COVID-19 Safety Plan Template

The 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/](https://covid19.ubc.ca/)

<table>
<thead>
<tr>
<th>Department / Faculty</th>
<th>International Student Initiative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Location</td>
<td>Brock Hall, 1874 East Mall, Vancouver, BC, V6T 1Z1</td>
</tr>
<tr>
<td>Proposed Re-opening Date</td>
<td>Oct. 5, 2020</td>
</tr>
<tr>
<td>Workspace Location</td>
<td>RM 1200 (Welcome Centre) and RM 2303</td>
</tr>
</tbody>
</table>

**Introduction to Your Operation**

1. Scope and Rationale for Opening

   While the Welcome Centre in Brock Hall is a space that's designed to serve the needs of prospective students, at this point in time we are requesting access to the workspace only for use of staff who are either unable to do all of their work functions from home and/or who for personal health and wellness reasons need to work from the office. The second workspace the ISI occupies in Brock Hall is behind locked doors and serves only administrative functions. We recommend that Brock Hall as a whole remain locked and accessible only to staff and that the Welcome Centre also remain locked and available only to staff. This has been discussed with and agreed upon by other units with office space in Brock Hall (Enrolment Services, Centre for Student Involvement and Careers, Equity and Inclusion Office, Access and Diversity, IT Services).

   RM 2303, the upstairs locked administrative portion of ISI contains 8 offices with doors, 11 staff cubicles, and 3 cubicles for coop students. Of the 19 staff members whose desks are in RM 2303, 7 have expressed interest in working part-time from the office. Given the nature of the requests, it will be possible to design a schedule that ensures no more than 30% occupation (6 staff members) at any given point in time and distancing of which desks are used. In fact, for this phase of re-occupancy, it will be possible to place all staff members in offices with closed doors (single occupancy) during their time working from the office.

   RM 1200, also known as the Welcome Centre, has work stations for 34 staff members and a large number of part-time student employees. There are 3 offices with doors (single occupancy), 31 cubicles, and approximately 14 touch down spaces for part-time student employees. All touchdown spaces will remain completely vacant at all times, with the exception of one small section where one student will work to coordinate shipments as needed. Of the 29 current ISI staff who work in the Welcome Centre, 3 have expressed an interest in or need for working part-time from the office. As such, for this phase of re-occupancy, it will be possible to maintain an occupancy of 30% of lower and to provide appropriate distancing between staff members in the office. In fact, for this phase of re-
occupancy, it will be possible to place those intending to work on campus most regularly in the three offices rather than in cubicles.

The ISI also makes use of a small mail room in the basement of Brock Hall for material storage and shipment prep. The room is small and ventilation is poor. As such, only one (student) employee will ever work in that space at any given point in time.

All ISI members are expected to comply with the latest guidelines and the hygiene rules. The health and safety of all of our team members is our #1 priority.

As one of several occupants of Brock Hall, each phase of re-occupation by team members will be coordinated with other occupants of the building.

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

ISI staff have provided feedback on this plan and that has been incorporated into the document. This plan has been reviewed by our Safety and Risk Services File Coordinator, our Facility Manager, and the Executive Director of the ISI. The Provost and Vice-President Academic, UBC Vancouver has reviewed and approved this plan. The Brock Hall JOHSC will review the plan within 30 days of approval, and the plan will be revised as necessary.

Section #1 – Regulatory Context

2. Federal Guidance
List any specific federal COVID-19 regulatory guidance used in developing the plan


3. Provincial and Sector-Specific Guidance
List any sector-specific provincial COVID-19 regulatory guidance used in developing the plan

- BC’s Restart Plan: “Next Steps to move BC through the pandemic”
- BC COVID-19 Go-Forward Management Strategy

4. Worksafe BC Guidance
List any WorkSafeBC COVID-19 regulatory guidance used in developing the plan

- COVID-19 and returning to safe operation - Phases 2 & 3
- WorkSafeBC COVID-19 Safety Plan
5. UBC Guidance

List any specific UBC COVID-19 guidance tools used in developing the plan

- 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
- Preventing COVID-19 Infection in the Workplace training course
- UBC Cleaning Standards & Recommendations for Supplementary Cleaning
- UBC Entry Check Sign

6. Professional/Industry Associations

List any specific industry association (or counterpart) guidance used in developing the plan
n/a

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

- Given that this is phase 1 of our resumption plan, the contact intensity is set as “low”. Our full team size of ISI staff members on the Vancouver campus is 51. Additionally, we have approximately 4 co-op students working with us at any given point in time and 60 part-time student employees in the campus tours program and 4-6 students working part-time in other
roles. Of these student employees, only 2 will be returning to work from the office very occasionally to support with shipment-related work. They will be supervised by one CUPE staff member while they are on campus.

- Capacity in the ISI office spaces in Brock Hall (RM 1200 or 2303) will not exceed 30% of staff employees at any point in time. For RM 1200 that means a maximum of 10 individuals and for RM 2303 a maximum of 6. All student-facing services, advising of prospective international students, campus tours, and advising of current international scholarship students, are being delivered online; there will be no in-person contact with students.

- Those requiring access to their workspace will work independently. They will be asked to follow a pre-established schedule and seating in order to ensure capacity is not exceeded and proper distancing is maintained for those in the office. The preference will be for individuals to work in offices with doors at single occupancy.

- Employees will be using work computer devices whilst in the office. However, there will be no sharing of computers by different employees.

<table>
<thead>
<tr>
<th>8. Contact Number (proposed COVID-19 Operations)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Describe the number of contacts in your proposed COVID-19 operational setting (# of people present in setting at same time)</td>
</tr>
</tbody>
</table>

- Weekly schedules for those returning to the office in a regular pattern will be managed by the unit’s Office Administrator with support from the Office Manager. Ad hoc requests for work from office time from those not on a regular schedule will also be managed by the same individuals. An online calendar on the unit’s shared wiki space will be visible to all. Those returning to work in the office will be assigned a desk space to ensure physical distancing is in place. This may or may not be their own desk.

- There will be a strong preference for staff and student staff NOT to be assigned to an office/cubicle space for their in-office work that is used at any other time by another staff or student staff member. In the vast majority of cases, there will be no need to share spaces, but there is also a preference for placing staff in offices with doors, so it’s possible that on occasion a staff/student-staff member may be assigned to an office that was used by another team-mate on a prior day. The work that is done by students in the downstairs packing room, of which there is only one, will also require that students share that workspace, albeit on different days. As such, while space sharing (on different days, not at the same time or on the same day) cannot be completely eliminated from the plan, it will happen only very occasionally and all staff will be trained on how to sanitize their work station twice daily – once when they arrive and again when they leave.

- As stated above, for each of the ISI work spaces in Brock Hall (RM 1200 or the Welcome Centre and RM 2303), we will limit in-person, same time capacity to 30% of total staff spaces.
  - For RM 1200 this means, no more than 10 ISI staff members will be present at any given point in time.
  - For RM 2303 this means no more than 6 ISI staff members will be present at any given point in time.

- All shared spaces such as meeting rooms, kitchens, washrooms have maximum occupancy signage displayed. All shared walkways have directional guidance to ensure proper distancing when moving around. Additionally, ISI staff members will be required to wear non-medical
masks when moving about the office and away from their work station, and in hallways, stairwells, washrooms in the building in accordance with the UBC policy on the required use of non-medical masks on campus (https://broadcastemail.ubc.ca/2020/09/11/covid-19-required-use-of-non-medical-masks-at-ubc-effective-sep-16/)

### 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

- Each team member discussed their desire to remain working from home or work part-time from the office individually with their supervisor. This information was then collated for the whole team in order to support this application document.
- This plan was circulated to the entire Vancouver-based ISI team and was then discussed in each of the smaller team meetings. Feedback and questions were encouraged.
- The plan was also shared with the other occupants of Brock hall, as well as the safety committee for the building.
- The Brock Hall Local Safety Team (LST) will review the plan and it will be updated as necessary. If an employee is concerned about any aspects of this plan, they should speak with their supervisor or a member of their JOHSC or LST.

### 10. Worker Health
Detail how all Supervisors have been notified on appropriate Workplace Health measures and support available and how they will communicate these to employees

- Supervisors will be responsible for ensuring that all employees who will be working in-person will have received proper training on all safety protocols prior to beginning in-person work, as outlined in this Safety Plan. This will be discussed at ISI Leadership meetings and the team’s Vancouver-based Office Manager will ensure all returning to the office have gone through the appropriate training.
- All ISI employees (both those working in-person and remotely) will receive a copy of this plan by email.

Employees will also be reminded of resources available to them at https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive and https://srs.ubc.ca/covid-19/

### 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

- The final plan will be posted to the Safety Plan section on the VP Academic’s website as well as the relevant SRS website. For public postings, the number of staff working in the ISI offices will be redacted as a safety precaution.
- The plan will also be placed prominently on the front page of the ISI’s shared wiki site to which all staff have access.
- All staff will receive an electronic copy.
• A hard copy will be posted to a notice board in both locations, the Welcome Centre (Room 1202) and the second-floor work area (Room 2303).

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

- The vast majority of ISI work functions can be performed remotely from home. Until further direction from the University is received, all team members who can work remotely will continue to work remotely.
- There are a small number of tasks, such as occasional printing, and shipments of materials, that must be conducted from the office environment. Staff who are able to come to the office will perform these tasks and are counted above in the maximum capacity numbers identified per space.
- Only 13 of the Vancouver-based ISI teammates have expressed a need to occasionally work from the office. The remaining 38, will continue to work full-time from home.

13. Work Schedule Changes/Creation of Work Pods or Crews or Cohorts
For those required/wanting to resume work at UBC, detail how you are able to rescheduling of workers (e.g. shifted start/end times) in order to limit contact intensity; describe how you may group employees semi-permanently to limit exposure, where necessary

- While it won’t be necessary to design a shift work schedule, we will calendar people’s work from office days such that on no day of the week we exceed the max 30% capacity and we ensure physical distancing.
- We will also keep a building-wide schedule in consultation with other units in the building to ensure the occupancy in the building remains appropriately low.
- Attached you’ll find a sample schedule for personnel who wish to return to part-time work at the office. We’ll create such a calendar for each month for those who are on a regular work from office schedule. Those who wish to work from the office sporadically, will be added to the schedule, as space permits. Ad hoc requests to work on-site must be booked by emailing our Officer Administrator, with a cc: to our Office Manager by no later than noon the day prior.

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

- See attached key plans for basement, 1st and 2nd floor of Brock Hall. These describe general directional flow in the building.
- Bathrooms will be single occupancy use and signs have been displayed on all facilities in the building with these details.
- Non-medical face masks must be worn at all times when using shared space indoors (including hallways, washrooms). Exceptions may be made when the staff member is the only one in a shared space (such as the Welcome Centre) and when conducting Zoom meetings in this space. All efforts will be made to place staff who work on campus in a single person office wherever possible in order to allow for mask removal and safety protocols.
• The detailed plan for Room 2303 is as follows:
  o Entrance and exit are two separate doors.
  o One-way directional flow through the space.
  o There will be a max of 6 people in this space per day. The preference is to avoid using
    the open cubicles and use the offices as assigned instead.
  o Meeting rooms have signage with maximum occupancy at 1 person due to size and
    poor ventilation. However, staff are discouraged from using meeting rooms.
  o Kitchen has signs displaying maximum occupancy at 1 person, as well as clear
    directions on hygiene and use of kitchen. Only the sink will be accessible.

• The detailed plan for Room 1200 (the Welcome Centre) is as follows:
  o Separate entrance and exit doors.
  o One-way directional flow through the space.
  o There will be a max of 10 people in this space per day. The preference is to avoid
    using the open cubicles and use the offices as assigned instead.
  o Meeting rooms have signage with maximum occupancy at 1 person due to size and
    poor ventilation. However, staff are discouraged from using meeting rooms.
  o Kitchen has signs displaying maximum occupancy at 1 person, as well as clear
    directions on hygiene and use of kitchen. Only the sink will be accessible.

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

• Use of meeting rooms will be discouraged. If absolutely necessary to use, maximum
occupancy will be stated on door and in most cases is 1 person.
• Neither of the ISI work spaces in Brock Hall have a lunch room.
• The kitchens will remain open but will have maximum occupancy of 1 person posted as well
as clear guidelines on how to use the space. The kitchen is only to be used for hand washing
at the sink or washing of one’s own dishes. All other applicants (fridge, microwave, toaster,
kettle, coffee maker) are off limits and in most cases, with the exception of the larger items,
have been removed.
• Clear signage will be posted on bathrooms throughout the building to ensure max occupancy
is observed.

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

n/a

17. Worker Screening
Describe how you will screen workers: 1) exhibiting symptoms of the common cold, influenza or
gastrointestinal; 2) to ensure self-isolation if returning to Canada from international travel; and 3) to
ensure self-isolation if clinical or confirmed COVID-19 case in household or as medically advised
• Until UBC or the province provides greater guidance, our screening process will include front and back entry door signage for both workers or visitors/guests that prohibits entry if any of the above 3 criteria apply (details are described in the signs linked below)

• The following signs will be posted on the staff entry doors (front and back):
  o UBC Entry Check Sign
  o WorkSafeBC: Entry Check for Workers

• If staff are unwell and exhibiting any symptoms that may suggest a COVID-19 infection, they must NOT return to the workplace. They must complete the BC self-assessment tool (https://bc.thrive.health/) and follow the instructions. If symptoms arise while at the workplace, the employee must leave the area immediately.

18. Prohibited Worker Tracking
Describe how you will track and communicate with workers who meet categories above for worker screenings

• Absence tracking will be utilized to track any workers who cannot attend work due to one or more of the three categories of restriction (as defined by Worksafe).

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

• Custodial standards will follow industry best practices as outlined here: Building Operations COVID-19 website.

• Custodial Services will clean the designated washrooms on each floor and high touch point areas in main corridors, elevators and stairways once per day and once during the evening shift.

• Signage will identify designated washrooms and hand washing stations.

• Workstations, desktops and personal items are not cleaned by Custodial Services. Each employee must clean their workstation when they arrive that day and when they leave with disinfectant provided by ISI (70% ethanol in spray bottles).

• Employees will wash their hands before and after contacting high touch surfaces and any shared equipment. If there is no immediate access to soap and water, they will use hand sanitizer.

• Hand sanitizer dispensing stations are located at both entrances to the building. Custodial Services will refill this dispenser regularly. Additional hand sanitizer will be provided by the ISI throughout its work spaces.
20. Equipment Removal/Sanitation
Detail your appropriate removal of unnecessary tools/equipment/access to areas and/or adequate sanitation for items that must be shared that may elevate risk of transmission, such as coffee makers, kettles, shared dishes and utensils

- Coffee makers and kettles have been removed from the kitchens. Microwaves and fridges will be taped off so that they cannot be used.
- We decided against removing the common area furniture in the Welcome centre as it is brand new and we’d like to avoid having it damaged during moving and storing processes. Instead, chairs have been tipped over and signage will be placed indicating that this furniture should not be used.
- Printers, scanners and photocopiers will be cleaned by employees prior to and after use.
- Workstations and personal items are to be cleaned upon arrival and before leaving for the day.

21. Partitions or Plexiglass installation
Describe any inclusion of physical barriers to be used at public-facing or point-of-service areas

- n/a

Section #5 – Administrative Controls

22. Communication Strategy for Employees
Describe how you have or will communicate the risk of exposure to COVID-19 in the workplace to your employee, the conduct expectations for the employee’s physical return to work around personal hygiene (including use of non-medical masks), the familiarization to contents of this plan, including how employees may raise concerns and how you will address these, and how you will document all of this information exchange

- The final copy of our detailed COVID-19 Safety Plan will posted online to the SRS website, and the VP Academic (V) website and on the internal ISI wiki and will be disseminated electronically to all Vancouver ISI members.
- The Office Manager will communicate self-screening protocols to workers by email, online or phone. Signage will be posted. Expectations are that employees will notify their respective supervisors if they are ill and that, if ill, they will not come into the workplace.
- Only approved employees will be returning to the workplace; following an established schedule. Written procedures and protocols for mitigating risk will be posted; when workers need to raise questions or concerns, they can do so to the Office Manager who will follow-up in order to respond to or escalate them appropriately to the Executive Director.

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

- Before returning to work all employees must complete UBC’s ‘Preventing COVID-19 Infection in the Workplace’ online training module ([https://wpl.ubc.ca/](https://wpl.ubc.ca/)).
- Once completed, all individuals must send proof of completion to our Office Administrator, who will retain a copy within personnel files.

### 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)

- Directional flow signage has been placed through the building and specifically in the ISI work spaces.
- Notices indicating entry and exit doors have been posted to the building as well as the ISI work spaces.
- Maximum occupancy signage is placed throughout the work space as appropriate for washrooms, kitchens, meeting rooms.
- Other relevant signage regarding hand-washing, wearing a mask in shared spaces, and performing the mandatory “Entry Check” have been placed in all key locations.

### 25. Emergency Procedures

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

- In the event of an emergency, employees working on site will go to the established Muster Area, as indicated in the ISI BERP.
- If the designated floor warden or muster captain is not on site, the staff working in the space should report to Firefighters that the building is cleared.
- If there is an immediate threat to personal health and safety, workers will contact Campus Security and call 911.
- If a worker or visitor becomes ill in the workplace, workers will follow established protocols and contact Campus First Aid (for staff or faculty) or 911 for non-staff students; the person calling will inform Campus First Aid of 911 if the distressed person is experiencing COVID-like symptoms.
- Staff who exhibit any symptoms of COVID-19 will leave campus immediately.
- The following amendment provided by SRS shall also be followed.


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

- According to University directives, monitoring of compliance with COVID-19 safety plans will occur at the supervisor levels as described. ISI will continue to follow the university’s accountability structure as laid out in the University safety policy.
● This plan will remain valid and updated for the next 12-18 months. Updates will be required if there are changes to the proposed operational model, occupancy levels not already noted, or shifts in provincial directives. All updates to plans will be reviewed by our JOHSC.

● As the plan is updated, the version on the website and any posted hard copies will be updated. All employees will receive a copy of the new plan either electronically or in hard copy. Occupants who have concerns about compliance, or have any related questions, should discuss with the Office Manager who will follow-up in order to respond to or escalate them appropriately to the Executive Director.

● All concerns will be received, reviewed and addressed following WorkSafeBC and UBC HR requirements to support staff. UBC HR processes and support mechanisms are outlined here: https://www.hr.ubc.ca/covid-19/.

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

● Where necessary, staff will be trained on proper disinfection of shared materials or equipment for infection control.

● All employees working on site will be required to complete UBC’s COVID-19 Safety Training online module.

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

PPE is not required for this type of work.

Section #7 - Acknowledgement

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

● This document Safety Plan must be read and understood by all employees who will be working at the ISI Vancouver facility. Supervisors will be responsible for ensuring this.

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.
<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Confirmation of Understanding</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐</td>
</tr>
</tbody>
</table>
Appendix

Please see attachments.