

Chaplains COVID-19 Safety Plan
Location: UBC Life Building

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COVID-19 Workspace Safety Plan

Use of this template: All light italicized grey font are instructional and must be removed before final copy is approved. Management of the workspace must review and approve of this plan. Any modification of the requirements outlined in this template must contact UBC Safety & Risk Services for approval.

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	University Multifaith Chaplains Association at the University of British Columbia
Facility Location	UBC Life Building 6138 Student Union Blvd
Proposed Re-opening Date	Phased approach taking place over the month of February 2021

Introduction to Your Operation

1. Scope and Rationale for Opening

Scope:

The scope of this safety plan includes the reopening of three spaces for use by the University Multifaith Chaplains Association at the University of British Columbia, including:

1. Room 1303 in the UBC Life Building
 - Room 1303 (Chaplains Office) will be used by the Chaplains to meet with students individually or in small groups (up to the maximum capacity) in a private setting. The Chaplains will also use the space to complete administrative work.
2. Room 1010A in the UBC Life Building
 - Room 1010A will be used by the Chaplains to meet with students for specific programming, such as a church session or worship gathering. The room may also be used for private meetings with students, if the group size is above the occupancy level of room 1303, or it is in use.
3. Chaplains Table in Orchard Commons Residence – Room 2000
 - In Orchard Commons residence, a Chaplains table will operate 1 day/week in room 2000 for students to stop and speak with a chaplain.

Rationale for opening:

Reopening room 1303, room 1010A and a Chaplains tables in residence will enable the university to provide more in-person multifaith services and supports to the ~8000 students currently on campus. Multifaith services and supports are important in supporting student learning and academic success.

Risk:

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 risks: Risk #2 and Risk #3. Risk mitigation measures outlined on the SRS website have been implemented.

Section #1 – Regulatory Context

2. Federal Guidance

- [Government of Canada: “Hard-surface disinfectants and hand sanitizers \(COVID-19\): List of disinfectants with evidence for use against COVID-19”](#)
- [BC COVID-19 Self Assessment Tool](#)

3. Provincial and Sector-Specific Guidance

- [BC’s Restart Plan: “Next Steps to move BC through the pandemic”](#)

4. Worksafe BC Guidance

- [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](#)

5. UBC Guidance

- [COVID-19 Campus Rules](#)
- [Guidelines for Preparing for Reoccupancy](#)
- [Guidelines for Safe Washroom Reoccupancy](#)
- [Space Analysis and Reoccupancy Planning Tool](#)
- [UBC Employee COVID-19 Use of Shared UBC Vehicles Guidance](#)
- [UBC Employee COVID-19 PPE Guidance](#)
- [Building Operations COVID-19 website - Service Level Information](#)
- [General Teaching Spaces COVID Safety Plan](#)
- [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 Classroom Safety Planning](#)
- [UBC Signage](#)
- [COVID-19 Safety Plan Addendum: Required Non-Medical Masks](#)
- [Ordering Critical Personal Protective Equipment](#)

6. Professional/Industry Associations

- N/A

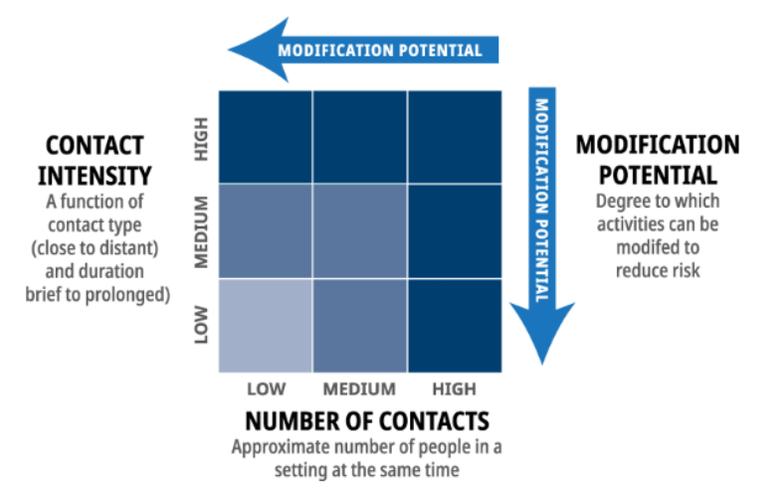
Section #2 - Risk Assessment

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

Space	Type and duration of Contact	How will the number of people in this space/proximity be managed
Life Building – Room 1303	Distant and prolonged	<ul style="list-style-type: none"> • Occupancy of the room will not exceed 3 • Occupants will be physically distanced as per Space Planning’s guidance.
Life Building - 1010A	Distant and prolonged	<ul style="list-style-type: none"> • Occupancy of the space will not exceed 11 • Occupants will be physically distanced as per Space Planning’s guidance.
Orchard Commons Residence – Room 2000 - Chaplains Table	Distant and prolonged	<ul style="list-style-type: none"> • Occupancy of the Chaplains table will not exceed 2 people (1 Chaplain and 1 student)

Please note the following as it relates to Room 1303 and Room 1010A operations:

- Shared desktops and laptops will be cleaned before use and stored appropriately
- Hand sanitizer bottles and stations will be set up in room 1303 (Chaplain’s office) and at the entrance of 1010A

- No one other than those Chaplain(s) scheduled, or students scheduled, will enter the Chaplain’s Office or room 1010A
- No food or drinks will be served to visitors/guests
- Chaplains will clean and sanitize the office before and after use
- Masks will be worn in accordance with UBC policy on masks in indoor spaces

Please note the following guidelines for student meetings with Chaplains in rooms 1303 and 1010A:

- Appointments will be scheduled in advance
- Room 1303 and 1010A are to be set up to ensure that students visiting/meeting with the Chaplain(s) are 2 meters apart from each other at all times
- Students are required to:
 - Arrive at the time of the booked appointment
 - Wear a mask
 - Wash or hand sanitize hands prior to entering rooms 1303 or 1010A
 - Maintain 2-meter physical distancing
 - Stay home or call 811 to speak with a nurse if not feeling well
 - Complete a COVID-19 self-assessment prior to arriving for an appointment

Please note the following as it relates to the Chaplain’s Table in Orchard Commons – Room 2000

- Student appointments will not be scheduled in advance
- The Chaplain’s table is to be set up to ensure that students dropping in to meet with the Chaplain are 2 meters apart from each other at all times.
- Students are required to:
 - Wear a mask
 - Not meet with the Chaplain if they are not feeling well

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)

- Occupancy level for Room 1303 is 3
- Occupancy level for Room 1010A is 11
- Occupancy level for the Chaplains Table in Orchard Commons – Room 2000 is 2

9. Employee Input/Involvement

Detail how you have met the MANDATORY requirement to involve frontline workers, Joint Occupational Health and Safety Committees, and Supervisors in identifying risks and protocols as part of this plan

The plan was developed with input from Chaplain Craig O’Brien, Heather Quigley, Samantha Reid and Paul Gill.

All Chaplains will receive a copy of the safety plan to review in advance of submission.

All Chaplains will complete UBC’s ‘Preventing COVID-19 infection in the workplace’ online training module.

Once approved, the plan will be submitted to the UBC Administrative Units Joint Occupational Health and Safety Committee for review and comment within 30 days.

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

Chaplains will be reminded of the workplace health measures through signage, staff meetings, and email communications. Resources include: <https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive>

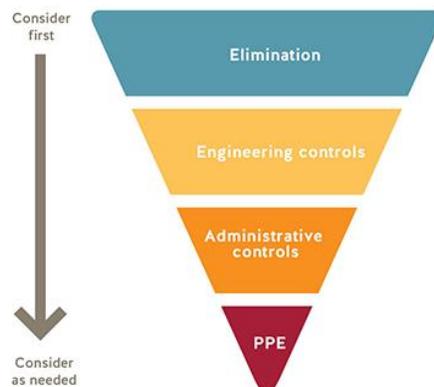
11. Plan Publication

Describe how you will publish your plan ONLINE and post in HARD COPY at your workplace for employees and for others that may need to attend site

- An electronic copy of the plan will be posted on the following website: <https://students.ubc.ca/campus-life/religion-spirituality/chaplains>. The website URL will be included on signage in Room 1303 (Chaplains' Office).
- A hard copy of the plan will be available in the Chaplains Office
- A hard copy of the plan will also be available in the Life Building Operations Coordinator's Office
- A copy of the plan will be provided to the appropriate JOHSC members

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.
- UBC students, faculty, staff and visitors will be required to wear non-medical masks when indoors on UBC campuses. The requirement for the use of non-medical masks applies to shared indoor spaces within UBC buildings, such as hallways, stairways, building entryways, washrooms and study spaces, classrooms, common areas in residences and other high-traffic areas. Exceptions will be provided for people with underlying medical conditions that inhibit their ability to wear masks. Masks may also be removed when taking part in certain athletic or fitness activities and in situations where wearing a mask impedes delivery and receiving of services. The definition of appropriate non-medical masks: an appropriate mask must have 2 layers of tightly woven fabric (cotton or linen), or be a commercially produced disposable non-medical mask, and securely fit, without gaping, over the nose and mouth with ties or ear loops.

12. Work from Home/Remote Work

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

- The Chaplains are not dedicated to working on campus. The University Multifaith Chaplains Association provides specific supports and services to UBC students, however, not in a full-time capacity and not as UBC employees. Prior to COVID-19, room 1303 was dedicated to the Chaplains as an office, but was used on an as-needed basis for meetings with students and administrative work, which will continue to be the case when it is reopened.
- The Chaplains will take the following approach to scheduling room 1303, room 1010A and the Chaplain's table in residence: Approved Chaplains will be able to book spaces 1303, 1010A and the Chaplain's Table in residence through the UMCA shared calendar associated with each room. Chaplains will be able to book each space for 1-hour blocks/day, in at least 24 hours in advance. Each booking request will be sent to Lead Chaplain, Craig O'Brien in advance for approval and management. Standing bookings are also possible when a chaplain is establishing "office hours" in 1303 or a group booking for spiritual practices in room 1010A.
- In addition, the Chaplains Office is providing the following virtual supports which will continue after in-person supports restart:
- 21 Chaplains engaging with students virtually, including:
 - Chaplain campus clubs (e.g. Muslim Students Association, Born for More, Zen at UBC)
 - Chaplain organizations (e.g. Tenth Church, Origin Church, University Chapel)
 - Chaplain (and their teams) weekly care conversations with students

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.

- Prior to COVID-19, the Chaplains established an approach to share Room 1303 amongst approximately 20+ Chaplains (pre-COVID, room 1303 seated approximately 9). When room 1303 is reopened, the Chaplains will manage a schedule to ensure that only 3 people are in the room at one time (i.e. 1 Chaplain and up to 2 students).
- Chaplains will only work in rooms 1303 and 1010A during the operating hours of the Life Building (Monday – Friday between 10:00am – 6:00pm).
- Chaplains will only work in Orchard Commons – Room 2000 1 day/week

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

- The occupancy limit of room 1303 was calculated as 3 by Space Planning
- The occupancy limit of room 1010A was calculated as 18 without furniture by Space Planning. However, with the intended furniture arrangement, it was recalculated by Space Planning as a limit of 11.
- The occupancy limit of the Chaplains Table in Orchard Commons – Room 2000 has been determined as 2.

Please see Appendix A: Room 1303 Safe Occupancy Calculations

Please see Appendix B: Room 1010A Safe Occupancy Calculations

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

- Room 1303 will have decreased occupancy (see question 14: Spatial Analysis: Occupancy limits, floor space, and traffic flows)
- Room 1010A will have decreased occupancy (see question 14: Spatial Analysis: Occupancy limits, floor space, and traffic flows)
- The Chaplain's table will have a decreased occupancy (see question 14: Spatial Analysis: Occupancy limits, floor space, and traffic flows)

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 household or as medically advised

- Chaplains working on campus are required to directly confirm to their supervisor (or designate) that they have completed a daily self-assessment for symptoms of COVID-19 on arrival at their workplace. Staff are to use the BC self-assessment tool at <https://bc.thrive.health/>.
- Prior to coming to campus, all members of The University Multifaith Chaplains Association must check their health status. Personnel experiencing any symptoms of COVID-19 as per BCCDC guidelines must not come to work. Self assessment information will be communicated to students prior to arriving for their appointment.
- Individuals displaying symptoms must remain home and should be tested. A negative test allows individuals to return to work with the resolution of all symptoms other than a dry cough. In the absence of testing or with a positive test, individuals must remain in isolation until all symptoms other than a dry cough resolve and 10 days have passed since the onset of symptoms. For further information, visit the [BCCDC website](#)
- 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 entry door has signage for both workers and visitors/guests that prohibits entry if any of the above 3 criteria apply. UBC and WorkSafeBC provides such signage, as below:
 - [UBC Entry Check Sign](#)
 - [WorkSafeBC: Entry Check for Workers](#)
 - [WorkSafeBC: Entry Check for Visitors](#)
- Everyone is encouraged to use the [Thrive BC Self-Assessment Tool](#) to monitor themselves for symptoms of COVID19 or other concerns prior to attendance. [OPH programs and services](#) remain available to all staff, faculty, and paid students who have questions or concerns about their personal health as related to safety in the workplace, including questions around COVID-19.

18. Prohibited Worker Tracking

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

- The Vice President Students Office will keep a record of Chaplains who meet one or more of the three screening categories.
- The Chaplains Office will manage the scheduling process for rooms 1303, room 1010A, and the Chaplain's Table in Orchard Commons – Room 2000, including tracking appointment information (time, student names, contact information etc.). The Lead Chaplain will provide this information to the Vice President Students Office for COVID-19 tracking purposes.

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

Life Building Rooms 1303 and 1010A:

- Custodial services will clean all high touch points of main corridors (door handles, elevators, stairwells) twice a day.
- Custodial services will clean offices on a twice per month rotation. Occupants of offices are encouraged to source wipes if needed for interim cleaning.
- Hand sanitizing stations at the building entrances will be refilled by Building Operations.
- Signage will be posted at office entrance ways and in common areas of the building reminding occupants to perform hand hygiene regularly.
- Signage will be posted in the entrance way of room 1010A.
- Room 1010A: Area will be sanitized before and after each use by the Chaplain using the space.
- Room 1303: Workstations will be sanitized before and after use by individual occupying the space.
- The Vice President Students Office to work with the Chaplains Office to coordinate cleaning supplies, including but not limited to hand sanitizer, disinfectant spray, gloves etc.

Chaplains Table in Orchard Commons - Room 2000:

- Room 2000 will be cleaned as per custodial services operations in Orchard Commons Residence.
- The table will be sanitized before and after use by the Chaplain using the table.
- The Vice President Students Office to work with the Chaplains Office to coordinate cleaning supplies, including but not limited to hand sanitizer, disinfectant spray, gloves etc.
- Student Housing and Community Services to provide the Chaplains a location to store cleaning supplies between use.

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

- Room 1303: furniture in room 1303 will be rearranged to ensure 2M distance between each person. If furniture can't be removed, signage will be placed on it indicating that it is not in use.
- Room 1010A: furniture in room 1010A will be rearranged to ensure 2M distance between each person. If furniture can't be removed, signage will be placed on it indicating that it is not in use.
- Chaplains Table in Orchard Commons Residence – Room 2000: furniture will be set up to ensure 2M distance between each person.

21. Partitions or Plexiglass installation

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

- This is not required for either room 1303, room1010A or the Chaplains Table in Orchard Commons – Room 2000.

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

- Covid-19 Campus rules will be shared with Chaplains via the lead Chaplain.
- All Chaplains will be provided a copy of this safety plan and will be required to sign off via email that they have read the plan.
- A hard copy of the plan will be found in room 1303 (Chaplains' Office).
- Chaplains may raise any concerns with the lead Chaplain, lead Chaplain will liaise with the Vice-President Students Office.
- An electronic version of the plan will be found on the Chaplains web page: <https://students.ubc.ca/campus-life/religion-spirituality/chaplains>
- Changes to our process and/or training for employees will be made if required. Staff, faculty, students and visitors accessing the space are expected to follow the [UBC COVID 19 Campus Rules](#).

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 members of the University Multifaith Chaplains Association who will be returning to campus are required to complete UBC's 'Preventing COVID-19 infection in the workplace' online training module.

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)

- Entry Checklist to be posted on entry doorways
- Floor decals: keep 2 meters apart
- Signage will be posted at office entrance ways reminding occupants to perform hand hygiene regularly
- Signage will be placed on any immovable furniture that can't be used
- Facilities Manager approving/supplying floor tape and decals
- All signage used in the Life Building room 1303 and 1010A and by the Chaplains Table in Orchard Commons – Room 2000 will be in line with templates provided by Safety & Risk Services

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.

- UBC COVID-19 exposure information can be found on the [SRS webpage](#)
- For individuals presenting COVID-19-like symptoms, the direction to employees is to call UBC First Aid at 2-4444. All others are encouraged to contact 8-1-1 for further direction
- Suspected positive incidents or exposure concerns are to be reported to the VP Students Office. 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](#)
- Physical distancing is not required during an emergency evacuation. The primary goal in an emergency situation shall always be to evacuate the building expeditiously and meet at a predesignated safe location outside the building.
- A copy of the building emergency response plan has been shared with all staff. However, if staff require a copy, they may contact their JOHSC member

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) - plan must remain valid and updated for next 12-18 months

- The safety plan will be monitored in relation to evolving guidance from provincial health authorities. Should guidance on gathering size, building occupancy, physical distancing etc. change, this would trigger the plan to be revisited.
- Monitoring will be done in collaboration with the Lead Chaplain, Craig O'Brien and the Vice President Students Office.
- Should a Chaplain have a safety concern, they should raise this to Chaplain Craig O'Brien, who in turn will raise it to the Vice President Students Office.

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

- N/A

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

- N/A. PPE is not expected to change from pre-COVID, non-medical masks will be required in all indoor spaces

Section #7 – Non-Medical Masks

29. Non-Medical Masks

Describe your plan to inform faculty and staff on the wearing of non-medical masks

As part of UBC's commitment to the health and safety of our community and the responsibility we all share in preventing the potential for COVID-19 transmission, students, faculty, staff and visitors are required to follow UBC's COVID-19 Campus Rules when on our campuses. These rules include the requirement to wear non-medical masks in common indoor spaces.

The exception to this rule is an approved COVID-19 Safety Plan that provides specific guidance in rooms occupied by the plan owner. The use of non-medical masks in space occupied by the University Multifaith Chaplains Association will be:

Room 1303: Non-medical masks are not required when a sole occupant is in the space. Non-medical masks are required when occupancy increases above one individual.

Room 1010A: This room is part of the common indoor space in the Life Building. Non-medical masks are required at all times when occupying this space.

Chaplains Table in Orchard Commons Residence – Room 2000: This room is part of the common indoor space in Orchard Commons Residence. Non-medical masks are required at all times when occupying this space.

If individuals feel more comfortable wearing their non-medical mask throughout the day while at their assigned work station, following proper hygiene practices when donning and doffing the non-medical mask is important. Individuals should refrain from adjusting the mask and avoid touching their face.

Further information on non-medical masks can be found at: <https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/>

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 approved by Samantha Reid, Executive Director, Office of the Vice President Students, on January 26, 2021.

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 January 26, 2021

Name (Manager or Supervisor) Samantha Reid

Title

Executive Director, Office of the Vice President Students

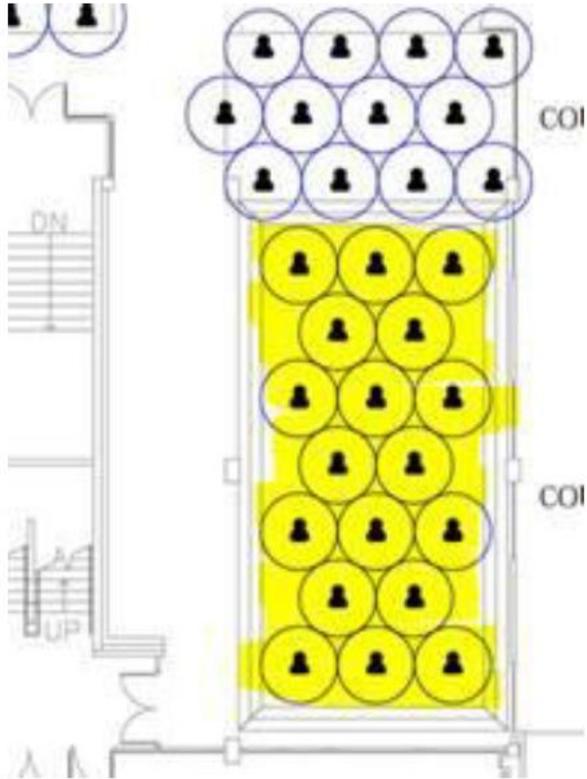
Faculty and Staff Occupying Workspace

Name	Email	Confirmation of Understanding
Craig O'Brien		x
Rich Carruthers		x
Brindley Taylor		x
Bethel Lee		x
Inderjeet Singh		x
Nasir Zaidi		x
Chalom Loeub		x
Michael Weidman		x
Gareth Sirotnik		x
Geoff Chapman		x
Paul Robinson		x
Suzanne Perry		x
Diane Lewis		x
Amy Weidman		x
Philip Bregman		x
Chris Fezelman		x
Anthony Yackel		x
Michele Yackel		x
Akber Mithani		x
Aaron Miller		x
Shaheer Muhammad		x
Syed Nasir		x
Sumarme Goble		x
Robert Allore		x
Mohammad Sanioura		x

Appendices

Appendix A: Room 1303 Safe Occupancy Calculations

Safe Occupancy Calculations – Room 1010A (Conversation Pit)



Safe Occupancy Calculations - Room 1303 (Chaplains Office)

