VICE-PRESIDENT HUMAN RESOURCES

COVID-19 Workspace Safety (Overarching) Plan

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Introduction to Your Operation

Scope and Rationale for Opening

The Vice-President Human Resources (VPHR) portfolio houses many services essential to the University and the majority of the units within the portfolio have moved to remote work with some on-site activities. The VPHR includes the following units that provide crucial services to the University community:

- [Advisory Services](#)
- [Equity & Inclusion Office](#)
- [Faculty Relations](#)
- [Faculty Staff Housing & Relocation Services](#)
- [Hiring Solutions](#)
- [HR Information Systems](#)
- [Investigations Office](#)
- [Office of the VPHR](#)
- [Pensions Administration Office](#)
- [Total Compensation](#)
- [Workplace Learning & Engagement](#)

Note: UBC Okanagan Human Resources is not included as part of the Vancouver Campus COVID-19 Safety Plan

While many of these units have remained operational, they have done so at reduced on-campus levels to meet physical distancing requirements.

As outlined in the COVID-19 Guiding Principles, the following principles are being used by the campus to guide decision-making and processes related to a staged resumption of any on-site activities:

1. The health and well-being of staff, and the public is paramount.
2. The orders, notices and guidance of the Provincial Health Officer (PHO), Health Authorities and WorkSafeBC will be followed.
3. Approval of on-site activities will only be granted to those who require on-site resources, or are required to provide on-site services and cannot conduct this work remotely. All activities that can continue remote work should do so.
4. There will be a staged and coordinated approach across each building and site.
5. Staged resumption of activity may need to be reversed and stricter curtailment conditions imposed in response to public health guidance or changes to the public health situation at any particular site.
6. Individual employee circumstances will be considered in evaluating how to plan and conduct resumption of on-site activities.
7. All Unit leadership, management and supervisory staff must know their roles, responsibility and accountability for ensuring compliance with their units COVID-19 Safety Plan (CSP). (See **Appendix C: Roles, Responsibility and Accountability**)

The Vice-President, Human Resources will review and provide final approval prior to the submission of this VPHR overarching level safety plan to the UBC Executive. Intermediate and Unit plans for the portfolio will be or have been created as outlined in **Appendix A:** Overarching, **Intermediate and Unit Safety Plans** for the VPHR Portfolio.

Unit / Faculty	Vice-President Human Resources
Facility Location(s)	Human Resources Primary 600 - 6190 Agronomy Road
Proposed Re-opening Date	Not applicable as many units within VPHR continued with some on-site operations. However, all offices will remain closed to the public.
Workspace Location(s)	- Human Resources Primary (600 - 6190 Agronomy Road) - Pensions (201 - 2389 Health Sciences Mall) - Hiring Solutions (Suite 224- 2155 Allison Road, University Marketplace) - Housing & Relocation Services (Level 3, 3313 Shrum Lane, Wesbrook Village) - Investigations Office (#7 - 5958 Webber Lane, Wesbrook Village) - Equity & Inclusion Office, Brock Hall - West Wing, #2306 - 1874 East Mall

Regulatory Context

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

Provincial and Sector-Specific Guidance
- [BC Centre for Disease Control](#)
- [BC COVID-19 Go-Forward Management Strategy](#)
- [BC's Restart Plan: "Next Steps to move BC through the pandemic"](#)
- [BC COVID-19 Self-Assessment Tool](#)

WorkSafeBC Guidance
- [Guide to reducing the risk of COVID-19](#)
- [COVID-19 Safety Plan](#)
- [COVID-19 Forms and Resources](#)

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- [COVID-19 and returning to safe operation – Phase 2](#)
- [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](#)

UBC Guidance

- [Guidelines for Preparing for Re-occupancy](#)
- [Guidelines for Safe Washroom Re-occupancy](#)
- [Space Analysis & Re-occupancy Planning Tool](#)
- [UBC Employee COVID-19 Physical Distancing Guidance](#)
- [UBC Employee COVID-19 Essential In-person meetings/trainings guidance](#)
- [UBC Employee COVID-19 Use of Shared UBC Vehicles Guidance](#)
- [UBC Employee COVID-19 PPE Guidance](#)
- [Ordering Critical Personal Protective Equipment](#)
- [UBC Facilities COVID-19 website](#) - Service Level Information
- [COVID-19 Campus Rules](#)
- [Workplace Physical distancing Planning Tool and Signage Kit](#)
- [Preventing COVID-19 Infection in the Workplace training course](#)
- [UBC Cleaning Standards & Recommendations for Supplementary Cleaning](#)
- [UBC Signage](#)
- [COVID-19 Safety Plan Addendum: Required Non-Medical Masks](#)

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 such as those in the VPHR portfolio 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 organizational unit 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.
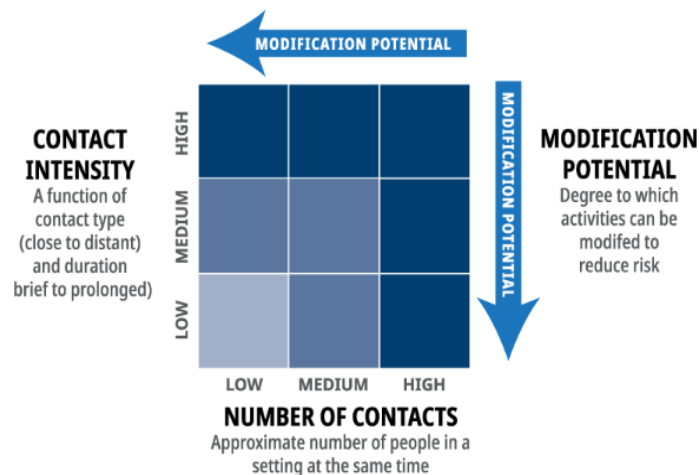
One or more steps under the following controls can be taken to further reduce the risk, including:
- Physical distancing measures – measures to reduce the density of people;
- Engineering controls – physical barriers (like plexiglass or stanchions to delineate space) or increased ventilation;
- Administrative controls – clear rules and guidelines; and
- Personal protective equipment – like the use of respiratory protection.

Contact Density (proposed COVID-19 Operations)
Individual units are responsible for having COVID-19 Safety Plans (CSP) that identify:
- the type and duration of contact where people congregate;
- the jobs that require close proximity;
- the surfaces that are touched most often; and
- tools, machinery and equipment that are high contact points.

Contact Number (proposed COVID-19 Operations)
- All units shall aim to reduce the physical density of staff working at static sites as needed to maintain physical distancing.

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- Essential operational areas and functions that are not spatially constrained may elect to maintain a higher number of staff on site. The ability to physically distance, particularly at pinch points, shall be the determinative factor.
- Details for each location are located in their respective Intermediate and Unit CSPs.

Employee Input/Involvement
- This plan will be presented to VPHR staff, including front line staff via email, for questions and feedback. Specific units may use other means of communication to ensure these plans are known and accessible.
- The University Administrative Units (UADM) Joint Occupational Health & Safety Committee (JOHSC) will review this plan and feedback will be incorporated where possible.
- Staff will be encouraged to email or discuss any questions, concerns or suggestions for improvements with their supervisor, their JOHSC representative, or the office of the Vice-President Human Resources.

Worker Health
- All units are to inform supervisors on appropriate Workplace Health measures and supports for staff mental and physical health. Check in's and supports can be made available via the following channels:
  o Regular team meetings;
  o Portfolio and unit communications and, one-on-one meetings with direct supervisors; and
  o JOHSC Meetings & Communications.
- Supervisors are encouraged to disseminate information from UBC Wellbeing: https://wellbeing.ubc.ca/

Plan Publication
- Final plans will be posted to the VPHR and unit websites. Additionally, hardcopies will be posted on Health and Safety boards and in the main unit offices and distributed via the "HR This Week" newsletter. A website banner will alert visitors to the plan and a link to the plan will be included on the landing pages of both the individual unit and the VPHR websites on the contact us page

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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.
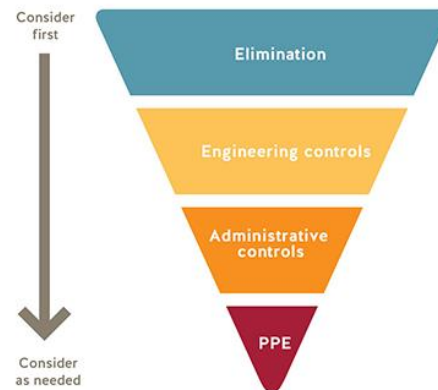
The following general practices shall be applied for all UBC buildings and workspaces until guidance from Public Health Authorities allows otherwise:

- 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 metres from each other unless otherwise permitted by safe work procedures.
- 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.
- Ensure 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 or follow the Guidance for Essential In-person meetings.
- Management must ensure that all workers have access to 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 with to limit the dispersion of respiratory droplets. See SRS website for further information.

Work from Home/Remote Work

- All work that can be done off campus -should continue to be done off campus in all the respective units under VPHR in accordance with UBC telecommuting guidelines and safety considerations.
- Home ergonomic set up resources are provided by Workplace Health Services.
- Most meetings can be held virtually.
- When on site, appropriate safety measures will be taken as described in other areas of this document. Specific unit workspace details will be outlined in intermediate or unit safety plans.

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

- Plans for monitoring attendance/schedules to ensure physical distancing will be established in each unit plan.
- Workers needing to enter buildings other than their primary work location (such as Hiring Solutions temporary staff) to carry out assigned tasks must adhere to the safety plan and relevant signage in place for that workspace.
- Units that work weekends as part of their schedule will need to be explicitly identified in the intermediate and unit plans.

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

- Refer to SRS Guidelines for Re-occupancy and Space Analysis and Re-occupancy Planning Tool can be used by the individual units to determine occupancy for their areas.
- Each unit, including HR central on the 6th floor of TEF 3, will take responsibility for mapping their buildings to identify traffic flow, building entry/exits, elevators, staircase usage, etc. Units will utilize the "UBC Building Administrators package" provided by UBC Facilities to implement signage for occupancy limits, traffic flows and/or behavioral expectations/reminders.
- Buildings are encouraged to limit public entry where possible.

Accommodations to maintain 2 metre distance

The following physical distancing protocols must be followed by all units within the VPHR portfolio:

- Physical distancing is required at all times with personnel spaced by at least 2 m. Where physical distancing is not possible, then UBC guidelines for these situations should be followed - see: UBC Employee COVID-19 Physical Distancing Guidance.
- Supervisors shall consider alternative mitigation strategies in accordance with the hierarchy of hazard control if physical distancing cannot be maintained.
- No unnecessary visitors are permitted in the buildings, including relatives (e.g., parents, children), friends of staff. Exceptions may include: couriers, IT Services, building maintenance/service personnel, campus mail and Safety & Risk Services staff.

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- When stairwells are not sufficiently wide to allow for cross-directional traffic with appropriate physical distancing, they will be clearly marked as single-direction. Follow directions in buildings.
- Do not congregate in common areas. Minimize social interactions in the building.
- Non-essential business travel is prohibited at this time. What is considered essential shall be determined by the staff and their supervisor. This directive will be revisited in future.

Worker Screening

- Before coming to work, all personnel must check their health status. Personnel 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.
- Individuals displaying symptoms of COVID-19 (described above) must remain at home and isolated until they have been confirmed COVID-free by testing or have been symptom free for the length of time recommended by the BCCDC. Personnel who have been in contact with a person confirmed or presumed to have COVID-19 must also self-isolate as per provincial health guidelines.
- Personnel will be referred to the BC Health Self-Assessment Tool to determine if they require testing and/or medical care.
- Anyone returning from outside of Canada must follow the directions of the quarantine act, which specifies 14 days of self-isolation, regardless of whether or not they are experiencing COVID-19 symptoms.
- Every front and back entry door has signage for both workers and visitors/guests that prohibits entry if any of the preceding criteria apply. UBC and WorkSafeBC provides such signage, as below:
    a. UBC Entry Check Sign
    b. WorkSafeBC: Entry Check for Workers
    c. WorkSafeBC: Entry Check for Visitors

Workers will be encouraged to use the Thrive BC Self-Assessment Tool to monitor themselves for symptoms of COVID19 or other concerns prior to work attendance. OPH programs and services remain available to all staff, faculty, and student employees who have questions or concerns about their personal health as related to safety in the workplace, including questions around COVID-19.   Absences due to illness will be tracked as per standard procedures for each unit.

Engineering Controls

Cleaning and Hygiene

- The standard UBC custodial standards will apply – see [Facilities COVID-19 website.](#)
- Where offices are located in buildings operated by third parties, such as UBC Properties Trust, individual location child plans will ensure third parties' cleaning procedures and signage are in accordance with UBC Custodial Standards (as above).
- Individuals must wash their hands regularly and avoid any non-physically distant contact with one another.
- Desktops and personal items will not be cleaned by custodial employees and individuals are asked to maintain a clean workplace by disinfecting any shared areas or equipment before and after use.
- Individuals are asked to sanitize their hands when entering the building and beginning work and to frequently wash hands or use hand sanitizer throughout the day. In addition, the following practices are recommended:
  - Greeting people with a wave instead of a handshake
  - Avoiding touching your face except immediately after hand washing
  - Coughing or sneezing into your arm
  - Proving training materials in electronic form to avoid the passing of documents between participants
- Hand washing will be carried out:
  - Upon arriving to work
  - Upon arrival to and departure from work site or building
  - Prior to beginning a new job/task throughout the day
  - Before and after handling shared tools and equipment
  - Before and after using Personal Protective Equipment
  - Before and after going on a break
  - After using the washroom
  - After sneezing or coughing
    - Note: If workers sneeze or cough, they will cover their mouth and nose with a disposable issue or the crease of their elbow and then wash their hands
  - Before and after food prep or eating
  - After handling items that have come into contact with the public

Equipment Removal/Sanitation

- Please see individual VPHR location Unit Plans for specific instructions.

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Partitions or Plexiglass installation
- Each unit will address partitions or plexiglass installation in their unit plans using WorkSafeBC's "Designing Effective Barriers" guidance and Building Operations guidance on the purchase and installation of plexiglass.

Administrative Controls

Communication Strategy for Employees
- Dissemination of this Plan to the UADM JOHSC
  - This plan will be distributed to the JOHSC mentioned above for review. This will give the worker representatives on the committee an opportunity to preview the document and provide further suggestions for improvement. This pre-review process will be documented in the respective JOHSC meeting minutes.

- Communication of the Plan to the VPHR employees
  - To communicate the mitigation of COVID-19 exposure risks in the workplace to the employees, the VPHR will disseminate this VP level plan to the portfolio leadership via email. Once received, Unit leadership is responsible for determining the optimal means of communication for their units. They will need to consider dissemination of intermediate or unit-level plans to employees who are considered "embedded" or report to a different unit than in which they sit. Information on the risk of workplace exposure to COVID-19 and conduct expectations for upon return to work on campus around personal hygiene is covered in the mandatory training course that everyone will be expected to complete: Preventing COVID-19 Infection in the Workplace.
  - COVID-19 Campus Rules apply to all UBC employees.

- Communication of Worker's Concerns
  - Employees can raise concerns through their supervisor or JOHSC worker representative. In addition, WorkSafeBC Right to Refuse unsafe work will also be followed.

Training Strategy for Employees
- All employees 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.
- Site-specific training will be identified, provided and documented by the supervisor.

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Signage

- The VPHR will utilize the signage from the [Safety & Risk Services COVID-19 website](#), the [WorkSafeBC's COVID-19 – Resources](#) website, and from [Building Operations regarding approved floor tape and decals](#).
- Required Signage:
  - Entry door signage to remind individuals of the requirement to self-monitor and not to enter if experiencing COVID-19 symptoms or if they have not met the requirements for quarantine/self-isolation.
  - Signs that state the maximum occupancy of common rooms.
  - Use of tape to block off rooms and classrooms that are off limits.
  - Use of tape and floor signage to direct traffic through high flow areas.
  - Signs to remind people to adhere to physical distancing guidelines.
  - Floor signs to mark off 2m spaces where people might line up (if needed).
  - Checklist of items that require disinfection at the end of each shift.

Emergency Procedures

- Emergency Procedures
  - Units are expected to update their Building Emergency Response Plan (BERP) with the [BERP Amendment](#).
  - Units can designate interim floor wardens to perform this task after they have completed [online training,](#) which will take approximately 15-20 minutes. These individuals should be those that are currently working on campus. Employees must not be asked to come to campus to solely to fulfill their role as a floor warden.
- Units are to consider that with fewer people on campus, building occupants should be reminded on what to do and where to go when the fire alarm rings. Include information on the location of the wall mounted Emergency Procedure Key Plans and the Building Emergency Response Plan.
- Handling Potential COVID-19 Incidents on campus:
  - Suspected positive incidents or exposure concerns that occurred on campus are to be reported to the employee's supervisor. Further incident reporting 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 student employees who have questions or concerns about their health and safety in the workplace, including questions around COVID-19.

Monitoring/Updating COVID-19 Safety Plan

- Intermediate and unit plans will need to be reviewed regularly, and updated as required. Units are to establish the frequency of review and what might trigger a review (shift in provincial phases, higher building occupancy, and standard review cycle).
- Employees can raise concerns through their supervisor or JOHSC representative.

Addressing Risks from Previous Closure

- Where employees are asked to take on new roles or responsibilities, there must be documented training for these new tasks.

Personal Protective Equipment (PPE)

Personal Protective Equipment

- Each location will determine their PPE needs relative to the job risk assessment and this will be reflected in their appropriate appendix.
- Where COVID-19-specific PPE may be required, the supervisor will do a PPE risk assessment in accordance with UBC guidance on COVID-19 PPE using the UBC Ordering Critical Personal Protective Equipment.

NON-MEDICAL MASKS

Non-Medical Masks

- Effective September 16, 2020 UBC implemented a policy whereby students, faculty, staff and visitors are required to wear non-medical masks in common indoor spaces on campus. As physical distancing cannot be maintained in our workspace, non-medical masks must be worn at all time unless you are exempt as outlined in the COVID-19 Campus Safety Rules. Specific exemptions based on locations will be captured in the individual unit plans for each location.

Acknowledgement

Acknowledgement

- The following must be signed by the Heads of Unit within the VPHR portfolio to (1) confirm that it will be shared with their units, (2) to detail the method in which it will be shared, and (3) to acknowledge receipt and compliance with the safety plan.

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 _____

Name(Manager or Supervisor) _____

Title _____

Faculty and Staff Occupying Workspace

Name	Email	Confirmation of Understanding
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		☐
		☐

Appendix A: Overarching, Intermediate and Unit Safety Plans for VPHR Portfolio

Overarching Plan

1. VP Human Resources

Unit Safety Plan

1. VP Human Resources Administrative Workspaces:
    a. plan to include workspaces for:
        i. Primary HR Office, 600 - 6190 Agronomy Road
        ii. Hiring Solutions, Suite 224- 2155 Allison Road
        iii. Faculty & Staff Housing and Relocation Services, Level 3, 3313 Shrum Lane, Wesbrook Village
        iv. Pension Administration Office, 201 - 2389 Health Sciences Mall
        v. Investigations Office, #7 - 5958 Webber Lane, Wesbrook Village
        vi. Equity & Inclusion Office, Brock Hall - West Wing, #2306 - 1874 East Mall

Appendix B: VPHR Staff Locations

Unit	Building Locations
Advisory Services • HR for Administrators • Careers • Employee Relations • Hiring Solutions	Technology Enterprise Facility (TEF 3) 600 - 6190 Agronomy Road *Hiring Solutions* University Marketplace - Suite 224- 2155 Allison Road
Faculty Relations	Technology Enterprise Facility (TEF 3) – 600 - 6190 Agronomy Road
Faculty Staff Housing & Relocation Services	Wesbrook Village - Level 3, 3313 Shrum Lane
HR Information Systems	Technology Enterprise Facility (TEF 3) - 600 - 6190 Agronomy Road
Investigations Office	Wesbrook Village - #7 - 5958 Webber Lane,
Pensions Administration Office	Donald Rix Building (TEF 2) – 201 - 2389 Health Sciences Mall
Total Compensation • Benefits • Compensation • Health Promotions • Workplace Health Services	Technology Enterprise Facility (TEF 3) - 600 - 6190 Agronomy Road
Workplace Learning & Engagement	Technology Enterprise Facility (TEF 3) - 600 - 6190 Agronomy Road
Equity and Inclusion Office	Brock Hall - West Wing, #2306 - 1874 East Mall

Appendix C: Roles, Responsibilities and Accountability

Responsibility of the Office of the Vice President Human Resources
- Responsible for developing the VPHR parent plan for approval by UBC Executive.
- Work together with VPHR units to develop safety plans where required.
- Review and approve VP HR safety plans.
- Support and help coordinate the development and communication of safety plans across shared buildings.
- Hold regular meetings with Heads of Units where safety plan updates/review is a standing agenda item.
- Communicate safety plans to all employees within the VPHR portfolio.

Responsibility of Heads of Unit (HU)
- Must successfully complete the mandatory [Preventing COVID-19 Infection in the Workplace](#) training course.
- Responsible for the development and communication of safety plans for their units / buildings (in conjunction with building administrators and the joint occupational health and safety committees). All developed plans must incorporate the guidelines outlined in this document.
- In situations where individuals are located in a building where they are not the primary controller/owner of that space, it is the responsibility of the HU to ensure that the individual has read through and acknowledged receipt of the safety plan for that workspace they are working in.
- Responsible for ensuring that signage is in place throughout the common spaces of the building. This signage is in place to ensure physical distancing and cleaning protocols are practiced in common areas (e.g., elevators, social rooms, lunch rooms, bathrooms, stairwells), unit offices (e.g., main office, mail room), and shared facilities that are under their purview.
- Responsible for approving site-specific safety plans relevant to their areas that ensure physical distancing and safe working practices, and for making it clear that supervisors/managers must oversee the measures taken.

Responsibility of Supervisors and Managers
- Responsible for ensuring that their workspace either has a site-specific plan or has access to a plan that includes their specific location and communicate this plan to all employees.
- In situations where individuals are located in a building where they are not the primary controller/owner of that space, it is the manager or supervisor's responsibility to ensure that individuals have read through and acknowledged receipt of the safety plan for their worksite.

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- Responsible for ensuring that their employees successfully complete the mandatory [Preventing COVID-19 Infection in the Workplace](#) training course, as well as successfully completing it themselves, prior to a physical return to the workspace.
- Responsible for posting occupancy limitations on the doors or entrance area to their work areas.
- Where a workspace is shared by multiple groups, this maximum occupancy must be agreed upon by all supervisors/managers.
- Responsible for scheduling shifts / rotations of employees as needed to ensure that physical distancing can be practiced in the workspace.
- Acknowledge that all employees may not have the same comfort level or ability to return to work and there is a responsibility to understand each situation.
- Ensure the availability of all necessary PPE prior to assigning tasks requiring it.

Employee/Individual Responsibilities
- Employees who are continuing or resuming work on campus must successfully complete the [Preventing COVID-19 Infection in the Workplace](#) training course.
- Before entering the workspace, all individuals must check their health status. Individuals experiencing any symptoms of COVID-19 (coughing, sneezing, shortness of breath, loss of sense of smell/taste, sore throat, fatigue, fever) must not enter the workspace.
- Individuals displaying symptoms of COVID-19 (described above) must remain at home and isolated until they have been confirmed COVID-free by testing or have been symptom free for the length of time recommended by the BCCDC. Individuals who have been in contact with a person confirmed or presumed to have COVID-19 must also self-isolate as per provincial health guidelines. Individuals will be referred to the [BC Health Self-Assessment](#) tool to determine if they require testing and/or medical care.
- All work that can be done off campus should continue to be done off campus.
- Through communication from their Manager/Supervisor, all employees must know the location of the safety plans for their workspaces. All identified health and safety issues should be brought to the supervisor's attention. All employees are encouraged to consult with their JOHSC, where needed. However, they may also report concerns confidentially to the following email address: ready.ubc@ubc.ca. This email is monitored by Safety & Risk Services, and health and safety assistance will be provided.
- In situations where individuals are located in a building where they are not the primary controller/owner of that space, individuals are responsible for reading through and acknowledging the safety plan for their workspace.
- Prioritization of employees within a work location will be determined by the supervisor/manager and approved by the Heads of Unit.

Note: Groups with a working relationship to the organization outside of the purview of the VPHR will be responsible for developing their own safety plans.

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