

# SFSS – Student Union Building

## COVID-19 Safety Plan V1.3

November 20th 2020

These policies and procedures have been put in place for the health and safety of all our staff, students and community members and will be in force until further notice.

### Quick Access to Topics

#### Assessment of Risks

#### Protocols to Reduce the Risks

- Building Access
- Workplace Operations
- Workstations
- Communal Spaces
- Cleaning Protocols
- Guests & Visitors by Stage
- Outside Visitors
- Deliveries
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#### Policies – Illness or Exposure to COVID-19

#### Communication & Training

#### Monitor & Adjust

### Assessment of Risks

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- We have involved the Joint Health and Safety Committee and our workplace staff to identify risks and to receive their feedback on what measures they would like in place to feel safe in the workplace.
  - The areas identified as higher risk where people frequent or gather are reception area, stairwells, hallways, kitchens, meeting rooms, offices, washrooms and where 2 metres of distancing cannot be maintained.
  - The equipment that employees may share has been identified.
  - The high-touch surfaces have been identified such as door handles, light switches, counter tops, tabletops, desk surfaces, chairs, shared equipment, coffee machines and other kitchen equipment, and photocopier machines.
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### Protocols to Reduce the Risks

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- Returning to the workplace is on a voluntary basis. Employees do not have to give a reason for not wanting to return and can continue working from home for the duration of the pandemic. SFSS currently employs less than 60 individuals (including board members).
- We have a staged return to be able to assess the measures we have put in place and adjust as necessary.
  - Phase 1 will have only 10 – 20% of our staff in the workplace at any given time. (Current Phase)
  - Phase 2 with 20 – 40% of our staff in the workplace at any given time.
  - Phase 3 with 30 – 70% of our staff in the workplace at any given time.
  - Phase 4 and beyond is unknown at this time.

Transition between the above phases will be triggered by a Board decision and will be in line with SFU's Covid-19 impact scale which is available [here](#).

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## Building Access

- The Level 3000 Convo Mall / Freedom Square door will be for people entering the building and the Level 3000 east door exiting to AQ for people exiting.
- There will be hand sanitizing stations at the entrance and exit doors and sinks for hand washing are available on every occupied floor.
- All employees and visitors will be required to wash or sanitize their hands upon entry.
- Hand sanitizer is available to employees and visitors at the entry / exit locations, in occupied common spaces and in all individual offices.
- Employees must wear a face covering while in all common areas of the building and in any case where they cannot maintain 2 metres separation from other employees.
- Visitors and Maintenance workers must wear a face covering at all times while in the building.
- Signage has been posted that people experiencing COVID-like symptoms are not to enter the building.
- Employees must self-report prior to coming to the workplace that they are not experiencing any symptoms, travelled abroad or have had any close contact with a confirmed case in the last 14days via the online access log.
- Directional signage in place throughout the building instructing people to keep right when walking down hallways or stairs etc.

## Workplace Operations

- Employees can continue to work from home, currently returning to the workplace is on a voluntary basis.
- Protocols are in place to minimize the risk of exposure and to maintain physical distancing requirements.
- In Phase two as some non-essential tasks start to be carried out in the building and the numbers of workers on site increases we will alternate working days or weeks by group in order to keep below maximum capacity numbers and maintain physical distancing requirements.
- In Phases 1, 2, and 3 all meetings will be held virtually where possible. Where a meeting must take in person, the number of people gathered will be limited to ensure physical distancing is adhered to.
- Our employees are already grouped into teams to work on specific projects thus, we have cohorts of employees who work together and who do not interact with other cohorts. This will assist in reducing transmission throughout the workplace should an employee become ill.
- There is directional signage erected throughout the building, everybody is expected to keep right when transiting through hallways or utilizing staircases.

## Workstations

- A physical barrier will be installed at the general office desk prior to any public access commencing (Phase 2).
- Workstations are not shared. Each employee has a dedicated workstation.
- Majority of offices are single occupancy and no two staff members will be expected to occupy office space at the same time.
- Sanitizer and cleaning supplies are available to employees to clean their frequently touched surfaces such as keyboard, mouse, desk surface, and telephone.

## Communal Spaces

- Employees are required to wear a face covering when in a communal space.
  - Changes made to communal spaces have been communicated to employees and signage posted where relevant.
  - Staff room is closed. Phase 2 it will be opened but capacity limited to 1 person at a time.
  - Employees are encouraged to take their breaks and lunch at their desk, outside, or to stagger their break times from other employees.
  - Employees are required to bring their own dishes and utensils. All communal dishes and utensils have been removed or locked off from employees' use.
  - No communal food will be provided. Employees are not to share food brought into the office.
  - Communal doors will remain open (e.g. doors that lead to the office spaces) throughout the workday to reduce contact with door handles.
  - Employees will not share equipment such as pens, staplers, headsets, laptops, keyboards, mouse etc.
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- To minimize risk on shared workplace equipment including photocopiers, coffee machines, fridges, and microwaves, employees will be required to wash their hands prior to using any equipment and after use. Shared equipment will be cleaned daily and employees will be asked to clean after use. (majority of the equipment above will not be accessible until Phase 2)
- Hygiene protocols include:
  - 1) Not coming to the workplace if you have been exposed to anyone with COVID-19 or are experiencing any COVID-19 symptoms;
  - 2) Wearing a face covering upon entry to the workplace, in all communal spaces, or anywhere where you cannot maintain 2 metres of distance from others;
  - 3) Cleaning your hands immediately upon entry to the workplace;
  - 4) Cleaning your hands prior to using any equipment in the staff room, any other communal area or specifically the photocopier;

## Cleaning Protocols

- A cleaning record will be maintained for the high-touch and common areas.
- We have adequate hand washing facilities on each floor (which is operational and also on the other floors as we start to progress into other phases) which are clearly identified and easily accessible. Washroom sinks are wheelchair accessible.
- Hand sanitizer is available in every (Staff) common area, office, and at the entrance and exit points.
- Handwashing signs are posted throughout the workplace.
- Employees are instructed to wash their hands every time they enter the workplace, the staff room or washroom, and every time they have been in a common area.
- High-touch areas such as light switches, door handles, doors, meeting room tables and chair arms, kitchens and equipment, washrooms, reception, elevator buttons, and any common area will be sanitized daily initially as very few staff on site maybe 2/3 staff 2/3 days a week. Frequency will increase as we enter into other phases.
- Garbage bins in the washrooms are touchless with an open lid.
- Garbage bins in the staff room and the reception common area are touchless, with an open lid.
- Soap dispensers are in every washroom.
- Third party cleaning; the open walkways, washrooms and high touch points will be cleaned at least daily at first. Offices weekly at first and closed areas bi weekly. This will be ramped up as we enter into other phases.
- Cleaning supplies are located on the transaction desk as you enter the administration suite on level 3000.

## Staff, Guests and Visitors by Stage

	Phase 1	Phase 2	Phase 3	Unknown
Essential SFSS Staff	X	X	X	
Non Essential SFSS Staff		X	X	
Maintenance Workers	X	X	X	
Essential Sub Tenants Staff	X	X	X	
Non Essential Sub Tennant Staff		X	X	
Maintenance Workers	X	X	X	
Outside Visitors ( restricted )		X	X	
Deliveries		X	X	
Interview Candidates		X	X	
Public Access				X

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## Building Maintenance Staff (Phase 1)

- Will be required to self-assess before entering the building like all other visitors.
- Must wear a face covering at all times when in the building.
- Should not be completing any work within 2 metres of any employee or visitor.
- Must inform building manager in advance of arrival the areas they require access to.
- Contractors must complete SFU Covid-19 Orientation online. Available [here](#).

## Essential Sub tenant Staff (Phase 1)

- Will be required to self-assess before entering the building like all others.
- Must wear a face covering at all times when in common areas of the building.
- Must complete the sign in sheet.

## Outside Visitors (Phase 2)

- Outside Visitors: if required, visitors to the workplace will be prearranged and staggered.
- Outside Visitors will be given access to a copy of our safety protocol prior to arrival.
- Outside Visitors will be required to self-asses before entering the building.
- Signage is posted at the entrance on our protocols, and we keep a log of visitors to the workplace.
- Communication with employees at reception is separated by a partition.
- Outside visitors if attending for a meeting will be limited to the Board Meeting Room and the max capacity is 6 people.
- All garbage cans in the building are open top to allow for safe disposal of any sanitizing wipes, tissues or garbage.
- No handshaking.
- Outside Visitors will be asked to wear a face covering or to put on a supplied disposable facemask upon arrival.
- Outside Visitors will be asked to wash their hands or use hand sanitizer at their point of entry to the building.
- Only essential visitors will attend an in-person meeting.

## Deliveries (Phase 2)

- Delivery persons will only be permitted in the General Office desk area.
- Communication with employees at reception will be separated by a physical partition.
- The delivery zone is clearly identified for pick-up and drop-off.
- No personal employee deliveries will be accepted until further notice to reduce the deliveries in the workplace.

## Public / General Student Body (Phase Unknown)

- The SUB is not only the workplace of the SFSS it is intended to be the community HUB of the Burnaby campus. At this point and time it is unknown when the SUB will open up to the greater student body and start facilitating bookings etc. This change to operations will be dictated by provincial guidelines and industry best practice.

## Elevator Use (All Phases)

- Occupancy limit of 1 is posted in the elevator.
- The elevator is only used for moving supplies between floors and for wheelchair or other accessibility reasons. It is not being used for all employees.
- Elevator panels are identified as a high touch point and employees are reminded to wash / sanitize hands after use.

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## Policies

### Illness or Exposure to COVID-19

- **Experiencing symptoms: Stay home:** If you are experiencing cold or flu-like symptoms, including, but not limited to, coughing (including dry cough), sneezing, runny nose, sore throat, fever of 38°C or higher, chills, diarrhea, vomiting, aches/pains, loss of smell or taste, difficulty breathing. Until you know what your symptoms are from (e.g. COVID vs. allergies), please stay home.
- **Family member in your home is experiencing symptoms: Stay home.** Until you know what your symptoms are from (e.g. COVID vs. allergies), please stay home.
- **Diagnosed with COVID-19: Stay home:** If you have been diagnosed with COVID-19 and follow your medical practitioner's advice. You may return to the workplace once your doctor has determined it is safe for you and others.
- **Exposure to COVID-19: Stay home for 14 days:** If you have been exposed to someone who has tested positive to COVID-19 or if you have traveled outside of Canada, stay home, self-isolate, and monitor for symptoms.
- **Public Health Order: Stay home:** If you have been directed by Public Health to self-isolate.

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- **Sick Days:** Health Care leave as per your contract or the Collective Agreement.
  - **Reporting:** All employees and planned visitors to the workplace will need to report, prior to coming to the workplace, that they are not experiencing any COVID-19 symptoms or any other infectious disease, that they have not travelled abroad in the last 14 days and that they have not had a confirmed close contact with somebody who has tested positive for COVID-19 in the last 14 days.
  - **First Aid:** Attendants have been provided with [OFAA protocols](#) during COVID-19.
  - **Falling Ill at the Workplace:** If you start to feel ill at work, even with mild symptoms, report to a first aid attendant (virtually if needed). Ensure you are wearing a mask, immediately wash or sanitize your hands (sanitize before putting on your mask if you have sanitizer where you are currently) and go straight home. Consult the [BC COVID-19 Self-Assessment Tool](#) or call 8-1-1- for further guidance related to testing or self-isolation. If required is on site first aid is available via SFU security non-emergency line 778-782-7991. If you or a coworker is experiencing severe symptoms (e.g. difficulty breathing, chest pains), call 9-1-1 immediately.
  - **Sanitizing:** Should someone fall ill at the workplace, any surface that they touched will be cleaned and sanitized.
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## Communication & Training

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### COVID-19 Policies and FAQ Document

- Our Website has our COVID-19 Policies for visitors to our workplace.
- Employees received a copy of our COVID-19 Policies via email.
- The Policies were reviewed in a staff meeting and questions have been responded to.
- All employees have received the policy for staying home when sick, embedded in this document, and it has been addressed at the staff meeting.
- New employees will be given a copy of this policy in their on-boarding and it will be reviewed with them.
- Staff will receive Covid-19 specific information on a regular basis and a drive has been created on the shared server where all this information can be easily accessed. All staff attending the workplace will receive an on-site induction and overview of the main topics contained in this plan before being provided with a fob to access the building.

### Signage

We have posted signage for the following:

- Occupancy limit for the building.
  - Pre Screening prior to entering for staff and visitors.
  - Hand-washing signage is posted at high touch points and various locations around the open parts of the building
  - Entrance only and Exit only as designated access points.
  - Reminders to wear face covering in common areas.
  - Social distancing signage in washrooms.
  - Directional signage in common areas.
  - Elevator capacity signage.
  - Elevator waiting signage.
  - Room closed to support social distancing signage.
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## Monitor and Adjust

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- We will use Phase 1 and Phase 2 to pilot and determine what needs to be adjusted, if anything, when the workplace has a higher capacity of employees and visitors on site.
  - We will continue to monitor and adjust as necessary through future phases.
  - Any concerns can be raised to a member of the Joint Occupational Health & Safety Committee for review and resolution.
  - Staff who do attend the workplace during phase 1 will be asked to complete a workplace inspection every month prior to our JHSC meeting to help us plan better for future phases.
  - Staff will be consulted and the JHSC informed before transitioning between phases.
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## Appendix 1 Open areas and associated occupancy limits (Phase 1)

<b>Level 1000</b>	<b>Max Occupancy</b>
1310	Tenant
1311	Tenant
1313	Tenant
1315	Tenant
1410	Tenant
1411	Tenant
1412	Tenant
1414	Tenant
1416	Tenant
1430	Tenant
1432	Tenant
1434	Tenant
1440	4
1442	2
1444	2
1446	2

<b>Level 2000</b>	<b>Max Occupancy</b>
2301	Tenant
2230	4
2232	2
2234	2
2236	2
2220	4
2222	2
2224	2
2226	2

<b>Level 3000</b>	<b>Max Occupancy</b>
3100	1
3113	2
3115	2
3310	4
3311	2
3313	2
3315	2
3317	2
3319	2
3321	2
3323	2
3328	2

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3330	2
3331	3
3332	2
3333	3
3334	2
3336	2
3338	2

<b>Level 4000</b>	<b>Max Occupancy</b>
4120	3
4121	2
4122	2
4123	2
4124	2
4125	2
4128	2

**Circulation spaces / washrooms are not accounted for in the above.  
All other omitted rooms / floors are closed during Phase 1**

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## Appendix 2

### SFSS response to updated Provincial Order issued Saturday November 7<sup>th</sup> 2020.

Full details of order can be accessed [here](#).  
 The order is in effect from November 7, 2020 at 10:00 pm to November 23, 2020 at 12:00 pm.

**SFSS response to order:**

All staff / board email sent containing a link to government website outlining the details of said order. Same email also outlined that attendance in the workplace is for essential tasks only.  
 SUB staff breakroom remains closed.  
 Covid-19 safety plan updated for SUB. Appendix 2 added detailing the SFSS’s specific response to this order.  
 Updated safety plan along with specific information on what staff are permitted to attend the workplace and for what tasks sent to all staff and board members along with information on the new onsite screening procedure (via email and BC thrive interface) which will be in place for the duration of this order.  
 On site contractors are required to provide updated version of their safety plans and will be provided with the most up to date version of the SFSS SUB Covid-19 Safety plan.  
 SFU employees as per SFU Covid-19 safety plan.

**Permitted on site work activities by department and task as of 11/09/20.**

Department	Task	Employee
Finance	Payroll, Cheque requisitions, Cheque printing and invoice processing	Kurt Belliveau / David Chin
Student Centre	Cheque requisition administration	Nancy Mah / Ricky Che
Board of Directors	Cheque requisition administration	Corbett Gildersleve / Osob Mohamed
Communications	N/A	N/A
Build SFU	N/A	N/A
Campaigns Policy and Research	N/A	N/A
Clubs	N/A	N/A
Events	N/A	N/A
Student Unions and Groups	N/A	N/A
Women’s Centre	N/A	N/A
Out on campus	N/A	N/A
Surrey	N/A	N/A

For the duration of this order only the staff outlined above are permitted to attend the workplace and attendance is only permitted to carry out one or more of the specific tasks outlined above.

Lawrence Jones (transitionmanager@sfss.ca) or John Walsh (buildingmanager@sfss.ca) must be informed in advance of a staff / board member’s intention to attend the workplace.

As normal, staff must complete the “SUB Access Sheet Covid-19” and the self-screening prior to their attending the workplace. (sheet can be accessed [here](#).)

For the duration of this order staff will receive an email the evening prior to their scheduled attendance on campus outlining that their attendance is authorized and asking them to confirm they have completed the BC COVID-19 Self-Assessment Tool ([accessible here](#)). Staff must confirm by reply email that they have completed the self-assessment and are clear to attend the workplace (in the morning prior to their visit).



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## Appendix 3

### SFSS response to updated Provincial Order issued Thursday November 19<sup>th</sup> 2020.

Full details of order can be accessed [here](#).

The order is in effect from November 19, 2020 at midnight to December 7, 2020 at midnight.

#### SFSS response to order:

Phase 1 protocol as outlined within this plan remains in effect, SUB staff breakroom remains closed.

Covid-19 safety plan updated for SUB. Appendix 3 added detailing the SFSS's specific response to this order (additional measures).

Updated safety plan disseminated to all staff and board along with an email outlining the changes in response to this order.

On site contractors are required to provide updated version of their safety plans and will be provided with the most up to date version of the SFSS SUB Covid-19 Safety plan.

SFU employees as per SFU Covid-19 safety plan.

#### Permitted on site work activities by department and task as of 11/20/20.

Department	Task	Employee
Finance	Payroll, Cheque requisitions, Cheque printing and invoice processing	Kurt Belliveau / David Chin
Student Centre	Cheque requisition administration	Nancy Mah / Ricky Che / John Tseng
Board of Directors	Cheque requisition administration	Corbett Gildersleve / Osob Mohamed / Gabe Liosis
Build SFU	Covid-19 Safety , Building Checks	John Walsh
Communications	N/A	N/A
Campaigns Policy and Research	N/A	N/A
Clubs	N/A	N/A
Events	N/A	N/A
Student Unions and Groups	N/A	N/A
Women's Centre	N/A	N/A
Out on campus	N/A	N/A
Surrey	N/A	N/A

For the duration of this order the staff outlined above are permitted to attend the workplace and attendance is only permitted to carry out one or more of the specific tasks outlined above. Staff not identified above may attend the workplace to carry out tasks not necessarily identified above if it has been deemed by management as essential. Please contact either Lawrence Jones or John Walsh regarding these occurrences, each request will be assessed on a case by case basis.

Lawrence Jones (transitionmanager@sfss.ca) or John Walsh (buildingmanager@sfss.ca) must be informed in advance of a staff / board member's intention to attend the workplace.

As normal, staff must complete the "SUB Access Sheet Covid-19" and the self-screening prior to their attending the workplace (sheet can be accessed [here](#)).

For the duration of this order staff will receive an email the evening prior to their scheduled attendance on campus outlining that their attendance is authorized and asking them to confirm they have completed the BC COVID-19 Self-Assessment Tool ([accessible here](#)). Staff must confirm by reply email that they have completed the self-assessment and are clear to attend the workplace (in the morning prior to their visit).

**Face Coverings are mandatory in all common areas of the building. If you are not at your desk you should be wearing a face covering. There are disposable face masks available at the designated building entrance point (The Level 3000 Convo Mall / Freedom Square door).**

People who cannot put on or remove their own mask or people who cannot wear a mask for medical reasons are exempt.