



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	Enrolment Services Administrative Workspaces Plan
Facility Location	Brock Hall, 1874 East Mall, Vancouver, BC, V6T 1Z1
Proposed Re-opening Date	Occasional attendance
Workspace Location	3 floors within Brock Hall

Introduction to Your Operation

1. Scope and Rationale for Opening

The Enrolment Services Administrative Workspaces Intermediate COVID-19 Safety Plan covers the Point Grey campus only and falls under the Vice-President Academic (VPA) Parent plan. Enrolment Services’ operations are currently conducted remotely with a limited provision of operations on-campus as approved by managers.

Administrative activities outside of operational requirements will continue remotely until further direction is received from the University. Enrolment Services staff who are required to be on-site will complete the mandatory [Preventing COVID-19 Infection in the Workplace](#) training and will receive a site-specific briefing from their manager or designate. Any gradual re-start does not signal a return to normal workplace conditions. Time spent at the workplace will be kept to a minimum with administrative services likely to continue remotely until the Provincial Government declares that the pandemic is over or that regular workplace activities may resume.

The Enrolment Services Administrative Workspaces are low contact intensity (low risk) office environments and cover the following units and their associated workspaces:

- Office of the Associate Vice-President, Enrolment Services & Registrar
- Senate and Curriculum Services
- Strategic Indigenous Enrolment Initiatives
- Student Financial Management
- Student Support and Advising
- Scheduling, Records and Systems Management
- Undergraduate Admissions & Student Recruitment and Advising

The primary workspaces are located as follows:

- Brock Hall, 2nd floor, 1st floor and basement (refer to Section 7 – Contact Density)



- Administrative space with a combination of offices and open workstations

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

- Risk #1 – Higher proportion of individuals from outside of the UBC community visit the campus/unit; if employees or staff are exposed to more than 10 random people in a day; or if the unit is public facing
- Risk #2 – Prolonged close interaction with others not in the usual cohort of colleagues; if contact lasts for more than 15 minutes and transient in nature
- Risk #3 – The workplace or activity is indoors and windows cannot be opened
- Risk #4 – Employees/students/visitors have frequent contact with high-touch surfaces (service counters, card payment machines)
- Risk #5 – The activity involves people who are at higher risk of severe illness (i.e., older adults or those with chronic health conditions)
- Risk #6 – The activity involves people who are not able or likely to follow hygiene practices such as washing hands frequently, respiratory etiquette, and identifying when they are feeling ill and staying home

Applicable risk factors (from above) are listed by unit, and may be subject to change based on COVID-19 developments and Campus operations, and will be addressed as part of the monitoring requirements. Unit/Site specific plans will account for controls to specific risk assessments.

- Office of the Associate Vice-President, Enrolment Services & Registrar – Applicable Risks: #3
- Senate and Curriculum Services – Applicable Risks: tbd
- Strategic Indigenous Enrolment Initiatives – Applicable Risks: tbd
- Student Financial Management – Applicable Risks: tbd
- Student Support and Advising – Applicable Risks: tbd
- Scheduling, Records and Systems Management – Applicable Risks: tbd
- Undergraduate Admissions & Student Recruitment and Advising – Applicable Risks: tbd

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 the Associate Vice-President, Enrolment Services and Registrar and Safety and Risk Services. The Provost and Vice-President Academic, UBC Vancouver has reviewed and endorsed this plan.

The University Administrative Units Joint Occupational Health & Safety Committee (JOHSC) will review the plan and it will be updated as necessary. If an employee is concerned about any aspects of this plan, they should speak with their supervisor or a member of their JOHSC.



Section #1 – Regulatory Context

2. Federal Guidance
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • BC’s Restart Plan: “Next Steps to move BC through the pandemic” • BCCDC COVID-19 Data • BC COVID-19 Go-Forward Management Strategy
4. Worksafe BC Guidance
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • 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
6. Professional/Industry Associations
Not Applicable (N/A)



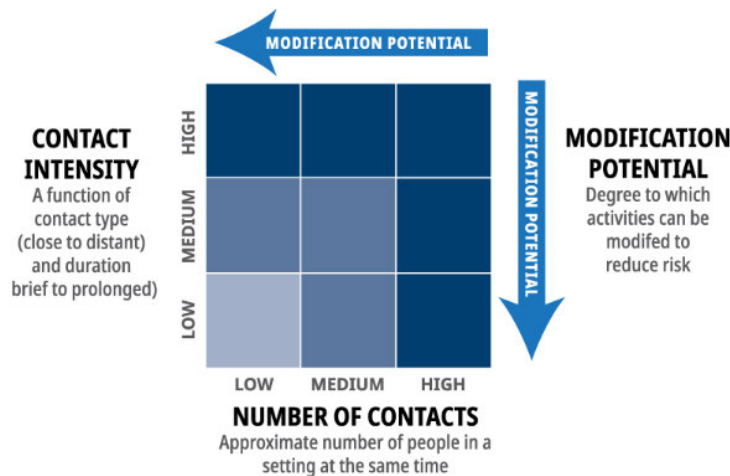
Section #2 - Risk Assessment

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:

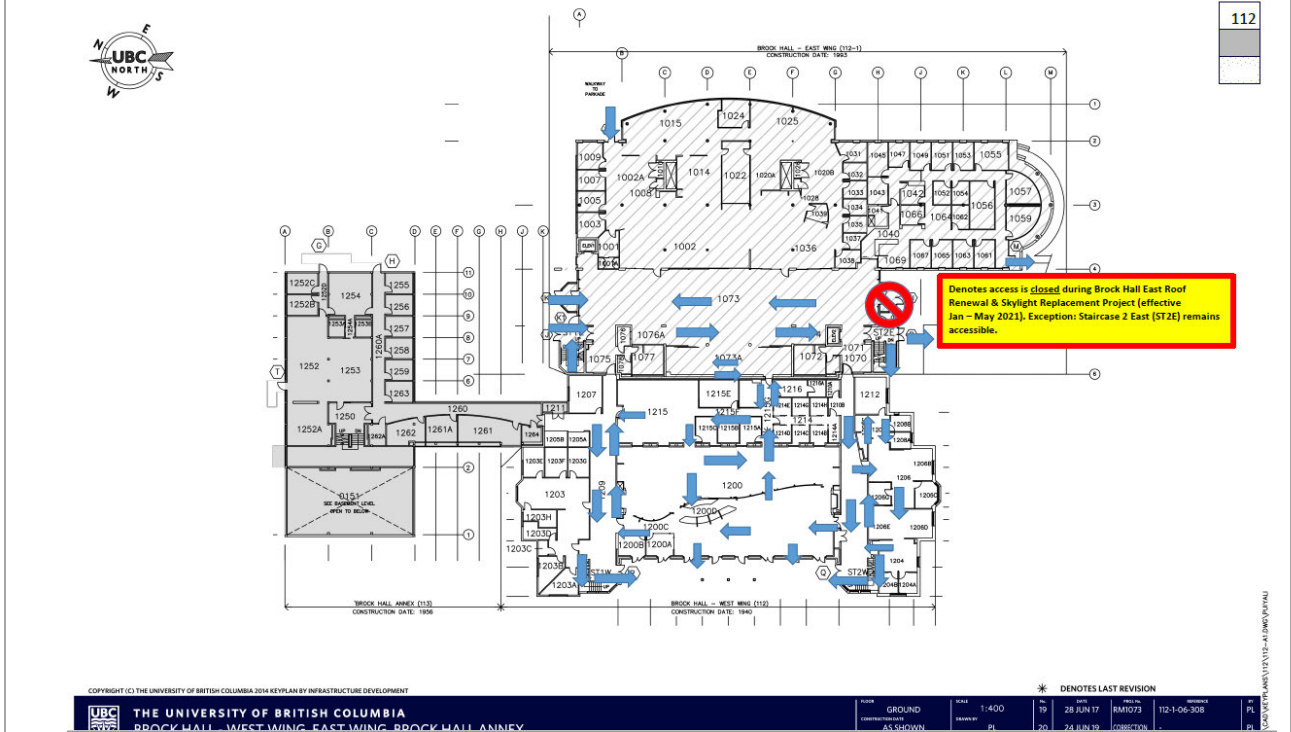
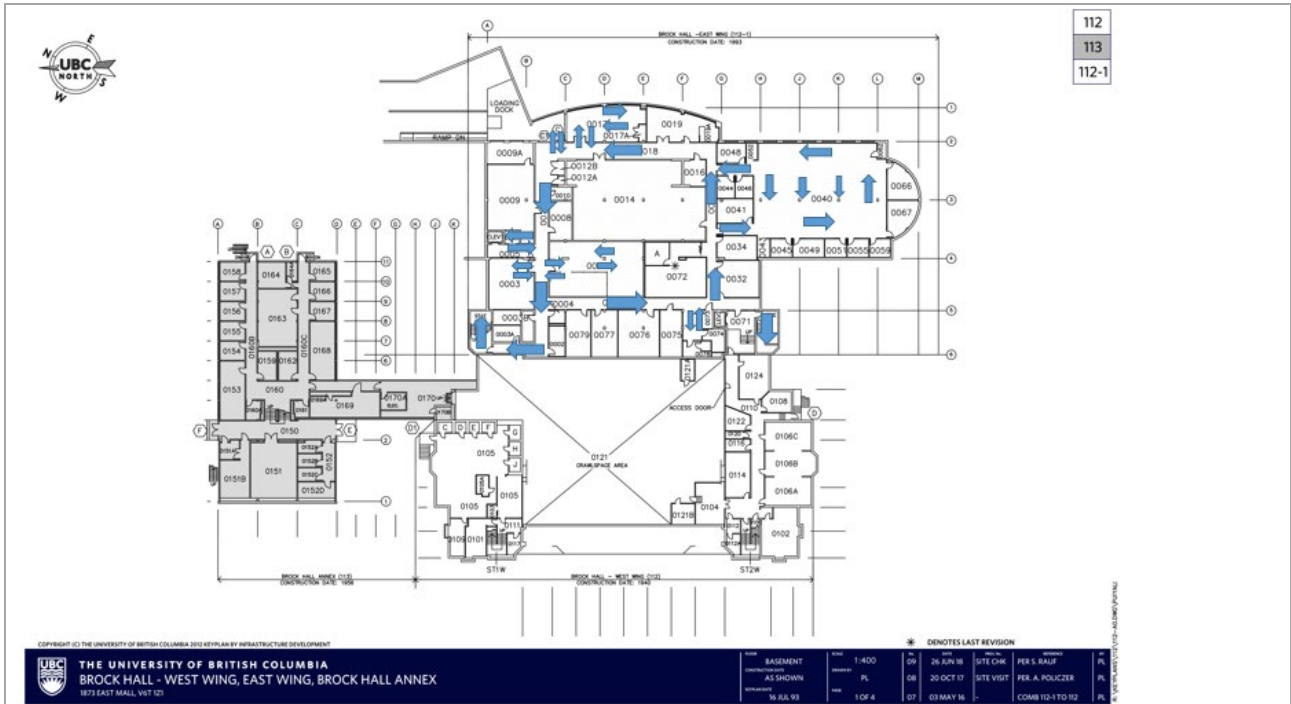
- Lobby/entrance areas
- Elevators
- Reception area
- Hallways
- Lockers
- Storage area

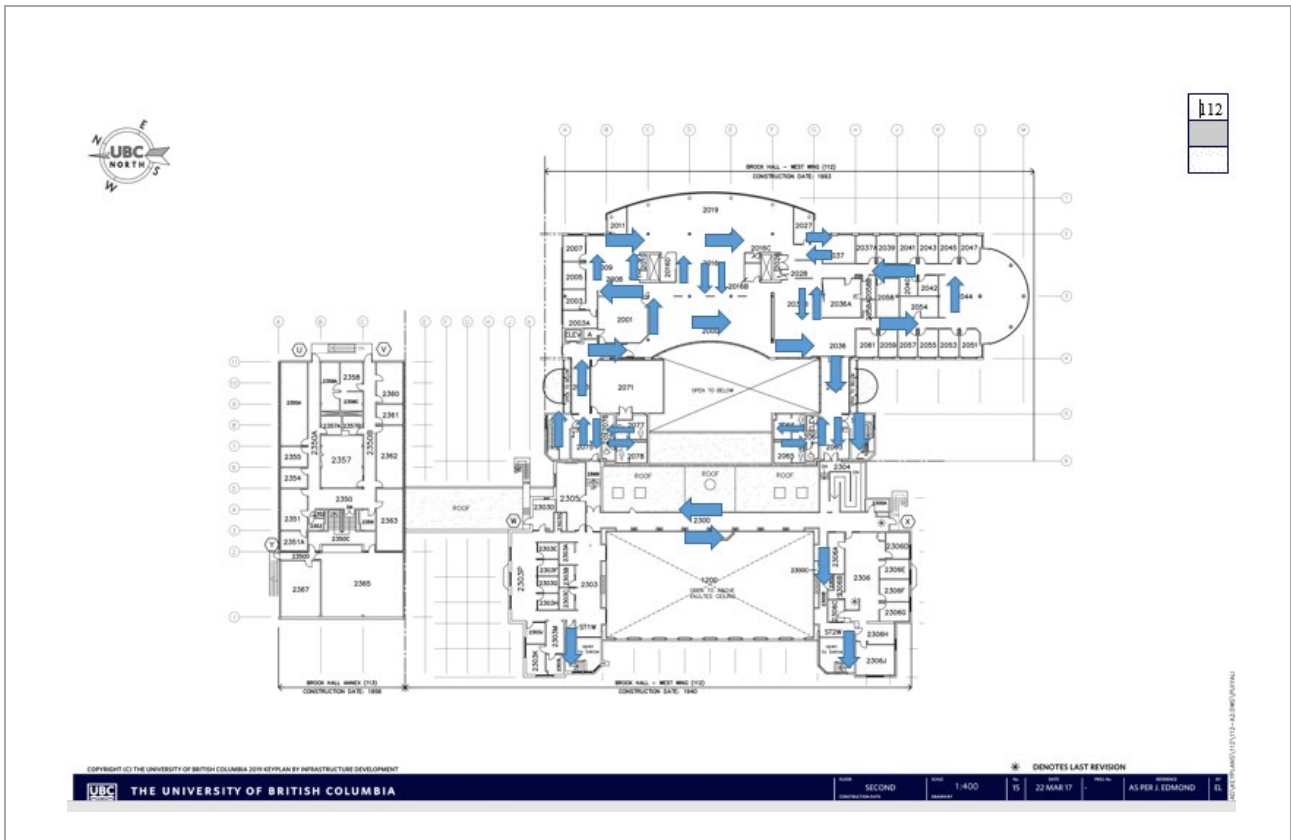
Potential closer/prolonged contact locations are:

- Kitchen
- Mailroom
- Washrooms
- Adjacent workstations
- Meeting rooms
- Photocopiers/scanners/printers

High-touch / frequently touched surfaces are:

- Lobby entrance/exit door handles
- Alarm touch panel
- Elevator buttons and light switches
- Stairwell fire doors and handrails
- Suite entry door
- Interior room door handles
- Washroom - door handles & locks in each cubicle, flush buttons, hand basin faucets, exit door.
- Shower stalls
- Lockers
- Kitchen - fridge, microwave, coffee maker, tea kettle, garbage containers, water cooler.
- Office equipment – photocopier/scanner/printer 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 same time)

The following will apply to all units under the Enrolment Services Administrative Areas. Specific units will be required to describe any further specifics to their area.

- Where assigned workstations are within the 2m distance and the assigned staff are needed on site for some percentage of their duties, workers are scheduled to prevent concurrent occupancy of side by side work stations. The result is a reduction of contact opportunities between people in office spaces and in common spaces.
- Individual meeting rooms will have room occupancy limits posted to ensure that physical spacing is possible at all times.
- If a job or task requires close proximity, the unit manager will do a risk assessment and if needed, a PPE risk assessment in accordance with UBC PPE guidance on COVID-19.
- During COVID-19 operations: Staffing will be up to a maximum of 30% of normal occupancy. The result is a reduction of contact opportunities between people in office spaces and in common spaces.
- Essential operational areas and functions that are not spatially constrained may maintain a higher number of staff on site.

**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

- This plan has been developed by selected staff members with regular involvement of Enrolment Services' senior leadership team
- This plan will be presented to staff by their manager for questions and feedback
- The [University Administrative Units JOHSC](#) will review the plan within 30 days of submission and the plan will be revised as necessary

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

All unit managers and supervisors are required to know about Workplace Health measures and supports available, and are responsible for communicating it to their staff. Information can be found at:

- <http://www.hr.ubc.ca/wellbeing-benefits/living-well/mental-health/>
- <https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive>

Note: This is also covered under the Mandatory UBC [Preventing COVID-19 Infection in the Workplace](#) training which is required to be completed before returning to campus. Those already on campus are required to completed within 30 days of notification by their supervisor.

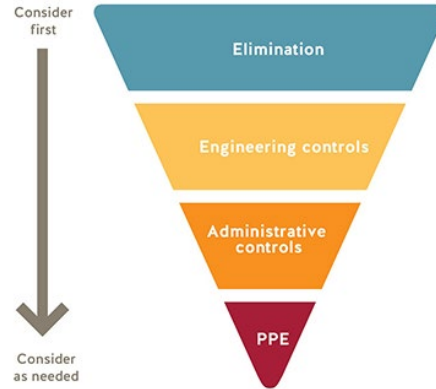
11. Plan Publication

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 this COVID-19 Safety Plan will be posted on Enrolment Services' [Confluence wiki](#), on the appropriate section of students.ubc.ca, and Enrolment Services Unit's/Team's OneDrive
- A hard copy of the final plan will be posted on Health and Safety boards where available.
- All staff in Enrolment Services Administrative areas (both those working in-person and remotely) will also 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 handwashing and sanitizing procedures for their workspace
- Supervisors and managers must ensure large events/gatherings (> 50 people in a single space) are avoided
- Management must ensure that all workers have access to dedicated onsite supervision at all times.
- All staff wearing non-medical masks are aware of the risks and limitations of the face covering they have chosen to wear or have been provided to protect against the transmission of COVID-19. See [SRS](#) website for further information.

12. Work from Home/Remote Work

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

- All Enrolment Services staff not required to provide essential service on campus will continue to work remotely.
- Staff who cannot work remotely or require office and/or workstation access to fulfill their duties and responsibilities must consult with their manager for approval prior to returning.



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

- The manager or supervisor will work with returning staff members to create a regular schedule and ensure that physical distancing is maintained at all times.
- No employee is to return to work on-campus without approval from their manager or supervisor.

14. Spatial Analysis: Occupancy limits, floor space, and traffic flows
 Describe or use UBC building keyplans (or do both, where appropriate) to identify and list the rooms and maximum occupancy for each workspace/area, explaining your methodology for determining occupancy

Local unit specific safety plans are required to note/describe key plans, occupancy limits, traffic flow, and 2m physical distancing (around stationary workspaces and common areas). Areas include:

- Brock Hall, 2nd floor, 1st floor and basement (refer to Section 7 – Contact Density)

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

General Physical Distancing Protocols (Everyone)

- 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 will be consulted and discussed for implementation strategies (see: [UBC Employee COVID-19 Physical Distancing Guidance](#)).
- No unnecessary visitors are permitted in the buildings, including relatives (e.g., parents, children), friends of staff. Exceptions include: couriers, IT, campus mail, customers requiring assistance (unable to be done online).
- 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.
 - Common areas have been reduced to a limited number of staff as outlined in site-specific safety plans.
 - Lunch areas/kitchens will be limited to food preparation and fridge storage only.
- Washrooms capacity is posted outside the main door. Refer to the [UBC Washroom Guidance](#) document.
- Non-essential 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.

16. Transportation
 Detail how you are able to (or not) apply UBC's COVID-19 vehicle usage guidelines to the proposed operational model - if you cannot apply these guidelines, please describe alternative control measures

- N/A

**17. Worker Screening**

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

- 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.
- [Worksafe: Entry Check for Workers](#)
- [Worksafe: 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. They are advised to complete the BC self-assessment tool (<https://bc.thrive.health/>) and follow the instructions.
- PAT, or, HR tracking tool, 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 WorkSafeBC).
 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 your departmental staff (i.e. non-Building Operations) for common areas/surfaces

- Custodial standards will follow industry best practices as outlined here: [Building Operations COVID-19 website](#).
- Custodial Services will clean the designated washrooms and high touch point areas in main corridors, elevators and stairways once per day and once during the evening shift.



- Signage will identify designated washroom(s) and hand washing stations.
- Managers and supervisors are responsible to ensure that their staff are trained in appropriate cleaning protocols for their desk spaces, including cleaning high contact surfaces, such as photocopiers, scanners and lunch rooms, other shared equipment, doorknobs and other common areas within their areas.
- Workstations, desktops and personal items are not cleaned by Custodial Services. Each employee will clean their workstation when they arrive and when they leave with disinfectant provided by the office.
- Employees will wash their hands before and after contacting high touch surfaces and any shared equipment. Hand washing instructions have been posted at sink locations.
- Meetings (though primarily conducted virtually) will be maintained by the applicable organizer, both before and after the meeting, in accordance with the [Meeting Room Cleaning Document](#)
- Procurement of the necessary cleaning supplies required going forward, has been confirmed with University Procurement team at critical.supply@ubc.ca

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

- All units/areas will be accountable for the following as applicable:
 - Signage will be posted reminding employees of these cleaning expectations.
 - Printers, scanners, photocopiers, alarm touch panels and any other unmovable surfaces/touch-points will be cleaned by employees prior to and after each use.
 - Workstations and personal items are to be cleaned upon arrival and before leaving for the day.
 - Any utensils and dishes used need to be placed into the dishwasher which is to be turned on at the end of every day and emptied once the utensils and/or dishes are cleaned.
 - If there is no dishwasher, staff are asked to bring their own dishes, utensils and items home and to refrain from leaving utensils, dishes and other personal items on lunch area/kitchen surfaces and in sinks.
 - Dish soap is also provided for any hand cleaning of utensils.
 - Cleaning supplies are provided for all surface and fridge door handle(s) cleaning
 - Lunch area/kitchen food preparation surface(s) and fridge door handle(s) will be cleaned by employees prior to and after each use.
 - Any additional chairs in common areas have been removed. Those in use are placed 2 meters apart.
- Unit specific equipment will be outlined in the respective site-specific Safety Plans.

21. Partitions or Plexiglass installation

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

Each unit/location will address this in their respective safety plans and in consultation with:

- [WorkSafeBC's "Designing Effective Barriers" guidance](#)



- [Building Operations guidance](#) on the purchase and installation of plexiglass.

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

- UBC [COVID-19 campus rules](#) have been communicated to all staff working on-campus.
- Information on the use of non-medical masks can be found with SRS via [COVID-19 non-medical masks](#).
- All workers are to receive the policies for staying home when sick.
- Signage has been posted at the workplaces, including occupancy limits and effective hygiene practices.
- Managers and supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.
- Full COVID-19 Safety Plan is communicated online and in local areas.
- JOHSC will review COVID-19 Safety Plans within 30 days.
- Each unit and/or area will have their own specific Safety Plan that is expected to be communicated to all staff per requirements of posting online and hard copy. The applicable JOHSC and local safety team will review the plan either prior to submission or within 30 days of submission, and the plan will be revised as necessary.
- Staff will be encouraged to discuss any questions, concerns or suggestions for improvements with the Supervisor, JOHSC representative, or Local Safety Team.

23. Training Strategy for Employees

Detail how you will mandate, track and confirm that all employees successfully complete the online training; further detail how you will confirm employee orientation to your specific safety plan

- All employees are required to complete UBC's [Preventing COVID-19 Infection in the Workplace](#) online training module.
 - All staff currently working remotely are required to complete the COVID-19 training course before returning to the office.
 - Staff who have continued working are expected to take the course as soon as possible upon it becoming available.
- Managers and supervisors will be responsible for tracking staff completion, as well as any applicable site-specific training identified in the local unit specific safety plans.

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)



- Building Operations Facilities Manager or Building Manager will be contacted for approved floor tape and decals per [Safety & Risk Services COVID-19 website](#).
 - Specific signage details, as applicable, can be found in the local unit specific safety plans.
 - At minimum, signage will be cover:
 - Occupancy limits for rooms, common spaces, elevators and washrooms
 - Yield information for hallways and stairwells if applicable
 - Requirement for self monitoring & not to enter if experiencing COVID-19 symptoms or required to quarantine/self-isolate
 - Instructions on hand washing next to sinks
 - Physical distancing guidelines

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

- Emergency Procedures can be referred to relevant Building Emergency Response Plans, amended with COVID-19 changes.
- 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.
- Handling Potential COVID-19 Incidents:
 - Suspected positive incidents or exposure concerns are to be reported to their Manager. Further incident reporting information can be found on the SRS webpage.
 - For individuals presenting COVID-19-like symptoms, the employees may call UBC First Aid at 2-4444.
 - Direct people who are unsure about what they should do to the [BC Self Assessment Tool](#)
 - OPH programs and services remain available to all staff, faculty, and paid students who have questions or concerns about their health and safety in the workplace, including questions around COVID-19.
- The following Building Evacuation [amendment](#) during COVID-19 provided by SRS shall also be followed.

26. Monitoring/Updating COVID-19 Safety Plan

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

- According to University directives, monitoring of compliance with COVID-19 safety plans will occur at the manager/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

- If a change to the worker role becomes necessary for continued operation, training in the new protocols of the job must be included (including full documentation of the training). If their worker role changes, the details will be included in the location site-specific safety plan as applicable.
- All employees working on site will be required to complete UBC’s COVID-19 Safety Training online module. Any site/work specific training will be referred to local unit specific safety plans as applicable.

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

Please refer to the information provided for PPE guidance:

- [COVID-19 non-medical masks](#)
- [COVID-19 campus rules](#)

Section #7 – Non-Medical Masks

29. Non-Medical Masks

Use of non-medical masks

Non-medical masks shall be worn in all indoor spaces as required. All Enrolment Services staff will follow the requirements around mask-wearing described in [COVID-19 non-medical masks](#) and [COVID-19 campus rules](#). For this phase of resumption, staff returning to the office shall ensure that physical distancing is maintained at all times between workstations/cubicles and non-medical masks are required to be worn at all times while indoors with the exception of those working in private offices, those conducting a virtual meeting at their workstation/cubicle, those consuming food and/or beverages in their private office or workstation/cubicle *and* when physical distancing can be maintained between workstations/cubicles.



Section #8 - Acknowledgement

30. Acknowledgement

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

- This plan has been made available and shared with staff via email and hardcopy orientation. Staff can either provide a signature or email confirmation that they have received, read and understood the contents of the plan. Unit Managers are responsible for communicating this Safety Plan and any local specific plans as applicable.

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"/>
		<input type="checkbox"/>
		<input type="checkbox"/>



Additional Safety Plan Information

Introduction

Enrolment Services provides administrative and operational support for the following:

- Senate and Curriculum Services
- Strategic Indigenous Enrolment Initiatives
- Student Financial Management
- Student Support and Advising
- Scheduling, Records and Systems Management
- Undergraduate Admissions & Student Recruitment and Advising

While those who can work remotely shall continue to do so until further direction is received from the University, for this first phase of our planning we are seeking to provide accommodations for a limited volume of team members (currently █) who need to resume limited on-campus work activities. For this phase of planning, meetings with individuals external to Enrolment Services will continue to be held virtually and student support and advising services will continue to be provided virtually. Students and visitors to Enrolment Services areas will not be permitted at this time. A gradual re-start does not signal a return to normal workplace conditions. Time spent at the workplace will be kept to a minimum and is likely to continue until the Provincial Government declares that the pandemic is over or that regular workplace activities can resume.

As one of several occupants of Brock Hall building, each phase of re-occupation by Enrolment Services team members will be coordinated with other occupants (ISI, VP Students, EIO, IT HelpDesk Support, Project IRP team members) of the building.

The majority of Enrolment Services team members have designated workstations with a smaller volume of private offices for individual occupancy. Workstations on the second floor are primarily open-plan, densified workstations, while workstations situated on the first (main) and basement floor contain higher partitions.

Contact Number (proposed COVID-19 Operations)

During normal operations, Enrolment Services employs up to █ (during Admissions cycle of November – June) and up to █ (July – October). For this phase of our plan, we are proposing that up to █ staff will return on a limited basis (one - two days per week) on-campus for use of their office and/or workstation space. All other employees will continue to work remotely on a full-time basis.

Capacity at any one time will **not exceed 30% of full occupancy** (up to █ from November 2020 – June 2021/up to █ from July – October 2020) and will be managed by Associate Registrars and/or their designated manager, who will work with returning staff members to create a weekly schedule and ensure that physical distancing is maintained at all times. No employee is to return to work on-campus without approval from their manager (and in coordination with the Associate Registrar) and tracking of on-site attendance (regular and ad hoc staff visits to campus) is maintained via a shared tracking tool.



Where possible, staff will work with the same cohort so as to minimize their number of contacts. As one of several occupants within Brock Hall building, all phases of re-occupation will be coordinated with other building occupants.