

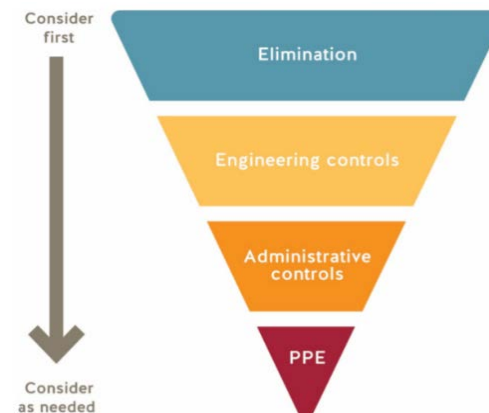


## BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

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

Course/Program Name:	<b>Perinatal Nursing Specialty Program Neonatal Resuscitation Plan Course (NSPN 7450)</b>		
Proportion of program offered on campus:	<i>The Perinatal Nursing Program and Neonatal Nursing Program require on campus learning currently for one course that is a pre-requisite to the programs and requires utilizing the Lab SE 42 room 195 as it requires the use of medical air. Total on campus learning days= 1 for the Winter (Jan-Mar) 2021 term</i>		
Start date:	<b>March 10, 2020</b>	End date:	<b>March 26, 2020</b>
# of students:	6 students per class, 2 working stations	# of employees:	2 NRP Instructors 1 per working station with 3 learners
Completed by:	Name: Farah Jetha and Anna Paraninfi	Position: Program Head and Faculty	Date: November 16, 2020



### ROOM INFORMATION

In this section, please identify all of the rooms that will be used by this returning program/course. NOTE: Common areas are covered by the BCIT COVID-19 Go-Forward Plan.			
Campus/ Building	Room Number Floor Plans found <a href="#">here</a>	Type of Space Include washrooms and breakout rooms	Capacity Current capacity due to COVID-19
SE42	195	Lab	10
SE42	190	Classroom	7

### RATIONALE FOR ON-CAMPUS ACTIVITY

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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).

*NRP is an educational program that introduces the concepts and skills of neonatal resuscitation. In Canada, NRP is administered by the Canadian Paediatric Society and is designed to teach individuals and teams who may be required to resuscitate newborn babies.*

*The purpose of the course is to provide the foundational knowledge, technical skills, teamwork and communication skills to participants to be able to participate and continue their development in neonatal resuscitation skills, a pre-requisite into the Perinatal and Neonatal Specialty Program at BCIT*

### 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](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.

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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 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](mailto:ssemohs@bcit.ca).*

#	Control Measure	Yes	No	NA	Details (as per Directions)
<b>ELIMINATION</b>					
1.	Room(s) set up to allow for 2 metres physical distancing during instruction and practice. <b>Note:</b> Contact <a href="mailto:returntocampus@bcit.ca">returntocampus@bcit.ca</a> for room capacity and layout if needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>2 Stations are placed 2 metres from each other with physical barriers. Students will have PPE on at all times in the classroom</p> <p><b>**By nature of the learning outcomes, our students are required to exceed the physical distance barriers in order to work in a team approach to meet the learning outcomes. Occupational Health has reviewed our usage of PPE previously (risk assessment attached) in order to ensure that we can safely meet our learning outcomes in a team environment**</b></p> <ul style="list-style-type: none"> <li>Shared items are kept to a minimum and sanitized and wiped down between uses.</li> <li>Areas have been decluttered to decrease touch points.</li> <li>Touch points wiped down by instructor frequently</li> </ul>
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"/>	<p>Stations are placed greater than 2 metres from each other with physical barriers. Students will have PPE on at all times.</p> <ul style="list-style-type: none"> <li>Large whiteboards divide each stations and serve as barriers between groups of learners.</li> <li>Tape on the floor to divide the learners</li> </ul>
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"/>	<ul style="list-style-type: none"> <li>Students will be instructed to meet outside the entrance of room 195 in SE42. There is tape on the floor for social distancing. Students will be met by 1-2 faculty to complete attendance, wellness check, receive hand sanitizer, face mask and eye protection. While outside, students will be assembled into a group of 3 and reminded to maintain a safe physical distance while waiting and entering the building. Learners will be let in and each learner has their own chair where they will keep their belongings on and sit on only. This will be wiped down at the end of the day.</li> </ul>
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"/>	<p>The NRP course is offered prior to the start of our Perinatal and Speciality Programs, as we make it available to learners who are unable to get their NRP course from their Health Authority that sponsors them. We limit the capacity at 3 learners for each station,</p>

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#	Control Measure	Yes	No	NA	Details (as per Directions)
					at a max of 6 learners per course, with one instructor for each station. This is done in accordance with Occupational Health from last Summer's assessment
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"/>	Students have been told to practice social/physical distancing when they arrive and to wear a mask/eye protection when required as per BCIT guidelines.
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"/>	Signage on the walls and arrows on the floors identifying directions.
7.	Water station available. Water fountains are put out of service, and only touchless water bottle filling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>None in these rooms</i>
8.	Mobile fans have been removed or put out of service.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>None in these rooms</i>
7.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Washrooms in SE42, occupancy limit as per institute signage.
8.	Break area(s) for student use have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students are on campus for 6-7 hours and another classroom has been asked to be booked in SE42 where learners can take their break if the weather does not permit being outside which is the preference for breaks. Students will be reminded to maintain safe social distancing while on breaks.  <i>Occupancy Limit <u>8</u> If there is an occupancy limit, is sign posted? Y <input checked="" type="checkbox"/> N <input type="checkbox"/></i>
9.	Break areas for employee use have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Faculty will stay in the academic learning space during breaks and lunch time. Faculty will continue to wear PPE (if required) and maintain proper physical distance during this time.  <i>Occupancy Limit <u>8</u> If there is an occupancy limit, is sign posted? Y <input checked="" type="checkbox"/> N <input type="checkbox"/></i>
10.	Other:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>ENGINEERING CONTROL MEASURES</b>					
11.	<a href="#">Barriers</a> 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"> <li>Large portable barriers divide each stations between groups of learners.</li> <li>Tape on the floor to divide the learners</li> </ul>
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All barriers are stable and will be checked for safety at the beginning of each lab. They will also put away to the side of the classroom.
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"/>	Complete a <a href="#">Facilities and Campus Development work requisition</a> for assessment, as needed.
	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>SIGNAGE (ADMINISTRATIVE) Signage is available @ <a href="#">BCIT online Inventory</a>. Guidelines for posting signs are available on <a href="#">ShareSpace</a>.</b>					
13.	Posted: Physical distancing (2 m) sign(s) Item 1A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Institute signage

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#	Control Measure	Yes	No	NA	Details (as per Directions)
14.	Posted: Hand washing sign(s) Item 29B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Institute signage
15.	Posted: Health screen sign(s) Item 3C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Institute signage
16.	Posted: Hand washing sink location sign(s) Item 14A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Institute signage
17.	Posted: Hand sanitizing station location sign(s) Item 13A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Institute signage
18.	Posted: Protect yourself sign(s) Item 21A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Institute signage
19.	Posted: Occupancy limit of this room sign(s) Item 37A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Institute signage
20.	Posted: Other signs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Please list:</i> Tape floor markings
<b>ORIENTATION AND TRAINING (ADMINISTRATIVE)</b>					
21.	Routine safety discussions held to review control measures and safety protocols.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Safety discussions have occurred at the faculty level. These discussion are facilitated by the program head and will be on going.
22.	All students have completed the online <a href="#">COVID-19 Pandemic On-Campus Guidelines</a> training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students will be provided the Pandemic Exposure Training link and instructed to complete prior to coming to the lab. Students have been asked to email completion certificate to the program assistant prior to October 15 & December 15 <sup>th</sup> labs. If a student does not email certificate, faculty will ask student to show completion on arrival to the lab day. If the student has not completed the Pandemic Exposure Training course, they will not be permitted to attend the lab.
23.	COVID-19 safety Site orientation for students has been developed and posted in the Learning Hub.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Communication to students regarding behaviour, expectations and not coming to campus if sick will be provided prior to October 15 and 16. This information will be posted on the BCIT Learning Hub which is the main communication platform for course and related information.</li> <li>Hand washing, 4 key points, and physical distancing signs posted. Reminder will also be posted on the learning hub newsfeed to learners to review prior to coming to the course</li> <li>Those who are displaying symptoms must report to first aid and leave the campus.</li> </ul>
24.	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"/>	All faculty are aware the online BCIT Pandemic Exposure Control Plan Training is required. Program head will ensure it is complete prior to lab days. For the following two dates, the NRP Instructors are faculty. Contract NRP Instructors will be given access to complete the BCIT Pandemic Exposure Control Plan Training.
25.	All employees have completed the online <a href="#">New Employee Orientation module</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All faculty are aware the online BCIT orientation module is required. Program head will ensure it is complete prior to lab days.

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#	Control Measure	Yes	No	NA	Details (as per Directions)
26.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>RULES AND GUIDELINES (ADMINISTRATIVE)</b>					
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"/>	Room is empty other than required equipment.
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"/>	Signs and arrows on the floor.
29.	Handouts, papers, and items are not physically provided to students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Equipment will be wiped down with bleach solution. Manikins will be cleaned wipes. No handouts or papers will be provided for students.
30.	Students have dedicated tools/equipment, e.g., items are not shared between students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Designated manikins and equipment per station.
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"/>	Students are reminded by faculty to wash hands and sanitize common touchpoints throughout session.
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"/>	Students will remain at the same lab station with an assigned faculty for each lab session.
33.	Single-use (disposable) products are used where feasible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34.	Measures are in place to accommodate student sick at home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Learners that are sick, can rebook their NRP course.
35.	Procedures in place to screen students on a daily basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students will be encouraged to complete a self-assessment prior to coming to campus and told not to attend learning session if feeling unwell. This information will be provided on the learning hub October 1 <sup>st</sup> .
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"/>	Faculty are aware not to come to campus if feeling unwell as well as inform the program head if they are symptomatic. Students will be informed not to attend learning days on campus if they are ill. If an employee/students falls ill while on campus, then they will be sent home right away and asked to follow up with the Covid Community Protocols and contact public health.
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"/>	The program head will inform faculty and students the importance of reporting recent travel or close contact with someone who has tested positive for COVID 19. <b>Travel – Registered Nurses are encouraged to self-monitor symptoms of COVID-19 on an ongoing basis.</b> Student – If a student has recently traveled, the program head will touch base with the student to discuss any adjustments to learning. Students will be asked if they are aware of self-isolating protocols and asked if they are experiencing any symptoms. The program head will submit a confidential report to Early Assist to support the student and monitor their progress. Program head will investigate the last time the student was on campus

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#	Control Measure	Yes	No	NA	Details (as per Directions)
					Faculty – If a faculty has recently traveled, the program head will touch base with the faculty and monitor on an ongoing basis. The program head will inform the faculty to work remotely and will connect with HR for guidance and support.
38.	Provisions made for students to maintain same lab/class cohort throughout the Term.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students will be randomly assigned as they are unknown to each other.
39.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>PERSONAL PROTECTIVE EQUIPMENT (PPE). Refer to the <a href="#">PPE Flowchart</a> to determine what PPE is required for COVID-19 purposes.</b>					
40.	Appropriate PPE for the hazards of employee and student tasks are available to be provided (non-COVID-19 related PPE).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All students are currently working in the hospital setting and will be instructed to use and bring personal eye protection. If a student does not have eye protection or forgets to bring own, eye protection will be provided.
41.	Training is provided for the above PPE to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students are Registered Nurses and have sufficient training and experience.
42.	<a href="#">Appropriate PPE for COVID-19</a> is available to be provided to students and employees. Supply requests emailed to <a href="mailto:ppe@bcit.ca">ppe@bcit.ca</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PPE supplied by BCIT include masks and eye protection only. <b>PPE Requirement:</b> <b>March 10th: 15 masks and 8 eye protection goggles</b> <b>2 Hand Sanitizer pumps and 1 boxes of Sanitizer wipes</b>
43.	PPE safe <a href="#">donning, doffing, disposal, and disinfecting instructional</a> materials are available for students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Faculty and Students are Registered Nurses. Students and faculty have sufficient understanding and experiencing donning, doffing and disposal of PPE.
44.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>CLEANING</b>					
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"/>	<b>Facilities work request # 1456863.</b>
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"/>	Equipment will be cleaned with bleach solution. Manikins will be cleaned with wipes after every scenario use and at the end of the day. Students will be provided cleaning information and informed of responsibilities at the start of each lab and assisted by faculty on an ongoing basis.
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"/>	Simulation spaces have hand washing stations in the room which are easily accessible by students and faculty. A hand sanitizer station will be available at the entry point as well. Classroom and debrief spaces will have hand sanitizer stations at the entry point and have washrooms located nearby. Students and faculty will be encouraged to hand wash

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#	Control Measure	Yes	No	NA	Details (as per Directions)
					or use hand sanitizer upon arrival, prior to class start, after class and before and after breaks.
48.	Handwashing station(s), stocked, easily accessed, and have been identified to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SE42 195 – One sink located beside the room entry door. Entry door will have hand sanitizer station  <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>
49.	Hand sanitizing station(s), stocked, and have been identified to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand sanitizer stations will be located at entry doors for simulation spaces, debrief rooms and classrooms. A hand sanitizing station will be available upon arrival when students check in with faculty.  <i>Will hand sanitizer be refilled by department: Y <input checked="" type="checkbox"/> N <input type="checkbox"/></i>
50.	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"/>	Cleaning procedures will be adhered to as per SDS.
51.	The area(s) have been decluttered so that cleaning is simplified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Only required and requested equipment will be in the room.
52.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff and/or students will clean barriers as per safety guidelines in SDS.
53.	Common touch points and tools/equipment that must be shared are identified and cleaned between students and classes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff and/or students will clean station after each use as per safety guidelines in SDS
54.	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: Bins will be sanitized by NRP Faculty Organizer Anna Paraniñfi after use as per safety cleaning guidelines in SDS and supervised by faculty.
55.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>AUDIT AND CONTINUOUS IMPROVEMENT</b>					
56.	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"/>	Program head will attend each lab session to monitor faculty and students.
57.	<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"/>	Associate Dean or simulation manager will check monthly.

### APPROVAL

All COVID-19 risk control measures for this campus activity are in place.





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Manager	Name <i>Kathy Kennedy</i>	Position Associate Dean Specialty Nursing	Date November 20, 2020
EOC	Name Glen Magel	Position EOC Director	Date November 27, 2020