



March 2, 2021

British Columbia Institute of Technology
1126 Barclay Street
Vancouver, British Columbia, V6E 1H1

Attention: Anne Matheson

**Re: Job #276537 – Return to Operations Risk Assessment – Learning Support Services –
REVISED March 2, 2021
BCIT, 2700 Willingdon Avenue, Burnaby, British Columbia**

Pinchin Ltd. (Pinchin) is pleased to provide the attached Return to Operations Risk Assessment – Learning Support Services, for the campuses and programs operated by the British Columbia Institute of Technology (BCIT; “Client”). This package is a revised version of that previously provided to the Client, dated September 2, 2020.

The Risk Matrix is a form of qualitative public health risk assessment, which can be used to help identify the building occupants and activities that present the greatest risk of SARS-CoV-2 virus spread, aid the communication of these risks and inform the selection of management measures, during various stages of the return to operations, following a pandemic-induced mandatory shutdown.

The objective of each Risk Matrix is to identify the main sources of risk associated with the transmission of SARS-CoV-2, while engaging in a set of defined activities within the campus environment. The Risk Matrix takes into consideration building occupants, staff and visitors and the activities in which they engage as well as the building or room uses and layouts. Based on the risk rankings, the matrix provides high level recommendations for prioritizing management measures to mitigate spread of SARS-CoV-2 as activities within the building resume. The Risk Matrix is intended as an appendix to the BCIT COVID-19 Go Forward Plan, which Pinchin has provided under separate cover.

I trust this information is satisfactory for your purposes. Should you require additional information, please do not hesitate to contact the undersigned.

Pinchin Ltd.

Prepared by:

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Reviewed by:

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Characteristics/ Activities	Risk Ranking (LOW-MED-HIGH)	Rationale	Risk Management Strategies
Building Staff Occupants/ Location/ Likelihood of Public Access			
<ul style="list-style-type: none"> • Possibility for infected asymptomatic spreaders. • Transportation methods and likelihood of transmission from unknown sources. • Location within Province/Canada and incidence of infection within the Region. 	HIGH	<p>The Site is any learning support space associated with British Columbia Institute of Technology (BCIT). These spaces may be located on any BCIT campus. The Site is likely located in an urban area with the potential for a medium to high population density. A second wave of COVID-19 cases is currently underway within the province as a whole, particularly within the Lower Mainland region. It is assumed that there is at least one infected person accessing each building, and for the remaining rows of this matrix it is assumed there is at least one asymptomatic individual present on-Site.</p> <p>For the purpose of this Risk Assessment (RA) Matrix, it is also assumed that the Client is planning on the full re-occupancy of these spaces. Most, if not all, learning support spaces have been closed or have re-opened on a reduced occupancy basis. Building occupants include students and faculty staff/instructors (referred to hereafter as either staff or instructors) who are young adults and older.</p> <p>The public/visitors may have access to some areas associated with institutional spaces (e.g. building entrances, hallways, public washrooms etc.); however, it is assumed that there is limited or no public/visitor access to learning support spaces.</p>	<ul style="list-style-type: none"> ✓ Conduct health screening through self-assessment before entry to the building (i.e. BC COVID-19 Self-Assessment Tool). ✓ Add signage describing requirements for entry (no COVID-19 symptoms, etc.). ✓ Instruct building occupants to stay home if they are showing symptoms and self-isolate if they have conducted any travel internationally. ✓ Mandate that all students and staff returning to campus take training on COVID-19 prevention strategies (physical distancing, face coverings, hand washing, etc.). ✓ Provide clear communication to those who are sick or should be in isolation to not come to campus. ✓ Require face masks/coverings for anyone in shared spaces. ✓ Limit public/visitor entry to essential visits only. ✓ Control/limit entry/exit via specific routes to ensure signage is observed and space planning is completed. ✓ Encourage pedestrian traffic to take outdoor routes, rather than walking through buildings unnecessarily.



Characteristics/ Activities	Risk Ranking (LOW-MED-HIGH)	Rationale	Risk Management Strategies
		<p>Students and staff may visit other campus facilities located in the Greater Vancouver Area to attend and/or instruct classes.</p> <p>Building occupants may include individuals who have been exposed to SARS-CoV-2 from outside sources such as family members, users of public transit, and medical or long-term care professionals.</p> <p>Exposure frequency and duration associated with infected individuals would vary depending on workspace size and location. However, risks were considered high due to the likelihood of viral transmission by a symptomatic person as well as the recent surge in incidences in the region.</p>	
General Building Layout / Indoor Environment			
<ul style="list-style-type: none"> • Post-secondary school programs. • Access routes (building entry and exit). 	MEDIUM	<p>Entrance/exit locations may result in individuals crossing paths at pinch points.</p> <p>Exposure frequencies and durations could be high if arrival and departure times coincide for large numbers of students and staff arriving together according to class schedules.</p> <p>In addition, there is potential for contact with high touch surfaces during building entry/egress.</p>	<ul style="list-style-type: none"> ✓ Control/limit entry/exit via specific routes to ensure signage is observed and space planning is completed. ✓ Stagger on-campus class schedules. ✓ Consider establishing a separate entrance for staff/faculty. ✓ Prepare enhanced cleaning/sanitizing plans. ✓ Remove furniture (where possible) from entry/exit points; alternatively, re-position or appropriately label, for physical distancing.



Characteristics/ Activities	Risk Ranking (LOW-MED-HIGH)	Rationale	Risk Management Strategies
		<p>Although a high-risk ranking might apply to this type of building and the activities within, the medium risk ranking is based on activities during entry and exit, and moving through the hallways. The primary mode of viral transfer is direct contact with droplets, and it is anticipated that potential exposures are of short duration until such time as students/staff enter specific rooms. In addition, there is a small number of high touch surfaces, despite the number of people touching them and frequenting the access routes.</p>	<p>✓ Adopt doorknob contact mitigation measures such as:</p> <ul style="list-style-type: none"> • Providing tissues; • Providing hand sanitizer; or • Leaving doors open.
<ul style="list-style-type: none"> • Prep Room • Tool Room 	MEDIUM	<p>Tool rooms feature racks of equipment and are designed to serve as transactional service counters. Prep rooms are also transactional service counters, but many contain individual rooms for sample preparation. Both tool and prep rooms have narrow aisles in which physical distancing would not be possible. Staff working in these offices have direct contact with people including members of the public.</p> <p>The possibility exists for crowding and loitering in the front entrance and around the service desk. Risks to staff behind desks are medium where physical distancing is not possible or where access to public is higher.</p>	<ul style="list-style-type: none"> ✓ Prepare enhanced cleaning/sanitizing plans. ✓ Implement traffic patterns where possible. ✓ Provide handwashing/sanitization stations and signage to encourage frequent and proper handwashing/hygiene. ✓ Require face coverings when in prep room or tool room. ✓ Install partitions where possible. ✓ Provide training and signage for procedures when physical distancing is not possible. ✓ Re-consider tasks that can not be performed while physically distancing. ✓ Install traffic mirrors. ✓ Remove public-use furniture, if any, from entrance/service desk areas to prevent loitering.



Characteristics/ Activities	Risk Ranking (LOW-MED-HIGH)	Rationale	Risk Management Strategies
<ul style="list-style-type: none">Media Studios	MEDIUM	Media studios offer students and staff use of individual rooms; however, many blind corners would make physical distancing difficult. The individual rooms are small, thus sharing would not allow for physical distancing.	<ul style="list-style-type: none">✓ Prepare enhanced cleaning/sanitizing plans.✓ Implement traffic patterns where possible.✓ Provide handwashing/sanitization stations and signage to encourage frequent and proper handwashing/hygiene.✓ Require face coverings when in shared media studios.✓ Install partitions and/or require the use of face coverings where physical distancing is not possible.✓ Provide training and signage for procedures when physical distancing is not possible.✓ Re-consider tasks that can not be performed while physically distancing.✓ Install traffic mirrors.✓ Implement a room reservation system.
Non-Regular Activities			
<ul style="list-style-type: none">Fire drillsFireFire doors	MEDIUM	Emergency drills or actual events could result in disorderly conduct and crowding. First aid emergencies may require close proximity with the injured. Risk level is considered medium due to the short duration of building egress during drills and availability of fresh air during mustering outdoors.	<ul style="list-style-type: none">✓ Prepare emergency plan for non-scheduled maintenance, illness or fire.✓ Consider alternate methods for conducting drills.