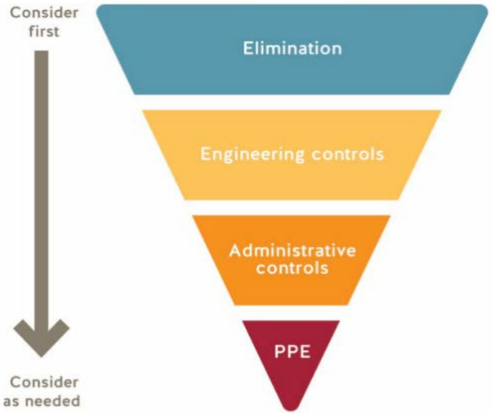
BCIT COVID-19 SAFETY PLAN
ACADEMIC SPACES

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:	**SOHS—HSIP 1000 Health Science Interprofessional Patient Care course**		
Proportion of program offered on campus:	HSIP 1000 is an Interprofessional course. The students enrolled in this course in the Winter 2021 term are from the Nuclear Medicine, Radiation Therapy and Biomedical Engineering programs.		
Start date:	January 4 ,2021	**End date:**	March 12, 2021
# of students:	56	**# of employees:**	3
Completed by:	Name Debbie Shaw	Position Program Head, Nuclear Medicine Program	Date November 2, 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 here	Type of Space Include washrooms and breakout rooms	Capacity Current capacity due to COVID-19
SE 12	412 A/B	Lab teaching space with some fixed furniture	8 students per session 1 faculty per session (4 students in A and 4 students in B with 1 faculty in between rooms)
SE12	417 A/B	Lab teaching space with some fixed furniture	8 students per session 1 faculty per session (4 students in A and 4 students in B with 1 faculty in between rooms)
SW3	4675/4695	Lab teaching space with some fixed furniture	8 students per session 1 faculty per session(4 students in 4645 and 4 students in 4675 with 1 faculty in between rooms)
SE12	406	Lab teaching space with some fixed furniture	4 students + 1 faculty depending on set up arrangements

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).

HSIP 1000 Health Sciences Interprofessional Patient Care course for winter 2021 includes students from **Nuclear Medicine (16 students), Radiation Therapy (12 students) and Biomedical Engineering (28 students).**

HSIP 1000 Health Sciences Interprofessional Patient Care course is designed as a blended course. The theory content is online along with a couple virtual labs. For example, students are supplied with a sterile tray, which they practice using at home and using the video assignment record themselves opening a sterile tray correctly. For hands-on learning outcomes that cannot be replicated online, students will come to campus for hands-on skilled based labs:

- Hand washing and PPE equipment
- Patient Assessment
- Moving and Transporting patients
- Consolidation Simulation Lab

To keep students in their existing program cohorts, it was decided that all the labs with the exception of the "Consolidation Simulation Lab" will be delivered by each program separately. For example Radiation Therapy will use SE 12 417 A/B on Mondays 1230 to 1430 (4 students in A and 4 students in B with one instructor in between the rooms per session), Biomedical Engineering will use a combination of SE12 417 A/B and SW3 4645/4675 on Mondays 1230 to 1630 (4 students in each room with one instructor in between the two rooms per session) and Nuclear Medicine will use SE 12 406 on Thursdays 0900 to 1300 (4 students at a time with 1 instructor).

The Consolidation Simulation Lab will be conducted with the students in their IPE groups. Note there will be mixing of the 3 program's cohorts into 14 groups of 4. The Simulation lab will be Monday March 1 from 1230 to 1730. SE 12 412 A/B will be used for simulation and SE 12 417 A/B will be used for pre-brief and de-brief. Each session will have 8 students and 2 instructors.

Note: for all labs, students and instructors will be wearing full PPE. As much as possible students will be 2m apart however, students will be practicing the hands-on skills on each other thus the need for PPE.

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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.*
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.	☒		☐	*Exceptions allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary (explain):* Students will be wearing full PPE and maintaining 2m distance between each other except when performing hands-on skills that requires a student as a patient for practice. During the lab students will be able to exit lab to use the washroom and still maintain 2m Physical distance.
2.	Demonstration, work and assessment stations are set-up to allow for 2 metres physical distancing.	☒	☐	☐	*Exception allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary (explain):*

3.	Identified area(s) where students wait outside of teaching space until allowed inside by instructor.	☐	☒	☐	All sessions will end 5-10 minutes early to allow for cleaning between sessions and prompt departure of students from skills lab. Students have also been asked to arrive promptly at their appointed time, if early to wait outside building (or in cars) to limit/ discourage gathering in hallways. There is enough room for 8 students to enter lab directly. They will walk into the lab, use hand sanitizer and go directly to their designated area.
4.	Work has been scheduled to minimize numbers of individuals on campus at one time.	☒	☐	☐	
5.	In shared spaces, safety protocols have been put in place to reduce close contact between users.	☒	☐	☐	Students/faculty informed to practice physical distancing and strongly encouraged to wear a non-medical grade mask when on campus. Occupancy limits, directional paths and designated entrances/exits will be posted/marked.
6.	Movement within the room is identified, such as with directional arrows, for walkways and entrances/exits.	☒	☐	☐	Directional paths to be marked with tape for each room identified.
7.	Water fountains are put out of service, and only touchless water bottle filling station available.	☐	☐	☒	No water fountain stations are within our area. However our hand washing sink (only have 1) is not touchless.
8.	Mobile fans have been removed or put out of service.	☐	☐	☒	No mobile fans
7.	Washrooms have been identified.	☒	☐	☐	*If yes, Washroom occupancy limit is 2 SE 12 fourth floor washrooms for women, occupancy 1 for mens*
8.	Break area(s) for student use have been identified.	☐	☒	☐	
9.	Break areas for employee use have been identified.	☐	☒	☐	
10.	Other:	☐	☐	☒	
ENGINEERING CONTROL MEASURES					
11.	Barriers are implemented to separate work areas or walk ways, when physical distancing not practical.	☒	☐	☐	
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	☒	☐	☐	
13.	The impact on ventilation requirements have been considered if there's been a significant use change for the instructional space.	☐	☐	☒	*Complete a Facilities and Campus Development work requisition for assessment, as needed.* No significant change for the instructional space.
	Other:	☐	☐	☒	
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	☒	☐	☐	
14.	Posted: Hand washing sign(s) Item 29B	☒	☐	☐	
15.	Posted: Health screen sign(s) Item 3C	☒	☐	☐	

16.	Posted: Hand washing sink location sign(s) Item 14A	☒	☐	☐	
17.	Posted: Hand sanitizing station location sign(s) Item 13A	☒	☐	☐	
18.	Posted: Protect yourself sign(s) Item 21A	☒	☐	☐	
19.	Posted: Occupancy limit of this room sign(s) Item 37A	☒	☐	☐	
20.	Posted: Other signs	☒	☐	☐	*Please list: exit only, entrance only, clean regularly touched items, area closed, and traffic signs*
ORIENTATION AND TRAINING (ADMINISTRATIVE)					
21.	Routine safety discussions held to review control measures and safety protocols.	☒	☐	☐	The HSIP 1000 team will review control measures and safety protocols to ensure compliance
22.	All students have completed the online COVID-19 Pandemic On-Campus Guidelines training.	☒	☐	☐	Students have been sent link to training and instructions to complete. Pandemic Training will be added to Instructor Collection Form. Students will show completion badge to instructor will check form as complete
23.	COVID-19 safety Site orientation for students has been developed and posted in the Learning Hub.	☒	☐	☐	Located in the LH HSIP 1000 course. Students will review prior to on-campus labs.
24.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training.	☒	☐	☐	
25.	All employees have completed the online New Employee Orientation module.	☒	☐	☐	*New and Returning Employee Orientation Checklist found here.* *Each employee to save the checklist to their online New Employee Orientation course*
26.	Other:	☐	☐	☒	
RULES AND GUIDELINES (ADMINISTRATIVE)					
27.	All unnecessary and self-serve items have been removed from the spaces. *e.g., pens, paper, etc.*	☒	☐	☐	All supplies asked for prior to class and stocked at each workspace
28.	Doors that students are to use to enter and exit have been clearly identified.	☒	☐	☐	Signs or arrows on the floor
29.	Handouts, papers, and items are not physically provided to students.	☒	☐	☐	Hand outs given electronically
30.	Students have dedicated tools/equipment, e.g., items are not shared between students.	☒	☐	☐	
31.	If cleaning common touch points or tools/equipment not practical, then it is identified when hands are washed/sanitized before and after use.	☒	☐	☐	*Explain:*

32.	Work spaces/stations are dedicated for an individual or group use and not shared with others.	☒	☐	☐	
33.	Single-use (disposable) products are used where feasible.	☒	☐	☐	

#	Control Measure	Yes	No	NA	Details (as per Directions)
34.	Measures are in place to accommodate student sick at home.	☒	☐	☐	Accommodation plan : Each situation will be evaluated on a case by case basis with the priority of an opportunity to repeat practical skills on campus. The program will work with the student to ensure learning outcome is achieved.
35.	Procedures in place to screen students on a daily basis.	☒	☐	☐	*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.* Screening and attendance will be taken by instructor prior to start of lab.
36.	There is a procedure in place if a student or employee becomes ill on campus.	☒	☐	☐	*Refer to the COVID-19 Pandemic Scenario Playbook for more information. If the person is reporting symptoms, ask them to avoid others and return home. If they require immediate medical attention, call First Aid and 911.* Students are asked not to attend if they are ill.
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.	☒	☐	☐	*Refer to the COVID-19 Pandemic Scenario Playbook for more information. Confirm if the person is aware of self-isolation requirements and protocols.*
38.	Provisions made for students to maintain same lab/class cohort throughout the Term.	☒	☐	☐	Students remain in their program cohorts expect for the Simulation lab where they will be assigned into IPE groups for this one lab.
39.	Other:	☐	☐	☒	
PERSONAL PROTECTIVE EQUIPMENT (PPE).	**Refer to the PPE Flowchart to determine what PPE is required for COVID-19 purposes.**				
40.	Appropriate PPE for the hazards of employee and student tasks are available to be provided (non-COVID-19 related ppe).	☒	☐	☐	*List the ppe and tasks/activities it is required for, and provide the quantity and unit of measure, if applicable (e.g. 2 boxes of 20 each box):* 2 boxes of medical masks (50/box), 6 boxes of gloves (100/box)
41.	Training is provided for the above PPE to students and employees.	☒	☐	☐	
42.	Appropriate PPE for COVID-19 is available to be provided to students and employees. Supply requests emailed to ppe@bcit.ca.	☒	☐	☐	*Based on circumstances allowed for in the BCIT COVID-19 Go-Forward Plan, Risk Assessment Matrix Summary.* *List PPE and tasks/activities required for and provide the quantity and unit of measure, if applicable (e.g. 2 boxes of 20 each box):* 2 boxes medical masks (50/box), 4 packages of 10 face shields, 4 boxes gloves (100/box), 2 containers disinfectant wipes (160/container) and 3 (500ml) hand sanitizers or 1 refill

43.	PPE safe donning, doffing, disposal, and disinfecting instructional materials are available for students and employees.	☒	☐	☐	*Post applicable signs in a visible location if ppe required.* *Use the Student Orientation checklist to assist orientation/training by instructors.* *Use the Employee Orientation checklist to assist orientation/training by their supervisors.*
44.	Other:	☐	☐	☒	
CLEANING					
45.	Facilities is aware of the cleaning needs for the area. Facilities work requests have been submitted.	☒	☐	☐	*Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s).* We have submitted a facility work request.
46.	Training will be provided to faculty and students performing cleaning duties and cleaning materials have been provided.	☒	☐	☐	Lab equipment cleaned with bleach solution. Manikins to be cleaned with warm soapy water. Lysol/Alcohol wipes for other hard surface items. This is common practice pre-pandemic for patient care students.
47.	Assessment of sufficient number of hand wash stations conducted, and an appropriate number of handwashing stations are available	☒	☐	☐	*Consider time it will take for hand washing to take place, to determine what is e.a. sufficient number of hand wash stations. 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.*
48.	Handwashing station(s), stocked, easily accessed, and have been identified to students and employees.	☒	☐	☐	Handwash stations located in each lab room, stocked (soap and paper towel) by lab technicians *Stocked with soap Y ☒ N ☐ paper towel Y ☒ N ☐*
49.	Hand sanitizing station(s), stocked, and have been identified to students and employees.	☒	☐	☐	Hand sanitizing stations located in all lab areas *Will hand sanitizer be refilled by department: Y ☒ N ☐* *If No, describe:*
50.	All Safety Data Sheets (SDS) and cleaning procedures used are found here.	☒	☐	☐	*If not, describe:*
51.	The area(s) have been decluttered so that cleaning is simplified.	☒	☐	☐	
52.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	☒	☐	☐	Any barriers (hard surfaced, eg. Plexiglass) can be cleaned with 70% isopropyl alcohol/Lysol wipes between and during uses.
53.	Common touch points and tools/equipment that must be shared are identified and cleaned between students and classes.	☒	☐	☐	Lab equipment cleaned by instructor/staff and students.
54.	Storage space for personal articles have been identified and are cleaned regularly.	☒	☐	☐	*Who will clean*: Each student will have individual area and they are required to clean. SE12 406 on desks
55.	Other:	☐	☐	☒	

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.	☒	☐	☐	*Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often?* Instructor(s) will check that control measures and safety protocols are in place prior to each lab.
57.	Audits of inspections are planned to ensure that control measures continue to be effective.	☒	☐	☐	*Who conduct the audits and how often?* Once per month Program Head (Debbie Shaw) will ensure control measures and safety protocols are continuing to be effective.

APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name 	Position Associate Dean	Date November 2nd, 2020
EOC	Name *Glen Magel*	Position EOC Director	Date November 11, 2020