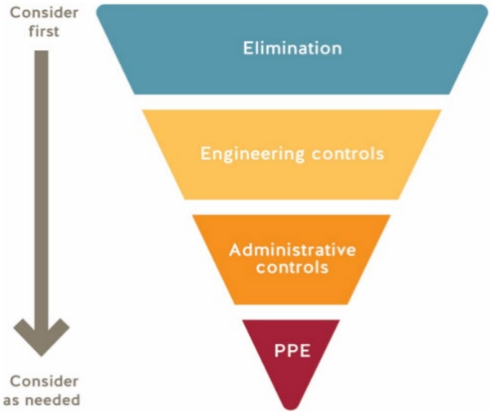
COVID-19 SAFETY PLAN
ACADEMIC SPACES

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:	**Telecommunication Systems Technician first year (32 students)** **Telecommunication Systems Technician Telecom Networks (25 students)** **Telecommunication Systems Technician Radio Systems (13 students)**		
Proportion of program offered on campus:	**40 %**		
Start date:	2021/01/04	**End date:**	2021/05/28
# of students:	70	**# of employees:**	**7**
Completed by:	Name Alex Wai P Morrison	Position Department Head Associate Dean	Date 2021/10/26



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
Burnaby NE25	NE25-107	Washroom	1 person at a time
	NE25-113	Lab	8 students, 1 instructor
	NE25-203	Lab	7 students, 1 instructor
	NE25-204	Classroom/Lab	7 students, 1 instructor
	NE25-205	Classroom/Lab	8 students, 1 instructor
	NE25-207	Lab	8 students, 1 instructor

	NE25-210	Washroom	1 person at a time
Burnaby NE23	NE23-103	Lab	7 students, 1 instructor
	NE23-104	Lab	6 students, 1 instructor
	NE23-105	Office	1 instructor, 1 guest
	NE23-107	Washroom	1 person at a time

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).
Due to the nature of the program, hands on training in the use of tools and test equipment must by taught. This will require the students to have access to labs where they are trained in the correct usage of tools and test equipment. Rev 1: NE25 203 capacity adjusted – 7 students (prev. 8), 1 instructor; walking path added to floorplan diagram Rev 2: NE25 205 walking path added to floorplan diagram Rev 3: NE23 105 added as temporary "office" space so that instructor in NE23 is minimizing contact with occupants of NE25 Information on practices for when 2m distancing cannot be maintained is updated to include eye protection.

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):* Please see individual room plans for barriers where 2m distancing cannot be maintained.
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):* Please see individual room plans for barriers and protocols where 2m distancing cannot be maintained. Use of 3-ply masks and eye protection is identified.
3.	Identified area(s) where students wait outside of teaching space until allowed inside by instructor.	☒	☐	☐	We have been instructed that we are not to use hallways for queuing, therefore, classrooms will be opened 10 minutes prior to start of class and students will be instructed to maintain 2m distancing when entering the space.
4.	Work has been scheduled to minimize numbers of individuals on campus at one time.	☒	☐	☐	Sets are divided in half to match the capacity of the spaces. Students are scheduled to minimize trips to campus so that most instruction is online for two or three days per week. Where different courses share the same lab space, the schedule for the room has been arranged so just one course is using the room on a given day. This minimizes the number of students in the lab and the number of students in the building.
5.	In shared spaces, safety protocols have been put in place to reduce close contact between users.	☒	☐	☐	Please see individual room plans for more detail.
6.	Movement within the room is identified, such as with directional arrows, for walkways and entrances/exits.	☒	☐	☐	*Signs or arrows on the floor identifying directions.* Depending on the space, markings will be placed or walkways will be obvious due to position of barriers. In some spaces, students will be called into room in order so they can proceed to their workstations while maintaining social distance from other students. Students will be required to exit in sequential order to maintain social distance.

#	Control Measure	Yes	No	NA	Details (as per Directions)
7.	Water fountains are put out of service, and only touchless water bottle filling station available.	☒	☐	☐	One fountain in hallway (common space). The fountain has been taped off.
8.	Mobile fans have been removed or put out of service.	☒	☐	☐	
7.	Washrooms have been identified.	☒	☐	☐	There are no washrooms within the lab spaces - all washrooms are in common spaces.
8.	Break area(s) for student use have been identified.	☐	☒	☐	When students are on campus for a short duration, a break has not been planned. When students are on campus for a longer duration, breaks will be included in the day schedule. In labs where students are working at workstations/desks, students will be encouraged to take breaks and/or eat lunch at their individual workstations. Hand sanitizing or sinks will be available. In labs where students are working at fixed equipment, students will be encouraged to take breaks and/or each lunch in adjacent labs where workstations are available, or in NE25-112, a classroom that has a capacity of 9, or NE23-105, a classroom with a capacity of 7.
9.	Break areas for employee use have been identified.	☒	☐	☐	Faculty will take breaks at their workspaces. These areas are covered under the Administrative Safety Plan.
10.	Other:	☐	☐	☒	
ENGINEERING CONTROL MEASURES					
11.	Barriers are implemented to separate work areas or walk ways, when physical distancing not practical.	☒	☐	☐	Please see individual room plans for barriers where 2m distancing cannot be maintained.
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.* The usage has not changed for any of the spaces.
	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	☒	☐	☐	Posted
14.	Posted: Hand washing sign(s) Item 29B	☒	☐	☐	Posted
15.	Posted: Health screen sign(s) Item 3C	☒	☐	☐	Posted
16.	Posted: Hand washing sink location sign(s) Item 14A	☒	☐	☐	Where handwashing sinks are available. Posted

#	Control Measure	Yes	No	NA	Details (as per Directions)
17.	Posted: Hand sanitizing station location sign(s) Item 13A	☒	☐	☐	Posted
18.	Posted: Protect yourself sign(s) Item 21A	☒	☐	☐	Posted
19.	Posted: Occupancy limit of this room sign(s) Item 37A	☒	☐	☐	Posted
20.	Posted: Other signs	☐	☐	☒	*Please list:*
ORIENTATION AND TRAINING (ADMINISTRATIVE)					
21.	Routine safety discussions held to review control measures and safety protocols.	☒	☐	☐	Safety protocols will be reviewed with students at their first lab session for each course in the assigned lab. Note: Courses are short duration so there will frequent reviews.
22.	All students have completed the online COVID-19 Pandemic On-Campus Guidelines training.	☐	☐	☐	*How will compliance be checked:* Instructor will check each student in the cohort prior to first lab period for that cohort using the Student OHS Site-Orientation Checklist.
23.	COVID-19 safety Site orientation for students has been developed and posted in the Learning Hub.	☒	☐	☐	*Procedure for orientation found here.* *Student COVID-19 Orientation Checklist found here.*
24.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training.	☒	☐	☐	All regular faculty have completed the course. If temporary hires are required, their completion will be checked.
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* All regular faculty have completed the course. If temporary hires are required, their completion will be checked.
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.	☒	☐	☐	Labs and assignments will be provided on the learning hub. Submission will be in electronic format
30.	Students have dedicated tools/equipment, e.g., items are not shared between students.	☒	☐	☐	Students have personal and assigned toolboxes with small tools. No sharing during a class session. For larger and/or more expensive equipment, students will be instructed to sanitize hands before and after use where cleaning is impractical between uses. In other cases, such as for electronic equipment,

#	Control Measure	Yes	No	NA	Details (as per Directions)
					students will be instructed to wipe common touch points with disinfecting wipes prior to and after use.
31.	If cleaning common touch points or tools/equipment not practical, then it is identified when hands are washed/sanitized before and after use.	☒	☐	☐	
32.	Work spaces/stations are dedicated for an individual or group use and not shared with others.	☒	☐	☐	No sharing during a class session. All equipment to be cleaned between sessions where practical or students will be instructed to sanitize before and after use.
33.	Single-use (disposable) products are used where feasible.	☒	☐	☐	Gloves and masks will be single use. None of the equipment is single use/disposable.
34.	Measures are in place to accommodate student sick at home.	☒	☐	☐	Accommodation plan: Students who miss a lab will be given an alternate assignment or allowed to make up the lab at a later date.
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.*
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.*
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 are grouped into sets of 6, 7, 8 or 9 and will stay in their cohort (set) for the term. The set size is due to shop capacity limitations, depending on the capacity of the spaces.
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):* Appropriate non-COVID PPE for the lab spaces and activities are unchanged from pre-COVID PPE requirements.
41.	Training is provided for the above PPE to students and employees.	☐	☐	☒	This is part of our normal operation. Instruction is given at the first lab session of the course and/or in safety courses. Instructors enforce PPE use continuously throughout each course.

#	Control Measure	Yes	No	NA	Details (as per Directions)
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):* Most of the COVID-related PPE consists of hand sanitizer and/or sanitizing wipes near or at shared equipment. This has been ordered. Gloves and masks have been ordered to supply the rooms identified that will need them. Faculty and students have been supplied with protective eyewear.
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.* In most spaces, COVID-related PPE is not required. In areas where COVID related PPE is required such as masks and gloves, signs will be posted.
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)* Work requests will be submitted to clean common touch points in shops/labs and tables and chairs in NE23-105 and NE25-112 classrooms. A cleaning schedule was included as shops will be not be used every day.
46.	Training will be provided to faculty and students performing cleaning duties and cleaning materials have been provided.	☒	☐	☐	*Cleaning Standard Operating Procedures have been located here. What are the cleaning products/materials:* *What ppe is required:* Most COVID-related disinfecting will be performed by Facilities. If faculty or students are required to clean and/or disinfect equipment, they will use either disinfecting wipes or Simple Green. Instructions will be posted and reviewed with students.
47.	Assessment of sufficient number of hand wash stations conducted, and an appropriate number of handwashing stations are available	☒	☐	☐	
48.	Handwashing station(s), stocked, easily accessed, and have been identified to students and employees.	☐	☐	☒	*Sink Location:__NE25-107, NE25-210, NE23-106 Stocked with soap Y ☒ N ☐ paper towel Y ☒ N ☐*
49.	Hand sanitizing station(s), stocked, and have been identified to students and employees.	☐	☐	☒	***ABHS** (Alcohol-Based Hand Sanitizer): Location(s)* Hand sanitizer will be available in all spaces, even when sinks are present, in order to minimize student travel through the space. Hand sanitizer will be available at or near all shared

#	Control Measure	Yes	No	NA	Details (as per Directions)
					equipment. Where students are working at individual stations, sanitizer will be made available at each station where students and instructors may need to sanitize before and after touching shared equipment e.g. when the instructor has to touch student work or tools to demonstrate technique. Will hand sanitizer be refilled by department: Y ☒ N ☐ If No, describe: Hand pumps will be used and replenished with new bottles when empty. Usage will be monitored so supplies can be replenished as needed.
50.	All Safety Data Sheets (SDS) and cleaning procedures used are found here.	☒	☐	☐	*If not, describe: SDS are always available for materials normally used in the lab, however, SDS sheets are not provided for special cleaners that will be used by cleaning contractors.*
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.	☐	☐	☒	*Barriers can become contaminate if they are a touch point or if the contaminated with droplets by e.g. coughing or sneezing.* Barriers will be clear welding screens, which are easily cleaned by wiping down with a sanitizing spray.
53.	Common touch points and tools/equipment that must be shared are identified and cleaned between students and classes.	☒	☐	☐	*Cleaning/sanitizing procedures for common touch points and shared items are posted e.g. shared machinery, equipment, tools, etc. Identify who will clean and how often (e.g. staff and/or students):* Varies by space. In some cases, students will clean benches or shared equipment. In other spaces, facilities work requests have been submitted for between-class cleaning. Due to the quantity and variety of large, fixed equipment, it is impractical to clean the equipment between students so students will be required to sanitize before and after using the equipment. In some situations, students will be required to wipe down the equipment before and after use using provided disinfecting wipes.
54.	Storage space for personal articles have been identified and are cleaned regularly.	☐	☐	☒	*Who will clean:* Varies by space and by equipment. Students and/or cleaners. *Where is the storage:* The storage areas vary by the location/lab/space. In the lab areas, the students will be assigned a bench for their own use and there will be space available at the bench for storage of their personal equipment.
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?* Department head or delegate will perform inspections on a weekly basis.

#	Control Measure	Yes	No	NA	Details (as per Directions)
57.	Audits of inspections are planned to ensure that control measures continue to be effective.	☒	☐	☐	*Who conduct the audits and how often?* Associate dean or delegate will audit monthly.

APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Paul Morrison	Position **Associate Dean**	Date February 8, 2021
EOC	Name *Glen Magel*	Position EOC Director	Date February 12, 2021

Room to be Used

NE23-104 RF Lab, NE23-103 RF Lab, NE23-105 Classroom, NE25-113 First Year Lab, NE25-203 Lab, NE25-204 Telecom Lab, NE25-205 Telecom Lab, NE25-207 First Year Lab

NE23-103 Safety Plan

NE23-103 will accommodate 7 physically-distanced 3’ x 4’ bench stations, with separation between benches provided by barriers. There will be two cohorts using this room. Students will only use tools that they will bring and leave on their assigned bench.

To provide separation between back to back benches, clear freestanding barriers will be erected.

Traffic flow will be indicated on the floor and on a posted floorplan at the entrance to the room.

Test equipment will be fixed per bench except for the RF Communications Analyzers and will be cleaned at the end of each day to allow them to be shared between the cohorts.

Hand sanitizer will be located at the entrance to the room. Masks (3-ply disposable) and eye protection will be worn by the instructor and students when questions on the labs or assistance in usage of the equipment is required and 2m separation cannot be maintained.

Use Description NE23-103

Courses	TRFX 3600 RF Principles 2 TRFX 3505 RF Transmission Lines and Antennas TRFX 3515 RF Communication Techniques TRFX 4500 RF Applications
Program	Telecommunication Systems Technician RF Systems Option and Telecom Networks Option
Number of students per lab session	7 max (Lab sessions on alternate days for 2 cohorts)
Description of Equipment used	NE23-103 workbenches
Why do students need to use this space? What’s special that cannot be done at home?	Students require access to specialized equipment.

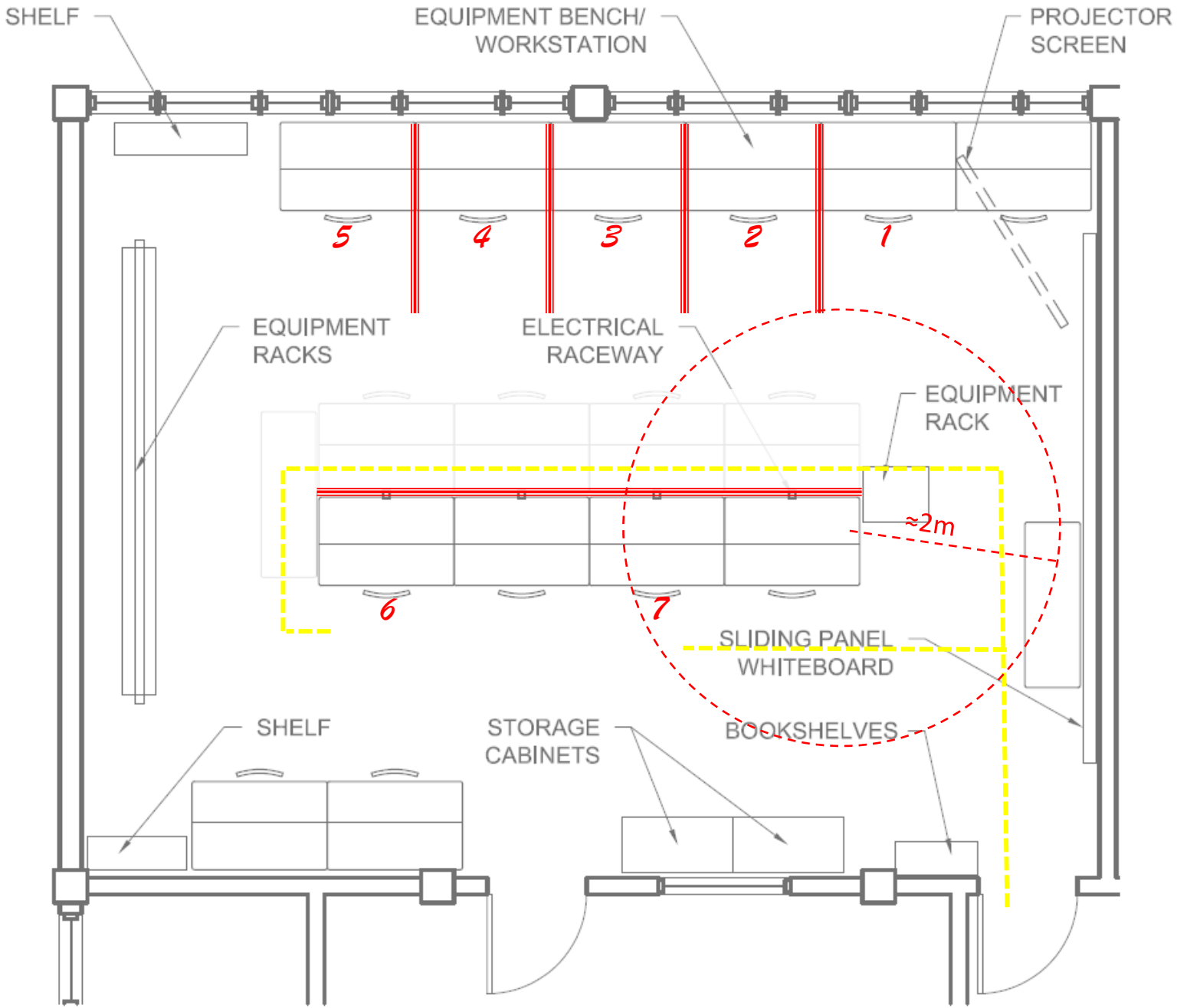
Barriers

Location	Quantity	Size (WxH inches)	Mounting (Free standing, table top, etc.)	Opaque/Clear	Comment
	6	96 x 72	Free Standing	Clear	Used to separate adjacent benches and between rows.

PPE and Sanitizing

Item	Quantity	Consumption rate	Location	Comment
Pump bottle hand sanitizer	1	4/term	At entrance to the room	
Disinfecting wipes	1 container	4/term	At entrance to the room	
Disposable masks	1 box of 50	10/term	At entrance to room	Used as required when 2m distancing cannot be maintained
Spray Nine disinfectant spray	1	2/term	At entrance to room	
Nitrile Gloves	1 box of 100	1/term	At entrance to room	Used as required
Disinfecting of common touchpoints.	Facilities work request will have touch points such as door handles, light switches, sinks, faucets, etc. disinfected at the end of each work day.			

Notes: This bench lab can accommodate a student capacity of 7 with addition of noted barriers and removal or relocation of benches and potentially other furniture to enable a physically distanced pathway through the room.


SHELF
EQUIPMENT BENCH/
WORKSTATION
PROJECTOR
SCREEN
5
4
3
2
1
EQUIPMENT
RACKS
ELECTRICAL
RACEWAY
EQUIPMENT
RACK
≈2m
6
7
SLIDING PANEL
WHITEBOARD
SHELF
STORAGE
CABINETS
BOOKSHELVES

NE23-104 Safety Plan

NE23-104 will accommodate 6 physically-distanced 3’ x 4’ bench stations, with separation provided between benches by barriers. There will be two cohorts using this room. Students will only use tools that they will bring and leave on their assigned bench.

To provide separation between back to back benches clear freestanding barriers will be erected.

Traffic flow will be indicated on the floor and on a posted floorplan at the entrance to the room.

Test equipment will be fixed per bench except for the RF Communications Analyzers and will be cleaned at the end of each day to allow them to be shared between the cohorts.

Hand sanitizer will be located at the entrance to the room. Masks (3-ply disposable) and eye protection will be worn by the instructor and students when questions on the labs or assistance in usage of the equipment is required and 2m separation cannot be maintained.

Use Description NE23-104

Courses	TRFX 3600 RF Principles 2 TRFX 3505 RF Transmission Lines and Antennas TRFX 3515 RF Communication Techniques TRFX 4500 RF Applications
Program	Telecommunication Systems Technician RF Systems Option and Telecom Networks Option
Number of students per lab session	6 max (Lab sessions on alternate days for 2 cohorts)
Description of Equipment used	NE23-104 workbenches
Why do students need to use this space? What’s special that cannot be done at home?	Students require access to specialized equipment.

Barriers

Location	Quantity	Size (WxH inches)	Mounting (Free standing, table top, etc.)	Opaque/Clear	Comment
	6	96 x 72	Free Standing	Clear	Used to separate adjacent Benches and isolate between rows

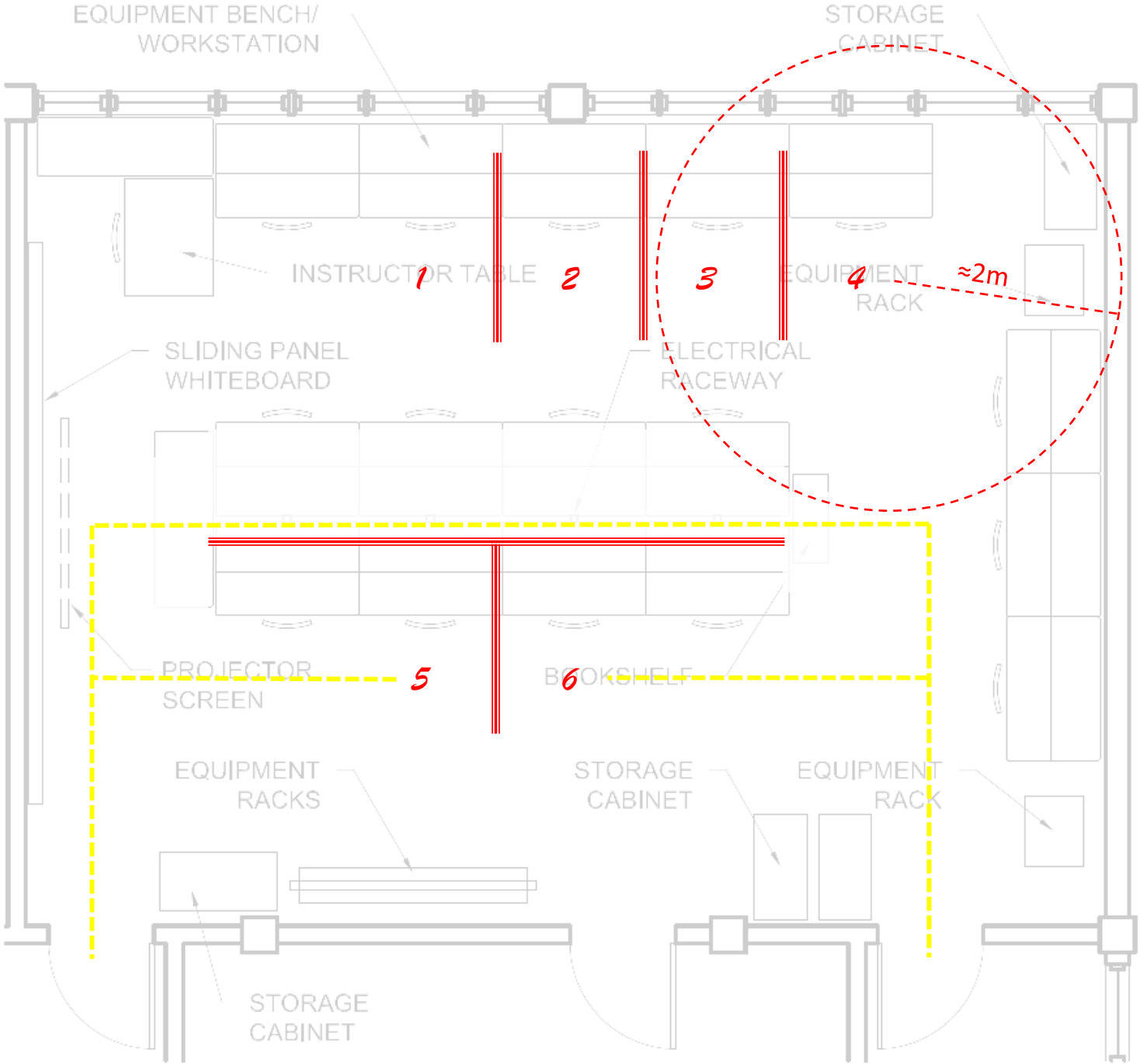
PPE and Sanitizing

Item	Quantity	Consumption rate	Location	Comment
Pump bottle hand sanitizer	1	4/term	At entrance to the room	
Disinfecting wipes	1 container	4/term	At entrance to the room	
Disposable masks	1 box of 50	10/term	At entrance to room	Used as required when 2m distancing cannot be maintained
Spray Nine disinfectant spray	1	2/term	At entrance to room	
Nitrile Gloves	1 box of 100	1/term	At entrance to room	Used as required
Disinfecting of common touchpoints.	Facilities work request will have touch points such as door handles, light switches, sinks, faucets, etc. disinfected at the end of each work day.			

Notes: This bench lab can accommodate a student capacity of 6 with addition of noted barriers and removal or relocation of benches and potentially other furniture to enable a physically distanced pathway through the room.

Acrylic Barrier Recommended Walk Path

≈2m

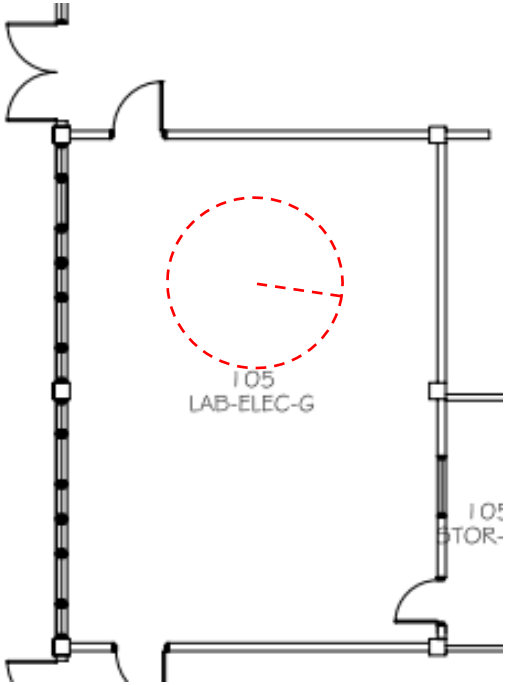

EQUIPMENT BENCH/
WORKSTATION
STORAGE
CABINET
INSTRUCTOR TABLE
1
2
3
4
≈2m
EQUIPMENT
RACK
SLIDING PANEL
WHITEBOARD
ELECTRICAL
RACEWAY
PROJECTOR
SCREEN
5
6
BOOKSHELF
EQUIPMENT
RACKS
STORAGE
CABINET
EQUIPMENT
RACK
STORAGE
CABINET

NE23-105 Safety Plan

NE23-105 will accommodate 1 faculty member and 1 guest. NE23 105 added as temporary “office” space so that instructor in NE23 is minimizing contact with occupants of NE25.

Use Description NE23-105

Courses	NA
Program	Telecommunication Systems Technician RF Systems Option and Telecom Networks Option
Number of students per lab session	1 guest, 1 faculty physically distanced
Description of Equipment used	N/A
Why do students need to use this space? What’s special that cannot be done at home?	Students requiring a private discussion with faculty member while on campus can use this space.



NE25-113 Safety Plan

NE25-113 will accommodate 8 physically-distanced 3’ x 4’ bench stations, with separation between benches of at least one bench.

There will be two cohorts using this room.

Students will only use tools that they will bring and leave on their assigned bench.

Benches will not be shared between cohorts, and other benches will be assigned to the second cohort.

Test equipment will be fixed per bench.

Hand sanitizer will be located at the entrance to the room. Masks (3-ply disposable) and eye protection will be worn by the instructor and students when questions on the labs or assistance in usage of the equipment is required and 2m separation cannot be maintained.

Use Description NE25-113

Courses	TELX 2510 Electronic Circuits 1 TELX 2610 Electronic Circuits 2 TELX 2515 Digital Fundamentals TELX 2520 Microprocessor Fundamentals
Program	Telecommunication Systems Technician First Year
Number of students per session	8 max (1 lab session/week, most labs online)
Description of Equipment used	NE25-113 workbenches
Why do students need to use this space? What’s special that cannot be done at home?	Students require access to specialized equipment.

Barriers

Location	Quantity	Size (WxH inches)	Mounting (Free standing, table top, etc.)	Opaque/Clear	Comment
	9	96 x 72	Free Standing	Clear	Used to separate adjacent Benches and isolate between rows

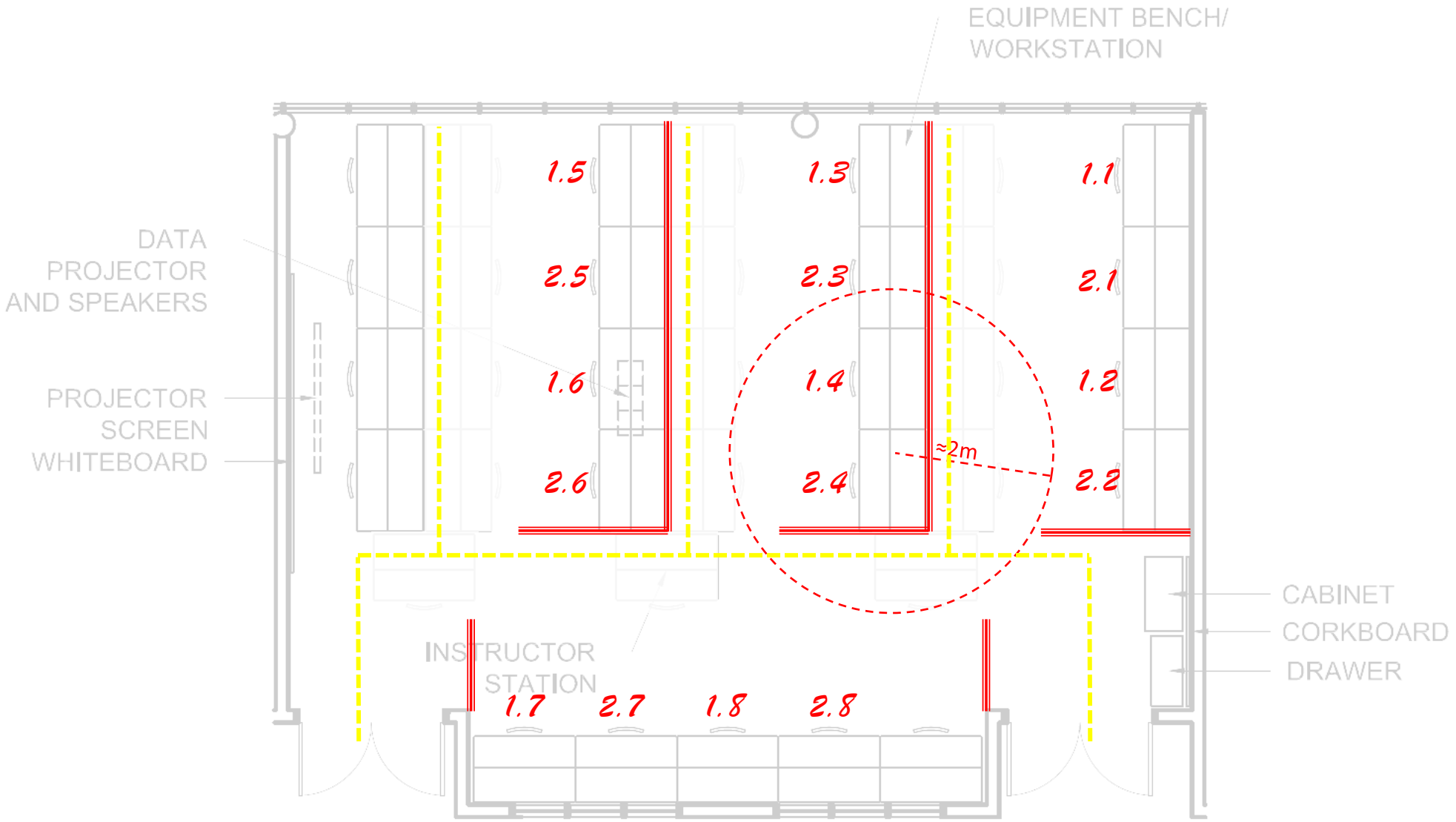
PPE and Sanitizing

Item	Quantity	Consumption rate	Location	Comment
Pump bottle hand sanitizer	1	2/term	At entrance to the room	
Disinfecting wipes	1 container	4/term	At entrance to the room	
Disposable masks	1 box of 50	10/term	At entrance to room	Used as required when 2m distancing cannot be maintained
Spray Nine disinfectant spray	1	2/term	At entrance to room	
Nitrile Gloves	1 box of 100	2/term	At entrance to room	Used as required
Disinfecting of common touchpoints.	Facilities work request will have touch points such as door handles, light switches, sinks, faucets, etc. disinfected at the end of each work day.			

Notes: This lab can accommodate 2 cohorts of 8 students per session, with barriers installed at noted locations. 16 students could be accommodated with installation of additional barriers between each station, however, this may become more challenging to monitor and ensure access into and out of the space. Individual cohorts are identified with the prefix numbering, i.e. Cohort 1 is identified by 1.1, whereas Cohort 2 is identified by 2.1. Note requirement to relocate greyed out furniture. Room NE25-112 could be investigated as a possibility to split this lab into two space.

Acrylic Barrier Recommended Walk Path

≈2m



This Room drawing shows benches assigned to cohorts 1 and 2.

NE25-203 Safety Plan

NE25-203 will accommodate 8 equipment racks and 8 benches which will be separated, with separation between benches of at least one bench. There will be two cohorts using this room.

Students will only use tools that they will bring and leave on their assigned bench. Benches will not be shared between cohorts, and other benches will be assigned to the second cohort.

Test equipment will be cleaned by the instructor prior to use as students change stations to perform different tasks related to the course. No student will be changing unless authorized by the instructor.

Instruction may require close supervision and, in those situations, both the student and instructor will wear disposable masks.

Hand sanitizer will be located at the entrance to the room. Masks (3-ply disposable) and eye protection will be worn by the instructor and students when questions on the labs or assistance in usage of the equipment is required and 2m separation cannot be maintained.

Movable stand-alone barriers will be used to separate rack positions when the racks are in use or the punchblock stations mounted on the walls of the room.

Use Description NE25-203

Courses	TRFX 3520 Structured Cabling TELX 2625 Structured Cabling 1 TELX 3525 Structured Cabling 2 TELX 4500 Telephony Systems TELX 4505 Telecom Systems Integration
Program	Telecommunication Systems Technician RF Systems Option and Telecom Networks Option
Number of students per lab session	7 students max (7 students, 1 instructor, 1 lab session/week, most labs online)
Description of Equipment used	NE25-203 racks and tables.
Why do students need to use this space? What's special that cannot be done at home?	Students require access to specialized equipment.

Barriers

Location	Quantity	Size (WxH inches)	Mounting (Free standing, table top, etc.)	Opaque/Clear	Comment
	6	96 x 72	Freestanding	Clear	Moveable based on requirement in lab

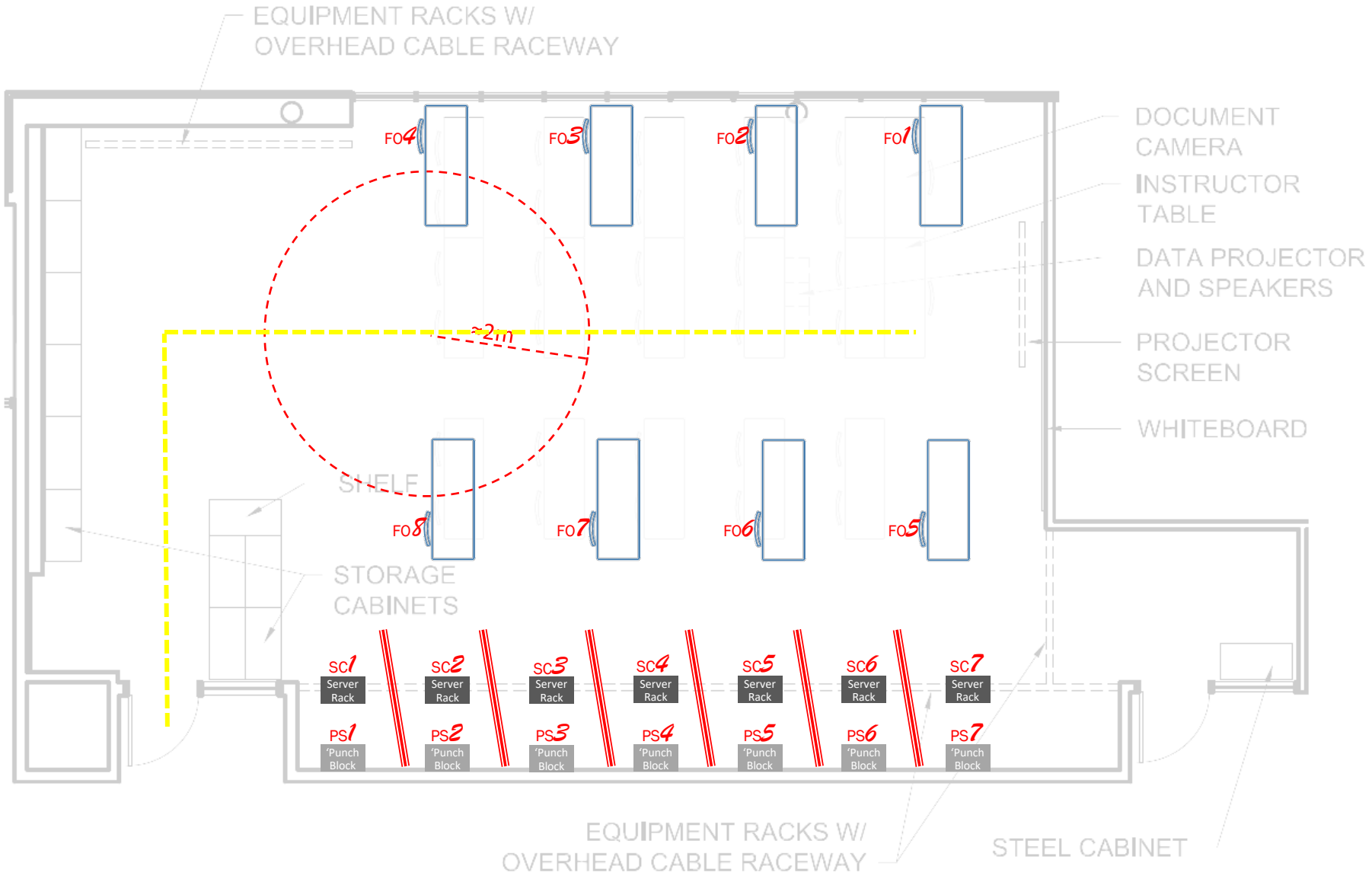
PPE and Sanitizing

Item	Quantity	Consumption rate	Location	Comment
Pump bottle hand sanitizer	1	4/term	At entrance to the room	
Disinfecting wipes	1 containers	4/term	At entrance to the room	
Disposable masks	1 box of 50	10/term	At entrance to room	Used as required when 2m distancing cannot be maintained
Spray Nine disinfectant spray	1	10/term	At entrance to room	
Nitrile Gloves	1 box of 100	1/term	At entrance to room	Used as required
Disinfecting of common touchpoints.	Facilities work request will have touch points such as door handles, light switches, sinks, faucets, etc. disinfected at the end of each work day.			

Notes: Three distinct, non-concurrent activities will occur in this electronics lab. The classroom tables can accommodate 8 physically distanced student stations for fibre optic cabling (FO) practical activity. The server racks can accommodate 7 physically distanced student stations for structured cabling (SC) practical activity, whereas the punch blocks can accommodate 7 physically distanced student stations for phone switch programing and system testing (PS) activity. Because of the close proximity of barriers, the program may need to make accommodation for a protocol to wipe down barriers between student sets.

Acrylic Barrier Recommended Walk Path

≈2m



NE25-204 Safety Plan

NE25-204 will accommodate 7 physically-distanced 3’ x 4’ bench stations, with separation between benches of at least one bench.

There will be two cohorts using this room. Cohorts will use the room on separate days

Students will only use tools that they will bring and leave on their assigned bench.

Test equipment will be fixed per bench. Benches will be cleaned by students at end of each day.

Hand sanitizer will be located at the entrance to the room. Masks (3-ply disposable) and eye protection will be worn by the instructor and students when questions on the labs or assistance in usage of the equipment is required and 2m separation cannot be maintained.

Use Description NE25-204

Courses	TELX 3515 RF Communication Techniques TELX 4505 Telecom Systems Integration
Program	Telecommunication Systems Technician Telecom Networks Option
Number of students per lab session	7 max (1 lab session/week, most labs online)
Description of Equipment used	NE25-204 workbenches
Why do students need to use this space? What’s special that cannot be done at home?	Students require access to specialized equipment.

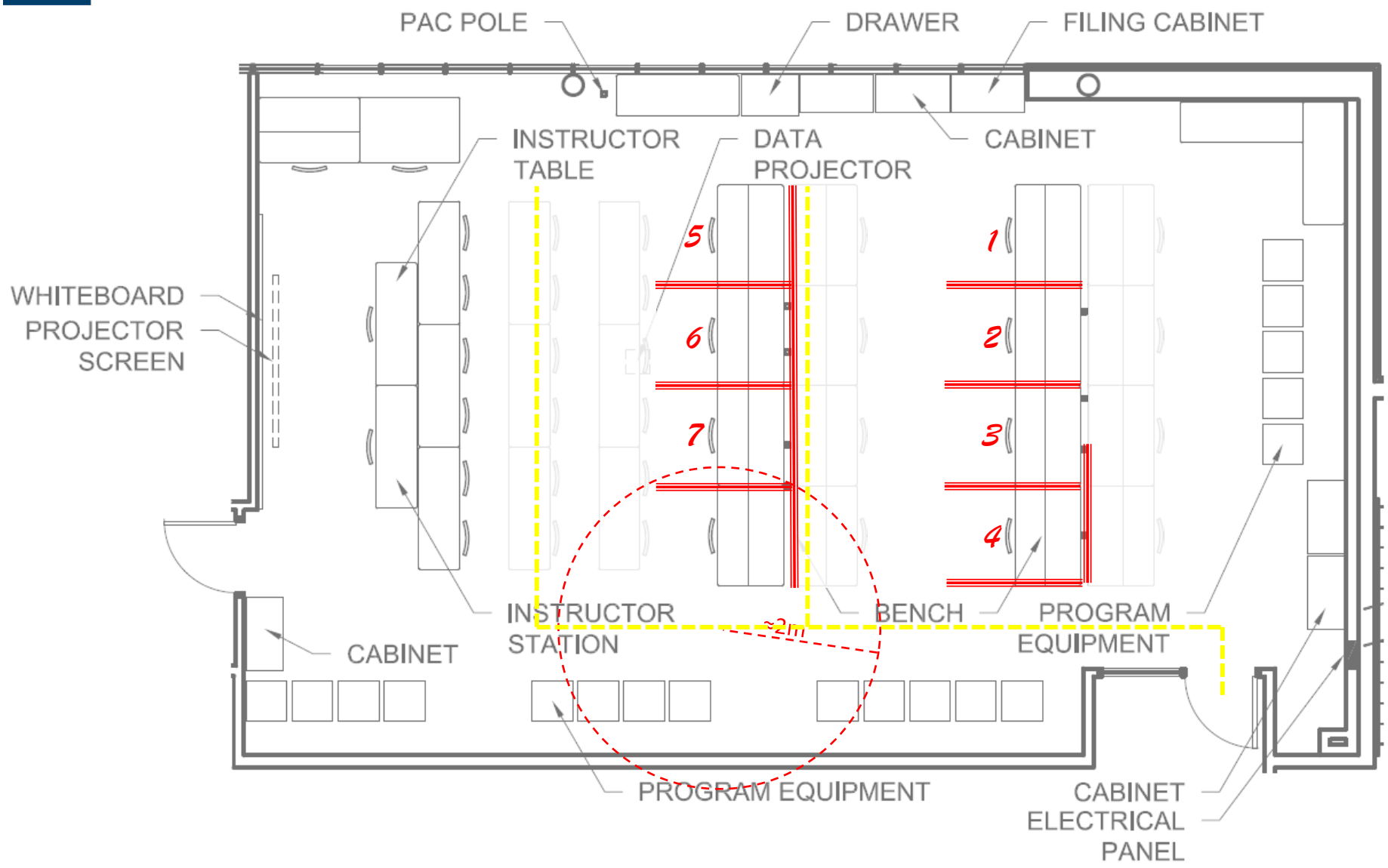
Barriers

Location	Quantity	Size (WxH inches)	Mounting (Free standing, table top, etc.)	Opaque/Clear	Comment
	10	96 x 72	Freestanding	Clear	Provide separation between benches and rows of benches

PPE and Sanitizing

Item	Quantity	Consumption rate	Location	Comment
Pump bottle hand sanitizer	1	2/term	At entrance to the room	
Disinfecting wipes	1 containers	2/term	At entrance to the room	
Disposable masks	1 box of 50	1/term	At entrance to room	Used as required when 2m distancing cannot be maintained
Spray Nine disinfectant spray	1	1/term	At entrance to room	
Nitrile Gloves	1 box of 100	1/term	At entrance to room	Used as required
Disinfecting of common touchpoints.	Facilities work request will have touch points such as door handles, light switches, sinks, faucets, etc. disinfected at the end of each work day.			

Notes: This bench lab can accommodate a student capacity of 7 with addition of noted barriers and removal or relocation of benches and potentially other furniture to enable a physically distanced pathway through the room.


PAC POLE
DRAWER
FILING CABINET
INSTRUCTOR TABLE
DATA PROJECTOR
CABINET
WHITEBOARD
PROJECTOR SCREEN
5
6
7
1
2
3
4
INSTRUCTOR STATION
~2m
BENCH
PROGRAM EQUIPMENT
CABINET
PROGRAM EQUIPMENT
CABINET ELECTRICAL PANEL

NE25-205 Safety Plan

NE25-205 will accommodate 8 physically-distanced stations, with separation between benches with a barrier. There are also lecture tables that will be used for the fibre optic training being taught in this room.

There will be two cohorts using this room.

Students will only use tools that they will bring and leave on their assigned bench.

Test equipment will be fixed per bench and will be cleaned at the end of each day to allow them to be shared between the cohorts.

Hand sanitizer will be located at the entrance to the room. Masks (3-ply disposable) and eye protection will be worn by the instructor and students when questions on the labs or assistance in usage of the equipment is required and 2m separation cannot be maintained.

Use Description NE25-205

Courses	TRFX 3520 Structured Cabling TELX 2625 Structured Cabling 1 TELX 3525 Structured Cabling 2 TELX 4500 Telephony Systems TELX 4505 Telecom Systems Integration
Program	Telecommunication Systems Technician Telecom Networks Option
Number of students per lab session	8 max (2 lab session/week, most labs online)
Description of Equipment used	NE25-205 workbenches and tables
Why do students need to use this space? What's special that cannot be done at home?	Students require access to specialized equipment.

Barriers

Location	Quantity	Size (WxH inches)	Mounting (Free standing, table top, etc.)	Opaque/Clear	Comment
	6	96 x 72	Free Standing	Clear	Used to separate adjacent workstations for VoIP training

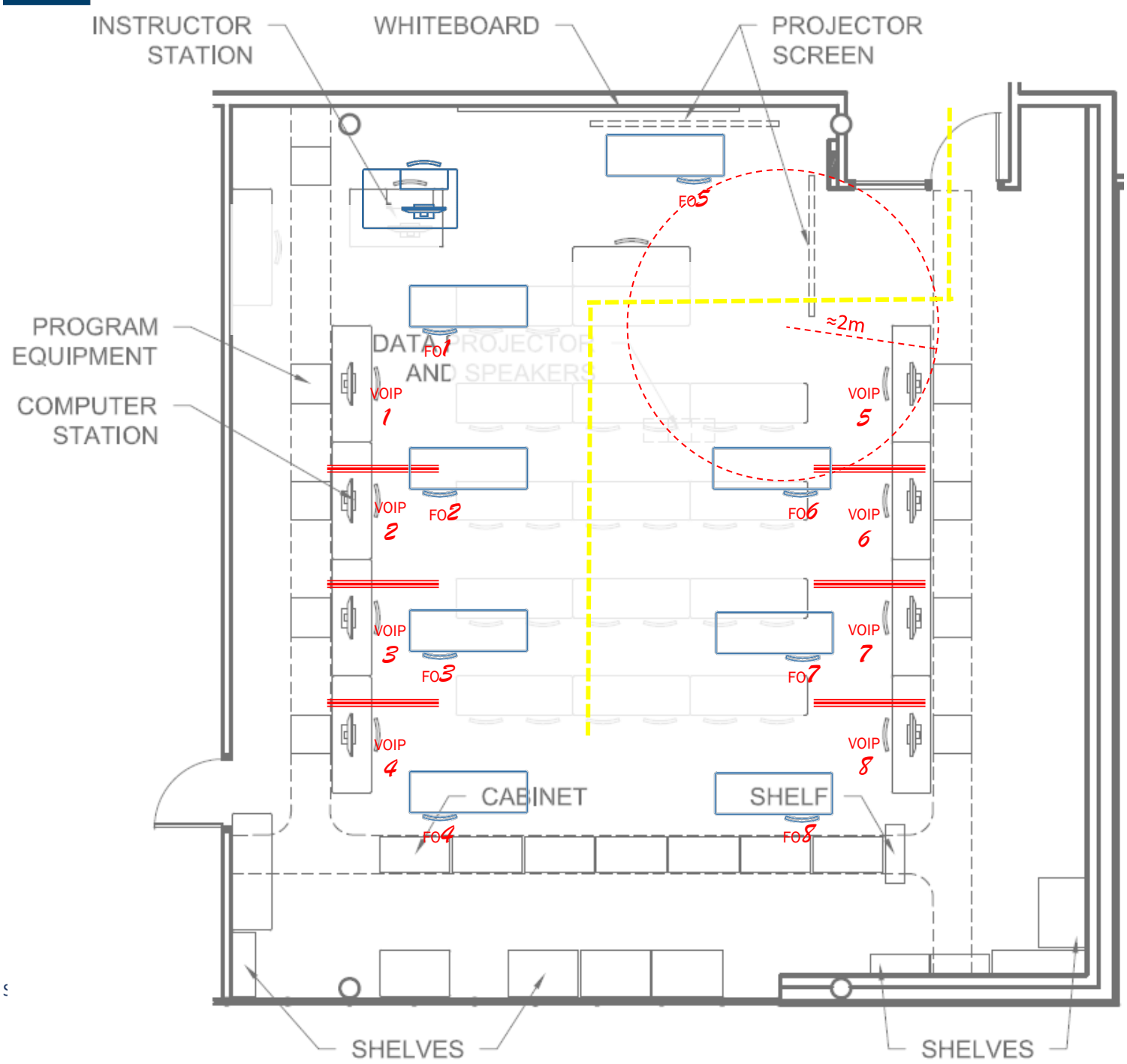
PPE and Sanitizing

Item	Quantity	Consumption rate	Location	Comment
Pump bottle hand sanitizer	1	4/term	At entrance to the room	
Disinfecting wipes	1 container	4/term	At entrance to the room	
Disposable masks	1 box of 50	10/term	At entrance to room	Used as required when 2m distancing cannot be maintained
Spray Nine disinfectant spray	1	2/term	At entrance to room	
Nitrile Gloves	1 box of 100	1/term	At entrance to room	Used as required
Disinfecting of common touchpoints.	Facilities work request will have touch points such as door handles, light switches, sinks, faucets, etc. disinfected at the end of each work day.			

Notes: Two distinct, non-concurrent activities will occur in this electronics lab. The classroom tables can accommodate 8 physically distanced student stations for fibre optic (FO) cabling practical activity, whereas the phone systems can accommodate 8 physically distanced student stations for VOIP systems (VOIP) practical activity. If students need to access cabinets, additional measures will be required for barriers or relocation of some additional furniture or equipment. Where the cohorts are smaller than the number of benches assigned to the cohort, benches may be left unused to increase separation.

Acrylic Barrier Recommended Walk Path

≈2m


INSTRUCTOR STATION
WHITEBOARD
PROJECTOR SCREEN
PROGRAM EQUIPMENT
COMPUTER STATION
DATA PROJECTOR AND SPEAKERS
≈2m
VOIP 1
VOIP 2
VOIP 3
VOIP 4
VOIP 5
VOIP 6
VOIP 7
VOIP 8
FO1
FO2
FO3
FO4
FO5
FO6
FO7
FO8
CABINET
SHELF
SHELVES
SHELVES

NE25-207 Safety Plan

NE25-207 will accommodate 8 physically-distanced 3’ x 4’ bench stations, with separation between benches of at least one bench. When at assigned work location, spacing should exceed 2m.

There will be two cohorts using this room.

Students will only use tools that they will bring and leave on their assigned bench.

Benches will not be shared between cohorts, and other benches will be assigned to the second cohort.

Test equipment will be fixed per bench.

Hand sanitizer will be located at the entrance to the room. Masks (3-ply disposable) and eye protection will be worn by the instructor and students when questions on the labs or assistance in usage of the equipment is required and 2m separation cannot be maintained.

Use Description NE25-207

Courses	TELX 1550 Data Networks 1 TELX 2550 Data Networks 2 TELX 2510 Electronic Circuits 1 TELX 2610 Electronic Circuits 2 TELX 2515 Digital Fundamentals TELX 2520 Microprocessor Fundamentals
Program	Telecommunication Systems Technician First Year
Number of students per session	8 max (1 lab session/week, most labs online)
Description of Equipment used	NE25-207 workbenches
Why do students need to use this space? What’s special that cannot be done at home?	Students require access to specialized equipment.

Barriers

Location	Quantity	Size (WxH inches)	Mounting (Free standing, table top, etc.)	Opaque/Clear	Comment
	3	96 x 72	Freestanding	Clear	Used to provide isolation between rows

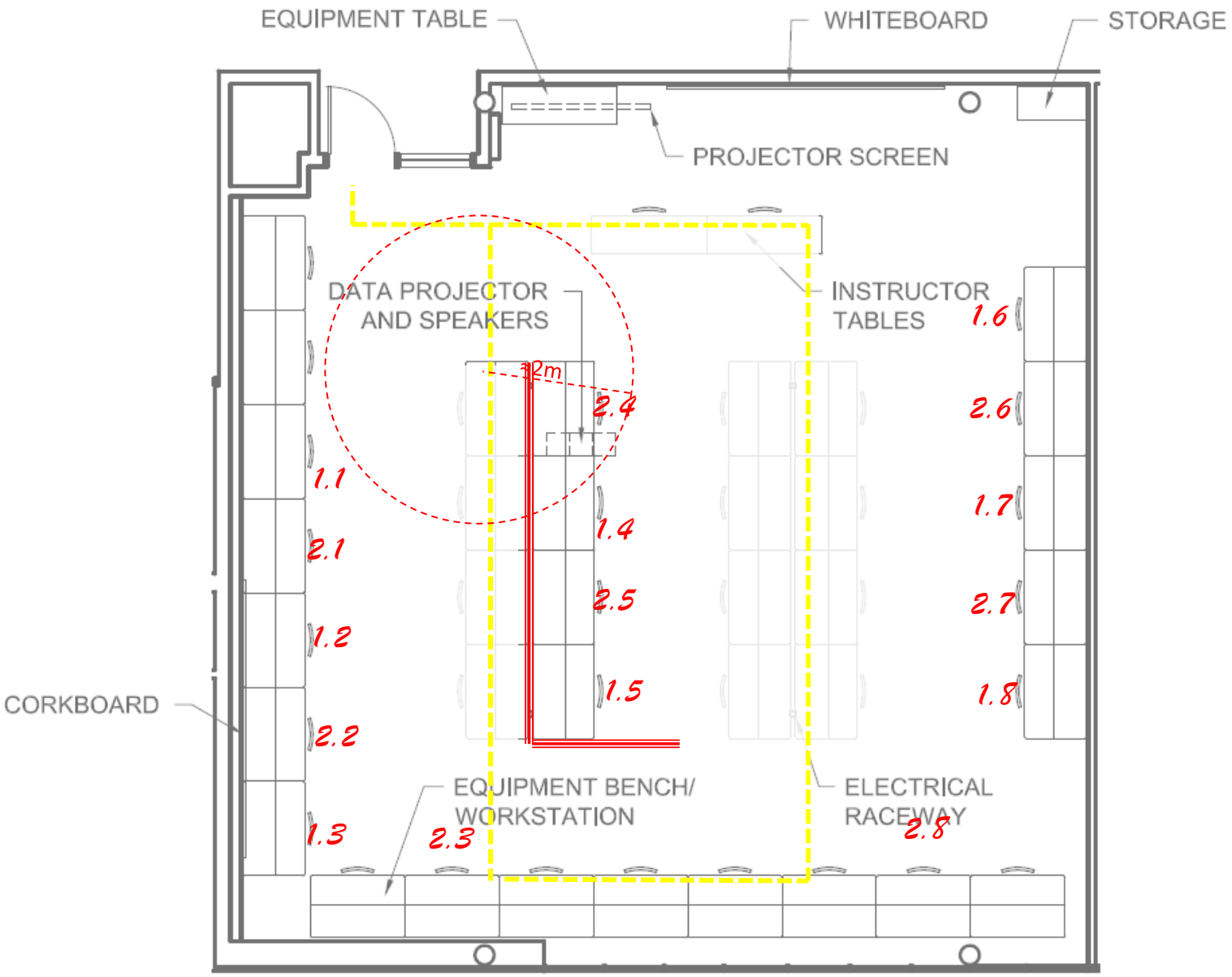
PPE and Sanitizing

Item	Quantity	Consumption rate	Location	Comment
Pump bottle hand sanitizer	1	4/term	At entrance to the room	
Disinfecting wipes	1 container	4/term	At entrance to the room	
Disposable masks	1 box of 50	10/term	At entrance to room	Used as required when 2m distancing cannot be maintained
Spray Nine disinfectant spray	1	2/term	At entrance to room	
Nitrile Gloves	1 box of 100	1/term	At entrance to room	Used as required
Disinfecting of common touchpoints.	Facilities work request will have touch points such as door handles, light switches, sinks, faucets, etc. disinfected at the end of each work day.			

Notes: This lab can accommodate 2 cohorts of 8 students per session, with barriers installed at noted locations. 16 students could be accommodated with installation of additional barriers between each station, however, this may become more challenging to monitor and ensure access into and out of the space. Individual cohorts are identified with the prefix numbering, i.e. Cohort 1 is identified by 1.1, whereas Cohort 2 is identified by 2.1. Note requirement to relocate greyed out furniture.

Acrylic Barrier Recommended Walk Path

≈2m


EQUIPMENT TABLE
WHITEBOARD
STORAGE
PROJECTOR SCREEN
DATA PROJECTOR AND SPEAKERS
INSTRUCTOR TABLES
CORKBOARD
EQUIPMENT BENCH/ WORKSTATION
ELECTRICAL RACEWAY
2m
1.1
2.1
1.2
2.2
1.3
2.3
2.4
1.4
2.5
1.5
1.6
2.6
1.7
2.7
1.8
2.8