

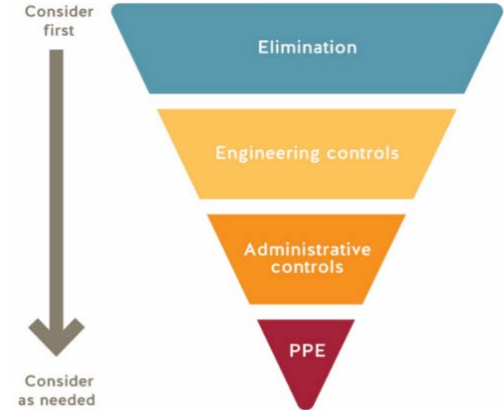


BCIT COVID-19 SAFETY PLAN DISPATCHED/ROVING EMPLOYEES ON CAMPUS

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:	ITS – ATC specialty campus		
Roving employee position(s)	Intermediate Systems Analyst		
How many of your employees are roving on campus:	1 ITS employee	When will this service start (Date):	<input checked="" type="checkbox"/> Already on campus
		When will this service end (Date):	Ongoing – no end date
Completed by:	Name Lindsey Zikakis	Position Administrative Manager, ATC	Date Nov 30, 2020
	Replaces	RTC Safety Plan #:	n/a
	GFP Safety Plan #:	128	



ROOM INFORMATION

<p>In this section, identify the dispatch office or administrative work spaces that the roving employees would use.</p> <p><input type="checkbox"/> Not applicable, since these employees are included on another COVID-19 Safety Plan. Describe which Safety Plan in the Notes section, below.</p> <p><input type="checkbox"/> Not applicable, since these employees have no dispatch or administrative work space.</p>				
Position	Campus/ Building	Room Number <small>Floor Plans found here</small>	Type of Space <small>Include washrooms and meeting rooms</small>	Capacity <small>Current capacity due to COVID-19</small>
Intermediate Systems Analyst	ATC	251	Office and Service Counter	3
	ATC	various	Provides IT services throughout ATC	
<p>Notes: Employee will also follow safety directions provided by the ITS department. Room 251 periodically accessed and used by AV Services employees as an administrative work space.</p>				



COVID-19 SAFETY PLAN DISPATCHED/ROVING EMPLOYEES ON CAMPUS

RATIONALE FOR ON-CAMPUS ACTIVITY

Please provide a short description explaining why you need employees on campus conducting the roving or dispatched activity and the types of activities that will be conducted.

Provide ITS support to ATC campus community, including:
Deploying new computers; trouble-shooting computer hardware and application issues; computer imaging; ATC Partnership Wing tenant network support.

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.
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 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.

COVID-19 SAFETY PLAN DISPATCHED/ROVING EMPLOYEES ON CAMPUS

#	Control Measure	Yes	No	NA	Details (as per Directions)
ELIMINATION					
1.	Work areas are set-up to allow for 2 metres physical distancing.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><i>Exceptions allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary (explain):</i></p> <ul style="list-style-type: none"> Designated desk is set-up to allow for 2 metres physical distancing within room 251. Service counter not set-up to allow for 2 metres physical distancing. Plexiglas barrier installed on counter.
2.	Work has been scheduled to minimize numbers of employees on campus at one time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<ul style="list-style-type: none"> ITS and AV services share room 251 ITS – M,W,F; AV – minimal
3.	In shared spaces, safety protocols have been put in place to maintain 2 metres between roving employees and other users.	<input type="checkbox"/>	<input type="checkbox"/>		<ul style="list-style-type: none"> Minimum of 2 metre physical distancing between employee and clients wherever possible to reduce exposure. For situations where the employee may need to work temporarily in closer proximity, mask and glasses provided to be worn.
4.	Occupancy limits for vehicles that are used have been established and posted in the vehicle.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5.	Washrooms have been identified for use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If yes, Washroom occupancy limit: 1 or 2, depending on washroom being accessed.</i>
6.	Break areas for employee use has been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>If yes, what control measures are in place to maintain physical distancing? Occupancy limit 8. If there is an occupancy limit, is a sign posted? Y <input checked="" type="checkbox"/> N <input type="checkbox"/></i></p> <ul style="list-style-type: none"> Employee encouraged to take breaks at dedicated work space, and 270 break room available to be accessed if needed.
	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
For central dispatch office/workspace used on a regular basis <input type="checkbox"/> Not Applicable					
7.	Movement within the room(s) is identified, such as with directional arrows, for walkways and entrances/exits.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8.	Work stations are set-up to allow for 2 metres physical distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Designated desk is set-up to allow for 2 metres physical distancing within room 251.
9.	Washrooms have been identified for use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If yes, Washroom occupancy limit: 1 or 2</i>
10.	Water fountains are put out of use, and only touchless water bottle filling station available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

COVID-19 SAFETY PLAN DISPATCHED/ROVING EMPLOYEES ON CAMPUS

#	Control Measure	Yes	No	NA	Details (as per Directions)
11.	Mobile fans have removed or put out of service.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
ENGINEERING CONTROL MEASURES					
13.	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"/>	<ul style="list-style-type: none"> Plexiglas barrier at Service Counter
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> No use change for space
16.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
SIGNAGE (ADMINISTRATIVE) <i>Signage is available @ BCIT online Inventory. Guidelines for posting signs are available on ShareSpace.</i>					
For central dispatch office/workspace used on a regular basis <input type="checkbox"/> Not Applicable					
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
21.	Posted: Hand sanitizing station location sign(s) Item 13A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Please list: Protect Yourself and Others. Please wear a mask.</i>
ORIENTATION AND TRAINING (ADMINISTRATIVE)					
25.	Routine safety discussions held to review control measures and safety protocols.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27.	All employees have completed the online OHS 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 OHS New Employee Orientation course. This course is required to be completed by new employees and by employees working on campus.</i> In progress

COVID-19 SAFETY PLAN DISPATCHED/ROVING EMPLOYEES ON CAMPUS

#	Control Measure	Yes	No	NA	Details (as per Directions)
28.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
RULES AND GUIDELINES (ADMINISTRATIVE)					
29.	All unnecessary and self-serve items have been removed from the spaces under control of this department and accessible to the roving employee. <i>e.g., pens, paper, etc.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30.	Papers and items are not physically passed between roving employees.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><i>If items are provided, they are cleaned between employee use or disposed, or other control measures are in place – Describe:</i></p> <ul style="list-style-type: none"> Computers: sanitise before and after handling using wet wipes, wear gloves while handling
31.	Roving employees have dedicated tools/equipment, e.g., items are not shared between employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32.	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"/>	<p><i>Explain:</i></p> <ul style="list-style-type: none"> Printer in 251 shared between ITS and AV Services. Machine to be wiped down with sanitiser sprayed onto towel.
33.	Work areas are dedicated for an individual or group use and not shared with others.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ITS and AV Services share room 251
34.	When setting up a work area, signs or other means are used to indicate work area, providing enough work space for the employee(s) to maintain 2 metre physical distancing from others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Designated desks are located 2 metres apart
35.	Single-use (disposable) products are used where feasible.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
36.	Procedures in place to screen employees on a daily basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The health screen 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 BCCDC self-assessment tool can be used to support this.</p>
37.	There is a procedure in place if an employee becomes ill on campus.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Refer to the Pandemic Scenario Response Plan 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.</p>
38.	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"/>	<p>Refer to the Pandemic Scenario Response Plan for more information. Confirm if the person is aware of self-isolation requirements and protocols.</p>
39.	Provisions made for employees to work in cohorts.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
40.	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"/>	<p>Hand washing with soap and water for at least 20 seconds is preferred. If hands not visibly dirty, then can use hand sanitizer.</p>

COVID-19 SAFETY PLAN DISPATCHED/ROVING EMPLOYEES ON CAMPUS

#	Control Measure	Yes	No	NA	Details (as per Directions)
41.	Direction is provided to employees to read the COVID-19 Safety Plan for the area that the work will be conducted, if applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The COVID-19 Safety Plan for occupied areas, should be posted in the area.</i>
42.	There is a process for notifying occupants of the area that the roving employee has been there, and that cleaning has been arranged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Refer to the FCD work requisition, to arrange cleaning.</p> <p><input type="checkbox"/> There is a visible notification for occupants of the space, after it has been visited by a roving employee.</p> <ul style="list-style-type: none"> Verbal by ITS employee - work either conducted within spaces closed to other employees, or in presence of user who requested ITS assistance.
43.	There is a process for the roving employee to contact the supervisor for the area, when work will be conducted.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> M, W, F Schedule
44.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
PERSONAL PROTECTIVE EQUIPMENT (PPE). Refer to the PPE Flowchart to determine what PPE is required for COVID-19 purposes. Refer to PPE order form in Appendix A.					
45.	Appropriate PPE for the hazards of employee 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 and provide the quantity and unit of measure, if applicable (e.g. 2 boxes of 20 each box):</i>
46.	Training is provided for the above PPE to employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
47.	Appropriate PPE for COVID-19 is available to be provided to employees. Supply requests emailed to ppe@bcit.ca .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Based on circumstances allowed for in the BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary.</p> <p>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):</p> <ul style="list-style-type: none"> Disposable face masks/working in close proximity – 2 boxes of 50 Gloves size L/handling shared IT equip – 2 boxes of 100 Isopropyl Alcohol wipes/cleaning electronic equip – 2 packs of 30 Oxivir cleaning and disinfectant wipes/wiping computers – 2 canisters of 160 Oxivir disinfectant spray/wiping shared work surfaces and mfd in office – 1 bottle
48.	PPE safe donning, doffing, disposal, and disinfecting instructional materials are available for employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Post applicable signs in a visible location if ppe required.</p> <p>Use the OHS Employee Orientation checklist to assist orientation/training by their supervisors.</p>
49.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
CLEANING					
50.	After the roving employee has worked in an area, facilities work requests will be submitted, where applicable.	<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.</i>



COVID-19 SAFETY PLAN DISPATCHED/ROVING EMPLOYEES ON CAMPUS

#	Control Measure	Yes	No	NA	Details (as per Directions)
51.	Vehicle cleaning schedule, procedure, cleaning materials, and cleaning responsibility is in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Vehicle cleaning procedure located in the COVID-19 Go-Forward Plan , Appendix IV.
52.	Training will be provided to roving 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 here . What are the cleaning products/materials: What ppe is required: <ul style="list-style-type: none"> See list provided # 47
53.	All Safety Data Sheets (SDS) and cleaning procedures used are found here .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
54.	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.
55.	Common touch points and tools/equipment, that must be shared are identified and cleaned between employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning/sanitizing procedures for common touch points and shared items are available and signs 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):
56.	Storage space for personal articles have been identified and are cleaned regularly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Who will clean: Where is the storage:
	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
For Central Dispatch office/area under control of the department <input type="checkbox"/> Not Applicable					
57.	Facilities is aware of the cleaning needs for the area under control of the department. 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). <ul style="list-style-type: none"> 1453669
58.	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"/>	Consider time it will take for hand washing to take place, to determine what is e.a. sufficient number of hand wash stations.
59.	Handwashing station(s), stocked, easily accessed, and have been identified to employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sink Location: throughout campus Stocked with soap Y <input checked="" type="checkbox"/> N <input type="checkbox"/> paper towel Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
60.	Hand sanitizing station(s), stocked, and have been identified to employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ABHS (Alcohol-Based Hand Sanitizer): Location(s) Service counter and throughout campus Will hand sanitizer be refilled by department: Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/> If No, describe: Common area sanitising stations by Facilities; within 251, by department



COVID-19 SAFETY PLAN DISPATCHED/ROVING EMPLOYEES ON CAMPUS

#	Control Measure	Yes	No	NA	Details (as per Directions)
61.	The area(s) have been decluttered so that cleaning is simplified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
62.	Other:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
AUDIT AND CONTINUOUS IMPROVEMENT					
63.	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"/>	<p><i>Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often?</i></p> <ul style="list-style-type: none"> ATC JOH&S committee members, monthly
64.	Audits of inspections are planned to ensure that control measures continue to be effective.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>Who conduct the audits and how often?</i></p> <ul style="list-style-type: none"> ATC JOH&S committee - monthly

APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Lindsey Zikakis	Position Administrative Manager, ATC	Date Nov 30, 2020
EOC	Name <i>Glen Magel</i>	Position EOC Director	Date December 1, 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 DISPATCHED/ROVING EMPLOYEES ON CAMPUS

APPENDIX A PPE Order Form

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)		<i>Limit 6 packs per department.</i>
Disinfectant Spray Bottles (per 946ml bottle)		<i>Limit 4 bottles per department/area.</i>
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 https://inventory.bcit.ca/collections/eoc-approved-ppe for what can be purchased on your behalf.		