

## Revisions the CSI Pacific Return to Office Plan as of Monday November 24th, 2021

CSI Pacific has adjusted our Return To Office Plan in alignment with the provincial restart plan. BC's Restart<sup>1</sup> is a careful, four-step plan to bring B.C. back together. As of May 25th, we have gradually restarted our important social connections, businesses and activities. In addition, earlier this month our COVID-Response Task Team reviewed the results of our staff survey and specific feedback on both staff wellness (Mental Health Continuum Tool) and our return to office strategies prior to our workplaces being fully re-opened by the target date of September 13<sup>th</sup>, 2021. Mid-September to mid-October will be a transition period to ease staff into regularly returning to the office. Based on feedback from our CMO, Dr. Paddy McCluskey, we will be immediately making a few adjustments (highlighted in red below) to our protocols to hold our work environment to a higher standard to ensure the health and safety for all. As such, we will be mandating that **ALL CSI PACIFIC STAFF PROVIDE PROOF OF FULL VACCINATION**. We are requesting all staff to send proof of their COVID vaccination to [hr@csipacific.ca](mailto:hr@csipacific.ca) on or before the Vaccination Passport comes into effect on September 13<sup>th</sup>, 2021. If any CSI Pacific staff are NOT currently up to date with their vaccinations, please make an appointment to get vaccinated immediately or speak to HR regarding any concerns or accommodations required (religious or medical reasons only). All guests will be required to show proof of vaccination before entering our facilities and offices, including the HP gym, to ensure the safety of all. **Getting vaccinated is the most important tool supporting our restart.** In general, the four steps related to our offices/workplaces are outlined below:

### **Step 1: May 25**

The criteria for Step 1 is at least 60% of the 18+ population vaccinated with dose 1, along with stable case counts and COVID-19 hospitalizations.

- Start a gradual return to workplaces
- Employers must continue to have a COVID-19 Safety Plan and daily health check in place

### **Step 2: June 15**

The criteria for moving to Step 2 is at least 65% of the 18+ population vaccinated with dose 1, along with declining case counts and COVID-19 hospitalizations. The earliest date we move to Step 2 is June 15.

- Continued return to the workplace
- Small, in-person meetings allowed

### **Step 3a: July 1**

The criteria for moving to Step 3 is at least 70% of the 18+ population vaccinated with dose 1, along with low case counts and declining COVID-19 hospitalizations. The earliest date we move to Step 3 is July 1.

- Continued return to the workplace
- Seminars and bigger meetings allowed
- Workplaces must operate based on a new sector COVID-19 Safety Plan.

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<sup>1</sup> <https://www2.gov.bc.ca/gov/content/covid-19/info/restart>

### **Step 3b: September 13**

Due to the resurgence of COVID cases over the summer of 2021, the BC Government has announced that Step 4 has been delayed indefinitely. They have reinstituted the mandate that masks must be worn in all indoor public places. A Vaccine Passport will be instituted beginning September 13<sup>th</sup>, that requires all BC residents to show proof of full vaccination prior to accessing certain indoor events, including gyms, high intensity exercise and meetings/conferences. And so **ALL CSI STAFF MUST PROVIDE PROOF OF VACCINATION on or before September 13th, 2021 through their Vaccination Passport (exact process TBD). Please send proof to [hr@csipacific.ca](mailto:hr@csipacific.ca).** See Appendix B for more detailed information.

A full description of situations for which proof of vaccination will be required can be found here: <https://www2.gov.bc.ca/gov/content/covid-19/vaccine/proof>

At this time, there are no other restrictions on gatherings or work places in the Vancouver Coastal Health and Island Health regions and so the CSI Pacific plan to re-open continues at this time. A full description of the newly announced restrictions can be found here: <https://www2.gov.bc.ca/gov/content/covid-19/info/restrictions>

As of September 13<sup>th</sup>, we will be looking for the following with regards to staffing:

- Full time at our facilities if your job requires the work to be completed in person
- Full time at our facilities if your job does not require the work to be completed in person but you feel comfortable to return full time, and if you are not putting other staff or athletes at risk
- Minimum two days per week in person at our facilities for ALL staff

There will be at least one admin staff at our Victoria facility every day of the week

Vancouver back office staff may go into UBC as they wish but will not be required to do so, in order to maximize space and distance in the UBC facility. They will be expected to go in as specific work duties require it

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.

### **Step 4: TBD**

- Workplaces are fully reopened. We will be looking to increase our staff numbers at our facilities as we move to be fully operational. **CSI Pacific Campus Plans Overview**

*Note: CSI spaces at UBC are contingent on UBC Kinesiology return to office plans.*

BC Restart Steps (Appendix A)	Admin Spaces (Noah/Alana) All staff across 3 campuses	Lab Spaces (Liz/Holly/Stacey)	S/C Spaces (Craig +Seth)	Whistler Townhouse (Alana)
Step 1 May 25th	Daily health check-in Log in office times continued Masks mandatory indoors Physical distancing	Daily health check-in Log in office times continued Masks mandatory indoors PPE required	Daily health check-in Log in office times continued Masks mandatory indoors Move to stage 2C protocols	Work Purposes Bookings Only
Step 2 June 15th	Small in person mtgs allowed Staff gradual return to office Masks mandatory indoors Physical distancing	Masks mandatory indoors PPE required	Masks mandatory indoors Move to stage 3 protocols	Reduced cleaning protocols  Work related use is priority  Recreational use for staff may be permitted with proof of two doses vaccine
Step 3a July 1st	Larger in person mtgs Staff continue return to office On August 24 <sup>th</sup> , the “Masks recommended” was adjusted to <b>Masks mandatory indoors in any open communal spaces.</b>	Masks mandatory indoors PPE required	Masks mandatory indoors Fully operational	Work related use is priority  Recreational use for staff may be permitted with proof of two doses vaccine
Step 3b Sept. 13 <sup>th</sup> <b>Mandatory vaccination for all CSI staff</b>	Fully Operational All staff continue to return to office min. <b>2 x week or more</b> based on job requirements and personal level of comfort. <b>Masks mandatory indoors in any open communal spaces.</b>  All staff to fill in Google Sheet daily for contact tracing purposes (see Appendix C)	Fully Operational <b>Masks mandatory indoors</b> <b>PPE required</b>  All staff to fill in Google Sheet daily for contact tracing purposes (see Appendix C)	Fully Operational <b>Masks mandatory indoors</b>  All staff to fill in Google Sheet daily for contact tracing purposes (see Appendix C)	Work related use is priority  Recreational use for staff may be permitted with proof of two doses vaccine  All staff to fill in Google Sheet daily for contact tracing purposes (see Appendix C)

## APPENDIX A: BC Restart Plan Overview

STEP	Criteria	PHO Guidance	Personal Gatherings	Organized Gatherings	Travel	Sports & Activities	Businesses	Offices & Workplaces
<b>1</b> MAY 25	C: stable H: stable D1: 60%	Masks mandatory, indoor public spaces Physical distancing If sick, stay home and get tested	Outdoor personal gatherings – up to 10 people  Indoor visitors – up to 5 people or 1 household	Indoor seated organized gatherings – up to 10 people  Outdoor seated organized gatherings – up to 50 people	Recreational travel within your zone  Non-essential travel between zones restricted	Low-intensity indoor fitness classes  Outdoor local team games and practices for all ages – no spectators	Indoor & outdoor dining – up to 6 people  Liquor service - 10PM  Existing WorkSafeBC Safety Plans remain in place	Start gradual return to workplaces and offices  Existing Safety Plans remain in place
<b>2</b> JUNE 15 (Earliest date)	C: declining H: declining D1: 65%	Masks mandatory, indoor public spaces Physical distancing If sick, stay home and get tested	Outdoor personal gatherings – up to 50 people  Indoor visitors – up to 5 people or 1 household  Playdates	Indoor seated organized gatherings – up to 50 people  Sector consultations on next steps on indoor and outdoor gatherings	BC recreational travel  BC Transit and BC Ferries – increased services as needed	High-intensity indoor fitness classes - reduced capacity  Indoor team games for all ages – no spectators  Spectators for outdoor sports – up to 50 people	Liquor service – midnight  Banquet halls reopen – limited capacity, Safety Plans  Sector consultations on next steps on easing of restrictions	Continue return to work  Small in-person meetings
<b>3</b> JULY 1 (Earliest date)	C: low H: declining D1: 70%	Masks – recommended Careful social contact If sick, stay home and get tested	Return to usual on indoor and outdoor personal gatherings  Sleepovers	Increased capacity, indoor and outdoor gatherings – Safety Plan  Fairs & festivals with Safety Plan	Canada recreational travel	All indoor fitness classes – increased capacity  Limited spectators for indoor sports	Dining – no group limit  Bingo halls, casinos and nightclubs – limited capacity  Operate based on new Safety Plans	Seminars and bigger meetings  Operate based on new Safety Plans
<b>4</b> SEPT 7 (Earliest date)	C: low H: low D1: 70%+	Masks – personal choice Normal social contact If sick, stay home and get tested	Normal social contact	Increased capacity on large organized gatherings (i.e. concerts)	Canada recreational travel	Increased indoor and outdoor spectators  Return of normal sport competitions – Safety Plans	Continue to operate based on new Safety Plans	Fully re-opened offices and workplaces

C: C-19 case counts    H: C-19 hospitalizations    D1: minimum % of people 18+ with dose 1

**Note:** B.C. is currently unlikely to move to Stage 4 on September 7

## APPENDIX B: CSI PACIFIC RETURN TO OFFICE PROTOCOLS (updated August 23<sup>rd</sup> 2021)

- [Download PDF here](#)

## APPENDIX C: CSI PACIFIC GOOGLE SHEETS LINKS

- **Vancouver:**  
<http://www.csipacific.ca/checkin-vancouver> or  
<https://docs.google.com/spreadsheets/d/1Gxuw89I561uNHMWs5zJIJyDDvF3G9UyN-MsPlpgsiK8/edit?usp=sharing>
- **Whistler:**  
<http://www.csipacific.ca/checkin-whistler> or  
<https://docs.google.com/spreadsheets/d/1-5NTFvHZnvzU8TCecMULwMbH51BpsHrFR-SEAtw93w/edit?usp=sharing>
- **Victoria:**  
<http://www.csipacific.ca/checkin-victoria> or  
[https://docs.google.com/spreadsheets/d/11t33bibnfMrhIFUh5Cc\\_eMnK6yJ\\_K3kZOE2V2HCnQA8/edit?usp=sharing](https://docs.google.com/spreadsheets/d/11t33bibnfMrhIFUh5Cc_eMnK6yJ_K3kZOE2V2HCnQA8/edit?usp=sharing)