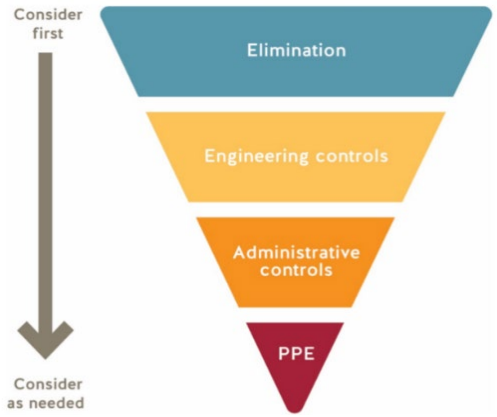
BCIT COVID-19 SAFETY PLAN
ADMINISTRATIVE SPACES

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:	**BMC Administrative Offices**		
How many of your employees will be on campus:	*Up to 20 maximum*	***What is the total number of your employees:***	*40*
Start date:	Ongoing	**End date:**	Ongoing
Completed by:	Name Emily Lacanilao Philip McCarter Kathy Knapp Nataliia Golovachova	Position Administrative Manager Associate Dean Administrative Assistant to Associate Dean Administrative Manager, SoT	Date March 25, 2021
Reviewed by JOHSC members:	Philip McCarter Carl Marquardt Serhat Beyenir Jeff Otto Marc Soer/Radu Dragan	Associate Dean Department Head Department Head Co-op Education Coordinator Program Technician/Facility Coordinator	
Replaces GFP#			



ROOM INFORMATION

In this section, please identify all of the rooms that will be used by employees.
NOTE: Common areas are covered by the BCIT COVID-19 Go-Forward Plan.

Campus/ Building	Room Number Floor Plans found here	Type of Space Include washrooms and meeting rooms	Capacity Current capacity due to COVID-19
BMC	BMC-124C	Faculty office	1 person
BMC	BMC-130	Faculty office	1 person
BMC	BMC-133	Faculty office	1 person

BMC	BMC-135	Faculty office	1 person
BMC	BMC-136	Faculty office	1 person
BMC	BMC-139	Department Head office	2 people
BMC	BMC-145	Faculty Lounge	1 person
BMC	BMC-145A	Faculty office	1 person
BMC	BMC-149A	Faculty office	1 person
BMC	BMC-151	Faculty office	1 person
BMC	BMC-152, 152A	Simulation Lab	2 people for maintenance, repairs and software upgrades only. Face masks and face shields to be worn at all times.
BMC	BMC-155B	Program Technician Office/Shop	1 person
BMC	BMC-165A	Faculty office	1 person
BMC	BMC-203, 203A	Co-op Office	2 people
BMC	BMC-221	Faculty office	1 person
BMC	BMC-222	Faculty office	1 person
BMC	BMC-224	Faculty shared office	2 people
BMC	BMC-230	Faculty office	1 person
BMC	BMC-233	Faculty office	1 person
BMC	BMC-241	Department Head office (DH)	1 person
BMC	BMC-245G	Faculty office	1 person
BMC	BMC-251A	Simulator Technician	1 person
BMC	BMC-253	Faculty Lounge	1 person
BMC	BMC-260A	Faculty office	1 person
BMC	BMC-331	Registration Office	1 person
BMC	BMC-332	Admin Assistant Office/Lobby	Max occupancy 2 people
BMC	BMC-332A	AD Office	2 people
BMC	BMC-332B	Supply Room	1 person
BMC	BMC-332D	Meeting Room	2 people (Pinchin)
BMC	BMC-334	Boardroom	5 people (Pinchin)
BMC	BMC-335	Program Assistant (PA), Curriculum Office	1 person
BMC	BMC-336	IT Analyst Office	1 person
BMC	BMC-340	Ops & QA Coordinator Office	2 people
BMC	BMC-341	Resource Room	1 person
BMC	BMC-342	Admin Manager Office	2 people

BMC	BMC-343	Program Assistant, PTS/IS Office	1 person
BMC	BMC-344	Office/Archives room	1 person
BMC	BMC-350	Staff Lounge	9 people per GFP #W343
BMC	BMC-111	Washroom	1 person
BMC	BMC-112	Washroom	1 person
BMC	BMC-113	Washroom	1 person
BMC	BMC-117	Washroom	1 person
BMC	BMC-161	Washroom	1 person
BMC	BMC-216	Washroom	1 person
BMC	BMC-217	Washroom	1 person
BMC	BMC-259	Washroom	1 person
BMC	BMC-336	Washroom	1 person
BMC	BMC-337A	Washroom	1 person
BMC	BMC-337B	Washroom	1 person

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.

To support face-to-face student needs and perform administrative tasks requiring specialized office equipment and supply:

- AD and AM comes in 3-5 days a week to oversee campus operations and administration.
- Admin Assistant comes in when AD is in.
- IT Analyst comes in twice a week.
- Admission/student records officer comes in once a week to print certificates and obtain AD/DH signature.
- Co-op Coordinator comes in 1-2 times a month to meet with students, obtain AD's signature on documents and collect purple folder documents.
- Ops & QA Coordinator comes in once a month to archive purple folder documents, as required by Transport Canada.
- PA, Curriculum comes in once a month to prepare for on campus examinations.
- Program Technician/Facilities Coordinator comes in daily to oversee training tank and equipment, dock and equipment, etc. Acts as First Aid Level 2.
- Simulator Technician comes when there are simulator lab classes running, otherwise works remotely.
- DH comes in to oversee faculty and students daily.
- Faculty are on campus only when delivering practical component of class and invigilating periodic exams, as required by Transport Canada. Faculty uses their office for break areas, storage for personal articles, and remote delivery to online class.

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.

#	Control Measure	Yes	No	NA	Details (as per Directions)
ELIMINATION					
1.	Room(s) set up to allow for 2 metres physical distancing during work. **Note:** Contact returntocampus@bcit.ca for room capacity and layout if needed.	☒	☐	☐	*Exceptions allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary* *Administrative spaces set up allows physical distancing of 2 metres*
2.	Work stations are set-up to allow for 2 metres physical distancing.	☒	☐	☐	*Exceptions allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary* *Each employee has their own office allowing for 2 metres physical distancing.* *Faculty performing practical components of course or invigilating exams will be on campus in lab/shops/training tank/jetty/approved academic space, otherwise, working remotely/teaching online.*

#	Control Measure	Yes	No	NA	Details (as per Directions)
3.	Work has been scheduled to minimize numbers of employees on campus at one time.	☒	☐	☐	• *AD and AM comes in 3-5 days a week to oversee campus operations and administration.* • *Admin Assistant comes in when AD is in.* • *IT Analyst comes in twice a week.* • *Admission/student records officer comes in once a week to print certificates and obtain AD/DH signature.* • *Co-op Coordinator comes in 1-2 times a month to meet with students, obtain AD's signature on documents and collect purple folder documents.* • *Ops & QA Coordinator comes in once a month to archive purple folder documents, as required by Transport Canada.* • *PA, Curriculum comes in once a month to prepare for on campus examinations.* • *Program Technician/Facilities Coordinator comes in daily to oversee training tank and equipment, dock and equipment, etc. Acts as First Aid Level 2.* • *Simulator Technician comes when there are simulator lab classes running, otherwise works remotely.* • *DH comes in to oversee faculty and students daily.* *Faculty are on campus only when delivering practical component of class and invigilating periodic exams, as required by Transport Canada. Faculty uses their office for break areas, storage for personal articles, and remote delivery to online class.*
4.	In shared spaces, safety protocols have been put in place to reduce close contact between users.	☒	☐	☐	• *Lobby in front of Assistant to AD work station – 1 chair available, 1 chair has 'do not sit here' signage.* • *Boardroom (table, chairs, hand washing sink, fridge) – 12 chairs has 'do not sit here' sign, 5 of 12 chairs available, fridge has 'do not use overnight' sign* • *Meeting room (table and chairs) – chairs not in used has 'do not sit here' signage, 2 chairs available* • *Resource room (MFD, office supplies, filing cabinet, courier supplies) – 1 person access to resource area at a time* • *Staff Lounge tables and chairs stacked in the back and caution tape installed to close off lounge, fridge has 'do not use overnight' sign*
5.	Movement within the room is identified, such as with directional arrows, for walkways and entrances/exits.	☒	☐	☐	*Signs or arrows on the floor identifying directions.* *Pinchin two-way sign implemented on hallways, entry and exit signage on entrances to administrative offices.*
6.	Washrooms have been identified.	☒	☐	☐	*If yes, Washroom occupancy limit __1___*
7.	Water fountains are put out of use, and only touchless water bottle filling station available.	☒	☐	☐	
8.	Mobile fans have removed or put out of service.	☒	☐	☐	
9.	Break areas for employee use has been identified.	☒	☐	☐	*If yes, what control measures are in place to maintain physical distancing?* *Occupancy limit:* • *BMC-145 ___1____*

#	Control Measure	Yes	No	NA	Details (as per Directions)
					• *BMC-253 ___1____* • *BMC-350 ___1____* *If there is an occupancy limit, is a sign posted? Y ☒ N ☐* *Employees are encouraged to take breaks in their own offices or off-campus.* *Break areas are used for microwave, kettle, washing sink and fridge (not used overnight).* *One person at a time.* *Occupancy of BMC-350 allows 7 people spaced out in 2 m distance. Presently, the set up of the room doesn't allow seating. A separate GFP with seats layout and control measures for the staff lounge and student's cafeteria will be submitted.*
10.	Other:	☒	☐	☐	• *Canada Post mailbox installed on the locked gate on campus entrance from West Esplanade to the 3rd floor. Mail retrieved by security guard or administrative assistant but gate is re-locked and door access mag-locked.* • *Registration office door from main foyer kept locked. No F2F services provided to students.*
ENGINEERING CONTROL MEASURES					
11.	Barriers are implemented to separate work areas or walk ways, when physical distancing not practical.	☒	☐	☐	*Safety screen installed for admin assistant to allow for rare interactions between support staff and other employees/contractors.* *Safety screen installed for PA, Co-op office to allow for rare interactions between support staff and other employees/student. Co-op office (students are sent detailed instructions on how to attend rare F2F appointments).* *Safety screen installed for managers and DH to allow for rare interactions with faculty, staff, students, and contractors.* *Safety screen installed for IT analyst and Ops/QA Coordinator to allow for rare interactions with faculty and staff.* *Free-standing barriers implemented to separate shared faculty office BMC-244 with separate doors.*
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	☒	☐	☐	
13.	The impact on ventilation requirements have been considered if there's been a significant use change for the space.	☒	☐	☐	*Complete a Facilities and Campus Development work requisition for assessment, as needed.*
14.	Other:	☐	☐	☒	
SIGNAGE (ADMINISTRATIVE) *Signage is available @ BCIT online Inventory. Guidelines for posting signs are available on ShareSpace.*					
15.	Posted: Physical distancing (2 m) sign(s) Item 1A	☒	☐	☐	*Throughout the area*
16.	Posted: Hand washing sign(s) Item 29B	☒	☐	☐	*Throughout the area*
17.	Posted: Health screen sign(s) Item 3C	☒	☐	☐	*At main entrance by parking lot, posted on building doors*

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ADMINISTRATIVE SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
18.	Posted: Hand washing sink location sign(s) Item 14A	☒	☐	☐	*Throughout the area*
19.	Posted: Hand sanitizing station location sign(s) Item 13A	☒	☐	☐	*Throughout the area*
20.	Posted: Protect yourself sign(s) Item 21A	☒	☐	☐	*Front door/back door to administrative offices, throughout the campus*
21.	Posted: Occupancy limit of this room sign(s) Item 37A	☒	☐	☐	*Every room, posted by doors*
22.	Posted: Other signs	☒	☐	☐	*Please list: Clean Regular Touched Items Sign, Washroom Occupancy Sign, Closed Sign for Registration Office door, Please do not leave food in fridge overnight signs for 253/145 (in order), Please Do Not Sit Here Sign, Washroom Handwashing Sign*
ORIENTATION AND TRAINING (ADMINISTRATIVE)					
23.	Routine safety discussions held to review control measures and safety protocols.	☒	☐	☐	*Daily discussions and routine inspections by management, faculty, support staff, and JOHS Committee members.*
24.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training.	☒	☐	☐	
25.	All employees have completed the online New Employee Orientation module.	☒	☐	☐	*New and Returning Employee Orientation Checklist found here.* *In progress, admin assistant is tracking completion by all employees. Each employee to save the checklist to their online New Employee Orientation course*
26.	Other:	☐	☐	☒	
RULES AND GUIDELINES (ADMINISTRATIVE)					
27.	All unnecessary and self-serve items have been removed from the spaces. *e.g., pens, paper, etc.*	☒	☐	☐	
28.	Papers and items are not physically passed between employees.	☒	☐	☐	*Hand sanitizer placed in Resource room and Archives room to use before handling shared items/equipment e.g. paper exams, MFDs, filing cabinet, mail, deliveries. Disinfectant wipes provided to wipe down equipment after each use.*
29.	Employees have dedicated tools/equipment, e.g., items are not shared between employees.	☒	☐	☐	
30.	If cleaning common touch points or tools/equipment not practical, then it is identified when hands are washed/sanitized before and after use.	☒	☐	☐	
31.	Work spaces/stations are dedicated for an individual or group use and not shared with others.	☒	☐	☐	*Each employee has an office, except the admin assistant, who has a lone work station. Resource room, staff lounge kitchen, supply room, boardroom, meeting room, and archives room are shared with limited occupancy, per signage by door. Hand soap, paper towels, hand sanitizer provided and disinfectant wipes available for cleaning shared items/equipment after each use. BEST cleans rooms daily after working hours, per item 30.*
32.	Single-use (disposable) products are used where feasible.	☒	☐	☐	

#	Control Measure	Yes	No	NA	Details (as per Directions)
33.	Procedures in place to screen employees on a daily basis.	☒	☐	☐	*The health screen sign (Item 3C, BCIT online inventory, EOC approved signage) is available for reference and is posted on building doors. Students and 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.	☒	☐	☐	*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.*
35.	There are procedures in place if an employee travels before coming to campus, or has been in close contact with someone who has tested positive for COVID-19.	☒	☐	☐	*Refer to the COVID-19 Pandemic Scenario Playbook for more information. Confirm if the person is aware of self-isolation requirements and protocols.*
36.	Provisions made for employees to work in cohorts.	☒	☐	☐	
37.	Other:	☐	☐	☒	
PERSONAL PROTECTIVE EQUIPMENT (PPE). **Refer to the PPE Flowchart to determine what PPE is required for COVID-19 purposes.**					
38.	Appropriate PPE for the hazards of employee tasks are available to be provided (non-COVID-19 related ppe).	☐	☐	☒	*No hazardous materials related to course*
39.	Training is provided for the above PPE to employees.	☐	☐	☒	
40.	Appropriate PPE for COVID-19 is available to be provided to employees. Supply requests emailed to ppe@bcit.ca.	☒	☐	☐	*Based on circumstances allowed for in the BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary.* *2 metre physical distancing is the primary control measure. Wearing masks is required in common spaces. BCIT reusable masks distributed to staff and disposable masks are available. Many faculty are wearing both mask and face shield at all times with students.* *WorkSafe infographic placed next to the PPE provides proper use of face mask.* *Resource rooms: 1 hand sanitizer 500ml, 1 disinfectant wipes, 1 box of 50 gloves large* *Kitchen: 1 hand sanitizer 500ml, 1 disinfectant wipes* *Admin Assistant counter: 1 safety screen, clear acrylic 48X32 no cut out, 1 box of 50 disposable mask, 1 hand sanitizer 500ml* *Boardroom: 1 hand sanitizer 500ml, 1 disinfectant wipes* *Small meeting room: 1 hand sanitizer, 1 disinfectant wipes* *Archives room: 1 hand sanitizer 500ml, 1 disinfectant wipes, 1 box of gloves large* *Co-op Office, AD office, AM office, IT Analyst office, Ops & QA Coordinator Office: X1 safety screen each, clear acrylic 48X32 no cut out* *BMC-224 faculty office, X2 free-standing barrier*
41.	PPE safe donning, doffing, disposal, and disinfecting instructional materials are available for employees.	☒	☐	☐	*Post applicable signs in a visible location if ppe required.* *Use the Employee Orientation checklist to assist orientation/training by their supervisors.*
42.	Other:	☐	☐	☒	
CLEANING					

#	Control Measure	Yes	No	NA	Details (as per Directions)
43.	Facilities is aware of the cleaning needs for the area. Facilities work requests have been submitted.	☒	☐	☐	*Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas.* *BEST custodial is required to clean and sanitize equipment/surfaces daily after working hours. Cleaning & disinfecting products should be chosen out of approved and listed on the Health Canada website.*
44.	Training will be provided to employees performing cleaning duties and cleaning materials have been provided.	☒	☐	☐	*Cleaning Standard Operating Procedures have been located here.* *BEST custodial to perform cleaning duties daily after working hours. Refer to item 43.*
45.	Assessment of sufficient number of hand wash stations conducted, and an appropriate number of handwashing stations are available.	☒	☐	☐	*Consider time it will take for hand washing to take place, to determine what is e.a. sufficient number of hand wash stations.*
46.	Handwashing station(s), stocked, easily accessed, and have been identified to employees.	☒	☐	☐	*Sink Location: _BMC-111, 112, 113, 117, 161, 216, 217, 259, 336, 337A, 337B* *Stocked with soap Y ☒ N ☐ paper towel Y ☒ N ☐*
47.	Hand sanitizing station(s), stocked, and have been identified to employees.	☒	☐	☐	***ABHS** (Alcohol-Based Hand Sanitizer): Location(s)_BMC-341, BMC-344, BMC-350* *Will hand sanitizer be refilled by department: Y ☐ N ☒* *If No, describe: 3.78Lt jug given to BEST to refill 500 ml bottles*
48.	All Safety Data Sheets (SDS) and cleaning procedures used are found here.	☒	☐	☐	*If not, describe:*
49.	The area(s) have been decluttered so that cleaning is simplified.	☒	☐	☐	
50.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	☒	☐	☐	*Barriers can become contaminate if they are a touch point or if the contaminated with droplets by e.g. coughing or sneezing.* *BEST custodial to perform cleaning duties daily after working hours. Refer to item 43.*
51.	Common touch points and tools/equipment, that must be shared are identified and cleaned between employees.	☒	☐	☐	*Cleaning/sanitizing procedures for common touch points and shared items are available and signs posted e.g. shared machinery, multifunction devices, photocopiers, equipment, tools, microwaves, kettles, eating surfaces, etc.* *Disinfectant wipes available to clean common touch points and tools/equipment after each use. BEST custodial to perform cleaning duties daily after working hours. Refer to item 43.*
52.	Storage space for personal articles have been identified and are cleaned regularly.	☒	☐	☐	*Who will clean: surfaces cleaned by BEST. Employees must clean their storage space where personal articles are stored or hung each day.* *Where is the storage: each employee office*
53.	Other:	☐	☐	☒	

AUDIT AND CONTINUOUS IMPROVEMENT

#	Control Measure	Yes	No	NA	Details (as per Directions)
54.	There is a plan to conduct regular inspections of all control measures and safety protocols to ensure they are in place.	☒	☐	☐	*Ensure this COVID-19 Safety Plan is posted. BMC management, faculty, and support staff will conduct these inspections once a week.*
55.	Audits of inspections are planned to ensure that control measures continue to be effective.	☒	☐	☐	*BMC JOH&S Committee to conduct the audits once a month*

APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Emily Lacanilao	Position Administrative Manager, BMC	Date March 25, 2021
EOC	Name *Glen Magel*	Position EOC Director	Date April 1, 2021