

From: [Jody Woods](#)
To: [Ali Lafond](#); [Allison Eccleston](#); [Andrea Glickman](#); [Angie Bain](#); [Arnold Peters](#); [Cheyenne Arnold-Cunningham](#); [Dawn Johnson](#); [Deepshika Kelkar](#); [Elena Pennell](#); [Ellena Neel](#); [James Davey](#); [Jenna Casey](#); [Jennifer Gibson](#); [Joanna Reid](#); [Jody Woods](#); [Josh Kioke](#); [Karen Slakov](#); [Keisha Jones](#); [Kristina Hannis](#); [Lee Roy Yow](#); [Melissa Adams](#); [Mildred Chartrand](#); [Morris Prosser](#); [Natasha Kim](#); [Robyn Laba](#); [Ryan Breeden](#); [Syr Reifsteck](#); [Tia Williams](#); [Tracy Point](#); [Will Archibald](#)
Cc: [Stewart Phillip \(President\)](#); [Don Tom](#); [Judy Wilson](#)
Subject: UBCIC Office Re-opening - Planning
Date: July 27, 2021 9:51:00 AM
Attachments: [2020-11-04 UBCIC COVID-19 Entering Procedures.pdf](#)
[2020-07-02 UBCIC COVID-19 Safety Plan Final.pdf](#)
Importance: High

Hello UBCIC Staff,

I hope everyone is doing well.

I would like to update you on our plans for re-opening UBCIC's offices at 312 Main in Vancouver. Following the recommendations of the Joint Occupational Health and Safety Committee (JOHSC) the plan is to maintain our current COVID-19 Safety Plan (attached) until BC stage 4 reopening, currently scheduled for September 7th, 2021. This also aligns with 312 Main's plans. Please note: this date is subject to change depending on provincial health orders and on how the current Covid wave unfolds. Your safety will continue to guide our decisions. In the meantime, I would like to start planning for re-opening by addressing various options that could be available to staff. In the past year and a half, staff have been required to work primarily or completely from home. This has had its own challenges, but you all have been incredibly flexible and have adjusted to working from home in an effective and efficient manner. As a result, when lockdown ends, UBCIC is open to adapting to a model that meets everyone's needs. This means considering and planning for a range of workspace options. Staff have indicated in the anonymous surveys sent by JOHSC that they are interested in the following work from home/work from the office options:

1. Full time work in the office
2. Full time work from home with the options to come into the office on an as needed basis
3. Hybrid part time work from home, part time work in the office

We want to be able to accommodate everyone's needs to the best of our abilities in a way that balances these with the needs of the organisation. This will inevitably require flexibility. Some restrictions and responsibilities to each individual's job requirements must also be considered. For instance, options for staff who wish to work from home full time and come into the office occasionally may be limited by the availability of our travel funds (especially if those staff are not in Vancouver) or by the scope of the individual job. In addition, some job descriptions may require your full time presence at the office or for you to be in the office for certain functions. Some resources may only be used in the office, such as Library and Archives resources, Butler Boxes, meeting spaces, etc. **We will make best efforts but we may not be able to accommodate everyone's requests.**

We require more specific information about your preferences. Please review the questions below and answer to the best of your ability.

Option One: Work full time in the office

Is this your preferred option?

- 1. If you answered yes to this, please advise: UBCIC offices are open from 8:30 to 4:30. However there is some flexibility when working in the office full time. What office hours would you prefer to hold bearing in mind that a supervisor needs to be onsite for staff to work on the office? (e.g. 8:30-4:30)

Option Two: Work full time from home

Is this your preferred option?

- 1. If you answer yes to this, please indicate from which location you would work (city, province)?
- 2. If you answered yes to this, what is your expectation in terms of the frequency of trips to the office and/or travel for meetings in the lower mainland

Option Three: Hyrbid work schedule - part time from Vancouver office and part time from home)

Is this your preferred option?

- 1. If you answer yes to this, please indicate how many days per week you would prefer to come into the office?
- 2. If you answer yes to this, please indicate which days per week you would prefer to come into the office. Please indicate if you are flexible.
- 3. If you answer yes to this, please indicate which days you would prefer NOT to come into the office.
- 4. If you answer yes to this, please indicate if you have informally discussed this with your supervisor.

Please use this schedule template and sample to assist you in indicate your preferences for a Hybrid schedule your availability:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
X - 8:30-4:30		X - 12:00-4:30		

Other Considerations

- UBCIC cannot supply two compete workstations for staff who develop hybrid schedules (option 3) though we might be able to assist with some supplies.
- Staff who develop hybrid schedules (option 3) may have to “desk share” (your workstation in the office will be used by another staff member on the days when you are working at home). This will also require that staff clean and sanitize their workstations after use.

If you are interested in working from the office, but are unable to indicate preferential days/times, please explain your situation and how you envision your work schedule. Please be aware that this will indicate your preferences only. We cannot guarantee dates/times will be available as per your preferences, but we will do our best to accommodate.

Please email allison@ubcic.bc.ca your preference or if you have any questions.

Warm wishes
Jody

Jody Woods
Research Director
Acting Administrative Director

Union of B.C. Indian Chiefs

OFFICE TEL	(604) 684 0231
CELL PHONE	(604) 992 8849
FAX	(604) 684 5726
E-MAIL	jwoods@ubcic.bc.ca
WEBSITE	www.ubcic.bc.ca

[401 - 312 Main Street, Vancouver BC V6A 2T2](#)

OUR LAND IS OUR FUTURE

We acknowledge our place of work is within the ancestral, traditional and unceded territories of the X̱m̱əθḵʷəy̱əm (Musqueam), S̱ḵw̱x̱w̱ú7mesh(Squamish) and s̱əlilwatał (Tsleil-Waututh).