

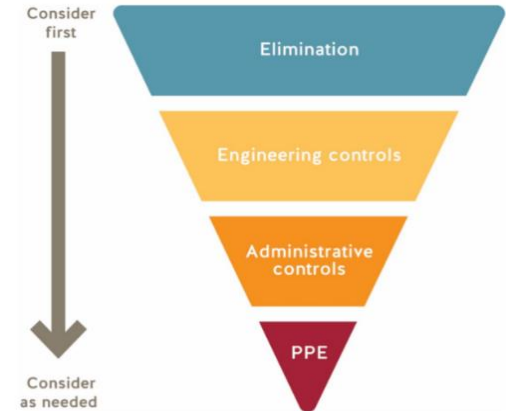


BCIT COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

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:	School of Health Sciences Dean's Suite and Operations		
<i>How many of your employees will be on campus:</i>	<i>Varies by day</i>	<i>What is the total number of your employees:</i>	19
Start date:	We've had a continuous presence on campus and previously approved return to campus plan #67		End date: Ongoing
Completed by:	Name Dylan Rickard	Position Associate Director, Operations	Date Sep 30, 2020



ROOM INFORMATION

In this section, please identify all of the rooms that will be used by employees. NOTE: Common areas are covered by the BCIT COVID-19 Go-Forward Plan.			
Campus/ Building	Room Number <small>Floor Plans found here</small>	Type of Space <small>Include washrooms and meeting rooms</small>	Capacity <small>Current capacity due to COVID-19</small>
Burnaby SW03	3091	Shared office used by marketing team	1
	3093	Individual office	1
	3705	Shared office used by operations team and other personnel	4 with present configuration. Can increase to 6 with placement of barriers.
	3715	Shared cubicle	1
	3725	Cubicle	1
	3716	Cubicle	1
	3785, 3771, 3765, 3735, 3731, 3721, 3711	Individual offices	1 per office



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	3745	Boardroom	Not in use. We use this as a one-way hallway in conjunction with 3755
	3755	Resource / lunch room	1
	3775	Cubicle	1

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.

The Dean, Associate Deans, and Managers attend on campus as needed. Administrative Assistants attend on campus on a rotating schedule to provide a minimum level of support for any management on site, to process any paper documents received, and to receive any deliveries. We use a rotating schedule for Administrative Support and Marketing and Communications staff to keep occupancy at a minimum. Operations personnel work remotely and attend campus only if required and in accordance with a schedule system to minimize occupancy.

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.

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8. Once approved, the COVID-19 Safety Plan is posted in all work areas identified within this plan.

Note: The workspaces cannot be used until all applicable control measures are in place and Safety Plan is approved. For additional resources the [Risk Assessment Controls Guidance and Hierarchy of Controls](#). For assistance email ssemohs@bcit.ca.

#	Control Measure	Yes	No	NA	Details (as per Directions)
ELIMINATION					
1.	Room(s) set up to allow for 2 metres physical distancing during work. Note: Contact returntocampus@bcit.ca for room capacity and layout if needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exceptions allowed as per BCIT COVID-19 Go-Forward Plan , Risk Matrix Summary (explain): Our offices and resource room have a maximum capacity of 1 person. No meetings are permitted in our meeting room and signage has been posted. This permits appropriate physical distancing in each room.
2.	Work stations are set-up to allow for 2 metres physical distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exceptions allowed as per BCIT COVID-19 Go-Forward Plan , Risk Matrix Summary (explain): We have put in place a maximum capacity of 1 person per cubicle including the shared cubicle in SW3-3705 and SW3-3715. For some of the adjacent cubicles 2 metre distancing is not possible and so we rely on barriers.
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"/>	Management work remotely and come onto campus on an ad hoc basis. Some BCGEU staff are working entirely remotely. The remaining BCGEU staff are working on campus part of the time, following a rotating schedule to reduce occupancy. Any shared offices and shared cubicles have a maximum capacity of 1 person and employees sharing work spaces are scheduled to ensure no more than one person on site at a time.
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"/>	For the resource room we have set a maximum capacity of 1 person. We have also implemented one-way traffic flow using our meeting room as the return route. We have put in place signage to remind of cleaning protocols for shared surfaces and we have provided a wash station, soap, water, paper towel, sanitizer spray, and sanitizing wipes.
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"/>	Signs or arrows on the floor identifying directions. Directional signage is in place for our boardroom and resource room including wall signage and floor markings.
6.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If yes, Washroom occupancy limit <u>1</u> Washrooms are in the corridors of SW03 3 rd floor and BCIT Facilities and Campus Development have set occupancy limits and posted signage.

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#	Control Measure	Yes	No	NA	Details (as per Directions)
7.	Water fountains are put out of use, and only touchless water bottle filling station available.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>No touchless stations are present however we have a kitchen. We have safe work procedures documented for using and sanitizing the office water dispenser and those procedures are posted by the water dispenser. Sanitizing wipes are located in the room, as is a sink with soap, and all staff are instructed to sanitize every surface that they touch.</i>
8.	Mobile fans have removed or put out of service.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9.	Break areas for employee use has 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? Occupancy limit_____ If there is an occupancy limit, is a sign posted? Y <input type="checkbox"/> N <input type="checkbox"/> Employees are to take their breaks at their workstations or leave the area.</i>
10.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	<p>See the final page of this document for barrier requirements and locations. In the risk assessment and walk through with space management, SW3-3725 and 3715 were identified as areas where maintaining 2m distancing between those transiting the hall way and those occupying the cubicles is a challenge. A combination of floor markings around SW3-3725 and barriers around 3725 and 3715 is used to control exposure. An additional barrier is in place between the occupant of SW3-3715 and SW3-3725 as those two work stations are less than 2 m apart. As discussed above, through maximum occupancy and scheduling we ensure that the shared work station of SW3-3715 is never occupied by more than one person at a time.</p> <p>In SW3-3705, a walk through with Space Management determined that some of the workstations less than 2 m apart. A subsequent walk through with OH&S identified that the existing cubicle walls are a sufficient barrier given the height of the employees who work in SW3-3705.</p> <p>To account for the possibility of visitors while the cubicle immediately next to the entrance of SW3-3705 is in use, a future barrier location is identified in the drawing. That particular workstation however is not in use and the whole of 3705 is operating at reduced occupancy through the use of scheduling. So at this time, that barrier is not required.</p>
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Barriers are all desktop mounted or mounted to the tops of cubicles.
13.	The impact on ventilation requirements have been considered if there's been a significant use change for the space.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Complete a Facilities and Campus Development work requisition for assessment, as needed.</i>
14.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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#	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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In place in the corridors around 3715 and 3725
16.	Posted: Hand washing sign(s) Item 29B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>In place in the resource room</i>
17.	Posted: Health screen sign(s) Item 3C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>In place at the main points of entry</i>
18.	Posted: Hand washing sink location sign(s) Item 14A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Known to all who work in the space</i>
19.	Posted: Hand sanitizing station location sign(s) Item 13A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Known to all who work in the space</i>
20.	Posted: Protect yourself sign(s) Item 21A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
21.	Posted: Occupancy limit of this room sign(s) Item 37A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Posted at both entry points to our resource room. Other areas are controlled through scheduling.</i>
22.	Posted: Other signs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Please list: We have posted signage reminding that the boardroom is not to be used for meetings and doors are to remain open. We have posted signage in the resource room reminding users to sanitize any surfaces they touch. We have posted signage at the water dispenser with instructions on how to safely use the dispenser. We have disconnected most shared printers to reduce movement of personnel within 3715, 3725, and 3705 and posted signage on those printers.</i>
ORIENTATION AND TRAINING (ADMINISTRATIVE)					
23.	Routine safety discussions held to review control measures and safety protocols.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	This occurred numerous times over the summer. Personnel are familiar with the plan. New employees who have moved into the area in the past month have all received explanations of the safety plan, procedures and the scheduling system.
24.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Yes all have completed this training.</i>
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 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>Employees are reminded not to use shared supplies and to sanitize any shared surfaces they touch (such as the printer and the counter tops). Signage reminding them of this is in place in the resource room.</i>
28.	Papers and items are not physically passed between employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If items are provided, they are cleaned between employee use or disposed, or other control measures are in place – Describe:</i>

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#	Control Measure	Yes	No	NA	Details (as per Directions)
					<i>Employees are reminded not to use shared supplies and to sanitize any shared surfaces they touch (such as the printer and the counter tops). Signage reminding them of this is in place in the resource room.</i>
29.	Employees have dedicated tools/equipment, e.g., items are not shared between employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Explain: We can clean our common touch points and have provisioned sanitizer and sanitized clothes accordingly. Furthermore, we have access to our own sink and soap for handwashing when needed.</i>
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>Every employee has their own workstation and supplies with one exception. Two employees share a workstation in 3091. We use scheduling to ensure that multiple days pass between either employee being present in that space.</i>
32.	Single-use (disposable) products are used where feasible.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
33.	Procedures in place to screen employees on a daily basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>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.</i>
34.	There is a procedure in place if an employee becomes ill on campus.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>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.</i>
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"/>	<i>Refer to the COVID-19 Pandemic Scenario Playbook for more information. Confirm if the person is aware of self-isolation requirements and protocols.</i>
36.	Provisions made for employees to work in cohorts.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>We are using a combination of physical distancing, barriers, reduced occupancy, scheduling instead of cohorts.</i>
37.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PERSONAL PROTECTIVE EQUIPMENT (PPE). Refer to the PPE Flowchart to determine what PPE is required for COVID-19 purposes.					
38.	Appropriate PPE for the hazards of employee tasks are available to be provided (non-COVID-19 related ppe).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>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):</i>
39.	Training is provided for the above PPE to employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>No PPE required in 38 above. Staff are wearing their own masks in common areas such as hallways and the resource room per BCIT's recommendations.</i>
40.	Appropriate PPE for COVID-19 is available to be provided to employees. Supply requests emailed to ppe@bcit.ca .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Based on circumstances allowed for in the BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary.</i>

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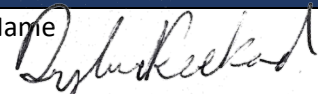
#	Control Measure	Yes	No	NA	Details (as per Directions)
					<p>List PPE and tasks/activities required for and provide the quantity and unit of measure, if applicable (e.g. 2 boxes of 20 each box):</p> <p><i>Oxivir disinfectant wipes – 10 packs of 160</i></p> <p><i>Soap for the soap dispenser in our kitchen area, replenished as needed by custodial</i></p> <p><i>Hand sanitizer – 70% 473 ml – 4 bottles</i></p> <p><i>Staff are wearing their own masks in common areas such as hallways and the resource room per BCIT's recommendations.</i></p>
41.	PPE safe donning, doffing, disposal, and disinfecting instructional materials are available for employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Post applicable signs in a visible location if ppe required.</p> <p>Use the Employee Orientation checklist to assist orientation/training by their supervisors.</p>
42.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CLEANING					
43.	Facilities is aware of the cleaning needs for the area. Facilities work requests have been submitted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s). WR1451694</p>
44.	Training will be provided to employees performing cleaning duties and cleaning materials have been provided.	<input 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><i>Sanitizing wipes provided per BCIT online inventory.</i></p> <p>What ppe is required:</p> <p><i>None</i></p>
45.	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"/>	<p>Consider time it will take for hand washing to take place, to determine what is e.a. sufficient number of hand wash stations.</p> <p><i>We have a sink with towel dispenser and soap dispenser in room 3755, as well as washrooms in the corridor nearby.</i></p>
46.	Handwashing station(s), stocked, easily accessed, and have been identified to employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Sink Location: <u>3755</u></p> <p>Stocked with soap Y <input checked="" type="checkbox"/> N <input type="checkbox"/> paper towel Y <input checked="" type="checkbox"/> N <input type="checkbox"/></p>
47.	Hand sanitizing station(s), stocked, and have been identified to employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>ABHS (Alcohol-Based Hand Sanitizer): Location(s) _____</p> <p>Will hand sanitizer be refilled by department: Y <input type="checkbox"/> N <input checked="" type="checkbox"/></p> <p>If No, describe:</p>



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#	Control Measure	Yes	No	NA	Details (as per Directions)
48.	All Safety Data Sheets (SDS) and cleaning procedures used are found here .	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>If not, describe:</i>
49.	The area(s) have been decluttered so that cleaning is simplified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>We have removed clutter and also removed old posters to ensure COVID signage is more effective.</i>
50.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Barriers can become contaminate if they are a touch point or if the contaminated with droplets by e.g. coughing or sneezing. Barriers are not a touch point.</i>
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"/>	<i>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): This is a concern in room 3755 and signage is posted and wipes have been provided.</i>
52.	Storage space for personal articles have been identified and are cleaned regularly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Who will clean: Staff are the only ones using their offices and workstations and are responsible for sanitizing as needed. Where is the storage: Staff will store items in their own offices or workstations.</i>
53.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
AUDIT AND CONTINUOUS IMPROVEMENT					
54.	There is a plan to conduct regular inspections of all control measures and safety protocols to ensure they are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often? On a weekly basis the on-site Administrative Assistant conducts a safety inspection using a controls checklist, which is reviewed by the Associate Director, Operations.</i>
55.	Audits of inspections are planned to ensure that control measures continue to be effective.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Who conduct the audits and how often? On a monthly basis the Associate Director, Operations conducts an audit.</i>

APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name 	Position Dylan Rickard, Associate Director Operations	Date Oct 23, 2020



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EOC	Name Glen Magel	Position EOC Director	Date November 6, 2020
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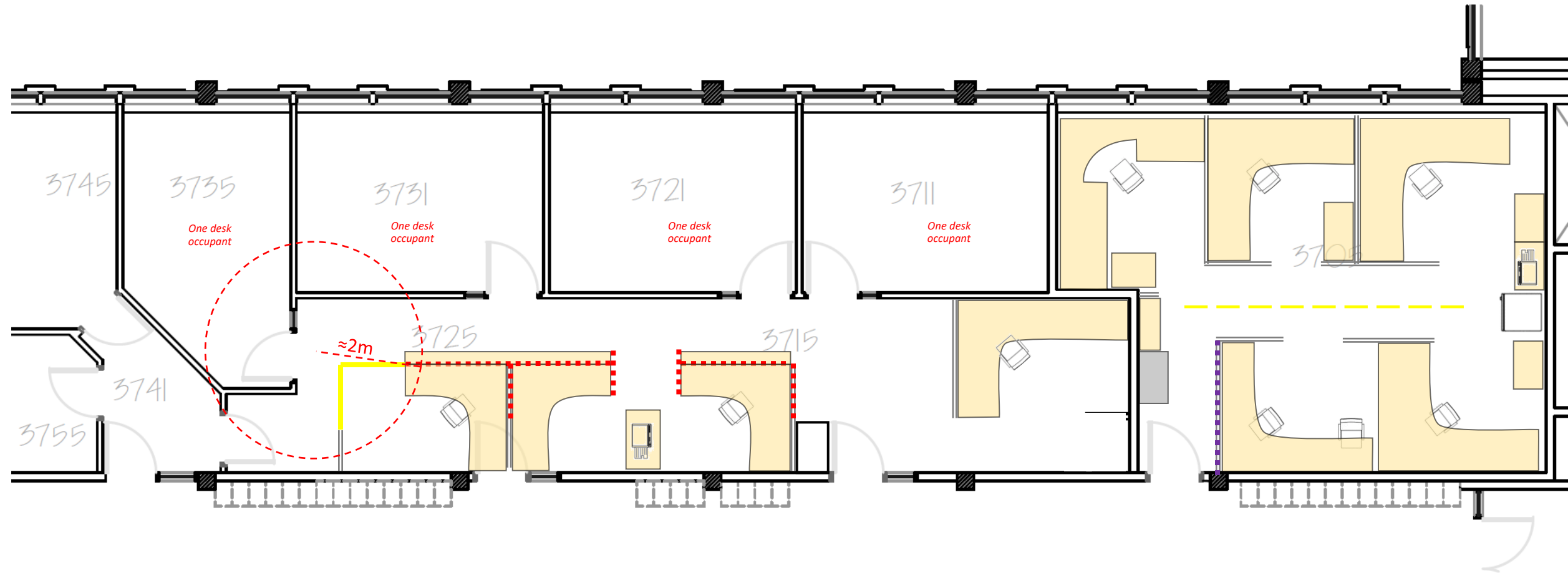
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SW03-37XX Administrative Block – SoHS Dean’s Office (AD & Support Staff)

Notes: This wing of the School of Health Sciences Dean’s Office can accommodate 13 persons. However, consideration should be given to reducing capacities to reduce potential for accidental instances of breaching physical distancing.

Legend:

- Floor height barrier
- Barrier atop existing furniture to extend to 6.5’/7’
- Floor line guide
- ≈2m
- Future barrier if cubicle returned to use





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