



Haida Gwaii Institute COVID-19 Workspace Safety Plan

This plan requires the review of the operational activities in your workspace to ensure effective controls are in place to prevent the transmission of COVID-19. Management and supervisory staff are responsible for developing and updating this document to meet current government mandated requirements.

<https://covid19.ubc.ca/>

Department / Faculty	<u>Haida Gwaii Institute</u>
Facility Location	<u>Skidegate and Masset, BC</u>
Proposed Re-opening Date	<u> </u>
Workspace Location	<u>Haida Heritage Centre and North Beach Surf Shop</u>

Introduction to Your Operation

1. Scope and Rationale for Opening

Describe what service and activity types/levels you are requesting to open by facility and date.

What is your rationale for opening?

Who has vetted and approved your draft plan within your department or faculty?

Briefly describe what services you intend to offer. How would the service levels differ from normal operations, and describe the phasing, if you would have different levels of ramp-up.

This “Child Plan” for the Haida Gwaii Institute (HGI) follows all the Federal, Provincial, Council of the Haida Nation, and UBC specific COVID-19 guidelines. The plan is based on the Faculty of Forestry’s Workspace Safety Plan (Parent Plan). The plan does not include guidelines which have been already covered in the parent plan. This plan will have been approved by the Dean of UBC Forestry.

HGI is a community-based education and research organization that is located on Haida Gwaii but based structurally within the Faculty of Forestry. HGI currently leases office space in two buildings, the Haida Heritage Centre (HHC) and the North Beach Surf Shop (NBSS). At the HHC we lease offices 602, 603, 604, and 605. At the NBSS we have one office that is accessed through a side door at the back of the building. We do not have a classroom at this time.

For UBC Academic Terms Winter Term 1 and 2 HGI will be offering online undergraduate and professional development programming, there will be no in-person/face to face programming on Haida Gwaii. In regards to other activities occurring now over Summer Term 2020, Winter Term 1 and 2, HGI will be involved in: creating content for online courses, such as filming in the community and in natural landscapes, as well as interviewing and video recording community members and instructors; and interviewing locals, and those from off-island, for research purposes.

Section #1 – Regulatory Context



<p>2. Federal Guidance</p> <p><i>List any specific federal COVID-19 regulatory guidance used in developing the plan</i></p> <ul style="list-style-type: none"> • Government of Canada: “Hard-surface disinfectants and hand sanitizers (COVID-19): List of disinfectants with evidence for use against COVID-19” • Council of the Haida Nation State of Emergency
<p>3. Provincial and Sector-Specific Guidance</p> <p><i>List any sector-specific provincial COVID-19 regulatory guidance used in developing the plan</i></p> <ul style="list-style-type: none"> • BC’s Restart Plan: “Next Steps to move BC through the pandemic”
<p>4. Worksafe BC Guidance</p> <p><i>List any WorkSafeBC COVID-19 regulatory guidance used in developing the plan</i></p> <ul style="list-style-type: none"> • COVID-19 and returning to safe operation – Phase 2 • Worksafe COVID-19 Safety Plan • Worksafe: Designing Effective Barriers • Worksafe: Entry Check for Workers • Worksafe: Entry Check for Visitors
<p>5. UBC Guidance</p> <p><i>List any specific UBC COVID-19 guidance tools used in developing the plan</i></p> <ul style="list-style-type: none"> • UBC Employee COVID-19 PPE Guidance • Ordering Critical Personal Protective Equipment • Building Operations COVID-19 website - Service Level Information
<p>6. Professional/Industry Associations</p> <ul style="list-style-type: none"> • Haida Heritage Centre COVID-19 Safety Plan • North Beach Surf Shop COVID-19 Safety Plan

Section #2 - Risk Assessment

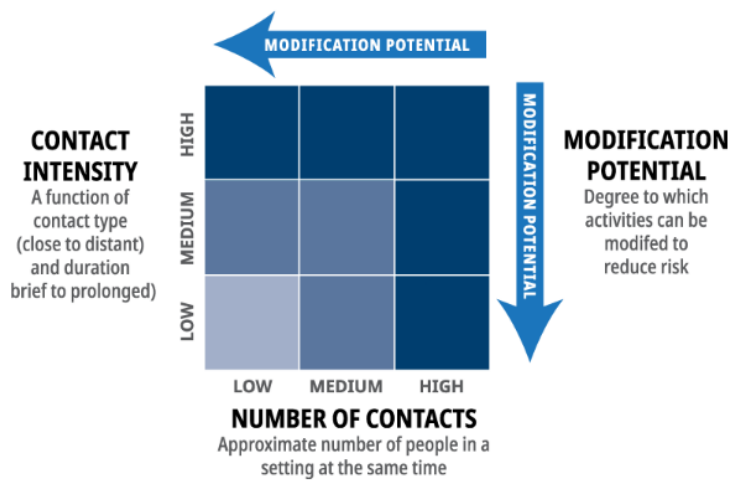
As an employer, UBC has been working diligently to follow the guidance of federal and provincial authorities in implementing risk mitigation measures to keep the risk of exposure as low as reasonably achievable. This is most evident in the essential service areas that have remained open on campus to support the institution through these unprecedented times. These areas have been very active with respect to identifying and mitigating risks, and further re-evaluating the controls in place using the following risk assessment process.



Prior to opening or increasing staff levels:

Where your organization belongs to a sector that is permitted to open, but specific guidance as to activities under that sector are lacking, you can use the following risk assessment approach to determine activity level risk by identifying both your organization's or activity's contact intensity and contact number, as defined below:

1. What is the contact intensity in your setting pre-mitigation – the type of contact (close/distant) and duration of contact (brief/prolonged)?
2. What is the number of contacts in your setting – the number of people present in the setting at the same time? As a result of the mass gatherings order, over 50 will fall into the high risk.



One or more steps under the following controls can be taken to further reduce the risk, including:

- Physical distancing measures – measures to reduce the density of people
- Engineering controls – physical barriers (like Plexiglas or stanchions to delineate space) or increased ventilation
- Administrative controls – clear rules and guidelines
- Personal protective equipment – like the use of respiratory protection



7. Contact Density (proposed COVID-19 Operations)

Describe the type of contact (close/distant) and duration of the contact (brief/prolonged) under COVID operations - where do people congregate; what job tasks require close proximity; what surfaces are touched often; what tools, machinery, and equipment do people come into contact with during work

- *Staff, and service providers and guests of HGI (such as but not limited to local instructors and community educators) working from the offices at the HHC will require they access a shared entrance to the HHC with other tenants of the HHC, as well as a shared bathroom and shared kitchen/xerox machine room. This could be both close and distant; and duration of the contact would be brief. HHC has confirmed a disinfecting station at the front door entrance.*
- *Staff, and service providers and guests of HGI from the office at NBSS will require they access a shared entrance to the NBSS offices with other tenants of the NBSS office, as well as a shared bathroom. This could be both close and distant; and duration of the contact would be brief.*
- *For the development and implementation of online courses,*
 - *staff may need to work with service providers and guests of HGI to create or set up online content in both outdoor and indoor environments. This could be both close and distant; and duration of the contact could be up to 2 hours.*
 - *Service providers and guests of HGI may request use of a HGI office, and may also interact with HGI staff at that time. This could be both close and distant; and duration of the contact could be up to 2 hours*
- *For surfaces, tools, machinery and other equipment that staff, service providers and guests of HGI determine as items that come into contact with a number of people during their work, HGI will set up a disinfecting station at each identified item for staff and guests of HGI to disinfect before and after use.*

8. Contact Number (proposed COVID-19 Operations)

Describe the number of contacts in your proposed COVID-19 operational setting (# of people present in setting at same time)

- *At the HGI offices at the HHC, the number of staff, service providers and guests of HGI who would be present at one time would be 4 people. Other tenants and staff of the HHC, may vary from 1 or more people.*
- *At the HGI office at the NBSS, the number of staff, service providers and guests of HGI present at one time would be 2 people. Other tenants and staff of NBSS will be 2 people.*
- *In outdoor settings, the number of staff, service providers and guests of HGI may vary but are required to maintain a physical distance of 2 metres/6 feet.*

At outdoor field sites...

9. Employee Input/Involvement

Detail how you have met the MANDATORY requirement to involve frontline workers, Joint Occupational Health and Safety Committees, and Supervisors in identifying risks and protocols as part of this plan

- *The proposed HGI Safety Plan will have been presented to HGI staff, members of the FOF JOHSC; with final approval from the Dean.*



10. Worker Health

Detail how all workers have been notified on appropriate Workplace Health measures and support available and how they will communicate these to employees

- All staff are required to complete the mandatory training module, [Preventing COVID-19 Infection in the Workplace training](#). It is accessible through the Workplace Learning (WPL) platform. To complete the training you must enroll in the course after logging in with your CWL.
- All service providers and guests of HGI who will interact with HGI staff and/or use HGI workspace will be required to review the HGI's COVID-19 Health & Safety Plan and its associated Appendix, and confirm in writing or by email that they have reviewed it prior to accessing HGI workplace at HHC and NBSS premises, and prior to any engagement with HGI staff in outdoor settings.
- Check-ins and supports will also be available via weekly meetings; and when staff interact with guests of HGI.
- Information at: <https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive> will be widely distributed in the UBC FOF e-weekly newsletter.

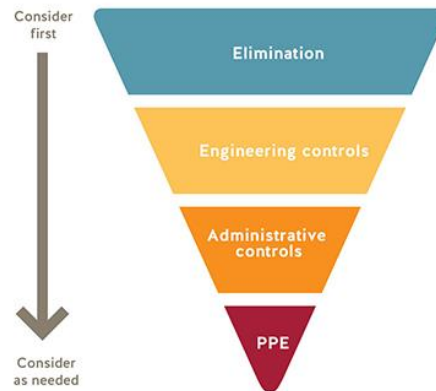
11. Plan Publication

Describe how you will publish your plan ONLINE and post in HARD COPY at your workplace for employees and for others that may need to attend site

- HGI's COVID-19 Health & Safety Plan will be posted on the FOF and HGI website, and in hardcopy where appropriate. It will also be disseminated by email to staff, service providers and guests of HGI and HGI Dean's Advisory Council.
- Once approved by the Dean, the HGI Safety Plan will be shared in the FOF JOHSC's sharepoint and HGI's OneDrive/MS Teams.

Section #3 – Hazard Elimination or Physical Distancing

Coronavirus is transmitted through contaminated droplets that are spread by coughing or sneezing, or by contact with contaminated hands, surfaces or objects. UBC's goal is to minimize COVID-19 transmission by following the safety hierarchy of controls in eliminating this risk, as below.



The following general practices shall be applied for all UBC buildings and workspaces:

- Where possible, workers are instructed to work from home.
- Anybody who has travelled internationally, been in contact with a clinically confirmed case of COVID-19 or is experiencing “flu like” symptoms must stay at home.
- All staff are aware that they must maintain a physical distance of at least 2 meters from each other at all times
- Do not touch your eyes/nose/mouth with unwashed hands
- When you sneeze or cough, cover your mouth and nose with a disposable tissue or the crease of your elbow, and then wash your hands
- All staff are aware of proper handwashing and sanitizing procedures for their workspace
- Supervisors and managers must ensure large events/gatherings (> 50 people in a single space) are avoided
- Management must ensure that all workers have access to dedicated onsite supervision at all times. ~~This will be important to note for scheduling if we will need staff present with community educators in our office spaces.~~
- All staff wearing non-medical masks are aware of the risks and limitations of the face covering they have chosen to wear or have been provided to protect against the transmission of COVID-19. See [SRS](#) website for further information.

12. Work from Home/Remote Work

Detail how/which workers can/will continue to work from home (WFH); this is required where it is feasible

- *See Appendix A*
- *In order to reduce the number of people at our shared workplaces at the HHC and NBSS, we continue to implement virtual meetings, rescheduling work tasks and no customer/internal client interaction at the workplace.*



13. Work Schedule Changes/Creation of Work Pods or Crews or Cohorts

For those required/wanting to resume work at UBC, detail how you are able to rescheduling of workers (e.g. shifted start/end times) in order to limit contact intensity; describe how you may group employees semi-permanently to limit exposure, where necessary

- *At the HHC:*
 - *HGI has four offices at HHC, and currently has 3 full time staff and 1 part time staff working from those offices. Each staff member will be working in an office to themselves. The office of the part time staff person may also be used by guests of HGI on the days that staff person is not working, or using that office...*
- *At the NBSS:*
 - *HGI has one office at NBSS, and currently has 1 full time staff from that office. Due to the large size of this office, it is possible for another person to be in this space and be physically distant by 2 metres/6 feet. Should a staff member chose to share that space with a guest of HGI while maintaining physical distance, it is recommended to limit the amount of time together in that office, as well as requiring both individuals to wear a mask.*

14. Spatial Analysis: Occupancy limits, floor space, and traffic flows

Describe or use UBC building keyplans (or do both, where appropriate) to identify and list the rooms and maximum occupancy for each workspace/area, explaining your methodology for determining occupancy

- *You are required to wear a mask when entering HHC and NBSS premises.*
- *Please follow the instructions that HHC has placed as you enter the bulding through the main doors. buildings through their main entrances you are required to wear a mask*
- *When walking in hallways at HHC and NBSS, practice walking on the right, and if these hallways are less than 2 metres/6 feet wise yield to oncoming traffic.*
- *The offices in HHC are:*
 - *602, 603, 604 and 605, and the occupancy limit for each office is 1 person.*
 - *Occupancy limits have been decided from the area of the office space and the need for individuals to be physically distanced by minimum 2 metres (6 feet away).*
- *The office in the NBSS has an occupancy limit of 2 person.*
 - *Occupancy limits have been decided from the area of the office space and the need for individuals to be physically distanced by minimum 2 metres (6 feet away).*

15. Accommodations to maintain 2 metre distance

Please detail what accommodations/changes you have made to ensure employees can successfully follow the rule of distancing at least 2 metres from another employee while working

- *There will only be one staff member in each of HGI's offices*
- *Shared coffee pot, kettle and fridge in at the office 602 at HHC can only be used by the individual using office 602.*
- *Details on COVID 19 Safety Procedures in shared spaces at the HHC and NBSS will be provided by management of HHC and NBSS to follow, but in general staff should not pass people in*



hallways or doorways, or be in shared spaces, if a 2m/6ft distance from each person cannot be maintained.

- In outdoor settings we have stated earlier in this document that the staff(s) and guest(s) of HGI must maintain a physical distance of 2 metres, and for precautionary reasons recommended they also wear masks.

16. Transportation

Detail how you are able to (or not) apply UBC's COVID-19 vehicle usage guidelines to the proposed operational model - if you cannot apply these guidelines, please describe alternative control measures

- Although the bus HGI has will not be used over Winter Term 1 and Term 2, SRS' COVID-19 guidance on UBC vehicle use has been reviewed. Only one person will be permitted per vehicle in accordance with this guidance.
- For work travel locally on Haida Gwaii using a personal vehicle, only one staff person should be in the vehicle to maintain the a 2m/6ft physical distance. No local instructors or community educators should be in the vehicle with the staff person.

17. Worker Screening

Describe how you will screen workers: 1) exhibiting symptoms of the common cold, influenza or gastrointestinal; 2) to ensure self-isolation if returning to Canada from international travel; and 3) to ensure self-isolation if clinical or confirmed COVID-19 case in household or as medically advised

- Before coming to any HGI office, staff and guests of HGI must check their health status. Those experiencing any symptoms of COVID-19 (cough, sneezing, shortness of breath, loss of sense of smell/taste, sore throat, tiredness, fever) must not come to the HGI offices.
- Individuals displaying symptoms of COVID-19 (described above) must remain at home and isolated until they have been confirmed COVID-free by testing or have been symptom free for the length of time recommended by the BCCDC and the Council of the Haida Nation. Individuals who have been in contact with a person confirmed or presumed to have COVID-19 must also self-isolate as per provincial health and Council of the Haida Nation guidelines. Personnel will be referred to the [BC Health Self-Assessment Tool](#) to determine if they require testing and/or medical care.
- Anyone returning from off-islands and outside of Canada must follow the directions of the Quarantine Act and the Council of the Haida Nation, which specifies 14 days of self-isolation, regardless of whether or not they are experiencing COVID-19 symptoms. Anyone exposed to a traveler must also self-isolate for 14 days.
- Workers will be encouraged to use the BC Self-Assessment Tool to monitor themselves for symptoms of COVID-19 or other concerns prior to work attendance.

18. Prohibited Worker Tracking

Describe how you will track and communicate with workers who meet categories above for worker screenings



- *Staff or service provider who cannot attend work due to one or more of the three categories of restriction (as defined by WorkSafeBC COVID-19) will be tracked thru our internal tracking system*
- *Any staff or service provider who is designated to self-isolate as a consequence of Section 17 will inform the Director by email and make alternative arrangements as is appropriate.*
- *The Director is responsible in directing their staff and service providers to available resources and support. This may be done through their weekly check-ins; email; 1:1 virtual meetings.*

Section #4 – Engineering Controls

19. Cleaning and Hygiene

Detail your cleaning and hygiene plan, including identification for hand-washing stations and the cleaning regimen required to be completed by your departmental staff (i.e. non-Building Operations) for common areas/surfaces

- *Cleaning standard for shared spaces in the NBSS has been outlined in their respective COVID-19 Safety Plans, which is found in the Appendix.*
- *At the time of this plan, HGI had not received HHC. Suggested protocol below is that from HGI until HHC COVID-19 Safety Plans have been shared.*
- *A COVID-19 Station will be maintained by the HGI JOSH representative's (Finance and Administration Manager's) in office 602, and in the NBSS office in coordination with the Indigenous and Community Initiatives Manager; with emergency and health information, and the HGI's Health and Safety Plan clearly posted. Each station will provide PPE (non-medical masks, gloves), Health Canada-authorized hand sanitizer, appropriate disinfectant spray and/or wipes, paper towel and tissues. HGI will explore additional health and safety measures if deemed appropriate.*
- *Work areas- Keeping HGI offices safe and clean is a shared responsibility.*
 - *Offices: Personal offices will be the responsibility of each staff member. They should be cleaned a frequency of once every two weeks, as stated in FOF Safety Plan (parent plan)*
 - *Workstations: Personal desktops and personal items will also be the responsibility of staff members to clean. High touch keyboard, mice, printer should be regularly wiped down before and after use. We encourage individuals to clean these items regularly.*
 - *Washrooms: At the HHC, we are to use the washrooms closest to the Carving shed and canoes. At both HHC and NBSS washrooms, users are recommended to clean before and after use. HHC has stated cleaning supplies will be provided in the washroom; NBSS has not confirmed, but HGI again will have cleaning supplies in its NBSS office.*
 - *Xerox/sink and fridge room at HHC: While HGI staff are prohibited in using the fridge, microwave, coffee pot and glassware in this shared room, should HGI staff need access to the sink or the Xerox machine they are required to clean this area before and after use.*



20. Equipment Removal/Sanitation

Detail your appropriate removal of unnecessary tools/equipment/access to areas and/or adequate sanitation for items that must be shared that may elevate risk of transmission, such as coffee makers, kettles, shared dishes and utensils

- *Fridges, microwaves, coffeemakers, kettles in shared spaces at the HHC and NBSS may not be used for food storage, preparation, or cleanup to avoid viral transmission through surfaces.*
- *Fridge, coffeemaker and kettle in office 602 at HHC can only be used by the staff member in that office.*
- *Whenever possible, occupants are encouraged to bring food that is properly contained and ready to eat without the need for refrigeration, heating and or preparation.*
- *High touch keyboard, mice, printer should be wiped regularly with disinfectant. Supplies will be made available by HGI JOSHC representative so that this disinfection can be done by users.*
- *All laptops taken home and brought back to the office should be wiped down by its user with disinfectant upon arrival and at departure.*

21. Partitions or Plexiglass installation

Describe any inclusion of physical barriers to be used at public-facing or point-of-service areas

- *N/A*

Section #5 – Administrative Controls

22. Communication Strategy for Employees

Describe how you have or will communicate the risk of exposure to COVID-19 in the workplace to your employee, the conduct expectations for the employee's physical return to work around personal hygiene (including use of non-medical masks), the familiarization to contents of this plan, including how employees may raise concerns and how you will address these, and how you will document all of this information exchange

- *Communication of the Plan to HGI Staff:*
 - *The plan will be communicated to HGI staff both through email and through discussion at a weekly team meeting; and will continue to be discussed at each weekly team meeting. The roles and responsibilities of the employees will be reviewed with them.*
- *Communication of plan to service providers of HGI:*
 - *The plan will be communicated to service providers of HGI (such as local instructors and community educators) by the HGI staff who will be working directly with them through email and/or through a discussion with them by phone/video call. A copy of the plan will be given to them by email or as hard copy. The roles and responsibilities of the service provider will be reviewed with them.*



- *Communication of HGI Workers Concerns to HGI*
 - *When a HGI staff are concerned about any of these policies, they should*
 - *follow the standard WorkSafeBC reporting guidelines (see [Right to Refuse Unsafe Work](#)) and/or follow the flowchart from UBC here [UBC Refusal of Unsafe Work](#).*
 - *may contact the worker representative of the FOF JOHSC to express their concerns.*
 - *When a service provider of HGI is concerned about any of these policies, they are asked to communicate that concern immediately to the HGI staff they are working directly with, who will work with them to resolve the concern. The Director may be required to advise.*

23. Training Strategy for Employees

Detail how you will mandate, track and confirm that all employees successfully complete the [Preventing COVID-19 Infection in the Workplace](#) online training; further detail how you will confirm employee orientation to your specific safety plan

- *All HGI staff are required to complete UBC’s ‘Preventing COVID-19 Infection in the Workplace’ online training module. The Director will be responsible for tracking staff completion.*
- *All service providers of HGI will be required to review and confirm this HGI Safety (child) Plan.*
- *All staff will be required to review and confirm they have reviewed Faculty of Forestry Safety (parent) plan.*
- *All staff will be required to review and confirm they have reviewed HHC Safety Plan and the NBSS Safety Plan.*
- *All staff and service providers of HGI will be required to review and confirm they have reviewed the [CHN State of Emergency Plan](#).*

24. Signage

Detail the type of signage you will utilize and how it will be placed (e.g. floor decals denoting one-way walkways and doors)

- *Each HGI office will have signage on maximum occupancy limits.*
- *Please refer to the HHC Safety Plan and the NBSS Safety Plan for other signage in shared spaces.*

25. Emergency Procedures

Recognizing limitations on staffing that may affect execution of emergency procedures, detail your strategy to amend your emergency response plan procedures during COVID-19. Also describe your approach to handling potential COVID-19 incidents

- *Following the Council of the Haida Nation Haida Gwaii State of Emergency, for individuals presenting COVID-19-like symptoms, the direction to:*



- *staff is to call Northern Health’s Online Clinic at 1-844-645-7811. Suspected positive incidents of staff and local instructors are to be reported to the Director and documented by the Director in CAIRS as well as by emailing ready.ubc@ubc.ca.*
- *service providers are to call Northern Health’s Online Clinic at 1-844-645-7811. Should a service provider have been in close proximity to staff or been on the premises of HHC or NBSS, suspected positive incidents are to be reported to the Director to document. Suspected positive incidents are to be reported to the Director to document.*
- *Non-local service providers are to call their respective healthy system. Suspected positive incidents are to be reported to the Director to document.*
- *Community educators are to call Northern Health’s Online Clinic at 1-844-645-7811.*
- *UBC COVID-19 exposure information can be found on the [UBC Safety and Risk Service’s webpage](#).*
- *As stated in the CHN Haida Gwaii State of Emergency, to protect Haida Gwaii, anyone who tests positive for COVID-19 is encouraged to self-report to Public Health officials.*
- *People who are unsure about what they should do are being directed to the BC Self Assessment tool and to [CHN Haida Gwaii State of Emergency](#).*

26. Monitoring/Updating COVID-19 Safety Plan

Describe how monitor your workplace and update your plans as needed; detail how employees can raise safety concerns (e.g. via the JOHSC or Supervisor) - plan must remain valid and updated for next 12-18 months

- *With offices both at the HHC and NBSS, the responsibility to monitor the workplace will be:*
 - *the HGI JOSHC representative (Finance and Administration Manager), at the offices at HHC.*
 - *the Indigenous and Community Initiatives Manager in collaboration with the HGI JOSHC representative at the office at NBSS.*
- *The HGI JOSHC representative and the Indigenous and Community Initiatives Manager will meet monthly to discuss whether there are additional COVID-19 safety concerns, and if changes/revisions are needed for the plan. This will then be communicated to the Director, and to HGI staff team at an upcoming weekly staff meeting.*
- *Staff feedback and concerns on this plan can be sent directly to the Director or to HGI JOSHC representative.*
- *Instructor and community educator feedback on this plan can be communicated directly to the Director or to the HGI JOSHC representative.*

27. Addressing Risks from Previous Closure

Describe how you will address the following since the closure: staff changes/turnover; worker roles change; any new necessary training (e.g. new protocols); and training on new equipment

- *One staff role was modified in order to support the pivot to online course development and implementation.*
- *While staff previous to COVID-19 did interact with service providers of HGI , with the shift to online learning staff may interact with service providers for video recording and live synchronous streaming purposes.*



- *Staff will be encouraged to interact with these individuals in outdoor settings, and while physical distancing of 2 metres should always be maintained, for precautionary reasons we strongly suggest masks be worn at all times.*
- *When the interaction between staff and a service provider must occur indoors, physical distancing requirements should be followed and a mask should be worn at all times.*

Section #6 – Personal Protective Equipment (PPE)

28. Personal Protective Equipment

Describe what appropriate PPE you will utilize and how you will/continue to procure the PPE

- *Masks have a role to play in preventing the spread of COVID-19, and HGI encourages use of facemasks to help protect those around you. Masks should be worn indoors in shared spaces, and when an office is being shared between two staff and/or service provider in an office that allows more than one occupant.*
- *Masks act as a barrier and help stop the spread of droplets from a person’s mouth and nose when talking, laughing, yelling, singing, coughing, or sneezing.*
- *Wearing a mask should be combined with other important preventative measures such as frequent hand washing and physical distancing. Using only a mask is not enough to prevent the spread of COVID-19. See UBC Employee COVID-19 PPE Guidance*
- *Staff will be expected to have their own personal PPE but HGI will also maintain a supply of facemasks for precautionary and proactive rationale, such as if a service provider or guest of HGI does not have one.*

Section #7 - Acknowledgement

29. Acknowledgement

Plan must demonstrate approval by Administrative Head of Unit, confirming: 1) the Safety Plan will be shared with staff and how; 2) staff will acknowledged receipt and will comply with the Safety Plan.

I acknowledge that this Safety Plan has been shared with staff both through email and will be made available as a shared document. Staff can either provide a signature or email confirmation that they have received, read and understood the contents of the plan.

Date _____

Name _____

Title _____



Faculty and Staff Occupying Workspace

Name	Email	Confirmation of Understanding
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Appendix A

Haida Gwaii Institute COVID-19 Work Location Policy August 2020 to April 2021

This document is to outline HGI's policy regarding work locations and environments from August 2020 to April 2021.

At the Haida Heritage Centre (HHC), HGI currently leases four offices: 602, 603, 604 and 605; and has three full time staff working out of the HHC. At the North Beach Surf Shop (NBSS), HGI currently leases one office near the side entrance to the building and has one full time staff working out of that respective office. At both HHC and NBSS, there are other tenants and staff. Cleaning material, and PPE should it be needed, will be provided by HHC, NBSS and/or HGI for staff to clean shared spaces prior to and after use, as well as their personal offices and equipment. Following the HGI COVID-19 Work Safety Policy, staff should always maintain a 2 metres/6 feet physical distance from HGI staff, and HHC and NBSS staff and tenants.

This office arrangement and following the HGI COVID-19 Safety Plan, HGI staff are able to maintain a minimal and/or distant contact with one another, and other HHC and NBSS tenants and staff, at their respective HGI offices. Therefore, HGI offices at HHC and NBSS are open for HGI staff to work from. If a HGI staff member would prefer to continue to work from home between August 2020 and April 2021, rather than working from their respective office please contact the HGI Director to discuss.