



UNBC RETURN TO CAMPUS TRANSITIONAL SAFETY PLAN

July 2021

Statement of Purpose

This document supports programs and departments with the return to on-campus planning to reduce the risk to the health and safety of students, faculty, and staff. The pandemic presented challenges and changes to operating processes and systems, so we are adapting during this transitional phase to prepare our students, faculty, staff, researchers, partners/contractors and facilities accordingly. This guide is applicable where UNBC owns, rents, leases property or is co-located with or teaches. UNBC is guided in its planning by directions from the Provincial Health Authority, WorkSafeBC, Ministry of Advanced Education, Skills and Training (AEST), and the Research Universities' Council of British Columbia (RUCBC). These guidelines and principles are to ensure academic and operational continuity as we transition back to on campus activities from the pandemic. UNBC is planning for a return to in-person activities on campus, in September 2021 and the Go-Forward guidelines for the post-secondary sector are our baseline for returning to in-person activities.

Guiding Principles

Our approach to on-campus working and learning is a phased-in approach to gradually return employees to campus in preparation for the fall semester. This plan is based on the following principles.

- The health and wellbeing of students, faculty, staff and researchers is paramount above all other considerations.
- UNBC will acknowledge and adjust the increase or decrease of on-campus activities in accordance with Provincial Health Officer restrictions and WorkSafeBC protocols outlined in the B.C. restart Plan.
- UNBC is committed to the continued delivery of a quality educational experience for our students regardless of the learning delivery model.
- UNBC will provide as much certainty as possible to students, faculty and staff by making and communicating decisions as early as possible with consideration to issues of accessibility, equity, diversity and inclusion in all those decisions.
- UNBC will continue to support students, faculty, staff and researchers to successfully work and study on campus, remotely and in the field as appropriate.
- UNBC may continue to use limited pre-approved alternative modes of delivery and assessment in its academic offerings.
- Remote work arrangements during the pandemic were temporary in nature so any continuance of these arrangements during the transitional period will be unit based to ensure institutional student and client service, teaching, research and operational levels are maintained.
- Research activity both on and off campus will continue to be supported to every extent possible.

These principles also apply to those employees, programs and departments that have maintained operations on site.

A Phased and Scaled Approach

Re-entry must adopt a phased and scaled approach as a gradual return keeps risk low and manageable. This guide describes a five-phase approach:

1. Safety – Confirming general safety for people within the space they will occupy.
2. Restoration of Essential Services – Enable occupants to return.
3. Communication with internal and external stakeholders.
4. Reintegration physically into the space, with new procedures.
5. Re-Opening for Business – Welcome clients / customers into the space.

Scaling the approach means that not all personnel within departments or programs will return at the same time, their re-entry will be phased over a couple of months in order to meet on-campus operations, services and instructional requirements. Deliberate, gradual re-entry can be adjusted to avoid disruption and allows time for personnel to adjust to new conditions, including returning to measures that are more restrictive should direction from the Provincial Health Officer require.

Re-opening takes time; there is no one-size-fits-all model. Therefore, a careful evaluation must be conducted prior to commencing on-site re-entry and re-opening activities. We must take our time and be deliberate about how we slowly resume on-campus operations so as not to overwhelm some service areas such as the Facilities and Information Technology departments.

Mental Health and Wellness

It is important that everyone recognize the heightened anxiety or mental health struggles our community has experienced during this pandemic. The emotional, social, physical and financial disruptions in combination with 24/7 media, fear and uncertainty surrounding this pandemic will continue to take a toll on students, faculty, staff, and researchers' well-being. As we return to on campus activities and teaching, these thoughts, feelings and conditions may worsen. Please be patient and kind. Mental health supports will be critical for everyone's health and wellbeing as part of the return to in-person activities on campus.

As we start to put the pandemic behind us, some people will be taking it slower than others, everyone will be moving forward at their own pace. Be respectful and kind as you consider other' situations and personal choices.

[Capacity to Connect](#) is a new program which provides faculty and staff at post-secondary institutions with easy access to the tools and skills needed to provide intervention and help for students who are struggling with their mental health.

The University has many resources available to you and your families, for more employee information visit [UNBC Health and Wellbeing](#) or contact the Director of Health & Wellbeing.

For student information visit [UNBC Student Wellness Centre](#). Confidential 24/7 single session counselling for registered Post-secondary students in B.C. is available through [here2talk](#).

A confidential multiple session counselling for students enrolled in Studentcare coverage is available through [EmpowerMe](#)

Step 3 - July 1, 2021 until September 2021 Semester

Daily Health Assessment – Daily self-administered health checks are still a requirement for all persons attending campus or site but this is now a personal responsibility, employees are no longer required to make their daily declaration online. Any student, faculty, staff, researcher, contractor, affiliate or visitor experiencing symptoms should stay home and not attend campus or site.

Wearing of Masks – in alignment with the B.C re-start guidelines, the wearing of non-medical masks in communal indoor space on campus is recommended for all people 12 and older who are not yet fully vaccinated. UNBC continues to endorse the public health officer recommendations in this regard. Please remember that many people may choose to continue wearing a mask even though they are fully vaccinated, this is their personal choice and we need to be kind. Masks may continue to be a requirement for some face-to-face in-person learning classes throughout the summer as per the approved exposure control plans put in place by faculty. Please be respectful when indicating to others if you would prefer them to wear a mask when meeting in your office or make alternative arrangements for those meetings.

Building Ventilation – UNBC has installed MERV 14 filtration to our air handling within campus air handling systems that exceed both WorkSafe BC and ASHRAE (American Society of Heating, Refrigeration and Air-conditioning Engineers) guidelines issued as part of the COVID-19 response.

Sanitization – Enhanced cleaning and sanitization remains in place, in particular the high touch point areas of public space. Free standing and wall mounted hand sanitization units are in place throughout campus. Hand washing and hygiene protocols continue to be actively promoted with reminder signage in place. Frequent hand washing and the cleaning of any shared tools or equipment should be continued.

Vaccination – People do not need to be vaccinated before returning to campus and proof of vaccination will not be required but UNBC strongly encourages our community members to get vaccinated. Please remember that like the wearing of masks, getting vaccinated is a personal choice and this information is confidential, so sharing becomes an individual choice and we should not be asking our community members whether they have been vaccinated.

Indoor Communal Space – in order to manage the safe flow of pedestrian traffic in hallways and gathering places such as the atriums and winter garden; directional arrows will remain in place and furniture will remain limited to discourage crowding. Barriers and screens remain in place at front line service counter and retail areas.

Events/Meeting Rooms – The majority of meetings will continue to be held virtually but smaller in-person meetings may begin. In-person meetings should be held in dedicated space adhering to maximum room occupancy limits. Employees can hold face-to-face meetings within their individual office depending on their own comfort level. Please be respectful should someone

ask you to wear a mask when meeting with them. Faculty, staff and students can book space by submitting the [Online Reservation Form](#). In accordance with the B.C. re-start steps any indoor or outdoor gatherings need to adhere to the current number restrictions and safety plan requirements.

Housing – Students and approved guest accommodation bookings are available within the residence buildings with reduced occupancy rates. Group and individual reservations will be accepted until August 15, 2021 through [Accommodation Bookings](#)

Catering and Food Services – Some food service operations are expected to open up in August. While dining facilities will not have reduced occupancy requirements within the space, not all services will be operational as they need to adhere to provincial industry requirements

- Catering services will re-open on 9th August
- Tim Hortons will re-open 23rd August
- The Agora Dining Hall will not open until 6th September

For more information please contact Food Services Director, Yazan Kanaan, at Yazan.kanaan@unbc.ca

Classroom / Lab / Theatre courses – Face-to-face classes continue throughout the summer with the approved exposure control safety plans in place, which include maximum occupancy numbers and may include the wearing of masks. All space continues to be booked with reduced occupancy requirements and physical distancing measures in place.

Field School / Research Work - Approved face-to-face field and research work continues throughout the summer with safety plans approved by research@unbc.ca and safety@unbc.ca. Canada-wide work and recreational travel are permitted with coaches and buses resuming normal occupancy, consideration for the continued wearing of masks for travel form part of the project risk assessment safety plans during this transitional period.

Contact Tracing and Notification Protocols – Northern Health is the lead agency responsible for providing notification of any exposures that occur within our community. UNBC would assist NH with communication regarding contact tracing. In order to maintain personal information privacy rights, public health will only disclose limited information about a confirmed case in our campus community if it is required to support effective contact tracing.

Employee Return to Campus Considerations

Supervisors and unit leads need to consider the work requirements and the level of service provided by their employees when bringing them back to on-campus activities. Some job requirements could continue to be performed remotely so employees may be brought back on to campus on a part time basis during this transition period so long as service and operational levels are maintained. If the operational needs of the department, program or unit can continue to be met remotely supervisors can work with their employees to extend the transitional period of returning to the workplace.

Any faculty, staff and researchers with underlying health conditions or who live with family members who are at a higher risk for serious illness should follow the formal request for accommodation process. Accommodation, including medical accommodation is based on the individual circumstances of the employee so your supervisor and/or health and wellbeing should be contacted to discuss any accommodation that may prevent you from returning to on-campus activities. Individual plans will need to be developed to ensure they are equitable and inclusive and must be determined based on the individual circumstances.

As per the amendments made to the Employment Standards Act, employees are eligible to take up to three (3) hours without loss of pay to be vaccinated against COVID-19

Human Resources (HR) – recognize that employee's may feel anxious or hesitant about returning to on campus activities and that absences may be higher due to respiratory illnesses (flu-like symptoms), ongoing self-assessment and self-isolation requirements.

COVID-19 leave: employees are eligible for up to three (3) days of paid leave under the BC Employment Standards Act if they need to stay home because of contracting COVID-19, self-isolation or quarantine requirements.

Submitting Forms: Human Resources will continue to accept documents in an electronic format. If a document requires a signature, we ask that you add an electronic signature or print/sign/scan and email the document to us. We will not be accepting email approvals.

Interviews will be scheduled for either in person or via zoom. We will not be supporting a hybrid approach (I.e. meeting room with zoom or a teleconference option).

Facilities Management Department (FM) – The FM office has moved and is now accessible in the new building to the west (uphill) of the Wintergarden.

- FM have limited capacity to reconfigure offices or install additional plexi-glass for shared workspace so supervisors should review such space ASAP.
- Keys and Access devices continue to be available at their new location with the resumption of fulltime M-F hours by 19th July

Contract and Supply Chain Management (CSCM)

Contracts will continue to be routed electronically for signature

Distribution Services (DS) – will need to update its tracking sheet for furniture and equipment removed from campus during the pandemic.

- If you are unloading at the dock any furniture or computer equipment that you took home to work remotely, please stop at the counter so DS staff note the asset information
- If you unload closer to your office, please email distributionservices@unbc.ca with the asset decal number so that we can adjust our tracking sheet
- If you are reporting information on behalf of another employee, please cross-reference their names with the asset decal numbers.

Note: Laptops do not have to be reported – only towers, monitors, printers and furniture

- **August 16, 2021** DS operating hours will return to 8:00am – 4:00pm M-F
- The outside mail run for campus buildings and the ‘downtown run’ for off campus deliveries will also resume at this time
- If offices and or departments will not be opening the week of August 16, please advise distributionservices@unbc.ca so mail delivery service can be scheduled accordingly

Financial Services – will continue to work behind closed doors but will re-open August 16 as they transition employees back to campus. In person or virtual appointments will be arranged by email request. Unless otherwise noted below, please email the specific individual you would like to meet with or if you do not know the appropriate person, please contact finance@unbc.ca.

Submitting documents: Payroll Services will continue to accept leave forms, overtime forms and timesheet documents through internal mail, in the Finance mail slot or by email to payroll@unbc.ca. Please submit by only one manner (i.e. do not send a document by email and then also send a copy by internal mail). All forms submitted electronically will require an electronic signature or print/sign/scan and email the document. We will not be accepting email approvals.

Accounts payable invoices, Cheque requisitions and MasterCard reconciliations: These documents will continue to be accepted through internal mail, in the Finance mail slot or printed directly to the Finance printer (instructions available [here](#)). Please submit by only one manner, i.e. do not send a document to the Finance printer and then also send a copy by internal mail.

Web access forms and other general forms requiring processing: Finance we will continue to accept documents through internal mail, in the Finance mail slot or by email to finance@unbc.ca. Please submit by only one manner (i.e. do not send a document by email and then also send a copy by internal mail). All forms submitted electronically will require an electronic signature or print/sign/scan and email the document. We will not be accepting email approvals.

Payroll: Requests for in person or virtual appointments may be arranged by emailing payroll@unbc.ca

Information Technology Services (ITS) – significant upgrades and changes have been made to the university IT infrastructure throughout the pandemic.

Service Desk has moved to an appointment booking system. Front counter walk up service will still be available for emergency situations. All other walk-up requests will be triaged, recorded and priority scheduled along with all other service requests in our system.

1. Service Desk Hours 8:30 – 4:00
 - a. July 5th to August 15th
 - b. External dial 250-960-5231
 - c. Internal dial 25321
 - d. Email Support@unbc.ca
 - e. [UNBC ITS Client Support Portal](#)
2. Book an appointment for Support with Client Services.
 - a. Online bookings
 - i. [Sign in to O365](#)

1. [Book an appointment](#)
 - a. Tuesday 9:45-2:30
 - b. Wednesday 9:45-2:30
 - c. Thursday 9:45-2:30
3. Self Help Knowledge base
 - a. <https://support.unbc.ca/>
 - b. Click **Knowledge Base** (along the top green bar)
 - i. Click on one of the categories for service area you're seeking.
 - ii. Or on the top of the page enter a key word or sentence for the service you're seeking.

Your Computer - All UNBC computers that were removed from campus due to COVID-19 should follow these steps:

4. Return through shipping
 - a. Shipping will ensure that the asset location information is properly tracked.

Desk Phone (and office fax) - ITS updated the phone system in May 2021 and this update provides additional features and benefits. The most common questions about the new phone system can be found at the following location:

<https://support.unbc.ca/>

Click **Knowledge Base** (along the top green bar)

Click **Phones and Voicemail** (category)

If you have any questions, click **Services** to submit a new service desk ticket.

Wi-Fi Connection - ITS updated the WIFI system in February 2021 to provide better speeds and WIFI coverage. Common questions about WIFI can be found at the following location:

<https://support.unbc.ca/>

Click **Knowledge Base** (along the top green bar)

Click **Networking & WIFI** (category)

If you have any questions, click **Services** to submit a new service desk ticket.

Student Return to Campus Considerations

Wellness Services – Wellness services have moved to new locations to better serve and centralize those services. Intakes and sessions are still being offered by virtual appointments but some walk-in/urgent appointments are still available.

- Access resource Centre has moved from the T&L building into the Library 5-157
- Counselling Services have been moved across the hall in the library building
- UNBC Health Services has now been named the **UNBC Medical Clinic** and have moved from opposite the FNC into the previous counselling services area 5-196

[KUU-US Crisis Line Society](#) is a culturally aware crisis support service available 24/7 to indigenous people in B.C.

Registrar/Admission/Advising Office – this department have been temporarily re-located into the Charles McCaffray Hall building 3-1063 while their area is under construction. In-person services continue to be available within this temporary space.

Cashiers Office – this has been relocated from Student Street into the corner opposite the security office.

- August 16, 2021 office hours will resume to 9.00am – 4.00pm
- Special or additional hours during term start-up will be coordinated and published.

Finance – will continue to work behind closed doors but will re-open August 16 as they transition employees back to campus. For student account requests for assistance, in person or virtual appointments may be arranged by emailing accountsreceivable@unbc.ca

International Office (IO) – the office will continue to work remotely with face-to-face services resuming in mid-August.

Thesis and Dissertation Defences – the office are continuing to provide services remotely.

They are currently planning for a return to in-person defences in line with the B.C. re-start plan for the fall academic semester. (This is all, of course, subject to the continued successful progression through the steps of the public health guidelines). Currently there is no plan to discontinue the remote defence option when this is warranted. The decision to hold a defence remotely (in whole or in part) will be a discussion with the student, the supervisor and the committee.

If students are planning a fall defence they need to email grad-office@unbc.ca with an estimate of their approximate planned defence time e.g. mid-October.

As a reminder, you can find deadlines for requesting a defence [online](#)

Facilities Management Department (FM) – The FM office has moved and is now accessible in the new building to the west (uphill) of the Wintergarden. Keys and Access devices continue to be available at their new location with the resumption of fulltime M-F hours by 19th July

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Step 4 - September 2021 Semester

By September 2021 COVID-19 transmission will be low, and more importantly serious infections will be uncommon. Community immunity is expected to be reached in B.C. before September 2021 with all persons over the age of 12 having had the opportunity to receive two doses of the vaccine by that time. The majority of classes and activities will be delivered in-person and on campus/site or in the field.

This semester is the final stretch of the transition back to on campus activities for the UNBC community. As per step 4 of the B.C. re-start plan, UNBC has transitioned away from COVID-19 safety plans back to institutional safety plans. The updated occupational health and safety plan includes principles surrounding communicable disease prevention which will be pertinent as we head into influenza season. While the elimination of the COVID-19 virus will not occur in the near future COVID-19 specific controls will no longer be required outside of instances of elevated risk.

Any extension of the temporary remote work arrangements for faculty, staff and researchers will have been coordinated and approved through supervisors and unit leads with human resources to ensure work plans and check-ins are developed for continued support.

Daily Health Assessment – Daily self-administered health checks continues to be a requirement for all persons attending campus or site. Any student, faculty, staff, researcher, contractor, affiliate or visitor experiencing symptoms should stay home and not attend campus or site.

Wearing of Masks – the wearing of non-medical masks around campus is a personal choice and some members of our community may choose to continue wearing one. UNBC continues to endorse the public health officer recommendations in this regard. Please remember that many people may choose to continue wearing a mask even though they are fully vaccinated, this is their personal choice and we need to be kind

Building Ventilation – UNBC has installed MERV 14 filtration to our air handling within campus air handling systems that exceed both WorkSafe BC and ASHRAE (American Society of Heating, Refrigeration and Air-conditioning Engineers) guidelines issued as part of the COVID-19 response.

Sanitization – Enhanced cleaning and sanitization remains in place, in particular the high touch point areas of public space. Hand washing and hygiene protocols continue to be actively promoted with reminder signage in place. All learning space will be cleaned daily but cleaning between classes is not required. As we will be entering influenza season the free standing hand sanitization units will remain in place throughout campus.

Vaccination – People do not need to be vaccinated before returning to campus and proof of vaccination will not be required but UNBC strongly encourages our community members to get vaccinated. Please remember that like the wearing of masks, getting vaccinated is a personal choice and this information is confidential, so sharing becomes an individual choice and we should not be asking our community members whether they have been vaccinated.

Indoor Communal Space – Some barriers and screens will remain in place at front line service counter and retail areas. Physical distancing is no longer a requirement within indoor space.

Events/Meeting Rooms – indoor and outdoor gatherings and events will continue with usual occupancy. Usual meeting expectations can resume and meeting rooms will have an increased occupancy capacity. Faculty, staff and students can book space by submitting the [Online Reservation Form](#).

Housing – residence buildings fully re-opened with normal student occupancy except for a small increase in available emergency suites.

Catering and Food Services – food service operations including the meal plan fully operational with normal occupancy. Some services such as self-serve buffet may not be will operational as Dana Hospitality adhere to provincial industry requirements. The Agora Dining Hall will open on September 6, 2021

Classroom / Lab / Theatre courses – the majority of courses will be delivered face-to-face this semester with no requirement for non-medical masks to be worn or physical distancing to be maintained within the learning space. All

Field School / Research Work – All laboratory and field work activities resume to normal operations with the wearing of non-medical masks being a personal choice and no requirement for physical distancing to be maintained. Project risk assessment plans to be approved by research@unbc.ca and safety@unbc.ca Canada-wide work and recreational travel are permitted with coaches and buses resuming normal occupancy, consideration for the continued wearing of masks for travel form part of the project risk assessment safety plans.

Contact Tracing and Notification Protocols – Northern Health is the lead agency responsible for providing notification of any exposures that occur within our community. UNBC would assist NH with communication regarding contact tracing. In order to maintain personal information privacy rights, public health will only disclose limited information about a confirmed case in our campus community if it is required to support effective contact tracing.