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PURPOSE

Great Northern Way Campus Ltd. (GNW Trust) and The Centre for Digital Media (CDM) is committed to the responsible resumption of on-campus activities, based on guidance of the Provincial Health Officer (PHO), WorkSafe BC, SFU FCAT and CDM’s ability to provide support for safe operational practices.

Activities include varied in-class and in person collaboration between students, staff and faculty.

This document outlines the principles and instructions to ensure a safe resumption of work and academic activities. This document does not guide the activities of private commercial tenants who occupy leased office space within the CDM building 577 Great Northern Way.

ABOUT THE CENTRE FOR DIGITAL MEDIA

The Centre for Digital Media (CDM) is located on Great Northern Way Campus, and houses the Master of Digital Media program. CDM is also home to industry studios, and hosts a variety of industry and professional development events. Academic spaces are primarily contained within the Centre for Digital Media building at 685 Great Northern Way with secondary spaces located in the adjacent building at 577 Great Northern Way.
CDM 685

The 685 building is a four storey, 50,000 sf mixed use building with academic space on the ground floor and three storeys of student housing above. The ground floor is home to the MDM program and contains classrooms, project rooms, informal learning spaces, staff and faculty offices, and a common kitchen and lobby area.

<table>
<thead>
<tr>
<th>SPACE</th>
<th>SIZE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom A</td>
<td>1,053 sf</td>
<td>The 2 classrooms are media enabled with full audio and video support wired in. Each classroom has four writable walls and they can be combined into one large classroom to increase capacity for larger audiences.</td>
</tr>
<tr>
<td>Classroom B</td>
<td>982 sf</td>
<td>Project rooms serve as meeting and collaboration spaces for student project teams. Each project team is assigned a project room which is theirs for the year. The rooms contain a table and chairs, whiteboard, and display monitor for presentations.</td>
</tr>
<tr>
<td>Project Rooms (x11)</td>
<td>180-196 sf</td>
<td></td>
</tr>
<tr>
<td>Student Lounge Areas (x2)</td>
<td>527 sf and 294 sf</td>
<td>The two student lounge areas are located adjacent to the project rooms and are a shared space with seating for students to socialize or study.</td>
</tr>
<tr>
<td>Audio Editing/Recording Room</td>
<td>163 sf</td>
<td>This space contains audio recording and editing equipment for student use.</td>
</tr>
<tr>
<td>Staff and Faculty Offices (x9)</td>
<td>96 – 102 sf</td>
<td>The offices are occupied by individual staff and faculty members of the MDM program.</td>
</tr>
<tr>
<td>Staff workstations (x5)</td>
<td>663 sf</td>
<td>Five open workstations for staff are located in a 663 sf area on the east side of the building.</td>
</tr>
</tbody>
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CDM 577

The 577 building is a two storey 40,000 sf building that contains academic space for the MDM program and market office space managed by the GNW Trust. Academic spaces consist of the Hangar, project rooms, a computer lab, and faculty offices, all of which are located on the first floor.

<table>
<thead>
<tr>
<th>SPACE</th>
<th>SIZE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Hangar</td>
<td>5,407 sf</td>
<td>The Hangar is a multi-purpose event and production space with a mezzanine and a green screen for student use.</td>
</tr>
<tr>
<td>Unit 130</td>
<td>1,775 sf</td>
<td>Unit 130 contains offices used by student project teams as well as a common area and small kitchen.</td>
</tr>
<tr>
<td>Computer Lab</td>
<td>557 sf</td>
<td>The computer lab is an instructional space used for workshops and drop-in student use. It contains 19 computer stations.</td>
</tr>
<tr>
<td>Faculty Offices (x5)</td>
<td>75 – 154 sf</td>
<td>The Faculty offices are located along a shared hallway and are occupied by individual faculty members of the MDM program.</td>
</tr>
</tbody>
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OVERALL APPROACH & RATIONALE

GNW Trust and The CDM will support COVID-19 return to campus activities by:

1. Making information available to the CDM community in a timely fashion via email and regular website updates.

2. Assisting faculty and staff leadership in locating information required to complete safety plans, and answering questions from the Program Director, Program Manager and Dean of FCAT.

3. Helping to address any issues related to the distributed and non-contiguous nature of space occupied by FCAT units and activities (e.g., facilitating contact with other units as required).

4. Developing processes to facilitate compliance with WorkSafe BC and SFU Safe Return to Campus policies.

5. Addressing other issues as they arise as needed, related to COVID-19.

6. Reviewing safety plans prior to sign off and submission as part of the university wide approval process.

The Program Director is responsible for:

1. Preparation of School or Unit Safety Plans which are compliant with WorkSafe BC, SFU and other Regulations.

2. Review of requests for access prior to submission to the Dean’s office.

3. The Program Director and/or staff (Departmental Managers) who are responsible for facilities must ensure that:
   - Signs are posted indicating maximum occupancy for each authorized space at the CDM. (685 & 577)
   - Maximum occupancy is adhered to.
   - The workflow of activities within departmental offices minimizes interactions between persons.

4. Based on a practical assessment of the available space, the number of people can reasonably achieve the 2m separation throughout normal operating hours and that “open” seating areas are either closed or organized to support social distancing.

5. Appropriate scheduling and screening protocols are in place for their unit as a whole.

6. Coordinate occupancy and traffic flow as more activities return to campus, and ensure that unit Safety Plans are coordinated with other building occupants (where applicable).

7. Regular campus updates about COVID-19 are communicated with the staff, faculty, students.

8. Cleaning supplies necessitated by COVID-19 safety are available as required for their areas.

9. Common spaces and facilities must also adhere to these guidelines, including posting or coordinating schedules for occupancy.

10. Report non-compliance to the Program Director, who will revoke access privileges.

Individual Staff and Faculty Members are responsible for

1. Developing safety plans for their personal offices.

2. Complying with COVID-19 specific safety requirements required (e.g., activity specific safety plans) for any activities which may need to be altered to ensure safety.
APPENDIX A: ROOM OCCUPANCY AND PHYSICAL DISTANCING

Each work space and general area will post signage at each entrance that identifies the maximum room occupancy to maintain physical distancing. Maximum occupancy is based on 5m² square metres of unencumbered floor space per occupant. Note that tables, benches and other equipment reduce the total floor space that is available.

General

All individuals are required to keep 2 metres (or 6 feet) apart from one another in each campus space wherever possible. As duration spent in an enclosed space may also play a role with the transmission of the virus, it is suggested that individuals take occasional breaks from work or study environments to maximize exposure to fresh air, and attempt to keep interactions with others brief when feasible. Unused interior spaces should be kept locked to minimize the potential for contamination and the need for cleaning.

Communication

Physical posters and digital messaging shall be used to remind individuals to maintain 2m distance from one another. Physical distancing graphics and signage (e.g. maximum occupancy, lunchroom guidelines, etc.), and floor decals, as identified within these guidelines will be made available for departments to download or order through Document Solutions.

Workspaces

Work that can be conducted remotely should continue as such in accordance with direction from supervisors to minimize physical interactions on campus. When work cannot be performed remotely, supervisors need to consider creating staggered or alternating shifts to minimize the number of individuals in an area at any one time to reduce the risk of exposure. The use of cohorts of workers who work together and who do not interact with other cohorts can also be considered. Create work arrangements to position individuals at least 2m apart from one another and from communal pathways, where no physical barriers are in place. Avoid side-by-side seating at adjacent computers, at adjacent fume hoods or on the same bench; avoid activities that require multiple persons to operate or handle equipment at the same time.

Minimize sharing workstations. If individuals must share work stations integrate these locations into cleaning and hygiene protocols, ensuring that frequently-touched surfaces are addressed such as the computer keyboard and mouse, desk surface, and telephone.

However, even with all the workplace rearrangements there may still be a few tasks where individuals may need to be in close proximity to another person. These encroachments on physical distancing should be kept as brief as possible, through planning the work task and providing instructions to individuals.
Meetings

Most meetings should be able to occur using video conferencing and other remote means. If individuals need to meet in person within their office or elsewhere, 2m space separation between each individual needs to be maintained. Avoid meetings or gatherings where physical distances cannot be maintained. If you need to hold a meeting in person and it includes six or more attendees approval from your supervisor may be required. Consider having all or some attendees attend virtually, using larger rooms, or moving meetings outside. Eliminate hand-to-hand contact between individuals (handshakes, fist bumps, high-fives, etc.). Individually-packaged catered meals and single-use drinks are acceptable however open food buffets are not permitted. Use of self-service amenities such as beverage (coffee/tea/water) dispensers could be used if properly cleaned after each use.

Common Areas

(NOTE: campus common areas remain closed at extreme and high recovery phases) Seating within lobbies, lounge areas and eating areas need to be configured to maintain 2m separation between seated individuals. This may require that certain seats being taped off or removed. Place distance markers, floor decals or tape to mark off areas where individuals can and cannot walk. Consider installing distance markers outside of area to allow for queuing to provide physical distancing inside the space. Manage the flow of people in busy common areas such as hallways, stairwells, washrooms, etc. by using one-way directional signage and/or stanchions, where appropriate to maximize physical distancing. Where multiple entrance-exits exist in a space, consider restricting passage using one-way directional signage (other than for emergency exiting situations).

Lunchroom & Snack Areas

(NOTE: lunchrooms will remain closed at extreme recovery phases) Individuals are to be encouraged to take breaks and lunch outdoors, in their office or personal workspace, or in other areas where proper physical distancing is feasible. Lunchroom seating should be configured to provide the 2m physical distancing requirement. Communal beverage (coffee, tea) equipment can be used if properly cleaned after each use. Handwashing soap, and cleaning and disinfectant supplies should be present. Refrain from providing and consuming communal foods. Individuals should bring their own dishes and utensils. Allow communal doors to remain open throughout the workday to reduce contact with door handles. Remove non-essential communal items, such as candy, magazines, and complimentary phone chargers.

Elevators

Elevators are to be limited to 1 individual at a time. Able-bodied individuals are to be encouraged to use stairwells rather than elevators to free-up elevators for individuals with accessibility needs. Place distance markers, decals or tape on the ground to indicate where individuals should stand while lining up to enter the elevator. Ensure adequate space is provided for those exiting the elevator.
**Washrooms**

Unless protected by a physical partition, 2m separation between individuals within washrooms facilities needs to be respected where feasible. To maximize physical separation, a certain number of adjacent equipment such as sinks, may need to be taken out of service.

**Deliveries**

Minimize interactions between personnel and outside visitors, contractors, delivery personnel or truck drivers. Adjust practices for proof of delivery so that in-person signatures are avoided and online confirmation of receipt of package can be used instead. Drop off/pick up table at the entrance of the main 685 CDM building should be used and no packages should be left at reception.

**Maximum Occupancy**

No single gathering or event of more than 50 people is permitted in any space or area at any time. This prohibition on gatherings of greater than 50 people refers to “one-time or episodic events” (festivals, public gatherings, etc.) and is not intended to apply to buildings where the environment allows for distance between people such as in workplaces.

Each common space or area is required to have a maximum occupancy limit established to provide for physical distancing, with signage posted on the entrance doors. Spaces include: classrooms, boardroom, project rooms, lounge areas, audio room, washrooms, lobby.

Spaces and areas that are shared by multiple departments will need coordinated assessment to ensure that the maximum occupancy considers the entire space, not just the portion assigned to a particular department or individual. Facilities Operations Coordinator and Property Management shall be responsible to calculate maximum occupancy and post signage for all common spaces including Registrar-controlled classrooms. Standard signage will be provided.

The determination of maximum occupancy shall be based upon*:

a. the principle that each person requires approximately 5 square meters of unencumbered floor space to maintain physical distance.
b. this unencumbered space would be floor space minus floor space used for equipment such as tables, benches, and fume hoods, etc.
c. the workflow of activities to ensure interactions between persons are minimized
d. any other considerations unique to the space, including a practical assessment of whether the maximum occupancy calculate can reasonably achieve the 2m separation of people throughout the operating hours of the space

*Take, for example, a space with 200 square metres of floor space with 70 square metres of equipment/displays. The space has 200 square metres minus 70 square metres = 130 square metres of unencumbered floor space for individuals. The maximum number of people allowed in the space to support physical distancing would be: (130 square metres) / (5 square metres/person) = 26 people.
Where Physical Distance cannot be maintained

Where distance cannot be maintained, including classrooms, project rooms, etc., consider separating people with partitions or plexiglass barriers. Where physical installation of barriers is desirable, please place request with Program Director and Facilities and Operations Coordinator. Where no installation is required, departments may procure barriers independently. Shortage of materials may delay the procurement process.
APPENDIX B: PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE is equipment worn by staff, faculty and/or students to minimize exposure to specific hazards. Examples of PPE include respirators, gloves, and eye and face protection. PPE is generally considered the last line of defense against hazards in the workplace, as outlined in the hierarchy of controls below. PPE does not reduce the hazard itself nor does it guarantee permanent or total protection.

Other than the PPE normally worn by employees (e.g., gloves and safety glasses worn in labs), additional equipment is not recommended to protect against COVID-19 in most situations.

Respirators and Masks

N95 respirators and medical masks are not recommended for staff, faculty or students, with the exception of first aid and health care providers who may be required to provide care to ill community members. These items are in short supply across the province and need to be prioritized for health care workers. The use of non-medical or homemade masks can help in containing your own droplets and protecting others but are not a substitute for physical distancing. Non-medical masks are required to be worn in all indoor common areas. Common areas include the 685 building lobby, the project room lounges, the staff lounges, hallways, washrooms and classrooms. Employees are reminded that reusable cloth masks must be washed before they are reused and should be replaced when wet, soiled or damaged. Additional information on home-made masks is provided by the BC CDC.
Hierarchy of Controls

1. Elimination and/or Substitution: This involves removing the risk of exposure entirely from the workplace. This could involve postponing, re-organizing, or planning work in such a way that workers are not exposed to any risk. Having workers work remotely would be an example of eliminating the risk from the workplace.

2. Engineering controls: These are physical changes in the workplace, such as installing plexiglass barriers.

3. Administrative controls: This involves altering work practices to minimize exposure, such as minimizing the numbers of workers in a space, staggering work shifts, and holding meetings via video-conferencing.

4. Personal protective equipment (PPE): This last form of protection should only be considered after careful consideration of the previous control measures. Some workplaces have specific requirements for PPE, such as in health care settings and labs. Please refer to SFU’s PPE in the Laboratory document for guidance on required PPE.
APPENDIX C: FACILITIES AND EQUIPMENT CLEANING PROTOCOL

General COVID-19 Prevention Measures

1. GNW Trust and the campus Property Management company (Dorset Realty) is responsible for our cleaning staff.

2. Once in-class instruction resumes, there will be increased cleaning and disinfecting for classrooms, project rooms and common areas.

3. Common areas, such as the lobby and events kitchen are cleaned multiple times a day, including high touch surfaces such as door handles, sink handles, table surfaces, etc.

3. Washrooms are cleaned daily, including all high-touch surfaces such as stall handles, sink surfaces, door handles, etc.

4. High touch surfaces, such as table tops and door handles disinfected multiple times a day by cleaning staff.

5. Staff and Faculty responsible for disinfecting their own personal office/cubicle spaces.

6. Shared workstations and equipment should be avoided when possible. If sharing cannot be avoided, frequently touched surfaces should be cleaned and disinfected before and after use.

6. Staff and Faculty will be supplied with disinfecting wipes in order to clean and disinfect their personal office/desk space.

7. Specific disinfecting agents known to be effective against coronaviruses should be used for cleaning surfaces. Premixed store-bought disinfectant cleaning solutions or wipes that contain bleach, hydrogen peroxide and quaternary ammonium compounds should be used. Examples include Lysol, Clorox and Virox products. A solution of 70% isopropyl alcohol in water is also an acceptable disinfecting solution.

A list of approved disinfectants is provided by Health Canada

8. If there is a presumed or confirmed case of COVID-19 on campus, the impacted areas should be closed and Property Management should be contacted to arrange for additional cleaning/disinfection of the area. The affected area/areas should be closed for a certain amount of time after cleaning.

9. GNW Trust and Property Management will be responsible for purchasing cleaning and disinfectant supplies through janitorial and cleaning product providers.

Tech Equipment Cleaning Protocol

1. Use a lint-free cloth, such as a screen wipe or a cloth made from microfiber.

2. Avoid excessive wiping and submerging item in cleanser to avoid damage.

3. Unplug all external power sources and cables.
4. Do not use aerosol sprays, bleach or abrasive cleaners.

5. Ensure moisture does not get into any openings.

6. Never spray cleaner directly on an item.

**Additional Resources**

- BC CDC Cleaning and Disinfectants for Public Settings
- SFU Cleaning and Disinfecting Guide to Prevent the Spread of COVID-19
- WorkSafeBC Cleaning & Disinfection
APPENDIX D: RENTAL EQUIPMENT LOAN PROCEDURES

To help support students during the COVID-19 pandemic, the CDM will be lending MDM students equipment who reside in Vancouver or the Lower Mainland. The CDM will not be shipping items outside of the province of British Columbia or Canada at this time.

Equipment Pick-ups

All pick-ups must adhere to the provisions throughout this safety plan, including physical distancing when picking up items. Students must have completed the COVID-19 Awareness and Safe Return to Work training module on Canvas and submitted their certificate of completion to their course instructor.

1. Items will be sanitized prior to pick-up by IT Staff. The pickup location for students will be the 685 CDM lobby.

2. The default loan periods will be for the length of the term.

3. Requests will first go through the faculty supervisor for the project team the student is currently on.

4. Once the faculty supervisor approves the request, IT will confirm whether they can support the request.

5. Items like VR headsets and controllers cannot be passed around without first going through disinfection as per the CleanBox Cleaning Guide. It is imperative students only use equipment assigned to them for the duration of the term.

6. The Cleanbox unit will also be in the lobby and will need to be operated by IT personnel.

7. A loan agreement will need to be signed by the student prior to equipment release.

8. Please allow up to 2 weeks for IT to ensure items are completely disinfected and safe to deploy. If the item was not previously deployed, the requested item may be available.

9. Once the item is ready for pickup, students will be given a scheduled time to pick up the item from the CDM.

Returning Equipment

1. Once the loan time is over an IT representative it@thecdm.ca will contact you to arrange for a drop off at a pre-determined time in the 685 CDM lobby.

2. The item will not be available for the next 2 weeks as it will be in quarantine.
APPENDIX E: PERSONAL HYGIENE AND ILLNESS MANAGEMENT

General COVID-19 Prevention Measures

1. Wash hands often, including prior to entering and when leaving the facility, and when removing gloves and other personal protective equipment.
2. Follow well-established protocols for hygiene etiquette and avoid touching your mouth/face with your hands.
3. Routine daily health screening is required for all individuals working in on Campus. Managers and Supervisors must ensure that the following personnel do not come to work:
4. Staff, faculty and students wishing to travel to the campus, must conduct daily self-screenings by using the BC Government’s COVID-19 Self-Assessment Tool.
5. Anyone with COVID-19-like symptoms such as a sore throat, fever, sneezing, or coughing, loss of taste, must self-isolate at home for a minimum of 10 days from onset of symptoms, until their symptoms are completely resolved.
6. Any staff, students, faculty or visitors on campus who begin to feel COVID-19 like symptoms, must report them to campus security.
7. Persons who have traveled internationally must remain away from the workplace for at least 14 days.
8. Persons who live in the same household as a confirmed or clinical COVID-19 case or person who is self-isolating.
9. All staff, students, faculty and visitors are required to sign in upon entry to the building in order to keep track of visitations for contact tracing purposes.
10. If a staff, faculty, student or visitor has COVID-19 like symptoms, Property Management will be contacted in order to have cleaning staff do a thorough disinfecting of area where affected individuals were in contact with.
11. If a confirmed case of COVID-19 is confirmed, the Program Director may need to shut down campus temporarily until area has been properly disinfected.
12. Handwashing signage posted in each washroom.
13. COVID-19 Screening Signage posted at each entrance visible to all staff, faculty, students and visitors who enter each building.
Planning is underway to support a safe, equitable and supportive return to campus. SFU’s four-stage plan will help guide our approach and consider factors including rate of community transmission, rate of vaccination and public health orders. The four-stage plan outlines broad guidelines will help to safely guide students, staff and faculty back onto campus.
APPENDIX G: COMMON AREAS COVID-19 SAFETY PLAN

General COVID-19 Prevention Measures

1. CDM Staff, faculty, students and visitors must follow the guidance provided by the Provincial Officer (PHO) to reduce their risk of infection of COVID-19.
2. Wash your hands frequently, for at least 20 seconds, with soap and water.
3. If you cannot wash your hands, use 60%-90% alcohol based hand-sanitizer.
4. Avoid touching your face/eyes/mouth with hands.
5. Cover your mouth and nose when sneezing or coughing.
6. Stay home if you’re not feeling well, or have had close contact with somebody who has tested positive for COVID-19, or displaying symptoms.
7. Do not enter the campus if you have returned from traveling outside of Canada within the last 14 days or live in the same household as a confirmed COVID-19 case who is self-isolating.
8. A non-medical mask should be worn in all indoor common areas at all times. This includes hallways, washrooms, the lobby and other common areas, especially when physical distancing is not possible.
9. Staff, faculty and students wishing to use this space must first complete the online SFU COVID-19 Safety Training Module.

Physical Distancing and Signage

1. Signs are posted indicating maximum occupancy upon entrance.
2. All CDM Staff, Faculty, Students and Visitors must sign-in to front desk upon arrival. They must check-in at the 685 front desk before entering the lobby.
3. Anyone wishing to use to enter the building/s must first complete the online SFU COVID-19 Safety Training Module.
4. People must maintain 6 ft between themselves and others at all times while in the common spaces.
5. Directional signage has been placed in the high-traffic areas to help guide people around the building/s. Taped markers have been implemented throughout the common areas of 685 and 577.
6. Physical distancing and personal hygiene signage is posted in all common areas. This includes maximum capacity signage, mandatory mask wearing signage, area/facility closures, and queuing distance markers.

Washrooms

1. Maximum Occupancy Signage has been posted to the exterior doors for all washrooms.
2. Every other washroom stall/urinal has been blocked off with tape, along with a facility closure sign.
3. Washroom stalls that have been blocked off, have been locked and closure signage has been posted.
4. Every other sink has been taped off, along with closure signage posted. These sinks have also had the water temporarily turned off.
5. There are queuing distance markers outside of each washroom, indicating where people should wait before entering.
High Traffic Corridors

1. One-way directional signage tape has been added to high-traffic areas, to help implement physical distancing.
2. In certain areas, there are two-way arrows, as these areas do not have an alternate route, allowing for one-way signage.
3. For certain areas that have two-way signage, please allow people to pass before entering, insuring proper physical distancing.
4. With the exception of the receptionist in the 685 building, people cannot re-enter the lobby while in the building. They must follow the directional signage and exit the building and re-enter through the front lobby.

Lobby and Common Lounge Areas

1. Currently, all common areas are closed off and not available for use.
2. Furniture removal/moving will be assessed once there is a plan to open up these spaces.
3. All common areas have appropriate maximum capacity signage and directional signage as needed.
4. Daily disinfecting and cleaning performed by campus cleaning company.

Water Coolers

1. All water cooler are still available for use. These machines do not have a fountain portion.
2. Water cooler filters are changed every 6 months.

Cleaning

1. GNW Trust and the campus Property Management company (Dorset Realty) are responsible for our cleaning staff. Dorset Realty and/or GNW Trust to provide outline of cleaning protocols.
2. Washrooms are cleaned daily, including all high-touch surfaces such as stall handles, sink surfaces, door handles, etc.
3. High touch surfaces, such as table tops and door handles disinfected multiple times a day by cleaning staff.

Personal Protective Equipment

1. The use of face coverings (covering nose and mouth) such as masks, is mandatory in all common and open areas.
2. Mandatory mask signage is posted in both 685 and 577 GNW Buildings
3. It is suggested that staff, faculty, students and visitors bring their own masks/face coverings.
4. The CDM will provide masks for those who do not have one.
5. If physical distancing is not possible for some reason, masks must be worn.
6. Mandatory mask wearing signage posted in and around both 685 and 577 GNW buildings.
7. If someone cannot wear a mask due to medical reasons, they should inform a supervisor know in advance.
Training

Staff, faculty and students wishing to use this space must first complete the online SFU COVID-19 Safety Training Module.

Reporting

Staff and faculty should report any safety concerns to the Program Director. Safety concerns can also be brought to Kristen Pilling kristen_pilling@thecdm.ca

Monitoring and Oversight

A weekly facilities safety inspection will be completed, as outlined in SFU’s COVID-19 Safety Ambassador Team (CATs) Program.

Staff, faculty and students wishing to travel to the campus, must conduct daily self-screenings by using the BC Government’s COVID-19 Self-Assessment Tool.

The inspection includes a thorough walk through of all academic spaces in both 685 and 577 GNW Buildings, which include video providing visual confirmation of guidelines and protocols being followed. An inspection report is completed in conjunction.

The Facilities and Operations Coordinator will lead and organize the inspections, and will record any safety concerns and hazards, as well as bring any major infractions to the Program Director’s attention.

The inspection report will be signed by the Facilities and Operations Coordinator, as well as the Program Manager.

All inspection reports and supporting media is shared with the Program Director and SFU.
APPENDIX H: CLASSROOM AREAS COVID-19 SAFETY PLAN

General COVID-19 Prevention Measures

1. CDM Staff, faculty, students and visitors must follow the guidance provided by the Provincial Officer (PHO) to reduce their risk of infection of COVID-19.
2. Wash your hands frequently, for at least 20 seconds, with soap and water.
3. If you cannot wash your hands, use 60%-90% alcohol based hand-sanitizer.
4. Avoid touching your face/eyes/mouth with hands.
5. Cover your mouth and nose when sneezing or coughing.
6. Stay home if you’re not feeling well, or have had close contact with somebody who has tested positive for COVID-19, or displaying symptoms.
7. Do not enter the campus if you have returned from traveling outside of Canada within the last 14 days or live in the same household as a confirmed COVID-19 case who is self-isolating.
8. A non-medical mask should be worn in all indoor common areas at all times. This includes hallways, washrooms, the lobby and other common areas, especially when physical distancing is not possible.
9. Staff and Faculty who wish to use this space for a class and/or workshop, must submit a safety plan to the Program Director and the Dean of FCAT in order to seek approval to move forward with in class instruction.
10. Staff, faculty and students wishing to use this space must first complete the online SFU COVID-19 Safety Training Module.

Physical Distancing and Signage

1. Signs are posted indicating maximum occupancy on external entrance, as well as inside classrooms.
2. All CDM Staff, Faculty, Students and Visitors must sign-in to front desk upon arrival. They must check-in at the 685-front desk before entering the lobby.
3. Anyone wishing to use to enter the building/s must first complete the online SFU COVID-19 Safety Training Module.
4. People must maintain 6 ft between themselves and others at all times while in the common spaces.
5. Classrooms are currently closed for use. Upon return, furniture (tables and chairs) will be removed to promote physical distancing.
6. The partition will be left open to allow for more space and physical distancing.
7. The swivel doors will be unlocked and opened for increasing air flow and ventilation.

Cleaning

1. GNW Trust and the campus Property Management company (Dorset Realty) is responsible for our cleaning staff. Dorset Realty and/or GNW Trust to provide outline of cleaning protocols.
2. High touch surfaces, such as table tops and door handles disinfected multiple times a day by cleaning staff.

Tech Equipment Cleaning Protocol

1. All public equipment inside classrooms will be thoroughly disinfected before and after use.
2. For public equipment that needs to be used (e.g. microphones, classroom computer, PC), equipment cannot
be used 2 weeks before and 2 weeks after use.
3. It is suggested that each person use their own personal laptop. Sharing of devices is discouraged.
4. Further suggested disinfection and care for equipment can be found at the following Microsoft Support Tech Equipment Cleaning Link.

Personal Protective Equipment

1. The use of face coverings (covering nose and mouth) such as masks, is mandatory in all common and open areas.
2. It is suggested that staff, faculty, students and visitors bring their own masks/face coverings.
3. The CDM will provide masks for those who do not have one.
4. If physical distancing is not possible for some reason, masks must be worn.
5. If someone cannot wear a mask due to medical reasons, they should let a supervisor know in advance.
6. Masks or face coverings must be worn at all times while in the classrooms.

Training

Staff, faculty and students wishing to use this space must first complete the online SFU COVID-19 Safety Training Module.

Reporting

Staff and faculty should report any safety concerns to the Program Director. Safety concerns can also be brought to Kristen Pilling kristen_pilling@thecdm.ca

Monitoring and Oversight

A weekly facilities safety inspection will be completed, as outlined in SFU’s COVID-19 Safety Ambassador Team (CATs) Program.

Staff, faculty and students wishing to travel to the campus, must conduct daily self-screenings by using the BC Government’s COVID-19 Self-Assessment Tool.

The inspection includes a through walk through of all academic spaces in both 685 and 577 GNW Buildings, which include video providing visual confirmation of guidelines and protocols being followed. An inspection report provided by SFU, is completed in conjunction.

The Facilities and Operations Coordinator will lead and organize the inspections, and will record any safety concerns and hazards, as well as bring any major infractions to the Program Director’s attention.

The inspection report will be signed by the Facilities and Operations Coordinator, as well as the Program Manager.

All inspection reports and supporting media is shared with the Program Director and SFU.
APPENDIX I: PROJECT ROOMS COVID-19 SAFETY PLAN

General COVID-19 Prevention Measures

1. CDM Staff, faculty, students and visitors must follow the guidance provided by the Provincial Officer (PHO) to reduce their risk of infection of COVID-19.
2. Wash your hands frequently, for at least 20 seconds, with soap and water.
3. If you cannot wash your hands, use 60%-90% alcohol based hand-sanitizer.
4. Avoid touching your face/eyes/mouth with hands.
5. Cover your mouth and nose when sneezing or coughing.
6. Stay home if you’re not feeling well, or have had close contact with somebody who has tested positive for COVID-19, or displaying symptoms.
7. Do not enter the campus if you have returned from travelling outside of Canada within the last 14 days or live in the same household as a confirmed COVID-19 case who is self-isolating.
8. A non-medical mask should be worn in all indoor common areas at all times. This includes hallways, washrooms, the lobby and other common areas, especially when physical distancing is not possible.
9. Staff and Faculty who wish to use this space for a class and/or workshop, must submit a safety plan to the Program Director and the Dean of FCAT in order to seek approval to move forward with in class instruction.
10. Staff, faculty and students wishing to use this space must first complete the online SFU COVID-19 Safety Training Module.

Physical Distancing and Signage

1. Signs are posted indicating maximum occupancy on external entrance, as well as inside project rooms.
2. All CDM Staff, Faculty, Students and Visitors must sign-in to front desk upon arrival. They must check-in at the 685-front desk before entering the lobby.
3. Anyone wishing to use to enter the building/s must first complete the online SFU COVID-19 Safety Training Module.
4. People must maintain 6 ft between themselves and others at all times and use the markers inside the rooms as guidance.
5. Those assigned to a specific project room, must only enter the assigned room. Room sharing is not allowed.
Cleaning

1. GNW Trust and the campus Property Management company (Dorset Realty) is responsible for our cleaning staff. Dorset Realty and/or GNW Trust to provide outline of cleaning protocols.
2. High touch surfaces, such as table tops and door handles disinfected multiple times a day by cleaning staff.
3. Disinfectant wipes and hand sanitizer will be provided to all project rooms.
5. All public equipment inside project rooms will be thoroughly disinfected before and after use.
6. For public equipment that needs to be used (e.g. microphones, classroom computer, PC), equipment cannot be used 2 weeks before and 2 weeks after use.
7. It is suggested that each person use their own personal laptop. Sharing of devices is discouraged.
8. Further suggested disinfection and care for equipment can be found at the following Microsoft Support Tech Equipment Cleaning Link.

Personal Protective Equipment

1. The use of face coverings (covering nose and mouth) such as masks, is mandatory in all common and open areas.
2. It is suggested that staff, faculty, students and visitors bring their own masks/face coverings.
3. The CDM will provide masks for those who do not have one.
4. If physical distancing is not possible for some reason, masks must be worn.
5. If someone cannot wear a mask due to medical reasons, they should let a supervisor know in advance.
6. Masks or face coverings must be worn at all times while in the project rooms.

Training

Staff, faculty and students wishing to use this space must first complete the online SFU COVID-19 Safety Training Module.

Reporting

Staff and faculty should report any safety concerns to the Program Director. Safety concerns can also be brought to Kristen Pilling kristen_pilling@thecdm.ca

Monitoring and Oversight

A weekly facilities safety inspection will be completed, as outlined in SFU’s COVID-19 Safety Ambassador Team (CATs) Program.

Staff, faculty and students wishing to travel to the campus, must conduct daily self-screenings by using the BC Government’s COVID-19 Self-Assessment Tool.

The inspection includes a through walk through of all academic spaces in both 685 and 577 GNW Buildings, which include video providing visual confirmation of guidelines and protocols being followed. An inspection report provided by SFU, is completed in conjunction.
The Facilities and Operations Coordinator will lead and organize the inspections, and will record any safety concerns and hazards, as well as bring any major infractions to the Program Director’s attention.

The inspection report will be signed by the Facilities and Operations Coordinator, as well as the Program Manager.

All inspection reports and supporting media is shared with the Program Director and SFU.
APPENDIX J: STAFF & FACULTY OFFICES COVID-19 SAFETY PLAN

General COVID-19 Prevention Measures

1. CDM Staff, faculty, students and visitors must follow the guidance provided by the Provincial Officer (PHO) to reduce their risk of infection of COVID-19.
2. Wash your hands frequently, for at least 20 seconds, with soap and water.
3. If you cannot wash your hands, use 60%-90% alcohol based hand-sanitizer.
4. Avoid touching your face/eyes/mouth with hands.
5. Cover your mouth and nose when sneezing or coughing.
6. Stay home if you’re not feeling well, or have had close contact with somebody who has tested positive for COVID-19, or displaying symptoms.
7. Do not enter the campus if you have returned from travelling outside of Canada within the last 14 days or live in the same household as a confirmed COVID-19 case who is self-isolating.
8. A non-medical mask should be worn in all indoor common areas at all times. This includes hallways, washrooms, the lobby and other common areas, especially when physical distancing is not possible.
9. Staff and Faculty who wish to use this space for a class and/or workshop, must submit a safety plan to the Program Director and the Dean of FCAT in order to seek approval to move forward with in class instruction.
10. Staff, faculty and students wishing to use this space must first complete the online SFU COVID-19 Safety Training Module.

Physical Distancing and Signage

1. Signs are posted indicating maximum occupancy on external entrance to each office and work station.
2. All CDM Staff, Faculty, Students and Visitors must sign-in to front desk upon arrival. They must check-in at the 685-front desk before entering the lobby.
3. Anyone wishing to enter the building/s must first complete the online SFU COVID-19 Safety Training Module.
4. People must maintain 6 ft between themselves and others at all times and use the markers inside the rooms as guidance.
5. Only one person can occupy an office or a work station at a time.
6. When possible, it is advised that staff and/or faculty do not share an office or work station.
Cleaning

1. GNW Trust and the campus Property Management company (Dorset Realty) is responsible for our cleaning staff. Dorset Realty and/or GNW Trust to provide outline of cleaning protocols.
2. Staff and Faculty are responsible for disinfecting desk area.
3. Garbage and Recycling will be emptied daily.
4. External door handles will be disinfected daily.
5. Disinfectant wipes and hand sanitizer will be provided to staff and faculty.

Tech Equipment Cleaning Protocol

1. All public equipment inside classrooms will be thoroughly disinfected before and after use.
2. For public equipment that needs to be used (e.g. microphones, classroom computer, PC), equipment cannot be used 2 weeks before and 2 weeks after use.
3. It is suggested that each person use their own personal laptop. Sharing of devices is discouraged.
4. Further suggested disinfection and care for equipment can be found at the following Microsoft Support Tech Equipment Cleaning Link.

Personal Protective Equipment

1. The use of face coverings (covering nose and mouth) such as masks, is mandatory in all common and open areas.
2. It is suggested that staff, faculty, students and visitors bring their own masks/face coverings.
3. The CDM will provide masks for those who do not have one.
4. If physical distancing is not possible for some reason, masks must be worn.
5. If someone cannot wear a mask due to medical reasons, they should let a supervisor know in advance.

Training

Staff, faculty and students wishing to use this space must first complete the online SFU COVID-19 Safety Training Module.

Reporting

Staff and faculty should report any safety concerns to the Program Director. Safety concerns can also be brought to Kristen Pilling kristen_pilling@thecdm.ca
Monitoring and Oversight

A weekly facilities safety inspection will be completed, as outlined in SFU’s COVID-19 Safety Ambassador Team (CATs) Program.

Staff, faculty and students wishing to travel to the campus, must conduct daily self-screenings by using the BC Government’s COVID-19 Self-Assessment Tool.

The inspection includes a through walk through of all academic spaces in both 685 and 577 GNW Buildings, which include video providing visual confirmation of guidelines and protocols being followed. An inspection report provided by SFU, is completed in conjunction.

The Facilities and Operations Coordinator will lead and organize the inspections, and will record any safety concerns and hazards, as well as bring any major infractions to the Program Director’s attention.

The inspection report will be signed by the Facilities and Operations Coordinator, as well as the Program Manager.

All inspection reports and supporting media is shared with the Program Director and SFU.
APPENDIX K: BOARDROOM COVID-19 SAFETY PLAN

General COVID-19 Prevention Measures

1. CDM Staff, faculty, students and visitors must follow the guidance provided by the Provincial Officer (PHO) to reduce their risk of infection of COVID-19.
2. Wash your hands frequently, for at least 20 seconds, with soap and water.
3. If you cannot wash your hands, use 60%-90% alcohol based hand-sanitizer.
4. Avoid touching your face/eyes/mouth with hands.
5. Cover your mouth and nose when sneezing or coughing.
6. Stay home if you’re not feeling well, or have had close contact with somebody who has tested positive for COVID-19, or displaying symptoms.
7. Do not enter the campus if you have returned from traveling outside of Canada within the last 14 days or live in the same household as a confirmed COVID-19 case who is self-isolating.
8. A non-medical mask should be worn in all indoor common areas at all times. This includes hallways, washrooms, the lobby and other common areas, especially when physical distancing is not possible.
9. Staff and Faculty who wish to use this space for a class and/or workshop, must submit a safety plan to the Program Director and the Dean of FCAT in order to seek approval to move forward with in class instruction.
10. Staff, faculty and students wishing to use this space must first complete the online SFU COVID-19 Safety Training Module.

Physical Distancing and Signage

1. Signs are posted indicating maximum occupancy on all entrances to boardroom.
2. All CDM Staff, Faculty, Students and Visitors must sign-in to front desk upon arrival. They must check-in at the 685-front desk before entering the lobby.
3. Anyone wishing to enter the building/s must first complete the online SFU COVID-19 Safety Training Module.
4. People must maintain 6 ft between themselves and others at all times and use the markers inside the rooms as guidance.
5. When use of this space is allowed, chairs will be removed from the space to allow for physical distancing and adhering to maximum capacity.
Cleaning

1. GNW Trust and the campus Property Management company (Dorset Realty) is responsible for our cleaning staff. Dorset Realty and/or GNW Trust to provide outline of cleaning protocols.
2. This space will be cleaned and disinfected before and after use.
3. This space is cleaned daily.
4. The kitchenette will not be available for use other than to wash hands.
5. Garbage and Recycling will be emptied daily.
6. External door handles will be disinfected daily.
7. Disinfectant wipes and hand sanitizer will inside the boardroom.

Tech Equipment Cleaning Protocol

1. All public equipment inside classrooms will be thoroughly disinfected before and after use.
2. For public equipment that needs to be used (e.g. microphones, classroom computer, PC), equipment cannot be used 2 weeks before and 2 weeks after use.
3. It is suggested that each person use their own personal laptop. Sharing of devices is discouraged.
4. Further suggested disinfection and care for equipment can be found at the following Microsoft Support Tech Equipment Cleaning Link.

Personal Protective Equipment

1. The use of face coverings (covering nose and mouth) such as masks, is mandatory.
2. It is suggested that staff, faculty, students and visitors bring their own masks/face coverings.
3. The CDM will provide masks for those who do not have one.
4. If physical distancing is not possible for some reason, masks must be worn.
5. If someone cannot wear a mask due to medical reasons, they should let a supervisor know in advance.

Training

Staff, faculty and students wishing to use this space must first complete the online SFU COVID-19 Safety Training Module.

Reporting

Staff and faculty should report any safety concerns to the Program Director. Safety concerns can also be brought to Kristen Pilling kristen_pilling@thecdm.ca
Monitoring and Oversight

A weekly facilities safety inspection will be completed, as outlined in SFU’s COVID-19 Safety Ambassador Team (CATs) Program.

Staff, faculty and students wishing to travel to the campus, must conduct daily self-screenings by using the BC Government’s COVID-19 Self-Assessment Tool.

The inspection includes a through walk through of all academic spaces in both 685 and 577 GNW Buildings, which include video providing visual confirmation of guidelines and protocols being followed. An inspection report provided by SFU, is completed in conjunction.

The Facilities and Operations Coordinator will lead and organize the inspections, and will record any safety concerns and hazards, as well as bring any major infractions to the Program Director’s attention.

The inspection report will be signed by the Facilities and Operations Coordinator, as well as the Program Manager.

All inspection reports and supporting media is shared with the Program Director and SFU.
APPENDIX L: AUDIO ROOM COVID-19 SAFETY PLAN

Guidance:

1. General COVID-19 Prevention Measures
2. CDM Staff, faculty, students and visitors must follow the guidance provided by the Provincial Officer (PHO) to reduce their risk of infection of COVID-19.
3. Wash your hands frequently, for at least 20 seconds, with soap and water.
4. If you cannot wash your hands, use 60%-90% alcohol based hand-sanitizer.
5. Avoid touching your face/eyes/mouth with hands.
6. Cover your mouth and nose when sneezing or coughing.
7. Stay home if you’re not feeling well, or have had close contact with somebody who has tested positive for COVID-19, or displaying symptoms.
8. Do not enter the campus if you have returned from traveling outside of Canada within the last 14 days or live in the same household as a confirmed COVID-19 case who is self-isolating.
9. A non-medical mask should be worn in all indoor common areas at all times. This includes hallways, washrooms, the lobby and other common areas, especially when physical distancing is not possible.
10. Staff and Faculty who wish to use this space for a class and/or workshop, must submit a safety plan to the Program Director and the Dean of FCAT in order to seek approval to move forward with in class instruction.
11. Staff, faculty and students wishing to use this space must first complete the online SFU COVID-19 Safety Training Module.

Physical Distancing and Signage

1. Signs are posted indicating maximum occupancy on entrance and inside of Audio Room.
2. All CDM Staff, Faculty, Students and Visitors must sign-in to front desk upon arrival. They must check-in at the 685-front desk before entering the lobby.
3. Anyone wishing to enter the building/s must first complete the online SFU COVID-19 Safety Training Module.
4. People must maintain 6 ft between themselves and others at all times and use the markers inside the rooms as guidance.
Cleaning

1. GNW Trust and the campus Property Management company (Dorset Realty) is responsible for our cleaning staff. Dorset Realty and/or GNW Trust to provide outline of cleaning protocols.
2. This space will be cleaned and disinfected before and after use.
3. All high touch areas, such as desks, handles, etc, will be disinfected daily, as well as before and after use.
4. External door handles will be disinfected daily.
5. Disinfectant wipes and hand sanitizer will inside the Audio Room.

Tech Equipment Cleaning Protocol

1. All public equipment inside classrooms will be thoroughly disinfected before and after use.
2. For public equipment that needs to be used (e.g. microphones, classroom computer, PC), equipment cannot be used 2 weeks before and 2 weeks after use.
3. It is suggested that each person use their own personal laptop. Sharing of devices is discouraged.
4. Further suggested disinfection and care for equipment can be found at the following Microsoft Support Tech Equipment Cleaning Link.

Personal Protective Equipment

1. The use of face coverings (covering nose and mouth) such as masks, is mandatory.
2. It is suggested that staff, faculty, students and visitors bring their own masks/face coverings.
3. The CDM will provide masks for those who do not have one.
4. If physical distancing is not possible for some reason, masks must be worn.
5. If someone cannot wear a mask due to medical reasons, they should let a supervisor know in advance.

Training

Staff, faculty and students wishing to use this space must first complete the online SFU COVID-19 Safety Training Module.

Reporting

Staff and faculty should report any safety concerns to the Program Director. Safety concerns can also be brought to Kristen Pilling kristen_pilling@thecdm.ca
Monitoring and Oversight

A weekly facilities safety inspection will be completed, as outlined in SFU’s COVID-19 Safety Ambassador Team (CATs) Program.

Staff, faculty and students wishing to travel to the campus, must conduct daily self-screenings by using the BC Government’s COVID-19 Self-Assessment Tool.

The inspection includes a through walk through of all academic spaces in both 685 and 577 GNW Buildings, which include video providing visual confirmation of guidelines and protocols being followed. An inspection report provided by SFU, is completed in conjunction.

The Facilities and Operations Coordinator will lead and organize the inspections, and will record any safety concerns and hazards, as well as bring any major infractions to the Program Director’s attention.

The inspection report will be signed by the Facilities and Operations Coordinator, as well as the Program Manager.

All inspection reports and supporting media is shared with the Program Director and SFU.
APPENDIX M: THE HANGAR COVID-19 SAFETY PLAN

General COVID-19 Prevention Measures

1. CDM Staff, faculty, students and visitors must follow the guidance provided by the Provincial Officer (PHO) to reduce their risk of infection of COVID-19.
2. Wash your hands frequently, for at least 20 seconds, with soap and water.
3. If you cannot wash your hands, use 60%-90% alcohol based hand-sanitizer.
4. Avoid touching your face/eyes/mouth with hands.
5. Cover your mouth and nose when sneezing or coughing.
6. Stay home if you’re not feeling well, or have had close contact with somebody who has tested positive for COVID-19, or displaying symptoms.
7. Do not enter the campus if you have returned from traveling outside of Canada within the last 14 days or live in the same household as a confirmed COVID-19 case who is self-isolating.
8. A non-medical mask should be worn in all indoor common areas at all times. This includes hallways, washrooms, the lobby and other common areas, especially when physical distancing is not possible.
9. Staff and Faculty who wish to use this space for a class and/or workshop, must submit a safety plan to the Program Director and the Dean of FCAT in order to seek approval to move forward with in class instruction.
10. Staff, faculty and students wishing to use this space must first complete the online SFU COVID-19 Safety Training Module.

Physical Distancing and Signage

1. Signs are posted indicating maximum occupancy upon entrance and inside of the Hangar
2. All CDM Staff, Faculty, Students and Visitors must sign-in to front desk upon arrival. They must check-in at the 685-front desk before entering the lobby.
3. Anyone wishing to enter the building/s must first complete the online SFU COVID-19 Safety Training Module.
4. People must maintain 6 ft between themselves and others at all times and use the markers inside the rooms as guidance.
5. External event inquiries must have a COVID-19 safety plan and must be approved by the Program Director.
6. There is no permanent furniture in this space, making physical distancing easier. Maximum capacity must be considered when planning to use tables, chairs, etc.
Cleaning

1. GNW Trust and the campus Property Management company (Dorset Realty) is responsible for our cleaning staff. Dorset Realty and/or GNW Trust to provide outline of cleaning protocols.
2. This space will be cleaned and disinfected before and after use.
3. All high touch areas, such as tables, handles, etc, will be disinfected daily, as well as before and after use.
4. External door handles will be disinfected daily.
5. Disinfectant wipes and hand sanitizer will inside the Hangar.

Tech Equipment Cleaning Protocol

1. All public equipment inside the Hangar will be thoroughly disinfected before and after use.
2. For public equipment that needs to be used (e.g. microphones, monitors, etc), equipment cannot be used 2 weeks before and 2 weeks after use.
3. It is suggested that each person use their own personal laptop. Sharing of devices is discouraged.
4. Further suggested disinfection and care for equipment can be found at the following Microsoft Support Tech Equipment Cleaning Link.

Personal Protective Equipment

1. The use of face coverings (covering nose and mouth) such as masks, is mandatory.
2. It is suggested that staff, faculty, students and visitors bring their own masks/face coverings.
3. The CDM will provide masks for those who do not have one.
4. If physical distancing is not possible for some reason, masks must be worn.
5. If someone cannot wear a mask due to medical reasons, they should let a supervisor know in advance.

Training

Staff, faculty and students wishing to use this space must first complete the online SFU COVID-19 Safety Training Module.

Reporting

Staff and faculty should report any safety concerns to the Program Director. Safety concerns can also be brought to Kristen Pilling kristen_pilling@thecdm.ca
Monitoring and Oversight

A weekly facilities safety inspection will be completed, as outlined in SFU’s COVID-19 Safety Ambassador Team (CATs) Program.

Staff, faculty and students wishing to travel to the campus, must conduct daily self-screenings by using the BC Government’s COVID-19 Self-Assessment Tool.

The inspection includes a thorough walk through of all academic spaces in both 685 and 577 GNW Buildings, which include video providing visual confirmation of guidelines and protocols being followed. An inspection report provided by SFU, is completed in conjunction.

The Facilities and Operations Coordinator will lead and organize the inspections, and will record any safety concerns and hazards, as well as bring any major infractions to the Program Director’s attention.

The inspection report will be signed by the Facilities and Operations Coordinator, as well as the Program Manager.

All inspection reports and supporting media is shared with the Program Director and SFU.
APPENDIX N: International Travel

The Canadian Government has announced an official global travel advisory to avoid non-essential travel outside of Canada until further notice. The university will not require or regard any university-related travel to any Level 3 (avoid non-essential travel) or Level 4 (avoid all travel) destination to be essential travel. The university will not approve university-related travel for students or staff members for Level 3 or Level 4 destinations as per the Interim University-Related Travel Policy. Continue to visit the travel.gc.ca website for travel information from the Canadian government and visit the SFU travel safety website for further information and resources.

As of April 22, 2021, Canada suspended flights from India and Pakistan.

As of March 25, 2020, the government of Canada has made it mandatory that anyone entering Canada self-quarantine under the Quarantine Act.

Students

Any student arriving from outside of Canada must self-isolate and monitor themselves for symptoms of Covid-19 for 14 days upon their arrival and complete/register a self-isolation plan.

The Guide for International Students in Canada Arriving from Abroad has been prepared to assist any new and returning international students who are currently outside of Canada, and plan to travel to BC to begin or return to studies. Student arriving from outside of Canada may access the CARES program for assistance.

As of January 7, 2021, all international air travellers 5 years of age or older are required to provide proof of a negative COVID-19 test result to the airline prior to boarding international flights bound for Canada.
APPENDIX O: GUIDANCE FOR THE COVID-19 SAFETY PLAN INSPECTIONS

Who is on the inspection team?

Faculties/departments should involve the most appropriate member(s) of their Local Joint Health and Safety Committee (LJHSC) to be part of this team in order to provide appropriate knowledge of the space and related safety requirements. At least one worker and one employer representative should perform the inspection. When LJHSC members are not available, other worker and employer staff members from the faculty or department may be substituted.

Which areas need to be inspected?

All areas with an approved site safety plan should be inspected. For example, this includes: common areas, office spaces, reception areas, kitchens, classrooms, project rooms, and other shared spaces.

How often do inspections take place?

Depending on the level of risk and occupancy in various areas, the inspection frequency may vary between Faculties/departments. It is recommended to inspect areas at least weekly.

How are inspections conducted?

Each team should conduct a walk-through inspection of an assigned area and check the following.

1. Have all individuals on site completed the online COVID-19 safety training module?
2. Do all individuals know and follow the self-assessment protocol for the area (e.g., if applicable, the sign in sheet is being filled out)?
3. Are the maximum occupancy limits posted and being followed?
4. Are all individuals in the area maintaining adequate physical distancing?
5. If physical distancing is not possible, are other measures in place (e.g., barriers, non-medical masks, etc.)?
6. Do all individuals know and follow specific cleaning protocols for their area?
7. Is the site safety plan posted?
8. Are there any outstanding concerns/risks or inadequate measures (e.g., congestion areas, close contact, high touch areas)?
9. The inspection team will document inspections using a simple checklist (See Appendix A) or using an online checklist (Inspection System Link), and share the results with the area supervisor (Faculty member, supervisor, instructor or staff member) and the LJHSC (the online checklist will automatically share the results with the area supervisor and make the results available for LJHSC).
APPENDIX P: HVAC Systems during the COVID-19 Pandemic
HVAC – Heating, Ventilation and Air Conditioning Systems
for Buildings 577 and 685 at the Great Northern Way Campus

To provide clarification on concerns about COVID-19 and the air quality in the Buildings.
Submitted by Property and Facility Management.

Does the work area have adequate ventilation?

Both the 577 and 685 buildings are supplied with a mixture of outside air through mechanical means to adjust the mixture through damper controls that direct air-flow for the education rooms/areas.

The system’s filters are replaced quarterly, and they are pleated type filters which are fabricated to catch higher levels of particulates. Additionally, roof top units and heat recovery vessels are designed by code to supply a minimum amount of 20% fresh air.
The existing HVAC units include economizers which try to utilize the best optimal temperatures outside to meet the demand of the thermostats inside.

The air flow into the occupied spaces can be increased from 20% but this is not typically recommended as the loss of efficiency and the outdoor temperature drop would be too great for the heat system to overcome. EXAMPLE: For instance, if the area in question is calling for 22 degrees Celsius but the temperature outside is 5 degrees. If the dampers are opened to 100%, we will be drawing in air that is 5 degrees yet calling for 22 which is a variance of 17 degrees. Therefore, the heating units will be running at 100% capacity to counterbalance the supplied outside air versus the required demand inside the space.

Other offices and teaching areas within the 577 building benefit from opening windows.

The systems are maintained to provide ventilation and thermal comfort as designed, through the following activities:

- HVAC systems are set to maintain appropriate air flow and temperatures, as designed.
- Air filters are equipped in most buildings with mechanical heating, cooling and ventilation systems.
- Exhaust fans in restrooms are operating continuously in most cases through roof-top exhaust fans.
- The process for reporting building HVAC issues at SFU continues to remain in place via the online Facilities Services Webpage - http://www.sfu.ca/fs.html

- Where possible GNWT has reduced recirculated air and increased ventilation as recommended.

How does the building ventilation system work?

While the HVAC systems are being maintained and continue to operate, they vary from building to building, by design and age of the building.
For instance, most office spaces and classrooms utilize a portion of re-circulated air for ventilation.
The number of air changes per hour (ACH) is dependent on space type as per regulatory requirements and best practices governed by ASHRAE.
Note, most buildings on the campus can use 100% outside air to ventilate the space during April to October given our mild weather, and as outside air temperature drops, the percentage of outside air will need to be reduced to minimize impact on building temperature.

How is the University preparing HVAC systems for the resumption of on-campus activities?

Facilities had adjusted the heating, cooling and ventilation requirements in spaces that have reduced or currently have no occupancy, for energy savings and to help support the GHG mandate.

The building ventilation systems for buildings 577 to 685 are based on operating schedules. Each thermostat has a schedule based on occupied versus unoccupied time which is done so to increase the longevity of the units. Typically, the units are scheduled to turn off 30 minutes after occupants leave. The dead-band set during the unoccupied time is significant and outside the typical 2 degrees merely for the sake of not having the units run during that time.

Despite reduced occupancy since the start of the pandemic the HVAC systems have remained in operation and systems, including filters, have been regularly inspected and replaced. In preparation for gradual re-entry and increased occupancy, Facilities Services have taken the following steps:

1. Ensure that mechanical systems are working, and air is moving in/out of buildings. Based on our existing DDC controls for 685; Our Facility Team is able to inspect the operations of the room and determine weather or not the system is functioning based on the temperature it is producing, while looking at other relevant information such as amperages on the motor and if there are any major deviations from the room temperature to the set-point required. In addition to the DDC system at 685 standard weekly-daily walkthroughs of the spaces are conducted. Based on the ambient temperature within the space it is evident if the system is functioning and there is a thermal temperature reader that we have purchased so that we can check thermal readings from diffuser and its display screen also measure temperature variances within the area scanned.
2. Ensure that filters are regularly inspected and functioning appropriately
3. Check the air balance of the classrooms. The air balancing has been completed as one of the mandatory requirements prior to the completion of the building. They damper controls have been marked off and signed by the inspector and they have not been altered since as this would have impacts for the areas and rooms each Heat Pump serves.

Can existing filters in the ventilation system be upgraded?

The GNW Trust has reviewed and aligned HVAC systems with industry guidelines, including WorkSafe BC, ASHRAE and ACGIH According to WorkSafeBC.
At this time, there is no evidence that a building's ventilation system would contribute to the spread of the virus.

Accredited bodies such as ASHRAE and ACGIH recommend building owners increase the filtration
efficiency of the system to MERV 13 if equipment allows, while assuring the air flow and pressure drop can be maintained.

Depends on the type of buildings, MERV 10 and 13 are commonly used on the campus.

Additionally, there are two types of filters we can purchase. There are standard fiberglass filters which have a low MERV rating while at the campus we use pleated filters which have a higher MERV rating and the following added benefits:
1. Increased Energy Efficiency - Pleated filters maintain cleaner coils and greater heat transfer.
2. Reduced Housekeeping Costs - Pleated filters result in cleaner walls, ceilings, furnishings, etc.
3. Decreased Health Hazard - Pleated filters deliver greater particulate capture, fewer IAQ complaints, and do not promote bacterial growth.
4. Reduced Maintenance - Pleated filters maintain cleaner motors, coils, and other equipment components.
5. Reduced Labor - Pleated filters require fewer filter changes.

What are the operating hours of the buildings?

Typical operating hours for the 577 and 685 buildings is 7am to 6-pm currently.

Departments are encouraged to contact our Property Management and Facilities Services before re-occupying.

During occupied hours, ASHRAE recommends (and our Facility Team agrees) that the building mechanical systems are operated for minimum period of 2 hours prior to occupants re-entering building.

Additional Links:


APPENDIX Q: MEETINGS AND EVENTS GUIDELINES

The ability for staff, faculty and students to have in-person meetings and events varies with the SFU Four Stage Campus Recovery Plan. With a rating of Extreme, no in-person meetings or events are allowed. With a rating of High, essential meetings and events are allowed with restrictions and only on a limited, internal basis. Such meetings and events should not be recurring. Moderate ratings allow for slightly fewer restrictions and may in some instances include recurring meetings or events.

This document serves to interpret the impact scale in the context of meetings and events and describes the process (and includes an application form) for receiving permission for such meetings. The expectation remains that all meetings should be held remotely, via videoconferencing, where possible.

NOTE: Before submitting an application, assess the COVID-19 risks at your meeting, event, or program using the Canada Public Health tool.

Definition of Meeting and Events

Meetings and Events are defined as scheduled events that include 6 or more participants.

When Approvals are Required

All Meetings and Events must be approved if they occur when the SFU Four Stage Campus Recovery Plan is at Stage 3 (depending on requested size of meeting or event, or Stage 4.
1. Include individuals that fall under multiple unit-specific Safety Plans (the meeting/event brings together individuals from multiple campus units that do not fall under a single local COVID-19 Safety Plan or includes people external to the university).
2. Occur in a space not covered by the meeting organizer’s local Safety Plan. This process applies regardless of where the meeting occurs. That is, SFU meetings held outdoors or off campus must still comply with the SFU COVID-19 Guidance on Safe Work on Campus (the SFU Safety Plan) follow the application procedure outlined in this document; or

When Approvals are not Required

Meetings among individuals that are in the same reporting unit (or in different units but under a single local COVID-19 Safety Plan), and a Safety Plan is in place for the meeting room space, must adhere to that existing Safety Plan but do not need to go through the approval process outlined in this document.

According to current required physical distancing, (5m² of space per individual in a room) will greatly limit the ability to hold in-person meetings or events.

Approvals Process

There are processes in place for Teaching and Research approvals. Requests for in-person meetings or events therefore should NOT include classes, informal tutorials, seminars, or study groups, or lab/research groups. Approvals will normally flow through reporting relationships.

Academic meetings (department meetings, journal clubs, faculty searches) will flow through Chairs/Directors and Deans.
Definitions

Meetings are gatherings of a group of people to discuss items of mutual concern; can include training programs associated with staff work. Meetings are normally composed primarily or exclusively staff, faculty and students.

Events are gatherings for celebratory, recognition, or networking reasons, normally including people both internal and external to the university. (Examples: Industry Showcase, Welcome BBQ, Program Info Sessions, etc. Most of our traditional large events are not possible under current PHO guidelines limiting attendance to 50).

External Bookings should go through the Program Director and/or GNW Trust for review and approvals.

Academic meetings refer to those connected to the academic (teaching and research) mission of departments, schools, and faculties. Academic meetings do not include teaching or research activities for the purposes of this procedure.

Essential in-person meetings are defined as those that cannot occur effectively over video conferencing, and are necessary for the academic or other mission of the group requesting the meeting. We will uphold a high standard for what is deemed essential, to remain consistent with our commitment to the health and wellbeing of our community.

Internal meetings only include GNW Staff and MDM Staff and Faculty.

The Meeting Safety Plan must include physical distancing plan (including room capacity, as there is a requirement for 5 m2 per attendee as well as for 2m spacing among attendees), and a cleaning plan. All internal attendees must have completed the Canvas training module, COVID-19 Awareness and Safe Return to Work, and should confirm on the day of the meeting to the meeting convener that they do not have any symptoms of COVID-19 and have not traveled outside of Canada in the past 14 days. Meetings should only occur in campus locations that have an approved Safety Plan. Holding meetings off campus does not eliminate the need to meet Meeting Safety Plan requirements or to complete this application.

Meeting Size

The majority of spaces in the CDM 685 and 577 Building have very low occupancy numbers when the 5m2 of space per participant is followed. Room capacities must be strictly followed. To be consistent with the size of gatherings approved by the Public Health Officer of BC, meetings and events should normally have fewer than 50 participants, and available room capacities may mean much lower participant numbers.
APPENDIX R:
INTERNAL RESPONSE PROTOCOL TO POSITIVE COVID-19 TEST RESULTS

Guiding Principles

• SFU follows the direction from Public Health when responding to a positive COVID-19 test result.
• SFU follows agreed procedures and roles when responding to a positive COVID-19 test result.
• SFU follows all applicable privacy laws when responding to a report of a suspect case or positive COVID-19 test result of an SFU community member or visitor to protect individuals’ privacy.
• Communication from SFU will be in coordination with Public Health when and where available.
  * The CDM and GNW Trust adheres to SFU’s COVID-19 case reporting protocol and procedures.

Procedure

Public Health will take the lead on managing COVID-19 positive cases and contact tracing as per BCCDC Contact Tracing Infographics. Individuals who have tested positive for COVID-19 or are deemed as part of the contact tracing by the Public Health Officer as a “contact” must follow the self-isolation and other guidance from Public Health.
  * The CDM and GNW Trust adheres to SFU’s COVID-19 case reporting protocol and procedures.

Support Requested by Public Health

The SFU primary contact with Public Health is Director, Health and Counselling Services (HCS) or designate. If requested for contact tracing assistance by Public Health, the Director, HCS will assemble a COVID-19 Response Team that will support Public Health efforts.
  * The CDM and GNW Trust adheres to SFU’s COVID-19 case reporting protocol and procedures.

COVID-19 Response Team may include individuals from:

• Acting Director, Research & Laboratory Safety
• Program Manager, Emergency and Continuity Planning
• Student Services and impacted department representative
• Employee – Wellness and Recovery, and impacted department representative
• Contractor – Contractor representative and the SFU point of contact

The COVID-19 Response Team will record all disclosures of personal information to public health. The COVID-19 Response Team Public Health liaison will report the findings to Public Health and continue to provide any assistance required by them.

The COVID-19 Response Team Public Health liaison will notify the SFU COVID-19 Management Team (CMT) through the Chair (Senior Director, Enterprise Risk and Resilience) of a confirmed COVID-19 test result of an individual that have attended SFU campus in person.

The CMT will discuss the implications and communication needs, and notify the University Executive.
Support Requested by a Supervisor
SFU has created a task force to support supervisors on questions related to suspect or confirmed COVID-19 cases to ensure SFU is following the guidance from Public Health. The task force includes the following SFU employees:

- CMT Chair (Senior Director, Enterprise Risk and Resilience) or designate
- Director, Health and Counseling Services (HCS) or designate
- Senior Director, Media Relations and Public Affairs or designate

All notifications of a positive COVID-19 case through channels such as Human Resources, Faculties and admin departments should be reported to the CMT Chair via email (laura_vajanto@sfu.ca). The CMT will discuss the implications and communication needs, and notify the University Executive.

*The CDM and GNW Trust adheres to SFU’s COVID-19 case reporting protocol and procedures.*

**Communications**

SFU will liaise with local health authority before developing or releasing any communication. In almost all cases, the direction will be *not* to issue a public or internal alert, in order to avoid impacting the person’s privacy or dissuading others from coming forward to confirm positive tests.

In the event that health officials are unable to complete contact tracing – example, the person has been in public places and exposures cannot be traced/contacted – then the direction may be to issue an alert if people in the community who may have been exposed should monitor their symptoms.

Communication is outlined for the following scenarios (see below for step-by-step actions):
- Isolated case with very low probability of transmission to SFU community.
- Confirmed COVID-19 case with potential transmission within SFU community.
- Confirmed COVID-19 case with a student living in SFU residences with potential transmission within SFU community.
- Outbreak (more than 5 confirmed COVID-19 cases) within SFU community.

*The CDM and GNW Trust adheres to SFU’s COVID-19 case reporting protocol and procedures.*

**Isolated case with very low probability of transmission to SFU community**

1. SFU may be notified by an individual or an SFU department of a confirmed COVID-19 case of SFU student/faculty/staff who have not attended campus in person, or who attended the campus in person but likelihood of transmission is low.
2. To protect the privacy of the individual and as there is no/minimal risk of transmission with the SFU community there will be no further action by SFU.

*The CDM and GNW Trust adheres to SFU’s COVID-19 case reporting protocol and procedures.*
Confirmed COVID-19 case with potential transmission within SFU community

1. SFU may be notified by an individual, an SFU department or Public Health of a confirmed COVID-19 case of SFU student/faculty/staff who have attended campus in person.
2. If requested, Director, HCS or designate activates the SFU COVID-19 Response Team who will follow the direction from Public Health.
3. Director, HCS will provide regular updates to the COVID-19 Management Team (CMT).
4. The CMT will notify the University Executive.
5. To protect the privacy of the individual there will be no proactive communication by SFU, public health will follow-up with individuals per contact tracing directly.
6. Senior Director, Media Relations and Public Affairs prepares reactive key messaging, if contact by media/public. SFU will liaise with local health authority before developing or releasing any communication.
7. The CMT will consider implications to the SFU operations and make recommendations to the University Executive.

*The CDM and GNW Trust adheres to SFU’s COVID-19 case reporting protocol and procedures.*

Confirmed COVID-19 case with a student living in SFU residences with potential transmission within SFU community

1. SFU may be notified by an individual, an SFU department or Public Health of a confirmed COVID-19 case of SFU student/faculty/staff who have attended campus in person.
2. If required, Director, HCS or designate activates the SFU COVID-19 Response Team who will follow the direction from Public Health.
3. Director, HCS will provide regular updates to the COVID-19 Management Team (CMT).
4. The CMT will notify the University Executive.
5. To protect the privacy of the individual there will be no proactive communication by SFU, public health will follow-up with individuals per contact tracing directly; if needed/advised by public health, wider message to residence community may be shared with support from the Senior Director, Media Relations and Public Affairs. SFU will liaise with local health authority before developing or releasing any communication.
6. The CMT will consider implications to the SFU operations and make recommendations to the University Executive.

*CDM Apartments are separate from SFU Housing and is managed by GNW Trust and Dorset Property Management. However, all SFU students living at the CDM Apartments will follow the same procedures for reporting cases to SFU. GNW Trust and Dorset Property Management will follow the reporting guidelines set out by the BC Provincial Health Officer (PHO) for non-SFU students living at the CDM Apartments.*

Outbreak (more than 5 confirmed COVID-19 cases) within SFU community

1. SFU may be notified by an individual, an SFU department or Public Health of a confirmed COVID-19 case of SFU student/faculty/staff who have attended campus in person.
2. If required, Director, HCS or designate activates the SFU COVID-19 Response Team who will follow the direction from Public Health.
3. Director, HCS will provide regular updates to the COVID-19 Management Team (CMT).
4. The CMT will notify the University Executive.
5. If public health is posting outbreak on their website/sharing this information in a briefing publicly, Senior
Director, Media Relations and Public Affairs in consultation with the CMT prepares messaging to go out at the same time as public health issues information. SFU will liaise with local health authority before developing or releasing any communication.

6. The CMT will consider implications to the SFU operations and make recommendations to the University Executive.

* The CDM and GNW Trust adheres to SFU’s COVID-19 case reporting protocol and procedures.
RESOURCES USED IN THIS DOCUMENT

SFU Student Support and Resources - SFU Go-Forward Plan

SFU Four-Stage Return To Campus

SFU COVID-19 Resources

Travel Restrictions in Canada

WSBC - Offices Returning to Operation

BC CDC

Apple Product Cleaning Care

Microsoft Product Cleaning Care

Thrive BC COVID-19 Self-Assessment Tool