

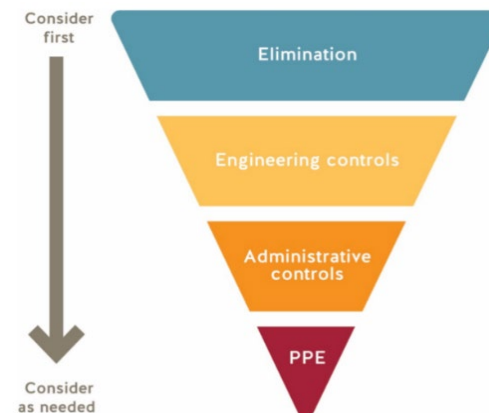


## BCIT COVID-19 SAFETY PLAN PUBLIC COUNTERS

The BCIT COVID-19 Go-Forward Plan outlines the risk assessments, control measures, and the organizational process for our safe return to campus. All returning programs/courses must adhere to this process. Please refer to the [BCIT COVID-19 Go-Forward Plan](#) for additional information.

### CONTACT INFORMATION

Department Name:	BCIT Library		
Public counter employee position(s)	Public Services Desk – Public Services Assistants		
How many of your employees are at a public counter:	4 + 1 supervisor	When will this service start (Date):	<input checked="" type="checkbox"/> Not applicable, already on campus
Completed by:	Name Greg Parr	Position Public Services Supervisor	Date November 24, 2020



### ROOM INFORMATION

In this section, identify the area where the public counter is located.					
All of these employees are also included in another COVID-19 Safety Plan <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. If yes, which one?_BCIT Library – Academic Plan_____					
Employee Position	Campus/ Building	Room Number <small>Floor Plans found <a href="#">here</a></small>	Type of Counter	# of employees at counter at one time	Total # of employees at counter
Public Services Assistants	SE14	Rm 200	Public Services	4	
		Rm 201G	Monitor Station	1	
Notes:					

### RATIONALE FOR ON-CAMPUS ACTIVITY

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

#### Public Services Counter:

- Used for the checking in/out of Library material/equipment to staff and students.
- Distribution of student ID cards.

#### Monitor Station:

- Used to monitor and control access of the second floor study space. Monitor will ensure that social distancing practices are occurring and that users are following the check-in and usage protocols

#### Rm 216 – Summit Centre

- Include the space as a group study space with socially distanced tables to allow for group collaboration or zoom sessions without disturbing other library users

### CONTROL MEASURES

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

##### Directions for completing this Safety Plan:

1. First step of this process is to review the [BCIT COVID-19 Go-Forward Plan](#) as the overall planning document for this process.
2. Use this checklist as a tool to assess COVID-19 control measure preparedness for employees and the spaces they will be using. Refer to the BCIT COVID-19 Go-Forward Plan for standardized safety guidelines and procedures.
3. For each control measure, state the details. If the control measure is a 'No' or 'NA', please provide a brief explanation.
4. The manager requests all PPE requirements by submitting this draft Safety Plan to the [PPE@bcit.ca](mailto:PPE@bcit.ca).
5. Implement all the safety measures in this Safety Plan.
6. The manager completes a site visit to ensure all control measures and safety supplies are in place.

## COVID-19 SAFETY PLAN PUBLIC COUNTERS

7. The manager signs the completed Safety Plan and submits it to [returntocampus@bcit.ca](mailto:returntocampus@bcit.ca) for approval.
8. Once approved, the COVID-19 Safety Plan is posted in the best possible location such as a central work location for these employees.

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

#	Control Measure	Yes	No	NA	Details (as per Directions)
<b>ELIMINATION</b>					
1.	Work areas are set-up to allow for 2 metres physical distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exceptions allowed as per <a href="#">BCIT COVID-19 Go-Forward Plan</a> , Risk Matrix Summary (explain): <i>Staff are assigned workstations that are at least 2 meters apart.</i>
2.	Work has been scheduled to minimize numbers of employees at the counter at one time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>2 staff will be assigned to the desk to serve customers coming to the front counter to collect library material, or ID cards. Each staff person has a designated front counter computer</i>
3.	Occupancy limit for waiting area has been posted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Occupancy limits if applicable: _____ <i>There are no waiting areas for using study tables. Students will be sent away if tables are not available. There is a limit of 8 for line ups inside the building waiting for materials or id card pick up. The counter area is counted as a separate area from the study table area.</i>
4.	Alternative space to wait has been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Waiting spaces have been marked in the Lobby and outside the Library</i>
5.	Movement within the rooms (s), such as with directional arrows, for walkways and entrances/exits.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Floor lobby has been marked so that clear walkways are defined and separated. Door have been mark as ENTRANCE/EXIT only. Each side of the lobby has 2 doors marked as entrance, and 2 marked as exit.</i>
6.	Queuing area is identified, and it's clearly communicated to those queuing to maintain 2 metres physical distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Floor markings spaced 2M apart are on the floor. In addition signs are posted reminding people to remain 2M apart.</i>
7.	How far to stand from the counter is clearly identified	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Markers have been placed on the floor identifying where people are supposed to stand.</i>
8.	Washrooms for public use has been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If yes, washroom occupancy limit 1 per washroom</i>
9.	Mobile fans have been removed or put out of service.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Fans in the circulation area have been removed to the storage room</i>
10.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>ENGINEERING CONTROL MEASURES</b>					

## COVID-19 SAFETY PLAN PUBLIC COUNTERS

#	Control Measure	Yes	No	NA	Details (as per Directions)
11.	<a href="#">Barriers</a> are implemented to separate the work space from public/others at the counter.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Plexiglass shield have been installed at the front counter at both the checkout terminals. Additional rolling glass panels have been placed in the lobby space where card production workstations are located, or for the sit down computer.</i>
12.	Barriers serve a security or other purpose.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The Plexiglas barriers being used protect staff from contact to customers approaching or being served at the front counter</i>
13.	A pass through window is required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The Plexiglas shields where ordered from BCIT supplies and cover the front counter stations. They have a pass through window to allow us to pass library material through the slot.</i>
14.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Barriers are secured to the desk with the provided tripod legs. They are sturdy and won't tip over or fall off the counter. The other barriers that we have installed or movable glass boards. They are designed not to tip over and have locking wheels.</i>
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"/>	<i>Complete a <a href="#">Facilities and Campus Development (FCD) work requisition</a> for assessment, as needed. <i>There has been no change to the space that would require adjustment in ventilation requirements.</i></i>
16.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>SIGNAGE (ADMINISTRATIVE)</b> <i>Signage is available @ <a href="#">BCIT online Inventory</a>. Guidelines for posting signs are available on <a href="#">ShareSpace</a>.</i>					
17.	Posted: Physical distancing (2 m) sign(s) Item 1A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Posted as required</i>
18.	Posted: Hand washing sign(s) Item 29B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Posted as required</i>
19.	Posted: Health screen sign(s) Item 3C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Posted as required</i>
20.	Posted: Hand washing sink location sign(s) Item 14A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Posted as required</i>
21.	Posted: Hand sanitizing station location sign(s) Item 13A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Posted as required</i>
22.	Posted: Protect yourself sign(s) Item 21A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Posted as required</i>
23.	Posted: Occupancy limit of this room sign(s) Item 37A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Posted as required</i>
24.	Posted: Other signs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Please list: We've ordered all the signs we needed. No additional signs required.</i>
<b>ORIENTATION AND TRAINING (ADMINISTRATIVE)</b>					
25.	All employees have completed the online <a href="#">BCIT Pandemic Exposure Control Plan Training</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>All Public Services Library staff completed this in March/April of 2020 during the first phase of closing</i>
26.	All employees have completed the online <a href="#">New Employee Orientation module</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>New and Returning Employee Orientation Checklist found <a href="#">here</a>. Each employee to save the checklist to their online New Employee Orientation course</i>

## COVID-19 SAFETY PLAN PUBLIC COUNTERS

#	Control Measure	Yes	No	NA	Details (as per Directions)
					<i>All Public Services Library staff will complete the module by opening date</i>
27.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>RULES AND GUIDELINES (ADMINISTRATIVE)</b>					
28.	All unnecessary and self-serve items have been removed from the public counter <i>e.g., pens, paper, etc.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>All items and business cards have been removed from the front counter.</i>
29.	Papers and items are not physically passed between employees and the public.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Student ID cards and Library materials will be handed by employees to the public through Plexiglas. Public is encouraged to place library materials in a bag for 3 days or to wipe them down. ID cards can be wiped as well. Public are encouraged to use the hand sanitation stations located at the entrance to the area.</i>
30.	Employees have dedicated tools/equipment, e.g., items are not shared between employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Each staff person will be assigned a workstation for the duration of that week. Staff will not be sharing the workstation. Shelving of material will be assigned to one staff member during the week so as to minimize the sharing of book trucks. Returned Library material will be checked in by one staff member and quarantined for minimum of 3 days before reshelving.</i>
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>Cash handling will be at a minimum, but if needed the common use of the interac machine or cash register will have a sign posted to wipe down and clean hands after using.</i>
32.	Single-use (disposable) products are used where feasible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
33.	Procedures in place to screen employees on a daily basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The <a href="#">health screen</a> poster is available for reference and is posted on building doors. Employees are expected to self assess daily, and the <a href="#">BCCDC self-assessment</a> tool can be used to support this.</i>  <i>Staff will self assess daily and report if not well to PS Supervisor and Operations Manager</i>
34.	There is a procedure in place if an employee or other person becomes ill on campus.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Refer to the <a href="#">COVID-19 Pandemic Scenario Playbook</a> for more information. If the person is reporting symptoms, ask them to avoid others and return home. If they require immediate medical attention, call First Aid and 911.</i>  <i>If staff are unwell they are to report to the PS Supervisor or Operations Manager that they are unwell and going home. Coverage will be arranged were available.</i>
35.	There are procedures in place if an employee travels before coming to campus, or has been in close contact with someone who has tested positive for COVID-19.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Refer to the <a href="#">COVID-19 Pandemic Scenario Playbook</a> for more information. Confirm if the person is aware of self-isolation <a href="#">requirements</a> and <a href="#">protocols</a>.</i>  <i>Staff will be required to follow the established protocols and stay home when in contact with someone,</i>

## COVID-19 SAFETY PLAN PUBLIC COUNTERS

#	Control Measure	Yes	No	NA	Details (as per Directions)
36.	Provisions made for employees to work in cohorts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Public Services staff will be working in a small team together. Team of 5 staff: 3 counter staff, 1 supervisor, 1 monitor for study tables. There will be other groups in the Library working to support services but these teams will not be working closely together.</i>
37.	Direction is provided to employees that hand hygiene is performed before and after work is conducted and before and after breaks, as a minimum.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Hand washing with soap and water for at least 20 seconds is preferred. If hands not visibly dirty, then can use hand sanitizer.</i>  <i>Signs are posted in the area and staff are expected to follow the hand washing protocols. Hand washing is available in the staff break room, and washrooms located on the 2<sup>nd</sup> floor. Hand sanitation stations have been established around the building.</i>
38.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>PERSONAL PROTECTIVE EQUIPMENT (PPE).</b> Refer to the <a href="#">PPE Flowchart</a> to determine what PPE is required for COVID-19 purposes. Refer to PPE order form in Appendix A.					
39.	Appropriate PPE for the hazards of employee tasks are available to be provided (non-COVID-19 related ppe).	<input 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>  <i>No pre-COVID PPE equipment was required in the area.</i>
40.	Training is provided for the above PPE to employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
41.	<a href="#">Appropriate PPE for COVID-19</a> is available to be provided to employees. Supply requests emailed to <a href="mailto:ppe@bcit.ca">ppe@bcit.ca</a> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Based on circumstances allowed for in the <a href="#">BCIT COVID-19 Go-Forward Plan</a>, Risk Matrix Summary.</i> <i>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):</i>  <i>Public Services staff have available to them:</i> <ul style="list-style-type: none"> <li>• <i>Disposable Gloves</i></li> <li>• <i>Masks – Disposable and Re-Usable</i></li> <li>• <i>Plastic Face shields</i></li> <li>• <i>Goggles</i></li> <li>• <i>Hand Sanitation bottles</i></li> </ul>
42.	PPE safe <a href="#">donning, doffing, disposal, and disinfecting instructional</a> materials are available for employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Post applicable signs in a visible location if ppe required.</i> <i>Use the <a href="#">Employee Orientation checklist</a> to assist orientation/training by their supervisors.</i>
43.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>CLEANING</b>					

## COVID-19 SAFETY PLAN PUBLIC COUNTERS

#	Control Measure	Yes	No	NA	Details (as per Directions)
44.	Training will be provided to employees performing cleaning duties and cleaning materials have been provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Cleaning Standard Operating Procedures have been located <a href="#">here</a>. What are the cleaning products/materials:</p> <ul style="list-style-type: none"> <li><i>Lysol wipes and EP66 spray will be used to dis-infect common areas.</i></li> </ul> <p>What ppe is required: <i>Gloves and goggles are provided for staff to use</i></p>
45.	All Safety Data Sheets (SDS) and cleaning procedures used are found <a href="#">here</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If not, describe:
46.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Barriers can become contaminate if they are a touch point or if the contaminated with droplets by e.g. coughing or sneezing.</p> <p><i>Staff will wipe down areas daily or more regularly if an incident occurs</i></p>
47.	Common touch points and tools/equipment, that must be shared are identified and cleaned between employees/others.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><a href="#">Cleaning/sanitizing procedures</a> for common touch points and shared items are available and <a href="#">signs</a> posted e.g. shared machinery, multifunction devices, photocopiers, equipment, tools, microwaves, kettles, eating surfaces, etc. Identify who will clean and how often (e.g. employees or cleaning staff):</p> <p><i>Use of common items will be minimized where ever possible. In the event of using a shared resources staff will wipe down after use.</i></p> <p><i>Signs will be posted around all common items and cleaning supplies will be place in the vicinity of common touch points</i></p> <p><i>Individuals will wipe down before and after use.</i></p> <p><i>Cleaning staff will do deeper cleaning during their regular cleaning procedures</i></p>
48.	Storage space for personal articles have been identified and are cleaned regularly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Who will clean: <i>Personal items will be kept at their desk.</i></p> <p>Where is the storage:</p>
49.	Facilities is aware of the cleaning needs for the area. Facilities work requests have been submitted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s).
50.	Assessment of sufficient number of hand wash stations conducted, and an appropriate number of handwashing stations are available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Consider time it will take for hand washing to take place, to determine what is e.a. sufficient number of hand wash stations.</p> <p><i>Hand washing stations are located in the break room adjacent to the public services counter. The monitor station is located across from the bathrooms and close to the break room. Sufficient stations are available for hand washing.</i></p>
51.	Handwashing station(s), stocked, easily accessed, and have been identified to employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Sink Location:</p> <ul style="list-style-type: none"> <li><i>SE 14 Break Room – 200B</i></li> <li><i>Washrooms – SE14 rm 202, 203A, 203B, 204</i></li> </ul>

## COVID-19 SAFETY PLAN PUBLIC COUNTERS

#	Control Measure	Yes	No	NA	Details (as per Directions)
					Stocked with soap Y <input checked="" type="checkbox"/> N <input type="checkbox"/> paper towel Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
52.	Hand sanitizing station(s), stocked, and have been identified to employees and others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>ABHS (Alcohol-Based Hand Sanitizer): Location(s)</b> <ul style="list-style-type: none"> <li>• 200X (foot pump)</li> <li>• 200X by doors to 200V (foot pump)</li> <li>• 200V (desk station)</li> <li>• 201Z (desk station)</li> <li>• 213 (desk station)</li> <li>• Additional ones will be added to study areas for student use</li> </ul> <p>Will hand sanitizer be refilled by department: Y <input type="checkbox"/> N <input checked="" type="checkbox"/></p> <p>If No, describe: facilities</p>
53.	The area(s) have been decluttered so that cleaning is simplified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
54.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>AUDIT AND CONTINUOUS IMPROVEMENT</b>					
55.	There is a plan to conduct <a href="#">regular inspections</a> of all control measures and safety protocols to ensure they are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staff will do a walk through daily to ensure that signs and sanitation stations are full.</p> <p>Public Services Supervisor to do weekly walk through to verify compliance and standards are maintained. Logs to be sent to Operations manager electronically for audit reviews as needed.</p>
56.	<a href="#">Audits of inspections</a> are planned to ensure that control measures continue to be effective.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Operations Manager will review monthly

### APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Mei Young	Position Operations Manager	Date November 25, 2020
EOC	Name <i>Glen Magel</i>	Position EOC Director	Date December 10, 2020





## BCIT COVID-19 SAFETY PLAN PUBLIC COUNTERS

### 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)		Limit 6 packs per department.
Disinfectant Spray Bottles (per 946ml bottle)		Limit 4 bottles per department/area.
Hand Sanitizer (per 500ml bottle)		
Disposable Masks (50 per box)		
N95 Masks (20 per box)		
Face Shields (per individual unit)		
Plexi Barriers (48x32 with opening)		
Plexi Barriers (48x32 without opening)		
Respirator Mask (per individual unit)		
Respirator Mask Cartridges (2 per pack)		
Gown - Size S/M (per individual unit)		
Gown - Size L/10 (10 per pack)		
Safety Glasses (per individual unit)		
Safety Goggles (per individual unit)		
Visit <a href="https://inventory.bcit.ca/collections/eoc-approved-ppe">https://inventory.bcit.ca/collections/eoc-approved-ppe</a> for what can be purchased on your behalf.		