the direction is to call UBC First Aid at 2-4444 and immediately notify your supervisor.

You should go home immediately, seek medical attention, and self-isolate for 10 days. Do not return to campus until they are symptom free for 10 days.

3. **I am a supervisor and my staff member reported they have Covid-19. What do I do?**

   Call UBC Safety and Risk Services at 604-822-2029 or email ready.ubc@ubc.ca and a safety expert will provide guidance on any immediate follow-up measures. The supervisor should also notify the law school’s Director, HR and Operations (cosco@allard.ubc.ca).

   If a worker reports that they have been exposed to COVID-19 in the workplace, the right approach is to contact UBC Workplace Health Services, notifying WSBC Claims Associate Gregory, Aidan (aidan.gregory@ubc.ca). Aidan will ask a series of questions to help determine if UBC needs to report a claim to WorkSafeBC. For more information from WorkSafeBC please visit: https://www.worksafebc.com/en/about-us/covid-19-updates/claims/information-for-workers.

   UBC’s Occupational and Preventative Health Unit remains available to all staff, faculty, and paid student employees who have questions or concerns about their health and safety in the workplace, including questions around COVID-19: https://hr.ubc.ca/health-and-wellbeing/occupational-and-preventive-health-oph.

   More information for the UBC community is available here: https://covid19.ubc.ca/resources/.

4. **What happens if there is a confirmed positive case of Covid-19 in Allard Hall?**

   Suspected positive incidents or exposure concerns are to be reported to the Supervisor, if for faculty and staff (the Dean is supervisor for faculty). Further incident reporting information can be found on the Safety Risk Services webpage: https://srs.ubc.ca/covid-19/health-safety-covid-19/.

   If there was a confirmed positive incident, UBC would defer to the government response protocols and rely on their direction. UBC would provide assistance as requested.