



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	<u>Allard School of Law</u>
Facility Location	<u>Allard Hall, 1822 East Mall</u>
Proposed Re-opening Date	<u>July 2020</u>
Workspace Location	<u>Allard Hall</u>



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Introduction to Your Operation

1. Scope and Rationale for Opening

The Allard School of Law is unique in its educational program and delivery of teaching. All classes are delivered in Allard Hall as part of a cohort-based model. To support cohort-based learning, the law school is delivering hybrid classes in the fall and winter terms. While all classes will continue to be offered remotely in the 2020-21 academic year, we plan to accommodate some limited, in-person instruction on-site in Allard's restricted classroom spaces. The focus will be on first year (or IL) classes where students have not yet had the opportunity to meet, or interact with their cohort, and some upper year classes for the purposes of supporting experiential learning. All onsite learning will follow strict safety guidelines as outlined in these plans, following the reduced occupancy capacity mapped by UBC's Learning Space Team in Facilities Planning for Allard's restricted classroom spaces.

To support the safe resumption of on campus teaching, the law school is executing a Phase I and Phase II re-entry plan. Phase I encompassed July – August, and Phase II for the fall and winter terms. Phase I re-entry is to support the preparation of Phase II. The overall goal is to ensure the safe resumption of on-campus work and limited teaching. Any onsite activity in Allard Hall will be conducted in a manner that reduces the risk of potential spread of Covid-19.

This document will be regularly reviewed and updated per mandated government and University requirements captured here: <https://covid19.ubc.ca/>.

The following risks are considered in accordance with <https://srs.ubc.ca/covid-19/safety-planning/determining-safety-plan-risk/>

- Risk #1 – Higher proportion of individuals from outside of the UBC community visit the campus/unit; if employees or staff are exposed to more than 10 random people in a day; or if the unit is public facing
- Risk #2 – Prolonged close interaction with others not in the usual cohort of colleagues; if contact lasts for more than 15 minutes and transient in nature
- Risk #3 – The workplace or activity is indoors with no building ventilation system and access to outdoor air is not available (e.g. openable windows)
- Risk #4 – Employees/students/visitors have frequent contact with high-touch surfaces (service counters, card payment machines)
- Risk #5 – The activity involves people who are at higher risk of severe illness (i.e., older adults or those with chronic health conditions)
- Risk #6 – The activity involves people who are not able or likely to follow hygiene practices such as washing hands frequently, respiratory etiquette, and identifying when they are feeling ill and staying home

Note: Applicable risk factors (from above) are listed may be subject to change based on COVID-19 developments and Campus operations, and will be addressed as part of the monitoring requirements.



Allard Hall has little to no risk as pertains to #1-6 above. Allard Hall is closed to members of the public, outside guests or visitors, or anyone not approved for entry as part of our cohort (bubble) model.

All 1L (first year) students will be placed in cohorts, and invited for re-entry as part of a rotation once every three weeks. There will be no mixing of cohorts. Faculty and staff re-entry will follow the same model of assigned days to ensure strict bubbles. Students are not allowed to access floors 2-4 or any secure wings where staff or faculty may be. All spaces will be configured to allow for physical distancing, operating under reduced capacity. All shared spaces will be provisioned with hand sanitizer and masks. Mandatory masks and daily self-assessments are required for anyone entering the building. The daily self-assessment will be rigorously monitored and reconciled daily, with spot check audits to ensure compliance. The building will be signed with all mandatory requirements, and directional flow implemented to ensure physical distancing.

Access will only be provisioned on approved days for students; students will not be able to enter outside of approved weeks. Building operations have confirmed ventilation is working, and custodial staff will be cleaning nightly, M-F. The building remains closed on the weekends.

Section #1 – Regulatory Context

2. Federal Guidance

The Allard School of Law will be implementing safety standards as outlined in the following:

- [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

The Allard School of Law will be implementing safety standards as outlined in the following:

- [BC’s Restart Plan: “Next Steps to move BC through the pandemic”](#)
- [BC COVID-19 Self Assessment Tool](#)

4. WorkSafeBC Guidance

The Allard School of Law will be implementing safety standards as outlined in the following:

- [COVID-19 and returning to safe operation - Phases 2 & 3](#)
- [WorkSafeBC COVID-19 Safety Plan](#)
- [WorkSafeBC: Designing Effective Barriers](#)
- [WorkSafeBC: Entry Check for Workers](#)
- [WorkSafeBC: Entry Check for Visitors](#)
- [WorkSafeBC Protocol: Offices](#)
- [WorkSafeBC Protocols: Post-Secondary Education](#)

5. UBC Guidance

UBC Covid-19 guidelines and protocols have been incorporated through this template. This template incorporates all best practice guidelines outlined by UBC Safety Risk Services. This document will be regularly reviewed and updated per mandated government and University requirements captured here: <https://covid19.ubc.ca/>. The following guides the Allard School of Law’s re-entry planning:



- [COVID-19 Campus Rules.](#)
- [Guidelines for Preparing for Reoccupancy](#)
- [Guidelines for Safe Washroom Reoccupancy](#)
- [Space Analysis and Reoccupancy Planning Tool](#)
- [UBC Employee COVID-19 PPE Guidance](#)
- [Ordering Critical Personal Protective Equipment](#)
- [UBC Employee COVID-19 Use of Shared UBC Vehicles Guidance](#)
- [Building Operations COVID-19 website](#) - Service Level Information
- [UBC Employees COVID-19 Essential In-person Meetings/Trainings Guidance](#)
- [Workplace Physical distancing Planning Tool and Signage Kit](#)
- [UBC Facilities COVID-19](#) information
- [UBC Entry Check Sign](#)
- [Preventing COVID-19 Infection in the Workplace training course](#)
- [UBC Cleaning Standards & Recommendations for Supplementary Cleaning](#)
- [UBC Classroom Safety Planning](#)

6. Professional/Industry Associations

Industry consultation indicates that no specific guidelines are prescribed.

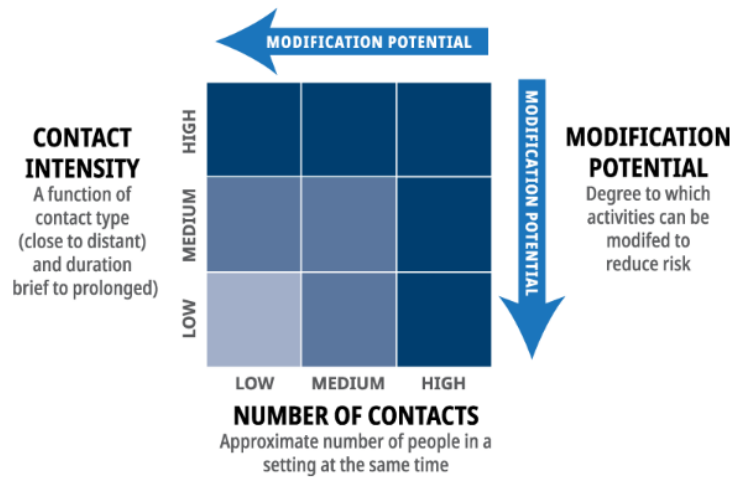
Section #2 - Risk Assessment

As an employer, UBC has been working diligently to follow the guidance of federal and provincial authorities in implementing risk mitigation measures to keep the risk of exposure as low as reasonably achievable. This is most evident in the essential service areas that have remained open on campus to support the institution through these unprecedented times. These areas have been very active with respect to identifying and mitigating risks, and further re-evaluating the controls in place using the following risk assessment process.

Prior to opening or increasing staff levels:

Where your organization belongs to a sector that is permitted to open, but specific guidance as to activities under that sector are lacking, you can use the following risk assessment approach to determine activity level risk by identifying both your organization's or activity's contact intensity and contact number, as defined below:

1. What is the contact intensity in your setting pre-mitigation – the type of contact (close/distant) and duration of contact (brief/prolonged)?
2. What is the number of contacts in your setting – the number of people present in the setting at the same time? As a result of the mass gatherings order, over 50 will fall into the high risk.



One or more steps under the following controls can be taken to further reduce the risk, including:

- Physical distancing measures – measures to reduce the density of people
- Engineering controls – physical barriers (like Plexiglas or stanchions to delineate space) or increased ventilation
- Administrative controls – clear rules and guidelines
- Personal protective equipment – like the use of respiratory protection

7. Contact Density (proposed COVID-19 Operations)

Describe the type of contact (close/distant) and duration of the contact (brief/prolonged) under COVID operations - where do people congregate; what job tasks require close proximity; what surfaces are touched often; what tools, machinery, and equipment do people come into contact with during work

Phase I – no students will be allowed in Allard Hall. All re-entry will ensure: low density, low proximity contact, and social distancing. Shared areas like kitchens will remain closed during Phase I. As an academic space, most spaces including offices are closed door. Minimizing faculty and staff contact is paramount. Phase I and II will ensure practices that support maximum physically distancing.

Phase II – Re-entry density remains extremely low (lower than 30%), the building has been mapped for low proximity contact, and social distancing. As outlined above, students invited for onsite learning are placed in strict cohorts, invited on rotation once every three weeks only. Faculty and staff follow the same model of assigned groups, and no mixing will be allowed. Space access with locked doors will further allow for controls. All spaces will be operating under limited occupancy to ensure physical distancing. Access is provisioned only on approved entry days. Building operations have confirmed ventilation is working, and custodial staff will be cleaning nightly.

8. Contact Number (proposed COVID-19 Operations)

Describe the number of contacts in your proposed COVID-19 operational setting (# of people present in setting at the same time)



During normal operating days, occupancy in Allard Hall can be as high as 800/900 individuals. Re-entry approval on any given day will not exceed a maximum of 30%.

Phase I July – August: less than 10% of our faculty and staff will be onsite for prep work.

Phase II Sept - April: approved entry on any given day (excluding weekends) will be between 10-20% occupancy, if everyone approved for entry on a particular day were to enter. This includes staff, faculty and students. Remote work and teaching will remain the primary avenue for dissemination of work and instruction.

9. Employee Input/Involvement

Detail how you have met the MANDATORY requirement to involve frontline workers, Joint Occupational Health and Safety Committees, and Supervisors in identifying risks and protocols as part of this plan

A Town Hall for faculty and staff input regarding Phase I of these plans was held on Thursday, June 4, 2020. Continuous, targeted check-ins with faculty and staff have occurred on a monthly basis since, to ensure community input on Phase II planning. The Dean holds regular meetings with faculty in this regard, and a senior-staff supervisors town hall meets every two week for support and check-ins. The JOHSC provided specific and targeted input of the Phase II re-entry plans, and continues to provide review and comment monthly.

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

The JOHSC continues to send monthly emails to all faculty and staff employees reminding them of physical and mental health supports and supports for remote work. The following is regularly cited: <https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive>. Prior to the resumption of re-entry, all employees will receive training and resources as part of an orientation plan for return. All documents will be referenced on the Allard School of Law Covid-19 Community page on an ongoing basis: <http://allard.ubc.ca/community-updates>.

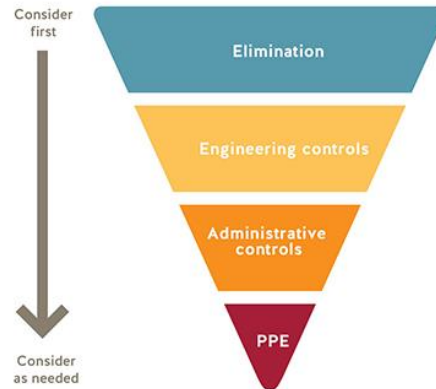
11. Plan Publication

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

Re-entry plans and requirements will posted on the Allard School of Law Covid-19 Community page: <http://allard.ubc.ca/community-updates>. Hardcopies of final plans will be posted in all open areas, shared boards, and staff lounges, on all floors in Allard Hall.

Section #3 – Hazard Elimination or Physical Distancing

Coronavirus is transmitted through contaminated droplets that are spread by coughing or sneezing, or by contact with contaminated hands, surfaces or objects. UBC’s goal is to minimize COVID-19 transmission by following the safety hierarchy of controls in eliminating this risk, as below.



The following general practices shall be applied for all UBC buildings and workspaces:

- Where possible, workers are instructed to work from home.
- Anybody who has travelled internationally, been in contact with a clinically confirmed case of COVID-19 or is experiencing “flu-like” symptoms must stay at home.
- All staff are aware that they must maintain a physical distance of at least 2 meters from each other at all times
- Do not touch your eyes/nose/mouth with unwashed hands
- When you sneeze or cough, cover your mouth and nose with a disposable tissue or the crease of your elbow, and then wash your hands
- All staff are aware of proper handwashing and sanitizing procedures for their workspace
- Supervisors and managers must ensure large events/gatherings (> 50 people in a single space) are avoided
- Management must ensure that all workers have access to dedicated onsite supervision at all times.
- All staff wearing non-medical masks are aware of the risks and limitations of the face-covering they have chosen to wear or have been provided to protect against the transmission of COVID-19. See [SRS](#) website for further information.

12. Work from Home/Remote Work

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

For the majority of faculty and staff, work will remain remote and there will be no need to resume on campus activities. Faculty and students participating in onsite hybrid teaching have self-selected this option. All classes continue to be offered remotely. Staff and faculty not a part of hybrid teaching but also approved for on-site office use, have self-selected this option as well. The Reception desk will be open in Allard Hall in a limited capacity on M/W/F requiring the Receptionist to be onsite on these days. This limited entry requirements supports a reduction in onsite work requirements.



13. Work Schedule Changes/Creation of Work Pods or Crews or Cohorts

For those required/wanting to resume work at UBC, detail how you are able to reschedule workers (e.g. shifted start/end times) in order to limit contact intensity; describe how you may group employees semi-permanently to limit exposure, where necessary

The Allard School of Law’s occupancy target is set to a maximum of 1/3. This 30% will remain the maximum target for both Phase 1 and Phase II (the anticipated re-entry numbers in Phase I is less than 10%, and Phase II has an approval span of 10-20% depending on the day). The following occupancy schedule has been created as an example:

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Day 1	Day 2	Day 3	Day 1	Day 2
Week 2	Day 3	Day 1	Day 2	Day 3	Day 1
Week 3	STAT	Day 2	Day 3	Day 1	Day 2

- *10-20% occupancy per day, not to exceed 30%.
- *Faculty and Staff will be assigned a specific day, and rotate through the schedule.
- *Cleaning will occur each day and evening (see below).
- *Phase II hybrid teaching will see the addition of a cohort-based 3-week rotation entry moving on the ground floor strictly, overlapping with this proposed entry for office use.

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

The following protocols will be applied throughout Allard Hall. Key plans are attached to outline some of these requirements for restricted areas. We continue to work with the Learning Space team on mapping and will add specific floor maps as they become available.

Social Distancing

Always maintain a distance of 2 metres (6 feet) between persons. This applies regardless of whether you are in an office, or any common or open space. All onsite activities whether classroom teaching, staff work, or in-person meetings must meet this distancing requirement.

Building Entrances

For all of Phase I and II, the building will remain locked, and faculty and staff re-entering will be asked to use their UBC cards for entry. Student re-entry will be provisioned on approved entry weeks only. Entry and exit doors will be marked on the ground floor to support directional flows for social distancing measures.

Elevators

Building elevators have a maximum occupancy of 2 people per car. Signage will be placed on each floor to denote this. 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 will indicate the maximum occupancy per washroom, which will target 50% of the number of sinks in each area. The first-floor classroom wing and basement washrooms will have a max of 2 persons. Occupancy on 2nd to 4th floor washrooms will be a maximum of 1. Doors will remain propped open. Building Operations custodial staff will ensure all soap dispensers are full, and water flow is sufficient to meet hand hygiene protocols.

Hand Sanitizer Stations

All classrooms, and common shared areas (such as photocopy rooms and kitchenettes) will be supplied with hand sanitizer. The ground floor has one hand sanitizer station maintained by UBC custodial staff (if empty, please let the Law Receptionist know who can connect with custodial staff).

Stairwells

To meet density, occupancy, and social distancing protocols, Allard Hall stairwells will be marked with signage to let individuals pass before moving, or to limit who can access which floors (students cannot go up to the 2-4 floors). Occupants are only to travel in stairwells in a manner that supports physical distancing.

Reception and Mailroom

The Reception desk will only be open in a limited fashion, 3-days a week. When open, the desk will have plexiglass installed to allow for a safety barrier. Decals will be placed on the ground to indicate the safe distances between individuals.

The mailroom will have a strict 1 person maximum occupancy requirement due to the enclosed nature of the space. The mailroom door will be propped open to help facilitate this, as well as minimize the need to touch the door handle.

Classrooms

Classroom safety plans will follow the recommendations of the Learning Space Team in Facilities Planning. Classrooms with two entry options (104, 105, 106, 123 and the Forum) will be prioritized for any on-campus instruction. Seats will be removed, and desks will be marked to adequately accommodate social-distancing requirements. See the appendix for maximum occupancy allowances designated by the Learning Space Team.

Meeting Rooms

During Phase I and II all meeting rooms will remain locked. During Phase II, occupancy signs will be placed on each meeting room to meet our 2 meters (6 feet) social distancing protocols. Strict adherence to maximum occupancy will be required. Only staff or faculty approved for



entry on the same day will be allowed to use meetings rooms. Meetings rooms are not to be used for student advising.

Open Lounge and Study Areas

During Phase I and II, all study areas and open lounges will be closed. Seating will be restricted in all open areas to minimize congregation and contamination, and signage will be appropriately placed to indicate this. All couches, and fabric-based study and seating areas will be closed until further notice. The Hong Kong lounge will be reconfigured to ensure social-distancing protocols can be met. The microwaves in the Hong Kong Lounge will be removed to meet our safety protocols.

Student Space

During Phase I and II, all student space will remain closed and applied to: the graduate student space, the Law Review, the Centre for Feminist Legal Studies, LSLAP and LSS club space.

CLINICS, BCLI and ICCLR

Approved re-entry for clinic and partner staff will be considered as part of the law school's overall 10-20% occupancy on any given day. Doors will remain locked and self-assessments mandatory for those approved for entry. Safety plans will be shared with all Clinics, the BCLI and ICCLR. As health and safety affects us all in the building, all of our partners in Allard Hall will be asked to adhere to these guidelines and work within our occupancy schedule. Off-site clinics will develop their own plans working off the safety protocols in these parent plans.

Individual Offices

Individual offices are strictly mapped for 1-person occupancy. Meetings should not be occurring in offices. Employees are reminded to keep their surfaces clean, though custodial staff will clear garbage and vacuum floors.

Staff Lounges and Coffee Stations

During Phase I and II, all coffee stations will remain closed. Shared coffee stations, cutlery and microwaves will be restricted. While staff-lounges will remain open, occupancy will be limited, upholstered chairs will no longer be used, and social distancing mandatory. All shared spaces will be adequately signed to communicate the new requirements.

To reduce the risk of contamination, users of any shared kitchen appliances otherwise (the fridge, kettle, water dispensers, sinks) must wash their hands before and after use. Faculty and staff are encouraged to bring food that is properly contained and ready to eat, without needing refrigeration, heating, or other preparation in common kitchens.

Law Café

UBC Food Services group has no plans to re-open the Law Café for the fall term. Food services locations in the Life building and possibly the library may re-open in the fall. We will keep in contact with our colleagues as the months move along.

**Library**

The law library is working on plans to resume services, as well as gradual re-entry. For more information, please see the law library website: <https://law.library.ubc.ca/>.

**Allard Hall building maps denoting occupancy and traffic flow, will be added as an Appendix to this document.*

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

Approved re-entry will be between 10-20% occupancy per day, never to exceed 30%. As outlined above, this reduced density and the mapping of the building spaces for limited occupancy will ensure low proximity contact and social distancing. Everyone invited onsite will be a part of strict cohorts, students cohorts are invited on rotation to enter once every three weeks. Faculty and staff follow the same model of assigned groups, and no mixing will be allowed. Space access with locked doors will further allow for controls. All spaces will be operating under limited occupancy to ensure physical distancing. Access is provisioned only on approved entry days. Building operations have confirmed ventilation is working, and custodial staff will be cleaning nightly.

Meetings (including Advising)

All meetings will remain remote as much as possible. Meetings rooms will be mapped for lower occupancy, and only those faculty and staff (not students) approved for entry on any particular day can make use of a meeting room, as long as physical distancing can be maintained. Meetings or training sessions that must occur in person will need to comply with social distancing rules, and Allard hall space-use and occupancy requirements. We will be following SRS guidelines for those as outlined here: <https://riskmanagement.sites.olt.ubc.ca/files/2020/04/Guidelines-for-Meetings-Trainings-FINAL.pdf>

Teaching

All hall will ensure that students can participate full-time remotely, for the 2020-21 academic year.

Phase I will prepare for the safe resumption of some teaching during Phase II of our plans. To support cohort-based learning, we plan to accommodate some smaller groups of students within Allard Hall. In order to make the most of this opportunity we are doing two things. First, we are expanding our capacity for lecture capture to include all classrooms. Second, we are proposing to focus on making in person meetings available for 1-L, first year students. We are focusing on first year for two reasons: 1) because the students have a common schedule so we can have some oversight of the entire week; and 2) because the need to build a cohort is most acute in first year. We will work on this plan over the coming months, and watch public health developments closely.



The majority of upper year courses and seminars will be offered remotely. For some of our graduate courses, we are planning in person delivery of classes for any students able to attend because of NCA requirements and because our research seminars have very small numbers of students. Any in-person meetings of upper year students will also remain optional, and guided by available rooms and discussions between instructors and students. The only exception will be a small number of our clinical or experiential programs that have mandatory in-person requirements. For such classes, this Operations and Safety Plan will help determine how we undertake to schedule safe, in-person programming. We will continue to provide the ability to learn online for those who cannot physically attend.

Deliveries and Mail

Deliveries will be limited in Phase I and Phase II. The Reception desk and receptionist will be a part of Allard Hall’s occupancy schedule. As such, shipping and receiving in Allard Hall will be limited, and personal deliveries restricted. Individuals are encouraged to arrange for deliveries to their homes where possible. Essential deliveries only can be arranged through receptionist. We ask that individuals facilitate their your own retrieval, if utilizing the mailroom. Social distancing protocols for the mailroom (i.e. one person at a time), will be posted on the door.

Terrace Lounge and Events

Allard Hall events remain on pause during Phase I and Phase II. The Terrace Lounge will remain available as a shared faculty and staff space, but usage and seating will be restricted to meet occupancy and safety protocols (working with the Learning Space Team). The Terrace Lounge may be earmarked as a safe seminar space. If this plan goes ahead, access will be further limited, and communicated.

As all Allard Hall faculty, staff, and student events are on pause, events will require prior approval, and ensure robust operational plans. Events that can be held virtually will be encouraged. The Dean will need to approve any and all events related to Allard Hall, our operations, and activities.

Visitors to Allard Hall

Allard Hall will remain closed to visitors during Phase I and Phase II.

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

This section is not applicable to Allard Hall.

17. Worker Screening

Describe how you will screen workers: 1) exhibiting symptoms of the common cold, influenza or gastrointestinal; 2) to ensure self-isolation if returning to Canada from international travel; and 3) to ensure self-isolation if clinical or confirmed COVID-19 case in their household or as medically advised



Signage for mandatory self-assessments will be placed on all entry doors following the recommendations made from:

- [UBC Entry Check Sign](#)
- [WorkSafeBC: Entry Check for Workers](#)
- [WorkSafeBC: Entry Check for Visitors](#)

Mandatory Self Assessments

Prior to any approved entry, all students, staff and faculty will be required to complete the mandatory self-assessment check-in, to confirm they are healthy and well to enter the building. The mandatory self-assessment imbeds the BC Thrive self-assessment, and will be monitored and reconciled daily by the HR team, against our daily approval for entry. Spot audits and checks will ensure compliance. The self-assessment check-in will be available on the Allard School of Law Covid-19 community page: <http://allard.ubc.ca/community-updates>.

18. Prohibited Worker Tracking

Describe how you will track and communicate with workers who meet categories above for worker screenings

The reconciliation of the daily self-assessments will go to newly cleared Covid-19 self-assessment email, for daily reconciliations: www.allard.ubc.ca/sa.

Only those approved for entry should be completing the self-assessment on any particular day. The Reception desk will serve as a point of contact of checks, and compliance. Allard HR will follow-up with audits and spot checks to ensure compliance. All students will be required to complete the self-assessment on approved entry weeks. Communication of this requirement will go out every Monday morning to faculty and staff, and every month to students through the Allard Bulletin.

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

Allard Hall cleaning is centralized through UBC Building Operations, Teal zone. Custodial standards will follow industry best practice as outlined here: [Building Operations COVID-19 website](#). UBC Custodial staff have already been made aware of our Phase I and Phase II plans, and have sourced cleaning supplies through the Procurement Team: cirtical.supply@ubc.ca

Custodial and Cleaning

As part of UBC Building Operations and Custodial planning, Allard Hall will receive regular cleaning in compliance with Covid-19 safety and health protocols. Allard Hall has regular day-time and evening cleaning.



<p>20. Equipment Removal/Sanitation Detail your appropriate removal of unnecessary tools/equipment/access to areas and/or adequate sanitation for items that must be shared that may elevate the risk of transmission, such as coffee makers, kettles, shared dishes and utensils.</p>
<p>All soft seating will be out of use during Phase I and II due to challenges for cleaning, and to minimize any congregation. Classrooms and office spaces will be signed for approved seating, distancing and entry and exit doors. Desks and chairs will be moved as appropriate to ensure this reduced transition and space for physical distancing. Signage will convey new restrictions in shared spaced (such as coffee machines are not operating).</p>
<p>21. Partitions or Plexiglass installation Describe any inclusion of physical barriers to be used at public-facing or point-of-service areas</p>
<p>Following the Building Operations guidance and the WorkSafeBC's "Designing Effective Barriers" guidance, plexi-glass has been purchased for the Reception counters any open employee desk areas across all floors, to protect onsite employees who are primarily working from open spaces.</p>

Section #5 – Administrative Controls

<p>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</p>
<p>The Dean’s Office, supervisors, and the Law JOHSC will all ensure regular communication on safety plans for all employees and students. Information will be shared regularly through JOHSC emails, as well as on the Allard Hall Covid-19 Community webpage: http://allard.ubc.ca/community-updates. Concerns can be raised back through supervisors, the Assistant Dean Students, the Deans Office, or the JOHSC. All concerns will be received, reviewed and addressed following WorkSafe BC and UBC HR requirements to support staff. UBC HR processed and support mechanisms are outlined here: https://www.hr.ubc.ca/covid-19/. The Allard Covid-19 webpage has also prepared the following short links for specific administrative controls: www.allard.ubc.ca/covidfaq www.allard.ubc.ca/teachingplan www.allard.ubc.ca/safetyplan</p>
<p>Compliance and UBC Campus Rules In accordance with University and Work Safe BC protocols, compliance with these Covid-19 protocols is mandatory for individuals entering Allard Hall. This is outlined in the Covid-19 campus rules and anyone coming onsite or approved for entry will be bound by these rules: https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf.</p>

**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 and students approved for entry onsite or coming to Allard Hall, will be required to complete UBC's 'Preventing COVID-19 Infection in the Workplace' online training module. Supervisors will be responsible for tracking staff completion as well as site-specific training. Communications will be done through the Dean's Office and with the support of supervisors. Student Services through the Assistant Dean, Students will communicate this through the student Bulletin.

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)

Allard Hall will ensure that all signage follows the templates outlined by [Safety & Risk Services COVID-19 website](#) and available here: [Worksafe's COVID-19 – Resources/](#). We are in regular contact with our Safety Risk Services team and our building Operations Facilities team, and preparation for occupancy signage for both Phase I and Phase II is underway.

25. Emergency Procedures

Recognizing limitations on staffing that may affect the execution of emergency procedures, detail your strategy to amend your emergency response plan procedures during COVID-19. Also, describe your approach to handling potential COVID-19 incidents

All approved entry days will have a floor warden assigned, and the BERP will be available on the Allard Covid-19 Community webpage. The FAQ section in Appendix A of re-entry teaching and safety plans will be emphasized and highlighted to member of our community here: <https://allard.ubc.ca/about-us/news-and-announcements/2020/covid-19-allard-school-law-community-updates>.

- *For individuals presenting COVID-19-like symptoms, the direction to employees is to call UBC First Aid at 2-4444*
- *Suspected positive incidents or exposure concerns are to be reported to the Supervisor. Further incident reporting and contact tracing information can be found on the [SRS webpage](#).*
- *Direct people who are unsure about what they should do to the [BC Self Assessment Tool](#)*
 - *[OPH Programs and Services](#) remain available to all staff, faculty, and paid students who have questions or concerns about their health and safety in the workplace, including questions around COVID-19.*
- www.allard.ubc.ca/covidfaqs also outline immediate reporting lines in the instance of exposure to Covid-19 for our community.

26. Monitoring/Updating COVID-19 Safety Plan

Describe how you will monitor your workplace and update your plans as needed; detail how employees can raise safety concerns (e.g. via the JOHSC or Supervisor) - the plan must remain valid and updated for next 12-18 months



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 supervisors, and or the JOHSC 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
This section is not applicable to Allard Hall.

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
There is no PPE needed for Allard School of Law.

Section #7 – Non-Medical Masks

29. Non-Medical Masks
Describe your plan to inform faculty and staff on the wearing of non-medical masks
All faculty and staff, and students approved for entry as part of the rotation have been provided with 1 reusable NMM. Appendix A outlines the full mask use policy Allard Hall, with Attachment “A” Mask Exemptions, also being captured below.

The mandatory use of [Using Non-Medical Masks](#) in all UBC indoor common spaces has been communicated to our community, and the building is signed for this. All staff approved for entry will be required to follow the mask-wearing policy as described here: <https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/> and <https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf>.

These safety plans will also ensure to incorporate the [COVID-19 Safety Plan Addendum: Required Non-Medical Masks](#).

Section #8 - Acknowledgement

30. Acknowledgement
The plan must demonstrate approval by the Administrative Head of Unit, confirming: 1) the Safety Plan will be shared with staff and how; 2) staff will acknowledged receipt and will comply with the Safety Plan.
These safety plans have been shared with our community, has the Law School Dean’s approval, and is posted throughout our building and online. IT will be regularly reviewed and updated to ensure compliance as the situation with the pandemic may change term to term.



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 November 2020

Name (Manager or Supervisor) Janine Benedet

Title Dean pro tem and Professor

Faculty and Staff Occupying Workspace

Name	Email	Confirmation of Understanding
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>



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.
-

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.

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).

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

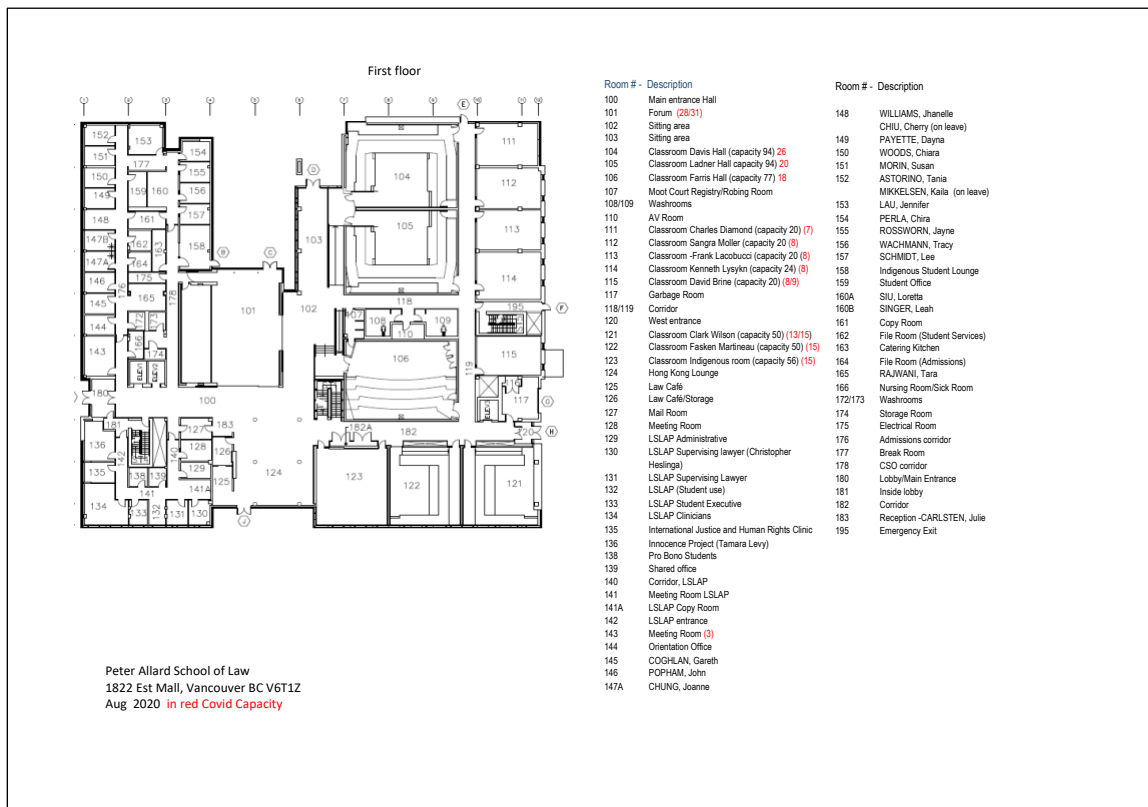
COVID-19 Safety Plan Exceptions that have been approved for inclusion in Safety Plans

- 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

