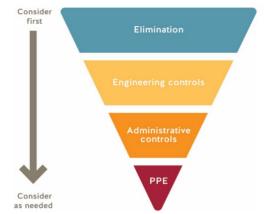# BCIT COVID-19 SAFETY PLAN
ADMINISTRATIVE SPACES

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:	**SSEM Security Ready Room**

How many of your employees will be on campus:		*What is the total number of your employees:*	
Start date:		**End date:**	

Completed by:	Name **Steven MacLean**	Position **Security Manager**	Date **25 Nov 2020**

Consider first

Elimination

Engineering controls

Administrative controls

PPE

Consider as needed

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 Floor Plans found here	Type of Space Include washrooms and meeting rooms	Capacity Current capacity due to COVID-19
Burnaby campus, 3700 Willingdon Ave	**NE20**	**Security Operations Ready Room**	**5**

COVID-19 SAFETY PLAN
ADMINISTRATIVE SPACES

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.

BUR Security is the core element of BCIT's SSEM department, Security division. Through in-house professional employees and contracted security practitioners, this department provides 24/7/365 public safety and asset protection services for all BCIT campuses. Security managers and security agents are responsible for conducting patrols and maintaining a presence to support life safety, crime prevention, and infrastructure protection operations, all tasks which cannot be performed remotely. The NE20 Ready Room is the operational and administrative centre for contracted security staff as they report for duty, compile reports and other administration, and end their shifts.

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.

COVID-19 SAFETY PLAN
ADMINISTRATIVE SPACES

#	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.	☒	☐	☐	*Exceptions allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary (explain):* **Occupancy limit of three imposed**
2.	Work stations are set-up to allow for 2 metres physical distancing.	☒	☐	☐	*Exceptions allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary (explain):* **As per point #1**
3.	Work has been scheduled to minimize numbers of employees on campus at one time.	☒	☐	☐	**Shift change-over and shift briefings have been reduced in timings, and information is passed on via computer vs face-to-face delivery.**
4.	In shared spaces, safety protocols have been put in place to reduce close contact between users.	☒	☐	☐	***Occupancy limit of three imposed***
5.	Movement within the room is identified, such as with directional arrows, for walkways and entrances/exits.	☒	☐	☐	*Signs or arrows on the floor identifying directions.* **There is only one door accessing and egressing this space, and the size of the room does not permit directional arrows to regulate traffic flow. Staff over the three person limit must wait below the steps for someone to exit before entering**
6.	Washrooms have been identified.	☒	☐	☐	*If yes, Washroom occupancy limit* __N/A__ **There is no washroom dedicated to this space. Nearest washroom is located in SE02 or SW01, public washrooms.**
7.	Water fountains are put out of use, and only touchless water bottle filling station available.	☒	☐	☐	
8.	Mobile fans have removed or put out of service.	☒	☐	☐	
9.	Break areas for employee use has been identified.	☒	☐	☐	*If yes, what control measures are in place to maintain physical distancing? Occupancy limit* __3__ *If there is an occupancy limit, is a sign posted?* Y ☒ N ☐
10.	Other:	☐	☐	☒	**N/A**
ENGINEERING CONTROL MEASURES					
11.	Barriers are implemented to separate work areas or walk ways, when physical distancing not practical.	☐	☐	☒	**There is no room in this space to erect effective barriers.**
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	☐	☐	☒	**As per point #11.**
13.	The impact on ventilation requirements have been considered if there's been a significant use change for the space.	☐	☐	☒	*Complete a Facilities and Campus Development work requisition for assessment, as needed.* **This space is not equipped with HVAC.**
14.	Other:	☐	☐	☒	**N/A**

#	Control Measure	Yes	No	NA	Details (as per Directions)
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	☒	☐	☐	*As per Pinchin recommendations*
16.	Posted: Hand washing sign(s) Item 29B	☒	☐	☐	*" "*
17.	Posted: Health screen sign(s) Item 3C	☒	☐	☐	*" "*
18.	Posted: Hand washing sink location sign(s) Item 14A	☒	☐	☐	*" "*
19.	Posted: Hand sanitizing station location sign(s) Item 13A	☒	☐	☐	*" "*
20.	Posted: Protect yourself sign(s) Item 21A	☒	☐	☐	*" "*
21.	Posted: Occupancy limit of this room sign(s) Item 37A	☒	☐	☐	*"*
22.	Posted: Other signs	☐	☐	☒	*N/A*
ORIENTATION AND TRAINING (ADMINISTRATIVE)					
23.	Routine safety discussions held to review control measures and safety protocols.	☒	☐	☐	*Conducted via shift briefings and emails.*
24.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training.	☒	☐	☐	*Yes, in addition to Paladin training modules.*
25.	All employees have completed the online New Employee Orientation module.	☐	☐	☒	*Paladin staff do not access BCIT training materials, but complete their own COVID-19 training modules*
26.	Other:	☐	☐	☒	*N/A*
RULES AND GUIDELINES (ADMINISTRATIVE)					
27.	All unnecessary and self-serve items have been removed from the spaces. *e.g., pens, paper, etc.*	☒	☐	☐	
28.	Papers and items are not physically passed between employees.	☐	☒	☐	*If items are provided, they are cleaned between employee use or disposed, or other control measures are in place – Describe:* *Items are commonly passed between employees due to the nature of the work. Handwashing protocols in place for before and after Passovers, all equipment is disinfected after use and prior to use.*
29.	Employees have dedicated tools/equipment, e.g., items are not shared between employees.	☐	☒	☐	*Key sets, portable radios, patrol vehicle, bicycles are routinely shared during the course of a shift and are cleaned and wiped between users.*
30.	If cleaning common touch points or tools/equipment not practical, then it is identified when hands are washed/sanitized before and after use.	☒	☐	☐	*Explain: Items are routinely and frequently disinfected and hands are washed or disinfected frequently.*

#	Control Measure	Yes	No	NA	Details (as per Directions)
31.	Work spaces/stations are dedicated for an individual or group use and not shared with others.	☒	☐	☐	**This space is restricted to SSEM personnel.**
32.	Single-use (disposable) products are used where feasible.	☒	☐	☐	**Masks, nitrile gloves, cleaning towels and disinfectant wipes.**
33.	Procedures in place to screen employees on a daily basis.	☒	☐	☐	*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*. **Per Director's orders.**
34.	There is a procedure in place if an employee becomes ill on campus.	☒	☐	☐	*Refer to the COVID-19 Pandemic Scenario Playbook for more information. If the person is reporting symptoms, ask them to avoid others and return home. If they require immediate medical attention, call First Aid and 911.* **Per Paladin corporate procedures.**
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.	☒	☐	☐	*Refer to the COVID-19 Pandemic Scenario Playbook for more information. Confirm if the person is aware of self-isolation requirements and protocols*. **Per Paladin corporate procedures.**
36.	Provisions made for employees to work in cohorts.	☒	☐	☐	**Staff are assigned to shifts.**
37.	Other:	☐	☐	☒	**N/A**
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).	☒	☐	☐	*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)*: **BCIT will provide PPE for items not articulated in the current Service Contract.**
39.	Training is provided for the above PPE to employees.	☒	☐	☐	**Training on donning, doffing, and disinfecting PPE conducted by the site supervisor.**
40.	Appropriate PPE for COVID-19 is available to be provided to employees. Supply requests emailed to ppe@bcit.ca.	☒	☐	☐	*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)*: **The current allotment of PPE has been increased as per the Director**
41.	PPE safe donning, doffing, disposal, and disinfecting instructional materials are available for employees.	☒	☐	☐	*Post applicable signs in a visible location if ppe required.* *Use the Employee Orientation checklist to assist orientation/training by their supervisors.* **PPE reference material is readily available to staff, who advise SSEM if resupply is required.**
42.	Other:	☐	☐	☒	**N/A**
CLEANING					

#	Control Measure	Yes	No	NA	Details (as per Directions)
43.	Facilities is aware of the cleaning needs for the area. Facilities work requests have been submitted.	☒	☐	☐	*Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s).* **348104 Request for daily cleaning to 140/140a/140b and weekly for 141**
44.	Training will be provided to employees performing cleaning duties and cleaning materials have been provided.	☒	☐	☐	*Cleaning Standard Operating Procedures have been located* here*. What are the cleaning products/materials:* *What ppe is required:* **Nitrile gloves.**
45.	Assessment of sufficient number of hand wash stations conducted, and an appropriate number of handwashing stations are available.	☐	☐	☒	*Consider time it will take for hand washing to take place, to determine what is e.a. sufficient number of hand wash stations.* **There are no hand wash stations in this space.**
46.	Handwashing station(s), stocked, easily accessed, and have been identified to employees.	☐	☐	☒	*Sink Location:* **N/A** *Stocked with soap Y* ☐ *N* ☒ *paper towel Y* ☐ *N* ☒
47.	Hand sanitizing station(s), stocked, and have been identified to employees.	☐	☐	☒	**ABHS** *(Alcohol-Based Hand Sanitizer): Location(s)* **Individual bottles only.** *Will hand sanitizer be refilled by department: Y* ☒ *N* ☐ *If No, describe:*
48.	All Safety Data Sheets (SDS) and cleaning procedures used are found here.	☐	☒	☐	*If not, describe:* **SDS not supplied to contracted security staff.**
49.	The area(s) have been decluttered so that cleaning is simplified.	☒	☐	☐	***This high use, high traffic space requires constant cleaning.***
50.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	☐	☐	☒	*Barriers can become contaminate if they are a touch point or if the contaminated with droplets by e.g. coughing or sneezing.* **Per point #11.**
51.	Common touch points and tools/equipment, that must be shared are identified and cleaned between employees.	☒	☐	☐	*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):* **Staff clean high-touch points before and after contact.**
52.	Storage space for personal articles have been identified and are cleaned regularly.	☒	☐	☐	*Who will clean:* **Staff clean their individually assigned lockers and personal items and minimize contact between personal items..** *Where is the storage*: **Lockers are located within the space, adjacent to the break room table and the work station.**
53.	Other:	☐	☐	☒	**N/A**

AUDIT AND CONTINUOUS IMPROVEMENT

#	Control Measure	Yes	No	NA	Details (as per Directions)
54.	There is a plan to conduct regular inspections of all control measures and safety protocols to ensure they are in place.	☒	☐	☐	*Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often?* **SSEM security manager(s) weekly**
55.	Audits of inspections are planned to ensure that control measures continue to be effective.	☒	☐	☐	*Who conduct the audits and how often?* **AD Shenher monthly**

APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Lorimer Shenher	Position Associate Director, Security, SSEM	Date
EOC	Name *Glen Magel*	Position EOC Director	Date December 5, 2020