

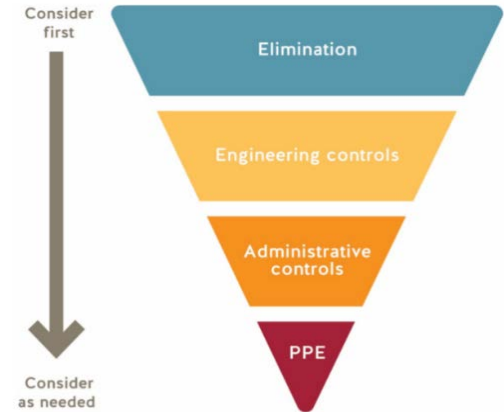


BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

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: | Electrical Foundation | | |
| Proportion of program offered on campus: | <i>Wiring methods course material only.</i> | | |
| Start date: | February 1, 2020 | End date: | August 31, 2021 |
| # of students: | 16 | # of employees: | 1 |
| Completed by: | Name Craig Lien | Position Instructor | Date November 15, 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 <small>Floor Plans found here</small> | Type of Space <small>Include washrooms and breakout rooms</small> | Capacity <small>Current capacity due to COVID-19</small> |
| <i>Princess Margaret Senior Secondary</i> | Room 147 | Lab | 8 |
| | Trailer | Shop | 8 |
| | Staff washroom | Washroom | 1 |
| | | | |
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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).

A huge part of the foundation program involves students getting hands on training. Most of these students have no experience or knowledge of working with the tools of the electrical trade. The foundation program is designed to expose the students some of the many wiring methods used and this can only be learned by experiencing it first hand. The activities have to be done in BCIT lab in person.

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.



COVID-19 SAFETY PLAN ACADEMIC SPACES

| # | 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. Note: Contact returntocampus@bcit.ca for room capacity and layout if needed. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Exceptions allowed as per BCIT COVID-19 Go-Forward Plan , 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 BCIT COVID-19 Go-Forward Plan , 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"/> | |
| 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"/> | Using the two spaces allows us to have 8 in each space instead of the usual 16. |
| 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"/> | We have no shared spaces at all. Students get an assigned space for the duration of the course. |
| 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"/> | Students are to bring their own water. |
| 8. | Mobile fans have been removed or put out of service. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | No mobile fans. |
| 7. | Washrooms have been identified. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If yes, Washroom occupancy limit is 1 student. Door locks to ensure this. |
| 8. | Break area(s) for student use have been identified. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Students take their breaks in their work space or go outside. There is no break room. |
| 9. | Break areas for employee use have been identified. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Instructor takes his breaks in his private office. |
| 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 checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Plywood set up in the few spaces near the walkway. |
| 12. | Barriers are stable and do not introduce other safety hazards, e.g. tripping. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 13. | The impact on ventilation requirements have been considered if there's been a significant use change for the instructional space. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No significant changes have been made. |
| | Other: | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |

COVID-19 SAFETY PLAN ACADEMIC SPACES

| # | Control Measure | Yes | No | NA | Details (as per Directions) |
|--|---|-------------------------------------|--------------------------|-------------------------------------|---|
| SIGNAGE (ADMINISTRATIVE) <i>Signage is available @ BCIT online Inventory. Guidelines for posting signs are available on ShareSpace.</i> | | | | | |
| 13. | Posted: Physical distancing (2 m) sign(s) Item 1A | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 14. | Posted: Hand washing sign(s) Item 29B | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 15. | Posted: Health screen sign(s) Item 3C | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 16. | Posted: Hand washing sink location sign(s) Item 14A | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 17. | Posted: Hand sanitizing station location sign(s) Item 13A | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 18. | Posted: Protect yourself sign(s) Item 21A | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 19. | Posted: Occupancy limit of this room sign(s) Item 37A | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 20. | Posted: Other signs | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Directional arrows for walking. Do Not Use signs.</i> |
| 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"/> | Daily, included with toolbox talk. |
| 22. | All students have completed the online COVID-19 Pandemic On-Campus Guidelines training. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Through d2I completion. |
| 23. | COVID-19 safety Site orientation for students has been developed and posted in the Learning Hub. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Procedure for orientation found here. Student COVID-19 Orientation Checklist found here.</i> |
| 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 New Employee Orientation module . | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>New and Returning Employee Orientation Checklist found here. 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"/> | |
| 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"/> | <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"/> | Students are to bring their own printed (from d2I) or hand-written drawings. No papers exchange hands. |
| 30. | Students have dedicated tools/equipment, e.g., items are not shared between students. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

COVID-19 SAFETY PLAN ACADEMIC SPACES

| # | Control Measure | Yes | No | NA | Details (as per Directions) |
|---|---|-------------------------------------|--------------------------|-------------------------------------|--|
| 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 type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <i>Explain: common touch points are cleaned by custodians after each class.</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"/> | |
| 33. | Single-use (disposable) products are used where feasible. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Gloves and masks available</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: students can go to YouTube to see how jobs are to be done.</i> |
| 35. | Procedures in place to screen students on a daily basis. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>The health screen poster 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.</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 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.</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 COVID-19 Pandemic Scenario Playbook for more information. Confirm if the person is aware of self-isolation requirements and protocols.</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"/> | Same student in same workspaces all year. 8 per room. |
| 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"/> | <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): Each student is given their own pair of gloves and set of safety glasses.</i> |
| 41. | Training is provided for the above PPE to students and employees. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 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"/> | <i>Based on circumstances allowed for in the BCIT COVID-19 Go-Forward Plan, Risk Assessment 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): Students in shop for 5 weeks. 100 masks per week should be sufficient and it will be shipped from BCIT Burnaby Electrical tool room SE1-216B</i> |
| 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"/> | <i>Post applicable signs in a visible location if ppe required. Use the Student Orientation checklist to assist orientation/training by instructors.</i> |

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| # | Control Measure | Yes | No | NA | Details (as per Directions) |
|-----------------|--|-------------------------------------|--------------------------|-------------------------------------|--|
| | | | | | Use the Employee Orientation checklist to assist orientation/training by their supervisors. |
| 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"/> | <i>Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s).</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 is done by the custodians of PMSS</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.</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: Inside classroom 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"/> | ABHS (Alcohol-Based Hand Sanitizer): Location(s) all entries <i>Will hand sanitizer be refilled by department: Y <input checked="" type="checkbox"/> N <input type="checkbox"/></i> <i>If No, describe:</i> |
| 50. | 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> |
| 51. | The area(s) have been decluttered so that cleaning is simplified. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 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 type="checkbox"/> | <input type="checkbox"/> | <input checked="" 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 (e.g. staff and/or students): no shared tools between students.</i> |
| 54. | 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: students keep their articles with them in their own personal work spaces. Where is the storage: personal work spaces</i> |
| 55. | Other: | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |



COVID-19 SAFETY PLAN ACADEMIC SPACES

| # | Control Measure | Yes | No | NA | Details (as per Directions) |
|---|--|-------------------------------------|--------------------------|--------------------------|---|
| 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"/> | <i>Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often? Instructor will perform daily inspections.</i> |
| 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"/> | <i>Who conduct the audits and how often? Biweekly audits will be performed by the department head or Associate Dean</i> |

APPROVAL

| All COVID-19 risk control measures for this campus activity are in place. | | | |
|---|---------------------------|--------------------------|---------------------------|
| Manager | Name James Cai | Position Associate Dean | Date November 18, 2020 |
| EOC | Name <i>Glen Magel</i> | Position EOC Director | Date November 26, 2020 |