

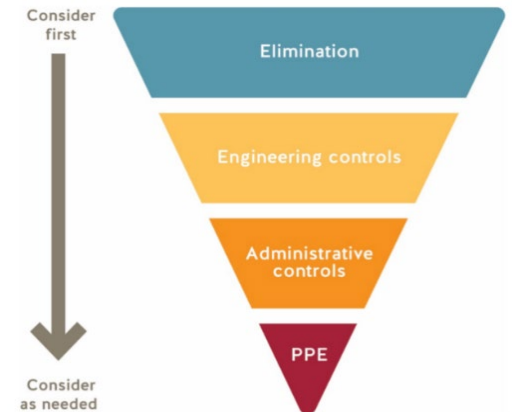


BCIT COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

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

| | | | |
|--|---|---|---------------------------|
| Department Name: | Human Resources - Information Access and Privacy and Policy Management | | |
| <i>How many of your employees will be on campus:</i> | 1 or 2 on a rotating basis | <i>What is the total number of your employees:</i> | 4 |
| Start date: | January 4, 2021 | End date: | Ongoing |
| Completed by: | Name Cynthia Kent | Position Associate Director, Privacy, Information Access and Policy Management | Date December 29, 2020 |



ROOM INFORMATION

| In this section, please identify all of the rooms that will be used by employees. NOTE: Common areas are covered by the BCIT COVID-19 Go-Forward Plan. | | | |
|--|--|---|---|
| Campus/ Building | Room Number <small>Floor Plans found here</small> | Type of Space <small>Include washrooms and meeting rooms</small> | Capacity <small>Current capacity due to COVID-19</small> |
| SW01 | 2183 | Information Access and Privacy Office | 1 |
| SW01 | 2186 | Policy Management Office | 1 |
| SW01 | 3183 | Meeting room | 2 |

RATIONALE FOR ON-CAMPUS ACTIVITY

| |
|--|
| Please provide a short description explaining why you need employees on campus. Your narrative should be focused on the practical elements of what the employees will be doing. |
| <ul style="list-style-type: none"> On a rotating basis, 1 employee from IAPO or PMO will work on campus 1 day a week to check fax machine/printer in SW1-2183 and print and scan documents. After Safety Plan is approved, the Associate Director, Privacy and Information Access and Policy Management will be working on campus 1 day every month to conduct safety plan audits of IAPO and PMO offices (SW1-2183 and SW1-2186). |



COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

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 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 work. Note: Contact returntocampus@bcit.ca for room capacity and layout if needed. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Exceptions allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary (explain):</p> <p style="color: green;">There will be only 1 employee working in each of SW01-2183 or SW1-2186 at any time.</p> <p style="background-color: yellow;">When meeting new employees the initial meeting will be in SW01-3183 to pick up their equipment.</p> |
| 2. | Work stations are set-up to allow for 2 metres physical distancing. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Exceptions allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary (explain):</p> <p style="color: green;">There will be only 1 employee working in each of SW01-2183 or SW1-2186 at any time.</p> |

COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

| # | Control Measure | Yes | No | NA | Details (as per Directions) |
|---|---|-------------------------------------|--------------------------|-------------------------------------|---|
| 3. | Work has been scheduled to minimize numbers of employees on campus at one time. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | There will be only 1 IAPO or 1 PMO employee working on campus any one time. |
| 4. | In shared spaces, safety protocols have been put in place to reduce close contact between users. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | See above, based on work scheduling, employees will not be sharing offices/work spaces. |
| 5. | Movement within the room is identified, such as with directional arrows, for walkways and entrances/exits. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Signs or arrows on the floor identifying directions. SW01-2183 and SW01-2186 each have their own single entrance and based on work scheduling, each office will be single occupancy (limited to being occupied by one employee at any time). |
| 6. | Washrooms have been identified. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | If yes, Washroom occupancy limit ____ While working onsite, employees have access to public washroom SW01 – 1187 and SW1-1188. |
| 7. | Water fountains are put out of use, and only touchless water bottle filling station available. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | No water fountains in SW01-1187 or SW1-1188. |
| 8. | Mobile fans have removed or put out of service. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 9. | Break areas for employee use has been identified. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If yes, what control measures are in place to maintain physical distancing? Occupancy limit__1__ If there is an occupancy limit, is a sign posted? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Breaks to be taken in own office (SW01-2381 or SW01-2186) |
| 10. | Other: | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| ENGINEERING CONTROL MEASURES | | | | | |
| 11. | Barriers are implemented to separate work areas or walk ways, when physical distancing not practical. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | There will be only 1 employee working in each of SW01-2183 or SW1-2186 at any time. |
| 12. | Barriers are stable and do not introduce other safety hazards, e.g. tripping. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | No barriers, as there will be only 1 employee working in each of SW01-2183 or SW1-2186 at any time. |
| 13. | 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"/> | Complete a Facilities and Campus Development work requisition for assessment, as needed. No change is use of SW01-2183 or SW01-2186 as office space. |
| 14. | Other: | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| SIGNAGE (ADMINISTRATIVE) Signage is available @ BCIT online Inventory . Guidelines for posting signs are available on ShareSpace . | | | | | |
| 15. | Posted: Physical distancing (2 m) sign(s) Item 1A | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 16. | Posted: Hand washing sign(s) Item 29B | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | No hand washing stations in SW01-2183 or SW01-2186. |
| 17. | Posted: Health screen sign(s) Item 3C | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

| # | Control Measure | Yes | No | NA | Details (as per Directions) |
|--|---|-------------------------------------|--------------------------|-------------------------------------|---|
| 18. | Posted: Hand washing sink location sign(s) Item 14A | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | No hand washing stations in SW01-2183 or SW01-2186. |
| 19. | Posted: Hand sanitizing station location sign(s) Item 13A | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Hand sanitizer to be available onsite in each of IAPO and PMO offices. |
| 20. | Posted: Protect yourself sign(s) Item 21A | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 21. | Posted: Occupancy limit of this room sign(s) Item 37A | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 22. | Posted: Other signs | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Please list: <ul style="list-style-type: none"> Clean Regularly Touched Items signs |
| ORIENTATION AND TRAINING (ADMINISTRATIVE) | | | | | |
| 23. | Routine safety discussions held to review control measures and safety protocols. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Weekly HR department and IAPO and PMO team meetings |
| 24. | All employees have completed the online BCIT Pandemic Exposure Control Plan Training . | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 25. | All employees have completed the online New Employee Orientation module . | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | New and Returning Employee Orientation Checklist found here . Each employee to save the checklist to their online New Employee Orientation course |
| 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"/> | |
| 28. | Papers and items are not physically passed between employees. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If items are provided, they are cleaned between employee use or disposed, or other control measures are in place – Describe: |
| 29. | Employees have dedicated tools/equipment, e.g., items are not shared between employees. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The printer/fax in IAPO office SW01-2183 can be used by either IAPO and PMO staff. However, there will be only 1 employee working in SW01-2183 at a time and thus only 1 employee using the printer/fax at any given time. When providing new employees with laptop, etc. staff will sanitize hands prior to handling any of this equipment. Staff will then place equipment on table and provide the 2m physical distance so the employee can safely pick up their equipment. |
| 30. | 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"/> | Explain: IAPO and PMO staff who use printer in SW01-2183 work will sanitize hands before and after use and will clean common touch points (i.e. door handle) after use. |

COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

| # | Control Measure | Yes | No | NA | Details (as per Directions) |
|---|--|-------------------------------------|--------------------------|-------------------------------------|---|
| | | | | | Staff to sanitize their hands prior to and after touching shared equipment. |
| 31. | 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"/> | There will be only 1 employee in each of IAPO or PMO offices at any time. |
| 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"/> | The health screen poster 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. |
| 34. | There is a procedure in place if an employee becomes ill on campus. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Refer to the COVID-19 Pandemic Scenario Playbook for more information. If the person is reporting symptoms, ask them to avoid others and return home. If they require immediate medical attention, call First Aid and 911. |
| 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"/> | Refer to the COVID-19 Pandemic Scenario Playbook for more information. Confirm if the person is aware of self-isolation requirements and protocols . |
| 36. | Provisions made for employees to work in cohorts. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | No employees working in cohorts. There will be only 1 employee in each of the IAPO or PMO offices at any time. |
| 37. | 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. | | | | | |
| 38. | 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"/> | 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): Other than COVID-19 hazards, there are no hazards requiring PPE associated with IAPO or PMO employee tasks. |
| 39. | Training is provided for the above PPE to employees. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | No non-COVID-19 PPE for employee tasks. |
| 40. | 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"/> | Based on circumstances allowed for in the BCIT COVID-19 Go-Forward Plan , Risk 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): <ul style="list-style-type: none"> • 2 x Green Works Cleaning Wipes or Oxivir Cleaning Wipes • 2 x Hand Sanitizer pump bottles • 1 x box of disposable face masks |
| 41. | PPE safe donning, doffing, disposal, and disinfecting instructional materials are available for employees. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Post applicable signs in a visible location if ppe required. Use the Employee Orientation checklist to assist orientation/training by their supervisors. |

COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

| # | Control Measure | Yes | No | NA | Details (as per Directions) |
|-----------------|---|-------------------------------------|--------------------------|-------------------------------------|---|
| 42. | Other: | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| CLEANING | | | | | |
| 43. | 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"/> | <p><i>Cleaning includes common touch points and appropriate frequency for th area. This includes high touch areas. Provide FCD work request number(s).</i></p> <p>IAPO and PMO staff who work onsite will clean common touch points and equipment. There will only be 1 IAPO/PMO staff member working on site at any time. The Policy Management Advisor works in his own office, SW1-2186 which has its own entrance. When an IAPO staff member comes onsite, they will work only in SW1-2183, where each staff member has their own dedicated workstation. The only common touch points are in SW01-2183, specifically a single door handle and the printer/copier. Each time, before leaving SW01-2183, the IAPO staff member who is onsite will be responsible for cleaning the door handle and printer/copier touch points. Facilities cleaning of SW1-2183 and SW1-2186 is on an ad hoc on request as needed basis. To date, no new work requests have been submitted to Facilities. If a Facilities cleaning work request is required, arrangements will also need to be made with SSEM to provide access to SW01-2183 and SW01-2186, as both are restricted access offices and IAPO/PMO staff cannot be onsite to provide access and oversee cleaning staff due to safety plan occupancy restriction of only 1 person at any time in SW01-2183 or SW01-2186.</p> |
| 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><i>Cleaning Standard Operating Procedures have been located here. What are the cleaning products/materials:</i></p> <p>Green Works Cleaning Wipes or Oxivir Cleaning Wipes</p> <p><i>What ppe is required:</i></p> <ul style="list-style-type: none"> 2 x Hand Sanitizer pump bottle |
| 45. | 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"/> | <p><i>Consider time it will take for hand washing to take place, to determine what is e.a. sufficient number of hand wash stations. No handwashing stations. Hand Sanitizer station available in each of the IAPO and PMO offices</i></p> |
| 46. | Handwashing station(s), stocked, easily accessed, and have been identified to employees. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <p><i>Sink Location: _____ No handwashing stations</i></p> <p><i>Stocked with soap Y <input type="checkbox"/> N <input type="checkbox"/> paper towel Y <input type="checkbox"/> N <input type="checkbox"/></i></p> |
| 47. | Hand sanitizing station(s), stocked, and have been identified to employees. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>ABHS (Alcohol-Based Hand Sanitizer): Location(s)_ SW01-2183 and SW01-2186</p> <p>_____</p> <p><i>Will hand sanitizer be refilled by department: Y <input checked="" type="checkbox"/> N <input type="checkbox"/></i></p> <p><i>If No, describe:</i></p> |

COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

| # | Control Measure | Yes | No | NA | Details (as per Directions) |
|---|--|-------------------------------------|--------------------------|-------------------------------------|---|
| 48. | All Safety Data Sheets (SDS) and cleaning procedures used are found here . | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>If not, describe:</i> |
| 49. | The area(s) have been decluttered so that cleaning is simplified. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 50. | Barrier cleaning process has been arranged if the barrier(s) could become contaminated. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" 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.</i> No barriers |
| 51. | 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): |
| 52. | Storage space for personal articles have been identified and are cleaned regularly. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Who will clean:</i> Each individual employees will be responsible for cleaning their own storage area. <i>Where is the storage:</i> In each office, each employee has their own dedicated storage cubicle. |
| 53. | Other: | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| AUDIT AND CONTINUOUS IMPROVEMENT | | | | | |
| 54. | 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?</i> Employees when working onsite will conduct inspection of their respective office areas and complete cleaning and safety protocols. |
| 55. | 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?</i> The Associate Director will come on site and complete audit of all office areas at least once a month. |

APPROVAL

| All COVID-19 risk control measures for this campus activity are in place. | | | |
|---|-------------------|--|--------------------------|
| Manager | Name Ana Lopez | VP Human Resources and People Development | Date January 15, 2021 |



COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

| | | | |
|-----|---------------------------|--------------------------|--------------------------|
| EOC | Name <i>Glen Magel</i> | Position EOC Director | Date January 19, 2021 |
|-----|---------------------------|--------------------------|--------------------------|