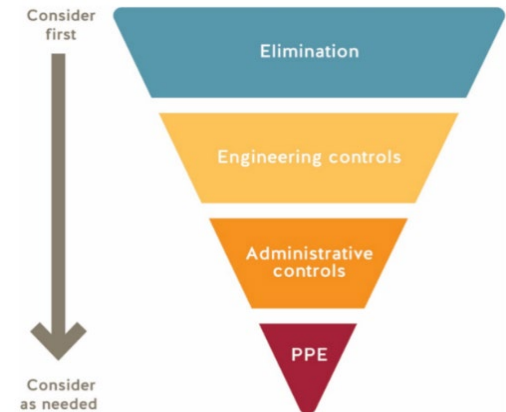# BCIT COVID-19 SAFETY PLAN
ACADEMIC SPACES

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:	**Sheet Metal**		
Proportion of program offered on campus:	Levels 1, 2, 3, 4 Apprenticeship Practicals Pending level 3 to 5 weeks		
October 28	Nov.30.2020.	End date:	**Ongoing**
# of students:	Max 16	# of employees:	**Max 4**
Completed by:	Name Erich Moeller	Position Department Head	Date November, 25 / 2020
Replaces RTC #:	**34**		

Consider first → Elimination → Engineering controls → Administrative controls → PPE — Consider as needed

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
NE 01	142	Main Sheet Metal Shop	19
NE 01	142A	Storage Room	1
NE 01	142B	Tool Crib	1
NE 01	142C	Fabrication Area	1
NE 01	142E	Tool Crib Office	1
NE 01	143	Instructor Office	1
NE 01	143A	Instructor Office	1
NE 01	143B	Department Head Office	2
NE 01	211	Classroom Used as a quiet Zone for Instructors	2
NE 01	212	Classroom Used as a quiet zone for Instructors	2

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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).

Completion of practical assessments as required by ITA & Provincial Outline

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.	☒	☐	☐	*Exceptions allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary (explain):* Room and Shop capacities have been confirmed by Return to Campus see shop layouts attached.
2.	Demonstration, work and assessment stations are set-up to allow for 2 metres physical distancing.	☒	☐	☐	*Exception allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary (explain):* All work areas are set up to provide 2M physical distancing and/or barriers have been installed as a safety measure.
3.	Identified area(s) where students wait outside of teaching space until allowed inside by instructor.	☐	☐	☒	Students report directly to their work stations in order to maintain social distancing.
4.	Work has been scheduled to minimize numbers of individuals on campus at one time.	☒	☐	☐	
5.	In shared spaces, safety protocols have been put in place to reduce close contact between users.	☒	☐	☐	Barriers installed, capacities reduced, and cleaning protocols are in place.
6.	Movement within the room is identified, such as with directional arrows, for walkways and entrances/exits.	☒	☐	☐	*Signs or arrows on the floor identifying directions.*
7.	Water fountains are put out of service, and only touchless water bottle filling station available.	☐	☐	☒	*No such fixture in this room*
8.	Mobile fans have been removed or put out of service.	☐	☐	☒	*No such fixture in this room*
7.	Washrooms have been identified.	☐	☐	☒	*No such fixture in this room*
8.	Break area(s) for student use have been identified.	☒	☐	☐	Each student can break at their individual workstation or use the cafeteria in NE01. When entering or leaving students are required to wear face masks/coverings, wash their hands and use hand sanitizer. This is re-enforced each morning in their daily toolbox meeting.
9.	Break areas for employee use have been identified.	☒	☐	☐	Staff break in their individual offices. Occupancy limit signs have been posted in all offices in NE01.
10.	Other:	☐	☐	☒	
ENGINEERING CONTROL MEASURES					
11.	Barriers are implemented to separate work areas or walk ways, when physical distancing not practical.	☒	☐	☐	See Floor Plans
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	☒	☐	☐	

#	Control Measure	Yes	No	NA	Details (as per Directions)
13.	The impact on ventilation requirements have been considered if there's been a significant use change for the instructional space.	☒	☐	☐	*Complete a Facilities and Campus Development work requisition for assessment, as needed.* No change to the use of the shops only reduced capacity.
	Other:	☐	☐	☒	
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	☒	☐	☐	
14.	Posted: Hand washing sign(s) Item 29B	☒	☐	☐	
15.	Posted: Health screen sign(s) Item 3C	☒	☐	☐	
16.	Posted: Hand washing sink location sign(s) Item 14A	☒	☐	☐	
17.	Posted: Hand sanitizing station location sign(s) Item 13A	☒	☐	☐	
18.	Posted: Protect yourself sign(s) Item 21A	☒	☐	☐	
19.	Posted: Occupancy limit of this room sign(s) Item 37A	☒	☐	☐	
20.	Posted: Other signs	☐	☐	☒	*Please list:*
ORIENTATION AND TRAINING (ADMINISTRATIVE)					
21.	Routine safety discussions held to review control measures and safety protocols.	☒	☐	☐	
22.	All students have completed the online COVID-19 Pandemic On-Campus Guidelines training.	☒	☐	☐	*How will compliance be checked: Learning Hub tracking*
23.	COVID-19 safety Site orientation for students has been developed and posted in the Learning Hub.	☒	☐	☐	*Procedure for orientation found here.* *Student COVID-19 Orientation Checklist found here.* Site orientation to be performed on site
24.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training.	☒	☐	☐	
25.	All employees have completed the online New Employee Orientation module.	☒	☐	☐	*New and Returning Employee Orientation Checklist found here.* *Each employee to save the checklist to their online New Employee Orientation course. This course is required to be completed by new employees and by employees working on campus.*
26.	Other:	☐	☐	☒	
RULES AND GUIDELINES (ADMINISTRATIVE)					

#	Control Measure	Yes	No	NA	Details (as per Directions)
27.	All unnecessary and self-serve items have been removed from the spaces. *e.g., pens, paper, etc.*	☒	☐	☐	*All supplies asked for prior to class and stocked at each workspace*
28.	Doors that students are to use to enter and exit have been clearly identified.	☒	☐	☐	*Signs or arrows on the floor*
29.	Handouts, papers, and items are not physically provided to students.	☐	☒	☐	*If items are provided, they are cleaned between student use or disposed, or other control measures are in place – Describe: If handouts are provided they are prepared in advance and distributed by an Instructor following proper procedures. eg. Hand washing and sanitizing* Pre-printed handouts are placed at each student work station prior to student arrival.
30.	Students have dedicated tools/equipment, e.g., items are not shared between students.	☒	☐	☐	Some equipment must be shared. The portable tools are sanitized between each use, and a custodian is onsite daily to clean and sanitize the stationary equipment frequently as part of their daily cleaning routine.
31.	If cleaning common touch points or tools/equipment not practical, then it is identified when hands are washed/sanitized before and after use.	☒	☐	☐	*Explain:* Used tools are placed in a box (Identified as Used Tools) . Custodial staff sanitizes tools and places clean tools on cart
32.	Work spaces/stations are dedicated for an individual or group use and not shared with others.	☒	☐	☐	Students are assigned their own cubicle/bench/workstation that are not shared for the duration they are on campus.
33.	Single-use (disposable) products are used where feasible.	☒	☐	☐	
34.	Measures are in place to accommodate student sick at home.	☒	☐	☐	*Accommodation plan:* Pending on the amount of time missed, students will be required and/or re-scheduled to come back at a later date.
35.	Procedures in place to screen students on a daily basis.	☒	☐	☐	*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.*
36.	There is a procedure in place if a student or employee becomes ill on campus.	☒	☐	☐	*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.	☒	☐	☐	*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.	☒	☐	☐	
39.	Other:	☐	☐	☒	

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#	Control Measure	Yes	No	NA	Details (as per Directions)
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).	☒	☐	☐	*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):* Safety Glasses, non-medical disposable mask, disposable gloves are provided as needed.
41.	Training is provided for the above PPE to students and employees.	☒	☐	☐	
42.	Appropriate PPE for COVID-19 is available to be provided to students and employees. Supply requests emailed to ppe@bcit.ca.	☒	☐	☐	*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):* Disposable face masks provided if required however all students have their own.
43.	PPE safe donning, doffing, disposal, and disinfecting instructional materials are available for students and employees.	☒	☐	☐	*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:	☐	☐	☒	
CLEANING					
45.	Facilities is aware of the cleaning needs for the area. Facilities work requests have been submitted.	☒	☐	☐	*Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s). WR # 1441364.*
46.	Training will be provided to faculty and students performing cleaning duties and cleaning materials have been provided.	☐	☒	☐	Faculty & students will not do cleaning. Cleaning services provided by FCD
47.	Assessment of sufficient number of hand wash stations conducted, and an appropriate number of handwashing stations are available	☒	☐	☐	*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.*
48.	Handwashing station(s), stocked, easily accessed, and have been identified to students and employees.	☒	☐	☐	*Sink Location:_____NE 01 142_____* *Stocked with soap Y ☒ N ☐ paper towel Y ☒ N ☐*
49.	Hand sanitizing station(s), stocked, and have been identified to students and employees.	☒	☐	☐	***ABHS*** *(Alcohol-Based Hand Sanitizer): Location(s)__NE 01 142_____* *Will hand sanitizer be refilled by department: Y ☒ N ☐* *If No, describe:*
50.	All Safety Data Sheets (SDS) and cleaning procedures used are found here.	☒	☐	☐	*If not, describe:*

#	Control Measure	Yes	No	NA	Details (as per Directions)
51.	The area(s) have been decluttered so that cleaning is simplified.	☒	☐	☐	
52.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	☒	☐	☐	*Barriers can become contaminate if they are a touch point or if the contaminated with droplets by e.g. coughing or sneezing.* BEST custodian cleans barriers as needed if they become contaminated.
53.	Common touch points and tools/equipment that must be shared are identified and cleaned between students and classes.	☒	☐	☐	WR # 1441364 *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):* Facilities cleaner is constantly rotating throughout the shop including common touch points.
54.	Storage space for personal articles have been identified and are cleaned regularly.	☒	☐	☐	*Who will clean?* No need to clean. Not shared. *Where is the storage:* Students use the shelf under their assigned workbench, and faculty and staff use their own work space.
55.	Other:	☐	☐	☒	
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.	☒	☐	☐	All Faculty and Staff working in the building on a daily basis monitor the shops to ensure safety measures are in place and followed. Manager will conduct daily inspections.
57.	Audits of inspections are planned to ensure that control measures continue to be effective.	☒	☐	☐	*Who conducts the audits and how often?* BCIT JOH&S Committee.

APPROVAL

	All COVID-19 risk control measures for this campus activity are in place.		
Manager	Name David Dunn	Position Associate Dean	Date December, 18. 2020
EOC	Name *Glen Magel*	Position EOC Director	Date January 5, 2021

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COVID-19 SAFETY PLAN
ACADEMIC SPACES

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DOCUMENT HISTORY

January 5, 2021	Submitted to RTC for EOC approval	Dave Dunn, Associate Dean
December 9, 2020	RTC returned Safety Plan for revisions	Janice Baldry, Deputy Chief Planning EOC
November 26, 2020	Submitted to RTC for EOC approval	Dave Dunn, Associate Dean
November 20, 2020	Initial submission – To replace RTC #34	Eric Moeller, Department Head

LEGEND
SAFE WALK LINE ‑ ‑ ‑ ‑ ‑
EQUIPMENT
WORK SURFACE (BENCH/DESK/COUNTER TOP) ⎯⎯⎯

DISPLAY CASE
CORKBOARD
WORK BENCH
HEXAGON WORK BENCH
EYEWASH STATION
EYEWASH STATION
SAFETY GUARD

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BUILDING:	ROOM:	CAPACITY:	SCALE:	DATE:	THE INDICATED CAPACITY IS A RECOMMENDATION BASED ON PHYSICAL DISTANCING GUIDELINES AND/OR MODIFIED WORK PRACTICES IN THIS SPACE.	THIS FLOOR PLAN WAS CREATED BY SPACE MANAGEMENT, USING FLOOR PLANS AVAILABLE THROUGH FACILITIES & CAMPUS DEVELOPMENT (http://www.bcit.ca/facilities/floorplans/).	DRAWN BY:
NE01	142	19	1/16"=1'-0"	07/02/2020			MSL