Following is the Go-Forward high level Risk Assessment for Administration and Administrative areas including:

- Accessibility Services
- Advancement
- Finance
- Financial Aid
- Human Resources
- Indigenous Services
- International
- International Credential

- IT Services
- Marketing and Communications
- Parking Office
- Registrar's Office
- Student Wellness
- Safety Security and Emergency Management
- Learning Teaching Centre
- Audio Visual

The high level Risk Assessment for administrative areas outline risks associated to partial or full re-occupancy of Administration Units. The high level Risk Assessment guides decisions and arrangements for new and ongoing work and is critical in completing the individual department Safety Plan. Many administrative employees and faculty members will work remotely, through a combination of remote and on-campus work to ensure physical distancing and other guidelines are followed. If required and on approval from Occupational Health and Safety, some will work on campus with approved measures and practices in place.

The Risk Assessment takes into consideration potential 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 assessments also provide high level recommendations for prioritizing management measures to mitigate the spread of COVID-19 as activities within the building resume.

All approved Risk Assessments and related Safety Plans will be posted to bcit.ca/covid-19 with the "Go-Forward Plan".

Each department will be required to prepare an updated Safety Plan. I will be in touch directly with those responsible and will provide more information on this process in a Safety Update. Stay safe.

Thank you,

Glen Magel
Director, Safety, Security and Emergency Management

REVISED COVID-19 Building Re-Occupancy Risk Assessment
British Columbia Institute of Technology – Administration
Risk Matrix

September 2, 2020
REVISED

Characteristics/ Activities	Risk Ranking (LOW-MED-HIGH)	Rationale	Risk Management Strategies
Building Staff Occupants/ Location/ Likelihood of Public Access			
• 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.	MEDIUM TO HIGH	The Site is any space associated with British Columbia Institute of Technology (BCIT) Administration Units: Accessibility Services, Advancement, Finance, Financial Aid, Human Resources, Indigenous Services, International, International Credential, IT Services, Marketing and Communications, Parking Office, Registrar's Office, Student Wellness, Safety Security and Emergency Management, Learning Teaching Centre and Audio Visual. These spaces are located within BCIT buildings, in British Columbia. The Site is likely located in an urban area with the potential for a high population density. The incidence of COVID-19 in the Lower Mainland has been moderately-high relative to other parts of BC but current incidence of new infections in BC is extremely low. However, for the purpose of this row of the matrix, it is assumed that there is at least one infected person accessing each building, and for remaining rows of this matrix it is assumed there is at least one asymptomatic individual present on-Site. For the purpose of this matrix, it is assumed that the Client is planning on the full re-occupancy of Administration Units. Building occupants include administration staff and students who are young adults through working age.	✓ Conduct health screening through self-assessment before entry to the building (i.e. BC COVID-19 Self-Assessment Tool). ✓ Provide clear communication to those who are sick or should be in isolation to not come to campus. ✓ Add signage describing requirements for entry (no COVID-19 symptoms, etc.). ✓ Instruct 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, hand washing, etc.). ✓ Limit public entry to essential visits only. ✓ Control/limit entry/exit via specific routes to ensure signage is observed and space planning is completed.

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		Members of the public, who will not have had BCIT training, may have access to the building. 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. Exposure frequency and duration, to infected individuals, would vary depending on office size and location. However, risks were considered medium to high due to the likelihood of viral transmission by a symptomatic person.	

Type of Business/ General Building layout

Characteristics/ Activities	Risk Ranking (LOW-MED-HIGH)	Rationale	Risk Management Strategies

• Administration
• Access routes (building entry and exit)
	MEDIUM	Entrance/exit may result in individuals crossing paths at pinch points. Administration staff exposure frequencies may be high (exposure to multiple other people) during rush hours (9:00 am and 5:00 pm); however, exposure durations would be low. Thus, risks are low overall, during shift changes. The medium risk ranking is based on the primary mode of viral transfer being direct contact with droplets, the short duration of potential exposure, and the small number of high touch surfaces, despite the number of people touching them and frequenting the access routes.	✓ Control/limit entry/exit via specific routes to ensure signage is observed and space planning is completed.
			✓ Stagger staff entry/exit times and work schedules.
			✓ Queue entry for students/public.
			✓ Prepare cleaning/ sanitizing plans for high-touch surfaces.
			✓ Adopt doorknob contact mitigation measures such as:
			  • Providing tissues;
			  • Providing hand sanitizer; or
			  • Leaving doors open/ automatic doors (where possible).

Characteristics/ Activities	Risk Ranking (LOW-MED-HIGH)	Rationale	Risk Management Strategies
• Reception desks • Entrance foyers	LOW TO HIGH	A reception area occupied by staff may be located near the main entrance. There is a possibility for crowding and loitering in front entryways, and around reception desks. Risks to staff behind desks is considered low where there is limited contact with other individuals, and medium to high in smaller reception areas where physical distancing is not possible or where access to public is higher.	✓ Maintain physical distancing; ✓ Use desk extensions, barriers or tape markings to ensure physical distancing of public from staff and limit direct contact with staff; ✓ Remove public-use furniture, if any, from entrance/service desk areas to prevent loitering; or ✓ Prepare cleaning/ sanitizing plans for high-touch surfaces.
• Hallways	MEDIUM	Narrow hallways that may be frequented by building occupants and could result in exposure if people linger to converse. Otherwise, risks would be considered low due to presumed low frequencies and short exposure duration when passing through.	✓ Implement traffic patterns where possible. ✓ Restrict gatherings in hallways/discourage loitering. ✓ Block public-use seating to maintain physical distancing. ✓ Use physical distancing floor decals throughout corridors.

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Characteristics/ Activities	Risk Ranking (LOW-MED-HIGH)	Rationale	Risk Management Strategies
• Washrooms	LOW TO MEDIUM	Physical distancing in shared washrooms might be difficult, however, overall exposure duration is shortened, and stalls provide barriers. High number of high-frequency touch surfaces, however, soap and water are readily available. In some instances, washrooms accessible to administration staff and students may be in common spaces and not directly located within administration workspaces. In these cases, the washrooms may be the responsibility of the Facilities department.	✓ Set washroom capacity limits. ✓ Take measures to encourage distancing while using urinals and sinks or install barriers. ✓ Encourage/ remind hygienic practices using signage. ✓ Adopt doorknob contact mitigation measures. ✓ Prepare enhanced cleaning/ sanitizing plans for all washroom surfaces. ✓ Work with building operator/external bodies to establish management strategies
• Deliveries	MEDIUM	Deliveries may be received at reception or associated loading docks. Evidence of viral transmission via packaging has been limited; anticipated viral dose from packaging is assumed to be low. However, risk to reception is medium if interaction with delivery staff is required, due to high transmissivity of the virus and potentially high frequency of interactions, but low durations.	✓ Implement process for deliveries/ drop-offs to prevent direct contact with others, including designated delivery entrances, if possible. ✓ Training for package handling and implement frequent hand washing. ✓ Develop delivery/mail reception plan for shared items (e.g. pens, paperwork etc.).
• Mechanical/electrical spaces	LOW	Mechanical/electrical spaces will be only be accessible by building operators and/or select staff.	✓ Implement enhanced cleaning measures and protocols. ✓ Restrict entry/occupants. ✓ Utilize frequent and scheduled (i.e. before and after task) hand sanitizing where multiple workers have contact with surfaces that cannot be sanitized.

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• Cleaning staff	LOW	Cleaning staff may be present during or after work hours. Cleaners handle garbage and touch surfaces throughout the building and can work autonomously. The potential for an asymptomatic individual cleaning surfaces to re-infect as they work, was considered.	✓ Training for COVID-19 cleaning and garbage handling procedures for custodial staff and contractors.
Building Conditions			
• Humidity (%) • HVAC system for building (fresh air intake). • Exhaust vents in washrooms. • Other exhaust vents (kitchens).	LOW	Air/ventilation is not believed to be a primary means of viral spread and humidity is believed to play a role in viral transmission. Exhaust ventilation is present in all washrooms.	✓ Manage humidity (40-60%). ✓ Optimize ventilation rates. ✓ Regular HVAC maintenance/ filter changes. ✓ Consider particulate or air quality monitoring to determine air quality.
Office Building Workspace Layout/ Setting			

• Hoteling/ shared desks
 • Cubicles
 • Private offices
 • Proximity/ density of cubicles
 • Boardrooms
 • Training
	HIGH	In cubicles, hoteling/shared desks and/or boardrooms where staff may work in close proximity, risk of viral transmission is higher. However, there may also be private offices for individual use, where exposure is less likely, and risks are low. In general, risks were ranked high because of the potential for staff to be working in close proximity for long durations (i.e., a workday) under the assumed scenario where 100% of staff return to work within each office.
		
		 Staff training may occur in designated training rooms or other shared rooms, but which are closed to the public.
			Recommendations for general workspace exposure:
			 ✓ Create a plan to select employees to return to the office and:
			   • Limit building occupancy (to a percentage of normal capacity); or
			   • Stagger work schedules.
			 ✓ Develop Site specific heat map to limit seating and establish physical distancing by use of alternate workspaces;
			 ✓ Consider barrier partitions between cubicles; and/or

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		The Learning Teaching Centre also includes a training centre that will be accessed by students/visitors.	✓ Prohibit the use of desk, ceiling fans and or window mounted air conditioning units in shared offices Recommendations for shared workspaces: ✓ Prohibit sharing of office equipment (computers etc.); or ✓ Prepare cleaning/ sanitizing plans for high-touch surfaces and shared equipment. Recommendations for boardrooms: ✓ Prohibit boardroom use for meetings; or ✓ Use boardrooms as individual workspace only. Recommendations for training rooms: ✓ Reassess training needs; ✓ Prepare cleaning/ sanitizing plans for high-touch surfaces and shared equipment; or ✓ Set up rooms for physical distancing (e.g. Remove chairs or stagger seating).

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• Audio visual • Learning Teaching Centre • IT services	HIGH	The Audio Visual (AV) unit of Administration is responsible for maintenance and installations at most, if not all, BCIT campus locations. This includes system cleaning, testing and repairs in classrooms and lecture theatres. AV staff may work in close proximity during maintenance and repairs. Risks were ranked as high for these scenarios where individuals cannot work alone. The Learning Teaching Centre provides audiovisual equipment and multimedia objects, which represent high-touch surfaces. Risk of viral spread via fomite transfer is considered medium, however a high-risk ranking was applied here to address the elevated frequency with which staff handling these items could potentially be exposed. Some IT Services staff visit different buildings/rooms on campus. Exposure may be for long durations at high frequencies if multiple jobs are undertaken throughout the day, and multiple rooms visited, and touch surfaces encountered. Thus, risks may be medium to high depending on the type of services (e.g. proximity to others, number of visits etc.) and how many different locations staff visit in a day.	✓ Schedule work for times when students are not present, where possible. ✓ Prepare plans for physical distancing from students and other staff during routine maintenance/installation work. ✓ Utilize PPE where physical distancing is not possible. Shared tools/objects/equipment: ✓ Prohibit sharing of tools. ✓ Implement a disinfection plan for tools/equipment that must be shared. ✓ Implement a disinfection plan for AV equipment being serviced (both before and after servicing). ✓ Implement personal hygiene processes for staff servicing equipment that cannot be disinfected.

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Workspace Shared Areas Layout/ Setting			

• Shared lunchrooms
• Kitchenette
• Coffee areas
• Storage areas
• Copy/printing areas
	HIGH	Staff likely have access to shared lunchroom(s), coffee area(s), kitchenette(s) and/or water refill station(s). It is not anticipated that students or the public will access these areas.
		
		Shared dishware, coffee pots and tables entailing frequent touching. The main avenue for spread is direct contact with saliva/droplets therefore exposure via shared dishes is considered to be a high risk.
		
		Storage areas/rooms may be small such that physical distancing may not be possible.
		
		Buttons on shared office equipment (printers/ copiers) are high touch surfaces.
			✓ Stagger break/lunch schedules.
			✓ Set room occupancy limits.
			✓ Eliminate shared dishes/utensils.
			✓ Eliminate coffee provision or develop sanitization plan.
			✓ Implement directional entry/ exit routes, where possible, for larger shared spaces.
			✓ Prepare cleaning/ sanitizing plans for high-touch surfaces.
			✓ Adopt doorknob contact mitigation measures.
			✓ Mitigate contact with other high touch surfaces by:
			  • Providing tissues; or
			  • Providing hand washing options or hand sanitizer.

Non-Regular Activities			
• Fire drills • Fire • Fire doors	MEDIUM	Trained fire wardens may be required to be on-Site in case of emergency evacuation. Emergency drills or actual events could result in disorderly conduct and crowding. In a first aid or medical emergency, there may be a requirement to be in close proximity with the injured person.	✓ Follow developed emergency plans for non-scheduled maintenance, illness or fire. ✓ Consider alternate methods for doing drills.

Characteristics/ Activities	Risk Ranking (LOW-MED-HIGH)	Rationale	Risk Management Strategies
Other Building Access Routes			
• Elevators • Stairs • Other high touch surfaces • Outdoor spaces	MEDIUM	Staff may require the use of stairwells and/or 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 don't linger. High frequency touch areas include entry doors, stairway handrails, elevator buttons and waste receptacles. Some administration units may have associated outdoor spaces where employees may gather (i.e. picnic tables, benches, smoking areas).	Elevators and/or stairwells: ✓ Adopt doorknob contact mitigation measures. ✓ Limit entry/exit through certain doors. ✓ Implement occupancy limits and elevator protocols. High-touch areas: ✓ Provide sanitizing stations. ✓ Utilize signage re: touching buttons/ stair handrails. ✓ Prepare cleaning/ sanitizing plans for high-touch surfaces. ✓ Rearrange outdoor seating or use decals on outdoor benches/picnic tables to promote physical distancing.
• Parking (indoor/outdoor/car park)	LOW	Staff may have access to vehicle parking within the vicinity of the Site Building. Parking areas are conducive to low exposure duration and frequency and are likely to have better ventilation than indoor environments.	✓ Encourage physical distancing measures through signage. ✓ Promote contactless payment. ✓ Prepare enhanced cleaning/ sanitizing plans.

Characteristics/ Activities	Risk Ranking (LOW-MED-HIGH)	Rationale	Risk Management Strategies
Extended Vacancy Issues			
• Legionella/ water quality • Mould • HVAC routine maintenance • Floor drains	LOW	All buildings have been under continued (limited) occupancy during the pandemic/ were never completely shut down. Water quality, mould and HVAC maintenance issues are not anticipated.	✓ Water system flush. ✓ Change HVAC filters.