

Canadian Sport Institute Pacific

Return to Office



Rolling Return to Office Timeline

January 1, 2022

The office remains fully open to all employees and consultants.

All staff will be expected to be in the office a minimum of three days per week and full time return to the office is highly encouraged.

Employees will be expected to full use of their Outlook calendars to track their projects, tasks lists, meetings and work with sports in the DTE including highlighting their whereabouts and which days they are in the office.



Note: Vancouver campus team members will continue to work remotely. They will be expected to come in for any tasks or duties requiring their presence. UBC Lab and Med Block C offices remain open for staff use.

All employees and consultants are asked to attend meetings in-person, but it is understood there are exceptions to this standard and that can be discussed further with direct reports. Tools have been put in place and adopted successfully during the pandemic (Zoom, Microsoft Teams, Audiovisual equipment installed in the Boardroom), that allows for virtual meetings or a hybrid meeting model when a team member is travelling or not able to attend in person. We encourage all supervisors to find what is best suited for their team.

Consideration

We will keep monitoring the COVID-19 situation in BC, Canada, and the rest of the world and will adjust the plan as needed.

The return-to-office information below outlines how the Canadian Sport Institute Pacific (CSI Pacific) plans to reopen the office while minimizing risk to employees, athletes and coaches. The plan has been laid out by the CSI Pacific COVID Response Team.

It is up to the entire CSI Pacific team to execute on the guidelines and ensure we keep our space as safe as possible. We understand that every individual's situation is different and encourage those with specific risks or concerns to reach out to their supervisor to discuss alternate arrangements, should they be necessary.

COVID-19 Workplace Health and Safety Guidelines



All guidelines below will take effect on September 7th, 2021

Daily Screening and Mask Policy

The screening protocol is based on vaccination status. Individuals who have received the full series of an accepted COVID-19 vaccine or a combination of accepted vaccines, have received their last dose at least 14 days prior to coming to CSI Pacific, and can show proof of vaccination will be defined as "fully vaccinated" and as such will follow the protocol outlined below under "Fully Vaccinated". Accepted vaccines are:

- Pfizer-BioNTech (Comirnaty, tozinameran, BNT162b2)
- Moderna (mRNA-1273)
- AstraZeneca/COVISHIELD (ChAdOx1-S, Vaxzevria, AZD1222)
- Janssen/Johnson & Johnson (Ad26.COV2.S)

If an individual does not meet the criteria above or do not wish to disclose proof of vaccination, they will be not be allowed into CSI Pacific facilities.

Note: If a person is unvaccinated due to proven medical or religious grounds, please follow the protocols listed below

Protocol for Staff

- ✓ Required to disclose vaccination status for BambooHR. Send proof of vaccination status via Vaccine Passport to hr@csipacific.ca (exact process TBD)
- ✓ Complete electronic check-in with no daily attestation for symptoms or travel required
 - Whistler & Vancouver: Google Sheet
 - Victoria: Google Sheet or QR Code (both store same info)
- ✓ Masks are mandatory in any open communal spaces. For offices, we ask that everyone's decision on this matter, based on their comfort level and personal circumstances, is respected. Buffs are not allowed.

Protocol for ALL Guests

- ✓ Full check-in REQUIRED FOR ALL GUESTS including completing a daily attestation for symptoms, exposure or travel
 - Whistler & Vancouver: Google Sheet
 - Victoria: QR Code
- ✓ **Guest must be double-vaccinated**, and must show proof of vaccination status to staff member they are visiting
- ✓ **Masks are mandatory at all times while inside CSI Pacific. Buffs are not allowed.**

For Athletes & Coaches

If using the HP Gyms at any Campus:
CSI Pacific staff will sign you in. Athletes & Coaches do not need to sign anything, but must check in with CSI Pacific staff

If using non-gym facilities at Victoria Campus
You must complete a full check-in using the QR code. This includes for the Lab, Athlete/Coach Services offices, individual offices and/or if seeing a Health Services team member in the Camosun AET clinic

Vaccine Exemptions

Whether you are staff or guest, if you are unable to get vaccinated and require a special accommodation, you must send accommodation information to medical@csipacific.ca. This will then be reviewed and, if the accommodation is approved, a time will be set up to have a rapid antigen test prior to each entry into the building. Staff in this situation will be trained to self-administer these tests for each entry

Symptoms, Close Contact or Confirmed Case of COVID-19

Return to CSI Pacific considerations for symptomatic employees/consultants, athletes and coaches

Anyone with cold/flu like symptoms should not return to CSI Pacific until they have not had a fever for at least 24hrs and symptoms have improved. **Bottom line: if you feel sick or unwell, stay home. We DO recommend that you be tested for COVID.** This can be arranged by calling 1 844 901 8442 (Victoria); 1 604 875-2424 (Vancouver) & 604-966-1428 (Whistler)

Return to CSI Pacific after close contact of a COVID-19 positive case

As of September 13 all CSI P & NSO athletes and staff must be fully vaccinated to enter our training facilities. Anyone considered a close contact of a known COVID 19 positive case must self isolate from our training facilities until a Day 5 COVID PCR test from the local health authority has been reported negative. If access to our training facilities is urgent, fully vaccinated athletes and/or staff may request access to our facilities but must provide a negative same day rapid antigen test.

Return to CSI Pacific following positive COVID-19

We require that anyone who has tested positive for COVID-19 to isolate for a minimum of 10 days after symptom onset and if fever has resolved for at least 24 hours before returning to CSI Pacific.



Testing Guidelines

The CSI Pacific Return To Sport document will be updated such that any changes to the testing services offered, general procedures, occupancy, laboratory set-up/flow as well as the required and recommended PPE are outlined. These updates will be circulated and posted to our COVID-19 home page.

Training Guidelines

Scheduled training will continue - schedule to be communicated by S&C coaches. No restrictions on capacity for size of training group. We will continue to avoid group mixing, when possible

Paramedical Services Guidelines

- 1 Therapist and 1 athlete at a time
- Masks for therapist and athlete
- Sanitizing of surfaces each use with single use paper towel only

Travel

- Anyone returning from travel outside of Canada must continue to follow the [Government of Canada COVID 19, Travel, Quarantine and Borders Guidelines](#) before being eligible to return to the office.

Work related travel is now allowed.

Physical Distancing

We ask that you respect everyone's personal space and comfort level when at CSI Pacific.

Cleaning and Sanitation

We encourage everyone to continue using and promoting proper hygiene and sanitation practices, such as cleaning all equipment and surfaces after usage.



Occupancy

All restrictions on occupancy (outside of the laboratories and para-medical rooms) will be lifted except for in Vancouver, which will be updated as UBC updates their protocols. All areas of the Whistler & Vancouver CSI Pacific campuses will be open

The success of our plan relies on how well our team follows the guidelines in place. Please bring any concerns regarding the plan or respect of the guidelines to your supervisor. Through the work of our COVID Response Team, and everyone at CSI Pacific, over the last 18 months we have been successful in maintaining a safe and secure work environment. Let's all do our best to continue this trend in the months ahead.