



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	Pension Administration Office
Facility Location	2389 Health Sciences Mall, Vancouver BC
Proposed Re-opening Date	Reopening for essential tasks
Workspace Location	2 nd Floor, Donald Rix Building

Introduction to Your Operation

1. Scope and Rationale for Opening

The Pension Administration Office (PAO) provides a vital service to the UBC community. The two pension plans, Staff Pension Plan and the Faculty Pension Plan are headed by the Executive Director, Pensions. The office is managed by the Director, Pensions. Together, these plans provide pension benefits to approximately 11,000 staff and 6,000 faculty.

The PAO is located on the 2nd Floor of Donald Rix Building – a UBC Properties Trust building - and is primarily accessed via the stairway in the common lobby. Two stairwells connect all levels of the building and will remain open and accessible in order to meet fire regulations; however, each stairwell will operate on a one-way basis (unless in the case of an emergency). There is also an elevator in the common lobby which connects to all floors of the building. Elevators may contain a maximum of two persons at a time. Physical distancing should be adhered to in elevators; safe spots are indicated on the ground. Staff are required to use a swipe card to enter the main PAO office area. No guests are permitted in the PAO at this time.

The 2nd floor in Donald Rix contains several distinct areas. These physical areas used by PAO staff are:

- Washrooms
- The reception area with a waiting area, 2 workspaces, boardroom and meeting room
- The main PAO office area including individual offices, meeting rooms, photocopier room, a storage room and a kitchen

At this time, the number of employees in the office on any day is capped at 6 which is 30% of its regular capacity.

Any work or tasks that can be performed remotely should continue to be performed remotely in accordance with UBC's remote working policies.

An outline of how each area will be used, follows.

- Washrooms - The washrooms are open with a max of two people at a time per washroom.



- The PAO reception area includes the Boardroom, meeting room, waiting area and 2 workstations. The waiting room is closed due to no visitors allowed and will act as a thoroughfare. The Boardroom and meeting room have signs for maximum occupancy – 6 people in the Boardroom and 2 people in the meeting room. The 2 workstations have a partition between them of 1.7m high and the 2 employees are more than 2m apart when seated.
- The main PAO includes 10 individual offices, 7 workstations, a meeting room, a photocopier room and a storage room. This is the main area considered by this plan (below) and will re-open with maximum occupancy levels. The maximum occupancy for the photocopier room is one person at a time.
- The kitchen - This will remain open for minimal use. The maximum occupancy will be two people. Share utensils and dishes will not be used. Staff can use their own utensils and keep them in their own workspace.

There are 9 single occupancy offices and can be used solely by those who occupy them. There is one office that is shared, containing 2 workspaces. The workspaces are more than 2m apart. The partitions in the open workspaces are 1.3m high and the employees are more than 2m apart when seated.

Maximum occupancy for the floor equates to 6 people (including single offices), or 30% of the total available workstations on the floor. In addition, only 50% of the 7 workstations can be occupied at the same time.

All team members have completed: [Preventing Covid-19 Infection in the Workplace](#) training.

All unnecessary visitors are discouraged from entering Donald Rix Building, including relatives (e.g., parents, children), and friends of staff. Exceptions may include: couriers, IT Services, building maintenance/service personnel, campus mail and Safety & Risk Services staff.

This draft plan will be reviewed and approved by the VP HR.

Section #1 – Regulatory Context

2. Federal Guidance

[Government of Canada: “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”](#)

3. Provincial and Sector-Specific Guidance

[BC COVID-19 Data](#)

[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](#)

4. WorkSafeBC Guidance

[COVID-19 and returning to safe operation - Phases 2 & 3](#)

[WorkSafeBC: COVID-19 and returning to safe operation; reducing the risk – Phase 2](#)

[WorkSafeBC COVID-19 Safety Plan](#)

[WorkSafeBC: guidance on how to create effective barriers](#)

[WorkSafeBC: Entry Check for Workers](#)

[WorkSafeBC: Entry Check for Visitors](#)

[WorkSafeBC Protocol: Offices](#)

[WorkSafeBC: Inspections during COVID-19 FAQ's for employers](#)

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

5. UBC Guidance

[UBC Safety & Risk Services](#)

[UBC Employee COVID-19 PPE Guidance](#)

[COVID-19 Campus Rules.](#)

[Guidelines for Preparing for Reoccupancy](#)

[Guidelines for Safe Washroom Reoccupancy](#)

[Space Analysis and Reoccupancy Planning Tool](#)

[Ordering Critical Personal Protective Equipment](#)

[UBC Facilities COVID-19 website - Service Level Information](#)

[UBC Employees COVID-19 Essential In-person Meetings/Trainings Guidance](#)

[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](#)**6. Professional/Industry Associations**

N/A

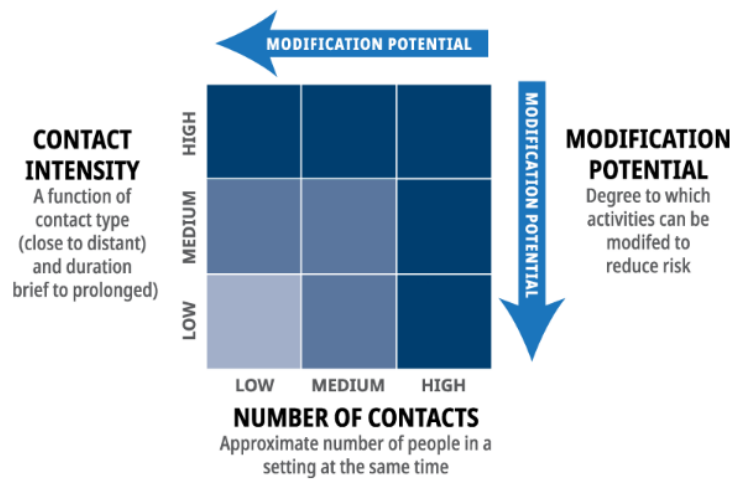
Section #2 - Risk Assessment

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.



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

Potential close/brief contact locations are:

- Elevators
- Waiting area
- Hallways
- Stairwells

Potential closer/prolonged contact locations are:

- Kitchen
- Washrooms
- Adjacent workstations
- Meeting rooms
- At photocopiers

High-touch / frequently touched surfaces are:

- Elevator buttons
- Suite entry door x2
- Interior room/meeting door handles
- Washroom fitments; door handles & locks in each cubicle, flush buttons



- Kitchen fitments; Fridge, Microwave, dishwasher, coffee maker, garbage containers, water cooler.
- Office equipment: photocopier panel

8. Contact Number (proposed COVID-19 Operations)

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

Reasons staff may need to be onsite may include (but are not limited to): use of stable internet connection for high priority meetings and workshops, printing, if staff are having technical issues with their home equipment, to deposit cheques, to receive/pick up and send out mail, filing etc.

The Director will be responsible for ensuring the occupancy levels are below the maximum permitted. A shared calendar in Outlook has been set up for tracking who is in the office each day. All staff will use the calendar to indicate they will be in the office on a certain day. The Director will regularly review the calendar to ensure the occupancy level is kept below the maximum capacity of 6 employees or 30% of normal capacity.

The in-person PAO visits will remain closed, accepting queries only through email address and phone.

For comparison, there are usually anywhere between 18 and 20 people working in the PAO office at any given time during office hours (8:30-4:30, Mon-Fri). When the building was open to the public, the reception area was used to seat the visitors and resolve queries. The Boardroom has a capacity of 18 people and the meeting room has a capacity of 6 people.

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 Director is a member of the Admin JOHSC.
- The draft plan was reviewed by several staff who have been working in the PAO office during COVID for their input.
- All staff have completed the "Prevention of Covid-19 Infection in the Workplace" training.
- PAO Safety Plan has been approved by VPHR Marcia Buchholz.
- Hardcopy of PAO Safety Plan will be posted on our safety wall in the kitchen.
- Soft copy of VPHR Overarching Plan was distributed to all staff and posted to the hr.ubc.ca website.
- Soft copy of the PAO Safety Plan will be posted to the two pension websites: staff.pensions.ubc.ca and faculty.pensions.ubc.ca

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

Managers will receive information via email from the Office of the VP HR. This then can be communicated/cascaded to team members with staff meetings. Managers are strongly encouraged to make check-ins available via regular team meetings and provide feedback to the Office of the VP HR.



Information will also be disseminated via regular portfolio communications (such as the “HR This Week” newsletter), and JOHSC meetings and communications.

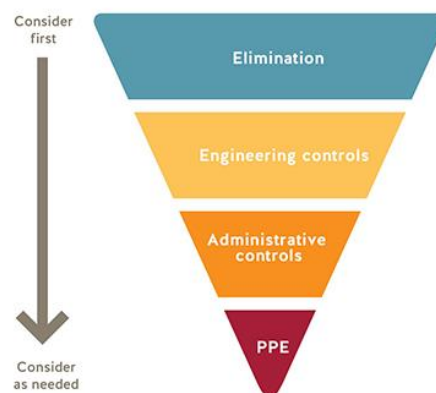
11. Plan Publication

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 made available online on the PAO common directory (G drive). The plan will also be posted on the two pension websites. Physical copies will be printed and attached to the health and safety board in the PAO kitchen. PDF copies of the VPHR Overarching Plan was emailed from the Office of the VP HR admin team to all staff.

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.
- 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. Regarding the use of non-masks in office spaces:
 - o Non-medical masks are not required when working in a sole occupant office or enclosed room
 - o Individually assigned cubicles in open concept workspaces have been designated to ensure they are 2m apart or have appropriate physical barriers. Therefore, while occupying an assigned workspace, users have the option to remove their non-medical mask when seated or while engaged in activities where the physical distancing requirement is met
 - o Non-medical masks are not required in internal office hallways that have been designated as one way, yield to others, or able to meet physical distancing requirements
 - o As per UBC's policy, non-medical masks must be worn:
 - When travelling through building corridors and shared spaces
 - Any other time that the 2m physical distancing cannot be maintained

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

Any work or tasks that can be performed remotely should continue to be performed remotely in accordance with UBC's remote working policies.

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

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

N/A – all PAO employees work standard business hours.

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

As outlined above, the PAO office has been split into two main physical areas. The use of each area has been considered above. The main office area will have a maximum 30% max occupancy limit, including single offices. 50% is the maximum occupancy on any given day of the 7 workstations. A number of factors were considered in coming to these max occupancy levels, including existing use of physical space, size of through fares, size of the PAO office in total, facilities provided (e.g. photocopy rooms,



kitchen, meeting rooms), and number and size of workstations and office space. Operations of the portfolio have generally continued as normal during the pandemic - most roles within the PAO portfolio can undertake work remotely.

Occupancy for meeting rooms has been based on size. Max occupancy allows for individuals to sit comfortably at least 2m away from another person, and wear a non-medical mask as per Section #3 – Elimination of Hazards or Physical Distancing as well as are laid out in Appendix A of the [UBC Covid-19 campus rules](#).

The floor plan is attached to this document in the Appendix.

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

- All staff will confirm that they have received, read, and understood the contents of the safety plan.
- All staff have completed the “Preventing Covid-19 Infection in the Workplace” training.
- The hallway is less than 2m in width and has been signposted with a keep right sign.
- The open workspaces are 2m apart.
- Maximum occupancy for photocopy rooms is one person at a time.
- Maximum occupancy for the kitchen is two people at a time.
- Maximum occupancy for the meeting room is two people at a time.
- Washrooms are signposted with max occupancy levels.

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

Not Applicable

17. Worker Screening

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

- Before coming to work, all staff must check their health status by using the BC self-assessment tool at: <https://bc.thrive.health/>. Anyone experiencing symptoms should follow the guidance in the self-assessment tool. 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.
- All personnel should email their supervisor to confirm that they have completed the self-assessment prior to attending the workplace and that they are symptom free.
- If staff develop or display symptoms (described above), they will self-isolate while they wait for their test results so they do not potentially spread illness to others. Those who get diagnosed with COVID-19 will self-isolate for at least 10 days from when their symptoms started.



- Staff 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.
- The front entry door has signage for staff and visitors/guests that prohibits entry if any of the preceding criteria apply. UBC and WorkSafeBC provides such signage, as below:
 - [UBC Entry Check Sign](#)
 - [WorkSafeBC: Entry Check for Workers](#)
 - [WorkSafeBC: Entry Check for Visitors](#)

[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.

18. Prohibited Worker Tracking

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

- Staff who are absent due to illness will be noted as per regular procedures.
- HR will take any further direction from the Vancouver Coastal Health regarding any specific cases.

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

- As the Donald Rix Building is owned by UBC Properties Trust, all work related to cleaning and sanitization in Donald Rix is contracted out to a professional cleaning company which includes frequent disinfecting of commonly touched surfaces, cleaning of the washrooms daily, and weekly sanitizing of floors.
- Signage in building communal areas is provided by UBC Properties Trust and complies with UBC standards. Signage within the VPHR offices is provided by Risk Services.
- Staff will have access to cleaning supplies for their individual workstations, such as alcohol wipes and surface disinfectant.
- Users of meeting rooms are requested to use disinfectant products (provided in each meeting room) after their meetings. Signage will be put up to advise how to clean AV equipment.
- Cleaning and disinfectant products are in the kitchen to allow for additional cleaning /disinfectant as required (after touching microwave or kettle etc.)
- Signage will remind staff and visitors to wash hands thoroughly throughout the day.
- Those staff and visitors who will access the 2nd floor of Donald Rix Building will be expected to wear a non-medical mask (as defined by the UBC Covid-19 campus rules), at all times where



physical distancing cannot be maintained. This includes hallways/walkways, stairways, building entryways, washrooms, kitchens, meeting spaces, photocopy rooms, and any other high-traffic areas where physical distancing cannot be maintained for extended periods of time.

- Please see Section #3 – Hazard Elimination or Physical Distancing for exceptions to non-medical mask usage, as well as are laid out in Appendix A of the [UBC Covid-19 campus rules](#).
- There will be a supply of disposable non-medical masks available to staff who wish to use them during on-site or on-campus work.
- Staff members are expected to follow updates around Covid-19 campus rules, the UBC non-medical mask policy and best practices on non-medical mask use on the [SRS Website](#).

20. Equipment Removal/Sanitation

Detail your appropriate removal of unnecessary tools/equipment/access to areas and/or adequate sanitation for items that must be shared that may elevate the risk of transmission, such as coffee makers, kettles, shared dishes and utensils.

All high touch, shared, items (e.g.: printers, kettle, meeting room AV equipment) have been assigned cleaning supplies and clear signage as to frequency that this equipment must be cleaned (i.e. between each use).

All staff members working on-site will only be permitted to use standard equipment (computers, desk chairs, monitors, mouse, telephones, etc.) that is normally provisioned to them and sharing of workspaces and equipment is prohibited.

21. Partitions or Plexiglass installation

Describe any inclusion of physical barriers to be used at public-facing or point-of-service areas

Pre-Covid19, PAO used to offer in-house service to its members and thus had a large number of visitors visiting the office. This in-house service has currently been suspended until we return to the office full-time. In the meantime, plexiglass has been installed at the reception desk, to make future visitor interactions safe.

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

All employees will be emailed a copy of the approved safety plan. The Director will collect confirmation that each employee has received, read, and understood the safety plan.

A hardcopy will also be posted on the safety board in the kitchen.



A staff member's supervisor should be the first point of contact for any questions/concerns. If a staff member is not comfortable contacting their supervisor, the Director should be contacted. Staff members can also confidentially email ready.ubc@ubc.ca. The Director will escalate to VP as needed.

23. Training Strategy for Employees

Detail how you will mandate, track and confirm that all employees successfully complete the [Preventing COVID-19 Infection in the Workplace](#) online training; further detail how you will confirm employee orientation to your specific safety plan

All PAO staff have completed the training.

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)

- Signage will be located at the entry of all physical areas on the 2nd floor outlining:
 - Whether the space is closed or open and if open, for what use;
 - Occupancy limits for the room;
 - Instructions on cleaning of the space once it has been used (meeting rooms);
 - Yield information;
 - Hand washing instructions in the kitchen;
 - Reminders for staff to adhere to physical distancing; and
 - Walking directions in hallway.

25. Emergency Procedures

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

- If a staff member experiences Covid-19 like symptoms whilst working on-site, the staff member will report this to their manager. The staff member may call UBC First Aid at 2-4444 if needed. The supervisor will advise the Director. The staff member will leave the site immediately if feeling unwell. The staff member will be directed to utilise the BC Self-Assessment Tool.
- If a potential Covid-19 incident is reported, the Director is responsible for connecting with SRS for advice on next steps.
- Information on contact tracing can be found on the [BCCDC website](#).
- UBC COVID-19 exposure information can be found on the SRS webpage.
- If there was a confirmed positive incident, SRS would defer to the government response protocols and rely on their direction. UBC would provide assistance as requested.

26. Monitoring/Updating COVID-19 Safety Plan



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

- When/if new or revised direction is provided by SRS, the University, the Provincial Health Officer, or WorkSafeBC the plan will be reviewed and updated accordingly.
- The plan will remain valid and will be updated as required throughout the Provincial reopening plan.
- When monitoring and reviewing the plan, feedback from staff, supervisors, JOHSC, the MDs, the University, and new or additional advice from the provincial health officer will be considered and addressed.
- Staff are encouraged to provide feedback to the Director as a member of the Admin JOHSC.
- Any changes to the safety plan will be communicated via the same channels as the original safety plan including new physical copies being printed and distributed on notice boards on-site.

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

Managers are responsible for any additional safety training for their team, for current members or by providing orientation and training to new members.

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, however, there will be a supply of non-medical masks available to staff who wish to use them during on-site or on-campus work, as per UBC's mask use policy.

Section #7 – Non-Medical Masks

29. Non-Medical Masks

Describe your plan to inform faculty and staff on the wearing of 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. Regarding the use of non-masks in office spaces:
 - Non-medical masks are not required when working in a sole occupant office or enclosed room
 - Individually assigned cubicles in open concept workspaces have been designated to ensure they are 2m apart or have appropriate physical barriers. Therefore, while occupying an assigned workspace, users have the option to remove their non-medical



- mask when seated or while engaged in activities where the physical distancing requirement is met
- Non-medical masks are not required in internal office hallways that have been designated as one way, yield to others, or able to meet physical distancing requirements
- As per UBC's policy, non-medical masks must be worn:
 - When travelling through building corridors and shared spaces
 - Any other time that the 2m physical distancing cannot be maintained

Section #8 - Acknowledgement

30. Acknowledgement

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

This plan has been made available to staff via the channels contained herein. Any staff member working on-site will first provide email confirmation to their immediate supervisor that they have received, read, and understood the contents of the 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.

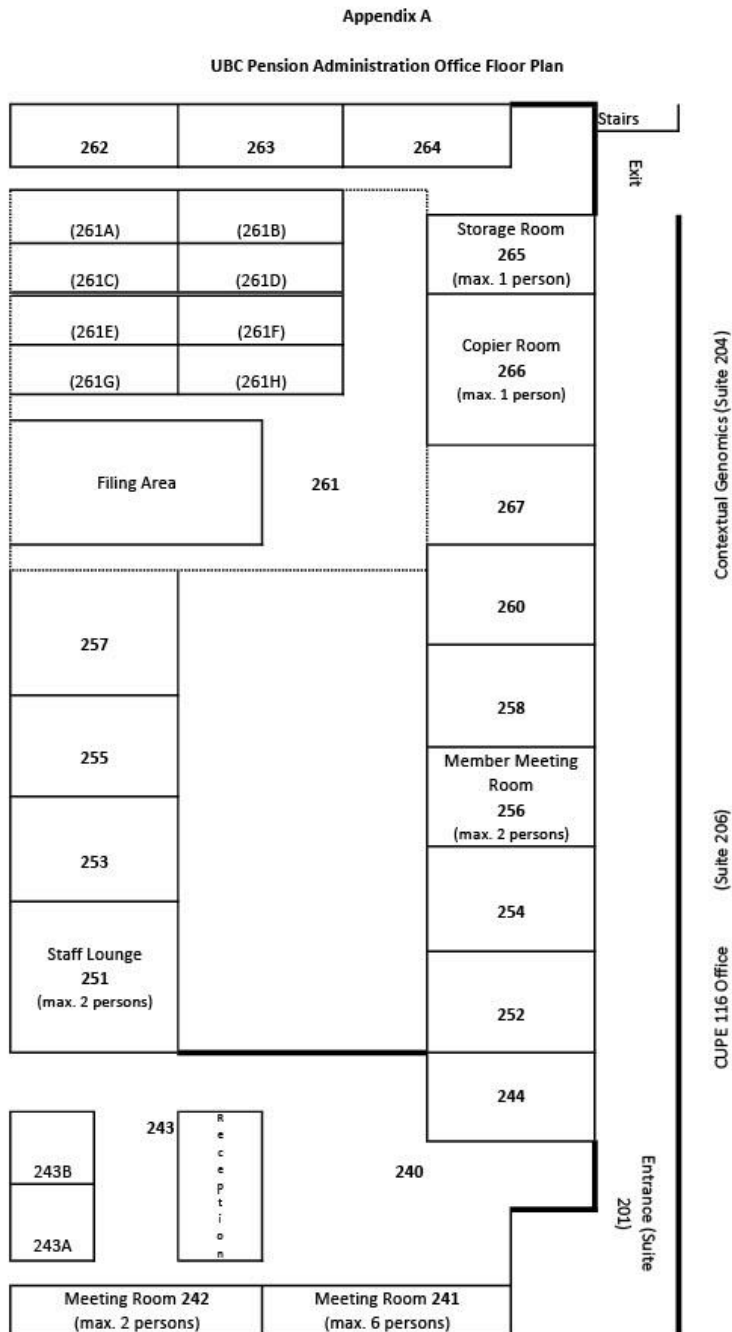
Date _____
Name (Manager or Supervisor) _____
Title _____

Faculty and Staff Occupying Workspace

Name	Email	Confirmation of Understanding
		<input type="checkbox"/>
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Appendix A: UBC Pension Administration Office Floor Plan



G:\Secretary\Department\Floor Plans & Door Signs\2020 Covid guidelines\Donald Rix Floor Plan Current



Appendix [X]: COVID-19 Workspace Safety Plan Document Revision

Date	Version	Writer	Change Description	Approved By
2020.10.28	1	Debbie Wilson, Director, Pensions		Marcia Buchholz Vice-President, Human Resources 
2020.11.27	1	Debbie Wilson, Director, Pensions	17. Worker Screening	Marcia Buchholz Vice-President, Human Resources 