



Return to Operations Risk Assessment - Contractors

Following is the Go-Forward high-level Risk Assessment for BCIT contractors.

The Risk Matrix outlines risks associated with re-opening areas where contractors may be present. The aim is to identify the main sources of risk associated with the transmission of COVID-19, aid the communication of these risks, and inform the selection of management measures.

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 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, BCIT Safety, Security and Emergency Management



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. 	MEDIUM TO 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. 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 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 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"> ✓ 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. ✓ Mandate that all students and staff returning to campus take training on COVID-19 prevention strategies (physical distancing, hand washing, etc.). ✓ Provide clear communication to those who are sick or should be in isolation to not come to campus. ✓ 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.



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 medium to high due to the likelihood of viral transmission by a symptomatic person.</p>	
Type of Business/ General Building layout			
<ul style="list-style-type: none"> • Post-secondary school • Access routes (building entry and exit). 	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> <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. ✓ Schedule contractor arrival during less busy times (e.g., in between class changes) or establish separate access route. ✓ Prepare enhanced cleaning/sanitizing plans.



Characteristics/ Activities	Risk Ranking (LOW-MED-HIGH)	Rationale	Risk Management Strategies
		<p>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.</p>	<ul style="list-style-type: none"> ✓ Remove furniture from entry/exit points, or re-position for physical distancing. ✓ Adopt doorknob contact mitigation measures such as: <ul style="list-style-type: none"> • Providing tissues; • Providing hand sanitizer; or • Leaving doors open.
Contractor Activity			
<ul style="list-style-type: none"> • Mobilization and demobilization. • Transportation to and from Site. • Loading/unloading tools and equipment. • Conducting inspections, repairs. 	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 while physical distancing.</p> <p>Contact with students and faculty is not expected; however, contractors may interact with staff.</p>	<ul style="list-style-type: none"> ✓ Consider hiring reputable contractors with established pandemic protocols for workers attending the Site. ✓ Provide handwashing/sanitization stations and signage to encourage frequent and proper handwashing/hygiene. ✓ Require the use of PPE where physical distancing is not possible. ✓ Re-consider tasks that can not be performed while physical distancing. ✓ Consider having contractors conduct work outside of usual business hours, if possible.



Characteristics/ Activities	Risk Ranking (LOW-MED-HIGH)	Rationale	Risk Management Strategies
Non-Regular Activities			
<ul style="list-style-type: none"> • Fire drills • Fire • Fire doors 	MEDIUM	Emergency drills or actual events could result in disorderly conduct and crowding.	<ul style="list-style-type: none"> ✓ Prepare emergency plan for non-scheduled maintenance, illness or fire. ✓ Consider alternate methods for doing drills.
Other Building Access Routes			
<ul style="list-style-type: none"> • Elevators • Stairs • Other high touch surfaces • Outdoor spaces 	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"> ✓ Adopt doorknob contact mitigation measures. ✓ Limit entry/exit through certain doors and establish on-way traffic in stairwells. ✓ Implement elevator protocols and occupancy limit per elevator. ✓ Prepare enhanced cleaning/sanitizing plans. ✓ Provide signage regarding touching buttons/stair handrails. ✓ Discourage loitering. ✓ Provide sanitizing stations. ✓ Maintain physical distancing in outdoor spaces or limit occupancy. ✓ Rearrange outdoor seating or use decals on outdoor benches/picnic tables to promote physical distancing. ✓ Work with building operators/external bodies to establish management strategies.



Characteristics/ Activities	Risk Ranking (LOW-MED-HIGH)	Rationale	Risk Management Strategies
<ul style="list-style-type: none">• Parking (indoor/outdoor/car park)	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">✓ Encourage physical distancing measures through signage.✓ Promote contactless payment.✓ Prepare enhanced cleaning/sanitizing plans.