

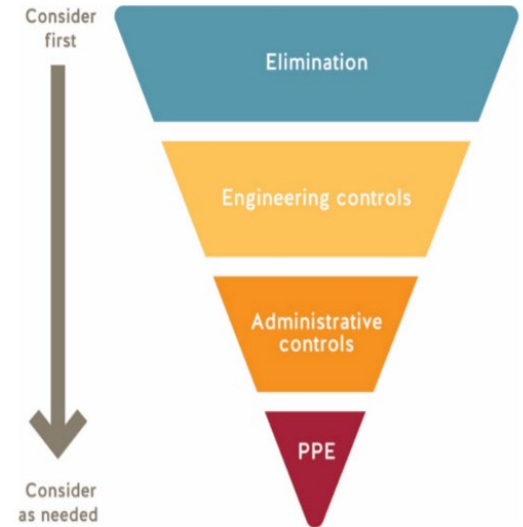


BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

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:	Piping		
Proportion of program offered on campus:	<i>Practical only: Piping level 1, Plumbing level 2,3,4, Steam2,3,4, Gas 1,2,3,4, Foundation, I.S, PTS., Trades Discovery</i>		
Start date:	November 30, 2020	End date:	Ongoing
Total # of students in program:	120	# of employees:	17
Anticipated # of students on campus daily when scheduled:	Max 64	Anticipated # of employees on campus daily when scheduled:	7
Completed by:	Name Ron Stewart	Position Instructor	Date November 30, 2020
Replaces RTC #:	#71		



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>
Burnaby NE01	284/285	Classroom	16
Burnaby NE01	210	Classroom	6
Burnaby NE01	282	Classroom	5
Burnaby NE01	287	Classroom	6
Burnaby NE01	296	Classroom	6
Burnaby NE01	311	Classroom	5
Burnaby NE01	312	Classroom	7
Burnaby NE06	114/115	Lab	6



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Burnaby NE06	Wet lab	Lab	6
Burnaby NE06	222	Lab	8
Burnaby NE06	Yard	Shop	16
Burnaby NE06	101A/101D	Shop	32
Burnaby NE06	205/206	Washroom	1
Burnaby NE06	103A	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).

Students are on campus to complete practical training as per Industry Training Authority's Provincial Program Outline, equipment required for practical cannot be replicated online.

Students will also be completing practical training required to be eligible for TSBC certification – training must be completed and supervised in an approved lab.

Students will be completing practical training and certification for BCWWA- must be completed and supervised in an approved lab.

Students will be on campus as part of the Piping Foundation program

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.

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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"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students provided instruction in advance of arriving to campus as to their work site location.
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"/>	
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"/>	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.	<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"/>	
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? Occupancy Limit <u> </u> If there is an occupancy limit, is sign posted? Y <input type="checkbox"/> N <input type="checkbox"/> 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If yes, what control measures are in place to maintain physical distancing?

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#	Control Measure	Yes	No	NA	Details (as per Directions)
					Occupancy Limit _____ If there is an occupancy limit, is sign posted? Y <input type="checkbox"/> N <input type="checkbox"/> Staff break in their individual offices. Occupancy limit signs have been posted in all offices in NE01, NE06.
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"/>	See Floor Plans
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"/>	Complete a Facilities and Campus Development work requisition for assessment, as needed. No change to the use of the shops only reduced capacity.
	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"/>	
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Please list:
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"/>	On a regular basis during department meetings.
22.	All students have completed the online COVID-19 Pandemic On-Campus Guidelines training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	How will compliance be checked: online reporting tool results stored inside designated learning hub shell

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#	Control Measure	Yes	No	NA	Details (as per Directions)
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 OHS 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 OHS New Employee Orientation course. This course is required to be completed by new employees and by employees working on campus.</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"/>	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.	<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: If handouts are provided they are prepared in advance and distributed by an Instructor following proper procedures. eg. Hand washing and sanitizing</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"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Explain:</i> Students are required to wash their hands after using common tools. This is covered and re-enforced in a daily toolbox meeting that happens at the start of each class day.
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"/>	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.	<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:</i> 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.	<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 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.</i>

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#	Control Measure	Yes	No	NA	Details (as per Directions)
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	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): Welding masks and gloves provided to each student for duration of practical, then sanitized prior to re-issue Students to provide and wear face coverings, safety glasses, hard hats, safety boots. Disposable mask to be provided by department for close proximity work as per John Di Bella – October 21, 2020
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"/>	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 masks to be provided as per John Di Bella - October 21, 2020 Disposable facemasks 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.	<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 OHS 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"/>	Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s). WR#1441860 A dedicated cleaner is onsite daily to clean shop and equipment.
46.	Training will be provided to faculty and students performing cleaning duties and cleaning materials have been provided.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cleaning Standard Operating Procedures have been located here . What are the cleaning products/materials: Spray nine, Basix Cleaning services provided by FCD

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#	Control Measure	Yes	No	NA	Details (as per Directions)
					Faculty and students are not performing cleaning duties. Facilities provides dedicated cleaner of common touch surfaces and shared equipment. <i>What ppe is required: As per FCD/BEST</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> Additional hand wash stations have been set up in the area.
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: <u>NE-06 Yard</u></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>
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) <u>Gas lab, NW corner of shop</u> <i>Will hand sanitizer be refilled by department: Y <input type="checkbox"/> N <input checked="" type="checkbox"/></i> <i>If No, describe: not sure who looks after this no direction given when stations placed in shop: Facilities responsibility to refill</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> 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.	<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):</i> 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Who will clean: No Cleaning required</i> <i>Students keep their belonging in their workspace.</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? OHS/A.D.</i> 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.



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#	Control Measure	Yes	No	NA	Details (as per Directions)
57.	Audits of inspections are planned to ensure that control measures continue to be effective.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Who conduct 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 <i>Glen Magel</i>	Position EOC Director	Date January 5, 2021

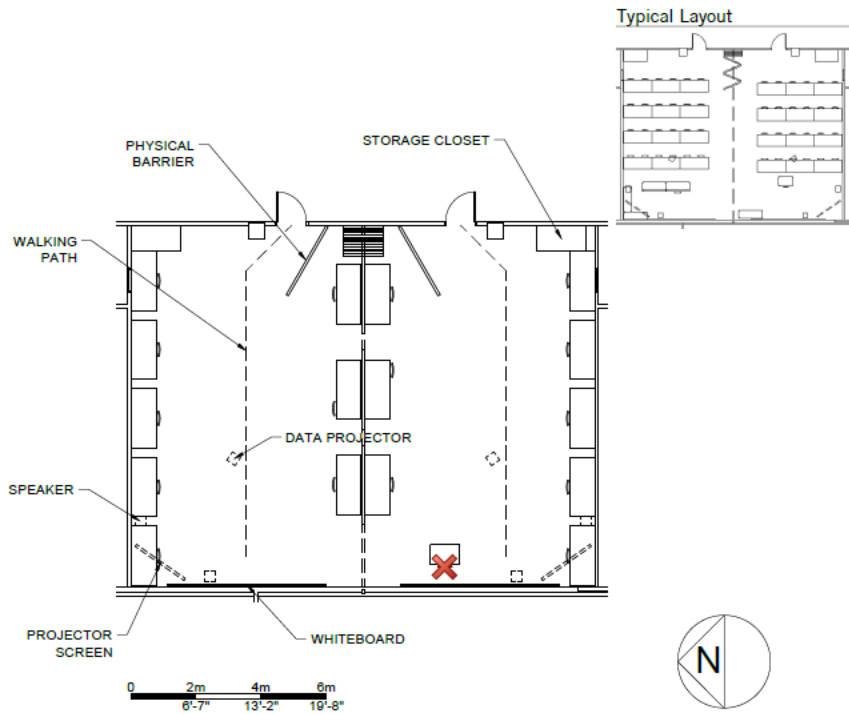
REVISION APPROVAL *(if applicable)*

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name	Position	Date
EOC	Name	Position	Date

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 #71	Ron Stuart, Department Head

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Building	Room	Typical Capacity	Physical Distance Capacity
NE01	284/285	48	16
Capacity does not include instructor. Please return the room to this standard configuration and leave the space clean and orderly for the next user.			
Tables	Chairs	Area Sq. feet	Sq. meters
17	17	1693	157
Scale	Date		
3/32"=1'-0"	July 27, 2020		