



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:	Civil Engineering		
Anticipated # of employees on campus daily when scheduled:	1	What is the total # of employees:	20 in the department;
Start date:	November 12, 2020	End date:	May 31, 2021
Completed by:	Name Sudip Talukdar	Position Faculty-Instructor	Date October 28, 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, SW3	2085	Office	1
Burnaby, SW3	2083	Meeting Room (access to room 2085 is through room 2083 – see attached floor plan)	1
Burnaby, SW3	2618	Washroom (Men’s)	1
Burnaby, SW3	2089	Copy Room (a shared space for occupants in building)	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.

I live in an apartment which, due to COVID-19, is housing a few extra people including a small child. Students would be disturbed and distracted by the background noise if I were to deliver lectures/document camera material from my home. While I can accommodate most of the time, to ensure smooth delivery, I would prefer to deliver the lecture/tutorial components of the class I teach from the office, rather than from home. For the 3-4 days that I will be delivering course material, I would like to request access to my office, while the remaining 1- 2 days when I am doing administrative work/other work related tasks, I will work from home. Therefore, I am requesting access to my office on Mondays, Thursdays, and Fridays for the remainder of the Fall term 2020 and Tues-Fridays for the Winter 2021 term when I will have in-person labs also with the students (a separate safety plan is being submitted for the labs).

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.

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#	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"/>	Rooms 2083 and 2085 have COVID capacity of one each only. Access to room 2085 is through room 2083. Room 2085 is an individual office space with one desk only. Both rooms have key-locked entry doors.
2.	Work stations are set-up to allow for 2 metres physical distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Each of rooms 2083 and 2085 has enough space for one desk only.
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"/>	I will be on campus during the days when I will be delivering course material only, thereby minimizing time spent on campus. I have coordinated with my colleague Jan Bielenberg who occupies the adjacent office (SW3-2084) so that neither of us will be on campus during the same day/time. Jan Bielenberg will be coming to his office only once in a while.
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"/>	Room 2085 is not a shared office. Room 2089 (the copy room) is a shared space but it is limited to one-person use only, and the door has a window which would allow users to ensure and maintain single occupancy at all times.
5.	Movement within the room is identified, such as with directional arrows, for walkways and entrances/exits.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The distance from the door to 2083 to the door to 2085 is very short – three steps only – and the path is direct.
6.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If yes, Washroom occupancy limit _1_</i>
7.	Water fountains are put out of use, and only touchless water bottle filling station available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The water cooler in the meeting room 2083 has been put out of service. See attached photo. A request will be submitted to the supplier to remove the water container.
8.	Mobile fans have removed or put out of service.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>No Mobile fans in office.</i>
9.	Break areas for employee use has been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I will take breaks/lunch alone in my office. No other person will be using room 2083.
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No barriers is required because of individual, separated spaces with occupancy limit of 1.
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No barriers is required because of individual, separated spaces with occupancy limit of 1.
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"/>	No change of original use of the spaces.

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14.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
SIGNAGE (ADMINISTRATIVE) <i>Signage is available @ BCIT online Inventory. Guidelines for posting signs are available on ShareSpace.</i>					
15.	Posted: Physical distancing (2 m) sign(s) Item 1A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posted
16.	Posted: Hand washing sign(s) Item 29B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posted
17.	Posted: Health screen sign(s) Item 3C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posted
18.	Posted: Hand washing sink location sign(s) Item 14A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posted
19.	Posted: Hand sanitizing station location sign(s) Item 13A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posted
20.	Posted: Protect yourself sign(s) Item 21A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posted
21.	Posted: Occupancy limit of this room sign(s) Item 37A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posted
22.	Posted: Other signs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Please list:</i>
ORIENTATION AND TRAINING (ADMINISTRATIVE)					
23.	Routine safety discussions held to review control measures and safety protocols.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regular discussions with manager and colleagues
24.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25.	All employees have completed the online OHS New Employee Orientation module .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
28.	Papers and items are not physically passed between employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No joint or collaborative activity is planned to be carried out in the rooms.
29.	Employees have dedicated tools/equipment, e.g., items are not shared between employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Individual own office space
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"/>	The only common touch point is the photocopier in an adjacent room which will be sanitized before and after use.
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"/>	Individual own office space

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32.	Single-use (disposable) products are used where feasible.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Not required.</i>
33.	Procedures in place to screen employees 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. Employees are expected to self assess daily, and the BCCDC self-assessment tool can be used to support this.
34.	There is a procedure in place if an employee becomes ill on campus.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.
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"/>	Refer to the Pandemic Scenario Response Plan for more information. Confirm if the person is aware of self-isolation requirements and protocols .
36.	Provisions made for employees to work in cohorts.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	I am the only person in the office. No joint or collaborative activity is planned to be carried out in the rooms.
37.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>	PPE not required if working alone in the office.
39.	Training is provided for the above PPE to employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	PPE not required if working alone in the office.
40.	Appropriate PPE for COVID-19 is available to be provided to employees. Supply requests emailed to ppe@bcit.ca .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>I have my own facemasks. I will wear a facemask when I go into the hallway.</p> <p>A bottle of Lysol Disinfectant, Roll of Paper Towel, Hand Sanitizing Gel and Unit of Sanitizing Wipes has been purchased, and clearly marked at the entry to the office space.</p> <p>The following will be ordered:</p> <ol style="list-style-type: none"> 1) Hand Sanitizer 473mL 2) Oxivir Cleaning Wipes 3) Oxivir Disinfectant Spray



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41.	PPE safe donning, doffing, disposal, and disinfecting instructional materials are available for employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
42.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>	Facilities request 1455931 has been submitted. In addition, I will wipe down my workspace and door handles with sanitary wipes that have been provided in the office at the start and end of the day.
44.	Training will be provided to employees performing cleaning duties and cleaning materials have been provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Cleaning Standard Operating Procedures have been located here.</i>
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"/>	
46.	Handwashing station(s), stocked, easily accessed, and have been identified to employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Closest handwashing station is washroom SW3-2618 . I will wash my hands and the start and end of the day. Stocked with soap Y <input checked="" type="checkbox"/> N <input type="checkbox"/> paper towel Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
47.	Hand sanitizing station(s), stocked, and have been identified to employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bottle located in room 2083 and room 2069. Will hand sanitizer be refilled by department: Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
48.	All Safety Data Sheets (SDS) and cleaning procedures used are found here .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
49.	The area(s) have been decluttered so that cleaning is simplified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
50.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No barriers in the rooms covered under this safety plan.
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"/>	Use of the photocopier in the shared space room 2089 will be minimized. When use is required, the copier and any touched point will be sanitized using wipes, and a mask will be worn when using the room.
52.	Storage space for personal articles have been identified and are cleaned regularly.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	My bag and coat will be hung in my office.
53.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	



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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 will inspect each day that I use the office.
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"/>	Status will be reported to my manager. A departmental colleague will be identified to audit the inspections on a regular basis.

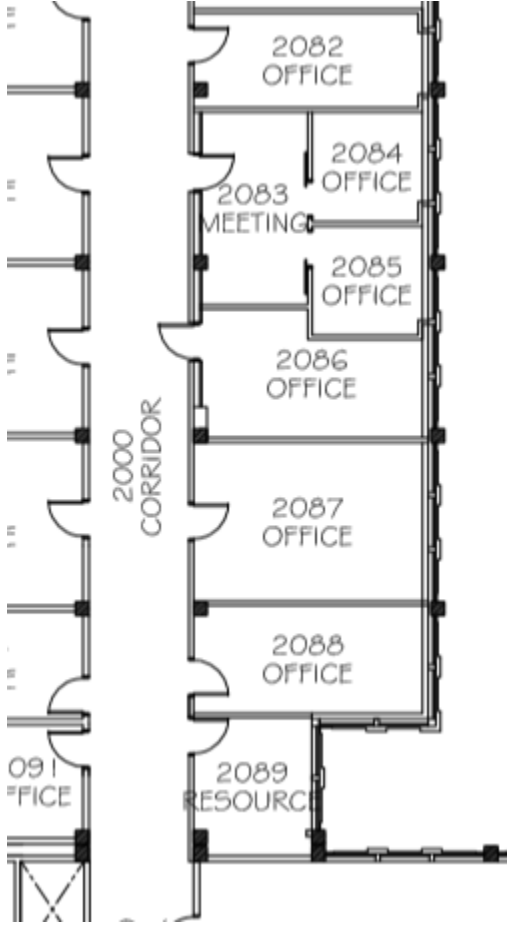
APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Steven Kuan	Position Associate Dean in SOCE	Date November 12, 2020
EOC	Name <i>Glen Magel</i>	Position EOC Director	Date November 21, 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

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