

RATIONALE FOR ON-CAMPUS ACTIVITY

Please provide a short description explaining the need for students to be on campus. Your narrative should be focused on the practical elements of the program or activity that are critical to achieving learning outcomes, and why on campus components cannot be replicated in an online or alternative environment (e.g. student bringing learning equipment home).

Nursing students are required to have valid CPR certification. The CPR sessions with Link2Life hosted on campus are mainly for the benefit of First Term students since most do not have current CPR certification. Recertification is also offered for those whose certification has expired. It is mandatory for students to do the course in person as students will need to demonstrate their knowledge with CPR manikins (provided by Link2Life) as well as perform a group rescue scenario. Online certification for CPR/BLS is not an option.

Town Square A&B will be used to host CPR sessions on the following days (6:00 AM to 7:00 PM on each day):

April 10-11, 2021

August 21-22, 2021

Aug 28-29, 2021

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 students 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.

COVID-19 SAFETY PLAN ACADEMIC SPACES

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.

#	Control Measure	Yes	No	NA	Details (as per Directions)
ELIMINATION					
1.	Room(s) set up to allow for 2 metres physical distancing during instruction and practice. Note: Contact returmtocampus@bcit.ca for room capacity and layout if needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Exceptions allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary (explain):</i> Practice stations are place 2m from other stations and walk ways, with the exception of 3 pairs of practice stations that will have physical barriers in between.
2.	Demonstration, work and assessment stations are set-up to allow for 2 metres physical distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Exception allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary (explain):</i> Practice stations are place 2m from other stations and walk ways, with the exception of 3 pairs of practice stations that will have physical barriers in between.
3.	Identified area(s) where students wait outside of teaching space until allowed inside by instructor.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hallway outside of room, courtyard area outside of room
4.	Work has been scheduled to minimize numbers of individuals on campus at one time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Class size has been capped at 12 students and 1 instructor. No other activity is planned during the time of the CPR sessions.
5.	In shared spaces, safety protocols have been put in place to reduce close contact between users.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students have been told to practice social distancing when they arrive and to wear a mask to the CPR sessions.
6.	Movement within the room is identified, such as with directional arrows, for walkways and entrances/exits.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Signs or arrows on the floor identifying directions.</i> Link2Life has been asked to designate separate entrance and exit. There are no arrows on the walkways but the CPR instructor will direct ingress and egress and students will be instructed to wait to use walkway if in use.
7.	Water fountains are put out of service, and only touchless water bottle filling station available.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8.	Mobile fans have been removed or put out of service.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Washrooms in SE02, occupancy limit as per institute signage.
8.	Break area(s) for student use have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>If yes, what control measures are in place to maintain physical distancing?</i> Occupancy Limit _____ <i>If there is an occupancy limit, is sign posted?</i> Y <input type="checkbox"/> N <input type="checkbox"/>
9.	Break areas for employee use have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>If yes, what control measures are in place to maintain physical distancing?</i> Occupancy Limit _____ <i>If there is an occupancy limit, is sign posted?</i> Y <input type="checkbox"/> N <input type="checkbox"/>
10.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
ENGINEERING CONTROL MEASURES					
11.	Barriers are implemented to separate work areas or walk ways, when physical distancing not practical.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Three barriers will be placed between three pairs of workstations

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12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.	The impact on ventilation requirements have been considered if there's been a significant use change for the instructional space.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Complete a Facilities and Campus Development work requisition for assessment, as needed.
	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Institute signage only
14.	Posted: Hand washing sign(s) Item 29B	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Institute signage only
15.	Posted: Health screen sign(s) Item 3C	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Institute signage only
16.	Posted: Hand washing sink location sign(s) Item 14A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Institute signage only
17.	Posted: Hand sanitizing station location sign(s) Item 13A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Institute signage only
18.	Posted: Protect yourself sign(s) Item 21A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Institute signage only
19.	Posted: Occupancy limit of this room sign(s) Item 37A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Institute signage only
20.	Posted: Other signs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Please list:</i>
ORIENTATION AND TRAINING (ADMINISTRATIVE)					
21.	Routine safety discussions held to review control measures and safety protocols.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pandemic Response Summary (D2L access) has been requested for all CPR instructors and they have been instructed to complete it.
22.	All students have completed the online COVID-19 Pandemic On-Campus Guidelines training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students have been sent link to training and instructed to complete.
23.	COVID-19 safety Site orientation for students has been developed and posted in the Learning Hub.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Procedure for orientation found here. Student COVID-19 Orientation Checklist found here.</i>
24.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25.	All employees have completed the online New Employee Orientation module .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>New and Returning Employee Orientation Checklist found here. Each employee to save the checklist to their online New Employee Orientation course</i>
26.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
RULES AND GUIDELINES (ADMINISTRATIVE)					
27.	All unnecessary and self-serve items have been removed from the spaces. <i>e.g., pens, paper, etc.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Room is empty other than required equipment and few requested furniture items

COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
28.	Doors that students are to use to enter and exit have been clearly identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Institute signage only. Link2Life has been asked to designate entrance and exit doors
29.	Handouts, papers, and items are not physically provided to students.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If items are provided, they are cleaned between student use or disposed, or other control measures are in place – Describe:</i> Equipment (hard surface) will be wiped down with 70% isopropyl alcohol. Anything breathed on is used only by one student and after class those parts are either thrown away (lungs, valves of CPR doll) or cleaned by Link2Life staff using warm soapy water and soak in 10:1 water and bleach solution for 15 minutes (pocket masks). Soft materials are laundered after use.
30.	Students have dedicated tools/equipment, e.g., items are not shared between students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students will have designated CPR manikins (sanitized between uses).
31.	If cleaning common touch points or tools/equipment not practical, then it is identified when hands are washed/sanitized before and after use.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
32.	Work spaces/stations are dedicated for an individual or group use and not shared with others.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
33.	Single-use (disposable) products are used where feasible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lungs and valves of CPR dolls are disposed of after use.
34.	Measures are in place to accommodate student sick at home.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CPR Certification requires students to be present. Students who are unable to attend due to illness or otherwise can book another session with Link2Life or other CPR/BLS training provider.
35.	Procedures in place to screen students on a daily basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Students are asked to not attend if they are ill.
36.	There is a procedure in place if a student or employee becomes ill on campus.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Students/instructors are not to attend if ill. They would have to book another CPR session when they are able. Link2Life will manage staffing if instructor becomes ill.
37.	There are procedures in place if a student or employee travels before coming to campus, or has been in close contact with someone who has tested positive for COVID-19.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Refer to the COVID-19 Pandemic Scenario Playbook for more information. Confirm if the person is aware of self-isolation requirements and protocols .
38.	Provisions made for students to maintain same lab/class cohort throughout the Term.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
39.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

PERSONAL PROTECTIVE EQUIPMENT (PPE). Refer to the [PPE Flowchart](#) to determine what PPE is required for COVID-19 purposes.

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#	Control Measure	Yes	No	NA	Details (as per Directions)
40.	Appropriate PPE for the hazards of employee and student tasks are available to be provided (non-COVID-19 related ppe).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pocket masks will be provided for use if students have not purchased their own. Students are to bring and wear their own face mask to the CPR sessions.
41.	Training is provided for the above PPE to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pocket mask use is part of CPR training.
42.	Appropriate PPE for COVID-19 is available to be provided to students and employees. Supply requests emailed to ppe@bcit.ca .	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Based on circumstances allowed for in the BCIT COVID-19 Go-Forward Plan, Risk Assessment Matrix Summary. List PPE and tasks/activities required for and provide the quantity and unit of measure, if applicable (e.g. 2 boxes of 20 each box):</i>
43.	PPE safe donning, doffing, disposal, and disinfecting instructional materials are available for students and employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Post applicable signs in a visible location if ppe required. Use the Student Orientation checklist to assist orientation/training by instructors. Use the Employee Orientation checklist to assist orientation/training by their supervisors.</i>
44.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
CLEANING					
45.	Facilities is aware of the cleaning needs for the area. Facilities work requests have been submitted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facilities request 1463280.
46.	Training will be provided to faculty and students performing cleaning duties and cleaning materials have been provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Instruction on cleaning will be provided by Link2Life. Equipment (hard surface) will be wiped down with 70% isopropyl alcohol. Anything breathed on is used only by one student and after class those parts are either thrown away (lungs, valves of CPR doll) or cleaned by Link2Life staff using warm soapy water and soak in 10:1 water and bleach solution for 15 minutes (pocket masks). Soft materials are laundered after use.
47.	Assessment of sufficient number of hand wash stations conducted, and an appropriate number of handwashing stations are available	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No formal assessment has been conducted, but it is assumed that there will be enough hand wash stations (washroom sinks) in SE02 available for 13 people.
48.	Handwashing station(s), stocked, easily accessed, and have been identified to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Washroom facilities in SE02 (room 209, 210). Stocked by institute.</i>
49.	Hand sanitizing station(s), stocked, and have been identified to students and employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Stocked by institute.</i>
50.	All Safety Data Sheets (SDS) and cleaning procedures used are found here .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If not, describe:</i>
51.	The area(s) have been decluttered so that cleaning is simplified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Room comes empty. Only required and requested equipment will be in the room.
52.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facilities has been requested for cleaning.



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#	Control Measure	Yes	No	NA	Details (as per Directions)
53.	Common touch points and tools/equipment that must be shared are identified and cleaned between students and classes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Equipment (hard surface) will be wiped down with 70% isopropyl alcohol. Anything breathed on is used only by one student and after class those parts are either thrown away (lungs, valves of CPR doll) or cleaned by Link2Life staff using warm soapy water and soak in 10:1 water and bleach solution for 15 minutes (pocket masks). Soft materials are laundered after use. Link2Life staff will clean equipment or students under direction of Link2Life instructors.
54.	Storage space for personal articles have been identified and are cleaned regularly.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Who will clean:</i> <i>Where is the storage:</i>
55.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
AUDIT AND CONTINUOUS IMPROVEMENT					
56.	There is a plan to conduct regular inspections of all control measures and safety protocols to ensure they are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often?</i> Dina Bedard, Program Coordinator, will check in weekly and perform inspection.
57.	Audits of inspections are planned to ensure that control measures continue to be effective.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Who conduct the audits and how often?</i> If required, Jim Hunter will be asked to audit at the recommended interval.

APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Shelley Fraser	Position: Associate Dean	Date: January 28, 2021
EOC	Name <i>Glen Magel</i>	Position EOC Director	Date February 2, 2021

COVID-19 SAFETY PLAN ACADEMIC SPACES

SE02-212A/212B aka Townsquare A/B – CPR Training Workshop

Provided barriers are utilized in noted areas, there can be 12 6' x 6' training zones with sufficient physical distancing between each zone.

Legend:

— Barrier (acrylic or other style panel)

