

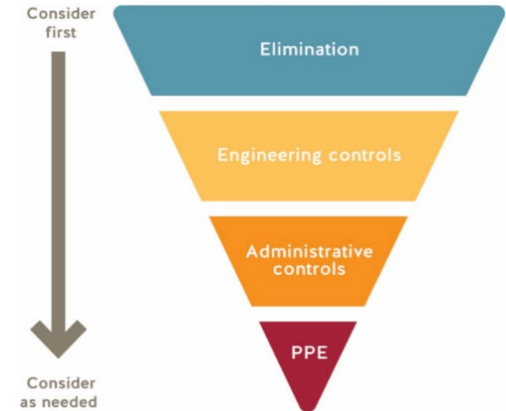


BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

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:	Simulated Electronic Navigation – Operational (SEN-O) and – Managerial (SEN-M)		
Proportion of program offered on campus:	100% on campus		
Start date:	Ongoing	End date:	ongoing
# of students:	7	# of employees:	2 (1 Faculty and 1 Simulator Technician)
Completed by:	Name Emily Lacanilao Sam Susanthan Mujeeb Siddiqui Manik Rudrakumar Marc Soer	Position JOHSC member/Admin Manager JOHSC member/Faculty Faculty Faculty JOHSC member/Program Technician, BMC	Date November 26, 2020
Reviewed by JOHSC members:	Philip McCarter Carl Marquardt Serhat Beyenir Jeff Otto	Associate Dean Department Head Department Head Co-op Education Coordinator	
Replaces	RTC Safety Plan #:		
	GFP Safety Plan #:	23	



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>
BMC	BMC-245	Classroom	max occupancy 2 people
BMC	BMC-245B	Bridge simulator	1 person without PPE; 2 people with PPE
BMC	BMC-245C	Bridge simulator	1 person without PPE; 2 people with PPE



COVID-19 SAFETY PLAN ACADEMIC SPACES

BMC	BMC-245E	Bridge simulator	1 person without PPE; 2 people with PPE
BMC	BMC-245F	Tag/Bridge simulator	1 person without PPE; 2 people with PPE
BMC	BMC-260	Classroom	max occupancy 2 people
BMC	BMC-260B	Bridge simulator	1 person without PPE; 2 people with PPE
BMC	BMC-260C	Bridge simulator	1 person without PPE; 2 people with PPE
BMC	BMC-260D	Bridge simulator	1 person without PPE; 2 people with PPE
BMC	BMC-252	Classroom	10 people
BMC	BMC-259	Washroom	1 person
BMC	BMC-216	Washroom	1 person
BMC	BMC-217	Washroom	1 person

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).

SEN-O course provides hands-on training with the use of simulator equipment. Simulator settings, close to the real-life scenarios, bridge the gap between theory and practice by providing the student with the required skill set to apply the Collision Regulations, and the principles to be observed in keeping a safe navigational watch. It is not feasible to deliver the course online.

To update GFP #23

Academic space(s) required to deliver SEN-M with one student per cubicle. Student to be made aware they have more duties to complete and demonstrate. Autopilot can be used.

Classroom BMC-252 to be used as back up for synchronous delivery of NS, ME, BWR, and Upgrader courses, as required by Transport Canada.

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.

COVID-19 SAFETY PLAN ACADEMIC SPACES

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. Note: Contact returntocampus@bcit.ca for room capacity and layout if needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Classrooms set up allows physical distancing of 2 meters and will be priority when students are performing practical component of the course. Faculty will make all efforts to provide remote instructional support. Exception: in rare cases that a physical distance cannot be maintained, and all other options are exhausted, faculty and students will use PPE (face mask and face shield) and immediate hand washing/sanitizing after close contact will be mandated. WorkSafe pictograms placed next to the PPE provides guidance on the use of facemasks. Faculty should wash/sanitize their hands immediately prior and after touching the station. BMC-245/260/252

COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
					<p style="text-align: right;">students line up</p> <p> BMC-252 for the purpose of an orientation instruction with AV (item 1 in RA) BMC-245 sub-rooms, BMC-260 sub-rooms assigned one per student </p>
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"/>	<p><i>For the Simulator Technician support, student/faculty should leave the workstation to allow technician to assess it. Simulator technician to wash/sanitize hands immediately prior and after touching the station.</i></p> <p><i>There will be times when faculty or TpC examiner will need to visit the cubicles when the student is present. All participants are required to wear PPE (face mask and face shield) and immediate hand washing/sanitizing after close contact will be mandated.</i></p>
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"/>	<p><i>Students line up in the waiting area outside of the classrooms, as marked on the floor, and follow instructions from faculty. Maintain 2 m distancing when entering classroom.</i></p>
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"/>	<p><i>Only 7 students are allowed for the all 7 simulators at a time.</i></p>
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"/>	
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"/>	<p><i>Signs or arrows on the floor identifying directions. X marked on the floor by the doors so students/faculty entering and leaving the room can see if anyone else is coming to avoid collision.</i></p>
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"/>	

COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
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"/>	<i>If yes, Washroom occupancy limit __1 per washroom__</i>
8.	Break area(s) for student use have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>No break area at this point. Students are encouraged to go outside of the campus.</i>
9.	Break areas for employee use have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff may take breaks off campus or use approved faculty offices/common areas.
10.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
ENGINEERING CONTROL MEASURES					
11.	<u>Barriers</u> are implemented to separate work areas or walk ways, when physical distancing not practical.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Each student will be assigned to an individual simulator room/desk/work station. All classroom set up allows for 2 m physical distancing. An orientation instruction, debriefing and reviewing with AV will take place in the classroom BMC-252.</i>
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>No barriers</i>
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"/>	<i>There is no significant use change for the instructional space</i>
	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>	
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"/>	<i>At 1st floor main entrance by parking lot</i>
16.	Posted: Hand washing sink location sign(s) Item 14A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Hand washing sink location signage posted by the door</i>
17.	Posted: Hand sanitizing station location sign(s) Item 13A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Hand sanitizing station location signage posted by the door</i>
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Please list:</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"/>	

COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
22.	All students have completed the online COVID-19 Pandemic On-Campus Guidelines training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>How will compliance be checked: All students will send certificate of course completion to the BMC Program Assistants. PAs will update Faculty with the status on the course completion. On the first day of the course, Faculty will require students who missed sending the confirmation to provide the certificate or complete the course prior to entering the classroom.</i>
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. Instructors will conduct the orientation onsite before class starts, scan a copy of the completed checklist to the Department Head, post it in the classroom and discard after course ends.</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>Keep entrance/exit doors open to limit the number of frequently touched surfaces.</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. Faculty will sanitize their hands and distribute required materials prior to the class. Keep paper handling to a minimum.</i>
30.	Students have dedicated tools/equipment, e.g., items are not shared between students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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>Best custodial is required to clean and sanitize equipment/surfaces (e.g. desk, chair, keyboard, mouse, speakers, paper charts) after the class but before the next class. Cleaning & disinfecting products should be chosen out of approved and listed on the Health Canada website.</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 are to be allocated a desk and cubicle for the duration of the course including TpC exam.</i>
33.	Single-use (disposable) products are used where feasible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34.	Measures are in place to accommodate student sick at home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Accommodation plan: student contacts Faculty via email or phone to accommodate the course make up.</i>

COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
35.	Procedures in place to screen students 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. Students and employees are expected to self assess daily, and the BCCDC self-assessment tool can be used to support this. Faculty to remind student during class to self-screen daily. Admin Manager receives a daily e-mail from all staff coming to campus to confirm they have self-screened.
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 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.
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 Playbook 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
39.	Other:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Non-compliance is not an option. Any violation may result in the course being cancelled.
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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):
41.	Training is provided for the above PPE to students and employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>	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): In rare cases Faculty will provide instructions to student in the simulator rooms where 2m social distance cannot be maintained. PPE required: <ul style="list-style-type: none"> - Facial masks for both Faculty and student - Face shields for both Faculty and student - Hand sanitizers to disinfect hands before and after touching equipment - X1 Gloves – Size S, X1 Gloves – Size M, X1 Gloves – Size L, X8 Disinfectant Wipes canister of 60, X8 Alcohol Wipes, X8 Hand Sanitizer 500 ml bottle, X3 Disposable Masks box of 50, X3 Face Shields pack of 10
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"/>	Post applicable signs in a visible location if ppe required. Use the Student Orientation checklist to assist orientation/training by instructors. Use the Employee Orientation checklist to assist orientation/training by their supervisors.
44.	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)																		
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"/>	<p><i>Communication tool for cleaning is posted on the door of the class. Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas.</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">BMC-</td> </tr> <tr> <td colspan="2">Course/Program</td> </tr> <tr> <td>Instructor's name</td> <td></td> </tr> <tr> <td>Number of students</td> <td style="text-align: center;">8</td> </tr> <tr> <td>Disinfection required</td> <td style="text-align: center;">before 8:30 am and after 3:30 pm</td> </tr> <tr> <td>00/00/20 (initials)</td> <td></td> </tr> <tr> <td>00/00/20 (initials)</td> <td></td> </tr> <tr> <td>00/00/20 (initials)</td> <td></td> </tr> <tr> <td>Required washroom</td> <td>BMC-216, BMC-217, BMC-259</td> </tr> </table>	BMC-		Course/Program		Instructor's name		Number of students	8	Disinfection required	before 8:30 am and after 3:30 pm	00/00/20 (initials)		00/00/20 (initials)		00/00/20 (initials)		Required washroom	BMC-216, BMC-217, BMC-259
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46.	Training will be provided to faculty and students performing cleaning duties and cleaning materials have been provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><i>Cleaning Standard Operating Procedures have been located here. What are the cleaning products/materials:</i></p> <p><i>What ppe is required:</i> Best custodial to perform cleaning duties after class but before next class. Refer to item 31.</p>																		
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"/>	<p><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></p>																		
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><i>Sink Location: BMC-259, 216, 217</i> <i>Stocked with soap Y <input checked="" type="checkbox"/> N <input type="checkbox"/> paper towel Y <input checked="" type="checkbox"/> N <input type="checkbox"/></i></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) hand sanitizer is available in all listed classrooms</p> <p><i>Will hand sanitizer be refilled by department: Y <input checked="" type="checkbox"/> N <input type="checkbox"/></i> <i>If No, describe: hand sanitizer bottles are refilled by Best custodial</i></p>																		
50.	All Safety Data Sheets (SDS) and cleaning procedures used are found here .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>If not, describe:</i></p>																		
51.	The area(s) have been decluttered so that cleaning is simplified.	<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)
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 contaminated if they are a touch point or if they are contaminated with droplets by e.g. coughing or sneezing. Best custodial to perform cleaning duties after class but before the next class. Refer to item 31.</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 (e.g. staff and/or students): Best custodial to perform cleaning duties after class but before the next class. Refer to item 31. Students wipe off touch points after each exercise in the simulator lab. Students sanitize their hands before and after the exercise in the simulator lab.</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>Lockers will not be provided to students.</i>
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"/>	<i>Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often? BMC management, faculty and support staff will conduct inspections, weekly.</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? BMC OH&S committee, monthly.</i>

APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Philip McCarter	Position Associate Dean	Date December 14, 2020
EOC	Name <i>Glen Magel</i>	Position EOC Director	Date December 14, 2020