Student Union Building, Opening Plan

Student Union Building Working Group
Simon Fraser Student Society
The Planning Process
The Working Group was struck by the 2020/21 Board of Directors, and was tasked with developing and recommending plans to the Board of Directors (now Council) on actions to take pertaining to the opening of the Student Union Building. Since then, the Working Group has consisted of the following members:

- Gabe Liosis (President) (Chair)
- Osob Mohamed (Former President)
- Corbett Gildersleve (VP Internal)
- Marie Haddad (VP Equity)
- Jess Dela Cruz (VP Events)
- Akum Sidhu (SASS Councillor & AVP Events)
- Almas Phangura (VP Finance)
- Ella Droko (Board Organizer)
- Ayesha Khan (Operations Organizer)
- John Walsh (Building Manager)
- Shelley Durante (MSC - Surrey)
- Melanie Lang (MSC - Clubs)
- Nancy Mah (MSC - Clubs)
- Ashley Brooks (Former OOC Coordinator)
PLANNING STAGE

- SUB Open Working Group
- SFSS Committees (BIPOC, ESC, AC)
- Constituency Groups (SOCA, FNSA, DNA)

CONSULTATION STAGE

- Joint Health and Safety Committee

APPROVAL STAGE

- Council

FINAL APPROVAL
Building/Projects
Opening the SUB to the Public

The Student Union Building Opening Working Group recommends an opening date of the SUB for **August 23rd**.

The first day of classes for the Fall 2021 semester is September 8th, 2021. Opening on Aug. 23rd allows us to hit the ground running on September 8th, and “iron out the wrinkles” of opening the building to the public.

**REQUIRES APPROVAL OF:** Council
Custodial

- Agreement in place with BEST (unionized cleaners).
- Daily cleaning in high traffic areas.
- Biweekly cleans in office spaces.
- 1 designated cleaner during core hours.
- This will be adapted for any changes in Public Health Orders or worksafe guidance.

Access Control

- Access Control Groups: Management, Coordinators, Part-Time Staff, Councillors, Executive Officers 24 hours, loading bay
- Doors controlled by access from 8am - 11pm.
Building Management System (BMS)

- BMS is what we used to control domestic hot water, air handling units, etc.
- We will be reverting any changes made for reduced operations, and implement a full operations schedule effective August 23rd from the hours of 8am-11pm.
- Thermostats allow people to adjust temperature in individual offices and spaces.
Projects

- **Commercial Tenants**
  - Blenz Coffee (in progress)
  - INS (Convenience Store) (in progress)
  - Tenants must be approved by SFU, according to SUB lease.

- **Constituency Groups + Student Groups**
  - SFPIRG is moved in, have keys, and has made no request for changes to the space.
  - Embark is moved in, have keys, and has made no requests for changes to the space.
  - SOCA is doing a site visit soon, move-in is in progress.
  - CJSF’s move-in is in progress, have keys, and are in the process of making small improvements to the space.
  - DNA have viewed their space, and are creating a scope of work.
  - FNSA are fully moved in, Lacie has keys, and made no requests for changes to the space.

- **SFSS** will cover the costs of any space changes for DNA, FNSA, and SOCA.
BUILDING/PROJECTS

Projects

- Prayer Room
  - VP Internal & Organizational Development reaching out to multifaith center to establish a scope of work.
  - Costs associated with changing the space require Council or Executive approval.
- Gaming Lounge
  - A scope of work needs to be established, and requires approval from Executive Committee.
- Ablution Room (not approved yet)
  - Potential space: level 1000 all-gender washrooms

REQUIRES APPROVAL OF: Council
Emergency Action Plans

- Preliminary drafts exist for an SFSS Emergency Response Plan.
- Requires consultation with Executive Committee and/or Council, and subsequently needs approval from the Executive Committee.

REQUIRES APPROVAL OF: Executive Committee
Operations and Staff
Opening the SUB to the Public

The Student Union Building Opening Working Group recommends an opening date of the SUB for **August 23rd**.

Building Operating Hours will remain the at the current operating hours. Please note that a Letter of Agreement has been reached for new operating hours, but these cannot be implemented until CA bargaining concludes.

Outside of operating hours, as well as any office closures, the building is closed.

**REQUIRES APPROVAL OF:** Council
NEW STAFF POSITIONS CREATED:

Building Coordinator responsible for day to day operations of the SUB. Will be hired by August.

**STATUS:** Approved by HR & Personnel Sub-Committee, Hiring Committee struck by Executive Committee.

Building Assistants responsible for front-line delivery of membership services and the operation of the SUB. Will be hired in September. These are student positions.

**STATUS:** Job descriptions are being drafted, will require approval by HR & Personnel Sub-Committee; Hiring Committee appointments will require a motion of the Executive Committee

Building Coordinator / Building Assistant **Shift Patterns.**

**REQUIRES APPROVAL OF:** HR & Personnel Sub-Committee (Job Descriptions), Executive Committee and/or Council (Appointing Employer Representatives to the Hiring Committees).
SUB RETURN TO OFFICE:

SFSS staff are currently in a Gradual Return to Work Plan, where they may use their office in the SUB for a limited number of days during the week, if they are comfortable doing so. Otherwise, they may continue working from home.

Staff were recently surveyed on when full attendance would be required in the SUB leading up to September. Result of the survey were in overwhelming support of the following option:

Public Health Orders have changed and I need time to transition to the new "normal". Attendance should remain optional until August 27th. From August 30th - Sept 27, (based on a minimum staffing requirement), I would prefer to sign up for date(s) to work in the SUB.

Between August 23rd - August 30th, while services may not be at full capacity, we will hold drop-in tours of the SUB for the public to partake in.

REQUIRES APPROVAL OF: Executive Committee
Services
We reviewed all SFSS services (pre-COVID and during COVID) and created a matrix (See Appendix A) of how SFSS services will return, which staff will be responsible for these services, and where in the building (or online if applicable) they will be happening.

Three main locations for service provisions: (1) online services, (2) G.O. (General Office) Desk, (3) Student Center.

Where we’ve been able to increase accessibility of services, we are looking to carry that forward.
Room Bookings
The **Room Bookings Mini-Group** of the **SUB Opening Plan Working Group** is currently working on **SFSS Student Union Building Room Booking Policies**.

**Core Components:**

Room Booking Policies includes bookings for Tier 1 spaces (meeting spaces) and Tier 2 spaces (larger event spaces). Additionally, the policies will include processes for penalties, the online Room Booking System, Event Management (internal and external to SFSS), Space Usage Guidelines, etc.

**REQUIRES APPROVAL OF:** Council (with 2 weeks Notice of Motion)
Events

1. Before August 23rd
2. After August 23rd
Events up to Aug. 23rd (before the SUB is open to the public)

- Allow in-person indoor and outdoor events in alignment with Public Health Guidelines.
  - Indoor events allowed at venues only, no private residences.
  - Cap of 25 people for indoor and outdoor events.
- If applying for grant funding, the group must adhere to our Protocol Checklist for In-Person Events and submit safety plan (currently being developed).
- Providing event kits with masks, cleaning supplies, and hand sanitizer that students can pick up.

REQUIRES APPROVAL OF: Council or Executive Committee
Events after Aug. 23rd (the SUB is open to the public)

At this time, guidelines for events occurring after Aug 23rd are more uncertain due to changes in Public Health Orders and MECS + SFU event guidelines. However, we will likely stick close to guidelines that MECS + SFU releases as it pertains to events on campus. We may, however, consider initially limiting the number of large events held per week initially in the SUB.

Furthermore, the Events Mini-Group of the SUB Opening Working Group will continue to meet until Aug. 23rd to development event guidelines post-August 23rd.

**REQUIRES APPROVAL OF:** Council or Executive Committee
COVID-19 Safety
COVID-19 SAFETY

Current Safety Plan. We are currently in Phase 2 (see pg. 3)

<table>
<thead>
<tr>
<th></th>
<th>Phase 1</th>
<th>Phase 2</th>
<th>Phase 3</th>
<th>Unknown</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential SFSS Staff</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Non Essential SFSS Staff</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance Workers</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Essential Sub Tenants Staff</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Non Essential Sub Tennant Staff</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance Workers</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outside Visitors (restricted)</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deliveries</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Interview Candidates</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Access</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
COVID-19 SAFETY

Public Health Orders changed drastically after July 1st. Core changes in PHO: (1) masks are no longer mandatory, and (2) workplaces are not required to have a COVID-19 Safety Plan.

RECOMMENDATIONS MOVING FORWARD:

Transition away from a “COVID-19 Safety Plan” to a “Student Union Building Safe Operating Plan”.

Could look like: masks required if within 2 metres of people, no capacity limits, maintain SUB Access Sheet sign-in but no COVID-19 screening (stay home if sick though plz <3), maintain directional signage, keep hand sanitizer stations, plexiglass barriers for member-facing staff.

REQUIRES APPROVAL OF: Executive Committee
COVID-19 SAFETY

Building Access

Since March of 2020, only Executive Officers and Staff have been accessing the building to complete certain tasks.

Plan for Councillors Using the Building Before Aug. 23rd

Councillors may book tours with John Walsh (building.manager@sfss.ca) at anytime. We are currently in the process of identifying single-occupancy rooms that Councillors may use before the official opening date. All staff, execs, and councillors are asked to avoid working in common areas where possible. Councillors will need to be provided with fobs & keys. Access to the building will be limited to the hours within our Collective Agreement.
In-Person Meetings

The Executive Committee already has established guidelines for meetings that happen in-person before August 23rd. These guidelines are set to be revised and updated by August 23rd, to compensate for any changes in COVID-19 safety measures.

The Executive Committee is currently piloting the use of hybrid video conferencing equipment that allows members attending a meeting in-person to interact with members attending virtually.

As Building Coordinators are hired, more Committees and Staff may book these meeting rooms to have safe meetings.
Communications Plan
COMMUNICATIONS

Looking back

- History of student activism to build the SUB
- Revisiting the Build SFU campaign
- Use SFU archive of photos for more historical context
- Construction updates

Creating a buzz

- Sneak peaks
  - Constituency group spaces*
  - Offices*
  - Tour videos
- Interviews with student leaders
- Social media contests
- Students requests

* People centric

Looking forward

- Covid-19 safety - what's being done to prepare the building
- Signage for day to day services and staffing

Content ideas:
- We're open!
- COVID Safety

Work alongside the rest of the Working Group.
COMMUNICATIONS

BUDGET FOR CONSIDERATION

- Equipment for video
- Videographer
- Merch for contests
- Mailing & postage
- Signage - Covid-19 safety, Opening Hours, Booking Procedure, Door signage

REQUIRES APPROVAL OF: Executive Committee (if less than $5,000) or Council (if greater than $5,000)
FINAL RECOMMENDATIONS
OVERALL RECOMMENDATIONS

COUNCIL

- Establish an opening date for the Student Union Building for August 23rd, 2021.
- Approving the scope of work or changes to spaces required for building projects (i.e. Prayer Room, Gaming Lounge, Ablution Room, etc.)
- Approving SFSS Student Union Building Room Booking Policies, once completed (requires two weeks notice of motion).
- Approving support for in-person events, alongside tasking the Executive Committee, alongside MSCs, to draft In-Person Event Guidelines for student groups.

EXECUTIVE COMMITTEE

- Approve SFSS Emergency Response Plan
- Appoint Employer Representatives to the Building Assistant hiring committee
  - If there are no available Executive Officers, vacant employer seats may be offered to Councillors.
- SUB Return to Office Plan for SFSS Staff
- Draft and Approve a “Student Union Building Safe Operating Plan” to replace our COVID-19 Safety Plan.
OVERALL RECOMMENDATIONS

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- Establish an opening date for the Student Union Building for August 23rd, 2021.
- Approving the scope of work or changes to spaces required for building projects (i.e. Prayer Room, Gaming Lounge, Ablution Room, etc.)
- Approving SFSS Student Union Building Room Booking Policies, once completed (requires two weeks notice of motion).
- Approving support for in-person events, alongside tasking the Executive Committee, alongside MSCs, to draft In-Person Event Guidelines for student groups for events held before Aug. 23rd.

EXECUTIVE COMMITTEE

- Approve SFSS Emergency Response Plan
- Appoint Employer Representatives to the Building Assistant hiring committee
  - If there are no available Executive Officers, vacant employer seats may be offered to Councillors.
- SUB Return to Office Plan for SFSS Staff
- Draft and Approve a “Student Union Building Safe Operating Plan” to replace our COVID-19 Safety Plan.
APPENDIX A:
SUB Student Centre Services Planning: Fall 2021
<table>
<thead>
<tr>
<th>Service</th>
<th>Pre-Pandemic</th>
<th>During Pandemic (Currently)</th>
<th>From August 23 + onward through Fall Semester</th>
<th>Staff Needed for Fall Semester Services</th>
<th>Location of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant funding requests/approval</td>
<td>Online via Club Portal</td>
<td>Online via Club Portal</td>
<td>Online via Club Portal</td>
<td>Anna - Student Unions and CGs, Melanie, Nancy, Ricky - Clubs</td>
<td>Online</td>
</tr>
<tr>
<td>Accepting cheque reimbursement forms</td>
<td>In-person in the office only</td>
<td>Online via email only</td>
<td>In-person</td>
<td>Student staff-&gt;Coordinators, Shelley for Surrey</td>
<td>Student Centre</td>
</tr>
<tr>
<td>Disbursing cheques</td>
<td>In-person pickup in the office, or mail</td>
<td>Mail only</td>
<td>In-person and mail (as requested)</td>
<td>Student staff -&gt; SFU Mail</td>
<td>Student Center back office (Will the Go Desk be open on wider hours than the back office?)</td>
</tr>
<tr>
<td>Disbursing cash reimbursements (under $50)</td>
<td>In-person in the office only</td>
<td>Not available; reimbursement under $50 are done via cheques</td>
<td>Continue in-person with cash register set-up</td>
<td>Student staff/Coordinators for SUB, and Shelley for Surrey</td>
<td>Student Center back office</td>
</tr>
<tr>
<td>Club/SU trust account deposits</td>
<td>In-person in the office only via debit, cash, or cheque</td>
<td>Mailing cheques only</td>
<td>Mix of both</td>
<td>Student staff processing payments</td>
<td>Student Center back office or mailed</td>
</tr>
<tr>
<td>Club approvals</td>
<td>Online via club portal and email, occasional meetings in-person</td>
<td>Online via email, occasional meetings online</td>
<td>Mix of both, mostly online</td>
<td>MSC Club Coordinators and Shelley</td>
<td>Online or in Student Center</td>
</tr>
<tr>
<td>Food Bank program</td>
<td>Requests made through online form, vouchers picked up from office</td>
<td>Requests made through online form, vouchers mailed out to homes</td>
<td>September 7th onward in person?</td>
<td>Student staff</td>
<td>stored and picked up at the student center</td>
</tr>
<tr>
<td>General inquiries</td>
<td>In-person, email, or phone</td>
<td>Email or voicemail messages</td>
<td>In-person, email, phone, voice messages</td>
<td>Student staff, coordinators</td>
<td>(ask John about phone numbers at the Student Center, are they just one number or individual/local)</td>
</tr>
<tr>
<td>Vending</td>
<td>In-person vending (requests made online; payment over the phone/in-person)</td>
<td>Not available</td>
<td>(Check with Dipti after July 10th), In-person vending (requests made online; payment over the phone/in-person)</td>
<td>Dipti, Student staff (payment processing)</td>
<td>TBD, potentially Student Center where the cash register is at</td>
</tr>
<tr>
<td>Legal Clinic</td>
<td>In-person; but done via phonecall if there are less than 4 appointments</td>
<td>Phonecalls only</td>
<td>Phonecalls only (need to consult with the lawyer)</td>
<td>Student staff for processing requests, Overseen by club coordinator (but not club related, should be shifted to another person?)</td>
<td>Virtual/over the phone</td>
</tr>
<tr>
<td>Club lockers/storage</td>
<td>Requests are made via Club Portal, locks are assigned via email, and locks given in-person</td>
<td>Not available; everyone was asked to clear out locks due to thefts at the start of pandemic</td>
<td>Only maintain lockers in the SUB building, need to review the current lockers and storage rooms. In the past, First come first serve. Need to explore this service more in the summer term to be reviewed</td>
<td>To be reviewed</td>
<td>to be reviewed</td>
</tr>
<tr>
<td>U-Pass</td>
<td>Available; request online</td>
<td>Not available Summer 2020, came back for Fall 2020</td>
<td>Available, request online</td>
<td>Questions referred to <a href="mailto:upass@sfu.ca">upass@sfu.ca</a></td>
<td>online, in-person, over the phone, Go Desk</td>
</tr>
<tr>
<td>Parking Passes</td>
<td>Available to be picked up in-person for event guest speakers, staff, and Board only</td>
<td>Not available</td>
<td>Available to be picked up in-person for event guest speakers, staff, and Board only</td>
<td>Student staff or coordinators</td>
<td>Student center</td>
</tr>
<tr>
<td>Service</td>
<td>Pre-Pandemic</td>
<td>During Pandemic (Currently)</td>
<td>From August 23 + onward through Fall Semester</td>
<td>Staff Needed for Fall Semester Services</td>
<td>Location of Service</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>--------------------------------------------------</td>
<td>---------------------------------------------</td>
<td>-----------------------------------------------</td>
<td>----------------------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Ticket Sales</td>
<td>Tickets sometimes sold in-person in the Student Centre</td>
<td>Not available; no in-person events allowed</td>
<td>Not available; ticket sales can all be done online now - we should discourage printed tickets</td>
<td>Staff to redirect</td>
<td>Student center</td>
</tr>
<tr>
<td>Health and Dental Plan/Support</td>
<td>The Studentcare office was open in-person</td>
<td>Support only available via phone/online chat</td>
<td>We do not oversee the Studentcare office or staffing</td>
<td>We do not oversee the Studentcare office or staffing, but Go Desk staff might have to redirect</td>
<td>N/A</td>
</tr>
<tr>
<td>Co-Curricular Record</td>
<td>Requests submitted through online form</td>
<td>Requests submitted through online form</td>
<td>Online form</td>
<td>Anna - Student Union and CG, Melanie - Clubs, Ella - Council</td>
<td>Individual offices/online</td>
</tr>
<tr>
<td>Club/SU mail collection/disbursement</td>
<td>Mail for clubs and SUs are delivered to Student Centre; groups are emailed to pick it up</td>
<td>Mail has been collected, but not picked up</td>
<td>Mail for clubs and SUs are delivered to Student Centre; groups are emailed to pick it up</td>
<td>Student staff</td>
<td>Delivered to Go Desk or Student Center, student staff email</td>
</tr>
<tr>
<td>Button maker and portable sink rental</td>
<td>In-person</td>
<td>Not available</td>
<td>In-person (requested in-person or through email), explore sanitation process for between bookings</td>
<td>Student staff (admin/booking), BC for facilitating</td>
<td>Student center</td>
</tr>
<tr>
<td>SFU Room Booking, AV, Catering, Facilities requests</td>
<td>Requests made online via portal, email, or in-person</td>
<td>Not available</td>
<td>Requests made online via portal, email, or in-person</td>
<td>Student Staff and then Coordinators (catering sometimes ordered by Anna, Dipti booked Board events)</td>
<td>Student Center</td>
</tr>
<tr>
<td>Event planning support</td>
<td>In-person meetings</td>
<td>Virtual event planning support available online via email/meetings</td>
<td>Clubs, SU, CG support for event planning, goal is to be flexible by providing either in-person or virtual meetings,</td>
<td>Student staff and relevant coordinators, Dipti supports Board events</td>
<td>Student center, coordinator's office (?)</td>
</tr>
<tr>
<td>Club/SU Newsfeed and social media advertising</td>
<td>Information is sent to us via online form/email</td>
<td>Information is sent to us via online form/email</td>
<td>Information is sent to us via online form/email</td>
<td>Student Union Organizer compiles submitted requests, Shelley and Melanie and Anna review the draft, submitted to Comms Coordinator who then delegates as needed, Then sent out</td>
<td>Online/Offices</td>
</tr>
<tr>
<td>Workshops (First Aid, Food Safe, Self-Defense, etc.)</td>
<td>In-person</td>
<td>Online/Not Available</td>
<td>In-person for First Aid, Food Safe. Can explore some workshops that can be done virtually</td>
<td>Anna and Sam supports if she's available</td>
<td>Online/Offices, in-person classes (need to see what rooms would work in the SUB).</td>
</tr>
<tr>
<td>Admin/general support for clubs/SUs</td>
<td>In-person, email, phone</td>
<td>Email, occasional virtual meetings and phonecalls</td>
<td>In-person, email, phone, maybe virtual meetings as needed</td>
<td>Student staff and SU Assistant (first point of contact), coordinators for additional support</td>
<td>GO Desk (direction) and Student Center</td>
</tr>
</tbody>
</table>

**Lockers**

20 1/2 size lockers and 13 full size on level 1
Full size measurement D 2ft 10.5 W 2ft, H 5ft 9

30 1/2 size lockers and 2 full size on level 2
1/2 Size measurement D 2ft W 2ft H 2ft 10

*** locks need to be purchased

I think these are the Locks, Nancy May be able to confirm Lock Type: Dudley DYPR800 If there is a sample of this lock around I would suggest we check it before ordering and make sure it fits.
<table>
<thead>
<tr>
<th>Service</th>
<th>Pre-Pandemic</th>
<th>During Pandemic (Currently)</th>
<th>From August 23 + onward through Fall Semester</th>
<th>Staff Needed for Fall Semester Services</th>
<th>Location of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Storage Rooms</td>
<td>sqft</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1111</td>
<td>142.6</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>1113</td>
<td>97.8</td>
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<td>1306</td>
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<td>2240</td>
<td>113.1</td>
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