



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>Student Housing & Community Services</u>
Unit Name:	<u>Conferences & Accommodation- Residence Rentable Meeting Space</u>
Location/Address:	<u>5961 Student Union Boulevard</u>
Re-opening Date: (proposed)	<u>Conferences & Accommodations did not close</u>

Introduction to Your Operation

1. Scope and Rationale for Opening

For the purpose of this application, we are presenting the Intermediate Hybrid plan for Conferences & Accommodation Meeting space, operated and managed by SHCS. These include, Ponderosa Ballroom, Gage Meeting Space, Marine Drive Ballroom and Totem Ballroom. The Ponderosa-Oak House Building also has office space for Faculty of Education and Classroom Spaces for Enrollment Services. Please refer to the FoE Plan. All other meeting venues are in residence halls and are managed fully by SHCS. Conferences & Accommodation did not close during this time.

The rental of these facilities is primarily for meetings and small social gatherings for academic and departmental use. The footprint of these event spaces is outlined in the Appendices. At this time, and until the BC Provincial Health Officer and BC Restart Plan is adjusted to allow for gatherings of over 50 ppl, Conferences & Accommodation will be booking small meetings and social events. All of these events will have specific floor plans and physical distancing measures tailored to fit their individual needs.

High-level operational activities include; writing agreements, designing and setting up floor plans, approving third party vendors, scheduling and coordinating staff and all event details with Scholar's Catering and UBC Building Operations.

This plan has been vetted by **Allan DeJong**, General Manager of Conferences & Accommodation and SHCS OH&S group.

Section #1 – Regulatory Context

2. Federal Guidance



Public Health Agency of Canada

<http://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

Government of Canada: <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html#tbl1>

3. Provincial and Sector-Specific Guidance (from VCH)

1) Order of the Provincial Health Officer – Mass Gathering Events

<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-healthofficer/reports-publications/covid-19-pho-class-order-mass-gatherings.pdf>

- A person who is the owner, occupier or operator of, or is otherwise responsible for, an indoor or outdoor place hosting an event, other than a drive-in event, must not permit the gathering of more than 50 patrons for the purpose of the event.

2) BC's Restart Plan <https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-responsercovery/covid-19-provincial-support/bc-restart-plan>

- Currently events hosting 50 guests or higher is set for Phase 4 of the restart plan.

3) British Columbia – Key Steps to Safely Operating Your Business or Organization and Reducing COVID-19

Transmission. https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergencypreparedness-response-recovery/gdx/go_forward_strategy_checklist_web.pdf

- Core measures set out by BC Government to review and plan for any business and institutional resumption plan.

4) <http://www.bccdc.ca/Health-Professionals-Site/Documents/Face-masks.pdf>

- We plan to follow UBC guidelines on masks, but will supply this information to our Conferences & Accommodation Staff team as well, to allow each staff member to make the informed decision on how to wear masks if they choose to.

4. Worksafe BC Guidance

1) Preventing exposure to COVID-19 in the workplace: A guide for employers

<https://www.worksafebc.com/en/resources/about-us/guides/preventing-exposure-to-covid-19-in-the-workplace?lang=en>

- Orders from the provincial health officer (PHO) and guidance to employers and businesses provided by the BC Centre of Disease Control. Must be reviewed and implemented as *Conferences & Accommodation* staff. This is a great resource to cross check all vendor COVID-19 safety planning.

2) Selecting and using masks

<https://www.go2hr.ca/resource-library/covid-19-health-and-safety-selecting-and-using-masks>

- We plan to follow UBC guidelines on masks, but will supply this information to our Conferences & Accommodation team as well, to allow each staff member to make the informed decision on how to wear masks if they choose to.



<p>3) Entry check for visitor signage https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-entrycheck-visitors?</p> <ul style="list-style-type: none"> We will collect delegates/meeting attendees contact information in case there is an outbreak.
<p>5. UBC Guidance</p> <p>Safety and Risk Services https://srs.ubc.ca/covid-19</p>
<p>6. Professional/Industry Associations</p> <p>1) Restaurant Association of BC Guideline for reopening: https://static1.squarespace.com/static/5d37827eea1ab800017d102d/t/5eb5ab9477f6ea23d6fba90/1588964256218/EDL_BCRFA_blueprint_for_reopening_NPR.pdf</p> <p>Go2HR BC's tourism human resources association</p> <p>2) https://www.go2hr.ca/health-safety/resources/covid-19-resources</p>

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:

- What is the contact intensity in your setting pre-mitigation – the type of contact (close/distant) and duration of contact (brief/prolonged)?

We have broken this down into the type of event and staffing departments as the guest count and steps to manage or control distancing can vary.

Note: Resumption of activity may need to be reversed or adjusted, and additions may be imposed in response to public health guidance or changes to the situation on the campus.



Housestaff set up/tear down:

- Housestaff will be required to set up and tear down the various meeting rooms using the floor plans issued in accordance with the guidelines. Every attempt to set up the meeting rooms will be done 24 hours in advance of the meeting.

On Site Event Staff

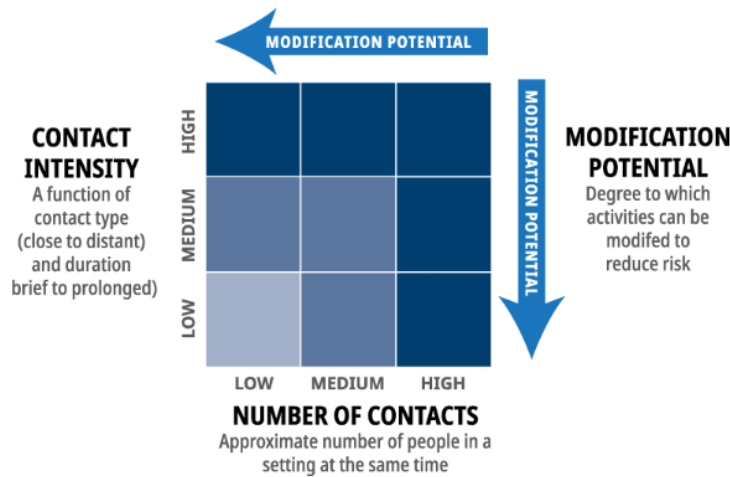
- Event staff will greet guests upon arrival a short survey will be posted and delegates will be asked to review before entering the event. **(see Appendix E)**
- The Event staff or client will direct the delegate to their seats.
- A pre-set and agreed upon floor plan must be approved by the Sales & Services Manager for the various meeting rooms no later than four business days prior to event booking.
- The various floor plans will allow for a minimum 2 metre spacing between each individual.
- All vendors including Scholars Catering will provide drop off and pick up time slots, whenever possible time slots will offer single vendor access to the various meeting rooms. When not possible, a plan will be in place to allow for safe social distancing set up and tear down of event equipment to occur.
- An electronic guest list will be provided to the Sales & Services Manager prior to the event. A sign in list will also be available on site at each event to document delegates/attendees. This document will include date, delegate name and contact details. **(see Appendix F)**

Staffing Requirements

1. What is the number of contacts in your setting – the number of people present in the setting at the same time?

We have broken this down to the type of event as the guest count and steps to manage or control distancing can vary.

Meetings/Banquets will have a maximum of number of attendees that each meeting facility will allow. This is based on a safe social distance floor plan for the various meeting rooms. See example floor plans in **Appendix A through D.**



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

- Meetings will not exceed the designated delegate numbers as outlined for each meeting room. Appendix A through D. This is based on the current floor plan with appropriate spacing of 2metres between delegates and appropriate flow patterns for entering and exiting the meeting rooms.
- Hand Sanitizer will be provided inside the room, for delegate use. Tables and Chairs will have been wiped down prior to the start of the meeting/gathering.

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)

- The maximum number of people with safe physical distancing for each meeting room is outlined on the attached floorplans (Appendix A through D)

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



- Safety Plans in draft form are presented to the SHHS-JOHSC at their monthly mtgs for review (last Tues of the month)
- Supervisors/managers have been actively engaged in the adjustment of protocols in their units since late March 2020. Returning supervisors are brought up to speed by their manager when they return.
- Food Services Local Safety Team (FS-LST) will review plans at their mtgs starting in June
- Listening to team members at individual units and taking their suggestions into consideration.

10. Risk Level Determination (H/M/L)

Identify the COVID-19 risk category (High / Medium / Low) pre-mitigations for your operation using the BC COVID-19 Go Forward Management Strategy Risk Matrix

Risk level has been determined as low with employee and guest numbers being limited at this location. We have lower occupancy in all areas for our team members and guests. We provide guidance through appropriate occupancy signage, modification of work schedule, introduction/maintenance of barriers (ie plexi glass or stanchions, as appropriate) and education on best practices. In this plan we have assessed the risk and included pre-mitigations for our operation to include the following:

- 1) Where do people congregate; all floor plans will be pre-planned and communicated to allow for social distancing and proper spacing.
- 2) Job and tasks have been defined; most of the work will continue on an at-home basis. When a facility team member is on-site they will be able to work at a social distance.
- 3) Tools have been identified; the only medium to high risk task will be setting up and taking down tables & chairs and necessary equipment will be provided to do this safely.
- 4) All shared surfaces will be cleaned; clearly outlined communication and scheduling with BOPS will help facilitate this.
- 5) We have reduced capacities and booking times to decrease risks.
- 6) Clear policies and communication tools have been created for clients and staff.

11. Worker Health

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

In person, email, or through online courses:

- Supervisors have been trained on Elevated High Touch Disinfecting Procedures
- Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.
- Supervisors have been trained on the two-step risk assessment process for maintenance requests
- Supervisors have been trained and made aware of the shared vehicle process (as applicable)

Supervisors are expected to insure their team members are trained on these items by reviewing with them on site, in real work situations:

- One-on-one or in informal team mtgs (maintaining physical distancing).
- Listening to concerns raised by team members and clarifying expectations and best practices
- Providing updates to the team in a timely manner as they become available

They are also expected to make sure they are following these procedures and leading by example.

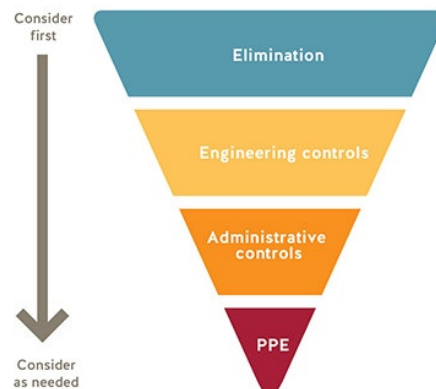
12. Plan Publication

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

- Plans will be posted on the SHCS Covid-19 Safety Plan web site – waiting for date confirmation from SHSC IT and Communications group
- Printed plans are posted in all units. COVID-19 Safety Plans with all supporting documentation are available in a red binder in a central location at the unit to review with team members and to update info as needed.

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.
- 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.
- Use WSBC posters provided (How to select and understanding limitations of plus How to put on a Mask): See Appendix 4 to facilitate the discussion, as needed (copies in plan binder)

<p>13. Work from Home/Remote Work Detail how/which workers can/will continue to work from home (WFH); this is required where it is feasible</p>
<ul style="list-style-type: none"> • CUPE 2950 staff are required to do crucial work and regular tasks on site-they are not working from home • Without current events, Manager’s have been working remotely from home. If they choose to come into the office they can do so, provided that the number of people in the office doesn’t exceed the specified numbers.
<p>14. Work Schedule Changes/Creation of Work Pods or Crews or Cohorts For those required or 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 at any given time at UBC; describe how you may group employees semi-permanently to limit exposure to specialized workers, if applicable</p>
<ul style="list-style-type: none"> • Shifts will match bookings • Housestaff set up will be scheduled 72 hours prior to meeting/event • Sales & Services Staff will be available via email/phone and onsite only when and if group requires on the day of event.
<p>15. Spatial Analysis: Occupancy limits, floor space, and traffic flows Using UBC building key plans: 1) Identify and list the rooms and maximum occupancy for each workspace/area; 2) Illustrate a 2 metre radius circle around stationary workspaces and common areas; and 3) Illustrate one-way directional traffic flows</p>
<ul style="list-style-type: none"> • Maximum occupancy of the various Conferences & Accommodation meeting rooms depends on how the client wants the room set up. Please refer to Appendix A through D for Gage, Ponderosa, Marine Drive and Totem Park meeting rooms. • Floorplans are available for staff in the Meeting Space shared folder • Please refer to Appendix A through D for various floorplans. Maximum occupancy varies depending on the meeting space and the set up style. • Shared space with FoE, please refer to their re-opening plans as well as Building Ops plans for the Ponderosa Oak House. All other Meeting space is managed specifically by SHCS.
<p>16. Accommodations to maintain 2 metre distance</p>



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

- Floorplans will be in place and provided to the employees prior to the meeting.
- Housestaff will have access to these floorplans prior to setting up the room
- Signage will indicate which door employees and service workers can enter and which door they should exit from
- Housekeeping staff will wait a minimum of 3 hours before cleaning room for another group or before Housestaff tears down the room

17. 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

- Housestaff may need to transport equipment to the various meeting rooms in the Conferences & Accommodation Vehicle. The UBC COVID-19 Vehicle Usage guidelines will be applied to the usage of this vehicle.
- The vehicle is to be considered a single occupancy vehicle and will undergo the necessary cleaning in situations where more than one person must drive the vehicle on the same day. Although, this will be mitigated as much as possible by delivering necessary equipment ahead of schedule and encouraging employees to walk to work sites.
- Staff who are travelling to the same location will not drive together. Additional time for work completion will be added in order to account for walking across campus.
- Employees will be reminded and encouraged to follow all the recommended protocols for cleaning their hands before and after use as well as how to clean high touch surfaces and spots. Supplies will be provided to the employees and will be available in the vehicle, storage room and office (cleaning kit).

18. 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

- Worksafe BC/SHCS signage is posted at each site for workers and visitors upon entry, stressing non entry if meeting criteria listed in any check box
- Staff have been reminded to call in sick if they are unwell
- Staff are able to use an additional 10 days if they have 0 accrued sick time remaining
- Sick workers should report to their supervisor who calls UBC-first aid(FA) even with mild symptoms 2-4444 / 604-822-4444. They are trained to WSBC COVID-19 OFA protocols
- If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911.
- Clean and disinfect any surfaces that the ill worker has come into contact with.
- Workers and Supervisors have been made aware and educated on these protocols
- Clean and disinfect any surfaces that the ill worker has come into contact with

19. Prohibited Worker Tracking

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

- Staff who are experiencing symptoms of COVID-19 are advised to stay home and seek advice from a medical professional



- Managers of staff will track sick time and remind staff of protocols around when they can return to work
- Staff who have returned from International travel are advised that they are not allowed to report to work until they have completed their 14 day isolation period with no symptoms or have received a negative COVID-19 test
- Reference: <http://www.hr.ubc.ca/covid-19/leading-managing-employees-during-covid-19/#leave>

Section 4 – Engineering Controls

20. Cleaning and Hygiene

Detail your cleaning and hygiene plan, including identification for hand-washing stations and the cleaning regimen required to be completed by departmental staff for common areas/surfaces (BOPS Custodial has limitations on cleaning frequency, etc.)

- Washrooms are easily accessible to practice hand hygiene
- Hand sanitizer is available in the guest spaces as they enter the unit, in vehicles (where used) and in other inside spaces as deemed necessary.
- Staff trained and follow the Safe Work Procedure for Cleaning and Disinfecting as well as the Elevated High Touch Point Disinfecting procedure
 - Elevated High Touch Point Procedure and Checklist (see Appendix 3)
 - Nightly after hours cleaning by either SHCS Facilities or Bldg Operations Custodial Groups. (See Appendix 2 for both procedures)
- High touch points in common areas disinfected regularly (2-3 x per day)
- Chemical products and supplies are brought in by Purchasing with SHCS Safety Group support (distribution directly through SHHS Warehouse or Purchasing/Safety at SHCS Admin Office)
- Please refer to the SHCS Building Services Plan for cleaning of the Residence meeting space Ballrooms, the Building Ops Plan for the cleaning of the shared washroom space and lobby area in the Ponderosa-Oak House and the FoE Plan for the office spaces in Ponderosa Oak House.

21. 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

- Limited shared equipment
- Each delegate will have their own table/seat that they will sit at for the duration of the meeting

22. Partitions or Plexiglass installation

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

- Signage will be posted to limit occupancy of break rooms, meeting spaces to the necessary capacity numbers
- Floorplans for Gage, Ponderosa, Marine Drive and Totem meeting space have been created and are included in Appendix A through D.
- No physical barriers will be used in the various Conferences & Accommodation meeting spaces.



Section 5 – Administrative Controls

23. Communication Strategy for Employees

Describe how your unit has or will communicate the risk of exposure to COVID-19 in the workplace to your employee and the safety controls in place to reduce such risk.

- Information posters have been posted throughout the facility providing information on COVID-19 symptoms, transmission, how to prevent the spread, proper hand hygiene and encouraging staff to stay home if unwell
- Our Worksafe BC safety plan is printed and available to all staff in a common area of the office.
- Employees can speak with their manager if they have any concerns.

24. 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 employees on site will have 30 days to complete the mandatory course offered on Canvas. Manager will get completion data monthly from Canvas/HRMS to monitor completion and to address any gaps. Returning employees will do the course prior to their first shift back, where possible or on their first day.
- Entry point signage outlines guidelines to enter a work space
- Posting of their unit specific safety plan with floor plan layout and/or pictures of how their workspace now functions
- Guidelines and safety plan has been presented to all employees and they know where to find the information in it re safe practices and protocols around physical distancing, PPE
- Online availability throughout SHCS is pending IT/Mar Comm updates
- Managers/supervisors will review the Safety Plan binder contents with all team members to ensure they understand procedures and protocols, then record the date they did the review with them on a tracking log: submit to SHSC Safety lead monthly

25. 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 / list them all below, add pictures if you like)

- Directional signage will be placed on the floor before the entrance doors to all Conferences & Accommodation meeting space. It will clearly indicate the direction delegates are to enter the space. Example: For Ponderosa Ballroom, they will enter from the East doors and exit out of the West Doors.
- Doors have been designated as either enter or exit (one way) in cases where this is only one door in and out, this will be clearly marked so delegates understand that it is an in/out door.
- Max occupancy signs have been posted for all meeting rooms

26. 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

- Fire safety plans are posted in all work spaces. Evacuation procedures and designated meeting place for employees and guests remains the same
- Adjusted work schedules and occupancy limits allows for maintaining of fire safety plan procedures in the event of an emergency
- Evacuation procedures will continue as normal, using the same designated meeting place. After evacuating follow “physical distancing” best practices as much as possible.
- Employers response to employees reporting symptoms on the job:
 - Sick workers should report to their supervisor/manager immediately who will then call UBC First Aid (UBC-FA) @ 2-4444 / 604-822-4444 even with mild symptoms.
Note: all UBC-FAA have been trained to WSBC COVID-19 OFA protocols (see Appendix ?)
 - If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911.
 - Clean and disinfect any surfaces that the ill worker has come into contact with.
 - Workers and Supervisors have been made aware and trained on these protocols
 - Clean and disinfect any surfaces that the ill worker has come into contact with.

27. Monitoring/Updating COVID-19 Safety Plan

Describe how you will 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

- Local Safety Team and JOHCS meetings have representatives from the staffing side to raise any concerns
- SHCS Safety Group has regular contact and meetings with managers and supervisors regarding new developments and requirements
- Staff are encouraged to discuss directly any concerns with their supervisor to be brought forward to management or at monthly FS-LST/SHHS-JOHCS meetings
- Senior management team will keep apprised of new developments as related to COVID safety and update the safety plan accordingly.

28. 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

- Conferences & Accommodation did not close
- Staff will be trained in the new protocols and booking procedures

Section #6 – Personal Protective Equipment (PPE)

29. Personal Protective Equipment

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

- Employees who use cleaning products that require the use of PPE have been trained in their proper use and disposal.
- PPE is ordered by the SHCS warehouse and they provide it as needed.



- Gloves and masks will be made available to Housetaff and Sales & Services Managers upon request and will be trained in the proper use and disposal

Section #7 - Acknowledgement

30. 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. (asking HR if we can do this - JT)

Date: July 15, 2020

Name :

Title Associate Director

Keep Checklist of Employees who have reviewed the plans and COVID-19 protocols in an in-house file. Do not POST any names in this safety plan as per directives below in WSBC COVID-19 Safety Plan Template – May 21, 2020

Be advised that personal information must not be included in the COVID-19 Safety Plan

Personal information is any recorded information that uniquely identifies a person, such as name, address, telephone number, age, sex, race, religion, sexual orientation, disability, fingerprints, or blood type. It includes information about a person's health care, educational, financial, criminal or employment history. Visit <https://www.oipc.bc.ca/about/legislation/> for more information.



Appendix A through D (supporting documentation)