

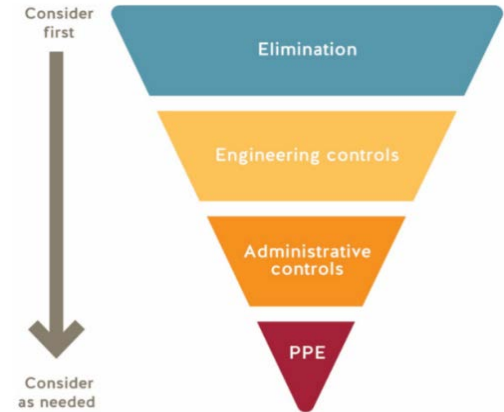


BCIT COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

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:	Project services		
Anticipated # of employees on campus daily when scheduled:	3	What is the total # of employees:	20
Start date:	November 20, 2020	End date:	On going
Completed by:	Name Joe Cosh	Position Associate Director	Date November 20, 2020



ROOM INFORMATION

<p>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.</p>			
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>
<p>Project tender tours may be required to enter any room on any campus, depending on project needs. Tours will be coordinated such that stakeholders and occupants are not affected by the tours (e.g. physical distancing will be maintained, cleaning/disinfecting of occupied areas will be arranged post-tour, and space occupants notified). Posted room capacities will be respected, and any room with no posted capacity will be have the proposed capacity stated on the tender map and information submitted to ssemohs@bcit.ca, for OHS approval.</p>			

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.

Project services (PS) and Corporate services (CS) needs to conduct on-site walkthroughs for design and construction tenders. These walkthroughs will be limited to 6 persons at any one time including 1 staff member from PS and 1 from CS. Each walkthrough will be planned prior to the date with prescribed routing through buildings and if required a washroom will be identified for hand washing purposes, identified washroom will be requested to be disinfected before and after walkthrough by facilities. Routing, washrooms and any locations to be viewed in detail will be marked on a floor plan for review by BCIT OHS. On-site prior to the walkthrough all visitors will be briefed on locations of hand washing stations, BCIT safety protocols and questioned on their health status or any contact with COVID-19 active cases. Masks will be mandatory and 2m of social distancing will be maintained at all times.

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.

COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

#	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"/>	<i>Exceptions allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary (explain):</i> No tours will take place where participants must be within 2m of each other while viewing a space.
2.	Work stations are set-up to allow for 2 metres physical distancing.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Exceptions allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary (explain):</i> Activity will be mobile walking tours
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"/>	Work scheduled around any potential occupants of the spaces being visited to ensure they are vacant or will otherwise not be impacted by the tour.
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"/>	
5.	Movement within the room is identified, such as with directional arrows, for walkways and entrances/exits.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Signs or arrows on the floor identifying directions.</i> Tours will have a pre-determined route; directional signage posted in buildings and rooms visited will be respected.
6.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Washroom for the tour will be identified in the tender request to SSEM. Posted occupancy limits of washrooms throughout BCIT will be respected.
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"/>	
8.	Mobile fans have removed or put out of service.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9.	Break areas for employee use has been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>If yes, what control measures are in place to maintain physical distancing?</i> <i>Occupancy limit_____ If there is an occupancy limit, is a sign posted? Y <input type="checkbox"/> N <input type="checkbox"/></i>
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"/>	Tour could potentially visit areas where barriers are implemented as per their safety plan; could potentially allow multiple people touring a space within 2m (but separated). No barriers will be erected or moved, only using what may already exist.
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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"/>	Complete a Facilities and Campus Development work requisition for assessment, as needed.
14.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

#	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 .					
15.	Posted: Physical distancing (2 m) sign(s) Item 1A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage is posted throughout the institute based on campus-scaled and program/department-scaled safety plans. All information indicated in these signs will be verbally (and in writing during tender planning) communicated to visitors prior to any walkthrough, with their acknowledgement required.
16.	Posted: Hand washing sign(s) Item 29B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.	Posted: Health screen sign(s) Item 3C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.	Posted: Hand washing sink location sign(s) Item 14A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19.	Posted: Hand sanitizing station location sign(s) Item 13A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20.	Posted: Protect yourself sign(s) Item 21A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21.	Posted: Occupancy limit of this room sign(s) Item 37A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22.	Posted: Other signs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Please list:
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"/>	Will occur for each tour (potentially multiple times per tender, if multiple tours are needed to accommodate all bidders).
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"/>	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.
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. e.g., pens, paper, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
28.	Papers and items are not physically passed between employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If items are provided, they are cleaned between employee use or disposed, or other control measures are in place – Describe:
29.	Employees have dedicated tools/equipment, e.g., items are not shared between employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Explain:
31.	Work spaces/stations are dedicated for an individual or group use and not shared with others.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

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32.	Single-use (disposable) products are used where feasible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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. All external attendees will be advised about screening requirements prior to attending and confirmed at orientation
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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): Bidders will be notified of any location-specific PPE required for the tour (hard hat, high vis, steel toes, etc.).
39.	Training is provided for the above PPE to employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	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): masks will be available at the start of the tour if any parties require one (X boxes of X needed).
41.	PPE safe donning, doffing, disposal, and disinfecting instructional materials are available for employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Post applicable signs in a visible location if ppe required. Use the OHS Employee Orientation checklist to assist orientation/training by their supervisors.
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"/>	Work requests are made per tender based on need (e.g. if tour is in public areas only during regular hours of operation, additional cleaning not needed; if in occupied offices or private areas, cleaning request will be made as part of tour prep.

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44.	Training will be provided to employees performing cleaning duties and cleaning materials have been provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Cleaning Standard Operating Procedures have been located here. What are the cleaning products/materials: What ppe is required:</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"/>	<i>Consider time it will take for hand washing to take place, to determine what is e.a. sufficient number of hand wash stations.</i>
46.	Handwashing station(s), stocked, easily accessed, and have been identified to employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Sink Location: Hand washing station determined in tour preparation, and identified in request sent to SSEM. Stocked with soap Y <input checked="" type="checkbox"/> N <input type="checkbox"/> paper towel Y <input checked="" type="checkbox"/> N <input type="checkbox"/></i>
47.	Hand sanitizing station(s), stocked, and have been identified to employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>ABHS (Alcohol-Based Hand Sanitizer): Use of stations located in public areas of buildings. Tour will also have hand sanitizer available at key locations as necessary – outlined in the plan sent to SSEM. Will hand sanitizer be refilled by department: Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If No, describe: No permanent stations will be implemented during tours/use of public sanitizer stations.</i>
48.	All Safety Data Sheets (SDS) and cleaning procedures used are found here .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If not, describe:</i>
49.	The area(s) have been decluttered so that cleaning is simplified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>	<i>Barriers can become contaminate if they are a touch point or if the contaminated with droplets by e.g. coughing or sneezing. Any existing barrier is areas will be cleaned as part of the facilities request as needed. No barriers owned by ps for tender process.</i>
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"/>	<i>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):</i>
52.	Storage space for personal articles have been identified and are cleaned regularly.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Who will clean: Where is the storage:</i>
53.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
AUDIT AND CONTINUOUS IMPROVEMENT					



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54.	There is a plan to conduct regular inspections of all control measures and safety protocols to ensure they are in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often? No inspections as each tour must be pre-approved by SSEM.</i>
55.	Audits of inspections are planned to ensure that control measures continue to be effective.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Who conduct the audits and how often? See above.</i>

APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Joe Cosh	Position Associate Director	Date November 20, 2020
EOC	Name	Position	Date

REVISION APPROVAL *(if applicable)*

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name	Position	Date
EOC	Name Glen Magel	Position EOC Director	Date November 24, 2020