



Appendices

Appendix A: Allard 2020-21 Teaching and Resumption of Onsite Work Plan

The following Appendix is truncated and available on the Allard website here:

www.allard.ubc.ca/teachingplan.

This document sets out the Allard autumn and winter 2020-21 JD teaching and resumption of onsite work plan. This document is considered a child plan of the UBC Allard School of Law Covid-19 Worksafe Safety Plan (the law school's parent plan), and incorporates all safety protocols as outlined in the parent plan. It further outlines the process and procedures for the resumption of controlled on-campus teaching opportunities for students. It outlines the process and procedures to support faculty and staff in this resumption of onsite learning, and the resumption of controlled onsite research and work.

For teaching, it builds on the messages that we have shared with our students and faculty to date and reflects discussions of our ad hoc autumn planning committee including: Janine Benedet, Isabel Grant, Doug Harris, Darlene Johnston, and Graham Reynolds, acting as advisors to the Associate Dean Academic Affairs and the Dean.

Our commitment to incoming 1Ls is twofold: a) that students will be able to do all learning online in the academic year 2020-21; and b) that in-person opportunities will be available to the extent possible under public health guidance. We want to achieve this in way that provides high-quality instruction to all students.

For upper year students, we have not promised in person learning opportunities. We did promise these students that they could learn online if they wished, so we need to ensure that we do offer remote learning even if we can resume some in-person teaching at some point in time. Upper-year students each have unique timetables, so it is much harder to control their safe use of the building. They have also already made in-person connections with faculty and other students.

Student and faculty surveys

As a first step, we surveyed incoming first year students and teaching faculty to see if there was a critical mass in each group who were interested to opt into in-person opportunities in the coming year. The surveys revealed that approximately 80% of students, and 75% of faculty members are interested in in-person classroom activities under safe working procedures. On the basis of this high level of interest, we moved forward to develop this plan.

At the outset, we have presumed that preferences may change once the details of the teaching and resumption of onsite work plans are established. We also know that with increased health vigilance, and with changing public health circumstances, we need a flexible plan.



Building 1L sections for current circumstances

We have organized our 1L sections with an eye to students' survey responses about where they will be living during the term, and whether they would like to participate in in-person programming.

Where multiple students have indicated that they are likely to be living in a city outside the Lower Mainland, we have attempted to put those students in the same section, in the hopes that this might facilitate study groups. We have also grouped together a small number of students likely to be living in China. We believe that these are the only first year students who will be living outside of North America. As a result, we have at least one section - the section with students living in China - which would benefit from having everything recorded for them. All other students have been told they will need to participate based on Vancouver time, and of course students may choose to participate live, wherever they are living.

We have concentrated our Indigenous cohort in three sections as their numbers are a bit smaller this year and they have already participated in our two-week intensive program and have done a lot of cohort building work.

We anticipate that each section will have some students who chose not to attend in person, or are unable to attend in person, at least part of the time.

Hybrid Teaching Opportunities for First-Year Classes

After considering a great number of options (and looking closely at the approved occupancy for our classrooms), we have decided upon the following model for first year in-person teaching:

Each section divided into three sub-groups of approximately 16 students and attends, in the following rota with one cohort approved for entry per week:

Week 1: SCOW A

Week 2: SCOW B

Week 3: SCOW C

Each sub-group would be eligible to attend either 4 weeks during the term, or in the case of one sub-group, 3 full weeks and two half weeks to account for the reading break. The final class of the term, which many instructors use for review, would be entirely online. The other 2/3 of the section will be online for that week. The start times for these cohorts will be staggered, to limit the traffic prior to and post classes, and for washroom and common area use.

Students will not be allowed to attend except on their approved days. Students will be assigned to one room for all their classes on their scheduled days. Instructors will arrive for the class they are delivering. If an instructor is delivering the class entirely remotely, students will be able to stay in the room together and participate or watch that class online. We will use rooms 104, 105, 106 and 123. Start times will be staggered slightly to decrease pressure on washrooms and tech support, as well as to promote social distancing in our corridors.



Each subgroup will be further divided into a mentor group of approximately 8 students, (e.g. SCOW A1) and assigned a faculty mentor.

Benefits: This model, unlike some of the others we considered, has no risk of rooms being over-capacity. It is simple to follow and allows faculty to use their time based on their teaching needs. Because the groups are small, if a group has to be quarantined, the numbers will be small.

Drawbacks: We recognize that this creates limited time in class for any one student and that there will be gaps between their in-person weeks. We also recognize that as the term progresses, there may be days with few students in the classroom.

Instructors can, of course, choose how to organize their classes (lecture, discussion, flipped classroom etc.), but this model does tend towards making the in-person + live-streaming model most attractive. We have two basic methods of achieving this, one in which the instructor uses both a laptop and the in-room computer as co-hosts using Zoom or Collaborate Ultra, which allows for students to hear each other asking and answering questions; and one in which the instructor livestreams the lecture and slides via Mediasite and online students use a chat function in Canvas to ask questions, which are answered at designated intervals.

Technological support

UBC AV Services will be arranging for a group of 'tech rovers' so that every professor teaching in a classroom will have someone available to assist them. These rovers will get receive training in advance and will have access to more senior technical support. Rohan Sheehan (and UBC IT) is advising us on additional tech staffing needs.

Fully-remote 1L teaching

The onsite teaching plan remains an option for all students and faculty. Instructors may choose not to use the hybrid in-person model and to teach their course entirely online. Some may opt to deliver remote classes from their faculty office. Faculty choosing to teach from the building must be approved for entry on their teaching days, follow all Covid-19 onsite safety rules as outlined by these plans. For clarity around the hybrid teaching model, some faculty should expect that up to 1/3 of their students may be sitting together in the same room, taking their class together on their laptops, as they have opted in for an in-person classes.

Some pedagogical considerations

This year the question of workload for faculty and students is even more important. Enough things are difficult under pandemic circumstances, and it is a year to think that less might be more in our class delivery.

It is also important to consider how much screen time and how much zoom time we are asking of our students. It is a good year to ensure that classes have break time, and time for small group activities (even if only as a break). It is also important to consider that 'learning' is not always equated to 'listening to a lecture'... student learning occurs in all sorts of ways, and there is no obligation to deliver that



learning through a certain number of lecture hours. Some of our notional hours may be spent on lecturing, on group work (even without an instructor present), on question and revision sessions, or on non-screen interactions.

Upper Year Teaching

Our in-person teaching and resumption of onsite work plans focus on first year classes because it is only in first year that we can anticipate a student's entire daily schedule, and thus better ensure safety protocols can be met. We also believe that the need for community building is most important in the first year of law school.

Adding to the challenges for the fall is a (unavoidably delayed) washroom renovation project that will make all the student washrooms on the first floor inoperative for around the first 6 weeks of term. This leaves us with one single-stall washroom on the first floor and 7 toilets in the basement for student use.

We have learned that the Law Library will remain fully closed for the time being, with curbside pickup at Koerner continuing. This allows us to lock the external doors and keep non-approved users out of Allard Hall, but it also takes away space that upper year students might use, and more washrooms.

Given the challenges of launching the first year in-person teaching in accordance with our occupancy plan, we will not be able to allow teaching of upper year students in the building, with the exception of approved clinical/experiential courses, in the fall term. We will revisit this decision as Term 1 unrolls, with a view to seeing if we can offer additional in-person tutorial-type opportunities later in Term 1 or other in-person teaching in Term 2.

We do have some vacant seminar rooms that are too small for in-person teaching, as well as a few larger rooms not in use on Mondays in particular. Instructors who would like to use these rooms to pre-record or stream lectures using Mediasite or some other technology will be able to do so and to book those rooms for that purpose. Instructors may also get approved access to teach upper year courses from their faculty office.

A small number of clinical/experiential classes were designated 'in person participation required to the extent public health guidelines allow' prior to registration. Two of these three courses are offered off campus. We are also allowing for some in-person access to the building by upper year students involved in on-site clinic work that is difficult to complete remotely.

Resources to help develop a plan

We have earmarked some funds within the law budget (\$20,000) to assist with teaching in the coming year. There are also additional TLEF funds available via the Law School, and additional central funds on offer. It is a good time to think about how some additional money might make things easier and better in the coming year. If you have ideas about things that money can buy, please send them to lawdean@allard.ubc.ca.

If there are particular sessions you would like us to attempt to arrange with the CTLT team, please send them to lawdean@allard.ubc.ca as well.



Some other thoughts

January-April term will primarily be the same as the Fall term, although it is always possible that we will be instructed to move to fully remote teaching again. Our commitment to students covers the entire academic year.

The bookstore is offering curbside and home delivery services.

All exams will be held remotely.

Please remember that we expect change. Covid-19 spread will fluctuate over the teaching term, as will public health advice, and our individual situations. Finally, we would like to stress that this plan will only work if everyone follows the rule that if they are experiencing symptoms of ill health, they must not come to the University. This applies to students and faculty and is a prerequisite to any in person offerings this year.

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**, (www.allard.ubc.ca/sa) 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 start 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 meters 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.
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COVID-19 Exposure 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.

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- 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).

For faculty and staff who have questions about leave due to exposure of Covid-19, or exposure of family members, please connect with 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

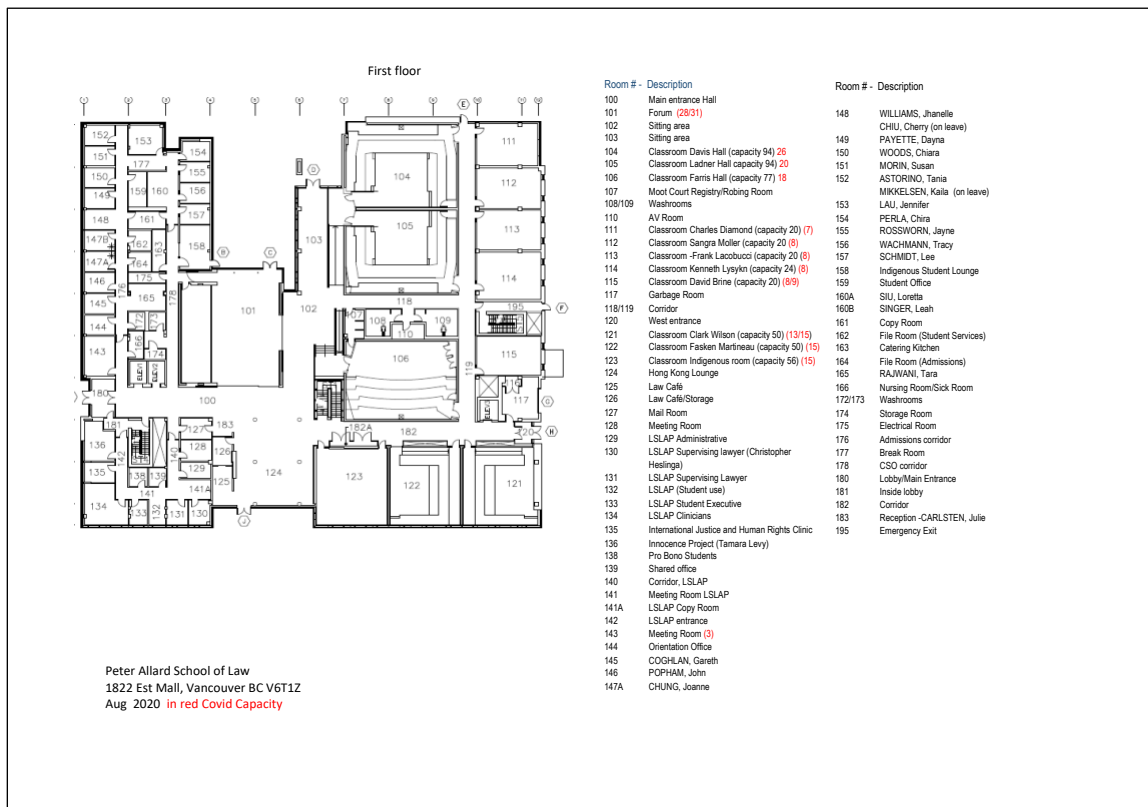
COVID-19 Safety Plan Exceptions that have been approved for inclusion in Safety Plans

- 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 centre 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.

Appendix B: Limited occupancy mapping for first floor classrooms (in red)





Appendix C: COVID-19 Workspace Safety Plan Document Revision

Date	Version	Writer	Change Description	Approved By
2020.06.18	1	Lia Cosco Director, HR and Operations	Original parent plans	Dean of Law, Catherine Dauvergne
2020.11.13	2	Lia Cosco Director, HR and Operations	Most recent Appendix A Updated to newest parent plan template	Dean of Law, <i>pro tem</i> Janine Benedet