

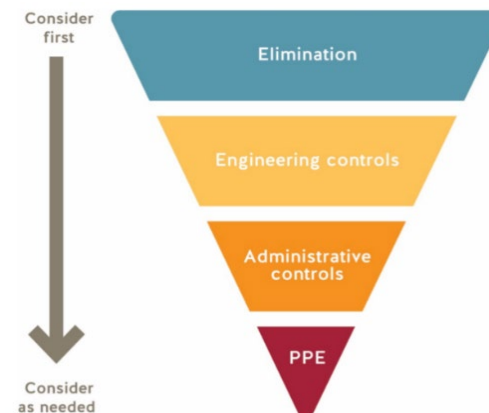


## BCIT COVID-19 SAFETY PLAN PUBLIC COUNTERS

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

Department Name:	Interior Design		
Public counter employee position(s)	Interior Design Sample Library – Lina Ventresca - Sample & Resource Room Coordinator		
How many of your employees are at a public counter:	1	When will this service start (Date):	<input checked="" type="checkbox"/> Not applicable, already on campus
Completed by:	Name Michael Currie	Position Associate Dean	Date November 30, 2020
Replaces	RTC Safety Plan #:		
	GFP Safety Plan #:	101	



### ROOM INFORMATION

In this section, identify the area where the public counter is located.					
All of these employees are also included in another COVID-19 Safety Plan <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, which one? _____					
Employee Position	Campus/ Building	Room Number <small>Floor Plans found <a href="#">here</a></small>	Type of Counter	# of employees at counter at one time	Total # of employees at counter
Sample & Resource Room Coordinator	Burnaby, NE01	335	Sample Library	1	1
Notes:					

### RATIONALE FOR ON-CAMPUS ACTIVITY

Please provide a short description explaining the purpose of this public counter.

Interior Design (INTD) Use of Sample Library. The Sample Library is an important element in the INTD program especially within the Diploma and Degree. Student need to be able to select samples and compile sample boards. Utilizing the existing resource on campus is far safer than having students visit multiple suppliers to source samples on their own.

### CONTROL MEASURES

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

##### Directions for completing this 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 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](mailto: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](mailto:returntocampus@bcit.ca) for approval.
8. Once approved, the COVID-19 Safety Plan is posted in the best possible location such as a central work location for these employees.

Note: All applicable control measures must be in place before the Safety Plan is approved. For additional resources the [Risk Assessment Controls Guidance and Hierarchy of Controls](#). For assistance email [ssemohs@bcit.ca](mailto:ssemohs@bcit.ca).

## COVID-19 SAFETY PLAN

### PUBLIC COUNTERS

#	Control Measure	Yes	No	NA	Details (as per Directions)
<b>ELIMINATION</b>					
1.	Work areas are set-up to allow for 2 metres physical distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exceptions allowed as per <a href="#">BCIT COVID-19 Go-Forward Plan</a> , Risk Matrix Summary (explain): Students are not permitted into sample room. Student will select materials virtually and pick up at counter
2.	Work has been scheduled to minimize numbers of employees at the counter at one time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Only one occupant in sample room. Activity is to be limited to 2 ½ days a week
3.	Occupancy limit for waiting area has been posted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Occupancy limits if applicable: _____ NE01 350C concourse with 2 metre separation
4.	Alternative space to wait has been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	By appointment only
5.	Movement within the rooms (s), such as with directional arrows, for walkways and entrances/exits.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signs or arrows on the floor identifying directions.
6.	Queuing area is identified, and it's clearly communicated to those queuing to maintain 2 metres physical distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signs or floor decals indicating where to stand.
7.	How far to stand from the counter is clearly identified	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.	Washrooms for public use has been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If yes, washroom occupancy limit _____ see NE01 safety plan
9.	Mobile fans have been removed or put out of service.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>ENGINEERING CONTROL MEASURES</b>					
11.	<a href="#">Barriers</a> are implemented to separate the work space from public/others at the counter.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.	Barriers serve a security or other purpose.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	exposure protection only
13.	A pass through window is required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Describe the size of the opening required for the documents 12x6 Cut Out
14.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.	The impact on ventilation requirements have been considered if there's been a significant use change for the space.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Complete a <a href="#">Facilities and Campus Development (FCD) work requisition</a> for assessment, as needed.
16.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>SIGNAGE (ADMINISTRATIVE)</b> Signage is available @ <a href="#">BCIT online Inventory</a> . Guidelines for posting signs are available on <a href="#">ShareSpace</a> .					

## COVID-19 SAFETY PLAN PUBLIC COUNTERS

#	Control Measure	Yes	No	NA	Details (as per Directions)
17.	Posted: Physical distancing (2 m) sign(s) Item 1A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.	Posted: Hand washing sign(s) Item 29B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19.	Posted: Health screen sign(s) Item 3C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20.	Posted: Hand washing sink location sign(s) Item 14A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21.	Posted: Hand sanitizing station location sign(s) Item 13A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22.	Posted: Protect yourself sign(s) Item 21A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23.	Posted: Occupancy limit of this room sign(s) Item 37A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24.	Posted: Other signs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Please list:</i>
<b>ORIENTATION AND TRAINING (ADMINISTRATIVE)</b>					
25.	All employees have completed the online <a href="#">BCIT Pandemic Exposure Control Plan Training</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26.	All employees have completed the online <a href="#">OHS New Employee Orientation module</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>New and Returning Employee Orientation Checklist found <a href="#">here</a>. 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.</i>
27.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>RULES AND GUIDELINES (ADMINISTRATIVE)</b>					
28.	All unnecessary and self-serve items have been removed from the public counter <i>e.g., pens, paper, etc.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29.	Papers and items are not physically passed between employees and the public.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If items are provided, they are cleaned between employee use or disposed, or other control measures are in place – Describe:</i>
30.	Employees have dedicated tools/equipment, e.g., items are not shared between employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	<i>Explain:</i>
32.	Single-use (disposable) products are used where feasible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
33.	Procedures in place to screen employees on a daily basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The <a href="#">health screen</a> sign (Item 3C, BCIT online inventory, EOC approved signage) is available for reference and is posted on building doors. Employees are expected to self assess daily, and the <a href="#">BCCDC self-assessment</a> tool can be used to support this.</i>

## COVID-19 SAFETY PLAN PUBLIC COUNTERS

#	Control Measure	Yes	No	NA	Details (as per Directions)
34.	There is a procedure in place if an employee or other person becomes ill on campus.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Refer to the <a href="#">Pandemic Scenario Response Plan</a> 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 an 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 <a href="#">Pandemic Scenario Response Plan</a> for more information. Confirm if the person is aware of self-isolation <a href="#">requirements</a> and <a href="#">protocols</a> .
36.	Provisions made for employees to work in cohorts.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
37.	Direction is provided to employees that hand hygiene is performed before and after work is conducted and before and after breaks, as a minimum.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand washing with soap and water for at least 20 seconds is preferred. If hands not visibly dirty, then can use hand sanitizer.
38.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>PERSONAL PROTECTIVE EQUIPMENT (PPE).</b> Refer to the <a href="#">PPE Flowchart</a> to determine what PPE is required for COVID-19 purposes. Refer to PPE order form in Appendix A.					
39.	Appropriate PPE for the hazards of employee tasks are available to be provided (non-COVID-19 related ppe).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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):
40.	Training is provided for the above PPE to employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
41.	<a href="#">Appropriate PPE for COVID-19</a> is available to be provided to employees. Supply requests emailed to <a href="mailto:ppe@bcit.ca">ppe@bcit.ca</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Based on circumstances allowed for in the <a href="#">BCIT COVID-19 Go-Forward Plan</a> , Risk 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):
42.	PPE safe <a href="#">donning, doffing, disposal, and disinfecting instructional</a> materials are available for employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Post applicable signs in a visible location if ppe required. Use the <a href="#">OHS Employee Orientation checklist</a> to assist orientation/training by their supervisors.
43.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>CLEANING</b>					
44.	Training will be provided to employees performing cleaning duties and cleaning materials have been provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning Standard Operating Procedures have been located <a href="#">here</a> . What are the cleaning products/materials:  What ppe is required: Spray Nine and disposable wipes
45.	All Safety Data Sheets (SDS) and cleaning procedures used are found <a href="#">here</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If not, describe:

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#	Control Measure	Yes	No	NA	Details (as per Directions)
46.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Barriers can become contaminate if they are a touch point or if the contaminated with droplets by e.g. coughing or sneezing.</i>
47.	Common touch points and tools/equipment, that must be shared are identified and cleaned between employees/others.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i><a href="#">Cleaning/sanitizing procedures</a> for common touch points and shared items are available and <a href="#">signs</a> posted e.g. shared machinery, multifunction devices, photocopiers, equipment, tools, microwaves, kettles, eating surfaces, etc. Identify who will clean and how often (e.g. employees or cleaning staff):</i>
48.	Storage space for personal articles have been identified and are cleaned regularly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Who will clean: Lina Ventresca  Where is the storage: In Lina's office NE01 355</i>
49.	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"/>	<i>Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s). the sample library will not be open everyday and we don't know which days yet it will be used, we planned to make the requests on as "as need" basis</i>
50.	Assessment of sufficient number of hand wash stations conducted, and an appropriate number of handwashing stations are available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Consider time it will take for hand washing to take place, to determine what is e.a. sufficient number of hand wash stations.</i>
51.	Handwashing station(s), stocked, easily accessed, and have been identified to employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Sink Location: _____ washrooms _____ Stocked with soap Y <input checked="" type="checkbox"/> N <input type="checkbox"/> paper towel Y <input checked="" type="checkbox"/> N <input type="checkbox"/></i>
52.	Hand sanitizing station(s), stocked, and have been identified to employees and others.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i><b>ABHS</b> (Alcohol-Based Hand Sanitizer): Location(s) _____ at employee's workstation and at counter  Will hand sanitizer be refilled by department: Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If No, describe:</i>
53.	The area(s) have been decluttered so that cleaning is simplified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
54.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>AUDIT AND CONTINUOUS IMPROVEMENT</b>					
55.	There is a plan to conduct <a href="#">regular inspections</a> 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? Daily inspection of area by Lina Ventresca</i>
56.	<a href="#">Audits of inspections</a> are planned to ensure that control measures continue to be effective.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Who conduct the audits and how often? Associate dean will conduct monthly audits</i>



## COVID-19 SAFETY PLAN PUBLIC COUNTERS

### APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Michael Currie	Position Associate Dean	Date November 30, 2020
EOC	Name <i>Glen Magel</i>	Position EOC Director	Date 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



## BCIT COVID-19 SAFETY PLAN PUBLIC COUNTERS

### APPENDIX A PPE Order Form - PPE Supplied has already been ordered and received

School of:		Primary Contact Name:
Department/Area:		Email:
Delivery Address (Bldg/Office #):		Phone:
Item	Quantity	Misc. Notes
Gloves - Size S (50 per box)		
Gloves- Size S (100 per box)		
Gloves - Size M (50 per box)		
Gloves - Size M (100 per box)		
Gloves - Size L (50 per box)		
Gloves - Size L (100 per box)		
Gloves - Size XL (50 per box)		
Gloves - Size XL (100 per box)		
Disinfectant Wipes (80 wipes per pack)		Limit 6 packs per department.
Disinfectant Spray Bottles (per 946ml bottle)		Limit 4 bottles per department/area.
Hand Sanitizer (per 500ml bottle)		
Disposable Masks (50 per box)		
N95 Masks (20 per box)		
Face Shields (per individual unit)		
Plexi Barriers (48x32 with opening)		
Plexi Barriers (48x32 without opening)		
Respirator Mask (per individual unit)		
Respirator Mask Cartridges (2 per pack)		
Gown - Size S/M (per individual unit)		
Gown - Size L/10 (10 per pack)		
Safety Glasses (per individual unit)		
Safety Goggles (per individual unit)		
Visit <a href="https://inventory.bcit.ca/collections/eoc-approved-ppe">https://inventory.bcit.ca/collections/eoc-approved-ppe</a> for what can be purchased on your behalf.		