



COVID-19 GUIDANCE

EFFECTIVE SEPTEMBER 2021

As British Columbia has moved to step 3 of the Restart Plan and easing restrictions, our office is back to normal business hours (8:00am – 4:00pm). As a result, the Office team is returning to work. Please contact us by phone or email to confirm hours of operation and appointments:

Head Office Reception 604.731.3103

UBC Properties Trust Head Office 3313 Shrum Lane

Property Management Reception 778.945.5100

Village Gate Homes and Wesbrook Properties 5923 Berton Avenue

Other Openings:

Live at UBC Welcome Centre 3378 Wesbook Mall

UBC Properties Trust, Kelowna UBCO 3287 University Way



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FOR COURIERS AND MAIL DELIVERY

For now on, mail and deliveries will be received directly at the reception during business hours (8:00am – 4:00pm).

The Provincial Health Authority clarified the guidelines for phase 3 that capacity limits, formal health screening tests and directional arrows and other physical distancing measures will no longer be required.

INVOICES

Please continue to email all invoices to payables@ubcproperties.com

If you need to pick up a cheque or payment, please come direct to Head Office Reception during business hours (8:00 am - 4:30 pm).



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ACCESS TO OUR OFFICES

Masks are mandatory except for the following circumstances:

- if inside an office alone with a closed door
- sitting at a desk with barriers and/or plexiglass to maintain physical distance
- eating/drinking

Safety Check up will still be conducted at Reception. You will be asked to answer COVID-related questions and sign in at Reception.

Any visitor who have any of the following will **NOT** be permitted:

- Display COVID-19 symptoms
- Have travelled outside of Canada within the last 14 days
- Have been in contact with someone who has tested positive for COVID-19



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PRESERVING A SAFE WORKPLACE

Fundamental measures of communicable disease prevention are in place at our workplace, including appropriate handwashing and personal hygiene practices, appropriate ventilation, and staying home when sick.

In addition, all procedures ensure a safe work environment for all.



OUR RETURN TO WORK PLAN

EFFECTIVE SEPTEMBER 2021

As per Phase 3, employers are not required to limit the number of customers or workers in their workplace.

An employer may also keep the safety protocols such as barriers in place if they do not negatively impact the business.

We are helping employees on the transition back to work or to keep working from home for a couple of days a week.

Corporate events are coming back to the yearly agenda

We will provide updates as we move to phase 4 in early September or any major changes per the Provincial Health Officer.

**IF YOU REQUIRE MORE INFORMATION ON OUR 'RETURN TO WORK PLAN' CALL 604.731.3103
OR EMAIL INFO@UBCPROPERTIES.COM**