

1. CALL TO ORDER

Call to Order – 10:07 AM

2. TERRITORIAL ACKNOWLEDGMENT

We respectfully acknowledge that the SFSS is located on the traditional, unceded territories of the Coast Salish peoples, including the x^wməθk^wəy̓əm (Musqueam), Sk̓wxwú7mesh Úxwumixw (Squamish), Sel̓ílwtulh (Tsleil-Waututh), k^wik^wəł̓əm (Kwikwetlem) and q̓icəy̓ (Katzie) Nations. Unceded means that these territories have never been handed over, sold, or given up by these nations, and we are currently situated on occupied territories.

3. ROLL CALL OF ATTENDANCE

3.1 Committee Composition

President (*Chair*) Gabe Liosis
VP Events and Student Affairs (*Vice Chair*) Jess Dela Cruz
VP External and Community Affairs Matthew Provost
VP Equity and Sustainability Marie Haddad
VP Finance and Services Almas Phangura
VP Internal and Organizational Development Corbett Gildersleve
VP University and Academic Affairs Serena Bains

3.2 Society Staff

Administrative Assistant Joseph An

3.3 Regrets

VP Equity and Sustainability Marie Haddad

4. CONSENT AGENDA

4.1 CONSENT AGENDA

Be it resolved to adopt the consent agenda by unanimous consent.

CARRIED UNANIMOUSLY

4.1.1. MATTERS ARISING FROM THE MINUTES-Executive Minutes-MOTION EXEC 2021-07-27:01

Be it resolved to receive and file the following minutes:

- EXEC 2021-07-06

4.1.2. RATIFICATION OF REGRETS-MOTION EXEC 2021-07-27:02

Be it resolved to ratify regrets from Marie Haddad for July 27, 2021 Executives Meeting.

5. ADOPTION OF THE AGENDA

5.1 MOTION EXEC 2021-07-27:03

Serena/Almas

Be it resolved to adopt the agenda as amended.

CARRIED UNANIMOUSLY AS AMENDED

- Amend the agenda to add New Business 8.3 Endorsing RISE events
- Amend motion 8.3 x to VP Finance and Services, Almas Phangura.

6. UPDATES

6.1 SFSS Exec Coops

- Job description completed for Exec Coops with compensation, reporting structure, and was sent to SFU coop to be confirmed. Next step is to check when it is done and submitting potential funding subsidies.

6.2 SFSS Emergency Response Plan

- There was lack of response to mental health, overdose, security, sexual harassment, wordings, hazardous spills, disasters etc.....
- Need to also know if building coordinators and staff will be trained.
- Will discuss with John about the feedback and edits when he is back.

6.3 In-Person Events

- Update on the SFSS in-person event guidelines and checklist.
- Will be submitted to Communications team and be posted in a relevant social media channels so students can apply and submit the checklist.
- Bought safety equipment. (Hand sanitizers, masks) and made a contact tracing list.
- Student clubs will be able to have in-person events external to the SUB.

6.4 Hiring Committee Updates

- Matt finished up the questions for the interviews and will schedule interviews soon. Planning to receive 20-minute presentation from candidates about campaigning.
- Conducted interviews for Women's Center coordinator and the committee will regroup to finalize candidate. Next is to do reference check calls.
- Candidate chosen for the Out-On-Campus programs Assistant.
- Not much update from Admin Assistant hiring committee, will schedule interviews.
- Completed interviews and hired 2 people for full time building coordinator, and doing interviews for part-time coordinators.
- Union submitted their people for Admin Coordinator, Corbett and Ella will work on getting it started.

6.5 Change from the COVID-19 Safety Plan to the Safe Operating Plan

- Passed a motion through email to move from COVID-19 Safety Plan to SUB Safe Operating Plan, with review from staff.
- List of seven guidelines to follow when people are in the SUB and it will be posted around the building.

7. REPORT FROM SUB-COMMITTEES

7.1 Report from HR & Personnel Sub-Committee

SUBMITTED BY: President “Gabe Liosis”

- Gabe is on leave of absence.

8. NEW BUSINESS

8.1 Acting Staff Liaison Officer Appointment Extension- MOTION EXECUTIVE 2021-07-27:04

SUBMITTED BY: President “Gabe Liosis”

Corbett/Matthew

Whereas, the Vice President Internal & Organizational Development was appointed as Acting Staff Liaison Officer while the President was on a leave of absence from July 17th-25th.

Whereas, the President's leave of absence was extended to July 31st.

Be it resolved to extend the appointment of the Vice President Internal and Organizational Development as Acting Staff Liaison Officer to July 31st.

CARRIED UNANIMOUSLY

8.2 SFSS Required Return to Work- MOTION EXECUTIVE 2021-07-27:05

SUBMITTED BY: President “Gabe Liosis”

ATTACHMENT: Existing SFSS COVID-19 Safety Plan

Corbett/Matthew

Whereas, SFSS staff members participated in a mandatory input survey regarding the SUB Return to Office Plan and when staff were conformable being required to work in-person rather than remotely;

Whereas, the final result of this survey indicated that an overwhelming majority of staff feel that while "Public Health Orders have changed... I need time to transition to the new 'normal'. Attendance should remain optional until August 27th. From August 30th onward, (based on a minimum staffing requirement), I would prefer to sign up for date(s) to work in the SUB".

Be it resolved that the Executive Committee approve the results of this staff survey, and that attendance remain optional in the Student Union Building until August 27th, 2021.

Be it further resolved that starting August 30th to September 27th, attendance in the building shall be required based on a minimum staffing requirement in each staff department as determined by the President and Operations Organizer in consultation with each department.

CARRIED UNANIMOUSLY

- Front end services staff will be expected to be more available in the SUB and less so for supportive staff.
- Matt suggested that there shouldn't be a hard date in anticipation for changes any in the COVID situation and it should be more flexible.
- Corbett mentioned that there's preference to try to keep things as consistent as possible and will communicate any changes if any emergencies arise.
- Minimum staffing will be based on each department's needs.
- There can be re-evaluation after September 27th depending on the situation.

**8.3 Appointing Employer Representatives to The Building Assistant Hiring Committee-
MOTION EXECUTIVE 2021-07-27:06**

SUBMITTED BY: President "Gabe Liosis"

ATTACHMENT: Proposed Building Assistant Job Description

Corbett/Matthew

Be it resolved to appoint VP Finance and Services, Almas Phangura to the Building Assistant Hiring Committee as employer representatives.

CARRIED AS AMENDED UNANIMOUSLY

- Planning to have assistants hired in this role.
- This role will support building coordinators, and running the building, be first point of contact for inquiries at the Go desk.
- 6 or 7 potential hiring spots, with 5-10 hours a week work expected.
- Will need to have people hired at the latest end of April next year, but earlier would be better.
- Almas was appointed as employer representative.

8.4 Endorsing RISE Events- MOTION EXECUTIVE 2021-07-27:07

SUBMITTED BY: President "Serena Bains"

ATTACHMENT: Proposed Building Assistant Job Description

Serena/Jess

RISE SFU is supporting two online events titled; "Liberation for Palestine: Collective action and solidarity" and "Settler-Colonialism in Palestine: A History and Investigation of Colonial Aggression" occurring on July 28th 2021 and July 30th 2021,

Whereas these events have been organized by supporters of IJV - Youth Bloc, RISE SFU, Students For Justice in Palestine SFU, and The Caucus,

Whereas RISE SFU is currently a club of the SFSS and thus receives funding from the SFSS, Whereas the SFSS' IP-8: Anti-Racism states that the SFSS believes in working towards dismantling all forms of oppression, which includes but is not limited to: colonialism and racism,

Whereas the SFSS Council on May 19th 2021, passed a motion titled: "SFSS Response to the Israeli Colonization of Palestine" which stated that the SFSS stands in solidarity with Palestinian students at

SFU,

Whereas the SFSS Council released a statement on June 10th 2021 stating that the SFSS pledges to initiate, support, and amplify campaigns in solidarity with Palestinian calls to join the Boycott, Divestment, and Sanctions (BDS) movement against Israeli apartheid,

Be it resolved that the SFSS endorses the two online events titled; "Liberation for Palestine: Collective action and solidarity" and "Settler-Colonialism in Palestine: A History and Investigation of Colonial Aggression" occurring on July 28th 2021 and July 30th 2021,

Be it further resolved that the SFSS will promote said events on all social media channels

CARRIED UNANIMOUSLY

- RISE is supporting series of events on current Palestine issues.
- They need SFSS's permission to use the logo.

9. DISCUSSION ITEMS

9.1 Hiring Committee Updates

- Already discussed in updates.

9.2 In-Person Event Guidelines

- Already discussed in updates.

9.3 SUDS Attendees

- Event hosted by AMS UBC, a leadership conference for various student unions around the country to have a networking event and various workshops.
- SFSS sends people based on budget and interest every year.
- Minimum attendees being President and VP External and more opportunity opened up to Executive members and anyone from Council.
- Attendees should bring back some type of report, so having a list of expectations and standardized report document was recommended.
- \$12,000 budget set aside for conference attendees.

9.4 Surrey Transportation Plan

- Almas attend this meeting and it was a presentation on topics such as how to make transportation more beneficial to folks over the next 10 years, accessibilities, climate crisis, moving away from fossil fuels, better safety standards, completing city's walking and biking networks.

9.5 Leave of Absence Policy Gaps

- Corbett brought this topic to start conversation around the Leave of Absence policy as currently, there's no set policy for it, rather it's been either take time off with no pay or work through.

- It would be preferable to make it more flexible depending on varying circumstances of Executive members. (Medical issues, mental health issues, unexpected situations, bereavement)
- Corbett will start the conversation and work with Ayesha and Ella to push for this policy.
- Matt suggested that this process should be made more equitable and as little as invasive as much as possible

10. IN-CAMERA

10.1 MOTION EXECUTIVE 2021-07-27:08

Jess/Matthew

Be it resolved to go in-camera for the remainder of the meeting.

CARRIED UNANIMOUSLY

- 2020-2021 Health and Dental Plan
- Student Safety

11. EX-CAMERA

11.1 MOTION EXECUTIVE 2021-07-27:09

Corbett/Jess

Be it resolved to go ex-camera.

CARRIED UNANIMOUSLY

12. 30 MINUTES Q&A

13. ANNOUNCEMENTS

13.1 VP Events & Student Affairs, Jess Dela Cruz, Will Be Taking an Approved Leave of Absence from Monday, August 2 - Friday, August 6 Due to Personal Mental Health Reasons.

14. ATTACHMENTS

14.1 Existing SFSS COVID-19 Safety Plan

14.2 Proposed Building Assistant Job Description

15. ADJOURNMENT

15.1 MOTION EXECUTIVE 2021-07-27:10

Matthew/Corbett

Be it resolved to adjourn the meeting at 12:15 PM.

CARRIED UNANIMOUSLY

SFSS – Student Union Building

COVID-19 Safety Plan V1.8

June 10th 2021

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
- Transportation
- Elevator Use

Policies – Illness or Exposure to COVID-19

Communication & Training

Monitor & Adjust

Assessment of Risks

- 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 photocopy machines.
-

Protocols to Reduce the Risks

- 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.
 - **Phase 2 with 20 – 50% of our staff in the workplace at any given time. (Current Phase)**
 - 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 an exec decision and will be in line with SFU's Return to Campus

Plan which is available [here](#).

SFSS – Student Union Building

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 record their prospective attendance on the online sign in sheet and then complete the online screening on the day of attendance prior to coming to the workplace.
- 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 2 people 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.
-

SFSS – Student Union Building

- 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.
- There are adequate hand washing facilities on each floor 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.
- 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; Best will be contracted to facilitate this and their scope will be adjusted to remain in line with industry guidelines as they develop
- 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

SFSS – Student Union Building

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-assess 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 attending the building for a sit down meeting will be limited to rooms 2420, 2440 and 3331.
- 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.

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.

SFSS – Student Union Building

-
- **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, 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.
-

Communication & Training

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.
- Staff with SFU role accounts will be provided access to SFU's canvas module "COVID-19 Awareness and Safe Return to Work Training"

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.
 - Room Capacity (where applicable).
-

Monitor and Adjust

-
- 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.
-

SFSS – Student Union Building

Appendix 1 Open areas and associated occupancy limits (Phase 1)

Level 1000 Max Occupancy

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

Level 2000 Max Occupancy

2301	Tenant
2230	4
2232	2
2234	2
2236	2
2220	4
2222	2
2224	2
2226	2

Level 3000 Max Occupancy

3100	1
3113	2
3115	2
3310	4
3311	2
3313	2
3315	2
3317	2
3319	2

SFSS – Student Union Building

3321	2
3323	2
3328	2
3330	2
3331	3
3332	2
3333	3
3334	2
3336	2
3338	2

Level 4000	Max Occupancy
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

SFSS – Student Union Building

Appendix 2

SFSS response to updated Provincial Order issued Saturday November 7th 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).

SFSS – Student Union Building

Appendix 3

SFSS response to updated Provincial Order issued Thursday November 19th 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.

December 7th 2020 – Order extended to January 8th 2021

December 16th 2020 – Written order released. Order [accessible here](#). Measures outlined in Appendix 3 to be in place until further notice.

June 8th – Council approved transition to Phase 2 protocol.

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 listed above may attend the workplace to carry out tasks not necessarily identified above if it has been deemed by management as appropriate. Please contact either Ayesha Khan or John Walsh regarding these occurrences, each request will be assessed on a case by case basis.

Ayesha Khan (operationsorganizer@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.

SFSS – Student Union Building

Appendix 4

Open areas and associated occupancy limits (Phase 2). For departments that have multiple room's e.g FNSA, OOC and WC there should be no more than 4 individuals present in total at any time.

Level 1000	Max Occupancy
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

Level 2000	Max Occupancy
2301	Tenant
2230	4
2232	2
2234	2
2236	2
2220	4
2222	2
2224	2
2226	2
2420	8
2440	8

Level 3000	Max Occupancy
3100	2
3113	2
3115	2
3310	4
3311	2
3313	2
3315	2
3317	2

SFSS – Student Union Building

3319	2
3321	2
3323	2
3328	2
3330	2
3331	4
3332	2
3333	3
3334	2
3336	2
3338	2

Level 4000	Max Occupancy
4120	3
4121	2
4122	2
4123	2
4124	2
4125	2
4128	2
4200	6

Circulation spaces / washrooms are not accounted for in the above.
All other omitted rooms / floors are closed during Phase 2.

Internal/ External **Building Assistant** (Part-Time, Permanent)

The Simon Fraser Student Society (SFSS) is a not-for-profit organization that represents all Undergraduate Students at Simon Fraser University (SFU). The SFSS provides our members with a broad range of advocacy work, services, and events. The vision of the SFSS is realized through our support of students to reach their full potential- by providing resources and services that represent, connect and benefit our membership.

The Simon Fraser Student Society is an equal opportunity employer.

This is a part-time (up to 28 hours) permanent position and is included in the Canadian Union of Public Employees (CUPE) Local 3338-5 at a wage rate of \$15.63 per hour with additional benefits as defined in the Collective Agreement.

Description: The Building Assistant is primarily responsible for front-line delivery of membership services and the operation of the SFSS Student Union Building (SUB).

Goal: To provide consistent, effective and smooth operation of the SUB, providing the highest levels of service to the Society's membership. To ensure the day-to-day tasks of the SUB are carried out in an effective, efficient, timely, and service oriented manner, and to ensure the goals of the Student Society are met, and its policies carried out.

Working Relationship(s)/ Role in Organizational Structure: The Building Assistant(s) work closely with, takes direction from and reports to the Building Manager, President (and Operations Organizer). Building Assistants are supervised by Building Coordinators and work with other Society staff.

Duties & Responsibilities:

- Provide support to the Building Coordinators
- Provide front-line service for members in the SUB, including handling general inquiries, delivering event support, services and booking appointments as required

- Provide administrative support for SUB bookings (not tied to Student Clubs/DSUs), email management, opening and closing duties, tidying, maintaining the Society's poster boards, and other work as required
- Basic room re-sets in meeting/event rooms and spaces as required
- Ad Hoc support for all events in the Student Union Building
- Various administration tasks pertaining to the operation of the Student Union Building
- Provide input on the operations and activities of the SUB, its services and programs

Skills & Experience:

- Preference will be given to SFU undergraduate students
- Ability to work efficiently in a high-pressure, multi-tasking environment, within clear timelines
- Excellent computing skills [Microsoft Suite]
- Strong interpersonal skills
- Excellent verbal and written communications skills
- Understanding of the role of the Student Society for its membership, in terms of advocacy, representation, and the provision of services
- Ability to lift, move and carry materials in accordance with WorkSafeBC guidelines

Please send your cover letter and resume as PDF files in Collage (with link to posting). Applications must be received no later than X:XX xm (PST) on Month XXth, 2021. Hours of work may vary. Must be available to work days, evenings and weekends.

The SFSS is committed to making a sustained effort in recruiting, nominating, and supporting skilled candidates who have a commitment to equality and justice, and we encourage applications from women, Black, Indigenous, and members of racialized communities, persons with disabilities, and members of LGBTQ+, cultural, religious and linguistic communities.

We thank all who apply, but only those candidates selected for interviews will be contacted.



Maggie Benston Centre 2250
Simon Fraser University
8888 University Drive
Burnaby, BC V5A 1S6

Tel 778-782-3870
sfss.ca

Please Note: The SFSS is an independently incorporated organization working within the SFU community. This position is not an SFU staff position. For more information about the SFSS, please visit our website at: www.sfss.ca.