

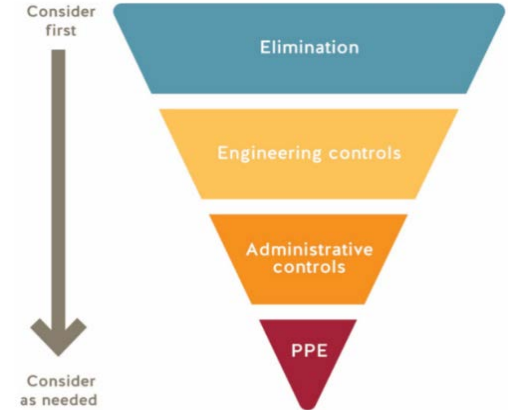


## BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

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

<b>Course/Program Name:</b>	<b>Electricity and Industrial Electronics</b>		
<b>Proportion of program offered on campus:</b>	Program = total of 11 Courses each of which require some 'on campus' activity		
<b>Start date:</b>	1 December, 2020	<b>End date:</b>	31 August, 2021
<b># of students:</b>	16	<b># of employees:</b>	1
<b>Completed by:</b>	Name Dennis Nymark	Position Instructor	Date 13 November, 2020
<b>Replacing RTC #</b>	26	<b>Replacing GFP #</b>	



### 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.

<b>Campus/ Building</b>	<b>Room Number</b> <small>Floor Plans found <a href="#">here</a></small>	<b>Type of Space</b> <small>Include washrooms and breakout rooms</small>	<b>Capacity</b> <small>Current capacity due to COVID-19</small>
<i>BCIT Kelowna Campus</i>	104, 106	Two single occupancy restrooms	1
	113	Classroom / lab space 100 sq. m.	17
		Lab space 100 sq. m.	11
		Mezzanine lab space 32 sq. m.	4
		Tool Room 32 sq. m.	1
		Office 7.5 sq. m.	1
		Electrical / IT Room 8 sq. m.	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).

We are training electrician apprentices for work in Residential, Commercial, and Industrial construction and maintenance environments. These students have never worked in a construction environment and require safety awareness training and hand skills with tools and materials they will encounter on job sites. We can replicate worksite environments and provide training in the use of tools and materials in a realistic and safe setting. Students also require training in working at heights from ladders, scaffolding and lifts.

In addition to physical skills and abilities, we also use labs to aid in understanding of electrical theory.

We must also train our apprentices to work safely and cooperatively in a group environment. Communication skills are of paramount importance on a construction site.

### 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](mailto: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](mailto: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](#)



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*Assessment Controls Guidance and Hierarchy of Controls. For assistance email [ssemohs@bcit.ca](mailto:ssemohs@bcit.ca).*

#	Control Measure	Yes	No	NA	Details (as per Directions)
<b>ELIMINATION</b>					
1.	Room(s) set up to allow for 2 metres physical distancing during instruction and practice. <b>Note:</b> Contact <a href="mailto:returntocampus@bcit.ca">returntocampus@bcit.ca</a> for room capacity and layout if needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exceptions allowed as per <a href="#">BCIT COVID-19 Go-Forward Plan</a> , Risk Matrix Summary (explain):
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"/>	Exception allowed as per <a href="#">BCIT COVID-19 Go-Forward Plan</a> , Risk Matrix Summary (explain):
3.	Identified area(s) where students wait outside of teaching space until allowed inside by instructor.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Waiting area is same as marshalling area for fire alarm evacuation.
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"/>	Class schedules staggered on campus to reduce chance of students close contact in hallways.
5.	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"/>	One way passage in hallways. Two meter spacing required.
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"/>	Signs or arrows on the floor identifying directions.
7.	Water fountains are put out of service, and only touchless water bottle filling station available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water Fountains taped off. Kitchens sink and tap in use. Tap is disinfected by each user before and after use. Eye wash station still connected and sanitized before and after use.
8.	Mobile fans have been removed or put out of service.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If yes, Washroom occupancy limit <u>  1  </u>
8.	Break area(s) for student use have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If yes, what control measures are in place to maintain physical distancing? table spacing Occupancy Limit <u>  16  </u> If there is an occupancy limit, is sign posted? Y <input type="checkbox"/> N <input checked="" type="checkbox"/>
9.	Break areas for employee use have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If yes, what control measures are in place to maintain physical distancing? Occupancy Limit <u>  1  </u> If there is an occupancy limit, is sign posted? Y <input type="checkbox"/> N <input checked="" type="checkbox"/>
10.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>ENGINEERING CONTROL MEASURES</b>					
11.	<a href="#">Barriers</a> are implemented to separate work areas or walk ways, when physical distancing not practical.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pony walls separate paths.
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pony walls affixed to floor.
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"/>	Complete a <a href="#">Facilities and Campus Development work requisition</a> for assessment, as needed.



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#	Control Measure	Yes	No	NA	Details (as per Directions)
	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>SIGNAGE (ADMINISTRATIVE)</b> <i>Signage is available @ <a href="#">BCIT online Inventory</a>. Guidelines for posting signs are available on <a href="#">ShareSpace</a>.</i>					
13.	Posted: Physical distancing (2 m) sign(s) Item 1A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage posted outside classroom, in classroom and lab areas.
14.	Posted: Hand washing sign(s) Item 29B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Signage posted near all sinks.</i>
15.	Posted: Health screen sign(s) Item 3C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Signage posted outside classroom.</i>
16.	Posted: Hand washing sink location sign(s) Item 14A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Sink located at entrance to classroom.</i>
17.	Posted: Hand sanitizing station location sign(s) Item 13A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Hand sanitation station at entrance to classroom.</i>
18.	Posted: Protect yourself sign(s) Item 21A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Signage located outside classroom.</i>
19.	Posted: Occupancy limit of this room sign(s) Item 37A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Signage on outside of classroom.</i>
20.	Posted: Other signs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Please list:</i>
<b>ORIENTATION AND TRAINING (ADMINISTRATIVE)</b>					
21.	Routine safety discussions held to review control measures and safety protocols.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Daily reminders of safe conduct.
22.	All students have completed the online <a href="#">COVID-19 Pandemic On-Campus Guidelines</a> training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>How will compliance be checked: checked by quizzing students on salient points.</i>
23.	COVID-19 safety Site orientation for students has been developed and posted in the Learning Hub.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Procedure for orientation found <a href="#">here</a>. Student COVID-19 Orientation Checklist found <a href="#">here</a>.</i>
24.	All employees have completed the online <a href="#">BCIT Pandemic Exposure Control Plan Training</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25.	All employees have completed the online <a href="#">New Employee Orientation module</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>New and Returning Employee Orientation Checklist found <a href="#">here</a>. Each employee to save the checklist to their online New Employee Orientation course</i>
26.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>RULES AND GUIDELINES (ADMINISTRATIVE)</b>					
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"/>	<i>All supplies asked for prior to class and stocked at each workspace</i>
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"/>	<i>Signs or arrows on the floor</i>
29.	Handouts, papers, and items are not physically provided to students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If items are provided, they are cleaned between student use or disposed, or other control measures are in place – Describe:</i>

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#	Control Measure	Yes	No	NA	Details (as per Directions)
30.	Students have dedicated tools/equipment, e.g., items are not shared between students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Each student provided a full set of hand tools which are stored separately in tool room.</i>
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"/>	<i>Explain: Power tools that must be shared are sanitized before and after use with a spray solution of oxivir TB.</i>
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"/>	<i>Students have assigned seating and lab space.</i>
33.	Single-use (disposable) products are used where feasible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Paper towelling used for hand washing and sanitizing.</i>
34.	Measures are in place to accommodate student sick at home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Accommodation plan: Lessons are shared on zoom. Work assignments are available on line.</i>
35.	Procedures in place to screen students on a daily basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The <a href="#">health screen</a> poster is available for reference and is posted on building doors. Students and employees are expected to self assess daily, and the <a href="#">BCCDC self-assessment tool</a> can be used to support this.</i>
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"/>	<i>Refer to the <a href="#">COVID-19 Pandemic Scenario Playbook</a> 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.</i>
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"/>	<i>Refer to the <a href="#">COVID-19 Pandemic Scenario Playbook</a> for more information. Confirm if the person is aware of self-isolation <a href="#">requirements</a> and <a href="#">protocols</a>.</i>
38.	Provisions made for students to maintain same lab/class cohort throughout the Term.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Student Cohort limited to 48 on campus in any one term. Class size limited to 16.</i>
39.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>PERSONAL PROTECTIVE EQUIPMENT (PPE). Refer to the <a href="#">PPE Flowchart</a> to determine what PPE is required for COVID-19 purposes.</b>					
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"/>	<i>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 50 per box Disposable face masks are provided in the classroom. Surgical gloves available if necessary. All students provided with safety eyewear.</i>
41.	Training is provided for the above PPE to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Instruction on donning and removing masks provided. Signage for donning and removing masks also available.</i>
42.	<a href="#">Appropriate PPE for COVID-19</a> is available to be provided to students and employees. Supply requests emailed to <a href="mailto:ppe@bcit.ca">ppe@bcit.ca</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Based on circumstances allowed for in the <a href="#">BCIT COVID-19 Go-Forward Plan</a>, Risk Assessment Matrix Summary. List PPE and tasks/activities required for and provide the quantity and unit of measure, if</i>



## COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
					<i>applicable (e.g. 2 boxes of 20 each box):</i>
43.	PPE safe <a href="#">donning, doffing, disposal, and disinfecting instructional materials</a> are available for students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Post applicable signs in a visible location if ppe required. Use the <a href="#">Student Orientation checklist</a> to assist orientation/training by instructors. Use the <a href="#">Employee Orientation checklist</a> to assist orientation/training by their supervisors.</i>
44.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>CLEANING</b>					
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"/>	<i>Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s). Cleaning services are provided by School District 23.</i>
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 <a href="#">here</a>. What are the cleaning products/materials: A spray solution of Oxivir TB and paper towelling is provided for cleaning tools and surfaces  What ppe is required: face mask and surgical gloves provided.</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"/>	<i>Consider time it will take for hand washing to take place, to determine what is e.a. sufficient number of hand wash stations. Some areas find a ratio of 8:1, students to sink, effective. The minimum amount of hand washing required is once before class starts, after class ends and before and after breaks. Two handwashing stations available in class for 16 students.</i>
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"/>	<i>Sink Location: Entrance to classroom and kitchen area. _____ Stocked with soap Y <input checked="" type="checkbox"/> N <input type="checkbox"/> paper towel Y <input checked="" type="checkbox"/> N <input type="checkbox"/></i>
49.	Hand sanitizing station(s), stocked, and have been identified to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i><b>ABHS (Alcohol-Based Hand Sanitizer):</b> Location(s) Entrance to classroom. _____  Will hand sanitizer be refilled by department: Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If No, describe: Custodian refills sanitizer spray bottles on a daily basis.</i>
50.	All Safety Data Sheets (SDS) and cleaning procedures used are found <a href="#">here</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If not, describe:</i>
51.	The area(s) have been decluttered so that cleaning is simplified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i><b>Desktops and lab areas are to remain cleared of clutter.</b></i>
52.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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.</i>
53.	Common touch points and tools/equipment that must be shared are identified and cleaned between students and classes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>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: Students sanitize common tools/equipment before and after each use.</i>



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#	Control Measure	Yes	No	NA	Details (as per Directions)
54.	Storage space for personal articles have been identified and are cleaned regularly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Who will clean: Students and Custodian clean storage spaces. Where is the storage: Storage is in Tool room.</i>
55.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>AUDIT AND CONTINUOUS IMPROVEMENT</b>					
56.	There is a plan to conduct <a href="#">regular inspections</a> of all control measures and safety protocols to ensure they are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often? Program Head</i>
57.	<a href="#">Audits of inspections</a> are planned to ensure that control measures continue to be effective.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Who conduct the audits and how often? Associate Dean of SOCE</i>

### APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name <b>James Cai</b>	Position <b>Associate Dean</b>	Date <b>17 Nov. 2020</b>
EOC	Name <i>Glen Magel</i>	Position EOC Director	Date November 26, 2020