

COVID-19 Safe Work Plan (SWP) - Addendum

The following is a summary of the relevant changes affecting most campus SWPs in response to the PHO province-wide restrictions, in effect from November 19 to at least December 7, 2020, and to ensure SWPs are reviewed and updated in accordance with WorkSafeBC.

OHSE will update this document to reflect any new information that may be provided by the PHO, as the provincial situation is constantly evolving. This Addendum is current as of **November 27, 2020**.

Instructions for units and supervisors:

1. Attach this Addendum to your existing SWP, share it with everyone on your team and re-post a hardcopy in your work or learning area.
2. Also, take this opportunity to review your SWP to ensure it is up-to-date with any other safety protocols that may be unique to your area. If you need to make revisions, follow the process for [SWP amendments](#) and contact your [assigned OHSE Consultant](#) for support or if any questions.
3. If your plan does not require any changes beyond the information in this Addendum, you do not need to amend your plan other than to follow the directions in Step 1, above.

1. Daily Health Checks

Supervisors should remind their teams to continue to conduct daily self-assessments for [symptoms of COVID-19](#), and are required to implement a process to confirm and record that every employee completes a health check daily before entering the workplace. Visit the [OHSE website](#) for guidance.

Individuals should not come to campus if they have:

- any symptoms of COVID-19
- travelled outside of Canada within the last 14 days
- been identified by Public Health as a close contact of someone with COVID-19
- been told to self-isolate by Public Health

2. Masks

As outlined in the mask mandate order, it is now a legal requirement to wear a mask in [public indoor settings](#). A face shield is not a substitute for a mask as it has an opening below the mouth.

In classrooms, study spaces, and office settings, please wear a mask when entering/exiting and keep a mask on when away from the designated seat or workstation. Visit the [OHSE website](#) for more details.

There are exemptions for:

- People with health conditions or with physical, cognitive or mental impairments who cannot wear one
- People who cannot remove a mask on their own
- Children under the age of 12

Supervisors are asked to bring this new requirement to the attention of all people on their team or entering their work areas. New [mask signage](#) is available for download and posting by units in their areas.

3. Specific Areas

Offices, Common Areas & Meetings

Those working on-campus can continue do so, and follow the established protocols in your SWP. Units should continue maintain the existing flexible approach to on-campus and remote working, but not increase the number of staff returning to campus at this time.

Units should check their break rooms, lunch rooms, kitchens, small shared office spaces, and other similar common areas to ensure that maximum occupancy levels continue to support physical distancing, all signage is up-to-date, and individuals are not gathering or socializing in those areas.

It is recommended that virtual meetings be held as much as possible. If it is necessary to meet in-person, continue to observe the safety protocols established for the meeting room, including physical distancing, cleaning, and maximum occupancies. In addition, ensure you are wearing a mask anytime you are away from your seat in the meeting room.

Recreation/Athletic Centres

Certain high risk indoor group physical activities are suspended until further notice, including spin classes, hot yoga, and High Intensity Interval Training (HIIT). Other indoor group physical activities are temporarily suspended until new guidance is developed including gymnastics, dance studios, martial arts, yoga, pilates, strength and conditioning, and cheerleading. Masks are required at all times except when working out.

Games, competitions and practices for sports teams can continue with no spectators. Travel is prohibited for teams outside of their community except for high performance athletes.

While some group activities have been temporarily affected, CARSA remains open to students, employees and the public for a wide variety of [programs](#).

Food Service Outlets

Masks required at all times except when seated at a table, and events are not permitted. There can only be a maximum of 6 people at a table and no moving between tables.

Worship Services

In-person religious gatherings and worship services are suspended until further notice.

Events and Gatherings

All events and gatherings as defined in the [PHO Order – Gatherings and Events](#) are suspended until further notice. This includes both indoor and outdoor events; community-based music and theatre performances; and movie viewings in cinemas.

Travel

At this time, all non-essential travel should be avoided. This includes travel into and out of B.C. and between regions of the province. Travel for work or educational activities is generally considered essential. However, if your SWP has a travel component you should first check with your supervisor (ie. Chair/Director, Dean, AVP) to ensure that it is supported and approved before making plans.