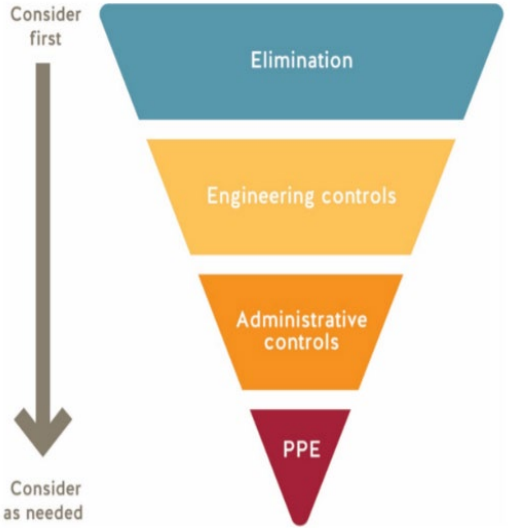
# BCIT COVID-19 SAFETY PLAN
# IN-PERSON TEST SUBJECT RESEARCH SPACES

The BCIT COVID-19 Go-Forward Plan outlines the risk assessments, control measures, and the organizational process for our safe return to campus. All returning programs/courses must adhere to this process. Please refer to the BCIT COVID-19 Go-Forward Plan for additional information.

## CONTACT INFORMATION

| | | | |
|---|---|---|---|
| **Research Project Name:** | **Ambient Soundscape Analysis of Living Architecture** | | |
| **Proportion of Research conducted on campus:** | 100% of the perceptual tests (scope of this application) | | |
| **Start date:** | December 14,2020 | **End date:** | **December 17, 2020** |
| **Total # of test subjects in program:** | 33 | **# of employees:** | **2** |
| **Anticipated # of test subjects on campus daily when scheduled:** | Max 11 | **Anticipated # of employees on campus daily when scheduled** | **1** |
| **Completed by:** | Name<br>Maureen Connelly | Position<br>Director/Faculty | Date<br>Nov 30, 2020 |
| **Replaces** | **RTC Safety Plan #:** | | |
| | **GFP Safety Plan#:** | | |




## ROOM INFORMATION

**In this section, please identify all of the rooms that will be used by this returning program/course.**
**NOTE: Common areas are covered by the BCIT COVID-19 Go-Forward Plan.**

| Campus/ Building | Room Number<br>Floor Plans found here | Type of Space<br>Include washrooms and breakout rooms | Capacity<br>Current capacity due to COVID-19 |
|---|---|---|---|
| BCIT NE03 (Centre for Arch Ecology) | 105 | Student lab and conference room | 5 |
| | 103 | Women's washroom | 1 |
| | 102_A | Men's washroom | 1 |
| | | | |
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## RATIONALE FOR ON-CAMPUS ACTIVITY

| **Please provide a short description explaining the need for test subjects to be on campus. Your narrative should be focused on the practical elements of the research program or activity that are critical to achieving research outcomes, and why on campus components cannot be replicated in an online or alternative environment.** |
|---|
| This activity is the last and final data collection component of a 2-year research project. The volunteers to take part in this study will register through text messages. The researcher will arrange a time with participants, 15 minutes test per 30 minute window. The participant will sit in a rotating chair, with a head-mounted display (HMD), and headphones. The response survey will be on line. The thesis committee and the BCIT Ethic Review Board approved the method for data collection of the perceptual response component. A critical requirement to gain comparable objective perceptual feedback through the Virtual Reality Experience is that all participants are in *the same physical environment and use the same calibrated equipment*. It would not be possible to replicate this requirement on-line. NE03 is a secured environment that is currently practicing within the BCIT Covid response framework. NE03 is a safer environment than public space on or off campus. |

## CONTROL MEASURES

### COVID-19 SAFETY PLAN: CONTROL MEASURES CHECKLIST

***Directions for completing a Safety Plan:***

1. *First step of this process is to review the BCIT COVID-19 Go-Forward Plan as the overall planning document for this process.*
2. *Use this checklist as a tool to assess COVID-19 control measure preparedness for research test subjects and employees and the spaces they will be using. Refer to the BCIT COVID-19 Go-Forward Plan for standardized safety guidelines and procedures.*
3. *For each control measure, state the details. If the control measure is a 'No' or 'NA', please provide a brief explanation.*
4. *The manager requests all PPE requirements by submitting this draft Safety Plan to the PPE@bcit.ca.*
5. *Implement all the safety measures in this Safety Plan.*
6. *The manager completes a site visit to ensure all control measures and safety supplies are in place.*
7. *The manager signs the completed Safety Plan and submits it to returntocampus@bcit.ca for approval.*
8. *Once approved, the COVID-19 Safety Plan is posted in all work areas identified within this plan.*

*Note: The workspaces cannot be used until all applicable control measures are in place and Safety Plan is approved. For additional resources the Risk Assessment Controls Guidance and Hierarchy of Controls. For assistance email ssemohs@bcit.ca.*

# COVID-19 SAFETY PLAN
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| # | Control Measure | Yes | No | NA | Details (as per Directions) |
|---|---|---|---|---|---|
| **ELIMINATION** | | | | | |
| 1. | Room(s) set up to allow for 2 metres physical distancing during testing.<br>**Note:** Contact returntocampus@bcit.ca for room capacity and layout if needed. | ☒ | ☐ | ☐ | *Exceptions allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary (explain):* |
| 2. | Research and assessment stations are set-up to allow for 2 metres physical distancing. | ☒ | ☐ | ☐ | *Exception allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary (explain):* |
| 3. | Identified area(s) where test subjects wait outside of research space until allowed inside by researcher. | ☒ | ☐ | ☐ | Outside of NE03 |
| 4. | Work has been scheduled to minimize numbers of individuals on campus at one time. | ☒ | ☐ | ☐ | Single participate on 30 minute schedule (10 minute gap) |
| 5. | In shared spaces, safety protocols have been put in place to reduce close contact between users. | ☒ | ☐ | ☐ | |
| 6. | Movement within the room is identified, such as with directional arrows, for walkways and entrances/exits. | ☒ | ☐ | ☐ | Signs or arrows on the floor identifying directions. |
| 7. | Water fountains are put out of service, and only touchless water bottle filling station available. | ☐ | ☐ | ☒ | |
| 8. | Mobile fans have been removed or put out of service. | ☒ | ☐ | ☐ | |
| 7. | Washrooms have been identified. | ☒ | ☐ | ☐ | *If yes, Washroom occupancy limit _1____* |
| 8. | Break area(s) for test subject use have been identified. | ☐ | ☐ | ☒ | *If yes, what control measures are in place to maintain physical distancing?*<br>*Occupancy Limit_____ If there is an occupancy limit, is sign posted? Y ☐ N ☐* |
| 9. | Break areas for employee use have been identified. | ☐ | ☐ | ☒ | *If yes, what control measures are in place to maintain physical distancing?*<br>*Occupancy Limit_____ If there is an occupancy limit, is sign posted? Y ☐ N ☐* |
| 10. | Other: | ☐ | ☐ | ☒ | |
| **ENGINEERING CONTROL MEASURES** | | | | | |
| 11. | Barriers are implemented to separate work areas or walk ways, when physical distancing not practical. | ☐ | ☐ | ☒ | |
| 12. | Barriers are stable and do not introduce other safety hazards, e.g. tripping. | ☐ | ☐ | ☒ | |
| 13. | The impact on ventilation requirements have been considered if there's been a significant use change for the instructional space. | ☐ | ☐ | ☒ | *Complete a Facilities and Campus Development work requisition for assessment, as needed.* |
| | Other: | ☐ | ☐ | ☒ | |

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| # | Control Measure | Yes | No | NA | Details (as per Directions) |
|---|---|---|---|---|---|
| **SIGNAGE (ADMINISTRATIVE)** *Signage is available @ BCIT online Inventory. Guidelines for posting signs are available on ShareSpace.* | | | | | |
| 13. | Posted: Physical distancing (2 m) sign(s) Item 1A | ☒ | ☐ | ☐ | |
| 14. | Posted: Hand washing sign(s) Item 29B | ☒ | ☐ | ☐ | |
| 15. | Posted: Health screen sign(s) Item 3C | ☒ | ☐ | ☐ | |
| 16. | Posted: Hand washing sink location sign(s) Item 14A | ☒ | ☐ | ☐ | |
| 17. | Posted: Hand sanitizing station location sign(s) Item 13A | ☒ | ☐ | ☐ | |
| 18. | Posted: Protect yourself sign(s) Item 21A | ☒ | ☐ | ☐ | |
| 19. | Posted: Occupancy limit of this room sign(s) Item 37A | ☒ | ☐ | ☐ | |
| 20. | Posted: Other signs | ☒ | ☐ | ☐ | *Please list*<br>Wipe appliance. Please site here, stand here, instruction that "participant will be invited in at scheduled time" |
| **ORIENTATION AND TRAINING (ADMINISTRATIVE)** | | | | | |
| 21. | Routine safety discussions held to review control measures and safety protocols. | ☒ | ☐ | ☐ | |
| 22. | COVID-19 safety Site orientation for test subjects has been developed and sent to test subjects in advance. | ☒ | ☐ | ☐ | *Students will take the on-line Pandemic on-campus guideline training. Their completion will be verified through listing generated in D2L.* |
| 23. | All employees have completed the online BCIT Pandemic Exposure Control Plan Training. | ☒ | ☐ | ☐ | *Staff/faculty will take the BCIT Pandemic Exposure Control Plan training* |
| 24. | All employees have completed the online OHS New Employee Orientation module. | ☐ | ☐ | ☒ | *New and Returning Employee Orientation Checklist found here. Each employee to save the checklist to their online OHS New Employee Orientation course. This course is required to be completed by new employees and by employees working on campus.* |
| 25. | Other: Test subject waiver/consent form has been provided including COVID-19 related issues. | ☐ | ☐ | ☒ | |
| **RULES AND GUIDELINES (ADMINISTRATIVE)** | | | | | |
| 26. | All unnecessary and self-serve items have been removed from the spaces. *e.g., pens, paper, etc.* | ☒ | ☐ | ☐ | |
| 27. | Doors that test subjects are to use to enter and exit have been clearly identified. | ☒ | ☐ | ☐ | Signs or arrows on the floor |
| 28. | Handouts, papers, and items are not physically provided to test subjects. | ☐ | ☒ | ☐ | After VRE an On-line survey will be sent to participants. If participant does not have a cell phone, a sanitized tablet will be provided |
| 29. | Test subjects have dedicated supplies, e.g., items are not shared between test subjects. | ☐ | ☒ | ☐ | Between each users,test subject, the VR / Audio headset will be sanitized by the researcher/BCIT staff |

| # | Control Measure | Yes | No | NA | Details (as per Directions) |
|---|---|---|---|---|---|
| 30. | If cleaning common touch points or tools/equipment not practical, then it is identified when hands are washed/sanitized before and after use. | ☒ | ☐ | ☐ | Explain: the inset lens of the VR headset can only be wiped with anti-bacterial, not an alcohol wipes. It will be identified that hands are washed before and after use, and NOT to touch lens (which they should not do regardless). A washable silicon mask cover will be used and sanitized between test by the researcher/BCIT staff. |
| 31. | Work spaces/stations are dedicated for an individual or group use and not shared with others. | ☒ | ☐ | ☐ | |
| 32. | Single-use (disposable) products are used where feasible. | ☒ | ☐ | ☐ | |
| 33. | Procedures in place to screen test subjects before testing begins on a daily basis. | ☒ | ☐ | ☐ | *The health screen sign (Item 3C, BCIT online inventory, EOC approved signage) is available for reference and is posted on building doors. Students and employees are expected to self assess daily, and the BCCDC self-assessment tool can be used to support this.* |
| 34. | There is a procedure in place if a test subject or employee becomes ill during testing. | ☒ | ☐ | ☐ | *Refer to the COVID-19 Pandemic Scenario Response Plan for more information. If the person is reporting symptoms, ask them to avoid others and return home. If they require immediate medical attention, call First Aid and 911.* |
| 35. | There are procedures in place if a test subject travels before coming to campus, or has been in close contact with someone who has tested positive for COVID-19. | ☐ | ☐ | ☒ | *Refer to the COVID-19 Pandemic Scenario Response Plan for more information. Confirm if the person is aware of self-isolation requirements and protocols.*<br>*No participants that have not **passed the** BC COVID-19 Self-Assessment Tool on schedule day will be involved* |
| 36. | Other: | ☐ | ☐ | ☒ | |
| **PERSONAL PROTECTIVE EQUIPMENT (PPE).** **Refer to the PPE Flowchart to determine what PPE is required for COVID-19 purposes.** | | | | | |
| 37. | Appropriate PPE for the hazards of employee and test subject tasks are available to be provided (non-COVID-19 related ppe). | ☐ | ☐ | ☒ | *List the ppe and tasks/activities it is required for, and provide the quantity and unit of measure, if applicable (e.g. 2 boxes of 20 each box):* |
| 38. | Training is provided for the above PPE to test subjects and employees. | ☐ | ☐ | ☒ | |
| 39. | Appropriate PPE for COVID-19 is available to be provided to test subjects and employees. Supply requests emailed to ppe@bcit.ca. | ☒ | ☐ | ☐ | *Based on circumstances allowed for in the BCIT COVID-19 Go-Forward Plan, Risk Assessment Matrix Summary.*<br>Masks - 1 box<br>Gloves – 1 box |
| 40. | PPE safe donning, doffing, disposal, and disinfecting instructional materials are available for test subjects and employees. | ☒ | ☐ | ☐ | *Post applicable signs in a visible location if ppe required.*<br>*Use the OHS Employee Orientation checklist to assist orientation/training by their supervisors.* |
| 41. | Other: | ☐ | ☐ | ☒ | |

| # | Control Measure | Yes | No | NA | Details (as per Directions) |
|---|---|---|---|---|---|
| | | | | | |
| **CLEANING** | | | | | |
| 42. | Facilities is aware of the cleaning needs for the area. Facilities work requests have been submitted. | ☒ | ☐ | ☐ | *Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s).*<br>Once a day cleaning as scheduled is current practice. |
| 43. | Training will be provided to research faculty performing cleaning duties and cleaning materials have been provided. | ☒ | ☐ | ☐ | *Cleaning Standard Operating Procedures have been located here. What are the cleaning products/materials:*<br><br>*What ppe is required:* mask and gloves |
| 44. | Assessment of sufficient number of hand wash stations conducted, and an appropriate number of handwashing stations are available | ☒ | ☐ | ☐ | *Consider time it will take for hand washing to take place, to determine what is e.a. sufficient number of hand wash stations. Some areas find a ratio of 8:1, students to sink, effective. The minimum amount of hand washing required is once before class starts, after class ends and before and after breaks.* |
| 45. | Handwashing station(s), stocked, easily accessed, and have been identified to students and employees. | ☒ | ☐ | ☐ | *Sink Location:*___in washrooms_____<br>*Stocked with soap Y ☒ N ☐ paper towel Y ☒ N ☐* |
| 46. | Hand sanitizing station(s), stocked, and have been identified to students and employees. | ☒ | ☐ | ☐ | ***ABHS** (Alcohol-Based Hand Sanitizer): Location(s)*_____<br><br>*Will hand sanitizer be refilled by department: Y ☒ N ☒*<br>*If No, describe:* |
| 47. | All Safety Data Sheets (SDS) and cleaning procedures used are found here. | ☒ | ☐ | ☐ | *If not, describe:* |
| 48. | The area(s) have been decluttered so that cleaning is simplified. | ☒ | ☐ | ☐ | |
| 49. | Barrier cleaning process has been arranged if the barrier(s) could become contaminated. | ☐ | ☐ | ☒ | *Barriers can become contaminate if they are a touch point or if the contaminated with droplets by e.g. coughing or sneezing.* |
| 50. | Common touch points and tools/equipment that must be shared are identified and cleaned between students and classes. | ☒ | ☐ | ☐ | *Cleaning/sanitizing procedures for common touch points and shared items are posted e.g. shared machinery, equipment, tools, etc. Identify who will clean and how often (e.g. staff and/or students):* |
| 51. | Storage space for personal articles for test subjects have been identified and are cleaned regularly. | ☐ | ☐ | ☒ | *Who will clean:*<br><br>*Where is the storage:* |
| 52. | Other: | ☐ | ☐ | ☒ | |
| **AUDIT AND CONTINUOUS IMPROVEMENT** | | | | | |

| # | Control Measure | Yes | No | NA | Details (as per Directions) |
|---|---|---|---|---|---|
| 53. | There is a plan to conduct regular inspections of all control measures and safety protocols to ensure they are in place. | ☒ | ☐ | ☐ | *Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often?*<br>Omid Tammana/ 2 x daily |
| 54. | Audits of inspections are planned to ensure that control measures continue to be effective. | ☒ | ☐ | ☐ | *Wayne Hand will conduct audits of inspection once/week* |

## APPROVAL

| All COVID-19 risk control measures for this campus activity are in place. | | | |
|---|---|---|---|
| **Manager** | Name<br>*Wayne Hand* | Position<br>Dean School of Construction and the Environment | Date<br>December 11, 2020 |
| **EOC** | Name<br>*Glen Magel* | Position<br>EOC Director | Date<br>December 11, 2020 |

## REVISION APPROVAL *(if applicable)*

| All COVID-19 risk control measures for this campus activity are in place. | | | |
|---|---|---|---|
| **Manager** | Name | Position | Date |
| **EOC** | Name | Position | Date |