

Specific Covid-19 Health and Safety Considerations In-Person Teaching and Resumption of Onsite Work

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.

Covid-19 Safety Training

All UBC employees are required to complete mandatory training prior to resuming on-campus activities: The mandatory training module is accessed through the Workplace Learning Platform, enrolling using an active CWL: <https://srs.ubc.ca/covid-19/safety-planning/covid-19-safety-training-rules/>

All students resuming on-campus learning should complete the Covid-19 student safety training course. This course will be offered through Canvas, and provide up-to-date information on the university's safety measures, actions requires for resuming activities on campus, and provide resources for supporting mental health and wellbeing. The training will be communicated through the Student Services team and is available here: <https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf>

Self-Monitoring for Entry

Prior to entry, all students, staff and faculty will be required to complete the **check-in survey**, 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>. Signage on entry doors will also remind everyone of this requirement, and offer a QR code to link to mobile devices to complete prior to entry.

Classrooms

Classroom occupancy capacities have been reduced by the UBC Learning Spaces Team to ensure designated seats remain 2 meters apart. All reduced occupancy capacities for teaching under Covid-19 will be strictly adhered to. Each classroom will have its

occupancy capacity clearly signed outside the main entry doors. Classrooms with two entry options or appropriate directional flow considerations will be prioritized for 1L in-person instructions (**104, 105, 106, 121, 122, 123**). Class-times 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.

All classrooms will be supplied with non-medical masks, hand sanitizer, and a copy of these safety procedures for the duration of in-person learning.

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

On September 16, 2020, UBC updated its Covid-19 Campus Rules (outlined below and found here: <https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf>) requiring all faculty, staff and students to wear non-medical masks when on campus, in common areas and indoors. Common indoor spaces include hallways, stairways, building entryways, washrooms, common areas in residences and other high-traffic areas. In accordance with this new direction, masks must be worn:

- When travelling through building corridors and shared spaces
- While entering or exiting classrooms
- Within classrooms while moving to seats, or at any time that 2m of physical distancing cannot be maintained.

Masks can be removed for instruction in Allard classrooms once seated and physically distanced, and for eating and drinking in common areas if physical distance is maintained. Classroom capacities have been reduced so that designated seats are 2m apart. Therefore, while in classrooms, students in designated seats have the option to remove their masks. Faculty and instructors are not required to wear a mask in classrooms while physical distanced (2m) from students and other classroom users. All tech rovers and AV support workers will be required to wear masks at all times inside classrooms.

One re-usable non-medical mask will be provided to all faculty, staff and students approved for entry to Allard Hall. Non-medical masks will be made available in classrooms and through the Reception desk.

Students with questions regarding masks should direct those to the Assistant Dean, Students (adstudents@allard.ubc.ca) and faculty and staff with questions should direct those to supervisors, or to the Director, HR and Operations.

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 and UBC Cards

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, or on hand 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 (updated September 16, 2020)

<https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf>

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.
 9. All persons must wear an appropriate mask (defined below) when inside buildings on UBC Premises unless:
 - i. you are the sole occupant of an enclosed room;
 - ii. one of the exceptions outlined in Attachment “A” apply; or
 - iii. an approved Covid-19 Safety Plan has been implemented that provides specific guidance regarding the use of masks.An appropriate mask must have two layers of tightly woven fabric (cotton or linen), or be a commercially produced disposable non-medical mask, and securely fit, without gaping, over the nose and mouth with ties or ear loops. For more information on appropriate masks please see <https://srs.ubc.ca/covid-19/health-safety-covid-19/>.
 10. Administrative and Academic Units will have until September 30, 2020, to update their Covid-19 Safety Plans to address mask use inside buildings in accordance with directions

provided by UBC Safety and Risk Services in Vancouver and Campus Operations and Risk Management for the Okanagan Campus.

For more information regarding COVID-19 rules please see: <https://srs.ubc.ca/covid-19/health-safety-covid-19/>.

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 I 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 and take the self-assessment tool. They should not return to campus until cleared by the health authority. This follows UBC Covid-19 Campus Rules referenced here: <https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf>.

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.
- iii. Students can call 811(BC Nursing Line) and use the BCCDC tool for more information: <https://covid19.ubc.ca/health-guidance/>. The student should follow-up with the Assistant Dean, Students (adstudents@allard.ubc.ca).

Positive cases of Covid-19 will be reported to Vancouver Coastal Health. All health directives, contact tracing, and operational changes will be directed by the health authority. In accordance with this direction, the Dean will make decisions on communication and changes to on-site teaching as appropriate.

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>.

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.

Ensure you are masked and go home immediately to take the self-assessment: <https://bc.thrive.health/>. No one should return to campus until cleared by the health

authority. This is per the UBC Covid-19 Campus Rules referenced again here: <https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf>.

In accordance with these rules, 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.
- iii. Students can call 811(BC Nursing Line) and use the BCCDC tool for more information: <https://covid19.ubc.ca/health-guidance/>. The student should follow-up with the Assistant Dean, Students (adstudents@allard.ubc.ca).

Employee should notify their supervisor, who should notify the law school's Director, HR and Operations (cosco@allard.ubc.ca). The Director, HR and Operations will inform UBC Safety & 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.

Exposure of COVID-19 in the workplace will also be reported to 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.

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>.

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

The supervisor should also notify the law school's Director, HR and Operations (cosco@allard.ubc.ca). The Director, HR and Operations will inform UBC Safety & 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.

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.

In accordance with these rules, 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.
- iii. Students can call 811(BC Nursing Line) and use the BCCDC tool for more information: <https://covid19.ubc.ca/health-guidance/>. The student should follow-up with the Assistant Dean, Students (adstudents@allard.ubc.ca).

Faculty and staff who have questions about leave due to exposure of Covid-19, or exposure of family members, should connect with their supervisors directly.

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?

If there was a confirmed positive incident, UBC would defer to direction provided by the government and health authority. UBC would provide assistance as requested. All health directives, contact tracing, and operational changes will be directed by the health authority. In accordance with this direction, the Dean will make decisions on communication and changes to on-site teaching as appropriate.

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>.

Suspected positive incidents or exposure concerns are to be reported to the supervisor, if for faculty and staff (the Dean is supervisor for faculty). If a student tests positive for Covid-19, they should inform the Assistant Dean, Students in confidence adstudents@allard.ubc.ca.

Positive Covid-19 test results are private information and disclosure should not go beyond direct supervisors as needed. Further incident reporting information can be found on the Safety & Risk Services webpage: <https://srs.ubc.ca/covid-19/health-safety-covid-19/>.

Attachment “A” Mask Exemptions

COVID-19 Safety Plan Exceptions that have been approved for inclusion in Safety Plans

- Where a wearing a medical mask impedes delivery or receiving of UBC provided services, the conduct of research, or student training in accordance with an approved UBC Safety Plan and in accordance with the best practices of any relevant professional governing body.
 - Example: Services provided at UBC Child Care Services and UBC Counseling Services, student clinical training at the UBC Dental Clinic;
- Persons engaged in indoor sports or exercise where permitted by UBC Athletics and Recreation or the management of another UBC sports or recreation facility in accordance with an approved UBC Safety Plan;
- Persons seated in a publicly accessible area within or behind a UBC approved physical barrier in accordance with an approved safety plan (an example would be students seated in UBC approved library study kiosks);
- While attending a UBC class while in located seating that meets physical distancing guidelines in compliance with an approved UBC Safety Plan.
- With prior approval from your instructor, where wearing a mask during an educational activity is impractical in compliance with an approved UBC Safety Plan;
- Instructors lecturing to students, or in the presence of other persons, provided they meet physical distancing guidelines and are in compliance with an approved UBC Safety Plan.
- Persons conducting research in laboratories or other research spaces provided they meet physical distancing guidelines and are in compliance with an approved UBC Safety Plan.
- UBC employees working in areas not available to the general public provided they meet physical distancing requirement and are in compliance with an approved UBC safety plan.
 - Examples: office workers in an open office space, call center employees, custodial workers cleaning non-public spaces, UBC tradespeople working in non-public spaces.
- In an enclosed office occupied by one person;
- Persons wearing personal protective equipment offering more protection than a mask, or working in a situation where safety rules preclude wearing a non-medical mask provided they meet physical distancing requirements and are in compliance with an approved UBC safety plan.
 - Examples: a person wearing a respirator as part of their UBC employment or in a laboratory, a person wearing a welder’s helmet and mask.