

BCIT COVID-19 Go-Forward Plan

COVID-19 Safety Plan Workflow



Find the COVID-19 Safety Plan applicable to your area/program on **ShareSpace**.

Program area or Support Service department completes the COVID-19 Safety Plan and must implement all control measures required in the form.

The Associate Dean or Manager submits the Plan to **ppe@bcit.ca** to obtain the personal protective equipment, barriers, sinks and cleaning products required.

When all control measures are in place, the Associate Dean or Manager signs the Plan and submits to **ReturnToCampus@bcit.ca**

The Return to Campus reps will review the COVID-19 Safety Plan as a quality control measure and to provide approval.

If there are any issues the Associate Dean or Manager will be notified to correct the Plan. When final approval is received, the Plan will be posted.

Post the Plan in your area

Program Faculty and/or Staff



For programs or activities starting in the Fall 2020 the following applies:

1. Find the COVID-19 Safety Plan applicable to your area/program on **ShareSpace**.
2. Complete the COVID-19 Safety Plan. The Plan will guide you to the exposure control measures required in your area.
3. If you require personal protective equipment, barriers or cleaning products, the Associate Dean or Manager submits the COVID-19 Safety Plan to **ppe@bcit.ca**. Your products will be sent to you as soon as possible.
4. BCIT custom signs can be ordered through the **BCIT online Inventory**.
5. When all control measures are in place, the Associate Dean or Manager, will inspect the area, sign the COVID-19 Safety Plan and submit it to **ReturnToCampus@bcit.ca**.
6. The Return to Campus reps will review the Plan, and respond with approval or indicate why it is not approved.
7. If the Plan is not approved, please revisit and review with your team. Resubmit with corrections.
8. When the Plan is approved, it will be posted on the BCIT website and a copy is required to be posted in your area.
9. The campus Joint Occupational Health and Safety Committee may inspect the area to check that control measures are in place.

Contact OHS at **ssemohs@bcit.ca** if further assistance is required.

It is the responsibility of all faculty and staff to ensure all safety protocols are followed on a daily basis, as outlined in their COVID-19 Safety Plan.