COVID-19 Safe Work Plan (SWP) - Addendum

The following is a summary of the relevant changes affecting most campus SWPs in response to the updated Workplace and Post-Secondary Institution Safety Order. The information below replaces the previous Addendum of Feb 8, 2021, which addressed the PHO province-wide restrictions, and will ensure campus 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 May 11, 2021 and remains in effect until further notice.

The key changes from the previous update of April 27, 2021 are highlighted.

Instructions for units, supervisors, researchers and instructors:

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. Please do not upload this document to your online SWP.
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 new or worsening 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 EPA mask mandate order, and the Workplace and Post-Secondary Institution Safety order, it is a legal requirement to wear a mask in indoor common areas and classrooms as specified below:

Indoor Common Areas
- Everyone must wear a mask at all times in indoor common areas.
- Common areas include: elevators, lobbies, hallways, stairwells, bathrooms, break rooms, kitchens, and fitness facilities; but do not include indoor areas in which employees work (e.g. office areas and meeting rooms).
Classrooms (includes all in-person learning facilities, study spaces, and research labs and facilities)

- Students must wear a mask at all times in a classroom, including when seated in a designated seat or workstation.
- Faculty and staff must wear a mask when entering/exiting the classroom, and whenever it is specified according to their existing in-person (f2f) or research safe work plan.

Mask exemptions exist for both common area and classroom environments. Visit the OHSE website for the full list. Note: a face shield is not a substitute for a mask as it has an opening below the mouth.

Supervisors, instructors and researchers are asked to bring these requirement to the attention of their students, faculty and staff, as appropriate.

Two new COVID-19 Mask signs are available for download and posting by units and supervisors at entrances to unit-managed classrooms, specialized in-person learning facilities (e.g. teaching/computing labs, art studios, music or theatre facilities), and research labs and facilities. Please visit the [OHSE signage webpage](#) for more information and instructions.

Note: OHSE has posted new mask signage at all centrally-booked classrooms that are currently available for in-person courses.

3. Offices, Common Areas, Meetings
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. **As a reminder masks must be worn when entering/exiting a meeting room, but may be removed when seated in a physically-distanced designated seat.**

4. Remote Working
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. Supervisors and leaders may approve further remote work over the next few weeks for staff members under their supervision whose work can be performed remotely without impacting current on-campus service levels or operations.