

COVID-19 SAFETY PLAN ACADEMIC SPACES

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 library is requesting to continue to open in the new year. In the past 1.5 months the library provided a space for students that need to study/stay on site while waiting for the next class, or need a quiet space to study. We feel that it has worked well and students have been respectful while using the library. We've noticed that during this time some students drop by just to use the library printer or the washrooms. We are happy to continue the support them. Also, we been asked by a number of students if group study spaces will be available. We've look into how we can offer this and decided that we could use Summit Centre room 216. This room is a large room that normally can hold up to 30 people. We can use this space to set up 2 metres apart seats to allow for group study or for students to use for zoom sessions without disturbing others. This is an additional room. We will count this as part of the 50 people allowed in the building.

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.

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Note: The workspaces cannot be used until all applicable control measures are in place and Safety Plan is approved. For additional resources the [Risk Assessment Controls Guidance and Hierarchy of Controls](#). For assistance email ssemohs@bcit.ca.

| # | Control Measure | Yes | No | NA | Details (as per Directions) |
|--------------------|--|-------------------------------------|-------------------------------------|--------------------------|---|
| ELIMINATION | | | | | |
| 1. | Room(s) set up to allow for 2 metres physical distancing during instruction and practice. Note: Contact returmtocampus@bcit.ca for room capacity and layout if needed. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Exceptions allowed as per BCIT COVID-19 Go-Forward Plan , Risk Matrix Summary (explain): <i>Tables are set up with 2 metre distance. Areas that are restricted are roped off with caution tapes</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"/> | Exception allowed as per BCIT COVID-19 Go-Forward Plan , Risk Matrix Summary (explain): <i>Tables will be set up with 2 metre distance. Areas that are restricted are roped off with caution tapes.</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"/> | <i>Study tables are pre-booked to limit occupancy. Students will be sent away if they did not book ahead and there are no tables available. A staff will be assigned to monitor the area to make sure that students are following guidelines and restrictions. There will be no waiting areas.</i> |
| 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"/> | <i>Library staff are mostly working remotely. When we re-open the library the front desk staff will be onsite. Other staff will continue to work remotely and come into the building when work onsite is required.</i> |
| 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"/> | <i>In shared spaces all the areas that staff work will have a 2 metre distance to reduce close contacts. In cases that 2 metre distance is not possible we will have barriers to separate.</i> |
| 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"/> | <i>Signs or arrows on the floor identifying directions. Signs and arrows are in place to provide guidelines for occupants to ensure safety protocols are visible and to follow. A staff will provide guidance at the entrance to make sure that guidelines are followed.</i> |
| 7. | Water fountains are put out of service, and only touchless water bottle filling station available. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Water fountains will be covered. Touchless bottle filling stations will be exposed for use.</i> |
| 8. | Mobile fans have been removed or put out of service. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>No fans in the area.</i> |
| 7. | Washrooms have been identified. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Yes. Washroom occupancy limit is <u>1</u> person only for each of the washrooms (men, women, and disability washrooms).</i> |
| 8. | Break area(s) for student use have been identified. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <i>If yes, what control measures are in place to maintain physical distancing? No break areas in the library for students. They are allowed to eat at the study tables. Occupancy Limit _____ If there is an occupancy limit, is sign posted? Y <input type="checkbox"/> N <input type="checkbox"/></i> |

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| # | Control Measure | Yes | No | NA | Details (as per Directions) |
|--|---|-------------------------------------|--------------------------|-------------------------------------|---|
| 9. | Break areas for employee use have been identified. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>If yes, what control measures are in place to maintain physical distancing? Staff to eat at their own desk. Cleaner is assigned to have his lunch in the staff lounge.</i> <i>Occupancy Limit <u> 1 </u> If there is an occupancy limit, is sign posted? Y <input checked="" type="checkbox"/> N <input type="checkbox"/></i> |
| 10. | Other: Computer stations; soft seating; sleep pods. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>All the areas identified have been roped off with caution tapes to restrict usage.</i> |
| ENGINEERING CONTROL MEASURES | | | | | |
| 11. | <u>Barriers</u> are implemented to separate work areas or walk ways, when physical distancing not practical. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Stanchions are used to separate walkways in the lobby to ensure physical distance is practiced. Plexiglas barriers are put up at the front counter to ensure safety for staff and students while interacting at the counter. Barriers will be placed between staff workstations to ensure safety protocols are followed.</i> |
| 12. | 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 sturdy and placed properly to ensure that there are no worries for tripping or falling.</i> |
| 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"/> | <i>Complete a Facilities and Campus Development work requisition for assessment, as needed.</i> |
| | Other: Computer stations; soft seating; sleep pods. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Control measures are in place. Use of caution tapes to rope off restricted areas.</i> |
| SIGNAGE (ADMINISTRATIVE) <i>Signage is available @ BCIT online Inventory. Guidelines for posting signs are available on ShareSpace.</i> | | | | | |
| 13. | Posted: Physical distancing (2 m) sign(s) Item 1A | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Signs have be ordered and received and have been posted at required locations.</i> |
| 14. | Posted: Hand washing sign(s) Item 29B | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Signs have be ordered and received and have been posted at required locations.</i> |
| 15. | Posted: Health screen sign(s) Item 3C | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Signs have be ordered and received and have been posted at required locations.</i> |
| 16. | Posted: Hand washing sink location sign(s) Item 14A | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Signs have be ordered and received and have been posted at required locations.</i> |
| 17. | Posted: Hand sanitizing station location sign(s) Item 13A | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Signs have be ordered and received and have been posted at required locations.</i> |
| 18. | Posted: Protect yourself sign(s) Item 21A | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Signs have be ordered and received and have been posted at required locations.</i> |
| 19. | Posted: Occupancy limit of this room sign(s) Item 37A | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Signs have be ordered and received and have been posted at required locations.</i> |
| 20. | Posted: Other signs | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Please list:</i> |
| ORIENTATION AND TRAINING (ADMINISTRATIVE) | | | | | |
| 21. | Routine safety discussions held to review control measures and safety protocols. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Routine discussions will be held as part of regular department meetings to ensure that questions from staff are answered in a timely manner. And to ensure staff feel supported.</i> |
| 22. | All students have completed the online COVID-19 Pandemic On-Campus Guidelines training. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <i>How will compliance be checked: Students will have to say yes to have taken the training before allow to book a table.</i> |
| 23. | COVID-19 safety Site orientation for students has been developed and posted in the Learning Hub. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <i>Procedure for orientation found here. Student COVID-19 Orientation Checklist found here.</i> |

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| 24. | All employees have completed the online BCIT Pandemic Exposure Control Plan Training . | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Yes</i> |
| 25. | All employees have completed the online New Employee Orientation module . | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>New and Returning Employee Orientation Checklist found here. Each employee to save the checklist to their online New Employee Orientation course All staff have taken this module.</i> |
| 26. | Other: | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| RULES AND GUIDELINES (ADMINISTRATIVE) | | | | | |
| 27. | All unnecessary and self-serve items have been removed from the spaces. <i>e.g., pens, paper, etc.</i> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>All supplies asked for prior to class and stocked at each workspace. All shared supplies has been removed.</i> |
| 28. | Doors that students are to use to enter and exit have been clearly identified. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Signs or arrows on the floor Yes</i> |
| 29. | Handouts, papers, and items are not physically provided to students. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>If items are provided, they are cleaned between student use or disposed, or other control measures are in place – Describe: All library paper hand outs have been removed.</i> |
| 30. | Students have dedicated tools/equipment, e.g., items are not shared between students. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <i>We have equipment for loan. After students return equipment we will clean them and leave for 3 days before lending them out to the next student.</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>Explain: Washrooms are on site. Hand sanitizers and sanitizer wipes are available for use. We have a dedicated janitorial staff onsite to clean shared tables and chairs between uses.</i> |
| 32. | Work spaces/stations are dedicated for an individual or group use and not shared with others. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Study tables are for individual use only. No sharing. Tables and chairs will be wiped down/disinfected between used by janitorial staff. Staff work areas are separated to reduce touch points. Shared space are wiped down by staff after used. Hand sanitizers are available.</i> |
| 33. | Single-use (disposable) products are used where feasible. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Sanitary wipes (single use) will be available for students that want to clean table/chair before use.</i> |
| 34. | Measures are in place to accommodate student sick at home. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Accommodation plan: Students will be asked to stay home when sick. If students arrived and declared that they are sick they will be sent home.</i> |
| 35. | Procedures in place to screen students on a daily basis. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <i>The health screen poster is available for reference and is posted on building doors. Students and employees are expected to self assess daily, and the BCCDC self-assessment tool can be used to support this.</i> |
| 36. | There is a procedure in place if a student or employee becomes ill on campus. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Refer to the COVID-19 Pandemic Scenario Playbook for more information. If the person is reporting symptoms, ask them to avoid others and return home. If they require immediate medical attention, call First Aid and 911. If staff become ill on site they will be sent home and co-workers will be notified to monitor themselves. Protocol in the Playbook will be followed.</i> |

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| 37. | There are procedures in place if a student or employee travels before coming to campus, or has been in close contact with someone who has tested positive for COVID-19. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Refer to the COVID-19 Pandemic Scenario Playbook for more information. Confirm if the person is aware of self-isolation requirements and protocols. Students/employees will be required to report if they were in contact with a person that's been tested positive. They will be asked to go home. We will make sure that people that they have been in contact with is aware and to monitor for symptoms. We will make sure to follow the protocols in the playbook. A new procedure is in place for staff coming on campus to do Covid self-assessment and report that they are ok before coming.</i> |
| 38. | Provisions made for students to maintain same lab/class cohort throughout the Term. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 39. | Other: | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>We are requesting to open the Summit Centre for group study. It allows for 2 metre distancing for 4 to 6 students to meet safely.</i> |
| PERSONAL PROTECTIVE EQUIPMENT (PPE). Refer to the PPE Flowchart to determine what PPE is required for COVID-19 purposes. | | | | | |
| 40. | Appropriate PPE for the hazards of employee and student tasks are available to be provided (non-COVID-19 related ppe). | <input 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> |
| 41. | Training is provided for the above PPE to students and employees. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 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"/> | <i>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): Masks are available for students that do not come in with masks. Hand sanitizer is available for use. Gloves are available on request if students wants to wipe down their table before using. Washrooms are in the building for hand washing as well. If students refuse to wear masks they will be asked to leave. If they don't leave Security will be called to deal with them.</i> |
| 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"/> | <i>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. PPE will be available for students that did not come with PPE. Hand sanitizer, disposable masks, gloves will be visibly available for use if required. Washroom in the building for hand washing as well.</i> |
| 44. | Other: | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| CLEANING | | | | | |
| 45. | Facilities is aware of the cleaning needs for the area. Facilities work requests have been submitted. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s). In building janitorial is onsite to clean tables/chairs between uses. And to make sure that paper towels and hand</i> |

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| | | | | | <i>sanitizers are filled at various areas. Also to increase number of garbage cans for disposal of wipes, and dirty paper towels.</i> |
| 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"/> | <p><i>Cleaning Standard Operating Procedures have been located here. What are the cleaning products/materials: Staff clean their own work areas. Janitorial staff cleans study tables, chairs, and other shared services between uses.</i></p> <p><i>What ppe is required: Sanitizer wipes, hand sanitizer, rubber gloves, sanitizer spray, goggles, and paper towel.</i></p> |
| 47. | Assessment of sufficient number of hand wash stations conducted, and an appropriate number of handwashing stations are available | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Consider time it will take for hand washing to take place, to determine what is e.a. sufficient number of hand wash stations. Some areas find a ratio of 8:1, students to sink, effective. The minimum amount of hand washing required is once before class starts, after class ends and before and after breaks. Yes</i> |
| 48. | Handwashing station(s), stocked, easily accessed, and have been identified to students and employees. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <p><i>Sink Location: <u>3</u> in separate washrooms.</i></p> <p><i>Stocked with soap Y <input checked="" type="checkbox"/> N <input type="checkbox"/> paper towel Y <input checked="" type="checkbox"/> N <input type="checkbox"/></i></p> |
| 49. | Hand sanitizing station(s), stocked, and have been identified to students and employees. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p><i>ABHS (Alcohol-Based Hand Sanitizer): Location(s) <u>5</u></i></p> <p><i>Will hand sanitizer be refilled by department: Y <input type="checkbox"/> N <input checked="" type="checkbox"/></i></p> <p><i>If No, describe: Janitorial/Facilities department refill them.</i></p> |
| 50. | All Safety Data Sheets (SDS) and cleaning procedures used are found here . | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <i>If not, describe:</i> |
| 51. | The area(s) have been decluttered so that cleaning is simplified. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 52. | Barrier cleaning process has been arranged if the barrier(s) could become contaminated. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Barriers can become contaminate if they are a touch point or if the contaminated with droplets by e.g. coughing or sneezing. Staff will clean Plexiglas and glass on the security system weekly.</i> |
| 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 type="checkbox"/> | <input checked="" type="checkbox"/> | <p><i>Who will clean: Not required.</i></p> <p><i>Where is the storage: Lockers in the staff lounge will be closed and taped with caution tapes.</i></p> |
| 55. | Other: | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |

AUDIT AND CONTINUOUS IMPROVEMENT



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| # | Control Measure | Yes | No | NA | Details (as per Directions) |
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| 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? Public Services Supervisor will conduct bi-weekly inspections.</i> |
| 57. | Audits of inspections are planned to ensure that control measures continue to be effective. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Who conduct the audits and how often? Operations Manager will conduct monthly inspections.</i> |

APPROVAL

| All COVID-19 risk control measures for this campus activity are in place. | | | |
|---|---------------------------|--|---------------------------|
| Manager | Name Mei Young | Position Operations Manager, Library Services | Date November 24, 2020 |
| EOC | Name <i>Glen Magel</i> | Position EOC Director | Date December 10, 2020 |

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LIBRARY 2nd FLOOR LAYOUT

