

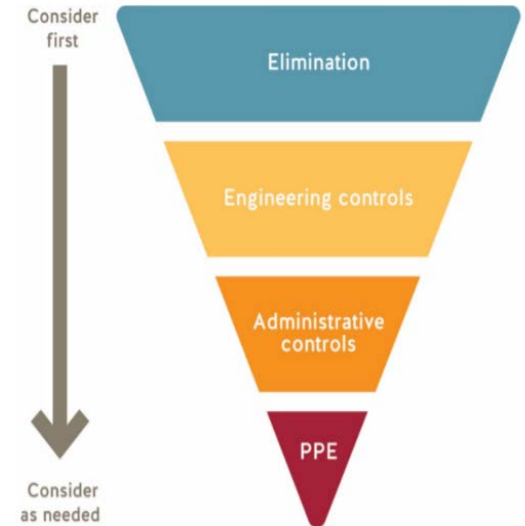


BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

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:	Civil Engineering Technology Program		
Preparation of Labs for:	CIVL 2026 Construction Materials CIVL 4041 Geotechnical Analysis and Design CIVL 2025 Applied Hydraulics		
Proportion of program offered on campus:	<i>31 Courses offered in the program this term. 1 courses will have some on campus component this term. For this course, there are typically 15 weeks of labs. We propose running 3 weeks of labs this term (20% of pre-covid sessions) with the remainder being offered via online videos/data set delivery.</i>		
Start date:	November 9, 2020	End date:	May 28, 2021
Total # of students in program:	Approximately 60 Students in each of years 1 and 2 of the program	# of employees:	6
Anticipated # of students on campus daily when scheduled:	0 (This safety plan is for outside of class and lab hours)	Anticipated # of employees on campus daily when scheduled	2
Completed by:	Name Sudip Talukdar	Position Faculty- Instructor	Date November 4, 2020



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



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Burnaby, SW3	1650	Laboratory	9
Burnaby, SW3	1640	Laboratory	1
Burnaby, SW3	1610	Womens Washroom	1
Burnaby, SW3	1620	Mens Washroom	1

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).

Two courses in the Civil Engineering Technology program are being planned to be offered in the Winter 2021 term with some in-person laboratory components on campus. The two courses are CIVL 2026 Construction Materials and CIVL 4041 Geotechnical Analysis and Design. The labs are in room SW03-1650.

In addition, one course in the Winter 2021 term, CIVL 2025 Applied Hydraulics, is being planned to have lab demonstrations by the instructors shown to the students via videos without their attendance in-person. The activities for the demonstrations will be carried out in room SW03-1640.

Separate safety plans will be submitted for CIVL 2026 and CIVL 4041. The needs for the students to return to campus for the lab activities are given in those plans.

This safety plan is for the instructors to come to campus to prepare the lab sessions for the three courses, beginning now. It covers the period to the end of the courses in May 2021.

The work is to prepare workstations where it would be dedicated spaces for individual students, with all required testing apparatus, samples and cleaning supplies at each workstation. In addition to preparing the spaces for the in-person student lab exercises, the work will also involve making several instructional videos and data sets to be presented to the students during the term. The videos are prepared also to allow those students who choose not to attend on campus lab sessions to learn the materials.

The instructors covered under this safety plan are:

- 1) Mohammed Farooq
- 2) Ken Zeleschuk
- 3) Ray Daxon



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- 4) Sudip Talukdar
- 5) Colleen Chan
- 6) Jan Bielenberg

No more than 2 of the 6 instructors would be present in the lab spaces at any given point in time.

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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exceptions allowed as per BCIT COVID-19 Go-Forward Plan , Risk Matrix Summary (explain):

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#	Control Measure	Yes	No	NA	Details (as per Directions)
	Note: Contact returntocampus@bcit.ca for room capacity and layout if needed.				The lab areas are large enough to allow instructors to maintain a 2 m physical distance.
2.	Demonstration, work and assessment stations are set-up to allow for 2 metres physical distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Exception allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary (explain):</i> The work is to prepare student work stations which would be at minimum 2-m apart.
3.	Identified area(s) where students wait outside of teaching space until allowed inside by instructor.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Students not involved in this plan.
4.	Work has been scheduled to minimize numbers of individuals on campus at one time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No more than 2 instructors to be present in the laboratory at any point in time. As the capacity of SW3-1640 is 1 , no more than 1 instructor will be present in that lab at any point in time.
5.	In shared spaces, safety protocols have been put in place to reduce close contact between users.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
6.	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"/>	The work is to prepare directional arrows on the floor and all safety and instructional signs.
7.	Water fountains are put out of service, and only touchless water bottle filling station available.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The labs and classrooms are not equipped with water fountains.
8.	Mobile fans have been removed or put out of service.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No mobile fans in lab
7.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If yes, Washroom occupancy limit ___1___
8.	Break area(s) for student use have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No students involved in this plan
9.	Break areas for employee use have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Breaks will not be taken by employees in the laboratory space.
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"/>	In most cases, the instructors will be carrying out the work by themselves. Where and when 2 instructors are required to be present, the 2m physical distance will be maintained.
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Barriers are not used
13.	The impact on ventilation requirements have been considered if there's been a significant use change for the instructional space.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No significant changes to the original use of the lab space



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#	Control Measure	Yes	No	NA	Details (as per Directions)
	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8.5"X11" wall signs, posted in the hallway and rooms
14.	Posted: Hand washing sign(s) Item 29B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Laminated 8.5"X11" wall signs, posted by the sinks.
15.	Posted: Health screen sign(s) Item 3C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11"X17" wall signs, posted at the entrances.
16.	Posted: Hand washing sink location sign(s) Item 14A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8.5"X11" wall signs, posted in the rooms.
17.	Posted: Hand sanitizing station location sign(s) Item 13A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8.5"X11" wall signs, posted in the rooms.
18.	Posted: Protect yourself sign(s) Item 21A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8.5"X11" wall signs, posted in the rooms and the hallway.
19.	Posted: Occupancy limit of this room sign(s) Item 37A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8.5"X11" wall signs, posted at entrances.
20.	Posted: Other signs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Please list:</i> Wrong way do not enter, 1a Safe use of mask Don and doff ppe, 33a Entrance only 10b Exit only 11b Stand here 23a
ORIENTATION AND TRAINING (ADMINISTRATIVE)					
21.	Routine safety discussions held to review control measures and safety protocols.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All of the instructors will review the work and the safety controls weekly. Communications will be made to the Associate Dean regularly.
22.	All students have completed the online COVID-19 Pandemic On-Campus Guidelines training.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Students not involved
23.	COVID-19 safety Site orientation for students has been developed and posted in the Learning Hub.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Students not involved
24.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Instructors present in labs have completed the training.
25.	All employees have completed the online OHS New Employee Orientation module .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Instructors present in labs have completed the training.

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#	Control Measure	Yes	No	NA	Details (as per Directions)
26.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
RULES AND GUIDELINES (ADMINISTRATIVE)					
27.	All unnecessary and self-serve items have been removed from the spaces. <i>e.g., pens, paper, etc.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All items and areas and shelves around the perimeter of the rooms have been taped off.
28.	Doors that students are to use to enter and exit have been clearly identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signs used.
29.	Handouts, papers, and items are not physically provided to students.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Students not involved.
30.	Students have dedicated tools/equipment, e.g., items are not shared between students.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Students not involved.
31.	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"/>	While working, the instructors will clean touched surfaces and wash their hands frequently.
32.	Work spaces/stations are dedicated for an individual or group use and not shared with others.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The work is to prepare workstations where it would be dedicated space for individual students, with all required testing apparatus, samples and cleaning supplies at each workstation.
33.	Single-use (disposable) products are used where feasible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Disposable paper towels are to be used. Plastic molds will be disposed after use.</i>
34.	Measures are in place to accommodate student sick at home.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Students not involved.
35.	Procedures in place to screen students on a daily basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Students not involved.
36.	There is a procedure in place if a student or employee becomes ill on campus.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Refer to the COVID-19 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.
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Refer to the COVID-19 Pandemic Scenario Response Plan 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Students not involved.
39.	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.					
40.	Appropriate PPE for the hazards of employee and student tasks are available to be provided (non-COVID-19 related ppe).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Instructors to wear safety glasses, safety boots, and lab appropriate clothing at all time when working in any of these labs.
41.	Training is provided for the above PPE to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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#	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 .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>PPE currently present in lab, and additional PPE has been ordered as per the CIVL 2026 Go Forward Safety Plan. Therefore, at present, no additional PPE needs to be ordered, but,</p> <p>The following PPE will be used by instructors when in the lab:</p> <ol style="list-style-type: none"> 1) Facemasks when in the lab. 2) Hand Sanitizer when entering and exiting the lab. 3) All equipment used by instructors to be sanitized before and after use using paper towels and Oxivir Disinfectant Spray.
43.	PPE safe donning, doffing, disposal, and disinfecting instructional materials are available for students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Post applicable signs in a visible location if ppe required.</p> <p>Use the Student Orientation checklist to assist orientation/training by instructors.</p> <p>Use the OHS Employee Orientation checklist to assist orientation/training by their supervisors.</p>
44.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
CLEANING					
45.	Facilities is aware of the cleaning needs for the area. Facilities work requests have been submitted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facilities request WR 1456169 has been submitted.
46.	Training will be provided to faculty and students performing cleaning duties and cleaning materials have been provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Cleaning Standard Operating Procedures have been located here.</i>
47.	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"/>	There are sinks in room SW3-1650.
48.	Handwashing station(s), stocked, easily accessed, and have been identified to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Sink Location: <u>By Entry Door in SW3-1650</u></p> <p>Stocked with soap Y <input checked="" type="checkbox"/> N <input type="checkbox"/> paper towel Y <input checked="" type="checkbox"/> N <input type="checkbox"/></p>
49.	Hand sanitizing station(s), stocked, and have been identified to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>ABHS (Alcohol-Based Hand Sanitizer): Location(s) <u>Several bottles of hand sanitizers are placed at different locations in the room</u></p> <p>Will hand sanitizer be refilled by department: Y <input checked="" type="checkbox"/> N <input type="checkbox"/></p> <p>If No, describe:</p>
50.	All Safety Data Sheets (SDS) and cleaning procedures used are found here .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If not, describe:
51.	The area(s) have been decluttered so that cleaning is simplified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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#	Control Measure	Yes	No	NA	Details (as per Directions)
52.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
53.	Common touch points and tools/equipment that must be shared are identified and cleaned between students and classes.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
54.	Storage space for personal articles have been identified and are cleaned regularly.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Employees will not bring in personal articles.
55.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Instructors will perform these inspections on a daily basis. Only subject to days where sessions will be held. The instructors will review with the Associate Dean weekly.
57.	Audits of inspections are planned to ensure that control measures continue to be effective.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	An instructor not associated with the course will audit the measures on a regular basis.

APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Steven Kuan	Position Associate Dean in SOCE	Date November 16, 2020
EOC	Name <i>Glen Magel</i>	Position EOC Director	Date November 24, 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