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:	**Financial Services**		
Anticipated # of employees on campus daily when scheduled:	*Up to nine (9) maximum*	*What is the total # of employees:*	37
Start date:	January 1/21	**End date:**	**Ongoing**
Completed by:	Name Kathy Roberts	Position Senior Director, Financial Services	Date November 24/20
Replaces	**RTC Safety Plan #:**	68	
	GFP Safety Plan #:		

Consider first

Elimination

Engineering controls

Administrative controls

PPE

Consider as needed

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 Floor Plans found here	Type of Space Include washrooms and meeting rooms	Capacity Current capacity due to COVID-19
Burnaby, SW01 Financial Services	Third Floor	Offices – individual office, workstations, shared open space	25% of 37 = 9 maximum

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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.
Where employees can work remotely, they will continue to do so. Staff need to come to campus to produce cheques (AP and payroll), receive and deposit payments received by mail, print and file records (primarily payroll), receive supplies and complete IT processes (i.e. fix printers). The front counter is closed to the community.

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.   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.*

COVID-19 SAFETY PLAN
ADMINISTRATIVE SPACES

#	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.	☒	☐	☐	*Exceptions allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary (explain): No exceptions noted or requested. When staff are working in common areas, they will maintain the minimum 2m distance.*
2.	Work stations are set-up to allow for 2 metres physical distancing.	☒	☐	☐	*Exceptions allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary (explain): No exceptions noted or requested. Staff will occupy stations to allow 2m distance. We will add barriers between to ensure the space is always maintained.*
3.	Work has been scheduled to minimize numbers of employees on campus at one time.	☒	☐	☐	*Limiting the number of staff in the office to no more than 25% (9 people)*
4.	In shared spaces, safety protocols have been put in place to reduce close contact between users.	☒	☐	☐	*Limiting the number of staff in the office, making use of directional arrows, ensuring 2m min spacing between workstations in use*
5.	Movement within the room is identified, such as with directional arrows, for walkways and entrances/exits.	☒	☐	☐	*Directional arrows are in place where it makes sense. Some corridors will have signage indicating two directional traffic.*
6.	Washrooms have been identified.	☒	☐	☐	*If yes, Washroom occupancy limit __2___*
7.	Water fountains are put out of use, and only touchless water bottle filling station available.	☐	☒	☐	*Water dispenser in the Financial Services kitchen has a tap that is operated by touch. Wipes are located beside the dispenser to wipe the tap down after each use.*
8.	Mobile fans have removed or put out of service.	☐	☐	☒	*No mobile fans in use.*
9.	Break areas for employee use has been identified.	☒	☐	☐	*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 ☐ N ☐ Staff are encouraged to take breaks at their desk*
10.	Other:	☐	☐	☒	
ENGINEERING CONTROL MEASURES					
11.	Barriers are implemented to separate work areas or walk ways, when physical distancing not practical.	☒	☐	☐	*Barriers will be ordered to ensure separation between workstations.*
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 space.	☐	☐	☒	*Complete a Facilities and Campus Development work requisition for assessment, as needed.*
14.	Other:	☐	☐	☒	

#	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	☒	☐	☐	Signage throughout the office
16.	Posted: Hand washing sign(s) Item 29B	☒	☐	☐	*Signage throughout the office*
17.	Posted: Health screen sign(s) Item 3C	☒	☐	☐	*Signage throughout the office*
18.	Posted: Hand washing sink location sign(s) Item 14A	☒	☐	☐	*Signage in place*
19.	Posted: Hand sanitizing station location sign(s) Item 13A	☒	☐	☐	*Signage throughout the office*
20.	Posted: Protect yourself sign(s) Item 21A	☒	☐	☐	*Signage throughout the office*
21.	Posted: Occupancy limit of this room sign(s) Item 37A	☒	☐	☐	*Will be posted at the entrances to the office*
22.	Posted: Other signs	☐	☐	☒	*Please list:*
ORIENTATION AND TRAINING (ADMINISTRATIVE)					
23.	Routine safety discussions held to review control measures and safety protocols.	☒	☐	☐	*Protocols have been discussed with staff.*
24.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training.	☒	☐	☐	
25.	All employees have completed the online OHS New Employee Orientation module.	☐	☒	☐	*New and Returning Employee Orientation Checklist found here. Each employee to save the checklist to their online OHS New Employee Orientation course. This course is required to be completed by new employees and by employees working on campus.*
26.	Other:	☐	☐	☒	
RULES AND GUIDELINES (ADMINISTRATIVE)					
27.	All unnecessary and self-serve items have been removed from the spaces. *e.g., pens, paper, etc.*	☒	☐	☐	*Supplies of pens, paper, staples are stored in shared space and all employees are asked to wipe down cupboard handles with sanitizer after use. All other shared items have been removed.*
28.	Papers and items are not physically passed between employees.	☒	☐	☐	*If items are provided, they are cleaned between employee use or disposed, or other control measures are in place – Describe:*
29.	Employees have dedicated tools/equipment, e.g., items are not shared between employees.	☒	☐	☐	*Items that are shared (i.e. copier, printer) is wiped down with sanitizer after each use*
30.	If cleaning common touch points or tools/equipment not practical, then it is identified when hands are washed/sanitized before and after use.	☐	☐	☒	*Explain: There is no reason cleaning of touch points can't be done.*

#	Control Measure	Yes	No	NA	Details (as per Directions)
31.	Work spaces/stations are dedicated for an individual or group use and not shared with others.	☒	☐	☐	
32.	Single-use (disposable) products are used where feasible.	☒	☐	☐	
33.	Procedures in place to screen employees on a daily basis.	☒	☐	☐	*The health screen sign (Item 3C, BCIT online inventory, EOC approved signage) 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.* This has been communicated to staff.
34.	There is a procedure in place if an employee becomes ill on campus.	☒	☐	☐	*Refer to the Pandemic Scenario Response Plan 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.* This has been communicated to staff.
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.	☒	☐	☐	*Refer to the Pandemic Scenario Response Plan for more information. Confirm if the person is aware of self-isolation requirements and protocols.* This has been communicated to staff.
36.	Provisions made for employees to work in cohorts.	☐	☒	☐	The plan focusses on limiting the number of staff in the office and ensuring their workstations allow sufficient space for 2m distancing. Staff consider the entire department to be our "core bubble".
37.	Other:	☐	☐	☒	
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).	☒	☐	☐	*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):* Gloves, masks, sanitizer, disinfecting wipes and signage are available. Gloves are available for staff opening mail. Masks are available if staff forget to bring one. Sanitizer and wipes are available throughout the office in places that make sense (ie. Beside high touch points, entrances). Hazards are minimal, as staff are not interacting with others, internal or external to the department.
39.	Training is provided for the above PPE to employees.	☒	☐	☐	Use of the PPE has been explained to staff.
40.	Appropriate PPE for COVID-19 is available to be provided to employees. Supply requests emailed to ppe@bcit.ca.	☒	☐	☐	*Based on circumstances allowed for in the BCIT COVID-19 Go-Forward Plan, Risk 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):* See answer to 38 above.
41.	PPE safe donning, doffing, disposal, and disinfecting instructional materials are available for employees.	☒	☐	☐	*Post applicable signs in a visible location if ppe required.* *Use the OHS Employee Orientation checklist to assist orientation/training by their supervisors.*

#	Control Measure	Yes	No	NA	Details (as per Directions)
42.	Other:	☐	☐	☒	

CLEANING

#	Control Measure	Yes	No	NA	Details (as per Directions)
43.	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).* Cleaning occurs daily.
44.	Training will be provided to employees performing cleaning duties and cleaning materials have been provided.	☐	☐	☒	*Cleaning Standard Operating Procedures have been located here. What are the cleaning products/materials:* Cleaning is done by Best other than wiping down high touch points immediately after use. *What ppe is required:*
45.	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.* One station for hand washing for maximum nine employees is sufficient.
46.	Handwashing station(s), stocked, easily accessed, and have been identified to employees.	☒	☐	☐	*Sink Location:_____Kitchen_____* *Stocked with soap Y ☒ N ☐ paper towel Y ☒ N ☐* Touchless soap dispenser with antibacterial soap is available at the sink.
47.	Hand sanitizing station(s), stocked, and have been identified to employees.	☒	☐	☐	***ABHS** (Alcohol-Based Hand Sanitizer): Location(s)__Throughout the office* *Will hand sanitizer be refilled by department: Y ☒ N ☒* *If No, describe: Maintained by Facilities*
48.	All Safety Data Sheets (SDS) and cleaning procedures used are found here.	☒	☐	☐	*If not, describe:* Link has been added to the department Loop.
49.	The area(s) have been decluttered so that cleaning is simplified.	☒	☐	☐	
50.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	☒	☐	☐	*Barriers can become contaminate if they are a touch point or if the contaminated with droplets by e.g. coughing or sneezing.* Will be arranged when barriers are installed.
51.	Common touch points and tools/equipment, that must be shared are identified and cleaned between employees.	☒	☐	☐	*Cleaning/sanitizing procedures for common touch points and shared items are available and signs posted e.g. shared machinery, multifunction devices, photocopiers, equipment,*

#	Control Measure	Yes	No	NA	Details (as per Directions)
					tools, microwaves, kettles, eating surfaces, etc. Identify who will clean and how often (e.g. employees or cleaning staff):
52.	Storage space for personal articles have been identified and are cleaned regularly.	☒	☐	☐	*Who will clean:* Personal articles are kept at each person's workstation and each person is responsible to wipe down their workstation
53.	Other:	☐	☐	☒	

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.	☒	☐	☐	*Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often?* Managers will be responsible for regular inspections of control measures and safety protocols.
55.	Audits of inspections are planned to ensure that control measures continue to be effective.	☒	☐	☐	*Who conduct the audits and how often?* Director or acting director will be responsible to ensure inspections are occurring.

APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Kathy Roberts	Position Senior Director, Financial Services	Date November 24
EOC	Name *Glen Magel*	Position EOC Director	Date December 6, 2020

REVISION APPROVAL *(if applicable)*

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name	Position	Date
EOC	Name	Position	Date