



## **Return to Operations Risk Assessment - Learning Support Spaces**

Following is the Go-Forward high level Risk Assessment for the Learning Support Spaces operated by BCIT.

The Risk Assessment outlines risks associated with re-opening areas such as tool rooms, media studios, prep rooms, and other learning support spaces. 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 Assessment 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 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](http://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
<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>	<p>LOW TO MEDIUM</p>	<p>The Site is any learning support space associated with British Columbia Institute of Technology (BCIT). These spaces may be located 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 the Client is planning on the full re-occupancy of these spaces. Most, if not all, learning support spaces have been closed or have re-opened on a reduced occupancy basis. Building occupants include students and faculty staff/instructors (referred to hereafter as either staff or instructors) who are young adults and older.</p> <p>The public/visitors may have access to some areas associated with institutional spaces (e.g. building entrances, hallways, public washrooms etc.); however, it is assumed that there is limited or no public/visitor access to learning support spaces.</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.</li> <li>✓ Mandate that all students and staff returning to campus take training on COVID-19 prevention strategies (physical distancing, 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>✓ 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> <li>✓ Encourage pedestrian traffic to take outdoor routes, rather than walking through buildings unnecessarily.</li> </ul>



Characteristics/ Activities	Risk Ranking (LOW-MED-HIGH)	Rationale	Risk Management Strategies
		<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>	
<b>Type of Business/ General Building layout</b>			
<ul style="list-style-type: none"> <li>• Post-secondary school programs.</li> <li>• Access routes (building entry and exit).</li> </ul>	MEDIUM	<p>Entrance/exit locations 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> <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"> <li>✓ Control/limit entry/exit via specific routes to ensure signage is observed and space planning is completed.</li> <li>✓ Stagger on-campus class schedules.</li> <li>✓ Consider establishing a separate entrance for staff/faculty.</li> <li>✓ Prepare enhanced cleaning/sanitizing plans.</li> <li>✓ Remove furniture (where possible) from entry/exit points, or re-position for physical distancing.</li> </ul>



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			<ul style="list-style-type: none"> <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>
<ul style="list-style-type: none"> <li>• Prep Room</li> <li>• Tool Room</li> </ul>	MEDIUM	<p>Tool rooms feature racks of equipment and are designed to serve as transactional service counters. Prep rooms are also transactional service counters, but many contain individual rooms for sample preparation. Both tool and prep rooms have narrow aisles in which physical distancing would not be possible. Staff working in these offices have direct contact with people including members of the public.</p> <p>The possibility exists for crowding and loitering in the front entrance and around the service desk. Risks to staff behind desks are medium where physical distancing is not possible or where access to public is higher.</p>	<ul style="list-style-type: none"> <li>✓ Prepare enhanced cleaning/sanitizing plans.</li> <li>✓ Implement traffic patterns where possible.</li> <li>✓ Provide handwashing/sanitization stations and signage to encourage frequent and proper handwashing/hygiene.</li> <li>✓ Install partitions and/or require the use of face coverings where physical distancing is not possible.</li> <li>✓ Provide training and signage for procedures when physical distancing is not possible.</li> <li>✓ Re-consider tasks that can not be performed while physically distancing.</li> <li>✓ Install traffic mirrors.</li> <li>✓ Remove public-use furniture, if any, from entrance/service desk areas to prevent loitering.</li> </ul>



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<ul style="list-style-type: none"><li>Media Studios</li></ul>	MEDIUM	Media studios offer students and staff use of individual rooms; however, many blind corners would make physical distancing difficult. The individual rooms are small, thus sharing would not allow for physical distancing.	<ul style="list-style-type: none"><li>✓ Prepare enhanced cleaning/sanitizing plans.</li><li>✓ Implement traffic patterns where possible.</li><li>✓ Provide handwashing/sanitization stations and signage to encourage frequent and proper handwashing/hygiene.</li><li>✓ Install partitions and/or require the use of face coverings where physical distancing is not possible.</li><li>✓ Provide training and signage for procedures when physical distancing is not possible.</li><li>✓ Re-consider tasks that can not be performed while physically distancing.</li><li>✓ Install traffic mirrors.</li><li>✓ Implement a room reservation system.</li></ul>
<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.	<ul style="list-style-type: none"><li>✓ Prepare emergency plan for non-scheduled maintenance, illness or fire.</li><li>✓ Consider alternate methods for conducting drills.</li></ul>