

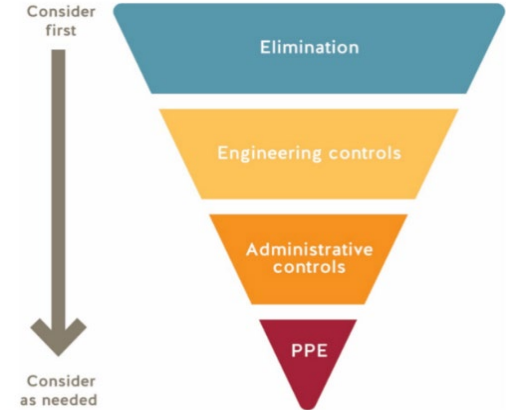


BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

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

Course/Program Name:	Radiation Therapy		
Proportion of program offered on campus:	One course,		
Start date:	May 10 th , 2021	End date:	ongoing
# of students:	Set A: 6 Set B: 6	# of employees:	One instructor per classroom (2)
Completed by:	Name Lorraine Clarke Roe	Position Program head	Date February 7, 2021



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 <small>Floor Plans found here</small>	Type of Space <small>Include washrooms and breakout rooms</small>	Capacity <small>Current capacity due to COVID-19</small>
NE 25	114	Computer lab, one washroom	6 students, one instructor
NE25	115	Computer lab, one washroom	6 students, one instructor



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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).

RADT 6101 is a clinical simulation course that can only be done with student's onsite, with access to specialized virtual simulation software (VERT) and treatment planning software. The VERT system resides in room 114, whereas Eclipse treatment planning software resides in room 115. Room 115 was previously approved for use in Sept. – Dec. 2020 to allow for 5 students and one instructor.

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.

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.

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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 instruction and practice. Note: Contact returntocampus@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): ROOM WAS ASSESSED BY DAVID P AND JASPER TAM; DESKS ARE CONFIGURED TO PROVIDE 2M BETWEEN STUDENTS AND INSTRUCTOR; ROOM 115 BARRIERS ARE SITUATED BETWEEN DESKS AS INDICATED IN FLOOR PLAN (see image below); CURRENTLY ROOM 114 DOES NOT HAVE BARRIERS BUT THE DESKS ARE SITUATED 6M APART</i>
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): AS ABOVE; BARRIERS AND DISTANCING ARE IN PLACE</i>
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"/>	Signage placed to indicate social distancing when waiting for access to lab; facilities provided signage.
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"/>	POSTED OCCUPANCY LIMIT IS 6 BUT WE ARE REQUESTING OCCUPANCY LIMIT OF 7 PER ROOM (6 students + 1 instructor)
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"/>	DISTANCE BETWEEN DESKS AND BARRIERS ENSURE SAFETY PROTOCOLS IN PLACE; HALLWAY SIGNAGE INDICATES MOVEMENT IN HALL & DOORWAYS
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"/>	SIGNAGE IN PLACE. INSTRUCTOR WILL MONITOR MOVEMENT IN ROOM; STUDENTS HAVE INSTRUCTIONS ON SAFETY PROTOCOLS FOR MOVEMENT.
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"/>	<i>If yes, Washroom occupancy limit <u>1</u>; FACILITIES PLACED SIGNAGE ON WASHROOMS; OCCUPANCY LIMIT IS 1</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 _____ If there is an occupancy limit, is sign posted? Y <input type="checkbox"/> N <input type="checkbox"/></i>
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: students and instructor can access outside areas for breaks, maintain social distancing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	STUDENTS AND STAFF HAVE ACCESS TO OUTDOOR SPACE FOR BREAKS
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"/>	
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PICTURES INCLUDED OF CLASSROOM

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#	Control Measure	Yes	No	NA	Details (as per Directions)
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SIGNAGE POSTED INSIDE AND OUTSIDE CLASSROOM
14.	Posted: Hand washing sign(s) Item 29B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IN BATHROOM
15.	Posted: Health screen sign(s) Item 3C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	POSTED OUTSIDE CLASSROOM
16.	Posted: Hand washing sink location sign(s) Item 14A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IN BATHROOM
17.	Posted: Hand sanitizing station location sign(s) Item 13A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AVAILABLE IN CLASSROOM; APPROVED HAND SANITIZER AVAILABLE
18.	Posted: Protect yourself sign(s) Item 21A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	INSIDE AND OUTSIDE CLASSROOM
19.	Posted: Occupancy limit of this room sign(s) Item 37A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	POSTED ON CLASSROOM DOOR; INSTRUCTOR WILL MONITOR OCCUPANCY
20.	Posted: Other signs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Please list: SOCIAL DISTANCING SIGNAGE POSTED INSIDE & OUTSIDE CLASSROOM
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"/>	INSTRUCTOR WILL MONITOR FOR COMPLIANCE; ALL STUDENTS HAVE COMPLETED ONLINE COVID COURSE; PROGRAM HEAD DISCUSSED RULES WITH STUDENTS (MINUTED FOR THE RECORD)
22.	All students have completed the online Pandemic Exposure Control Plan training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	How will compliance be checked: PROGRAM HEAD HAS CONFIRMED STUDENT COMPLETION OF THE ONLINE COURSE
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"/>	Procedure for orientation found here . Student COVID-19 Orientation Checklist found here . DONE; SIGNAGE POSTED OUTSIDE CLASSROOM
24.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DONE; CONFIRMED BY PROGRAM HEAD
25.	All employees have completed the online New Employee Orientation module .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	New and Returning Employee Orientation Checklist found here . DONE
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. e.g., pens, paper, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	STUDENTS TO PROVIDE THEIR OWN SUPPLIES; NO SHARING OF SUPPLIES.

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#	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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SIGNAGE IN HALLWAY, DOORWAYS TO CONTROL MOVEMENT AND DIRECTION
29.	Handouts, papers, and items are not physically provided to students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AS INDICATED IN 27.
30.	Students have dedicated tools/equipment, e.g., items are not shared between students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NO SHARING OF SUPPLIES. KEYBOARDS WILL BE CLEANED PRIOR TO USE AND AFTER USE. KEYBOARDS ARE SINGLE STUDENT USE ONLY
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"/>	AS STATED IN 30
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 be instructed to stay at their own computer throughout the day, ie., not switch after breaks, etc. Each student will clean their space at start and finish of each lab day.
33.	Single-use (disposable) products are used where feasible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ROOMS ARE STOCKED WITH DISPOSABLE MASKS, GLOVES, SANITIZER, AND OXIVIR DISINFECTANT WIPES (APPROVED WIPES FROM DISTRIBUTION/PPE SUPPLY)
34.	Measures are in place to accommodate student sick at home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Accommodation plan: REMEDIAL INSTRUCTION PROVIDED ON CASE BY CASE CIRCUMSTANCE.</i>
35.	Procedures in place to screen students on a daily basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The health screen poster 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. INSTRUCTOR WILL MONITOR FOR COMPLIANCE
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"/>	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. INSTRUCTOR WILL MONITOR FOR COMPLIANCE
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 . INSTRUCTOR WILL MONITOR FOR COMPLIANCE; STUDENTS INSTRUCTED ON LIMITING RISK.
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 ARE ASSIGNED TO A SET & NOT PERMITTED TO CHANGE SETS.
39.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PERSONAL PROTECTIVE EQUIPMENT (PPE)					
40.	Appropriate PPE for the hazards of employee and student tasks are available to be provided (non-COVID-19 related ppe).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>List the ppe and tasks/activities it is required for: THIS COURSE DOES NOT REQUIRE PPE;</i>
41.	Training is provided for the above PPE to students and employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

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#	Control Measure	Yes	No	NA	Details (as per Directions)
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. List PPE and tasks/activities required for: Disinfectant wipes – 2 canisters of Oxivir wipes Hand sanitizer – 2 x 500 ml bottles
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"/>	THIS IS A COMPUTER LAB COURSE – PPE IS NOT REQUIRED. MASKS WILL BE WORN IF DISTANCING CANNOT BE MAINTAINED.
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"/>	Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s).
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"/>	Cleaning Standard Operating Procedures have been located here . What are the cleaning products/materials: STUDENTS WILL CLEAN KEYBOARDS PRIOR TO USE AND END OF DAY
47.	Assessment of sufficient number of hand wash stations conducted, and an appropriate number of handwashing stations are available	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	HAND WASHING IS AVAILABLE IN WASHROOMS; HAND SANITIZER IS AVAILABLE IN CLASSROOMS
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"/>	Sink Location: washroom has sink, soap. Lab has hand sanitizer __YES__ FACILITIES IS RESPONSIBLE FOR MAINTAINING WASHROOMS Stocked with soap Y <input checked="" type="checkbox"/> N <input type="checkbox"/> paper towel Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
49.	Hand sanitizing station(s), stocked, and have been identified to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ABHS (Alcohol-Based Hand Sanitizer): APPROVED HAND SANITIZER PROVIDED. Will hand sanitizer be refilled by department: Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If No, describe:
50.	All Safety Data Sheets (SDS) and cleaning procedures used are found here .	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If not, describe:
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Barriers can become contaminate if they are a touch point or if the contaminated with droplets by e.g. coughing or sneezing. BARRIERS WILL BE WIPED WITH OXIVIR DISINFECTANT WIPES (SUPPLIED THROUGH PPE SUPPLIES) see image below



COVID-19 SAFETY PLAN ACADEMIC SPACES

#	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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>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)</i>
54.	Storage space for personal articles have been identified and are cleaned regularly.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Students have been told to keep personal belongings to a minimum; keep with them at desk and remove at end of the day. Personal backpacks will be placed below desks; students not permitted to change desks throughout the course. Instructor will monitor for compliance.
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>Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often? Instructor will be responsible for this on regular basis and monitor for compliance.</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? Program head will complete monthly audits of the space and compliance</i>

APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name 	Position Associate Dean	Date Approved September 4, 2020 Amendment approved February 8, 2021
EOC	Name <i>Glen Magel</i>	Position EOC Director	Date February 12, 2021



COVID-19 SAFETY PLAN ACADEMIC SPACES



Fri 2020-08-14 8:37 AM

BCIT Logistics

BCIT Inventory Order confirmation - BCIT-13271

To Jessica Stevenson

Thank you for placing your order with BCIT Inventory!

This email confirms your order.

Date 08/14/2020

Your order will be **delivered** to:

Lorraine Clarke Roe

3700 Willingdon Avenue, NE25 room 115



- 4x Oxivir Cleaning and Disinfectant Wipes for \$23.83 each ORG: 349143

Subtotal : \$95.32 CAD

Shipping : \$0.00 CAD

Total : \$95.32 CAD

Quote order ID **BCIT-13271** in your correspondence with our inventory staff.



COVID-19 SAFETY PLAN ACADEMIC SPACES

NE25-114 & 115

Test layouts for Radiation Therapy computing workstations. To enable physical distancing, instructor may have to exit the room during student access.

— Barrier (acrylic or other style panel) - - - Walk path
=2m

