



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 – Contractors – 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 – Contractors, 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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Characteristics/ Activities	Risk Ranking (LOW-MED-HIGH)	Rationale	Risk Management Strategies
<b>Building Staff Occupants/ Location/ Likelihood of Public Access</b>			
<ul style="list-style-type: none"><li>• Possibility for infected asymptomatic spreaders.</li><li>• Transportation methods and likelihood of transmission from unknown sources.</li><li>• Location within Province/Canada and incidence of infection within the Region.</li></ul>	HIGH	<p>The Site is any space associated with British Columbia Institute of Technology (BCIT). These programs may be held 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 Client is planning on the full re-occupancy of workspaces where contractors may be present. Most, if not all, indoor workspaces have been closed or re-opened based on reduced occupancy. Building occupants include students and faculty staff/instructors (referred to hereafter as either staff or instructors) who are young adults and older.</p>	<ul style="list-style-type: none"><li>✓ Conduct health screening through self-assessment before entry to the building (i.e. BC COVID-19 Self-Assessment Tool).</li><li>✓ Add signage describing requirements for entry (no COVID-19 symptoms, etc.).</li><li>✓ Instruct building occupants to stay home if they are showing symptoms and self-isolate if they have conducted any travel internationally.</li><li>✓ Mandate that all students and staff returning to campus take training on COVID-19 prevention strategies (physical distancing, face coverings, hand washing, etc.).</li><li>✓ Provide clear communication to those who are sick or should be in isolation to not come to campus.</li><li>✓ Require face masks/coverings for anyone in shared spaces.</li><li>✓ Limit public/visitor entry to essential visits only.</li><li>✓ Control/limit entry/exit via specific routes to ensure signage is observed and space planning is completed.</li></ul>



Characteristics/ Activities	Risk Ranking (LOW-MED-HIGH)	Rationale	Risk Management Strategies
		<p>The public/visitors may have access to some areas associated with institutional spaces (e.g. building entrance, hallways, public washrooms etc.); however, it is assumed that there is limited or no public/visitor access to spaces in which contractors may be present.</p> <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>	
<b>General Building Layout / Indoor Environment</b>			
<ul style="list-style-type: none"><li>• Post-secondary school</li><li>• Access routes (building entry and exit).</li></ul>	MEDIUM	<p>Entrance/exit 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>	<ul style="list-style-type: none"><li>✓ Control/limit entry/exit via specific routes to ensure signage is observed and space planning is completed.</li><li>✓ Schedule contractor arrival during less busy times (e.g., in between class changes) or establish separate access route.</li></ul>



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		<p>In addition, there is potential for contact with high touch surfaces during building entry/egress. 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 contractors 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>	<ul style="list-style-type: none"><li>✓ Prepare enhanced cleaning/sanitizing plans.</li><li>✓ Remove furniture from entry/exit points; alternatively, re-position or appropriately label, for physical distancing.</li><li>✓ Adopt doorknob contact mitigation measures such as:<ul style="list-style-type: none"><li>• Providing tissues;</li><li>• Providing hand sanitizer; or</li><li>• Leaving doors open.</li></ul></li></ul>
<b>Contractor Activity</b>			
<ul style="list-style-type: none"><li>• Mobilization and demobilization.</li><li>• Transportation to and from Site.</li><li>• Loading/unloading tools and equipment.</li><li>• Conducting inspections, repairs.</li></ul>	MEDIUM	<p>Contractors often work in pairs, in close proximity to each other and may travel to and from the Site in the same vehicle. Physical distancing is not always possible depending on the task, which may be performed for prolonged periods of time or in repeat events of shorter duration.</p> <p>Contractors may visit other buildings/properties within the Greater Vancouver area.</p> <p>The contractor(s) work may involve the use of tools, equipment, building materials, surfaces and/or other items/areas, some of which are shared or may require the participation of multiple individuals at once. In addition, there are certain tasks that are unsafe or impossible to perform</p>	<ul style="list-style-type: none"><li>✓ Consider hiring reputable contractors with established pandemic protocols for workers attending the Site.</li><li>✓ Provide handwashing/sanitization stations and signage to encourage frequent and proper handwashing/hygiene.</li><li>✓ Require face coverings for contractors while on-Site.</li><li>✓ Re-consider tasks that can not be performed while physical distancing.</li><li>✓ Consider having contractors conduct work outside of usual business hours, if possible.</li></ul>



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		while physical distancing. Contact with students and faculty is not expected; however, contractors may interact with staff.	
<b>Non-Regular Activities</b>			
<ul style="list-style-type: none"><li>• Fire drills</li><li>• Fire</li><li>• Fire doors</li></ul>	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"><li>✓ Prepare emergency plan for non-scheduled maintenance, illness or fire.</li><li>✓ Consider alternate methods for doing drills.</li></ul>
<b>Other Building Access Routes</b>			
<ul style="list-style-type: none"><li>• Elevators</li><li>• Stairs</li><li>• Other high touch surfaces</li><li>• Outdoor spaces</li></ul>	MEDIUM	<p>Contractors may require the use of stairwells and elevators to access certain workspaces. There is potential for crowding in elevators and stairwells; however, exposure is likely to be infrequent and duration is likely to be low so long as people do not linger.</p> <p>High frequency touch areas include entry doors, stairway handrails, and waste receptacles. There may be outdoor spaces where contractors may gather (e.g. picnic tables, benches, smoking areas).</p> <p>In some instances, elevators and stairwells accessible to contractors may be in common spaces and not directly located within institutional spaces. In these cases, the elevators and stairwells may be the responsibility of building operators or external bodies.</p>	<ul style="list-style-type: none"><li>✓ Adopt doorknob contact mitigation measures.</li><li>✓ Limit entry/exit through certain doors and establish on-way traffic in stairwells.</li><li>✓ Implement elevator protocols and occupancy limit per elevator.</li><li>✓ Require face coverings in traffic areas (elevators, stairs, etc.).</li><li>✓ Prepare enhanced cleaning/sanitizing plans.</li><li>✓ Provide signage regarding touching buttons/stair handrails.</li><li>✓ Discourage loitering.</li><li>✓ Provide sanitizing stations.</li><li>✓ Maintain physical distancing in outdoor spaces or limit occupancy.</li></ul>



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			<ul style="list-style-type: none"><li>✓ Rearrange outdoor seating or use decals on outdoor benches/picnic tables to promote physical distancing.</li><li>✓ Work with building operators/external bodies to establish management strategies.</li></ul>
<ul style="list-style-type: none"><li>• Parking (indoor/outdoor/car park)</li></ul>	LOW	Contractors may have access to vehicle parking within the vicinity of the Site. Parking areas are conducive to low exposure duration and frequency and are likely to have better ventilation than indoor environments. Parking kiosks are considered high touch surfaces.	<ul style="list-style-type: none"><li>✓ Encourage physical distancing measures through signage.</li><li>✓ Promote contactless payment.</li><li>✓ Prepare enhanced cleaning/sanitizing plans.</li></ul>