

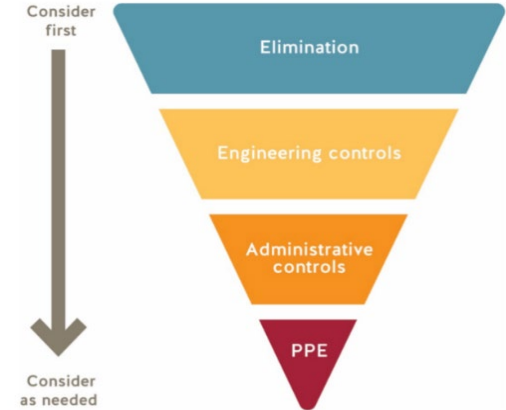


BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

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:	Medical Radiography Program		
Proportion of program offered on campus:	<i>e.g., Program = total of 40 courses of which 7 courses have some 'on campus' activity 32 courses in program, of which 3 have on-campus components in level 1. Future terms TBD.</i>		
Start date:	January 4, 2020	End date:	May 28, 2021
# of students:	75	# of employees:	16
Completed by:	Name Denise Poelzer	Position Program Head	Date November 13, 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 <small>Floor Plans found here</small>	Type of Space <small>Include washrooms and breakout rooms</small>	Capacity <small>Current capacity due to COVID-19</small>
SW01	4035 (6)/4040/4048	X-ray rooms (8), debrief space (1)	Full capacity if wearing PPE: (usually has 20 students + 4 instructors) 10 students + 5 instructors for Thursdays and Fridays. Wednesdays are set aside for students who require make up time with an instructor and must book an appointment
SW01		Washrooms	1 at a time per washroom (2 washrooms available – male and female) (usually has unlimited access)

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<p>Any of the 'Generally Timetabled classrooms' that have been set up for COVID activity</p> <p>Thursdays:</p> <p>1000 – 1230 [Set D (½ set)]</p> <p>1230 – 1330 (Set D)</p> <p>1230 – 1330 (Set B)</p> <p>1330 – 1600 [Set B (1/2 set)]</p>		<p>Classroom used for holding students</p>	<p>10</p> <p>20</p> <p>20</p> <p>10</p>
<p>Any of the 'Generally Timetabled classrooms' that have been set up for COVID activity</p> <p>Fridays:</p> <p>1000 – 1230 [Set C (½ set)]</p> <p>1230 – 1330 (Set C)</p> <p>1230 – 1330 (Set A)</p> <p>1330 – 1600 [Set A (1/2 set)]</p>			<p>10</p> <p>20</p> <p>20</p> <p>10</p>
<p>SW01-4060 & SE06-106; A 'Generally Timetabled computer labs that have been set up for COVID activity if required.</p> <p>Thursday:</p> <p>1030 – 1220 (Set B)</p> <p>1330 – 1520 (Set D)</p> <p>Friday:</p> <p>1030 -1220 (Set A)</p> <p>1330 – 1520 (Set C)</p>		<p>Computer labs with Mckesson PACS and V-trip software. Cannot be access remotely. Programs currently loaded on computers in SW01 4060, some of which are being moved to SE06 106</p>	<p>Will be booked with timetabling when plan is approved</p> <p>20</p> <p>20</p> <p>20</p> <p>20</p>

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).

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Students will be on campus once a week. They are required to be in SW01 4035/4044/4048 (eight x-ray rooms) for Phys 2276 and Mrad 3211 for four hours.

1. X-ray positioning practice requires that students find physical landmarks on a human body in order to take an image of the appropriate area – this cannot be learned without physical practice. As much as possible, lab prep will be done using videos to limit the amount of time students need to practice in person. Prep for labs will also include some form of virtual software. Program is investigating several programs at this time. Approximately half of the term will be spent positioning specialty projections not taught in Level 1, the other half includes cranium projections. Due to PPE (masks and face shields/eye guards) students are not able to position one another, but will be exposing dry bone skulls and 3M phantoms using ionizing radiation to simulate the positioning. Require SW01 4035/4044/4048, eight x-ray rooms. To maintain 2:1 student to instructor ratio, half of the set will be brought in for two hours of the four hour block and the other half of the set will come in for the second two hours.
2. PHYS 2276 requires students to preform equipment testing, therefore they must use the x-ray rooms to take x-ray exposures using specialized testing equipment to produce data to be used in assignments for analysis. The entire set will be in this one hour lab with two instructors. Require SW01 4035/4044/4048, eight x-ray rooms.
3. MRAD 4200 requires face to face lab, to practice reformatting CT images from the McKesson PACS using the associated program V-trip. Unfortunately this program cannot be accessed remotely and students must come to campus to use it. If possible it would work best to have dual monitors and a projector as per the current set up in SW01 4060. (SW01 4060 and SE06 106).
4. With students on campus for a four hour block of labs then a two hour lab all on one day “holding” rooms are required in between labs. Dates and times are listed above.
5. After hours lab access for students to practice on their own.

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.

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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 instruction and practice. Note: Contact returntocampus@bcit.ca for room capacity and layout if needed.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Exceptions allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary (explain):</p> <p>SW1 4035/4044/4048 (8 x-ray rooms): Physical distancing is not possible due to required hands on practice. Requires PPE.</p> <p>One instructor per room so that they are not crossing from one room to another for MRAD3211.</p> <p>Assessment in x-ray rooms will require physical contact and therefore PPE will be required.</p> <p>MRAD4200 requires the students be on campus because the program required cannot be accessed remotely.</p>
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>Exception allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary (explain):</p> <p>Demonstrations will be available in video format prior to the lab. Students will be required to view videos and complete an online quiz prior to attending lab. This will decrease the amount of time required for the lab and decrease the amount of contact time.</p>
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"/>	<p>Students instructed not to arrive early or congregate between classes and to leave area as soon as labs are finished, tape has been placed on the floor outside of the labs identifying 2m distance in case of a delay entering the lab. Students will be assigned to a specific x-ray room and partner each week. These are experienced students and will be walked through the protocol during week one. They must come to campus wearing a mask, show their self-assessment prior to entering the lab and then wash their hands. They will then enter the lab and go straight to their assigned rooms to don PPE. Instructor will be available in lab prior to lab starting to make sure the task is done correctly.</p>
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>Schedule is attached. Minimize the number of days students are on campus. Students are only required to be on campus once per week. During that time they will attend three labs. Two are blocked together in SW01 4035/4044/4048 (eight x-ray rooms), one hour for Phys 2276 and three hours for Mrad 3211. The</p>

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#	Control Measure	Yes	No	NA	Details (as per Directions)
					third lab requires computer labs for two hours. Two sets will be on campus one day per week and will require a spaces for studying while waiting for the next lab and for lunch.
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"/>	Tape on floor, educational posters, online resources, video pre-brief and debrief, online assignments, etc. Posters with room capacities, reminders for physical distancing Directional arrows on floor to keep the flow going in one direction PPE will be used when this is not possible
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.</i> Tape and posters as above.
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"/>	Completed during fall term.
8.	Mobile fans have been removed or put out of service.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Removed
7.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If yes, Washroom occupancy limit __2 persons at a time, as per risk assessment__</i>
8.	Break area(s) for student 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? Room capacity has been identified as 10 in each room. Set has 20 students. Rooms required. Dates and times listed above Occupancy Limit__?__ 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>If yes, what control measures are in place to maintain physical distancing? Will be covered in a separate Administrative Space office Safety Plan. Occupancy Limit_____ If there is an occupancy limit, is sign posted? Y <input type="checkbox"/> N <input type="checkbox"/></i>
10.	Other:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students will be required to purchase their own cranium for online classes. Not to be brought to campus. No paper is to be passed in the positioning labs SW01 4035/40. Students advised to bring devices for note taking. They can either be wrapped in plastic wrap or put in a zip lock bag which we will make available. Students encouraged to buy online textbooks rather than physical books. Majority of tables and all chairs removed from SW01-4035 to discourage congregating. Benches and tables in hallways removed or taped off to discourage congregating.
ENGINEERING CONTROL MEASURES					
11.	Barriers are implemented to separate work areas or walk ways, when physical distancing not practical.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Barriers are not possible in positioning lab. PPE must be worn by both the student and the instructor Barriers will be required for computer labs for Mrad 4200
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.	The impact on ventilation requirements have been considered if there's been a significant use change for the instructional space.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Complete a Facilities and Campus Development work requisition for assessment, as needed.

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#	Control Measure	Yes	No	NA	Details (as per Directions)
					Concerns regarding the lack of air flow/air conditioning in SW01 4035. Facilities has been investigating since the October when facilities requisitions were submitted. One of the instructors submitted the request, I do not have the requisition number. As far as I know the requisition has not been completed. Facilities request: 1451132
	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 .					
13.	Posted: Physical distancing (2 m) sign(s) Item 1A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Where required
14.	Posted: Hand washing sign(s) Item 29B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In the positioning lab and at the sink
15.	Posted: Health screen sign(s) Item 3C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In all labs, on door of labs
16.	Posted: Hand washing sink location sign(s) Item 14A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.	Posted: Hand sanitizing station location sign(s) Item 13A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand sanitizer is available in every positioning room and in the main lab area. Also available by the elevators outside of the labs
18.	Posted: Protect yourself sign(s) Item 21A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19.	Posted: Occupancy limit of this room sign(s) Item 37A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I understand these are being posted by the facilities in common areas.
20.	Posted: Other signs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Please list: Health Authority poster: 4 moments of hand hygiene (posted in x-ray rooms and by sinks)
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"/>	Students will received communication from the Program Head with instructions regarding: <ul style="list-style-type: none"> • Pandemic Student Orientation (courses in the Learning Hub). • Requirement for self-assessment prior to coming to campus. • If they are feeling sick not to come to campus. Call 811 and follow instructions regarding self isolating, monitoring or go for testing. • Cannot return to campus until they have been told by the Student Life Office that they can do so. • Instructions for the first day on campus in SW01 4035/4044/4048 regarding wearing a mask to campus, hand washing, changing to a mask that is provided by the program, go directly to labs and don PPE. These students are coming from clinical wear they wore PPE everyday and should not require instructions for donning and doffing.
22.	All students have completed the online Pandemic Exposure Control Plan training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	How will compliance be checked: Students will be required to submit 'proof of completion' badge to the program head or upload into Mrad Program Homeroom.

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#	Control Measure	Yes	No	NA	Details (as per Directions)
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"/>	<i>Procedure for orientation found here. Student COVID-19 Orientation Checklist found here.</i>
24.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PH collected proof of completion
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</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 Instructors are required to bring devices to the positioning labs to complete marking on D2L/CompTracker in order to eliminate weekly paper evaluations. Instructors advised to bring their devices to lab and place in a zip lock bag or wrapped in plastic wrap if they bring their lap tops so they can easily be cleaned. Or wear gloves and use hand sanitizer. Wipe down device at end of lab. Power points for labs are brought up on screens in the three areas of labs and are available for review. Mouse and keyboards are wiped down after each lab</i>
28.	Doors that students are to use to enter and exit have been clearly identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Signs or arrows on the floor SW01 4035 only has one door. Directional arrows have been put on the floor to provide the direction of flow in the lab. Existing student or instructor should be given the right of way at the door.</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: See above – evaluation forms and assessments to be completed on CompTracker. “Case requisitions” will be placed in sheet protectors. One dry erase pen per room provided and wiped down between students. Sheet protectors are wiped down at the end of lab. Handouts will not be given to students.</i>
30.	Students have dedicated tools/equipment, e.g., items are not shared between students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>See above: students required to purchase a cranium for online. Devices can be put in a zip lock bag which will allow for course access on the Learning Hub and photos to be taken where permitted. Zip lock protects the phone from being contaminated and allows for easy cleaning at the end of lab. Use disinfectant wipes.</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: All high touch points will be cleaned often. Covers for keyboards for easy cleaning. If covers are not available or do not fit, plastic wrap will be placed over keyboards and mouse and changed out/cleaned between individual uses. Positioning sponges will be wrapped in plastic as well, and cleaned between individual uses. Plastic replaced every week.</i>

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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"/>	All work stations and x-ray equipment will be cleaned by student group using the room. Cleaned between groups. Supervised by instructor. Lab instructor will do a full clean of the labs and reset for the next week.
33.	Single-use (disposable) products are used where feasible.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	We do not use single-use items, so cleaning or having students purchase their own as described above.
34.	Measures are in place to accommodate student sick at home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Accommodation plan:</i> Students will be directed to make an appointment with the instructor to make up missed lab time or for extra support if required. Appointments will be booked on days when labs are available After hours lab access if student requires more time to practice
35.	Procedures in place to screen students 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. Students and employees are expected to self assess daily, and the BCCDC self-assessment tool can be used to support this. Posters will be posted on all lab and office doors Students will be asked for the self assessment results prior to entering the lab or the computer lab each time they enter the rooms
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"/>	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. Information will be made available to all staff and students.
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"/>	Refer to the COVID-19 Pandemic Scenario Playbook for more information. Confirm if the person is aware of self-isolation requirements and protocols . Do not come to campus and self isolate for the specified time.
38.	Provisions made for students to maintain same lab/class cohort throughout the Term.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Schedule has been changed to ensure students only come to campus one day per week. There is very limited cross over between sets in the halls of SW01 fourth floor. Holding rooms have been requested for students in between x-ray labs and MRAD 4200 labs.
39.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
PERSONAL PROTECTIVE EQUIPMENT (PPE)					
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"/>	<i>List the ppe and tasks/activities it is required for:</i> Gloves required for peer to peer contact and common touch points on imaging equipment during positioning. Also keyboard and mouse use during labs. Disposable masks and face shields/safety glasses for close contact during positioning and image critique. Disposable gowns required for contact when positioning torso. Disposable sheets to cover x-ray table and pillows
41.	Training is provided for the above PPE to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PPE donning and doffing videos will be added to MRAD 3211 course in the Learning Hub. Students are returning from two terms in the clinical environment where they are

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#	Control Measure	Yes	No	NA	Details (as per Directions)
					required to wear PPE. All instructors work or have worked in industry and are aware of donning and doffing procedures.
42.	Appropriate PPE for COVID-19 is available to be provided to students and employees. Supply requests emailed to ppe@bcit.ca .	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Based on circumstances allowed for in the BCIT COVID-19 Go-Forward Plan, Risk Assessment Matrix Summary.</p> <p>List PPE and tasks/activities required for:</p> <p>Positioning in the x-ray labs require masks, face shields or eye wear, disposable gowns, disposable sheets, gloves.</p> <p>Requirements for the term:</p> <ol style="list-style-type: none"> 1. Masks: 55 boxes of 50 2. Safety Glasses: 75 (75 students returning) 3. Gloves: 5 boxes (XL only) 4. Disposable gowns: 3 pack of 10 (L/XL only) 5. Disposable sheets: 4500 ft (how many feet/roll) for x-ray tables 6. Disinfectant wipes: 60 containers 7. Hand sanitizers: 50, 500 ml bottles
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"/>	<p>Post applicable signs in a visible location if ppe required.</p> <p>Use the Student Orientation checklist to assist orientation/training by instructors.</p> <p>Use the Employee Orientation checklist to assist orientation/training by their supervisors.</p> <p>Donning and doffing videos will be available to students prior to coming on to campus to attend labs. They will be directed to watch the videos provided and student checklists will be completed before day one. Students will be met at the lab and computer lab door to instruct students to wash hands and to don the mask provided. For the x-ray labs, students will be directed to their assigned rooms and to don their PPE</p>
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"/>	<p>Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s).</p> <p>Work requests to facilities regarding x-ray rooms will be submitted. The program specific x-ray equipment will be cleaned by the students after each use and at the end of the week by the instructors.</p> <p>Work request will also be submitted for any computer lab and holding room once assigned.</p> <p>Facilities work request: ?</p>
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>Cleaning Standard Operating Procedures have been located here. What are the cleaning products/materials:</p> <p>Would need to acquire suitable cleaning solution for computers and x-ray control panels, These can all be covered in plastic wrap for easy wiping and to protect against damage. X-ray cassettes (Disinfectant wipes are sufficient). Faculty is familiar with cleaning protocols from clinical practice.</p>



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#	Control Measure	Yes	No	NA	Details (as per Directions)
					What ppe is required: Gloves, Disinfectant wipes.
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"/>	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. Sufficient hand washing stations available in SW01-4035. Include one sink in the common area and hand sanitizer in everyone room. Currently students will be asked to use the available washroom to wash hands prior to starting labs and after lab is finished and cleaning has been completed.
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"/>	Sink Location: <u>SW01-4035</u> Stocked with soap <input checked="" type="checkbox"/> <input type="checkbox"/> paper towel <input checked="" type="checkbox"/> <input type="checkbox"/> Where available. Sufficient in SW01-4035; no sink available for SW01-4044 or 4048. Students being directed to wash hands in washroom. Set sizes exceed the 8 students to one sink protocol. Hand sanitizer is available in x-ray room and computer labs and by elevators in SW01 fourth floor.
49.	Hand sanitizing station(s), stocked, and have been identified to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ABHS (Alcohol-Based Hand Sanitizer): Location(s) <u>1</u> bottle per x-ray room in addition to one bottle shared between 2 x-ray rooms _____ Hand sanitizer is available in every x-ray room and outside in the main lab areas. Hand sanitizer can be made available in each computer lab once assigned. Will hand sanitizer be refilled by department: <input checked="" type="checkbox"/> <input type="checkbox"/> If No, Do not have freestanding hand sanitizing stations, but hand sanitizer is available in each room and common area of lab. It is part of the student's assessment for each positioning lab to demonstrate hand washing by using the hand sanitizer. We also teach the 4 moments of hand hygiene promoted by the Imaging departments in the Health Authorities.
50.	All Safety Data Sheets (SDS) and cleaning procedures used are found here .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If not, describe: Kept in the main lab area.
51.	The area(s) have been decluttered so that cleaning is simplified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tables and chairs have been removed from main lab area. Bench seating in SW01 fourth floor hallway have been placed one on top of the other and taped off. Microwave and table have been removed from hallway outside of SW1 4056.
52.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Barriers can become contaminate if they are a touch point or if the contaminated with droplets by e.g. coughing or sneezing.
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"/>	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): Students, under the supervision of the instructors will be cleaning and disinfecting common touch points after each student finishes their required tasks, for each lab. Lab

COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
					instructor will clean common touch points and specialty equipment in each x-ray room on Wednesdays as part of lab set up for Thursdays and Fridays.
54.	Storage space for personal articles have been identified and are cleaned regularly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>Who will clean:</i> Students and instructors after each lab.</p> <p><i>Where is the storage:</i> I understand lockers will not be available. Shelf space has been set aside in the positioning room.</p>
55.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
AUDIT AND CONTINUOUS IMPROVEMENT					
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"/>	<p><i>Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often?</i> The lead lab instructors (Ray, Francine/Hillgan) will be responsible to ensure that the Safety plan is posted and that all control measures and safety protocols are adhered to. Weekly audits for both SW01 4035/4044/4048 and computer labs completed by course instructors. To include attendance.</p>
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"/>	<p><i>Who conduct the audits and how often?</i> PH or Designate to conduct audit once a month.</p>

APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name	Position	Date
		Associate Dean	September 23, 2020 Amendment approved November 26, 2020
EOC	Name	Position	Date
		EOC Director	December 14, 2020