

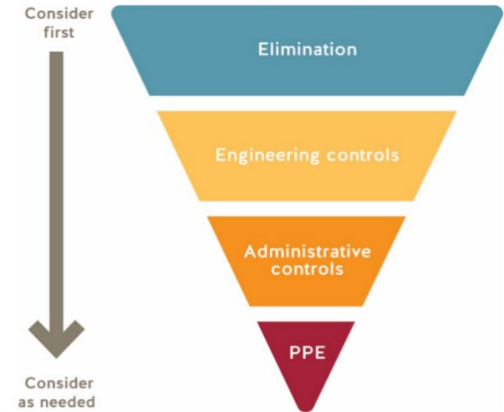


BCIT COVID-19 SAFETY PLAN PUBLIC COUNTERS

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

Department Name:	SoT, ATC – Aviation Stores		
Public counter employee position(s)	Tool Crib Attendants		
<i>How many of your employees are at a public counter:</i>	2	When will this service start (Date):	<input checked="" type="checkbox"/> Not applicable, already on campus
Completed by:	Name Lindsey Zikakis	Position Administrative Manager, ATC	Date Nov 25, 2020
Replaces	RTC Safety Plan #:	96	
	GFP Safety Plan #:	n/a	



ROOM INFORMATION

In this section, identify the area where the public counter is located.
 All of these employees are also included in another COVID-19 Safety Plan Yes No. If yes, which one? _____

Employee Position	Campus/ Building	Room Number <small>Floor Plans found here</small>	Type of Counter	# of employees at counter at one time	Total # of employees at counter
Tool Crib Attendant	ATC	155A, B, D, E, F, H, J	Tool crib counter	2	2

Notes:
 Attendants have designated workstations within the tool crib, perform work in the tool crib, and perform periodic work throughout the campus (hangar, apron compound, lab spaces, shops, and resource areas throughout the campus)

RATIONALE FOR ON-CAMPUS ACTIVITY

Please provide a short description explaining the purpose of this public counter.

- Tool crib maintains inventory of, and provides, tools, consumables and equipment to faculty members and students.
- Majority of tool crib items are distributed to faculty members in advance of student activities. Some, which are identified as being needed during student activities, are provided across the public counter.
- Counter/nearby area within hangar or outside in apron compound serves as shipping/receiving area for the Campus

CONTROL MEASURES

COVID-19 SAFETY PLAN: CONTROL MEASURES CHECKLIST

Directions for completing this 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 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 the best possible location such as a central work location for these employees.

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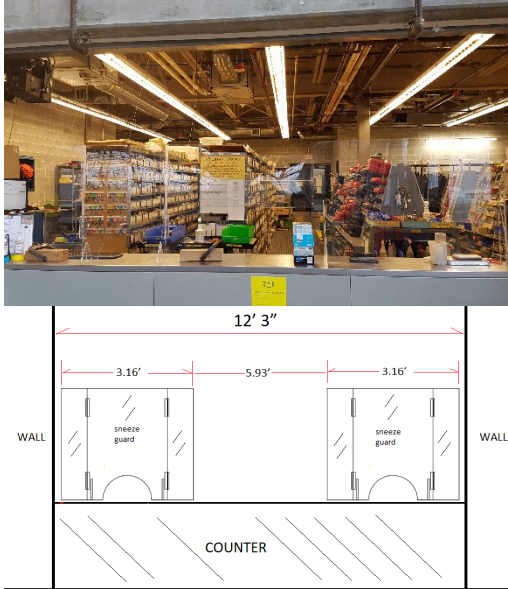
Note: All applicable control measures must be in place before the Safety Plan is approved. For additional resources the [Risk Assessment Controls Guidance and Hierarchy of Controls](#). For assistance email ssemohs@bcit.ca.

#	Control Measure	Yes	No	NA	Details (as per Directions)
ELIMINATION					
1.	Work areas are set-up to allow for 2 metres physical distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>Exceptions allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary (explain):</i></p> <ul style="list-style-type: none"> Two Attendants have designated physically distanced workstations at opposite ends of public counter. Designated work stations have designated computers, phones, TCMax scanner Tools, etc. – no sharing of these items. Hangar Instructor restricted to accessing 155F to use refrigerator, to 155H to access Oil Stores, and to 155Z vestibule (exit to corridor) by designated pathways.
2.	Work has been scheduled to minimize numbers of employees at the counter at one time.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Access to the tool crib is restricted to Attendants and their Manager, and limited access for Hangar Instructor and First Aid Attendants with patient only – all other staff must work with the Attendants for access and taking items. Delivery personnel do not enter Tool Crib. Designated delivery area (clean) and a soiled area outside of Tool Crib in designated hangar space for deliveries and collections, including shop coat delivery/removal. The two employees are physically distanced when both working at public counter Each of two employees stays at designated spot when working at public counter Tasks within the tool crib are organized such that the two employees do not work on same items at the same time
3.	Occupancy limit for waiting area has been posted.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Queue for counter access located in hangar. Occupancy limit for hangar posted.
4.	Alternative space to wait has been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Queuing area visible throughout Campus. Students and Faculty members advised to remain in designated education activity space until queuing area for counter access clear.

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#	Control Measure	Yes	No	NA	Details (as per Directions)
5.	Movement within the rooms (s), such as with directional arrows, for walkways and entrances/exits.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Designated pathways on floor (painters taped) restrict Hangar Instructor access to 155F to use refrigerator, to 155H to access Oil Stores, and to 155Z vestibule (exit to corridor) by designated pathways and First Aid Attendants to First Aid room.
6.	Queuing area is identified, and it's clearly communicated to those queuing to maintain 2 metres physical distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Communicated via 2 metre physical distancing posters and 'wait here' decals on floor.
7.	How far to stand from the counter is clearly identified	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> barrier at counter between employees working in the tool crib and faculty/students visiting the counter
8.	Washrooms for public use has been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> public does not access the counter no washroom access for external delivery personnel
9.	Mobile fans have been removed or put out of service.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> no mobile fans in space
10.	Other:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> plastic slated curtain separating 155A from 155B is secured to side of entranceway to eliminate common touchpoint. Lunches and breaks taken at dedicated workstations or outside.
ENGINEERING CONTROL MEASURES					
11.	Barriers are implemented to separate the work space from public/others at the counter.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> each designated of the two physically distanced counter spaces currently has a plexiglass shield in front of it, with a piece of plastic secured between the two shields.

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#	Control Measure	Yes	No	NA	Details (as per Directions)
					 <ul style="list-style-type: none"> Barriers have been secured to the counter using clamps and wires securing the top of the screens to the building since initial install. A facilities new installation request (1457915) has been submitted to replace the free-standing plexiglass shields with a more stable barrier with cut-outs for passing of tools to increase stability and professionalism of barrier.
12.	Barriers serve a security or other purpose.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Barriers strictly for COVID-19 protocols. Security to counter provided by independent coil roll fire door drop down system.
13.	A pass through window is required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Barriers strictly for COVID-19 protocols. Security to counter provided by independent coil roll fire door drop down system.
14.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Cut-outs for passing of tools, consumables and equipment which are
15.	The impact on ventilation requirements have been considered if there's been a significant use change for the space.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Complete a Facilities and Campus Development (FCD) work requisition for assessment, as needed.</p> <ul style="list-style-type: none"> No significant use change for the space.

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#	Control Measure	Yes	No	NA	Details (as per Directions)
16.	Other:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> welding screen barrier placed alongside 1 workstation located beside tool crib entry door from hangar where physical distancing could not otherwise be maintained.
SIGNAGE (ADMINISTRATIVE) Signage is available @ BCIT online Inventory . Guidelines for posting signs are available on ShareSpace .					
17.	Posted: Physical distancing (2 m) sign(s) Item 1A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.	Posted: Hand washing sign(s) Item 29B	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
19.	Posted: Health screen sign(s) Item 3C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20.	Posted: Hand washing sink location sign(s) Item 14A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21.	Posted: Hand sanitizing station location sign(s) Item 13A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Attendants each have hand sanitiser available at their workstations due to frequent need to sanitise hands.
22.	Posted: Protect yourself sign(s) Item 21A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23.	Posted: Occupancy limit of this room sign(s) Item 37A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24.	Posted: Other signs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Please list:</i> <ul style="list-style-type: none"> Wear a mask sign
ORIENTATION AND TRAINING (ADMINISTRATIVE)					
25.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26.	All employees have completed the online OHS New Employee Orientation module .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
RULES AND GUIDELINES (ADMINISTRATIVE)					
28.	All unnecessary and self-serve items have been removed from the public counter <i>e.g., pens, paper, etc.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29.	Papers and items are not physically passed between employees and the public.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If items are provided, they are cleaned between employee use or disposed, or other control measures are in place – Describe:</i> <ul style="list-style-type: none"> Access to the tool crib counter restricted to faculty and staff only – faculty must electronically request tools, equipment and consumables for students in advance wherever possible. When requested in advance, items placed on dedicated sanitised class carts in

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#	Control Measure	Yes	No	NA	Details (as per Directions)
					<p>the designated 'cart pick up area' in the hangar advance of class activities for faculty member retrieval.</p> <ul style="list-style-type: none"> When dirty class carts are returned, they are placed in dedicated 'cart return area' in the hangar and tools/equipment are sanitised prior to return to tool racks. Whenever possible, items sit for minimum of 72 hours to naturally disinfect. Where not possible to request in advance, items passed between employees and students or faculty members across counter through barrier cut-outs. Items which can be sanitised (tools, equipment, distribution carts) are sanitised before and after issuance to students/faculty members by Tool Crib Attendants. Items which cannot be sanitised (consumable items) are treated as dirty by students/faculty members when received and hands are washed or sanitised before and after handling.
30.	Employees have dedicated tools/equipment, e.g., items are not shared between employees.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Wherever possible, tools/equipment are dedicated and not shared between employees. Where not possible, items which can be sanitised (tools, equipment) are sanitised before and after issuance to students/faculty members by Tool Crib Attendants.
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"/>	<p><i>Explain:</i></p> <ul style="list-style-type: none"> Two Tool Crib Attendants with access to tool crib are instructed to treat common surfaces within the tool crib as dirty and to wash/sanitise hands frequently throughout day and to not touch face.
32.	Single-use (disposable) products are used where feasible.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
33.	Procedures in place to screen employees on a daily basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The health screen sign (Item 3C, BCIT online inventory, EOC approved signage) is available for reference and is posted on building doors. Employees are expected to self assess daily, and the BCCDC self-assessment tool can be used to support this.</i>
34.	There is a procedure in place if an employee or other person becomes ill on campus.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Refer to the 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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35.	There are procedures in place if an 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 Pandemic Scenario Response Plan for more information. Confirm if the person is aware of self-isolation requirements and protocols .
36.	Provisions made for employees to work in cohorts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Two ATC Tool Crib Attendants are a 'cohort'.
37.	Direction is provided to employees that hand hygiene is performed before and after work is conducted and before and after breaks, as a minimum.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand washing with soap and water for at least 20 seconds is preferred. If hands not visibly dirty, then can use hand sanitizer.
38.	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. Refer to PPE order form in Appendix A.					
39.	Appropriate PPE for the hazards of employee tasks are available to be provided (non-COVID-19 related ppe).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Non-COVID-19 related ppe required for handling of some hazardous materials, ppe for these tasks regularly ordered through BCIT online inventory and include rubber gloves and face shields. Two tool crib attendants have own dedicated ppe for these regular tasks.
40.	Training is provided for the above PPE to employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
41.	Appropriate PPE for COVID-19 is available to be provided to employees. Supply requests emailed to ppe@bcit.ca .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Based on circumstances allowed for in the BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary.</p> <p>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):</p> <ul style="list-style-type: none"> Spray 9: QTY 12 bottles Sufficient other PPE (masks, gloves,) in stock in tool crib for 202110 Term
42.	PPE safe donning, doffing, disposal, and disinfecting instructional materials are available for employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Post applicable signs in a visible location if ppe required.</p> <p>Use the OHS Employee Orientation checklist to assist orientation/training by their supervisors.</p>
43.	Other:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> When physical distancing not viable because there is no other safe way to complete the work (e.g. Lifting heavy things), all parties must wear a face mask and safety eyewear when working within 2 metres. PPE donned prior to being within 2 metres; wands washed/sanitised after handling PPE and completing work.
CLEANING					
44.	Training will be provided to employees performing cleaning duties and cleaning materials have been provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Cleaning Standard Operating Procedures have been located here. What are the cleaning products/materials:</p> <p>What ppe is required:</p> <ul style="list-style-type: none"> Identified under #41

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#	Control Measure	Yes	No	NA	Details (as per Directions)
45.	All Safety Data Sheets (SDS) and cleaning procedures used are found here .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
46.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>Barriers can become contaminate if they are a touch point or if the contaminated with droplets by e.g. coughing or sneezing.</i></p> <ul style="list-style-type: none"> • Tool Crib Attendants responsible for sanitising barrier with provided sanitiser and paper towel.
47.	Common touch points and tools/equipment, that must be shared are identified and cleaned between employees/others.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i><u>Cleaning/sanitizing procedures</u> for common touch points and shared items are available and <u>signs</u> posted e.g. shared machinery, multifunction devices, photocopiers, equipment, tools, microwaves, kettles, eating surfaces, etc. Identify who will clean and how often (e.g. employees or cleaning staff):</i></p> <ul style="list-style-type: none"> • Shop coats treated like a common touch point – sanitise hands before and after handling. • Shared tools (forklift, pallet jack, rolling carts) treated as dirty, sanitising hands before and after use. Cleaned • Received packages treated as a common touch point – items are sanitised once removed from packaging and hands washed/sanitised after interacting with packaging. • Multifunctional devices identified with signage as shared and to be sanitised before and after use by user. Spray and paper toweling provided. • If using common items (fridge, kettle, microwave, etc.) items are to be wiped-down after use or wash/sanitise hands before and immediately after use. • Attendants instructed to assume all surfaces in Tool Crib/all common surfaces and touch points throughout Campus ‘dirty’ and sanitise/wash hands regularly
48.	Storage space for personal articles have been identified and are cleaned regularly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>Who will clean:</i> Tool Crib Attendant to whom dedicated workstation assigned.</p> <p><i>Where is the storage:</i> At dedicated workstations</p>
49.	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>
50.	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.g. sufficient number of hand wash stations.</i>



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#	Control Measure	Yes	No	NA	Details (as per Directions)
51.	Handwashing station(s), stocked, easily accessed, and have been identified to employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Sink Location: WC 173, 174</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>
52.	Hand sanitizing station(s), stocked, and have been identified to employees and others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ABHS (Alcohol-Based Hand Sanitizer): Location(s) <ul style="list-style-type: none"> At dedicated workstations within Tool Crib. <i>Will hand sanitizer be refilled by department: Y <input checked="" type="checkbox"/> N <input type="checkbox"/></i>
53.	The area(s) have been decluttered so that cleaning is simplified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Public counter surface decluttered.
54.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
AUDIT AND CONTINUOUS IMPROVEMENT					
55.	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?</i> <ul style="list-style-type: none"> Members of the ATC JOH&S Committee, bi-weekly
56.	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?</i> <ul style="list-style-type: none"> ATC JOH&S Committee, monthly

APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Lindsey Zikakis	Position Administrative Manager	Date Nov 30, 2020
EOC	Name <i>Glen Magel</i>	Position EOC Director	Date December 2, 2020

REVISION APPROVAL (if applicable)

All COVID-19 risk control measures for this campus activity are in place.



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Manager	Name	Position	Date
EOC	Name	Position	Date



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APPENDIX A PPE Order Form

School of:		Primary Contact Name:	
Department/Area:		Email:	
Delivery Address (Bldg/Office #):		Phone:	
Item	Quantity	Misc. Notes	
Gloves - Size S (50 per box)			
Gloves- Size S (100 per box)			
Gloves - Size M (50 per box)			
Gloves - Size M (100 per box)			
Gloves - Size L (50 per box)			
Gloves - Size L (100 per box)			
Gloves - Size XL (50 per box)			
Gloves - Size XL (100 per box)			
Disinfectant Wipes (80 wipes per pack)		<i>Limit 6 packs per department.</i>	
Disinfectant Spray Bottles (per 946ml bottle)		<i>Limit 4 bottles per department/area.</i>	
Hand Sanitizer (per 500ml bottle)			
Disposable Masks (50 per box)			
N95 Masks (20 per box)			
Face Shields (per individual unit)			
Plexi Barriers (48x32 with opening)			
Plexi Barriers (48x32 without opening)			
Respirator Mask (per individual unit)			
Respirator Mask Cartridges (2 per pack)			
Gown - Size S/M (per individual unit)			
Gown - Size L/10 (10 per pack)			
Safety Glasses (per individual unit)			
Safety Goggles (per individual unit)			
Visit https://inventory.bcit.ca/collections/eoc-approved-ppe for what can be purchased on your behalf.			