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/

<table>
<thead>
<tr>
<th>Department</th>
<th>UBC Alumni Association</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>N/A</td>
</tr>
<tr>
<td>Facility Location</td>
<td>Cecil Green Park House</td>
</tr>
<tr>
<td>Workspace Location</td>
<td>1st floor and outdoor grounds – Event and Film Rental Space</td>
</tr>
</tbody>
</table>

Introduction to Your Operation

For the purpose of this application, we are only presenting the opening of the first floor and outdoor grounds area to include the covered terrace. The building of Cecil Green Park House has two other floors that include three separate UBC department offices, these will have separate opening plans for a later phase, and are not considered a revenue operation.

Cecil Green Park House is a special event venue managed by the UBC Alumni Association. The footprint of the event space is limited to the first floor, covered terrace and grounds. The rental of the facility is primarily for weddings, small meetings, social and academic functions, along with commercial filming.

At this time, and until the BC Provincial Health Officer and BC’s Restart Plan is adjusted to allow gatherings of over 50 people, Cecil Green Park House will be booking Micro Weddings and social events for up to 35 guests and meetings for up to 17 guests. Commercial film booking will resume, with a maximum of 50 crew members on-site; productions must have a fully developed and approved COVID-19 WorkSafeBC Safety Plan. All of these events will have specific floor plans and social distancing measures tailored to fit their individual needs. These floor plans and event plans will be reviewed by the alumniUBC facilities team and approved by the Cecil Green Park House Manager.

High-level operational activities include writing contracts, designing and setting up floor plans, approving third party vendors, scheduling security and coordinating all event details with UBC Scholar’s Catering and UBC Building Operations.

Section #1 – Regulatory Context

List any other relevant guidance documents or resources used for your workspace plan. This may include:

1. Federal Guidance
2. Provincial and Sector-Specific Guidance

- Order of the Provincial Health Officer – Mass Gathering Events
  A person who is the owner, occupier or operator of, or is otherwise responsible for, an indoor or outdoor place hosting an event, other than a drive-in event, must not permit the gathering of more than 50 patrons for the purpose of the event.

- BC’s Restart Plan [https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/bc-restart-plan]
  Currently events hosting 50 guests or higher is set for Phase 4 of the restart plan.

  Core measures set out by BC Government to review and plan for any business and institutional resumption plan.

- [http://www.bccdc.ca/Health-Professionals-Site/Documents/Face-masks.pdf]
  We will continue to follow the UBC COVID-19 Campus Rules: [https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf]
  All UBC personnel must wear an appropriate mask (defined below) when inside buildings on UBC Premises unless:
  i. you are the sole occupant of an enclosed room;
  ii. one of the exceptions outlined in Attachment “A” apply; or
  iii. an approved departmental COVID-19 Safety Plan has been implemented that provides specific guidance regarding the use of masks
  An appropriate mask must have two 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.

- Third party bookings:
  Guests will not be required to wear masks in the rooms booked for their event(s) as long as appropriate social distancing outlines are followed.
  Vendors will be required to wear appropriate masks unless they are the sole occupant of an enclosed room or with team members in the same “bubble.”
  Exceptions to mask wearing will be made in the case of medical reasons that would prevent their use.

3. WorkSafeBC Guidance

- Orders from the provincial health officer (PHO) and guidance to employers and businesses provided by the BC Centre of Disease Control. Must be reviewed and implemented as alumni UBC facility staff do not fall under UBC staffing umbrella. This is a great resource to cross check all vendor COVID-19 safety planning.
  We will continue to follow the UBC COVID-19 Campus Rules: [https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf]
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 is lacking as to what 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 – the type of contact (close/distant) and duration of contact (brief/prolonged)?

We have broken this down into type of event and staffing departments as the guest count and steps to manage or control distancing can vary.

Note: Resumption of activity may need to be reversed or adjusted, and additions may be imposed in response to public health guidance or changes to the situation on our campuses.

A) Office and on-site staff: The UBC Alumni Association (alumniUBC) operates the rental of the first floor and grounds of Cecil Green Park House, alongside the Robert H. Lee Alumni Centre – the team that manages these two facilities are noted as the facility team, they are comprised of 5 FTE members including Associate Director, Managers, Coordinator and Operations Associate.

The current plan is to use the existing facility team staff members for on-site support and supervision of events. This may be adjusted in the fall months once, or if, staff return to the office. If this were to be adjusted, an amended proposal would be submitted to this committee for review.

- The facility team will continue to work from their home offices on a day to day basis.
- At the time of any booked event, one member of the facility team will be on-site. They are to provide the following support:
  a) Ensure floor plan is set based off approved floor plans.
  b) Ensure that event security has arrived and is in place.
  c) Be on-site with event phone to assist with any client or vendor questions, and general supervision (to be done at a distance).
- During any event or meeting the facility team member will be located on the second-floor center landing of the house. This area is physically removed from the event floor plan.
- If an alumniUBC facility team member has a concern about returning to work, they will have an opportunity to discuss that with their supervisor, Human Resources, and their employee group as appropriate.
- If anyone; alumniUBC employee, UBC supporting staff such as custodial or BOP member, or third-party vendor, is arriving to campus to work on-site at Cecil Green House and is unwell or exhibits any COVID-19 symptoms, they must not return to the workplace and must inform their supervisor.
COVID-19 Safety Plan Template

- Risks should be reduced equally for all individuals, and not vary by position or rank.
- Considerations will need to be made for adjusting schedules for those with special circumstances, including childcare or eldercare responsibilities, or for those more vulnerable to COVID-19 due to medical conditions.

**UBC Proctor and Building Operations (BOPS)**

- Proctors will be required to set up and tear down all floor plans. This work will be planned for when there are no other staff members on event floor and grounds.
- Pre and post event cleaning will be provided by the proctor for the event floor and terrace. The standard of cleaning will remain intact from pre COVID-19. Additional sanitation key touch points will be requested. Budget has been allocated to accommodate this ask. A two to three-hour window will be scheduled between every event (including load in times) to allow time to ensure cleaning and sanitizing is safely completed.

**Micro Weddings and Social Events** (celebrations of life, birthdays, etc.)

- All special event rentals will be promoting outdoor events; utilizing the grounds for outdoor ceremony and picnic style small receptions.
- Rentals are billed out on an hourly basis; this is to accommodate and encourage shorter bookings, e.g.: One hour “elopement” wedding ceremony.
- Social event hours will be limited to three hours maximum, this does not include load in or load out times. Extended load in times can be granted to ensure that all vendors can access the facility at separate times.
- All evening events will have a set end time of 9pm, down from our previous end time of 1am. Note that many events will end much earlier in the day as they are only allowed an allotted three hours for each event.
- Guests arriving to any wedding or private event will have a preset and agreed upon floor plan or outdoor seating arrangement. This seating arrangement will be grouped together by identified households. Only people who live within the same household can be seated together. All other guests will need to be placed at a minimum of 2 meters apart.
- A seating plan will be sent to guests prior to the event, and signage indicating placement will be on-site.
- Clients will be asked to review, sign and commit to the guidelines set out in the Cecil Green Park House COVID-19 Booking Client Commitment Document. See Appendix A.
COVID-19 Safety Plan Template

- Clients will be asked to share a copy of the Cecil Green Park House COVID-19 Guest Agreement to all staff, guests and vendors who will be on-site for their booking. See Appendix B.
- Signage will be visible and in place throughout the event floor (note they may be moved around to fit the specific areas used per each individual event). This signage will address social distancing, handwashing, WorkSafeBC workplace entrance expectations, and general COVID-19 health and safety measures. See Appendix C.
- All doors apart from the main front entrance will be designated for either single entrance or exit use. The main door must remain available for all usage to accommodate accessibility. Sample floor plan provided in Appendix D.
- All floor plans will encourage access via the grounds vs. the house doors when it is appropriate to do so. Accessibility requirements for all guests must be considered when creating these, client consultation will be required.
- Access and hallways leading to first floor washrooms will be set up to go one-way. An area for guests to queue for washroom access will be created, and indicated with floor decal signage. Floor plan indicating this setup located in Appendix D. Both gendered washrooms will be reduced to an occupancy of two persons at a time.
- Sample seating plans can be found in Appendix E. Note that each seating plan would be tailored to the individual event.
- All vendors, including Scholars Catering, will provide drop off and pick up time slots; whenever possible time slots will offer single vendor access to the main floor of house and grounds. When not possible, a plan will be in place to allow for safe social distancing set up and tear down of event equipment to occur.
- Up to two security guards will be hired to ensure that event does not exceed confirmed guest count, and that booking times and curfew are adhered to.
- Weddings will not include dancing.

Meetings, including but not limited to arbitration, leadership retreats, and small UBC and community meetings.

- Rental offerings will promote outdoor meetings on our covered terrace. Because of seasonal weather we will only offer these types of bookings from July to October 9th.
- A pre-set and agreed upon floor plan or outdoor seating arrangement must be approved by the Manager of Cecil Green Park House no later than four business days prior to event booking.
- Floor plan must allow for minimum 2 meter spacing between each individual.
- All floor plans will encourage access via the grounds vs. the house doors when it is appropriate to do so. Accessibility requirements for all guests must be considered when creating these, and client consultation will be required. Sample floor plan provided for events found in Appendix E.
COVID-19 Safety Plan Template

- Access and hallways leading to first floor washrooms will be set up to go one-way. An area for guests to queue for washroom access will be created, and indicated with floor decal signage. See floor plan in Appendix D.
- Both gendered washrooms will be reduced to an occupancy of two persons at a time.
- All vendors including Scholars Catering will provide drop off and pick up time slots, whenever possible time slots will offer single vendor access to the main floor of house and grounds. When not possible, a plan will be in place to allow for safe social distancing set up and tear down of event equipment to occur.
- Clients will be asked to email all their guests a copy of house rules – these have been designed to address COVID-19 and can be found in Appendix B.

Filming, to be planned and managed in partnership with UBC outdoor film and event office. Full filming plan can be found in Appendix F.

Staffing Requirements

1. What is the number of contacts in your setting – the number of people present in the setting at the same time?

We have broken this down into departments and type of event as the guest count and steps to manage or control distancing can vary.

1) **UBC Alumni Association** will have one facility staff member on-site for booked meetings and events that require access to the house. Our expectation is that we will have one to two bookings per week. The majority of their work will continue at the team member’s home office.

2) **BOP/Custodial/Proctor** will be required to provide set up, take down, and pre and post-event cleaning. The proctor will not be required to be on-site for the duration of the event, unless requested by the BOP management teams. We will be working closely with this office and ensure that they are aware of all events and floor plans well ahead of time so consultation and any safety planning can be facilitated. It is our understanding that this office will have their own plans in place to address COVID-19 safety measures and approval.

3) **Micro Weddings, Elopements and Social Events** will have a maximum capacity of 35 guests at any event. Although the grounds can accommodate social distancing for up to 50 guests, the inside of the house and outdoor covered terrace can accommodate a maximum of 35 guests with safe social distancing measures in place; sample floor plan provided in Appendix E. These areas will need to be used in the chance of rain. Prior to the event an approved outdoor plan and rain plan must be reviewed and approved the Cecil Green Park House Manager. Whenever possible these
plans will be created by the Cecil Green Park House Manager in consultation with each client, event planner and partnered vendors, if applicable. In order to approve or create floor plans for clients, facility staff must receive the following:

a) List of all confirmed guests grouped by household.

b) List of all vendors who will require pre/post access to the event floor.

c) List of all vendors that will require access to the event floor while guests are in attendance – or during any time during the event.

d) A draft floor plan to be reviewed and approved by CGPH House Manager (minimum four days prior to event)

4) **Meetings** will have a maximum of 17 attendees. This is based on a safe social distance floor plan for the terrace. See example floor plan in Appendix D.

5) **Filming** must follow provincial rules and have no more than 50 crew members on set. See film plan Appendix F.

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
  
  - Controlled and reduced capacity measures will be in place with pre-determined floor plans.

- Engineering controls – physical barriers (e.g.: Plexiglas or stanchions to delineate space) or increased ventilation
  
  - All entrances and exits are routed to single access points.
  
  - Floor decals, signage and stanchions will be in place to create one-way traffic through doorways, access to washrooms and walkways throughout the house and grounds.
  
  - Controlled physical distancing through preset floor plans.
  
  - Events are focused on the outdoor grounds or covered terrace vs inside the house.
  
  - If an event is taking place in the house all windows would be open for increased air flow.
COVID-19 Safety Plan Template

- Administrative controls – clear rules and guidelines
  - Reduced event time to a maximum of 3 hours.
  - Mandatory event end time of 9pm.
  - Clients will be asked to email all their guests a copy of house rules – these have been designed to address COVID-19 which can be found in Appendix B. Each client is also expected to send us a signed CGPH COVID-19 Booking Client Agreement, found in Appendix A.

- Personal Protective Equipment (PPE) – e.g.: the use of respiratory protection
  - AlumniUBC will provide 2 masks to each employee.
  - We will continue to follow the UBC COVID-19 Campus Rules:
    - Medical gloves will be provided, for the single purpose of setting up and taking down wireless AV equipment.

6. Contact Density (proposed COVID-19 Operations)

Describe the type of contact (close/distant) and duration of the contact (brief/prolonged) under normal operations - where people congregate; what job tasks require close proximity; what surfaces are touched often; what tools, machinery, and equipment do people come into contact during work.

<table>
<thead>
<tr>
<th>BOP/Proctor/UBC Custodial</th>
<th>will set up tables and chairs within the house, terrace and grounds. *Note for the grounds this is limited to ceremony chairs only. They will also provide all the pre and post-event cleaning of the facility. This work would be done when no one else is in the house or on the grounds. Depending on size of event, we would reserve 2 to 3 hours for set up and clean and 2 to 3 hours for tear down and clean.</th>
</tr>
</thead>
</table>
| Surfaces that would need to be cleaned/sanitized include: | - Tables/chairs/ event furniture per floor plan
- All door handles, washrooms
- Indoor touch points, banisters, window ledges
- All cleaning materials, spray bottles, etc., will need to be restocked pre and post usage. |
| Kitchen | will be used for drop delivery and pick up service only. Food will be set up on tables outside or at individual tables inside based off floor plans. Limited access area, only following groups allowed:
  - alumniUBC facility staff, proctor, Scholar’s Catering, event planners and vendors who require access to water. |
| Outdoor Grounds | would be the main area for weddings and social events. Maximum time of three hours per event. All guests to be grouped by household, and two meters social distance space required between individuals who are not in households.
  - Access to the grounds will be encouraged through the east and west side of the house vs main entrance.
  - Washroom access will be clearly defined, see Appendix D. |
| Vendors | who are on-site would be most likely be, but are not limited to; wedding officiants, musicians, DJs, photographers, videographers and event planners. All vendors would be accounted for in maximum guest count if they are required to be on the event floor in the plan B rain plan.
  - All vendors would be required to remain two meters away from all guests and be placed, when possible, in a pre-approved area. |
COVID-19 Safety Plan Template

- All vendors would be required to share their WorkSafeBC and/or UBC risk Management COVID-19 planning documents at minimum 3 business days prior to arriving on-site.

**AV** – Wireless AV system to include one hand held wireless microphone and one microphone stand, available to clients to rent. These would be pre-set to floor plan and wiped down with disinfectant wipes pre/post usage. There would be need for these, to encourage safe physical distancing and still allow guests to partake and have access to hear event/ceremony/speeches. Additional augmented AV available through UBC AV services or third-party vendor to augment event or meeting packages. See note on vendors above.

**Main floor of house** – Is intended for rain plan (plan B) only, with access to washrooms, accessibility route to covered terrace and area for photography. As each event is unique, floor plans and notes on high touch point areas will be supplied to BOP/Custodial management. Note we already have a system in place for this type of communication.

**Filming** – Please refer to filming plan appendix F.

7. **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)

<table>
<thead>
<tr>
<th>Event Type</th>
<th>Maximum Capacity</th>
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<tbody>
<tr>
<td>Wedding and social events</td>
<td>35 guests including any third-party vendors that would need to be on-site on the event floor. If the vendors are not required for the client’s rain plan, this number can be increased; the final count during the event cannot exceed 50 at any point in time.</td>
</tr>
<tr>
<td>Note; only in cases where client has an approved alternative rain plan (such as use of another venue) can the guest count increase beyond 35 guests. At no time can there be over 50 persons on the event site.</td>
<td></td>
</tr>
<tr>
<td>All event schedules will include (whenever possible) individual time slots for vendors to have access to set up/tear down at separate times.</td>
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</tbody>
</table>

Meetings will not exceed 17 guests, and they are to be held on the covered terrace. The venue will be open to book meetings from July to October 9th only.

*In non COVID-19 operations the average wedding occupancy ranged for 120 – 140 guests – not including catering staff and vendors which would increase this amount to 170 – 180 occupancy. Average meeting occupancy ranged from 20 – 50 guests – with an additional 2 – 5 vendors.*

8. **Hazard Identification**
Describe what COVID-19-specific hazards exist in your workplace.

Community transmission between guests and/or vendors and staff. However, the precautions described throughout this document will work to minimize this hazard

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 COVID-19 Workspace Safety Plan was created in consultation with the full alumniUBC facility team, and primarily driven by the Cecil Green Park House Manager and the Associate Director Alumni Facilities. The primary front-line staff from the alumni UBC facilities team will be the House Manager and Associate Director. Note: The current plan is to use the existing facility team staff members for on-site support and supervision of events. This may be adjusted in the fall months once, or if, staff return to the office. If this were to be adjusted, an amended proposal would be submitted to this committee for review.
COVID-19 Safety Plan Template

- The Local Safety Team—had only been reformed between January – February 2020. It was comprised of a staff member from each department along with the Cecil Green Park House Manager (CGPH) and Operations Associate. We consulted with the CGPH Manager and Operations Associate as well as our Director, Alumni Operations who is a member of the Joint Occupational Health and Safety Team - Admin and will share with the full LST members. Note that the second and third floor office space, and UBC departments will be submitting a separate COVID-19 Workspace Safety Plan specific to the spaces that they will be occupying and managing.

- The Filming Plan was created in partnership with the Film and Events Manager for UBC.

- UBC Scholar’s Catering, will be submitting a separate plan to cover any catering service for the facility. Our departments will be sharing our plans and will be working in close consultation for any meetings or events held onsite.

Overall our onsite front-line staff training, identified risks and protocols are comprised of:

- One alumniUBC facility staff member will be required to be on-site for all meetings and events. They will be present during the load in and initial greeting of vendors. This staff member will not need to remain on the event floor for the duration of the event. A temporary mobile work station will be installed on the second floor of the house allowing visual access to the main floor and grounds of the event space in the house.

The mandatory requirements that are being met for this alumniUBC facility member are as follows:

Training on all safe working procedures, current COVID-19 process, health and safety guidance. To include:

- Review of all social distancing measures, floor and directional plans for the house. This will be done virtually and not include physical documentation and training materials
- The facility employees’ work does not normally require PPE; as such, gloves are not required for service. We will continue to follow the UBC COVID-19 Campus Rules: https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf
- Facility will have some disposable masks available for facility staff and vendors to use if requested.
- Hand sanitizer and disinfectant wipes will be supplied to employees work stations.
- Training to review handwashing procedures.
- If any alumniUBC, UBC, or vendor staff are unwell and exhibit any COVID-19 symptoms, they must not come to campus or Cecil Green Park House event site – they must inform their supervisor, event planner and/or venue manager. No exceptions can be made.

BOP/Proctor/Custodial & UBC vendor departments

Our expectation is that building operations (custodial), and Scholar’s Catering will also be reviewing and adjusting the SWP for the specific work at Cecil Green Park House.

10. Risk Level Determination (H/M/L)
Identify the COVID-19 risk category (High / Medium / Low) pre-mitigations for your operation using the BC COVID-19 Go Forward Management Strategy Risk Matrix

Risk Level is Medium to Low
The facility falls in Phase 2 and 3 of the BC Restart Plan.
In this plan we have assessed the risk and included pre-mitigations for our operation to include the following:

1) Where do people congregate; all floor plans will be pre-planned and communicated to allow for social distancing and proper spacing.
2) Job and tasks have been defined; most of the work will continue on an at-home basis. When a facility team member is on-site they will be able to work at a social distance.
3) Tools have been identified; the only medium to high risk task will be setting up and taking down AV – PPE will be provided to do this safely (gloves).
4) All shared surfaces will be cleaned; clearly outlined communication and scheduling with BOPS will help facilitate this.
5) We have reduced capacities and booking times to decrease risks.
6) Clear policies and communication tools have been created for clients and staff.

11. 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

The primary front-line staff from the alumniUBC facilities team will be the House Manager and Associate Director. Note: The current plan is to use the existing facility team staff members for on-site support and supervision of events. This may be adjusted in the fall months once, or if, staff return to the office. If this were to be adjusted, an amended proposal would be submitted to this committee for review.

Once this plan has been approved a virtual team meeting will be held to review the plan in detail. Along with this a thorough review and planning session will be in place for each individual event as they come up. This occur weekly.

Supervisor will conduct one to one conversations with each employee. • If an alumniUBC facility team member has a concern about returning to work, they will have an opportunity to discuss that with their supervisor, Human Resources, and their employee group as appropriate.

All UBC Alumni Association staff will be provided training and documentation outlining COVID-19 safety protocols based on guidance from WorkSafeBC, the Provincial Health Officer, and UBC. They will also support the mental health and wellbeing of individuals if an employee has a concern about returning to work, they will have an opportunity to discuss that with their supervisor, Human Resources, and/or their employee group as appropriate.

• If any alumniUBC, UBC or third-party vendor employee returning to work on campus is unwell and exhibits any COVID-19 symptoms, they must not return to the workplace and must inform their supervisor.
• Risks should be reduced equally for all individuals, and not vary by position or rank.
• Considerations will need to be made for adjusting schedules for those with special circumstances, including childcare or eldercare responsibilities, or for those more vulnerable to COVID-19 due to medical conditions.
• We will continue to follow the UBC COVID-19 Campus Rules: https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf

12. 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
COVID-19 Safety Plan Template

- Plans will be posted on our Cecil Green Park House website—(A new landing page is being created for this purpose & other COVID-19 booking information)
- Physical hard copies will be posted in the kitchen, proctor’s office and third floor office of the house manager, and work area for on-site facility staff.
- Links to this plan will be provided to all third-party vendors and clients.
- Plans will be shared with the UBC departments who occupy the second and third floor offices of facility “house”: DAE Communications and Events Team (2nd floor), UBC Public Affairs (3rd floor), UBC Media Relations (3rd floor)

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 on-site 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.

### 13. 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 day to day “office” work will continue from home. One member of the facility staff will need to be on-site for any booked meetings or events. Our expectation is to have approximately one or two of these booked per week.
- Considerations will need to be made for adjusting schedules for those with special circumstances, including childcare or eldercare responsibilities, or for those more vulnerable to COVID-19 due to medical conditions.
- The event facility operations will not impede the second or third floor office space. The event facility is restricted to main floor, terrace and grounds. The offices on the second and third floor do not share any entrance/exit/washrooms or floor space with the event facility. This plan will be shared with each unit on the second and third floors.
- It should be noted that during regular operations, the units on the second and third floors do not have access to the first floor and grounds as they are reserved for facility rentals.
- The only time there may be some shared space with the facilities and second floor office could be during filming. If the need for this arises, a proposed second floor center landing and office 202 (DAE Events) would be offered a buyout package that would have the full team work from home while filming is on-site. This is voluntary only for office 202 and if they are not amendable to this the film crew would have zero access.

### 14. Work Schedule Changes/Creation of Work Pods or Crews or Cohorts

For those required or wanting to resume work at UBC, detail how you are able to rescheduling of workers (e.g. shifted start/end times) in order to limit contact intensity at any given time at UBC; describe how you may group employees semi-permanently to limit exposure to specialized workers, if applicable

Currently, shifts are only planned to match any booked event time. We will have one person scheduled and then one person always available as a back up shift (this is to allow space in case the person scheduled is unwell).

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

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

This plan covers the re-opening of the event facility and not the offices. We will have one alumniUBC association facility member at a time using a designated work area on our second floor landing, which is not in a traditional office area as they are on-site for a supervisory role only. This member will have access to a washroom across the hall for their private use. The facility member will need to access a common office for keys and other materials at times – they will be the only ones within this office pod when on-site.
It is our expectation and understanding that the second floor and third floor office teams that include DAE Communications, Public Affairs and Marketing will not be returning to the offices until September. We will be sharing this plan with these teams.

- The Cecil Green Park House facility manager has a workspace on the second floor desk number 210. They will be considered in the re-opening plans for this office. We will be consulting with the DAE office teams to ensure that when a return to work at the offices does occur all safety protocols and workspace occupancy guidelines are met.

Pre-COVID-19 and continuing: The UBC staff who occupy the 2nd and 3rd floor office space do not have access to the main floor event facility, terrace or grounds when any events are being held. There are no shared doorways or access points for this.

Filming - there can be, at times, a need to access the second-floor landing. If this is required when UBC staff have returned to their offices, we will propose film production buyout of the space that asks the staff in office 202 to work from home. If the UBC staff are unable or unamenable to do this, the film crew would have zero access to this area.

Washrooms - there are two washrooms on the main floor of Cecil Green Park House. These washrooms will be for event access only. The only UBC/alumniUBC staff at Cecil Green Park House to have access to these washrooms will be the proctor, BOP, and facility staff who are working on or in the main floor of the house event space.

- The women’s washroom has 4 stalls and three sinks. We will be reducing this to 2-person occupancy and will be blocking off the middle sink.
- The men’s washroom has two stalls located on separate areas of the room, two urinals and three sinks. Capacity will be limited to 2-person occupancy and have one middle sink and one urinal blocked off.
- Handwashing and social distancing signage will be placed in each washroom. See Appendix C.
- Directional signage on how to access the washrooms, hallways and where to safely line up will be in place. See Appendix D.

Doorways - all public doors will be separated for entrance or exit purposes. Access to the event floor will be promoted through the grounds vs. inside the house. At times, the doorway access or exit directions may change to suit the specialized event floor plan and accessibility needs. The general guidance for all floor plans is to allow either entrance or exit per door. See sample floor plans in Appendixes D & E.

16. Accommodations to maintain 2 meter distance

Please detail what accommodations/changes you have made to ensure employees can successfully follow the rule of distancing at least 2 meters from another employee while working.

- All doors, with the exception of the main entrance (needed for accessibility), have been separated into entrance and exit specific portals, and access is promoted through the grounds vs. inside the house. Note that at times the doors and entrance/exit door designations may change to suit the specialized event floor plan. The general guidance for all floor plans is to allow only one entrance or exit point per door – with the exception of the front entrance, which is needed to accommodate accessibility. See sample floor plan Appendixes D & E.
- Pre-approved and pre-set floor plans will be created to match each individual event needs. All household members can be grouped together in a seating unity (pod). Each pod must be at minimum 2 meters apart. See examples in Appendix E.
- Social distancing signage to be placed visibly in each room or outdoor area. See Appendix C.
- Facility staff will not be required to be on the event floor except in case of emergencies, and for set up and tear down.
- All vendors and UBC staff are to set up and prep the event in different time slots to allow for appropriate distancing.
17. 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
No UBC vehicles will be used by alumniUBC facility staff.

18. 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
Prior to any event or shift, the scheduled worker will be contacted by a manager and will be asked how they feel. This conversation will include, questions on temperature, sore throat, fatigue, chills, headache and muscle ache. A secondary, back-up or on call facility staff member will be staffed for every event. This staff member is required to be in town and able to fill an event shift in the case their colleague is unable to be on-site due to illness or has developed symptoms.
Every worker must report any travel outside of the county along with any close contact with a person who has been tested positive with COVID-19
All vendors, guests and staff will experience the following when entering the event site:
- WorkSafeBC: entry check for workspace Signage will be on display in our kitchen, loading bay and office.
- Additional signage to be on display in kitchen, loading bay and office. See Appendix C
- WorkSafeBC: Entry check-in to workspace will be on display at our front door as well as on sandwich board signage at both access points to the grounds, See Appendix C.

19. Prohibited Worker Tracking
Describe how you will track and communicate with workers who meet categories above for worker screenings
We will have one alumniUBC facility staff member on-site for the event out of a team of five. They will be scheduled and noted on each event plan. Included in these plans will also be the name and contact of each vendor and client.
- Anyone (vendor, client, guests, alumniUBC or UBC staff member) who is on-site and is reporting or has visible signs of fever, chills, new or worsening cough, shortness of breath, new muscle aches or headache, sore throat, have travelled outside Canada within the last 14 days, or were in close contact with a person who tested positive for COVID-19, will be asked to leave and not enter the house or event floor.
- Contact name, relationship to the event, phone number, email and address will be retained and reported in post event notes.
- Follow up with clients and vendors may be required.
- Clients will be asked to keep a detailed list of all guests and contact information – to include email, phone number and address.

Section 4 – Engineering Controls

20. Cleaning and Hygiene
Detail your cleaning and hygiene plan, including identification for hand-washing stations and the cleaning regimen required to be completed by departmental staff for common areas/surfaces (BOPS Custodial has limitations on cleaning frequency, etc.).

- Hand washing signage will be placed in all washrooms. See Appendix C.
- Hand sanitizer and disinfecting wipes will be located at all entrances and high usage areas of the grounds. These will be adjusted to fit each individual event floor plan to suit the footprint of the event and ensure that high usage areas have quick and easy access to these supplies.
- In pre-COVID-19 and current plans, BOPS/Proctor/Custodial provide full cleaning services for all pre and post-event. This will now include all high touch surfaces, chairs, and tables.

21. 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

- Outdoor wireless AV equipment will be used, and microphones will be on stands to discourage any passing of the microphone. The set up / tear down will be managed by alumniUBC facility staff. The microphones will be wiped down with disinfectant cloths between each use.
- Ceremony chairs will be wiped down with disinfectant between use.
- Clients must rent and set up any furniture outside of ceremony chairs to be placed on the lawn/grounds area. UBC and alumniUBC facility staff will not be required to set up or move these items. Note that anything on the lawn, grounds or in the house will still have to have its placement pre-approved by the Cecil Green Park House Manager – this is to ensure safe social distance measures.

22. Partitions or Plexiglass installation
Describe any inclusion of physical barriers to be used at public-facing or point-of-service areas

- Barriers will not need to be added to the first-floor event space. Specialized floor planning will be in place for each events’ needs, and to ensure safe access and social distancing.
- The alumniUBC facility workstation on the second floor is already located behind a partial wood and glass barrier that allows for full social distancing.

Section 5 – Administrative Controls

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

- Only one alumniUBC facility employee will be required to be on-site, and only during a booked meeting or event.
- All events will be reviewed at a weekly (virtual) alumniUBC facility team meeting. COVID-19 safety, social distancing floor plan, vendor lists, and general event plans and timelines will be discussed in detail. This is an open forum for all staff to address concerns and for adjustments to be made.
- If an employee has a concern about returning to work, they will have an opportunity to discuss this with their supervisor, Human Resources, and/or their employee group, as appropriate.
- If anyone (alumniUBC, faculty, staff or students) returning to work on campus is unwell and exhibits any COVID-19 symptoms, they must not return to the workplace and must inform their supervisor.
- Risks should be reduced equally for all individuals, and not vary by position or rank.
- Considerations will need to be made for adjusting schedules for those with special circumstances, including childcare or eldercare responsibilities, or for those more vulnerable to COVID-19 due to medical conditions.
24. 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.

The facility staff is compromised of 5 FTE staff members. When an online UBC Prevention COVID-19 Infection in the Workplace online training is published by Safety and Risk Services each individual will be required to complete this. This will be recorded in the Safe Work Procedure document (Appendix K). Completion of any online training will be tracked by the operations associate recorded in the internal G drive. Until this online training is created we intend to do the following:

- Every event will be reviewed at a weekly virtual team meeting. All entrance, exit and social distancing floor plan strategies will be discussed and planned in detail.
- Each event will have one alumniUBC facility staff member on shift. It will also have one back up team member on call.
- All staff will review how to safely use and remove gloves, as they will be required to use them to set up and dismantle the portable AV unit. See Appendix G.
- In case of medical emergencies where a guest requires assistance, facility staff are instructed to call 911 and/or inform the guests that they can go to Urgent Care at the UBC Hospital at 211 Wesbrook Mall.
- If a guest has a minor cut, bruising, sprained ankle, pulled muscle, etc., a first aid box will be made available for their use, but facility staff are instructed not to assist and remain at a 2 meter distance.
- All vendors must supply their own WorkSafeBC safety plan to the CGPH House Manager no later than three business days prior to arriving on-site.
- All vendors and guests are provided with a Guest Agreement document. See Appendix B
- Filming safety plans are monitored and approved in partnership with the UBC film and event office managed by Arlene Chan. See Appendix F

25. 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).

- Floor decals will be placed near first floor washrooms indicating one-way walkways and access points, along with an area for guests to queue for the washrooms if required, to maintain a capacity of 2 persons max. per washroom. See Appendix D
- WorkSafeBC – Entry check in for all visitor signage will be on display at our front door as well as on sandwich board signage at both access points to the grounds. See Appendix C.
- A seating plan will be sent to guests prior to the event and signage indicating placement will be on-site. Whenever possible guests’ names will be on chairs or a table setting.
- Clients will be asked to email all guests a copy of CGPH COVID-19 Guest Agreement. See Appendix B.
- Clients must sign and submit CGPH COVID-19 Booking Client Agreement. See Appendix A.
- Handwashing signage to be placed in each washroom. See Appendix C.
- Signage to be placed at hand sanitizer stations.

26. 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. Recognizing limitations on staffing that may affect execution of emergency procedures, detail your strategy to amend your emergency response plan procedures during COVID-19. Also describe your approach to handling potential COVID-19 incidents.
• In cases of medical emergency where a guest requires assistance alumniUBC facility staff are instructed to call 911 and/or inform the guests that they can go to Urgent Care at the UBC Hospital – 211 Wesbrook Mall.
• If a guest has a minor cut, bruising, sprained ankle, pulled muscle, etc., a first aid box will be made available for their use, but facility staff are instructed to not assist and to remain at a 2 meter distance.
• BERP will be reviewed with each facility staff member, copies are visible in kitchen, loading bay, staff workspace and in this document. Appendixes H & I.

27. 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.

• AlumniUBC facility employees can raise safety concerns with their manager, and collectively discuss safety protocols and concerns at weekly staff meetings where the team performs a thorough review of all events.
• The current plan has facility staff members provide all on-site supervision. This may need to be adjusted in the fall or as more events book. If additional supervisors are hired on a part time basis, this safety plan will be updated, shared for approval through risk management committee and re-posted in the office, kitchen and Cecil Green Park House website.
• Currently, the second and third floor offices are not planning a return to on-site office work until the fall. When or if this occurs the first floor event space will remain inaccessible to staff. During events, inclusive of setup and tear down, the grounds will remain inaccessible for staff.
• Cecil Green House Manager may choose to return to the office to work when they feel it’s appropriate and safe to do so on a day-to-day basis. Consultation with the DAE Communications COVID-19 office plan will be done, considerations and training documents will be shared, if required.

28. 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.

The alumniUBC facilities team has always supported both the Cecil Green Park House and Robert H. Lee Alumni Centre venues. This team always hosts a weekly team meeting (that is currently virtual). This meeting reports past events, highlighting any security or safety, along with client feedback and reviews any upcoming events; reviewing safety and staffing plans. This meeting will continue and specifically review the following;
• Personalized event floor plans.
• All signage requirements.
• Vendor and client load in schedule.
• Ensure that all vendors and clients have received and returned a copy of the CGPH COVID-19 Guest Agreement. See Appendix B.
• If a vendor is found to be in non-compliance with plans or any other relevant COVID-19 related policies, this may result in a loss of access to Cecil Green Park house for any future event; including in times post-COVID-19.

For the facility member who will be on-site supervising the event we have compiled the following:

• Risk Assessment Template, can be found in Appendix J.
• Genera Safe Work Procedure Template, can be found in Appendix K.

Section #6 – Personal Protective Equipment (PPE)
29. Personal Protective Equipment
Describe what appropriate PPE you will utilize and how you will/continue to procure the PPE
COVID-19 Safety Plan Template

• AlumniUBC employees will be provided 2 masks.
• We will continue to follow the UBC COVID-19 Campus Rules: https://srs.ubc.ca/files/2020/06/4.-COVID-19-Campus-Rules.pdf
• Medical gloves will be supplied to facility staff; they are asked to use these when setting up and taking down the wireless microphone and amplifier. These gloves are single use only.
• Disinfecting wipes will be provided to wipe down AV equipment and any workspace.
• Hand sanitizer stations will be set up through the house and at all entrance and exit points.

Section #7 - Acknowledgement
As a possible way to document Safety Plan receipt and understanding by your employees, please feel free to use the template language below under your own departmental/faculty letterhead.

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.

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<tbody>
<tr>
<td>Name</td>
<td>Nicole Caron</td>
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<tr>
<td>Title</td>
<td>Associate Director Facilities alumniUBC</td>
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Faculty and Staff Occupying Workspace

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<tr>
<th>Name</th>
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<th>Confirmation of Understanding</th>
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<tbody>
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</tr>
<tr>
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</tr>
<tr>
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Appendix

Please attach any maps, pictures, departmental policies or risk assessments applicable UBC Guidance documents, where necessary, and other regulatory requirements referred to in this document.

Appendix A – Cecil Green Park House COVID-19 Booking Client Commitment
Appendix B – Cecil Green Park House COVID-19 Guest Agreement
Appendix C – Signage
Appendix D – Washroom and one-way flow (CGPH)
Appendix E – Sample Floor Plans (Ceremony Rain Plan, Reception Rain Plan, Meeting)
Appendix F – Cecil Green Park House Filming Plan
Appendix G – Glove Removal Procedure
Appendix H – Cecil Green Park House Main Floor BERP
Appendix I - Cecil Green Park House Main Floor BERP
Appendix J – General Risk Assessment (CGPH)
Appendix K – General SWP Template
Cecil Green Park House – COVID -19 Booking Client Commitment

The safety of our clients, guests and staff members is our top priority. High standards of hygiene and cleanliness are in place within the facility, along with physical distancing measures and reduced capacities. As the event organizer and client, we need your extra support and commitment to ensure that we are all doing our part to protect the spread of COVID-19. To ensure this, you must review, sign and return this document with your booking contract.

Floor Planning and Guest Communication

1) A confirmed guest list will be sent to the Cecil Green Park House (CGPH) Manager as soon as possible, and no later than six days prior to the event. This list shall be grouped by household. You confirm and are completely honest that these guests all live within one household.

2) You and/or your planner, in consultation with the CGPH House Manager, will create a seating plan that only allows households to sit within a 2-meter distance of each other. This should be created as soon as possible, no later than six days prior to the event. This must include a Plan B (rain plan).

3) The seating plan and overall floor plan must be approved by the CGPH Manager. They will provide you with an approved copy that will also indicate entrance and exit points to the house and grounds, along with outlined physical distancing and one-way traffic zones.

4) The seating plan and overall floor plan must be approved by the RHLAC facilities team. They will provide you with an approved copy that will also indicate entrance and exit points to the building and booked area, along with outlined physical distancing and one-way traffic zones.

5) Students, faculty, staff, and visitors are required to wear a non-medical mask when occupying common indoor spaces on UBC campus. This can include hallways, building entrances etc. As the host or booking contact you agree to ask that all your guests bring a mask and or provide them with a with a non-medical mask.

6) Third party user groups may choose to have guests wear masks when occupying the rooms that have been booked for their private meeting or event.

UBC groups will need to follow the rules set out by their faculties and departments.

Vendors and Planning

1) You will share a detailed timeline for your event and include a list of ALL vendors who will be onsite. This must include company name, manager, onsite contact name, phone number email address.

2) Please ask your vendors to wear a non-medical mask when onsite, exceptions can be made for medical reasons.

3) You will share the Cecil Green Park House – COVID-19 Guest Agreement with all vendors who will be arriving or working onsite at the House.
4) You understand that any vendors who will be onsite during the event shall count towards final guest numbers and capacity restrictions. With social distancing requirements all Plan B (rain plan), or use of house and covered terrace are limited to a maximum of 35 guests.

5) You understand that if your event exceeds maximum event capacities of 35 guests, the event will be asked to shut down immediately. Non-compliance will include calls to the authorities.

6) ANY Staff, Guests or Vendors displaying the following symptoms - Fever * Chills * New or worsening cough * Shortness of breath * New muscle ache or headache * Sore throat *- will be asked to leave; no exceptions will be made.

The client’s signature on this document denotes the Client’s acceptance of all the terms and conditions set out in this commitment. Client Name (please print) _______________________________

Signature__________________________________ Date______________________________
Appendix C: Signage and Placement

Help prevent the spread of COVID-19

Please do not enter this workplace if you:
- Have any of the following symptoms:
  - Fever
  - Cough
  - New or worsening cough
  - Shortness of breath
  - New muscle aches or headaches
  - Sore throat
- Have travelled outside of Canada within the last 14 days
- Are a close contact of a person who tested positive for COVID-19

All other clients, please wash your hands or clean them with hand sanitizer before and after your visit. Please maintain physical distancing of 2 metres.

If you are displaying symptoms of COVID-19, refer to HealthLink BC at 811.

Will be placed at all front entrance points. Including grounds – these will be on movable sandwich boards.

Will be placed in all washrooms. Kitchen, and staffing areas.

Placed throughout CGPH House, and grounds – on movable sandwich boards, walls and popsicle signage stands.

Keep safe, prevent infection

Additional Signage to include but not limited to
- Individual Event Floor Plans with Guest Names and Placement.
- Floor decals and signage noting one-way walkways and access points.
- Signage for washroom occupancy 2 guests per room.
- Signage asking guests to stop and use hand sanitizer before they enter or exit the facility (hand sanitizer supplied).
Appendix E - Sample Floor Plan - Ceremony (Rain Plan) Max Capacity 35 guests seating on outdoor terrace
Appendix E - Sample Floor Plan Meeting
Max Capacity 17 guests - seating on outdoor covered terrace
Appendix E - Sample Floor Plan - Reception (rain plan)
Max Capacity 35 guests seating on outdoor terrace
Cecil Green Park COVID-19 Filming Plan

When filming is booked at Cecil Green Park House, the productions must follow all worksafeBC guidelines including maximum staffing and social distancing measures. Productions must submit and have approved a COVID-19 safety plan through the UBC Film and Event Office this plan will include but not limited to:

- Confirmation of how many crew members will be onsite at any given time.
- Full COVID-19 health and safety plans and precautions.
- List of crew members who have traveled outside of Canada and The Province of British Columbia and confirmation of their pre-shoot quarantine when applicable.
- Approved site foot print.
- Approved pre and post cleaning measures.

When onsite, all production crews will be working within an approved area, essentially creating a bubble. We ask that UBC staff do not enter into this area, and the crews not enter into the outlined designated area for UBC/Cecil Green Park House & Coach House Staff.

When working onsite production crews will be asked to do the following;

- Create fencing, roped off and/or coned barriers indicating filming bubble.
- Create and post site maps and directional signage indicating where crew members and both the Cecil and Coach House staff can go to access buildings.
- Staff individuals to monitor and maintain these areas.
- All crews outside, or not in the camera shot will be asked to wear masks.

Cecil Green Park and the Coach House staff will have clear, defined areas that are large enough to allow safe social distancing to access doors. See diagram on following page.

When filming inside the house, production crews will have access to the Main Floor and Lower Level Boardroom. A minimal and strictly controlled foot print on the second-floor landing if necessary may be possible. We would like to propose a buyout for the east office (EVENTS), for when or if filming requires access to the second-floor landing. This buyout would require the office to work from home during production, if their work allows. The buyout would be $500 - $800 per day, we will need to decide how to allocate these funds to a specific area, it could be a campaign or directly to alumni or DAE – this is a COVID-19 measure and would not be considered ongoing.

Additional requirements on productions to include but not limited to;

- All productions will be prohibited to using any items that create smoke or vapour in the house, this includes but is not limited to atmospheric smoke.
- Full and detailed filming plans will be shared with all staff, within a minimum 3 -5 days prior to filming.
- All productions must have their technical walk throughs and initial plans to UBC building operations at minimum 8 - 10 days prior to filming.
- A minimum 4 -5 days will be placed between film production bookings at the house.
- Additional load in and load out days will be booked by production to accommodate the time needed to fully clean and set and reset the house.
Proposed access areas for Cecil Green and Coach House Staff. These areas would have fencing and/or roped off space indicating that this is for staff only. Additional area and signage needed to be placed in and around the parking lot creating safe access to these zones. An area near the loading bay would need to be created for any couriers or mail delivery to allow direct access to staff doors.
Glove removal procedure

To protect yourself from exposure to contamination, you must take your gloves off safely.

How to remove gloves safely

1. With both hands gloved, grasp the outside of one glove at the top of your wrist.

2. Peel off this first glove, peeling away from your body and from wrist to fingertips, turning the glove inside out.

3. Hold the glove you just removed in your gloved hand.

4. With your ungloved hand, peel off the second glove by inserting your fingers inside the glove at the top of your wrist.

5. Turn the second glove inside out while tilting it away from your body, leaving the first glove inside the second.

6. Dispose of the gloves following safe work procedures. Do not reuse the gloves.

7. Wash your hands thoroughly with soap and water as soon as possible after removing the gloves and before touching any objects or surfaces.
If you discover a fire or explosion in the building:

1. Immediately activate the closest fire alarm/pull station.
2. Call 911.
3. Give the address and the nearest intersection (6251 Cecil Green Park Road at the intersection of Cecil Green Park Rd. & N.W. Marine Dr.)
4. Provide information about the emergency: Where is the fire? (Main floor, room #____), How fast the fire is spreading? Are there people trapped?
5. If it is safe, control the fire.
6. Isolate the fire by closing doors behind you. Do not lock the doors.
7. Leave by the nearest safe exit.
8. Walk. Do not run. Shut doors behind you. On leaving the building move well away. Do not block road access.
9. Do not go back in the building for any reason until the all-clear has been announced by emergency personnel.
10. If you hear the fire alarm ringing - Follow steps 6 through 8 above.

In the event of a fire
DO NOT USE ELEVATOR(s).

(See the map to your left for the location of all fire extinguishers, fire alarm/pull stations, safe exits and areas of refuge)

FOR EMERGENCIES CALL 911

- LEGEND -
### Task
See Guidance Document Appendix B

### Hazards
See Guidance Document Appendix B and C

### Pre-Control Risk
See Guidance Document Appendix E

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### Controls
See Guidance Document Appendix E

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### Post-Control Risk
See Guidance Document Appendix E

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<tr>
<td><strong>Likelihood</strong></td>
<td><strong>See Guidance Document Appendix D</strong></td>
<td><strong>See Guidance Document Appendix E</strong></td>
<td><strong>See Guidance Document Appendix E</strong></td>
</tr>
<tr>
<td><strong>Residual Risk Level</strong></td>
<td><strong>See Guidance Document Appendix E</strong></td>
<td><strong>See Guidance Document Appendix F and G</strong></td>
<td><strong>See Guidance Document Appendix E</strong></td>
</tr>
</tbody>
</table>

### Supervising Load In/Load out of events

1) **Unlocking doors**

- **Touch Point (COVID-19)**
  - If infected with covid-19 person can become a carrier or fall ill with COVID-19 which could be mild or severe and can lead to community transmission

- **Risk**
  - Rare and Unlikely
  - Medium

- **Controls**
  - Staff are instructed to wash hands once they have unlocked and disabled alarm.
  - Touch points are cleaned regularly by BOP

2) **Set up event specific signage**

- **Ergonomic – strains**
  - Environment – sun, heat
  - Terrain – uneven slippery

- **Irritation or physical discomfort**

- **Risk**
  - Rare/Unlikely
  - Low

- **Controls**
  - Staff are instructed to only lift one sandwich board or outdoor sign at a time.
  - They are adequate time scheduled to take their time and not be rushed to complete the task.
  - They are asked to dress

3) **Review floor plan – adjust if necessary.**

- **Ergonomic – strains**
  - Environment – sun, heat
  - Terrain – uneven slippery

- **Irritation or physical discomfort**

- **Risk**
  - Rare/Unlikely
  - Low

- **Controls**
  - Staff are instructed to wear appropriate foot wear, not be rushed and make sure if they are required to lift
<p>| | | | | |</p>
<table>
<thead>
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<tbody>
<tr>
<td><strong>4) Sign event security guard</strong></td>
<td>COVID-19 transmission</td>
<td>If infected with COVID-19 person can become a carrier or fall ill with COVID-19 which could be mild or severe and can lead to community transmission</td>
<td>Rare/Unlikely</td>
<td>Medium</td>
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<tr>
<td></td>
<td></td>
<td>Social distancing measures of 2 meters must be maintained. Staff to review security guard placement – house rules and event details. And provide onsite event cell # - all instructions during event will be through text/cell call.</td>
<td></td>
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</tr>
<tr>
<td><strong>5) Greet vendors &amp; Client</strong></td>
<td>COVID-19 transmission</td>
<td>If infected with COVID-19 person can become a carrier or fall ill with COVID-19 which could be mild or severe and can lead to community transmission</td>
<td>Rare/Unlikely</td>
<td>Medium</td>
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<tr>
<td></td>
<td></td>
<td>All load in and floor planning will have been shared digitally and meeting will have been done virtually before event date. Vendors have floor plan and scheduled time to deliver – NO physical contact needed – Social distancing of minimum 2 meters held at all times.</td>
<td></td>
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</tr>
<tr>
<td>6) Set up / Tear Down AV</td>
<td>Touch Point (COVID-19)</td>
<td>If infected with covid-19 person can become a carrier or fall ill with COVID-19 which could be mild or severe and can lead to community transmission</td>
<td>Rare/Unlikely</td>
<td>Medium</td>
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</table>

| 7) Event supervision | COVID-19 transmission | Working Alone | Violence/Emergency | With multiple groups and clients on site COVID-19 transmission is possible. Alumni facility staff will be working alone. Violence or Emergency is always a risk in a social event. | A minimum of one security guard will be onsite for all social event bookings. Facility supervisor is onsite to ensure that event capacities and social distancing measures are in place. In case of medical emergency they will call 911 – they are not to provide |
| | | | basic first aid. Facility staff will call UBC security in a case where there is a risk of violence and or if client/guests do not adhere to capacity and curfews etc. | | | |
Appendix K
Safe Work Procedure Template

Purpose
This document describes the safe working procedures for alumni UBC facility staff members to supervise on site meetings or events at Cecil Green Park House – with proper safety procedures in place during the COVID-19 pandemic.

Scope
This document applies to all alumni UBC facility staff, UBC staff, and any vendors who are working in or around the event facility of Cecil Green Park House.

Regulations
- WorkSafeBC Occupational Health and Safety Regulation

Definitions
Administrative Controls: The modification of work processes or activities to minimize risk
Engineering Controls: The modification of the physical work environment to minimize risk
Hazard: A potential source of harm to a person that can lead to a risk of injury or occupational disease
Risk: The chance of injury or occupational disease
Risk Assessment: The process where hazards are identified, their risk evaluated, and controls for the risk are determined to eliminate the hazard or minimize the risk
Supervisor: The person directly responsible for overseeing the tasks of the worker
Worker: All employees of UBC including faculty, staff, and paid students
Responsibilities

*Alumni Facilities Team Includes:*

Nicole Caron – Associate Director, *alumni*UBC Facilities

Gordon Purchase – Manager, Cecil Green Park House

Amrita Gill – Manager, Robert H. Lee Alumni Centre Events

Amber Magnus – Event & Sales Coordinator

Sarah Karsten – Venue Operations Associate

**Department Head**
- Review and approve safe work procedures outlined in this document prior to their implementation

**Supervisor**
- Identify all workers who carry out this task under your supervision
- Conduct a risk assessment to identify the potential hazards associated with the task and any related risks
- Implement controls using the hierarchy of controls to minimize the risk due to the hazard
- Ensure safe work procedures are documented
- Ensure proper training has been provided to workers PRIOR to commencing work (e.g.: safe work procedures, use of equipment or tools, personal protective equipment requirements, identifying and reporting hazards, etc.) and that the training has been documented
- Ensure workers have access to and understand any required documentation such as manuals, Safety Data Sheets (SDS) etc.
- Educate workers on emergency procedures, contacts and numbers. If emergency contact information is not posted at the workplace, provide the worker with a copy to carry with them. The worker must know what to do in case of emergency/injury
- Ongoing consultation with Joint Occupational Health and Safety Committee in the review and revision of this procedure to ensure the content is adequate and relevant to current research
- Communicate risks that may arise outside of those that are predetermined

**Workers**
- Understand and follow this safe work procedure
- Complete the required training for the task
- Use proper personal protective equipment
- Report any unsafe conditions to their supervisor
- Report all incidents in [CAIRS](#)

**Risk Assessment**

*Attach* the completed risk assessment to this document.
# Training Requirements

## Table 1: Training Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Name of Worker</th>
<th>Date Completed</th>
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</thead>
<tbody>
<tr>
<td>New Worker Safety Orientation</td>
<td>Amrita Gill</td>
<td>Yr 1 employment</td>
</tr>
<tr>
<td>Violence in the Workplace</td>
<td>Amrita Gill</td>
<td>Yr 1 employment</td>
</tr>
<tr>
<td>Preventing and Addressing Bullying and Harassment</td>
<td>Amrita Gill</td>
<td>Yr 1 employment</td>
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<tr>
<td>COVID-19 workplace Safety Plan Review</td>
<td></td>
<td>(review once approved)</td>
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<td>Amber Magnus</td>
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<tr>
<td>New Worker Safety Orientation</td>
<td>Gordon Purchase</td>
<td>Yr 1 employment</td>
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<tbody>
<tr>
<td>New Worker Safety Orientation</td>
<td>Sarah Karsten</td>
<td>Yr 1 employment</td>
</tr>
<tr>
<td>Violence in the Workplace</td>
<td>Sarah Karsten</td>
<td>Yr 1 employment</td>
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<tr>
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<tbody>
<tr>
<td>New Worker Safety Orientation</td>
<td>Nicole Caron</td>
<td>Yr 1 employment</td>
</tr>
<tr>
<td>Violence in the Workplace</td>
<td>Nicole Caron</td>
<td>Yr 1 employment</td>
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Materials/Equipment

*See Appendix G for guidance.*

- PPE includes gloves, hand sanitizer
  - Does not include masks but a conversation will be facilitated with staff and management about masks. No restrictions will be in place if staff feel comfortable or want to wear masks onsite. We will continue to follow UBC Risk Management’s policy with masks.
- AV – portable microphone and sound system will need to be set up
- Sandwich boards will need to be set up

Safe Work Procedure

**Before Commencing Work:**

1. Staff will review how they are feeling. If they have a fever, chills, muscle or head ache, new or worsening cough or sore throat they will be asked NOT to come to work and to inform their supervisor immediately.
2. Facility staff must review event plan and workplace safety plan to ensure they are versed in all the event details and social distancing and safety measures set in place.

**Commencing Work/Work Procedure:**

1. Review floor plan and signage requirements.
2. Greet at a social distance both vendor(s) and client.
3. Be on hand to assist with questions about facility (e.g.: outlet locations) etc.

**Post Procedure:**

1. Ensure that all guests have left the facility; if vendors do not require access to the House perform closing duties and lock up, and email or text supervisor the event end time.
2. Write up post event notes within 24 hours of end of event.
3. BOPS has keys and will be scheduled to be onsite when no other vendors or guests are in the house. They are to do a full clean and waste removal.

**Other Important Information**
Emergency Rescue and Evacuation Procedures

See Appendix I for guidance.

Emergency Contact Information
- 911 for all medical emergency
- 911 fire department
- 911 police
- 2-2222 UBC Security

Mode of Emergency Communication
- Cell Phone
- Landline in Kitchen
- Landline in Second Floor Office

First Aid
- 
- 
- 

Emergency Procedures
- First aid is not to be used or performed on guests or non UBC employees. During COVID-19 light first aid for cuts and bruises etc. must be applied by the guest/client/family member of guest – a small first aid kit will be available for use. All other medical emergencies will require a call to 911.

Training Requirements

Onsite Trained Specialists
Review and Retention

This SWP is reviewed annually or whenever deemed necessary by the responsible departmental representative.

Document Approval Signatures

Nicole Caron  
Name of Supervisor  
Signature of Supervisor  
Date

Dianna DeBlaere  
Name of Department Head  
Signature of Department Head  
Date

This signature confirms that this document has been reviewed and approved as per the process detailed in Figure 1 of the Safe Work Procedure Guidance Document