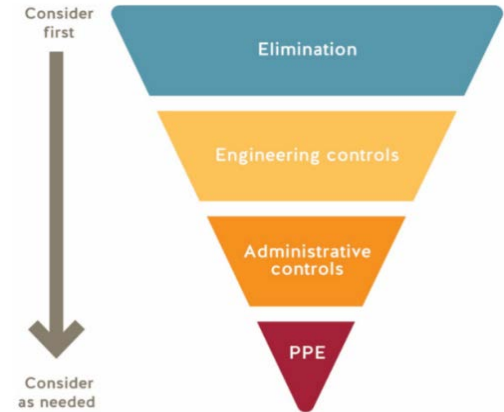# BCIT COVID-19 SAFETY PLAN
DISPATCHED/ROVING EMPLOYEES ON CAMPUS

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:	**LTC – Media Productions**		
Roving employee position(s)	**Media Producer**		
How many of your employees are roving on campus:	4	**When will this service start (Date):**	☐ *Already on campus*
		When will this service end (Date):	Ongoing
Completed by:	Name Brian Hosier	Position Director	Date Nov. 25, 2020
Replaces	**RTC Safety Plan #:**		
	GFP Safety Plan #:		

Consider first → Elimination → Engineering controls → Administrative controls → PPE → Consider as needed

ROOM INFORMATION

In this section, identify the dispatch office or administrative work spaces that the roving employees would use.
- ☐ **Not applicable,** since these employees are included on another COVID-19 Safety Plan. Describe which Safety Plan in the Notes section, below.
- ☐ **Not applicable**, since these employees have no dispatch or administrative work space.

Position	Campus/ Building	Room Number Floor Plans found here	Type of Space Include washrooms and meeting rooms	Capacity Current capacity due to COVID-19
Media Producer	SE12	103F,K,L	Individual work areas	1
	SE12	103	Studio	3
	SE12	100A,C	Washrooms	1
	SE12	103G,H,J	Editing suites	1
Notes:				

COVID-19 SAFETY PLAN
DISPATCHED/ROVING EMPLOYEES ON CAMPUS

RATIONALE FOR ON-CAMPUS ACTIVITY

Please provide a short description explaining why you need employees on campus conducting the roving or dispatched activity and the types of activities that will be conducted.

As Media Producers, they have a studio (SE12-103) used for occasional shoots and storage of all production gear. They also travel to all BCIT campuses and locations to shoot video on behalf of faculty, schools, MarCom, and other stakeholders.

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 the best possible location such as a central work location for these employees.

Note: All applicable control measures must be in place before the 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
DISPATCHED/ROVING EMPLOYEES ON CAMPUS

#	Control Measure	Yes	No	NA	Details (as per Directions)
ELIMINATION					
1.	Work areas are set-up to allow for 2 metres physical distancing.	☒	☐	☐	*Exceptions allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary (explain):*
2.	Work has been scheduled to minimize numbers of employees on campus at one time.	☒	☐	☐	
3.	In shared spaces, safety protocols have been put in place to maintain 2 metres between roving employees and other users.	☒	☐	☐	
4.	Occupancy limits for vehicles that are used have been established and posted in the vehicle.	☒	☐	☐	*What vehicles are used?_Media Production vehicle Fleet vehicles have an occupancy limit of 1. Other occupancy limits, if applicable:_____*
5.	Washrooms have been identified for use.	☒	☐	☐	*If yes, Washroom occupancy limit ___1__ as per FCD*
6.	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 ☐*
	Other:	☐	☐	☒	
For central dispatch office/workspace used on a regular basis ☐ **Not Applicable**					
7.	Movement within the room(s) is identified, such as with directional arrows, for walkways and entrances/exits.	☒	☐	☐	*Signs or arrows on the floor identifying directions.*
8.	Work stations are set-up to allow for 2 metres physical distancing.	☒	☐	☐	
9.	Washrooms have been identified for use.	☒	☐	☐	*If yes, Washroom occupancy limit _1____*
10.	Water fountains are put out of use, and only touchless water bottle filling station available.	☐	☐	☒	
11.	Mobile fans have removed or put out of service.	☐	☐	☒	
12.	Other:	☐	☐	☒	
ENGINEERING CONTROL MEASURES					
13.	Barriers are implemented to separate work areas or walk ways, when physical distancing not practical.	☐	☐	☒	Not required. Barriers are existing between cubicles, and editing suites are individual offices with doors
14.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	☐	☐	☒	
15.	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 (FCD) work requisition for assessment, as needed.*
16.	Other:	☐	☐	☒	

BCIT

#	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.*					
For central dispatch office/workspace used on a regular basis ☒ **Not Applicable**					
17.	Posted: Physical distancing (2 m) sign(s) Item 1A	☐	☐	☒	
18.	Posted: Hand washing sign(s) Item 29B	☐	☐	☒	
19.	Posted: Health screen sign(s) Item 3C	☐	☐	☒	
20.	Posted: Hand washing sink location sign(s) Item 14A	☐	☐	☒	
21.	Posted: Hand sanitizing station location sign(s) Item 13A	☐	☐	☒	
22.	Posted: Protect yourself sign(s) Item 21A	☐	☐	☒	
23.	Posted: Occupancy limit of this room sign(s) Item 37A	☐	☐	☒	
24.	Posted: Other signs	☐	☐	☒	*Please list:*
ORIENTATION AND TRAINING (ADMINISTRATIVE)					
25.	Routine safety discussions held to review control measures and safety protocols.	☒	☐	☐	*Include review of available signage, such as directional signs, hand washing, and occupancy limits, for awareness of what these signs look like and meaning.*
26.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training.	☒	☐	☐	
27.	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.*
28.	Other:	☐	☐	☒	
RULES AND GUIDELINES (ADMINISTRATIVE)					
29.	All unnecessary and self-serve items have been removed from the spaces under control of this department and accessible to the roving employee. *e.g., pens, paper, etc.*	☒	☐	☐	
30.	Papers and items are not physically passed between roving employees.	☒	☐	☐	*If items are provided, they are cleaned between employee use or disposed, or other control measures are in place – Describe:*
31.	Roving employees have dedicated tools/equipment, e.g., items are not shared between employees.	☐	☒	☐	*Media Production gear is shared amongst all producers and sanitized between use*
32.	If cleaning common touch points or tools/equipment not practical, then it is identified when hands are washed/sanitized before and after use.	☒	☐	☐	*Explain:*

#	Control Measure	Yes	No	NA	Details (as per Directions)
33.	Work areas are dedicated for an individual or group use and not shared with others.	☒	☐	☐	
34.	When setting up a work area, signs or other means are used to indicate work area, providing enough work space for the employee(s) to maintain 2 metre physical distancing from others.	☒	☐	☐	
35.	Single-use (disposable) products are used where feasible.	☒	☐	☐	
36.	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.*
37.	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.*
38.	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.*
39.	Provisions made for employees to work in cohorts.	☒	☐	☐	
40.	Direction is provided to employees that hand hygiene is performed before and after work is conducted and before and after breaks, as a minimum.	☒	☐	☐	*Hand washing with soap and water for at least 20 seconds is preferred. If hands not visibly dirty, then can use hand sanitizer.*
41.	Direction is provided to employees to read the COVID-19 Safety Plan for the area that the work will be conducted, if applicable.	☒	☐	☐	*The COVID-19 Safety Plan for occupied areas, should be posted in the area.*
42.	There is a process for notifying occupants of the area that the roving employee has been there, and that cleaning has been arranged.	☒	☐	☐	*Refer to the FCD work requisition, to arrange cleaning.* ☐ *There is a visible notification for occupants of the space, after it has been visited by a roving employee.*
43.	There is a process for the roving employee to contact the supervisor for the area, when work will be conducted.	☒	☐	☐	
44.	Other:	☐	☐	☒	
PERSONAL PROTECTIVE EQUIPMENT (PPE). Refer to the PPE Flowchart to determine what PPE is required for COVID-19 purposes. Refer to PPE order form in Appendix A.					
45.	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): 1 box of masks, 1 container of wipes, re-ordered as needed*
46.	Training is provided for the above PPE to employees.	☒	☐	☐	
47.	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):*

#	Control Measure	Yes	No	NA	Details (as per Directions)
48.	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.*
49.	Other:	☐	☐	☒	

CLEANING

#	Control Measure	Yes	No	NA	Details (as per Directions)
50.	After the roving employee has worked in an area, facilities work requests will be submitted, where applicable.	☒	☐	☐	*Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas.*
51.	Vehicle cleaning schedule, procedure, cleaning materials, and cleaning responsibility is in place.	☒	☐	☐	*Vehicle cleaning procedure located in the COVID-19 Go-Forward Plan, Appendix IV.*
52.	Training will be provided to roving employees 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:*
53.	All Safety Data Sheets (SDS) and cleaning procedures used are found here.	☒	☐	☐	*If not, describe:*
54.	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.*
55.	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, tools, microwaves, kettles, eating surfaces, etc. Identify who will clean and how often (e.g. employees or cleaning staff):*
56.	Storage space for personal articles have been identified and are cleaned regularly.	☐	☐	☒	*Who will clean:* *Where is the storage:*
	Other:	☐	☐	☒	

For Central Dispatch office/area under control of the department ☐ Not Applicable					
57.	Facilities is aware of the cleaning needs for the area under control of the department. 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).*
58.	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.*
59.	Handwashing station(s), stocked, easily accessed, and have been identified to employees.	☒	☐	☐	*Sink Location:_Public Washrooms maintained by BEST* *Stocked with soap Y ☒ N ☐ paper towel Y ☒ N ☒*

#	Control Measure	Yes	No	NA	Details (as per Directions)
60.	Hand sanitizing station(s), stocked, and have been identified to employees.	☒	☐	☐	**ABHS** *(Alcohol-Based Hand Sanitizer):* Location(s) Entrance to the LTC *Will hand sanitizer be refilled by department: Y ☐ N ☒* *If No, describe: Maintained by FCD*
61.	The area(s) have been decluttered so that cleaning is simplified.	☒	☐	☐	
62.	Other:	☐	☐	☒	
AUDIT AND CONTINUOUS IMPROVEMENT					
63.	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? Coordinator or designate when onsite activity required*
64.	Audits of inspections are planned to ensure that control measures continue to be effective.	☒	☐	☐	*Who conduct the audits and how often? Chris Cambon, as MP Coordinator, and Brian Hosier, as Manager on a monthly basis when onsite activity required*

APPROVAL

	All COVID-19 risk control measures for this campus activity are in place.		
Manager	Name Brian Hosier	Position **DIRECTOR**	Date **Nov. 25, 2020**
EOC	Name *Glen Magel*	Position EOC Director	Date November 27, 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

BCIT COVID-19 SAFETY PLAN
DISPATCHED/ROVING EMPLOYEES ON CAMPUS

APPENDIX A   PPE Order Form

School of:		Primary Contact Name:	
Department/Area:		Email:	
Delivery Address (Bldg/Office #):		Phone:	

Item	Quantity	Misc. Notes
Gloves - Size S *(50 per box)*		
Gloves- Size S (*100 per box*)		
Gloves - Size M *(50 per box)*		
Gloves - Size M *(100 per box)*		
Gloves - Size L *(50 per box)*		
Gloves - Size L *(100 per box)*		
Gloves - Size XL *(50 per box)*		
Gloves - Size XL *(100 per box)*		
Disinfectant Wipes *(80 wipes per pack)*		*Limit 6 packs per department.*
Disinfectant Spray Bottles *(per 946ml bottle)*		*Limit 4 bottles per department/area.*
Hand Sanitizer *(per 500ml bottle)*		
Disposable Masks *(50 per box)*		
N95 Masks *(20 per box)*		
Face Shields *(per individual unit)*		
Plexi Barriers *(48x32 with opening)*		
Plexi Barriers *(48x32 without opening)*		
Respirator Mask *(per individual unit)*		
Respirator Mask Cartridges *(2 per pack)*		
Gown - Size S/M *(per individual unit)*		
Gown - Size L/10 *(10 per pack)*		
Safety Glasses *(per individual unit)*		
Safety Goggles *(per individual unit)*		

Visit **https://inventory.bcit.ca/collections/eoc-approved-ppe** for what can be purchased on your behalf.