

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).

Cardiovascular Perfusion students need to learn how to operate the heart-lung bypass machine (HLM) to manage the physiologic and metabolic demands of the patient while the cardiac surgeon operates on the heart. To prepare for clinical rotations, perfusion students need to practice the following:

1. Set-up and prime the HLM in preparation for putting the patient on bypass.
2. Manage the patient during the surgery (use of simulator)
3. Recognize and react to emergency situations (use of simulator)
4. Practice on auxiliary equipment (ECMO, balloon pumps, ACT machines, etc) that students are exposed to during clinical rotations

The hands-on application of knowledge and problem solving skills cannot be replicated in an online or alterative environment.

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> Each HLM is spaced least 2 meters distance apart, which keeps students properly distanced from each other. However, since 2 meters distance cannot always be maintained between the students and the lab instructor, everyone in the room will wear PPE. The PPE includes disposable mask, disposable gloves, and eye protection. Students do not need to physically touch one another during the labs so gowns are not required.
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> Each HLM will be at least 2 meters distance apart, which keeps students properly distanced from each other. However, since 2 meters distance cannot always be maintained between the students and the lab instructor, everyone in the room will wear PPE. The PPE includes disposable mask, disposable gloves, and eye protection.
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"/>	The group of 5 students are instructed to enter the room at their start time and to maintain 2 meter distance from each other. A PPE doffing station is placed just inside the entrance.
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"/>	The 10-student cohort is divided into two groups of 5 students. One group of 5 students will attend a 4-hour morning lab session and the other group of 5 students will attend a 4-hour afternoon lab session.
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"/>	All students will wear PPE for the duration of the lab session
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"/>	The room is configured such that the student dons PPE upon entering the room then moves to the HLM designated to them for that lab session
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"/>	Located in hallway. This is a common areas covered by the BCIT COVID-19 Go-Forward Plan.
8.	Mobile fans have been removed or put out of service.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The lab does not have mobile fans
7.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If yes, Washroom occupancy limit <u> 2 </u></i>
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? Occupancy Limit <u> </u> If there is an occupancy limit, is sign posted? Y <input type="checkbox"/> N <input type="checkbox"/></i>

COVID-19 SAFETY PLAN ACADEMIC SPACES

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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? Occupancy Limit _____ If there is an occupancy limit, is sign posted? Y <input type="checkbox"/> N <input type="checkbox"/></i>
10.	Other:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lab sessions have been condensed to 4 hr sessions so a lunch break is not required for students. The lab instructor will have a 30 minute break between lab sessions. No students are present during this break.
ENGINEERING CONTROL MEASURES					
11.	Barriers are implemented to separate work areas or walk ways, when physical distancing not practical.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Barriers not required as all students and faculty will wear PPE during the entire duration of the lab
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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) <i>Signage is available @ BCIT online Inventory. Guidelines for posting signs are available on ShareSpace.</i>					
13.	Posted: Physical distancing (2 m) sign(s) Item 1A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posted in the lab and throughout the building
14.	Posted: Hand washing sign(s) Item 29B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posted in the washroom near rm 262
15.	Posted: Health screen sign(s) Item 3C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sign will be posted at the entrance of the lab
16.	Posted: Hand washing sink location sign(s) Item 14A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Students are aware that sinks are located in the washroom near rm 262
17.	Posted: Hand sanitizing station location sign(s) Item 13A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not needed. Students can see hand sanitizing station located at entrance of room
18.	Posted: Protect yourself sign(s) Item 21A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sign will be posted in lab
19.	Posted: Occupancy limit of this room sign(s) Item 37A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Student lab sets are below room occupancy limits. Lab sessions will be monitored by faculty to ensure compliance.
20.	Posted: Other signs	<input type="checkbox"/>	<input type="checkbox"/>	<input 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"/>	This will be discussed by program faculty prior to March 19 th .
22.	All students have completed the online COVID-19 Pandemic On-Campus Guidelines training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>How will compliance be checked: All Perfusion students completed this prior to their first lab on campus. Students emailed certificate of completion to Program Head.</i>
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>

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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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students bring their own pen/paper to make notes if needed.
28.	Doors that students are to use to enter and exit have been clearly identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Signs or arrows on the floor</i>
29.	Handouts, papers, and items are not physically provided to students.	<input checked="" type="checkbox"/>	<input 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: All other learning material is available in students' clinical course in the Learning Hub</i>
30.	Students have dedicated tools/equipment, e.g., items are not shared between students.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Each Heart Lung Machine (HLM) will be assigned to a student for their lab session. The same HLM will be used by another student in the afternoon lab session. Students are responsible for cleaning the HLM/chair they used during the session.
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Explain: Students will wear disposable gloves during lab sessions</i>
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"/>	Students will use their own HLM and chairs during the morning lab session. These same HLM's and chairs will be used by a different student attending the afternoon lab session. Students are responsible for cleaning the HLM/chair they used during the session.
33.	Single-use (disposable) products are used where feasible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34.	Measures are in place to accommodate student sick at home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Accommodation plan: If a student is sick, they are instructed to stay home. Missed labs, assessments or required competencies will be made up at later date, when the student is healthy. This will be reviewed on a case by case basis.</i>
35.	Procedures in place to screen students on a daily basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The health screen poster 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.</i>
36.	There is a procedure in place if a student or employee becomes ill on campus.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Refer to the COVID-19 Pandemic Scenario Playbook 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.</i>

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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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students remain in their same group of 5 for the duration of week long lab
39.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PERSONAL PROTECTIVE EQUIPMENT (PPE). Refer to the PPE Flowchart to determine what PPE is required for COVID-19 purposes.					
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"/>	Students and faculty will wear PPE for the duration of the 4-hour lab session. PPE includes: masks, gloves and goggles
41.	Training is provided for the above PPE to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Note: all students attending the lab are already health care providers (Respiratory Therapists and ICU Nurses) that regularly wear PPE equipment in their respective work environments. BCIT Clinical Instructor will review with the students the proper usage of PPE on day 1 of the lab though.
42.	Appropriate PPE for COVID-19 is available to be provided to students and employees. Supply requests emailed to ppe@bcit.ca .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Based on circumstances allowed for in the BCIT COVID-19 Go-Forward Plan, Risk Assessment Matrix Summary . Program has a sufficient supply of mask, hand sanitizer, and disinfectant wipes left over from last lab session in August and November.
43.	PPE safe donning, doffing, disposal, and disinfecting instructional materials are available for students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.
44.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input 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"/>	<p>Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s).</p> <p>Submitted to Facilities: The Perfusion program's lab is Mon - Fri, March 22 - 26/21. Will cleaning staff please clean the common touch areas in classrooms 262 and 284 (doors handles, light switches, floors, and student washrooms) at the end of each day (5pm or later). Students and faculty will clean all equipment inside the rooms. 1457883</p>

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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"/>	<i>Cleaning Standard Operating Procedures have been located here. What are the cleaning products/materials: Lysol disinfectant wipes used to clean HLM, chairs and accessory equipment What ppe is required: gloves</i>
47.	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. 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.</i>
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>Sink Location: Washrooms, 2nd floor, close to room 262 Stocked with soap Y <input checked="" type="checkbox"/> N <input type="checkbox"/> paper towel Y <input checked="" type="checkbox"/> N <input type="checkbox"/></i>
49.	Hand sanitizing station(s), stocked, and have been identified to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>ABHS (Alcohol-Based Hand Sanitizer): PPE table at entrance to lab Will hand sanitizer be refilled by department: Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If No, describe:</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"/>	
52.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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>
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"/>	<i>Cleaning/sanitizing procedures for common touch points and shared items are posted Students are responsible for cleaning the HLM and chair they used during the session.</i>
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: Where is the storage: Storage is in the lab, against the wall and out of the way.</i>
55.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input 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>The Program Head will post the plan and will conduct a weekly inspection. The Clinical Instructor will conduct daily inspections.</i>
57.	Audits of inspections 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? The Program Head will post the plan and will conduct a weekly inspection.</i>



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APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name <i>Stacy</i>	Position Associate Dean	Date November 26, 2020
EOC	Name <i>Glen Magel</i>	Position EOC Director	Date December 2, 2020