

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	Vice-Provost International Office (Central Administration and Global Partnerships)
Facility Location	Old Administration Building, Room 140, 6328 Memorial Road
Proposed Re-opening Date	October 05, 2020
Workspace Location	Room 140, Old Administration Building

Introduction to Your Operation

1. Scope and Rationale for Opening

The Vice-Provost International Office (VPI-O) central administration and its Global Partnerships team work out of Room 140 in the Old Administration Building (OAB), located at 6328 Memorial Road. This COVID-19 Building Safety Plan addresses the operational needs and supports of the VPI-O staff members who work out of OAB.

While those who can work remotely must continue to do so, for this first phase of our planning we are seeking to provide assistance for a VPI-O staff member who wishes to resume limited work activities within OAB given restrictions within their work-at-home environment. This staff member has a workstation in the open office space.

The plan includes a review of this staff member's operational activities and directives to ensure effective controls are in place to prevent infection from COVID-19.

A gradual re-start does not mean a return to normal workplace conditions. Time spent at the workplace must still be kept to a minimum. This is likely to continue until the Provincial Government declares that the pandemic is over and that regular workplace activities can resume. All staff must adapt their behaviour and their work, to ensure a safe resumption of limited work activity. All VPI-O staff 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.

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

This plan has been reviewed by our Safety and Risk Services File Coordinator and our Facility Manager. The Vice-Provost International and the Managing Director have reviewed and endorsed this plan. The Provost and Vice-President Academic has approved this plan. Our Local Safety Team will review this plan within the next 30 days.

If an employee is concerned about any aspects of this plan, they should speak with their supervisor or a member of their JOHSC.

Section #1 – Regulatory Context

2. Federal Guidance

- [Government of Canada: “Hard-surface disinfectants and hand sanitizers \(COVID-19\): List of disinfectants with evidence for use against COVID-19”](#)
- [Government of Canada: “Coronavirus disease \(COVID-19\): Awareness resources](#)

3. Provincial and Sector-Specific Guidance

- [BC’s Restart Plan: “Next Steps to move BC through the pandemic”](#)
- [BCCDC’s Infection Prevention and Control for COVID-19: Interim Guidance for Outpatient and Ambulatory Care Settings.](#)
- [BC COVID-19 Go-Forward Management Strategy](#)

4. WorkSafeBC Guidance

- [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](#)
- [BC COVID-19 Self-Assessment Tool](#)
- [WorkSafeBC Protocol: Offices](#)

- [WorkSafeBC Protocols: Post-Secondary Education](#)

5. UBC Guidance

- [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 Entry Check Sign](#)
- [UBC Facilities COVID-19 information](#)
- [Preventing COVID-19 Infection in the Workplace training course](#)
- [UBC Cleaning Standards & Recommendations for Supplementary Cleaning](#)
- UBC Mask Requirement: <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>

6. Professional/Industry Associations

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 category.

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 current full team size of permanent members working out of the OAB location is 8 (7 staff, 1 faculty). Operational staff are expected to continue their work remotely.
- **For this phase of our planning, capacity in our OAB workspace is not expected to exceed 3 individuals – Natasha Nobell (Global Partnerships), Ryan Deschambault (UBC-Ritsumeikan Joint Academic Program), and Sheri Wenman (UBC-Ritsumeikan Joint Academic Program).** All VPI-O work normally taking place in the OAB location is currently taking place online, and the office remains closed. Ryan Deschambault and Sheri Wenman need to have on-campus workspace and are currently unable to return to their regular offices in Ritsumeikan House (remains closed).
- The employees who will be working from OAB 140 during phase 1 will be using their personal work computers while in the office.
- Potential close/brief contact locations with other building occupants are:
 - Building entrances
 - Elevator
 - Stairwells
 - Hallways
- Potential closer/prolonged contact locations are:
 - Kitchen
 - Mailroom
 - Washrooms
- High-touch / frequently touched surfaces are:
 - Building entrance / exit door handles
 - Elevator buttons
 - Stairwell handles
 - Office entry door
 - Interior room door handles
 - Washroom - door handles & locks in each cubicle, flush buttons, hand basin faucets and soap dispensers, exit door.

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 same time)

- Under normal operations, the VPI-O located in OAB employs 7 staff (currently) and 1 faculty member. For this phase of our planning, we anticipate 1 staff member returning to limited on-campus use of the office at any one time. This staff member requires access to on-campus space to complete her work.
- With a maximum occupancy rate of 30% (based on COVID social distancing requirements), the maximum occupancy in OAB 140 is 3. The three occupants are unlikely to be in the space together very often (Sheri Wenman coming on one day/week; Ryan Deschambault conducting remote teaching late afternoons/evenings and in an enclosed office; Natasha Nobell coming in five days/week). When they are all in the space, they can easily maintain proper distancing and/or wear masks. Occupancy limits are posted outside these respective spaces.

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.

- The plan will be presented to staff electronically for review, questions, and feedback.
- The University Administrative Units JOHSC will review this plan and it will be revised as necessary.
- The Managing Director from the VPI-O has met with representatives from each unit in OAB to review common building areas and ensure adherence to COVID-19 safety protocols. A building plan is being drafted. A representative from SRS was part of this meeting and involved in assisting with follow up.
 - The VPI-O employee wishing to return to work has been given the opportunity to review this plan and provide any feedback and their endorsement.

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.
- Employees will also be reminded of resources available to them at <http://www.hr.ubc.ca/wellbeing-benefits/living-well/mental-health/> and

<https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive>

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 copy of our detailed COVID-19 Safety Plan will be posted on the VPI-O website.
- A hard copy of the final plan will be posted in a visible location in OAB 140.
- All VPI-O employees who normally work in OAB 140 (both those working in-person and remotely) will receive a copy of this plan by email.

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 hand washing 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 must wear non-medical masks when inside any buildings at UBC. 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

- Until further direction is received from the University, all VPA admin area staff who can work remotely will continue to work remotely.
- This plan exclusively addresses the staff member without adequate, dedicated workspace at home and needing office access. Such requests must be requested through an exemption process and are subject to the approval of the Managing Director and/or Vice-Provost International.

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

- For those required or 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 at any given time at UBC; describe how you may group employees semi-permanently to limit exposure to specialized workers, if applicable.
- During COVID-19 operations staffing will not exceed **25% - 30% of normal occupancy**. This would mean a maximum of 3 people at any one time. For this phase of planning, we have one staff member returning to the office.
- No employee is to return to work on-campus without approval from their supervisor.
- Supervisors or office managers will work with returning staff to create a regular schedule that ensures that physical distancing is maintained at all times.
- No weekend work on site is contemplated.

14. Spatial Analysis: Occupancy limits, floor space, and traffic flows

Using UBC building key plans:

- 1) Identify and list the rooms and maximum occupancy for each workspace/area;
- 2) Illustrate a 2 metre radius circle around stationary workspaces and common areas; and
- 3) Illustrate one-way directional traffic flows

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

- Staff will follow institutional policies as described in “UBC Employee COVID-19 Physical Distancing Guidance”. A minimum 2 metres (six feet) will be maintained between individuals. This applies regardless of whether employees are in an office or any common or shared space. The number of persons allowed in specific spaces is defined based on adherence to social distancing requirements and must not be exceeded.
- No unnecessary visitors are permitted in the buildings, including relatives (e.g., parents, children), friends of staff. Exceptions include: couriers, IT, campus mail, and building operations staff.
- Staff are to follow the building plans (including traffic flow and signage). Staff are encouraged to contact the appropriate facility or building manager for more information as needed.
- Staff are to not congregate in common areas, and minimize social interactions in the building.
- Washroom capacities are posted outside the main door of each washroom. Refer to the [UBC Washroom Guidance](#) document.
- Staff are to follow all posted traffic flow decals, including directionality of stairwells and elevator capacity limits
- Nonessential in-person group meetings, social events, lectures or other gatherings shall not take place until further notice.
- Non-essential business travel is not permitted at this time, but will be revisited in future.
- Building Entrance/Exit

- In OAB there are four entrances/exits accessible to all building occupants. All will remain locked to the public. The North entrances on the basement and main levels will be used as entrances, and the South entrances as designated exits.
- The basement offices are used primarily by staff in VP Students. Treasury has one office which they will not be using during this Phase 1.
- The basement is normally used as an entry point by staff who bring their bikes to work and use the bike storage room. During Phase 1, the bike storage room will remain closed and staff will be asked to either lock their bikes outside at the designated bike racks, or bring to their offices inside the building. They will enter on the main level and use the elevator or stairs to transport their bikes if they work on Level 2.
- Elevator –maximum occupancy ratings (maximum capacity of 1), corresponding signage. Whenever possible, usage of elevators should be prioritized for those with accessibility needs or transporting materials to prevent bottlenecks in the building.
 - Occupants are not to exceed these temporary occupancy ratings.
- OAB will not have directed traffic flow in hallways. Hallways are sufficiently wide that staff can maintain appropriate distancing. The stairwell between the main and basement floors is very narrow, but staff have sufficient visibility to see when it is in use, and there will be limited need for staff outside of VP Students to travel up/down this stairwell (an exception being emergency bathroom use).
- Areas / rooms that are shared in any fashion should be sanitized at the start, and the end, of every usage period.
- Common Kitchen (Level 2)
 - Occupants will be permitted to use the common kitchen space located on Level 2 only to obtain water from the water cooler and to use the sink for handwashing. The refrigerator, dishwasher, kitchen appliances, couches table and chairs will not be permitted to be used. A maximum of two people will be permitted in the kitchen at one time.
- Washrooms (Levels Basement, 1, 2)
 - All washrooms in OAB are restricted to single occupancy, with the exception of the women's washroom on Level 2 (limited to two occupants with strict adherence to physical distancing (2 metres/6 feet separation)).
- Meetings
 - The three shared meeting rooms (one on each level) will remain closed.
 - According to University directives, face-to-face meetings are discouraged and should be avoided whenever possible (until post-pandemic normalization).
 - Virtual meetings should be arranged whenever possible.

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

- We have reviewed the [UBC Employees COVID-19 Use of Shared UBC Vehicles guidance document](#) and it is not applicable as we will not be using vehicles.

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.

- Before coming to work, all staff must check their health status. Staff experiencing any symptoms of COVID-19 (cough, sneezing, shortness of breath, loss of sense of smell/taste, sore throat, tiredness, fever) must not come to work.
- Staff should refer to the [BC Health Self-Assessment Tool](#) to determine if they require testing and/or medical care.
- Individuals displaying symptoms of COVID-19 (described above) must remain at home and call 811, isolated until they have been confirmed COVID-free by testing or have been symptom free for at least 14 days.
- Staff who have been in contact with a person confirmed or presumed to have COVID-19 must also self-isolate as per provincial health guidelines.
- [WorkSafeBC: Entry Check for Workers](#)
- [WorkSafeBC: Entry Check for Visitors](#)

18. Prohibited Worker Tracking

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

- Employees feeling ill, with any common cold, influenza or COVID-19-like symptoms, will be asked to stay home and isolate for 10 days following the onset of symptoms or until symptoms resolve.
- 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).
 1. Exhibiting symptoms of the common cold, influenza or gastrointestinal
 2. Self-isolation if returning to Canada from international travel
 3. Self-isolation if clinical or confirmed COVID-19 case in household or as medically advised

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 departmental staff for common areas/surfaces (BOPS Custodial has limitations on cleaning frequency, etc.)

- 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 will clean their workstation when they arrive that day and when they leave with disinfectant provided.
- 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, use hand sanitizer.
- A hand sanitizer dispensing station is located inside the OAB main floor entrance (Memorial Road). Custodial Services will refill this dispenser regularly. Hand sanitizer is also available within OAB 140.

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

- Fridge and microwaves will be taped off to prohibit use.
- Kettles, coffee makers, and other shared items will be tucked away to prohibit use. Signage will be placed on cabinets indicating these items may not be used.
- Water fountains will be taped off.
- Printers, scanners and photocopiers will be cleaned by employees prior to 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.

- The use of partitions or plexiglass is not required for our operations in phase 1 of this plan.

Section 5 – Administrative Controls

22. Communication Strategy for Employees

Describe how your unit has or will communicate the risk of exposure to COVID-19 in the workplace to your employee and the safety controls in place to reduce such risk.

- The final copy of our detailed COVID-19 Safety Plan posted online on the VPI-O website and will be disseminated electronically to all VPI-O staff who normally work in the OAB 140 location.
- The Managing Director will communicate self-screening protocols to workers by email, online or phone. Signage will be posted. Expectations are that staff will notify the 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. Written procedures and protocols for mitigating risk will be posted; when workers need to raise questions or concerns, they can do so to the Managing Director who will follow-up in order to respond to or escalate them appropriately.

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/>).
- Once completed, all individuals must send proof of completion to our Administration Manager, 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)

The following signs are provided by UBC and will be put up by the VPI-O in the OAB office:

- [Entry Checklist](#) to be posted on the doorway to OAB 140.
- [Washroom Occupancy limit](#) (for Designated washrooms)
- [Please do not use](#) signs for washrooms not in use
- [Please do not use this sink](#) for sinks external to washrooms that are not designated handwashing stations
- [Please do not use](#) for fridge/microwave/coffee maker.
- [Elevator limit signage](#)
- [Keep right](#) signage for hallways, stairs.

In the event any additional signage is required we will refer to the templates provided on All signage templates on [Safety & Risk Services COVID-19 website](#) or on [WorkSafeBC COVID-19 – Resources](#) website.

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 VPI-O 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.

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 Local Health & Safety Committee or the respective 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. Each unit is required to monitor and review the Plan to their unit specific work.
- 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.
- Monitoring will be done in collaboration with Managers, Supervisors, Workers, Local Safety Teams and the Joint Occupational Health & Safety Committee as applicable.
- Staff are advised to raise any concerns with their supervisors or JOHSC members so that these can be addressed.

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, faculty, staff and learners 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

Not applicable – PPE is not anticipated to change for workers from pre-COVID-19 timeframe.

Effective September 16, 2020, UBC students, faculty, staff and visitors will be required to wear non-medical masks, when indoors on our campuses. The requirement for the use of non-medical masks applies to shared indoor spaces within UBC buildings, such as hallways, stairways, building entryways, washrooms and study spaces, classrooms, common areas in residences and other high-traffic areas. All VPI-O staff will follow the requirements around mask-wearing described in <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>

Section #7 – Non-Medical Masks

29. Non-Medical Masks

Use of non-medical masks

Effective September 16, 2020, UBC students, faculty, staff and visitors will be required to wear non-medical masks, when indoors on our campuses. The requirement for the use of non-medical masks applies to shared indoor spaces within UBC buildings, such as hallways, stairways, building entryways, washrooms and study spaces, classrooms, common areas in residences and other high-traffic areas. All VPI-O staff will follow the requirements around mask-wearing described in <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>

Section #8 - Acknowledgement

30. Acknowledgement

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 acknowledge 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 VPI-O in the OAB location. Supervisors will be responsible for ensuring this

I acknowledge that this Safety Plan has been shared with all VPI-O staff who work in the Old Administration Building. VPI-O team members can either provide a signature or email confirmation that they have received, read and understood the contents of the plan.

Date _____

Name/Title _____

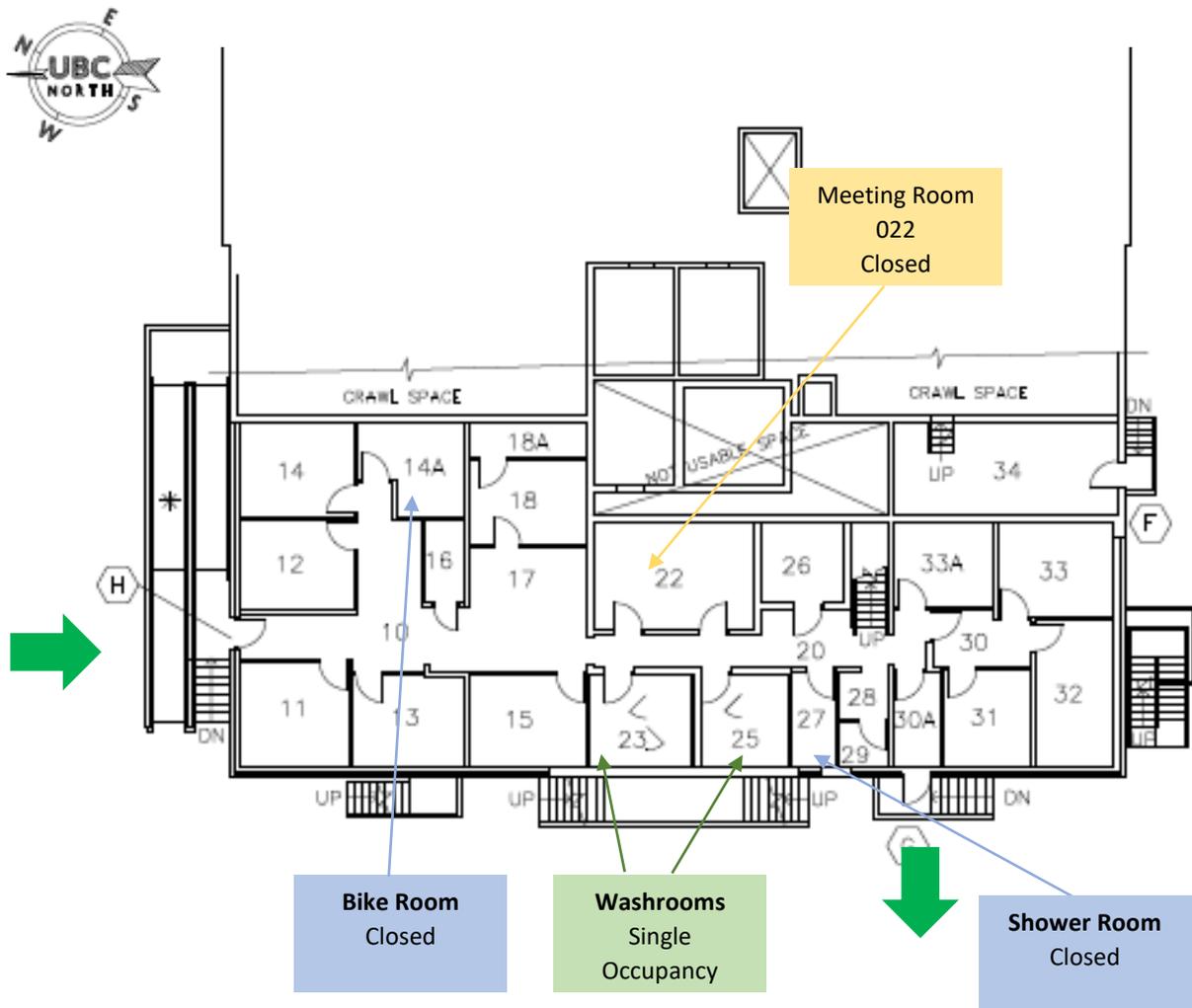
Individuals Occupying Workspace

Name	Email	Confirmation of Understanding
Murali Chandrashekar	murali.chandrashekar@ubc.ca	<input type="checkbox"/> yes
Angie Hsu	angie.hsu@ubc.ca	<input type="checkbox"/> yes
Hanna Oliwa	hanna.oliwa@ubc.ca	<input type="checkbox"/> yes
Natasha Nobell	natasha.nobell@ubc.ca	<input type="checkbox"/> yes
Emily MacDougall	emily.macdougall@ubc.ca	<input type="checkbox"/> yes
Haochen Li	haochen.li@ubc.ca	<input type="checkbox"/> yes
Daniella Weber	daniella.weber@ubc.ca	<input type="checkbox"/> yes
Cheryl Dumaresq	cheryl.dumaresq@ubc.ca	<input type="checkbox"/> yes
Ryan Deschambault	ryan.deschambault@ubc.ca	<input type="checkbox"/> yes
Sheri Wenman	sheri.wenman@ubc.ca	<input type="checkbox"/> yes

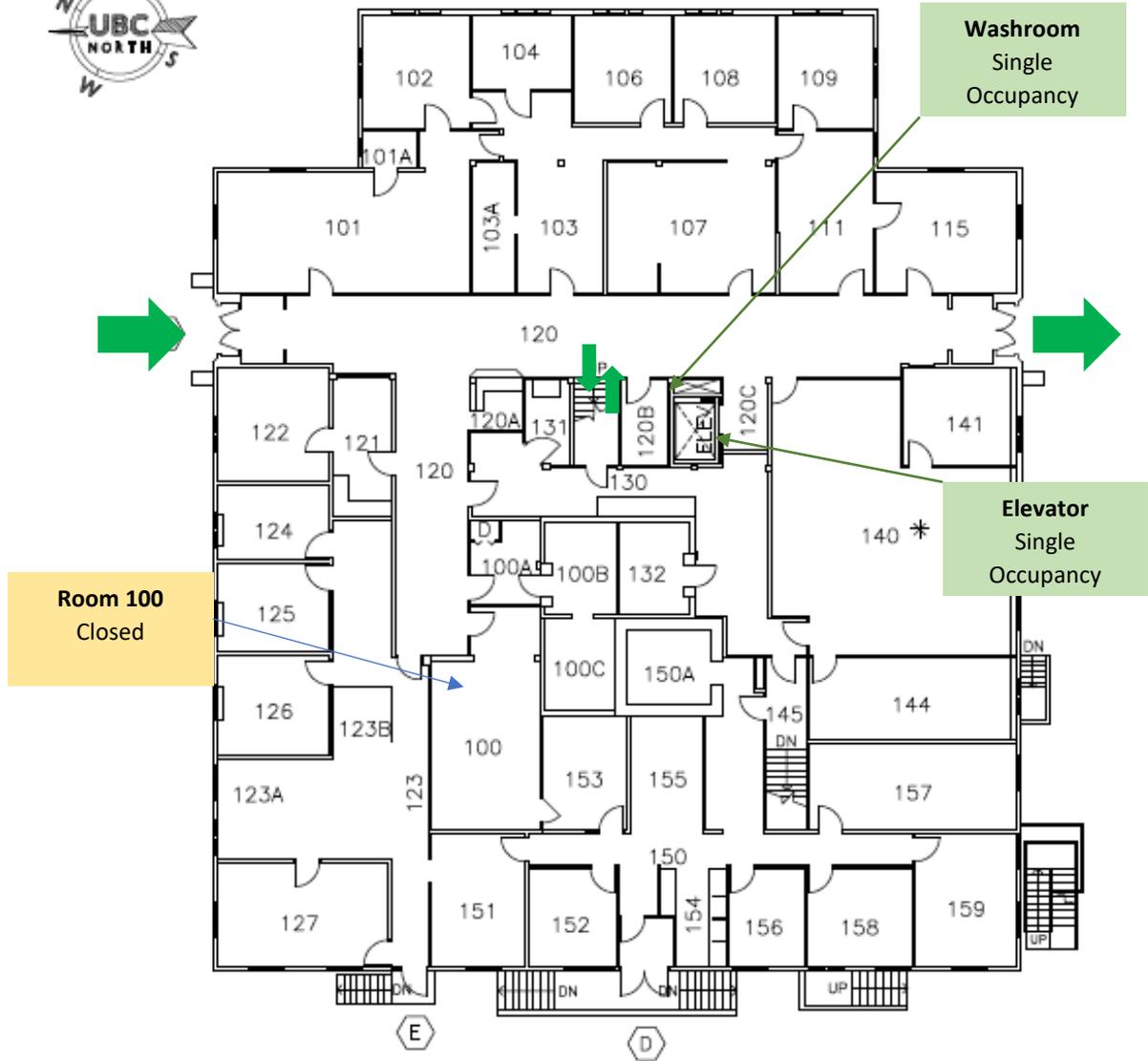
Appendix 1: Floor Plan Summary (Levels 2, 3 and 4)

OAB Floor Plan

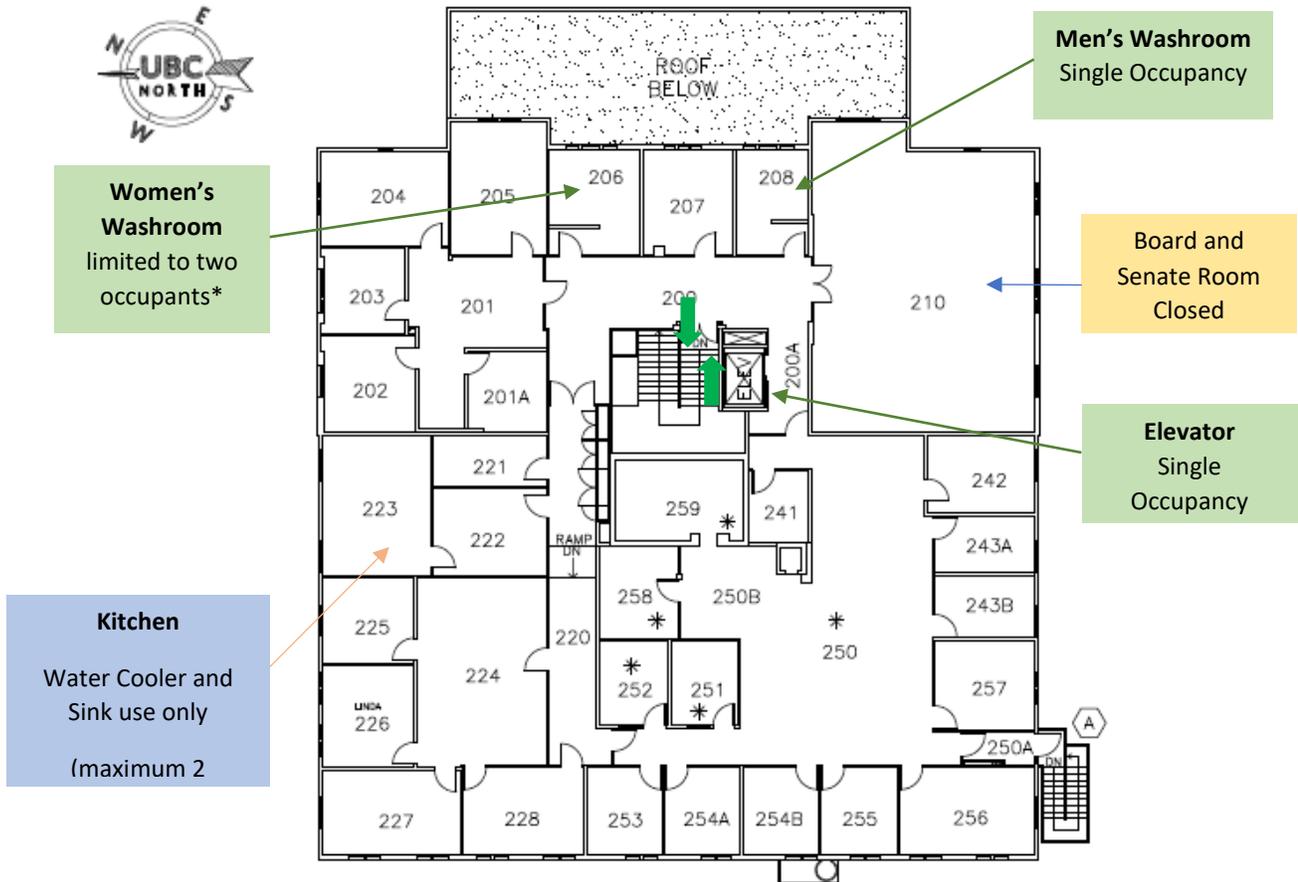
Basement



Level 1



Level 2



- Kitchen: Occupants will be permitted to use the common kitchen space located on Level 2 only to obtain water from the water cooler and to use the sink for handwashing. The refrigerator, dishwasher, kitchen appliances, couches table and chairs will not be permitted to be used. A maximum of two people will be permitted in the kitchen at one time.
- Women's Washroom on Level 2: limited to two occupants with strict adherence to physical distancing (2 metres/6 feet separation).

Appendix 2: Floor Plan Summary OAB 140

