The BCIT COVID-19 Go-Forward Plan outlines the risk assessments, control measures, and the organizational process for our safe return to campus. All returning programs/courses must adhere to this process. Please refer to the [BCIT COVID-19 Go-Forward Plan](https://www.bcit.ca/covid-19/) for additional information.

**CONTACT INFORMATION**

|  |  |
| --- | --- |
| **Course/Program Name:** |  |
| **Proportion of program offered on campus:** | *e.g., Program = total of 40 courses of which 7 courses have some ‘on campus’ activity* |
| **Start date:** |  | **End date:** |  |
| **Total # of students in program:** |  | **# of employees:** |  |
| **Anticipated # of students on campus daily when scheduled:** |  | **Anticipated # of employees on campus daily when scheduled** |  |
| **Completed by:** | Name | Position | Date |

**ROOM INFORMATION**

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| **In this section, please identify all of the rooms that will be used by this returning program/course.** **NOTE: Common areas are covered by the BCIT COVID-19 Go-Forward Plan.** |
| **Campus/ Building** | **Room Number**Floor Plans found [here](https://www.bcit.ca/facilities/floor-plans/) | **Type of Space**Include washrooms and breakout rooms | **Capacity** Current capacity due to COVID-19 |
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**RATIONALE FOR ON-CAMPUS ACTIVITY**

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| **Please provide a short description explaining the need for students to be on campus. Your narrative should be focused on the practical elements of the program or activity that are critical to achieving learning outcomes, and why on campus components cannot be replicated in an online or alternative environment (e.g. student bringing learning equipment home).** |
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**CONTROL MEASURES**

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| **COVID-19 SAFETY PLAN: CONTROL MEASURES CHECKLIST** |
| ***Directions for completing a Safety Plan:***1. *First step of this process is to review the* [*BCIT COVID-19 Go-Forward Plan*](https://www.bcit.ca/covid-19/) *as the overall planning document for this process.*
2. *Use this checklist as a tool to assess COVID-19 control measure preparedness for students and employees and the spaces they will be using. Refer to the BCIT COVID-19 Go-Forward Plan for standardized safety guidelines and procedures.*
3. *For each control measure, state the details. If the control measure is a ‘No’ or ‘NA’, please provide a brief explanation.*
4. *The manager requests all PPE requirements by submitting this draft Safety Plan to the PPE@bcit.ca.*
5. *Implement all the safety measures in this Safety Plan.*
6. *The manager completes a site visit to ensure all control measures and safety supplies are in place.*
7. *The manager signs the completed Safety Plan and submits it to* *returntocampus@bcit.ca* *for approval.*
8. *Once approved, the COVID-19 Safety Plan is posted in all work areas identified within this plan.*

*Note: The workspaces cannot be used until all applicable control measures are in place and Safety Plan is approved. For additional resources the* [*Risk Assessment Controls Guidance and Hierarchy of Controls*](https://sharespace.bcit.ca/sites/sas/COVID19%20Safety%20Plan%20Resources/Forms/AllItems.aspx)*. For assistance email* *ssemohs@bcit.ca**.* |

| **#** | **Control Measure** | **Yes** | **No** | **NA** | **Details (as per Directions)** |
| --- | --- | --- | --- | --- | --- |
| **ELIMINATION** |
| 1. | Room(s) set up to allow for 2 metres physical distancing during instruction and practice. **Note:**  Contact returntocampus@bcit.ca for room capacity and layout if needed. |[ ] [ ] [ ]  *Exceptions allowed as per* [*BCIT COVID-19 Go-Forward Plan*](https://www.bcit.ca/covid-19/)*, Risk Matrix Summary (explain):* |
| 2. | Demonstration, work and assessment stations are set-up to allow for 2 metres physical distancing. |[ ] [ ] [ ]  *Exception allowed as per* [*BCIT COVID-19 Go-Forward Plan*](https://www.bcit.ca/covid-19/)*, Risk Matrix Summary (explain):* |
| 3. | Identified area(s) where students wait outside of teaching space until allowed inside by instructor. |[ ] [ ] [ ]   |
| 4. | Work has been scheduled to minimize numbers of individuals on campus at one time. |[ ] [ ] [ ]   |
| 5. | In shared spaces, safety protocols have been put in place to reduce close contact between users. |[ ] [ ] [ ]   |
| 6. | Movement within the room is identified, such as with directional arrows, for walkways and entrances/exits. |[ ] [ ] [ ]  *Signs or arrows on the floor identifying directions.* |
| 7. | Water fountains are put out of service, and only touchless water bottle filling station available. |[ ] [ ] [ ]   |
| 8. | Mobile fans have been removed or put out of service. |[ ] [ ] [ ]   |
| 7. | Washrooms have been identified. |[ ] [ ] [ ]  *If yes, Washroom occupancy limit \_\_\_\_\_* |
| 8. | Break area(s) for student use have been identified. |[ ] [ ] [ ]  *If yes, what control measures are in place to maintain physical distancing?**Occupancy Limit\_\_\_\_\_\_\_\_ If there is an occupancy limit, is sign posted? Y* [ ]  *N* [ ]  |
| 9. | Break areas for employee use have been identified. |[ ] [ ] [ ]  *If yes, what control measures are in place to maintain physical distancing?**Occupancy Limit\_\_\_\_\_\_\_\_ If there is an occupancy limit, is sign posted? Y* [ ]  *N* [ ]  |
| 10. | Other: | [ ]  | [ ]  | [ ]  |  |
| **ENGINEERING CONTROL MEASURES** |
| 11. | [Barriers](https://sharespace.bcit.ca/sites/sas/COVID19%20Safety%20Plan%20Resources/Forms/AllItems.aspx) are implemented to separate work areas or walk ways, when physical distancing not practical. |[ ] [ ] [ ]   |
| 12. | Barriers are stable and do not introduce other safety hazards, e.g. tripping. |[ ] [ ] [ ]   |
| 13. | The impact on ventilation requirements have been considered if there’s been a significant use change for the instructional space. |[ ] [ ] [ ]  *Complete a* [*Facilities and Campus Development work requisition*](https://facilitiesrequest.bcit.ca/archibus/schema/ab-core/views/process-navigator/navigator-details.axvw) *for assessment, as needed.* |
|  | Other: | [ ]  | [ ]  | [ ]  |  |
| **SIGNAGE (ADMINISTRATIVE)** *Signage is available @*[*BCIT online Inventory*](https://inventory.bcit.ca/)*. Guidelines for posting signs are available on* [*ShareSpace*](https://sharespace.bcit.ca/sites/sas/COVID19%20Safety%20Plan%20Resources/Forms/AllItems.aspx?InitialTabId=Ribbon%2EDocument&VisibilityContext=WSSTabPersistence)*.* |
| 13. | Posted: Physical distancing (2 m) sign(s) Item 1A | [ ]  |[ ]  [ ]  |  |
| 14. | Posted: Hand washing sign(s) Item 29B | [ ]  | [ ]  | [ ]  |  |
| 15. | Posted: Health screen sign(s) Item 3C | [ ]  | [ ]  | [ ]  |  |
| 16. | Posted: Hand washing sink location sign(s) Item 14A | [ ]  | [ ]  | [ ]  |  |
| 17. | Posted: Hand sanitizing station location sign(s) Item 13A | [ ]  | [ ]  | [ ]  |  |
| 18. | Posted: Protect yourself sign(s) Item 21A | [ ]  | [ ]  | [ ]  |  |
| 19. | Posted: Occupancy limit of this room sign(s) Item 37A | [ ]  | [ ]  | [ ]  |  |
| 20. | Posted: Other signs | [ ]  | [ ]  | [ ]  | *Please list:* |
| **ORIENTATION AND TRAINING (ADMINISTRATIVE)** |
| 21. | Routine safety discussions held to review control measures and safety protocols. | [ ]  |[ ]  [ ]  |  |
| 22. | All students have completed the online [COVID-19 Pandemic On-Campus Guidelines](https://learn.bcit.ca/d2l/home) training. | [ ]  | [ ]  | [ ]  | *How will compliance be checked:* |
| 23. | COVID-19 safety Site orientation for students has been developed and posted in the Learning Hub. | [ ]  | [ ]  | [ ]  | *Procedure for orientation found* [*here*](https://sharespace.bcit.ca/sites/sas/COVID19%20Safety%20Plan%20Resources/Forms/AllItems.aspx)*.**Student COVID-19 Orientation Checklist found* [*here*](https://sharespace.bcit.ca/sites/sas/COVID19%20Safety%20Plan%20Resources/Forms/AllItems.aspx)*.* |
| 24. | All employees have completed the online [BCIT Pandemic Exposure Control Plan Training](https://bcitpd.brightspace.com/d2l/home/645371). | [ ]  | [ ]  | [ ]  |  |
| 25. | All employees have completed the online [OHS New Employee Orientation module.](https://bcitpd.brightspace.com/d2l/login?sessionExpired=0&target=%2fd2l%2fhome%2f645371)  |[ ] [ ] [ ]  *New and Returning Employee Orientation Checklist found* [*here*](https://sharespace.bcit.ca/sites/sas/COVID19%20Safety%20Plan%20Resources/Forms/AllItems.aspx)*. Each employee to save the checklist to their online OHS New Employee Orientation course.* *This course is required to be completed by new employees and by employees working on campus.* |
| 26. | Other: | [ ]  | [ ]  | [ ]  |  |
| **RULES AND GUIDELINES (ADMINISTRATIVE)** |
| 27. | All unnecessary and self-serve items have been removed from the spaces. *e.g., pens, paper, etc.* | [ ]  | [ ]  | [ ]  | *All supplies asked for prior to class and stocked at each workspace* |
| 28. | Doors that students are to use to enter and exit have been clearly identified. | [ ]  | [ ]  | [ ]  | *Signs or arrows on the floor* |
| 29. | Handouts, papers, and items are not physically provided to students. | [ ]  | [ ]  | [ ]  | *If items are provided, they are cleaned between student use or disposed, or other control measures are in place – Describe:*  |
| 30. | Students have dedicated tools/equipment, e.g., items are not shared between students. | [ ]  | [ ]  | [ ]  |  |
| 31. | If cleaning common touch points or tools/equipment not practical, then it is identified when hands are washed/sanitized before and after use. | [ ]  | [ ]  | [ ]  | *Explain:* |
| 32. | Work spaces/stations are dedicated for an individual or group use and not shared with others. | [ ]  | [ ]  | [ ]  |  |
| 33. | Single-use (disposable) products are used where feasible. | [ ]  | [ ]  | [ ]  |  |
| 34. | Measures are in place to accommodate student sick at home. | [ ]  |[ ]  [ ]  | *Accommodation plan:* |
| 35. | Procedures in place to screen students on a daily basis. | [ ]  | [ ]  | [ ]  | *The* [*health screen*](https://sharespace.bcit.ca/sites/sas/COVID19%20Safety%20Plan%20Resources/Forms/AllItems.aspx) *poster is available for reference and is posted on building doors. Students and employees are expected to self assess daily, and the* [*BCCDC self-assessment*](https://bc.thrive.health/covid19/en) *tool can be used to support this.*  |
| 36. | There is a procedure in place if a student or employee becomes ill on campus. | [ ]  | [ ]  | [ ]  | *Refer to the* [*COVID-19 Pandemic Scenario Response Plan*](https://www.bcit.ca/files/covid19/pdf/covid-19_scenario_and_response_plan_master.pdf?mc_cid=bbc233ca77&mc_eid=4f4247b108) *for more information. If the person is reporting symptoms, ask them to avoid others and return home. If they require immediate medical attention, call First Aid and 911.* |
| 37. | There are procedures in place if a student or employee travels before coming to campus, or has been in close contact with someone who has tested positive for COVID-19. | [ ]  | [ ]  | [ ]  | *Refer to the* [*COVID-19 Pandemic Scenario Response Plan*](https://www.bcit.ca/files/covid19/pdf/covid-19_scenario_and_response_plan_master.pdf?mc_cid=bbc233ca77&mc_eid=4f4247b108) *for more information. Confirm if the person is aware of self-isolation* [*requirements*](http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation) *and* [*protocols*](http://www.bccdc.ca/Health-Info-Site/Documents/Self-isolation.pdf)*.* |
| 38. | Provisions made for students to maintain same lab/class cohort throughout the Term. | [ ]  | [ ]  | [ ]  |  |
| 39. | Other: | [ ]  | [ ]  | [ ]  |  |
| **PERSONAL PROTECTIVE EQUIPMENT (PPE). Refer to the** [**PPE Flowchart**](https://sharespace.bcit.ca/sites/sas/COVID19%20Safety%20Plan%20Resources/PPE%20Flow%20Chart%20July%2027%202020.pdf) **to determine what PPE is required for COVID-19 purposes.** |
| 40. | Appropriate PPE for the hazards of employee and student tasks are available to be provided (non-COVID-19 related ppe).  |[ ] [ ] [ ]  *List the ppe and tasks/activities it is required for, and provide the quantity and unit of measure, if applicable (e.g. 2 boxes of 20 each box):* |
| 41. | Training is provided for the above PPE to students and employees. |[ ] [ ] [ ]   |
| 42. | [Appropriate PPE for COVID-19](https://sharespace.bcit.ca/sites/sas/COVID19%20Safety%20Plan%20Resources/PPE%20Flow%20Chart%20July%2027%202020.pdf) is available to be provided to students and employees. Supply requests emailed to ppe@bcit.ca. |[ ] [ ] [ ]  *Based on circumstances allowed for in the* [*BCIT COVID-19 Go-Forward Plan*](https://www.bcit.ca/covid-19/)*, Risk Assessment Matrix Summary.**List PPE and tasks/activities required for and provide the quantity and unit of measure, if applicable (e.g. 2 boxes of 20 each box):* |
| 43. | PPE safe [donning, doffing, disposal, and disinfecting instructional](https://sharespace.bcit.ca/sites/sas/COVID19%20Safety%20Plan%20Resources/Forms/AllItems.aspx) materials are available for students and employees. |[ ] [ ] [ ]  *Post applicable signs in a visible location if ppe required.**Use the* [*Student Orientation checklist*](https://sharespace.bcit.ca/sites/sas/COVID19%20Safety%20Plan%20Resources/Forms/AllItems.aspx) *to assist orientation/training by instructors.**Use the* [*OHS Employee Orientation checklist*](https://sharespace.bcit.ca/sites/sas/COVID19%20Safety%20Plan%20Resources/Forms/AllItems.aspx) *to assist orientation/training by their supervisors.* |
| 44. | Other: | [ ]  | [ ]  | [ ]  |  |
| **CLEANING** |
| 45. | Facilities is aware of the cleaning needs for the area. Facilities work requests have been submitted. |[ ] [ ] [ ]  *Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s).* |
| 46. | Training will be provided to faculty and students performing cleaning duties and cleaning materials have been provided.  | [ ]  |[ ]  [ ]  | *Cleaning Standard Operating Procedures have been located* [*here*](https://sharespace.bcit.ca/sites/sas/COVID19%20Safety%20Plan%20Resources/Forms/AllItems.aspx)*. What are the cleaning products/materials:**What ppe is required:* |
| 47. | Assessment of sufficient number of hand wash stations conducted, and an appropriate number of handwashing stations are available | [ ]  |[ ]  [ ]  | *Consider time it will take for hand washing to take place, to determine what is e.a. sufficient number of hand wash stations. Some areas find a ratio of 8:1, students to sink, effective. The minimum amount of hand washing required is once before class starts, after class ends and before and after breaks.* |
| 48. | Handwashing station(s), stocked, easily accessed, and have been identified to students and employees. | [ ]  |[ ]  [ ]  | *Sink Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Stocked with soap Y* [ ]  *N* [ ]  *paper towel Y* [ ]  *N* [ ]  |
| 49. | Hand sanitizing station(s), stocked, and have been identified to students and employees. |[ ] [ ] [ ]  ***ABHS*** *(Alcohol-Based Hand Sanitizer): Location(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Will hand sanitizer be refilled by department: Y* [ ]  *N* [x] *If No, describe:*  |
| 50. | All Safety Data Sheets (SDS) and cleaning procedures used are found [here](https://sharespace.bcit.ca/sites/sas/Exposure%20Control%20Plan/Forms/AllItems.aspx). |[ ] [ ] [ ]  *If not, describe:* |
| 51. | The area(s) have been decluttered so that cleaning is simplified. |[ ] [ ] [ ]   |
| 52. | Barrier cleaning process has been arranged if the barrier(s) could become contaminated. |[ ] [ ] [ ]  *Barriers can become contaminate if they are a touch point or if the contaminated with droplets by e.g. coughing or sneezing.* |
| 53. | Common touch points and tools/equipment that must be shared are identified and cleaned between students and classes. | [ ]  | [ ]  | [ ]  | *Cleaning/sanitizing procedures for common touch points and shared items are posted e.g. shared machinery, equipment, tools, etc. Identify who will clean and how often (e.g. staff and/or students):* |
| 54. | Storage space for personal articles have been identified and are cleaned regularly. | [ ]  | [ ]  | [ ]  | *Who will clean:* *Where is the storage:* |
| 55. | Other: | [ ]  | [ ]  | [ ]  |  |
| **AUDIT AND CONTINUOUS IMPROVEMENT** |
| 56. | There is a plan to conduct [regular inspections](https://sharespace.bcit.ca/sites/sas/COVID19%20Safety%20Plan%20Resources/Forms/AllItems.aspx) of all control measures and safety protocols to ensure they are in place. | [ ]  | [ ]  | [ ]  | *Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often?* |
| 57. | [Audits of inspections](https://sharespace.bcit.ca/sites/sas/COVID19%20Safety%20Plan%20Resources/Forms/AllItems.aspx) are planned to ensure that control measures continue to be effective. | [ ]  | [ ]  | [ ]  | *Who conduct the audits and how often?* |

**APPROVAL**

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| --- |
| **All COVID-19 risk control measures for this campus activity are in place.** |
| **Manager** | Name | Position | Date |
| **EOC** | Name | Position | Date |

**REVISION APPROVAL *(if applicable)***

|  |
| --- |
| **All COVID-19 risk control measures for this campus activity are in place.** |
| **Manager** | Name | Position | Date |
| **EOC** | Name | Position | Date |