

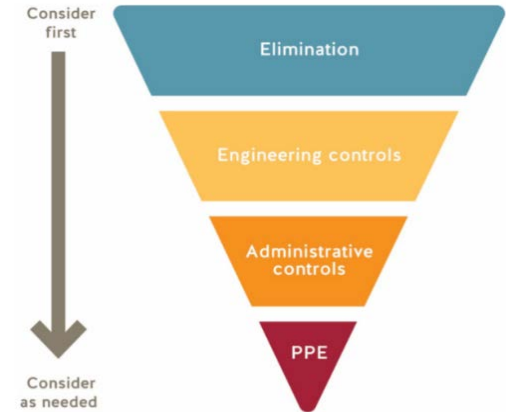


BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

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: | FSCT 8155, Forensic Biology: Evidence Recovery | | |
| | Programs: BSC in Biochemistry and Forensic Science, BTech in Forensic Science | | |
| Proportion of program offered on campus: | <i>All courses in these programs are being delivered online except for the lab portion of FSCT 8160, which is a PTS course available to students in both programs.</i> | | |
| Start date: | January 6, 2021 | End date: | March 31, 2021 |
| # of students: | 12 | # of employees: | 2 |
| Completed by: | Name Jason Moore and Jennifer Talman | Position Faculty, Forensics Associate Dean | Date October 21, 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> |
| Burnaby SW01 | 4015 | Laboratory | 14 (12 students + 2 instructors) |
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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).

This course requires the students to learn hands-on lab skills such as:

- Learning the proper screening techniques to identify body fluids on evidentiary samples.
- Learning the proper lab safety procedures for handling evidence and contamination prevention.
- Use of specialty equipment (e.g., microscopes, pipettes, alternate light sources) that are used in industry

These skills can not be taught online, as they require:

- practice to master the techniques
- use equipment / apparatus / instrumentation / chemicals that are only accessible in the lab
- use of a fume hood

All of the theory will be delivered online, with only the labs running face-to-face. Only half the class will be on campus each week with the other half of the class conducting online learning and then that second group will complete the lab the following week.

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.

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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 instruction and practice. Note: Contact returntocampus@bcit.ca for room capacity and layout if needed. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Workstations have been set up allowing 2 m between workstations, demonstration area and walkway. Where 2 m between workstations are not possible barriers have been setup for SW1-4015 (see appendix).</p> <p>In addition to the room being set up to allow for 2M distancing, staff will wear a face mask and move throughout the room in a way that maintains a safe 2M distance between themselves and students. In situations where close proximity is necessary for the lab activity (see section 42), staff will ensure they are wearing face masks.</p> <p>Students have designated workstations to conduct the lab activities. In cases where students need to move throughout the lab, they will follow the floor markings, and similar to staff, maintain a safe 2M distance between themselves and staff. In situations where close proximity is necessary for the lab activity (see section 42), students will ensure they are wearing face masks.</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"/> | as above |
| 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"/> | Instructors will inform students as to when to arrive to lab. The lab will be opened in advance of this time so that students may enter the lab directly without waiting in the hall. |
| 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"/> | The class will be split into two groups with only one group attending each week. |
| 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"/> | Only one student will use the shared space at a time with social distancing measures being employed. The practices in the shared spaces are similar to the ones outlined in Sections 1 and 6. Also, signage will be displayed as necessary. |
| 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"/> | Signs and arrows on the floor identify directions. |
| 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"/> | |

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| # | Control Measure | Yes | No | NA | Details (as per Directions) |
|-----|--|-------------------------------------|--------------------------|-------------------------------------|--|
| 8. | Mobile fans have been removed or put out of service. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 7. | Washrooms have been identified. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <i>If yes, Washroom occupancy limit <u>1</u></i> |
| 8. | Break area(s) for student use have been identified. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Students should attend full 3-hour lab evening sessions, but may go outside of lab to the hallway or outside, or go to the washroom if they need a break. |
| 9. | Break areas for employee use have been identified. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Instructor should attend full 3-hour lab evening session, but may go outside of lab to the hallway or outside, or go to the washroom if they need a break. |
| 10. | Other: | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" 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"/> | Where 2 m between workstations are not possible, barriers have been setup for SW1-4015 (see appendix). |
| 12. | Barriers are stable and do not introduce other safety hazards, e.g. tripping. | <input checked="" 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 type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Complete a Facilities and Campus Development work requisition for assessment, as needed. |
| | 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"/> | |
| 14. | Posted: Hand washing sign(s) Item 29B | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 15. | Posted: Health screen sign(s) Item 3C | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 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"/> | |
| 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"/> | |
| 20. | Posted: Other signs | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <i>Please list:</i> |

ORIENTATION AND TRAINING (ADMINISTRATIVE)

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| 21. | Routine safety discussions held to review control measures and safety protocols. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Instructors have been informed of the safety plan and protocols. |
| 22. | All students have completed the online Pandemic Exposure Control Plan training. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>How will compliance be checked:</i> Students will forward email confirmation of completion to Program Coordinator for course who will inform instructors to let them know all students have completed the training. |
| 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"/> | Upon completing the training, faculty, instructors, and technicians will forward email confirming completion to their AD (and will cc the AD's assistant) |
| 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</i> |
| 28. | Doors that students are to use to enter and exit have been clearly identified. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Signs or arrows on the floor</i> |
| 29. | Handouts, papers, and items are not physically provided to students. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Handouts will be posted to the Learning Hub in advance of labs and students can print and bring with them or write out and recreate the handout. If documents are handed out, they will be printed ahead of time before distributing to students, allowing time for the documents to be decontaminated. |
| 30. | Students have dedicated tools/equipment, e.g., items are not shared between students. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | In some occasions, students in the class will need to access a microscope in the fumehood to do a screening method or use an alternate light source to look for evidence. These two items are not dedicated equipment and need to be shared between students. In these cases, only one student will access the equipment at a time wearing masks, gloves and lab coats and they will sanitize the equipment using 70% Isopropyl alcohol and wipes to sanitize the equipment prior to use by other 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Explain:</i> Students will be wearing masks, gloves and lab coats (as is usual for medical laboratory labs), and common touch points will be sanitized. Hands are washed before exiting the lab after removing gloves. |

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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"/> | |
| 33. | Single-use (disposable) products are used where feasible. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 34. | Measures are in place to accommodate student sick at home. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Students will be given an appropriate make-up exercise if there are unable to attend. Due to the reduction in lab capacity it is unlikely that face-to-face make up labs will available. |
| 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. |
| 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. |
| 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 . |
| 38. | Provisions made for students to maintain same lab/class cohort throughout the Term. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Students will be set up into one of two groups throughout the term. |
| 39. | Other: | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |


PERSONAL PROTECTIVE EQUIPMENT (PPE)

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|-----|---|-------------------------------------|--------------------------|--------------------------|--|
| 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"/> | Nitrile gloves and surgical masks are provided for all staff and students in the medical laboratory lab for handling of chemicals. Staff and students provide their own lab coats. |
| 41. | Training is provided for the above PPE to students and employees. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Lab instructors instruct students regarding when gloves and masks are required. |
| 42. | Appropriate PPE for COVID-19 is available to be provided to students and employees. Supply requests emailed to ppe@bcit.ca . | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Based on circumstances allowed for in the BCIT COVID-19 Go-Forward Plan , Risk Assessment Matrix Summary. List PPE and tasks/activities required for: Face masks will be available for staff and students. Although the 2m of physical distancing or barriers will be maintained during the majority of lab work, it may be necessary for the instructor or technician to approach closer than 2 m if they observe an unsafe chemical situation and need to intervene. In these situations, face masks will be worn by both the student and the instructor. |

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|-----------------|---|-------------------------------------|--------------------------|-------------------------------------|---|
| 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> |
| 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. FCD work request number: 1456309.</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: Will be procured from BCIT PPE - TBD</p> <p>All students need to clean and disinfect their workstations the “SSEM Cleaning SOP” will be emailed to students and staff. All staff are trained in the selection and use of cleaners and disinfectants.</p> <p>What are the cleaning products/materials:</p> <ul style="list-style-type: none"> • 70% Isopropyl alcohol—This is the only disinfectant being used in response to COVID-19. Other cleaning products that are used in the lab areas are part of general cleaning and disinfecting protocols. See SDS online item 50 • Lint free wipes/clothes <p>What ppe is required:</p> <ul style="list-style-type: none"> • Nitrile gloves, masks, lab coat, safety glasses or goggles |
| 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"/> | <p>Consider time it will take for hand washing to take place, to determine what is 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.</p> |
| 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"/> | <p>Sink Location: Handwashing station located near the front entrance of SW1-4015. Stocked with soap Y <input checked="" type="checkbox"/> N <input type="checkbox"/> paper towel Y <input checked="" type="checkbox"/> N <input type="checkbox"/></p> |
| 49. | Hand sanitizing station(s), stocked, and have been identified to students and employees. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>ABHS (Alcohol-Based Hand Sanitizer): Location(s) SW1 4015.</p> <p>Will hand sanitizer be refilled by department: Y <input checked="" type="checkbox"/> N <input type="checkbox"/></p> <p>If No, describe:</p> |
| 50. | All Safety Data Sheets (SDS) and cleaning procedures used are found here . | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>If not, describe:</p> |

COVID-19 SAFETY PLAN ACADEMIC SPACES

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|---|--|-------------------------------------|--------------------------|-------------------------------------|--|
| | | | | | <p>The cleaning procedure to be used in the lab areas involves cleaning and disinfecting the lab benches, student chairs, shared equipment (e.g., microscope). The program purchased 70% Isopropyl alcohol solution and wipes to disinfect work surfaces, microscopes, and shared equipment, which will be used between our forensics students and the Med Lab students.</p> <p>Staff will be responsible for cleaning and disinfecting the overall room and common touch points and, students will be responsible for cleaning their workstation, chair, and any shared equipment between classes at their workstation. Lastly, before students leave the lab they will need to wash their hands.</p> <p>We also intend to follow the procedure outlined by BCIT OH&S for the use of isopropyl alcohol found here.</p> <p>SDS for Maxill 70% Isopropyl alcohol</p> <div style="text-align: center;">  Maxill wipes_isopropyl_alco </div> |
| 51. | The area(s) have been decluttered so that cleaning is simplified. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 52. | Barrier cleaning process has been arranged if the barrier(s) could become contaminated. | <input checked="" 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.</i> |
| 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"/> | <i>Common equipment, including fume hoods, sink tap handles, microscopes, alternate light source, will be sanitized by the students and/or instructors between students and classes.</i> |
| 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>Where is the storage: Storage is in the classroom within a designated clean space.</i></p> <p><i>Who will clean: students and staff</i></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"/> | <i>Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often?</i> |



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|-----|---|-------------------------------------|--------------------------|--------------------------|---|
| | | | | | SW1-4015 is a Medical Laboratory program lab and as such will be inspected by Andre Caron (Program Head) every second month. |
| 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></p> <p>Program Head of the Medical Laboratory Program or Associate Dean of the School of Health will conduct the audit once a term.</p> |

APPROVAL

| All COVID-19 risk control measures for this campus activity are in place. | | | |
|---|---------------------------|-----------------------------------|---------------------------|
| Manager | Name Jennifer Talman | Position Associate Dean, SoCAS | Date November 9, 2020 |
| EOC | Name <i>Glen Magel</i> | Position EOC Director | Date November 19, 2020 |