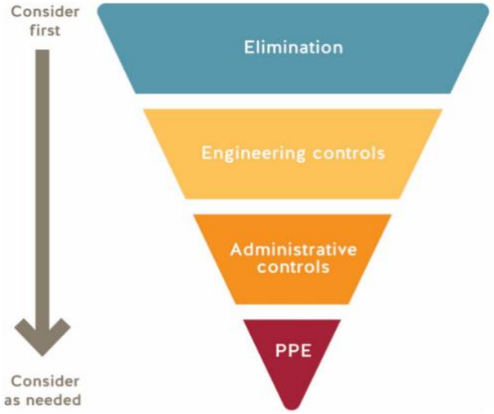
BCIT COVID-19 SAFETY PLAN
ACADEMIC SPACES

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:	**Prosthetics and Orthotics**		
Proportion of program offered on campus:	Program = Total of 5 courses for the Fall term of which 2 courses have some 'on campus' activity		
Start date:	January 4, 2021	**End date:**	April 30, 2021
# of students:	12	**# of employees:**	**5**
Completed by:	Name Loren Schubert	Position Program Head	Date October 29, 2020



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 Floor Plans found here	Type of Space Include washrooms and breakout rooms	Capacity Current capacity due to COVID-19
Burnaby Campus / SW1	4053	Plaster Room	2
	4055	Lobby	2
	4057	Classroom	5
	4061	Treatment Room	4
	4063	Machine Room	3
	4064	Storage	1
	4065	Design and Fabrication Lab	6
	4066	Storage	1
	4067	Oven Area / Device Forming	2
	3540	Office	3
Burnaby Campus / SW3	4075	Office	2

Planning to book additional rooms outside of P&O program space:			
Burnaby Campus / SW1	4072	Additional Breakout Room	5
	4076	Additional Breakout Room	5

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).
The prosthetics and orthotics program gives students the skills to become clinical Prosthetists and orthotists. The role of a prosthetist and/or orthotist involves direct contact with patients who require an artificial limb or bracing. Hands-on involvement includes physical assessment, capturing the shape of the involved limb, physically fabricating a device, and then fitting/adjusting/aligning/evaluating the device with the patient. While much of the prosthetic and orthotic related content can and will be instructed online, it is critical for the students in our program to achieve the learning outcomes required to be successful in the profession and meet the core competencies for accreditation. Students need to be able to learn, practice and demonstrate the skills related to physical assessment, shape capture, fabrication and device fitting and evaluation. It is these skills that will require an adapted, on campus learning plan that cannot be replicated online.

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.

#	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.	☒	☐	☐	*Exceptions allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary (explain):* While each space will be setup to support 2 meters of physical distancing, certain activities will not be possible to maintain the 2 meters (physical assessment, shape capture, device fitting & assessment, etc.). During these times, appropriate PPE will be used (mask, goggles/face shield, gown, gloves). Please see attached room plans for capacity, layout, and a description of how each space will be used.
2.	Demonstration, work 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):* While each space will be setup to support 2 meters of physical distancing, certain activities will not be possible to maintain the 2 meters (physical assessment, shape capture, device fitting & assessment, etc.). During these times, appropriate PPE will be used (mask, goggles/face shield, gown, gloves).
3.	Identified area(s) where students wait outside of teaching space until allowed inside by instructor.	☒	☐	☐	Students will be able to enter the P&O program space and proceed directly to the classroom SW1-4057 in designated seats / tables. From there, the instructor will enter the room and provide instructions on the activity.
4.	Work has been scheduled to minimize numbers of individuals on campus at one time.	☒	☐	☐	To minimize the number of students in our program space at any given time, the class of 12 students will be split into 3 groups of 4 students and these groups will use the lab space at separate scheduled times.
5.	In shared spaces, safety protocols have been put in place to reduce close contact between users.	☒	☐	☐	Designated standing / sitting areas will be used to allocate where each student will position themselves in common areas within the P&O program space. These spaces will be at least 2 meters apart from one another.
6.	Movement within the room is identified, such as with directional arrows, for walkways and entrances/exits.	☒	☐	☐	Appropriate signage and/or arrows will be used to indicate direction of travel through the program space. Due to most rooms only having one doorway or access point, most areas will be bidirectional since one direction movement will not be possible. See attached individual room layouts for more specific information.

#	Control Measure	Yes	No	NA	Details (as per Directions)
7.	Water fountains are put out of service, and only touchless water bottle filling station available.	☐	☐	☒	No water fountains are present in the P&O program space.
8.	Mobile fans have been removed or put out of service.	☐	☐	☒	No mobile fans are present in the P&O program space.
7.	Washrooms have been identified.	☐	☐	☒	No washrooms are present in the P&O program space. When breaks are provided, students are to remain in the P&O program space and one student at a time may leave to access the washroom. Once that student returns, the next student may go. This will reduce congestion in the hallways and common space.
8.	Break area(s) for student use have been identified.	☒	☐	☐	Students will be required to use SW1-4057 (classroom) as a break area. Signage will be posted to indicate occupancy limit and 2 meter distancing requirements. *Occupancy Limit__5_____ If there is an occupancy limit, is sign posted? Y ☒ N ☐*
9.	Break areas for employee use have been identified.	☒	☐	☐	Faculty and staff will be required to use their office SW1-3540 OR SW3-4075 as a break area. There will be an occupancy limit of 3 and 2 respectively. Signage will be posted to indicate occupancy limit and 2 meter distancing requirements. *Occupancy Limit____3_/ 2___ 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.	☒	☐	☐	Barriers have been installed in room SW1-4065. Please see the attached individual room layout indicating the barrier location for room 4065. While 2 meter distancing is possible in these areas, these barriers are necessary so that instructors and students can communicate safely with each other across the benches in the lab. This is necessary for providing instruction, collaborating and for evaluating competencies. It also provides a clear division between students standing at their benches and the walkway frequented by staff and students just behind those desks. During specific labs and activities, the 2 meter distance will not be possible due to the nature of the activity (ex: physical assessment, device fitting, etc.). In these cases, and for short durations, appropriate PPE will be used (mask, goggles/face shield, gown, gloves).
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	☒	☐	☐	Barriers have been securely attached to the back of the benches so there is no risk of tripping or other hazards.
13.	The impact on ventilation requirements have been considered if there's been a significant use change for the instructional space.	☐	☐	☒	No significant change for instructional space. *Complete a Facilities and Campus Development work requisition for assessment, as needed.*
	Other:	☐	☐	☒	
SIGNAGE (ADMINISTRATIVE) *Signage is available @ BCIT online Inventory. Guidelines for posting signs are available on ShareSpace.*					

#	Control Measure	Yes	No	NA	Details (as per Directions)
13.	Posted: Physical distancing (2 m) sign(s) Item 1A	☒	☐	☐	Posted throughout program space
14.	Posted: Hand washing sign(s) Item 29B	☒	☐	☐	Posted at the 2 sinks present in the program space (SW1-4053 & SW1-4065)
15.	Posted: Health screen sign(s) Item 3C	☒	☐	☐	Posted at the entry to the program space (SW1-4055)
16.	Posted: Hand washing sink location sign(s) Item 14A	☒	☐	☐	Posted at the entry to the program space (SW1-4055)
17.	Posted: Hand sanitizing station location sign(s) Item 13A	☐	☐	☒	Unnecessary. Hand sanitizer will be present at the entrance to each room in the program space and distributed throughout.
18.	Posted: Protect yourself sign(s) Item 21A	☒	☐	☐	Posted at entry to the program space (SW1-4055)
19.	Posted: Occupancy limit of this room sign(s) Item 37A	☒	☐	☐	Posted at the entrance to each room in the program space, as well as the storage room and the 2 offices.
20.	Posted: Other signs	☒	☐	☐	*Please list:* Two Way Traffic Sign – posted at the entrance to each room in the program space to indicate that students and instructors will be entering and exiting through these pathways. Do Not Use Equipment Sign – posted on various equipment in the machine room to ensure 2 meter distancing can be adhered to.
ORIENTATION AND TRAINING (ADMINISTRATIVE)					
21.	Routine safety discussions held to review control measures and safety protocols.	☒	☐	☐	Biweekly P&O faculty meetings have been held to discuss protocols and will be ongoing to maintain communication and dialogue.
22.	All students have completed the online COVID-19 Pandemic On-Campus Guidelines training.	☒	☐	☐	*How will compliance be checked:* Students are required to complete and send program head proof of completion.
23.	COVID-19 safety Site orientation for students has been developed and posted in the Learning Hub.	☒	☐	☐	*Procedure for orientation found here.* *Student COVID-19 Orientation Checklist found here.* Students are required to complete a checklist and sign the document.
24.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training.	☒	☐	☐	
25.	All employees have completed the online New Employee Orientation module.	☒	☐	☐	*New and Returning Employee Orientation Checklist found here.* *Each employee to save the checklist to their online New Employee Orientation course*
26.	Other:	☐	☐	☒	
RULES AND GUIDELINES (ADMINISTRATIVE)					
27.	All unnecessary and self-serve items have been removed from the spaces. *e.g., pens, paper, etc.*	☒	☐	☐	All supplies stocked at each workstation prior to class. All unnecessary supplies removed from surfaces and workspaces.
28.	Doors that students are to use to enter and exit have been clearly identified.	☒	☐	☐	*Signs to indicate entry / exit*

#	Control Measure	Yes	No	NA	Details (as per Directions)
29.	Handouts, papers, and items are not physically provided to students.	☒	☒	☐	*If items are provided, they are cleaned between student use or disposed, or other control measures are in place – Describe:* *On occasion, when providing a demonstration or having students conduct a complex set of tasks, paper handouts will still be the preferred method for learning and practicing. Whenever possible, handouts will be placed in student work areas well in advance.*
30.	Students have dedicated tools/equipment, e.g., items are not shared between students.	☒	☒	☐	*Each student will have their own container with tools and supplies. At the start of a session, students will grab their own personal container full of tools and supplies and bring it to their assigned workbench in our fabrication lab for use during the session. After each session, the student will be required to pack up their container and return it to where it was picked up from. In addition to their own frequently used hand tools, students will also be required to use shared tools to accomplish tasks and learning outcomes. In these scenarios, students will either need to clean / disinfect the tool before and after each use, or must leave it on their assigned workbench until they are able to clean it and then return it to the designated area.*
31.	If cleaning common touch points or tools/equipment not practical, then it is identified when hands are washed/sanitized before and after use.	☒	☐	☐	*Explain:* *In the event that it is not practical to clean a frequently used shared tool, signage and orientation will be provided to ensure handwashing occurs before / after use.*
32.	Work spaces/stations are dedicated for an individual or group use and not shared with others.	☒	☒	☐	*The majority of work will be completed at the students' assigned workbench. However, many tasks in the fabrication process involve use of a common shared space (heating plastic in the oven and forming over model in the oven area, grinding and finishing device in machine room, gluing in the fume hood, etc.). In these situations and areas, specific instructions for use of the area and cleaning after use will be outlined.*
33.	Single-use (disposable) products are used where feasible.	☒	☐	☐	
34.	Measures are in place to accommodate student sick at home.	☒	☐	☐	*Accommodation plan: when possible, students will complete a modified online version of the lab. When not possible, the student will be expected to make up the lab at a later date in a modified setup / setting.*
35.	Procedures in place to screen students on a daily basis.	☒	☐	☐	*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.*
36.	There is a procedure in place if a student or employee becomes ill on campus.	☒	☐	☐	*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.*
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.	☒	☐	☐	*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.	☒	☐	☐	*The class will be divided into 3 groups of 4 students for the majority of on campus learning. These groups will be consistent for the entire term.*
39.	Other:	☐	☐	☒	

#	Control Measure	Yes	No	NA	Details (as per Directions)
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).	☒	☐	☐	*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)* *N95 particulate respirator - Device fabrication (grinding / sanding), plaster model work* *(12 students + 3 instructors) x 3 projects x 3 days* *= ~8 boxes of 20 N95 masks* Nitrile Gloves – Device fabrication, use of adhesives, thinner, isopropyl alcohol, etc. *(12 students + 3 instructors) x 3 projects x 3 days x 3 pairs/day* *= ~9 boxes of 100 gloves (divided by sizing S/M/L/XL)* *Hearing Protection – Device fabrication (grinding / cutting)* *= 15 reusable earmuffs (already provided)* *Eye Protection – Device fabrication (grinding / cutting)* *= 15 reusable safety glasses (already provided)*
41.	Training is provided for the above PPE to students and employees.	☒	☐	☐	
42.	Appropriate PPE for COVID-19 is available to be provided to students 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.* *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):* Disposable 3-layered face mask – practice labs, patient assessment, patient device fitting *(12 students + 3 instructors + 1 patient) x 13 weeks* *= ~4 boxes of 50 masks* *Disposable Nitrile Gloves* – practice labs, patient assessment, patient device fitting *(12 students + 3 instructors + 1 patient) x 13 weeks x 5 pairs per day* *= ~10 boxes of 100 gloves (divided by sizing S/M/L/XL)* *Eye Protection (goggles or face shields)* - practice labs, patient assessment, patient device fitting *(12 students + 3 instructors + 1 patient)* *= 16 pairs of goggles or face shields (already provided)*

#	Control Measure	Yes	No	NA	Details (as per Directions)
					Gowns (disposable) *(12 students + 3 instructors + 1 patient) x 8 labs* *= ~125 disposable gowns* Disinfecting wipes – wiping down surfaces, common tools and common touch points (7 rooms x ~1 container/2 weeks x 14 weeks) = ~22 canisters of 160 wipes Hand Sanitizer Refill (7 rooms x ~1 bottle/2 weeks x 14 weeks) = ~2 jugs of 3.78L of hand sanitizer
43.	PPE safe donning, doffing, disposal, and disinfecting instructional materials are available for students and employees.	☒	☐	☐	*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:	☐	☐	☒	
CLEANING					
45.	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).* *A work request has been submitted: #1455938*
46.	Training will be provided to faculty and students performing cleaning duties and cleaning materials have been provided.	☒	☐	☐	*Cleaning Standard Operating Procedures have been located here. What are the cleaning products/materials: isopropyl alcohol spray or disinfecting wipes* *Cleaning protocols have been developed for the program space and instruction has been provided to faculty and students regarding specific details, timing and role in cleaning. As indicated above, any common tools or workspaces will be cleaned before and after use.* *Common touch points will be cleaned before and after each on campus session in the P&O program space by either the instructor for that session or a student participating in a given session.* *What ppe is required: gloves for use with isopropyl alcohol spray or disinfecting wipes (included above)*
47.	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.*

#	Control Measure	Yes	No	NA	Details (as per Directions)
48.	Handwashing station(s), stocked, easily accessed, and have been identified to students and employees.	☒	☐	☐	*Sink Location:_* SW1-4053 & SW1-4065_____ *Stocked with soap Y ☒ N ☐ paper towel Y ☒ N ☐*
49.	Hand sanitizing station(s), stocked, and have been identified to students and employees.	☒	☐	☐	***ABHS** (Alcohol-Based Hand Sanitizer): Location(s)* *-entry/exit to program space via SW1-4055* *-at entry/exit to treatment room SW1-4061* *-at entry/exit to classroom SW1-4057* *-at entry/exit to the lab SW1-4065* *- in 3 additional areas within rooms where activities will take place* *Will hand sanitizer be refilled by department: Y ☒ N ☐* *If No, describe:*
50.	All Safety Data Sheets (SDS) and cleaning procedures used are found here.	☒	☐	☐	*If not, describe:*
51.	The area(s) have been decluttered so that cleaning is simplified.	☒	☐	☐	All non-essential supplies and equipment have been removed to leave surfaces clear and easy for cleaning.
52.	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.* *Barrier cleaning is part of the cleaning protocol before and after each session*
53.	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):* *As described above, common touch points will be cleaned before and after each instructional session. All common tools and equipment will be cleaned before and after each use.*
54.	Storage space for personal articles have been identified and are cleaned regularly.	☒	☐	☐	*Who will clean: Students and instructor* *Where is the storage: On top of individual desks in classroom (SW1-4057). All personal articles will be removed after the activities have finished for the day and the surfaces will be cleaned.*
55.	Other:	☐	☐	☒	
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.	☒	☐	☐	*Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often?* *Instructors will be expected to perform inspections before and after each instructional session in the program space.*
57.	Audits of inspections are planned to ensure that control measures continue to be effective.	☒	☐	☐	*Who conduct the audits and how often?* *Program Head, Loren Schubert, will conduct inspections monthly.*

APPROVAL

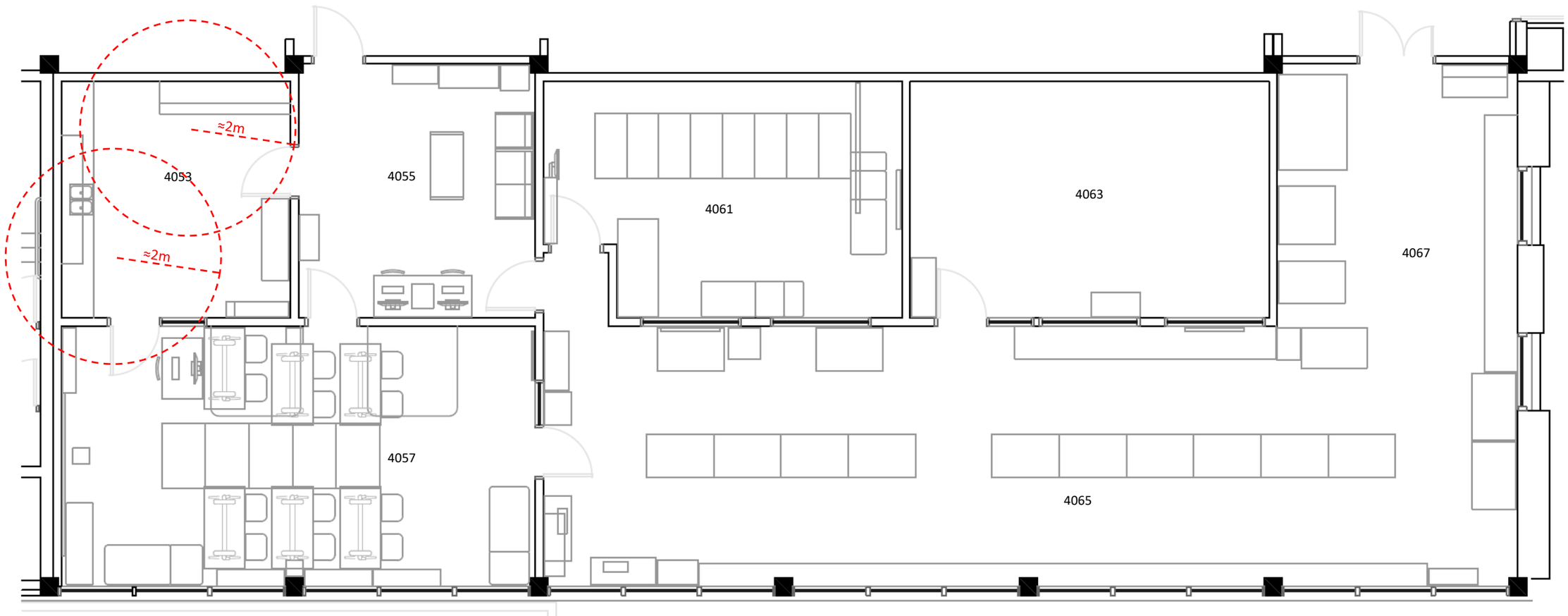
All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Cheryl Isaak	Position Associate Dean	Date November 4, 2020
EOC	Name Glen Magel	Position EOC Diector	Date November 9, 2020

SW01-4053 (P&O Plaster Room)

Notes: Program use in these labs to be identified.

- Typical usage in this plaster room would involve a maximum of 2 students working on plaster models. No instructor necessary for this activity.
- Maximum Occupancy = 2

≈2m

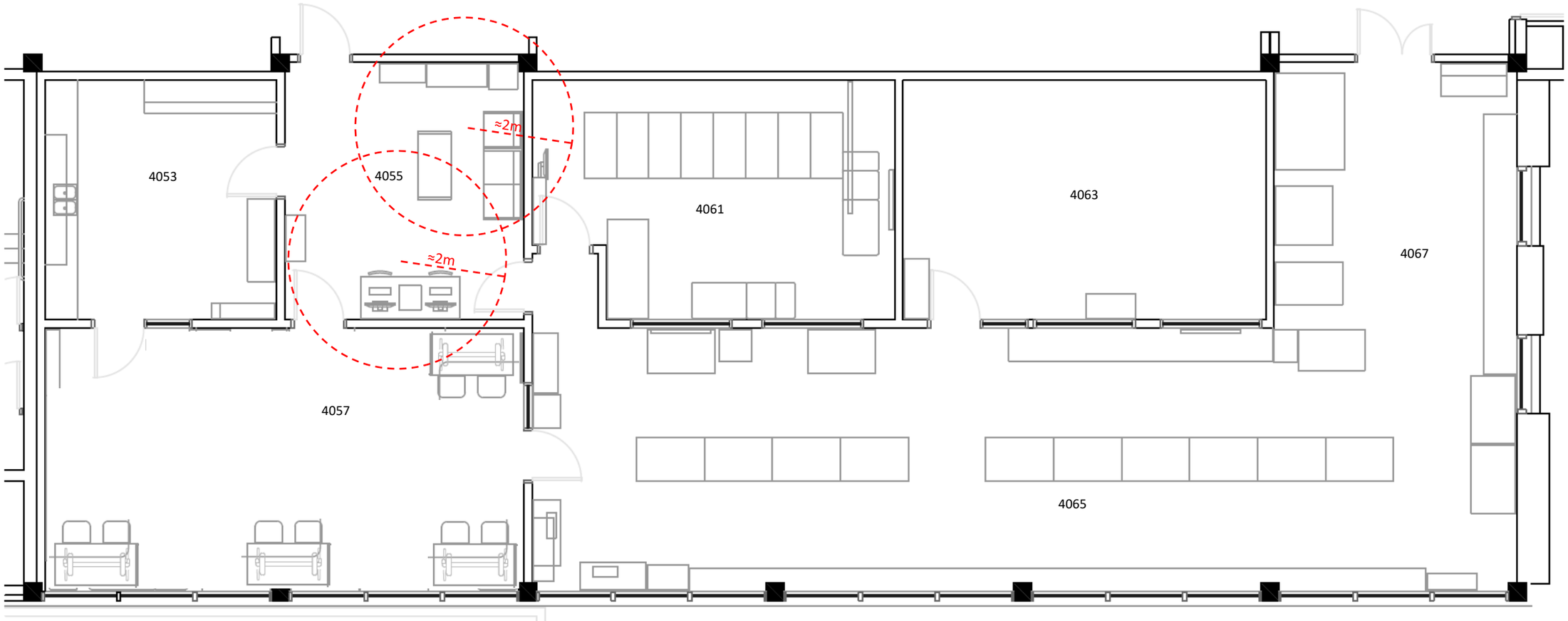


SW01-4055 (P&O Lobby)

Notes: Program use in these labs to be identified.

- Given the lobby is in the center of our program space, it will be necessary for students and instructors to be able to walk through this space. Therefore, there will be no seating or standing areas in this room and it will be used only as a walkway to access surrounding rooms. Given the room size and layout, it can support 2 people walking through is as long as they maintain 2m distance.
- Maximum Occupancy = 2

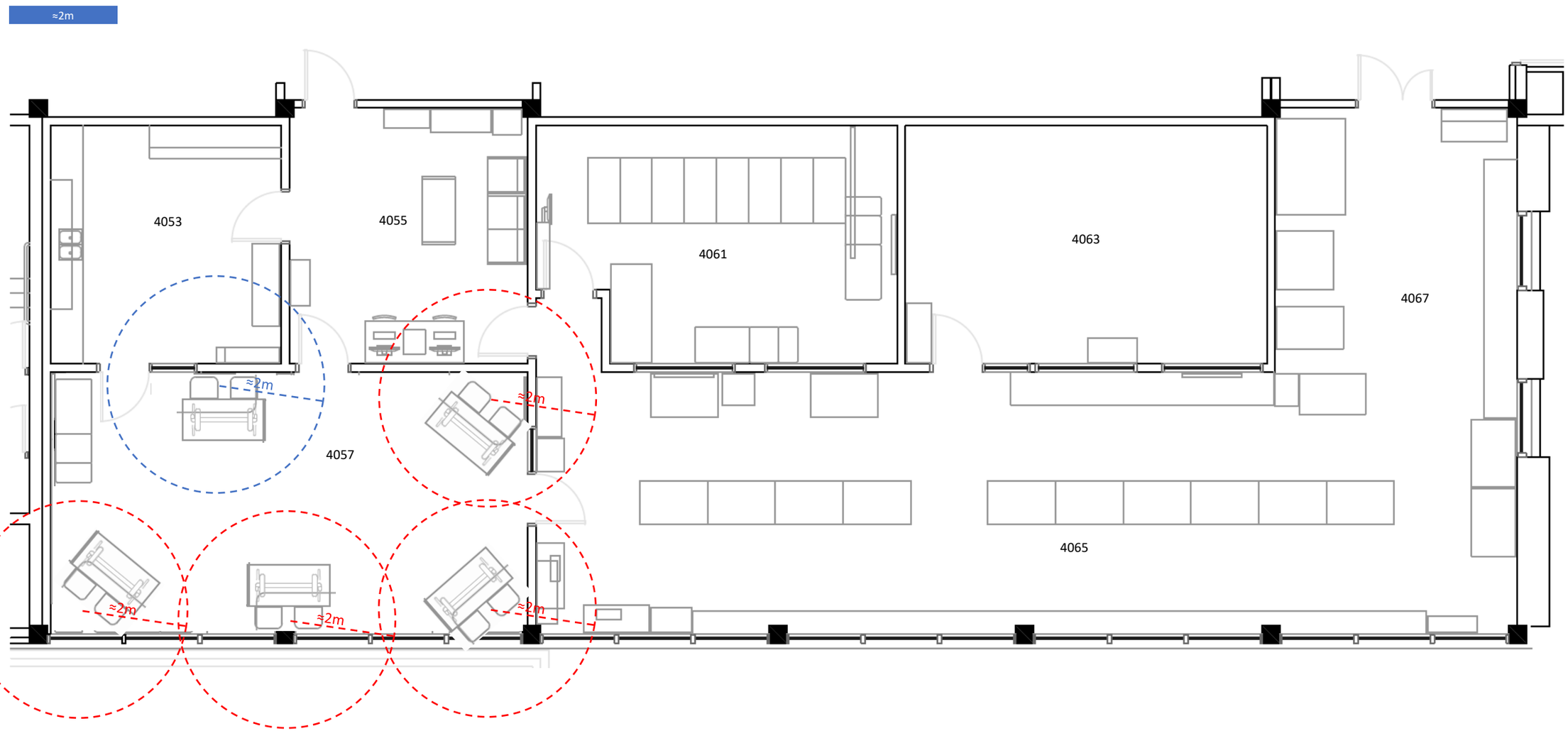
≈2m



SW01-4057 (P&O Classroom)

Notes: Program use in these labs to be identified.

- Typical usage in this classroom would involve a maximum of 4 students and 1 instructor. This room would serve as an initial spot for students to being their session for the day. Studnets would enter through SW1-5055 (lobby) and go directly to the classroom and sit behind one of the designated desks. It is here that they could leave any belongings, don appropriate PPE for the session, and prepare for the session to start. When ready, instructors can enter the room and provide details / instructions on the activity to take place.
- Maximum Occupancy = 5

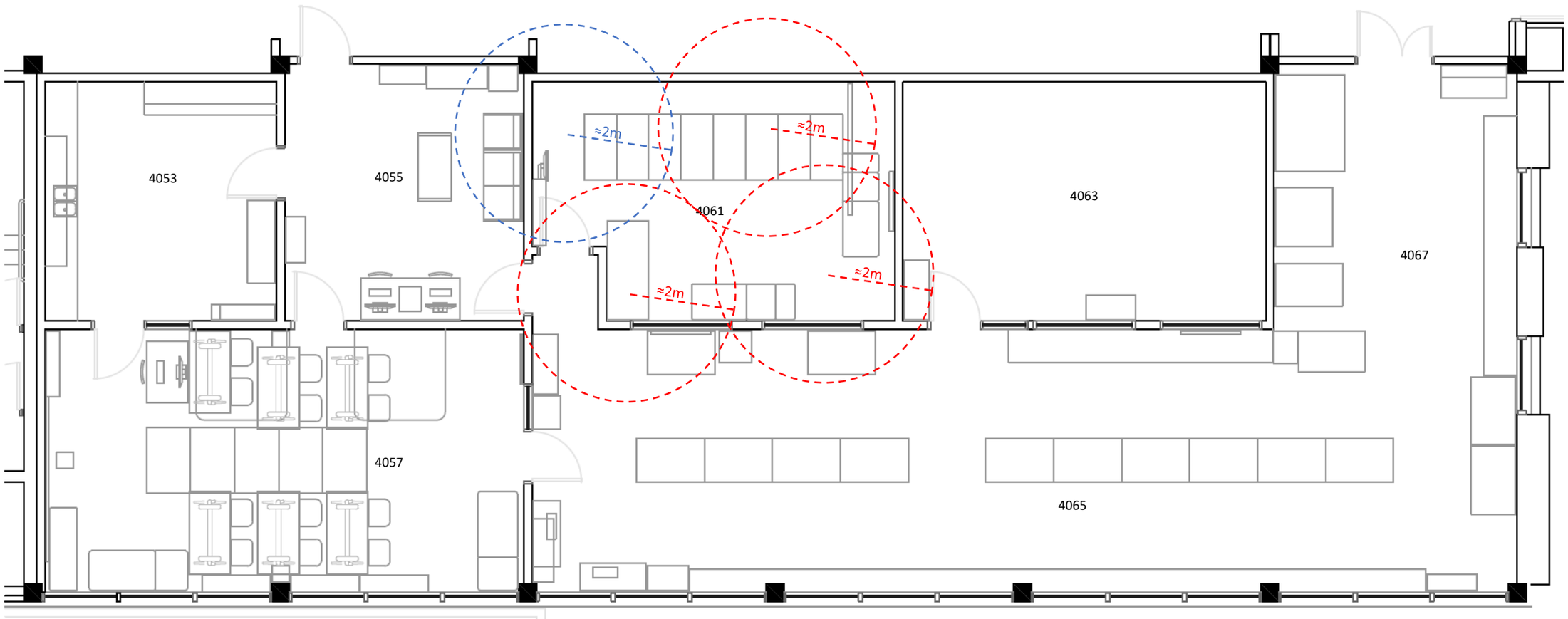


SW01-4061 (P&O Treatment Room)

Notes: Program use in these labs to be identified.

- Typical usage in this treatment room would involve a maximum of 3 students (or 2 students and 1 volunteer patient) sitting and interacting with each other at appropriate distances when possible, with 1 instructor supervising the activity. Physical assessments and device fitting will be performed in this room, and when these specific activities take place, appropriate PPE will be worn since physical distancing will not be possible.
- Maximum Occupancy = 4

≈2m

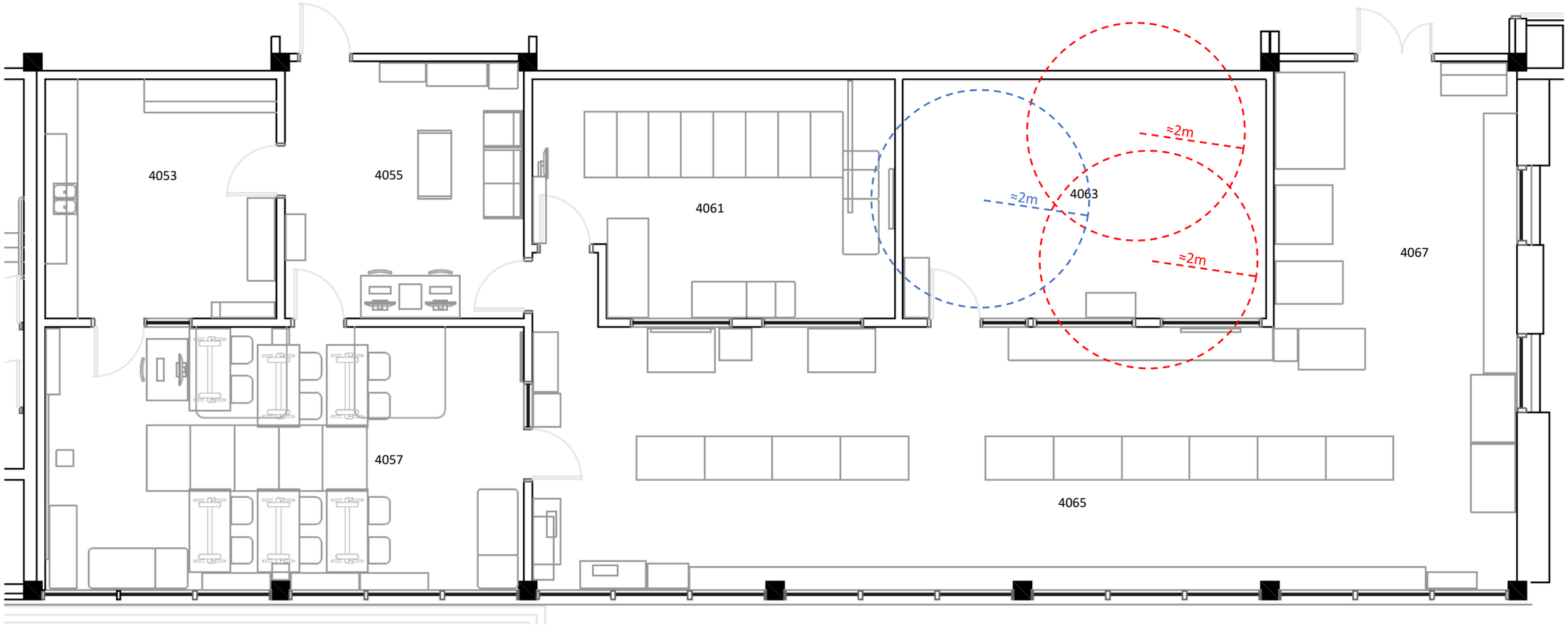


SW01-4063 (P&O Machine Room)

Notes: Program use in these labs to be identified.

- Typical usage in this machine room would involve a maximum of 3 students (or 2 students and 1 instructor) standing and working at a variety of machines, sufficiently spaced apart. Machines that will be used are appropriately spaced apart and signage will indicate where to stand in the room and which machines cannot be used to ensure appropriate distancing.
- Maximum Occupancy = 3

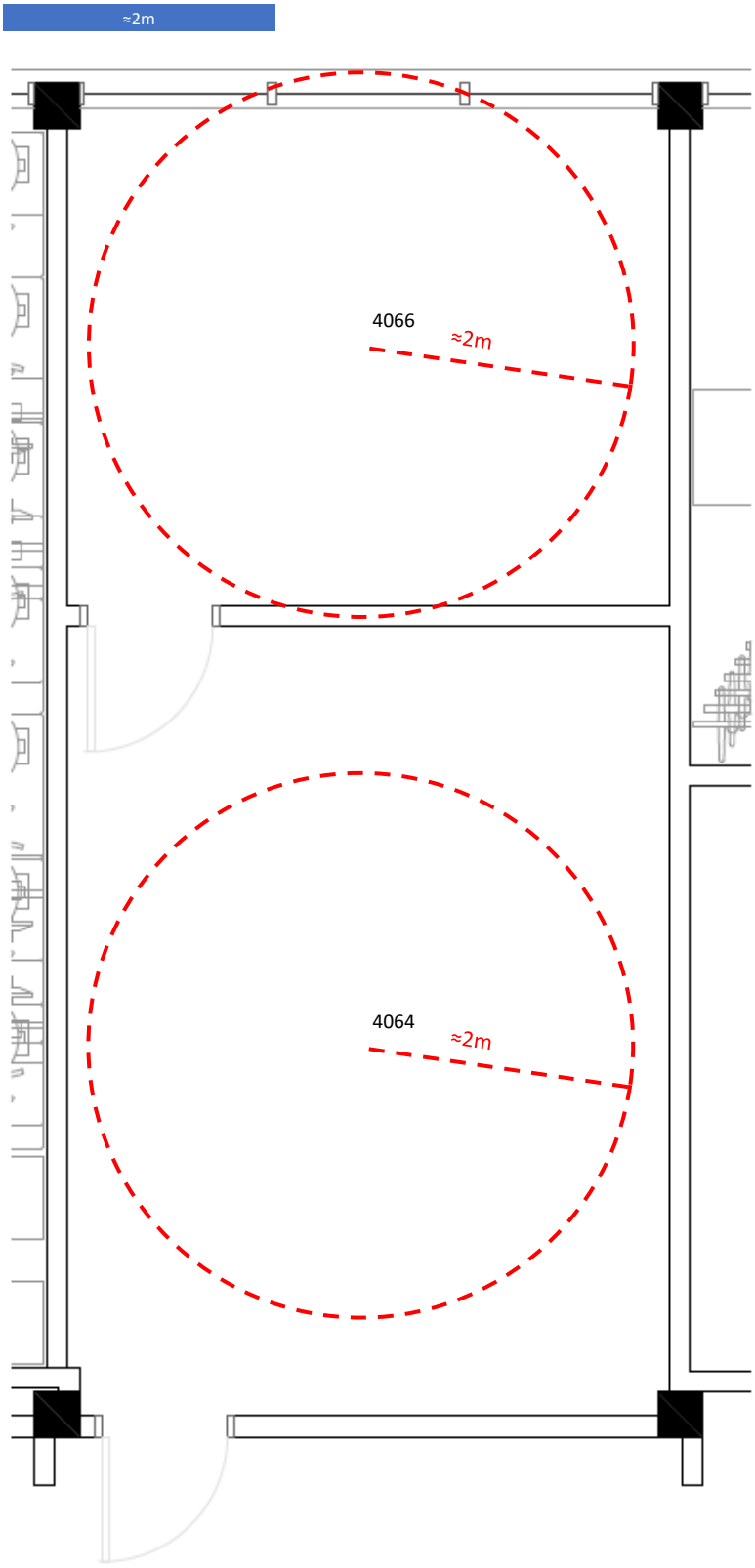
≈2m



SW01-4064, -4066

Notes: Program use in this storage room to be identified. Storage room is for instructor access only and would be used to gather supplies and prepare for activities.

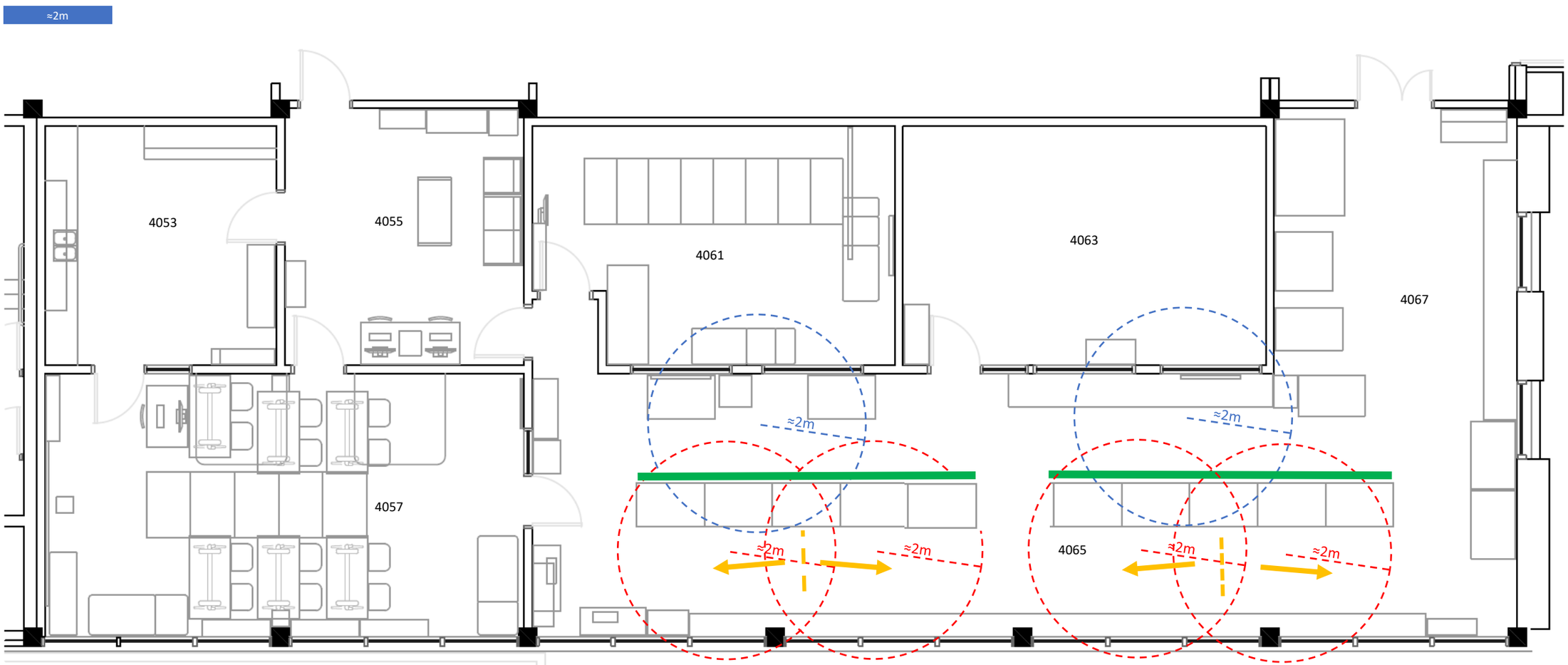
Maximum Occupancy = 2 (1 per room)



SW01-4065 (P&O Design and Fabrication Lab)

Notes: Program use in these labs to be identified.

- Typical usage in this lab would involve either 4 students and either 1 or 2 instructors. Students would be at assigned workbenches and instructors would be roaming on the opposite side of their workbenches to oversee the activity and assess competencies. Barriers are required in this area to allow the instructor and student to communicate across their benches effectively, and also to allow safe passage around the end benches. Tape and arrows on the floor will indicate the direction of travel for students behind the benches.
- Maximum Occupancy = 6



SW01-4067 (P&O Oven Area)

Notes: Program use in these labs to be identified.

- Typical usage in this area would involve a maximum of 1 student and 1 instructor. This area is used for heating materials in the oven and forming them over positive plaster models as a key part of the fabrication process.
- Maximum Occupancy = 2

≈2m