

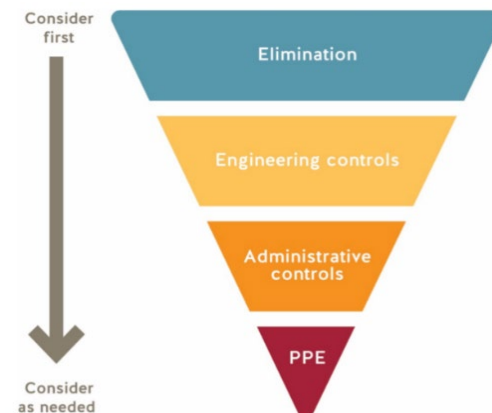
## BCIT COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

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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

<b>Department Name:</b>	<b>IT Services</b>		
<i>How many of your employees will be on campus:</i>	<i>10 -15 per day depending on operational requirements primarily working out of SE12 1<sup>st</sup> and 2<sup>nd</sup> floor and Satellite campuses</i>	<i>What is the total number of your employees:</i>	<i>132 regular and temporary 15 student employees</i>
<b>Start date:</b>	2020 10 01	<b>End date:</b>	Ongoing
<b>Completed by:</b>	Name Michele Morrison	Position Manager, Service Enablement	Date 2020 09 30



### 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 <a href="#">here</a></small>	Type of Space <small>Include washrooms and meeting rooms</small>	Capacity <small>Current capacity due to COVID-19</small>
BBY – SE12	2 <sup>nd</sup> floor: rooms 205-214	Mix of: <ul style="list-style-type: none"> <li>Service counter</li> <li>Individual and shared offices</li> <li>Open area cube farms</li> <li>Work benches (within office spaces)</li> <li>Storage areas</li> <li>Meeting room</li> <li>Lunch room</li> <li>Washrooms</li> <li>Secured Data Centre</li> </ul>	Max occupancy 20 - 24 depending on which offices and cubicles are being used.  Note: This will be the area primarily occupied by ITS during COVID. We expect most of the occupancy of this floor to be on the North side of the lunchroom and washrooms. We currently expect a maximum of 10-12 people onsite for some portion of each day.
BBY – SE12	1 <sup>st</sup> floor: room 102	Mix of: <ul style="list-style-type: none"> <li>Open area cube farm</li> </ul>	Currently - Max occupancy 8 (as we can currently only use every 2 <sup>nd</sup> cubicle)

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		<ul style="list-style-type: none"> <li>• Meeting space</li> <li>• Work benches</li> </ul> <p>Storage areas</p>	<p>Note: we expect 2-5 people (on average) daily in this space as this is our central staging area for equipment distribution</p>
BBY - SE14	1 <sup>st</sup> Floor - 142	<p>Large open area for equipment staging and storage</p> <p>Large meeting room (with movable glass walls)</p>	<p>Staff are not assigned desks in this space:</p> <ul style="list-style-type: none"> <li>• This staging / storage area is used when access to equipment is required</li> <li>• The meeting room is currently not being used for f2f meetings</li> </ul> <p>Note: we expect limited use of this space during COVID</p>
BBY - SW01	2 <sup>nd</sup> Floor - 2055/57	Double sized classroom used during summer months by ITS Fleet team for deployment and storage of administrative equipment	Max capacity is 12 but expect maximum of 4-6 employees at any given time spread out in this space depending on the work scheduled for that day
BBY- SW03	3 <sup>rd</sup> Floor - 3675	Single sized classroom used during summer months by ITS Fleet team for temporary storage of equipment collected from labs for lease return	Max capacity is 8 but expect maximum of 2-3 employees at any given time spread out in this space depending on the work scheduled for that day
BBY- SW03	3 <sup>rd</sup> Floor - 3695	Single sized classroom used during summer months by ITS Fleet team for staging of computers to be deployed in labs	Max capacity is 11 but expect maximum of 2-3 employees at any given time spread out in this space depending on the work scheduled for that day
BBY - NW01	1 <sup>st</sup> Floor North wing rooms 100, 110, 122	<p>Mix of:</p> <ul style="list-style-type: none"> <li>• Individual and shared offices</li> <li>• Open area cube farms</li> <li>• Meeting room</li> </ul> <p>Note: washrooms and lunch room are shared with other departments occupying the south wing</p>	<p>Max occupancy 24 - 26 depending on which offices and cubicles are being used</p> <p>Note: we expect limited use of this space during COVID</p>
BBY – SE09	1 <sup>st</sup> Floor – ITS Office room 102	Large shared office with 5 desks	Max occupancy 2 - 3 depending on which desks are being used

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		Note: a single gender-neutral washroom is shared with other departments occupying 100 / 101	Note: we expect limited use of this space during COVID
BBY - SE40	1 <sup>st</sup> Floor – room 111	Mix of: <ul style="list-style-type: none"> <li>• One smaller shared office space</li> <li>• One larger shared office space</li> </ul> Note: this area does not have cubicle dividers	Max occupancy 1 in smaller shared office and up to 3 in larger shared office (as long as they are sitting in designated locations)  Note: We expect 1-2 people daily in this space
DTC	5 <sup>th</sup> Floor – ITS Office room 559	Mix of: <ul style="list-style-type: none"> <li>• One large shared office space with a walk-in counter</li> <li>• One smaller office / workbench / storage area</li> </ul> Note: this area does not have cubicle dividers	Max occupancy 2 <ul style="list-style-type: none"> <li>• 1 person in each room</li> </ul> Note: We expect 1-2 people daily in this space
ATC	2 <sup>nd</sup> Floor – ITS office room 251	Large shared office with 3 desks / workbench and a storage area (located across the hall in room 250)  Note: this space is shared with AV Services	Max occupancy 1  Note: We expect 1 person 2-3 days a week in this space
AIC	1 <sup>st</sup> Floor – ITS office room 1302	Shared office with 2 desks  Note: this space is shared with AV and VCC	Max occupancy 1  Note: We expect 1 person 2-3 days a week in this space
BMC	3 <sup>rd</sup> Floor – ITS office room 338	Single office with 1 desk	Max occupancy 1  Note: We expect 1 person 2-3 days a week in this space

## 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.

Staff assigned to work on campus will be providing on-site IT support including:

- In person IT counter support by appointment only (including equipment drop-off and pick-up)
- End User Device (EUD) and software preparation and deployment
- Network infrastructure equipment deployment
- EUD and Infrastructure equipment troubleshooting, maintenance and repair
- Backup storage tape rotation

## 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.
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).*

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#	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 work. <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"/>	We will ensure that staff are working in separate offices or, if working in shared spaces that they are assigned duties that allow for 2M physical distancing. If a specific activity requires closer proximity PPE (mask, safety goggles, etc.) will be worn.
2.	Work stations are set-up to allow for 2 metres physical distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We will ensure that staff are assigned to sit in separate offices or that they are seated to allow for 2M physical distancing. We will limit occupancy to every 2 <sup>nd</sup> cubicle in cube farms and will limit occupancy of other shared offices to exceed the 2M distancing requirement as per recommendations provided by the OHS team
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"/>	The front-line ITS Service Desk team will be assigned to work on campus on rotation will have staggered start times to reduce overlap. Other ITS staff will be distributed across various locations (campuses, buildings and rooms).
4.	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"/>	Staff have been advised to maintain 2M distance. If a specific task requires close proximity, appropriate PPE for that task will be worn (masks, safety goggles, etc.) followed by hand washing / hand sanitizer.
5.	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"/>	Traffic flow signage has been installed
6.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Washroom occupancy limit = 1
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"/>	ITS does not have water fountains within our spaces Staff will be advised on proper use of water cooler refill stations (e.g. avoiding bottle contact with dispenser spout)
8.	Mobile fans have removed or put out of service.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Staff will be advised not to use mobile fans (or space heaters with blowers) until further notice
9.	Break areas for employee use has been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Occupancy limit = 2 and reduction in available seating If there is an occupancy limit, is a sign posted? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
10.	Other:	<input type="checkbox"/>	<input 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"/>	A permanent glass barrier has been installed at the ITS main service counter in SE12. The external doors to the Service Counter are locked and we have installed an intercom and remote door opener to allow access for appointments.

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					An alternate service counter for computer deployment has been set-up in SE12-205D (this is the office beside the main entrance with an external door) and has a temporary barrier installed on a moveable cart. Access to this space will be controlled from the external door location for the main Service Desk.
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 other temporary barriers installed
13.	The impact on ventilation requirements have been considered if there's been a significant use change for the space.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The main ITS Data Centre has forced air circulating at a high velocity – appropriate PPE including safety goggles must be worn in this area
14.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>SIGNAGE (ADMINISTRATIVE)</b> Signage is available @ <a href="#">BCIT online Inventory</a> . Guidelines for posting signs are available on <a href="#">ShareSpace</a> .					
15.	Posted: Physical distancing (2 m) sign(s) Item 1A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signs have been installed as per Pinchin Environmental evaluation and ITS is installing additional signage
16.	Posted: Hand washing sign(s) Item 29B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signs have been installed as per Pinchin Environmental evaluation and ITS is installing additional signage
17.	Posted: Health screen sign(s) Item 3C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signs have been installed as per Pinchin Environmental evaluation and ITS is installing additional signage
18.	Posted: Hand washing sink location sign(s) Item 14A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signs have been installed as per Pinchin Environmental evaluation and ITS is installing additional signage
19.	Posted: Hand sanitizing station location sign(s) Item 13A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signs have been installed as per Pinchin Environmental evaluation and ITS is installing additional signage
20.	Posted: Protect yourself sign(s) Item 21A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signs have been installed as per Pinchin Environmental evaluation and ITS is installing additional signage
21.	Posted: Occupancy limit of this room sign(s) Item 37A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signs have been installed as per Pinchin Environmental evaluation and ITS is installing additional signage
22.	Posted: Other signs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Please list:</i> In ITS Lobby and other locations: Please do not sit here sign At the ITS Service Counter: Please stand here / Please wait here decals At pinch points in hallways: Please yield sign At service counters and work benches and Photocopier stations, etc.: Clean regularly touched items sign
<b>ORIENTATION AND TRAINING (ADMINISTRATIVE)</b>					
23.	Routine safety discussions held to review control measures and safety protocols.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ITS Departmental, team and project meetings
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 employees working on campus have been directed to complete this training before attending campus

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#	Control Measure	Yes	No	NA	Details (as per Directions)
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 employees working on campus have been directed to complete this training before attending campus
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"/>	All self-serve items have been removed from the ITS Service Desk counter  Supply cabinets have been locked and supplies will be distributed when needed
28.	Papers and items are not physically passed between employees.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Equipment handoff The Service Delivery team has handling protocols in place for equipment exchange with clients
29.	Employees have dedicated tools/equipment, e.g., items are not shared between employees.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Most equipment is dedicated We have cleaning protocols in place for shared equipment (e.g. specialized tools, pallet jacks, photocopiers, etc.)
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"/>	Cleaning supplies and hand sanitizer are located close to shared tools with signage to clean commonly used items
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"/>	<i>Service Desk has spaces that are group use but only one person is assigned at a time and cleaning protocols are in place</i>
32.	Single-use (disposable) products are used where feasible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Note: Disposable Masks and nitrile gloves are provided as required
33.	Procedures in place to screen employees on a daily basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.
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 <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.
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 <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> .
36.	Provisions made for employees to work in cohorts.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not feasible for ITS teams
37.	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>					

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38.	Appropriate PPE for the hazards of employee tasks are available to be provided (non-COVID-19 related ppe).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PPE is <u>occasionally</u> required when using specialized cleaning products (i.e. products not intended for disinfecting or sanitizing such as adhesive removal solution, etc) on equipment or workspaces. ITS has sufficient supply of these products for those tasks acquired under the RTC plans.
39.	Training is provided for the above PPE to employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employees performing these tasks are trained on safety protocols for using these products
40.	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sufficient PPE has been ordered for all ITS locations but may require some replenishment in the coming months
41.	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"/>	Staff performing duties requiring PPE have been trained
42.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>CLEANING</b>					
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"/>	ITS has regular cleaning in the areas identified above. Any extra cleaning requirements will be submitted via Facilities requests
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"/>	Staff performing duties requiring cleaning and disinfectant supplies have been trained in safe handling and PPE usage
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"/>	Not applicable in ITS department – handwashing will occur in washrooms
46.	Handwashing station(s), stocked, easily accessed, and have been identified to employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not applicable in ITS department – handwashing will occur in washrooms
47.	Hand sanitizing station(s), stocked, and have been identified to employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>ABHS</b> (Alcohol-Based Hand Sanitizer): Location(s) Sanitowers at main entrances and bottles of hand sanitizer at various locations throughout common areas. Hand Sanitizer stations are clearly marked.</p> <p>Will hand sanitizer be refilled by department: Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/></p> <p>ITS will replenish bottles of hand sanitizer and Custodial staff are monitoring Sanitowers</p>
48.	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"/>	

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49.	The area(s) have been decluttered so that cleaning is simplified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ITS is implementing a clean desk protocol which will require scheduling staff to come onto campus to clear off their desk surfaces – this will be implemented over the coming months
50.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff have been advised on how to clean the barriers at the Service Desk
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"/>	<p>Custodial will clean common space touchpoints ITS Staff will clean their own desk surfaces or work areas and any common equipment that is touched while performing work activities.</p> <p>Hands will be sanitized prior to and after touching any shared equipment and/or items.</p>
52.	Storage space for personal articles have been identified and are cleaned regularly.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not Applicable in ITS
53.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>AUDIT AND CONTINUOUS IMPROVEMENT</b>					
54.	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"/>	ITS Managers will be scheduled responsibility to conduct bi-weekly inspections
55.	<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"/>	Roy Hart (CIO) and Michele Morrison (Manager, Service Enablement) will conduct monthly audits

## APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Michele Morrison	Position <b>Manager Service Enablement, ITS</b>	Date 2021 05 13
EOC	Name <i>Glen Magel</i>	Position EOC Director	Date June 13, 2021