



Return to Operations Risk Assessment - Roving Departments

Following is the Go-Forward high level Risk Assessment for Roving Departments

The high level Risk Assessment for these instructional areas outline risks associated to partial or full re-occupancy of these areas. It guides decisions and arrangements for new and ongoing work and is critical in completing the individual department Safety Plan. Many faculty members and employees will continue to provide instruction and work remotely; or through a combination of remote and on-campus activity to ensure physical distancing and other guidelines are followed. If required and on approval from Occupational Health and Safety, some will provide instruction and 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, 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. | <p>LOW TO MEDIUM</p> | <p>The Site is any 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. 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 most spaces.</p> <p>Students and staff may visit other campus facilities located in the Greater Vancouver Area to attend and/or instruct classes.</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. ✓ Encourage pedestrian traffic to take outdoor routes, rather than walking through buildings unnecessarily. |



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| | | <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 are 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 programs • Access routes (building entry and exit). | 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"> ✓ Control/limit entry/exit via specific routes to ensure signage is observed and space planning is completed. ✓ Stagger on-campus class schedules. ✓ Queue entry outside building and rooms, or if physical distancing cannot be maintained in hallways, then queue in empty classrooms. Prepare enhanced cleaning/sanitizing plans. ✓ Remove furniture (where possible) 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. |



| Characteristics/ Activities | Risk Ranking (LOW-MED-HIGH) | Rationale | Risk Management Strategies |
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| <ul style="list-style-type: none"> Logistics | MEDIUM to HIGH | <p>BCIT Logistics service all five campuses. Logistics has remained open during the time of the pandemic and continues to operate due to the nature of the activities (delivery/set-up/moves). Staff are continually visiting different areas of the campus as well as all satellite campuses.</p> | <ul style="list-style-type: none"> ✓ Encourage self-identification of COVID-19 symptoms, with appropriate notifications and actions. ✓ Prepare enhanced cleaning/sanitizing plans. ✓ Implement traffic patterns where possible. ✓ Provide handwashing/sanitization stations and signage to encourage frequent and proper handwashing/hygiene. ✓ Require the use of face coverings where physical distancing is not possible. ✓ Provide training and signage for procedures when physical distancing is not possible. ✓ Re-consider tasks that can not be performed while physically distancing is conducted. ✓ Encourage staff to work from home when possible. |
| <ul style="list-style-type: none"> Facilities | MEDIUM to HIGH | <p>Facilities staff conduct various maintenance activities throughout the BCIT campus. Staff are continually visiting different areas of the campus as well as all satellite campuses. Facilities staff have access to storage rooms and a garage for golf carts and other small vehicles within NE09.</p> <p>A carpentry shop with shared equipment and self-serve contents including computer stations less than 2 metres apart, appliances (microwave and coffee machine) within NE07.</p> | <ul style="list-style-type: none"> ✓ Encourage self-identification of COVID-19 symptoms, with appropriate notifications and actions. ✓ Prepare enhanced cleaning/sanitizing plans. ✓ Implement traffic patterns where possible. ✓ Provide handwashing/sanitization stations and signage to encourage frequent and proper handwashing/hygiene. ✓ Require the use of face coverings where physical distancing is not possible. |



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| | | <p>Equipment and building shop where shared equipment is present via self-serve, as well an office area with three desks and appliances (toaster oven and printer) within NE07.</p> <p>Plumbing shop, HVAC shop and electrical shop within NE07 all have lockers and various appliances (toaster oven, refrigerators, microwaves, etc.). Shared equipment is available via self-serve. Office space available may not allow for physical distancing requirements.</p> | <ul style="list-style-type: none"> ✓ Provide training and signage for procedures when physical distancing is not possible. ✓ Re-consider tasks that can not be performed while physically distancing. ✓ Encourage staff to work from home when possible. ✓ Dedicate tools/equipment to staff, where possible. ✓ Consider conducting activities during off hours. |
| <ul style="list-style-type: none"> • Information Technology (IT) | <p>MEDIUM to HIGH</p> | <p>BCIT's IT department services all campuses. Staff are continually visiting different areas of the campus as well as all satellite campuses.</p> <p>Staff conduct various activities, including setup and takedown of media in various settings (classrooms, meeting rooms, etc.), as well as providing support for technological infrastructure systems.</p> <p>Shared office space may not allow for physical distancing.</p> | <ul style="list-style-type: none"> ✓ Encourage self-identification of COVID-19 symptoms, with appropriate notifications and actions. ✓ Consider activities that can be performed remotely. ✓ Schedule setup and takedown during off hours, where possible, to minimize the interaction between staff, faculty and students. ✓ Require the use of face coverings where physical distancing is not possible. ✓ Limit occupancy of office space. ✓ Prepare enhanced cleaning/sanitizing plans. ✓ Implement traffic patterns where possible. ✓ Provide handwashing/sanitization stations and signage to encourage frequent and proper handwashing/hygiene. |



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| Other Shared Spaces | | | |
| <ul style="list-style-type: none"> Fleet vehicles | HIGH | <p>Fleet vehicles are available for staff use and are shared among users.</p> <p>More than one occupant may be present in the vehicle as staff may work in pairs or groups.</p> <p>Physical distancing is not possible within vehicles.</p> | <ul style="list-style-type: none"> ✓ Establish enhanced cleaning/sanitizing plans (i.e., Vehicle Use and Cleaning Protocol). ✓ Discourage vehicle sharing or double occupancy or require the use of face coverings when double occupancy is necessary. |
| <ul style="list-style-type: none"> Shared breakroom/lunchrooms | HIGH | <p>Shared breakrooms/lunchrooms may be available for select students and staff that may include refrigerators, microwaves and dining areas, which entail frequent touching. The main avenue for viral spread is direct contact with saliva/droplets, therefore exposure via shared dishes is considered to be a high risk.</p> | <ul style="list-style-type: none"> ✓ Stagger break/lunch schedules. ✓ Set room occupancy limits. ✓ Eliminate shared dishes/utensils, if any. ✓ Develop alternate dining protocol for physical distancing (e.g. outside, at workstations etc.). ✓ Implement traffic patterns where possible. ✓ Prepare enhanced cleaning/sanitizing plans. ✓ Provide handwashing/sanitization stations and signage to encourage frequent and proper handwashing. ✓ Adopt doorknob contact mitigation measures. ✓ Mitigate contact with other high touch surfaces by: <ul style="list-style-type: none"> • Provide hand washing station or hand sanitizer; or • Providing tissues. |



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|--|-----------------------------|--|--|
| <ul style="list-style-type: none"> • Elevators • Stairs • Other high touch surfaces • Outdoor spaces | MEDIUM | <p>Staff 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 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.</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. |
| <ul style="list-style-type: none"> • Parking (indoor/outdoor/car park) | LOW | <p>Staff 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.</p> | <ul style="list-style-type: none"> ✓ Encourage physical distancing measures through signage. ✓ Promote contactless payment. ✓ Prepare enhanced cleaning/sanitizing plans. |



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|---|-----------------------------|--|---|
| 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. First aid emergencies may require close proximity with the injured. | <ul style="list-style-type: none">✓ Prepare emergency plan for non-scheduled maintenance, illness or fire.✓ Consider alternate methods for doing drills. |