# 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:	**MINE 6010 Computer Aided Mine Design – Final Exam** **Mining and Mineral Resources Engineering bachelor degree program**
Proportion of program offered on campus:	The final two years of the Mining and Mineral Resources Engineering degree program have a total of 15 courses in the Winter term. MINE 6010 is a course in Level 6 of the program.

Start date:	**The exact date of the final exam in April 2021 is to be determined.** **The time allocated for the conducting the final exam will be 4 hours (8 hours if two sessions are required).**	End date:	**Same day**
# of students:	9	# of employees:	1

Completed by:	Name Gheorghe Bonci	Position Faculty	Date November 12th, 2020
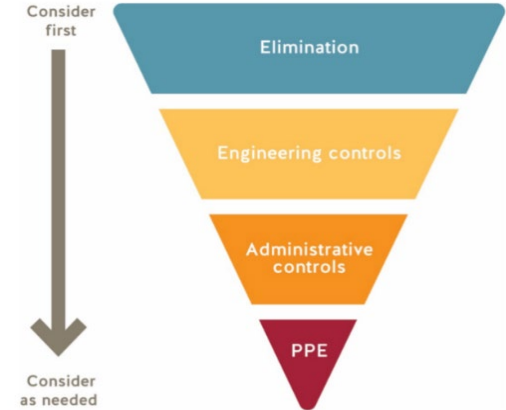
ROOM INFORMATION

In this section, please identify all of the rooms that will be used by this returning program/course.
NOTE: Common areas are covered by the BCIT COVID-19 Go-Forward Plan.

Campus/ Building	Room Number Floor Plans found here	Type of Space Include washrooms and breakout rooms	Capacity Current capacity due to COVID-19
Burnaby-SE06	SE06-102 or 103	Test Centre/labs	16
Burnaby-SE06	SE06-122 (Women's)	Washrooms	1
	SE06-123 (Men's)	Washrooms	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).

MINE 6010 is an advanced mining design course where students from the Mining and Mineral Resources Engineering program implement different techniques regarding the design, optimization, planning, scheduling, simulation and project management of surface mines. 9 students are expected to be enrolled in this course in the Winter 2021 term.

This course is a complex mine design course that includes a number of lectures, workshops and a final exam. All of the lectures and the workshops will be delivered online via The Learning Hub. The final exam, however, has to be done in person because of its long duration (4 hours), its complexity, and the lack of suitable online supervision for this type of exam.

Rooms 102 and 103 in SE06 have been set up by the BCIT Test Centres to accommodate 16 individual computer workstations in each room. Tamara Jeffery, supervisor of the Test Centers, has given approval for the use of one of these two rooms for this exam. With that capacity, only one 4-hour session would be required to test all of the students in the class.

It is also understood that the computers could have the necessary software installed by ITS in time for the exam. A software installation request will be submitted to IT once this safety plan is approved and the room and schedule are confirmed.

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.

#	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): The capacity of the rooms have been reduced by the Test Centres to meet safety requirements. The returntocampus@bcit.ca for room capacity and the lab's layout was provided by David Pereira, Manager, Institute Sustainability. (see 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): The rooms have been set up to allow 2 m distancing.
3.	Identified area(s) where students wait outside of teaching space until allowed inside by instructor.	☒	☐	☐	Students will be instructed to arrive at the Test Centre rooms at exactly the scheduled start time. Students will not need to bring anything from home; all devices -- computer working stations and software – will be provided.
4.	Work has been scheduled to minimize numbers of individuals on campus at one time.	☒	☐	☐	One session only.
5.	In shared spaces, safety protocols have been put in place to reduce close contact between users.	☒	☐	☐	Other than the room and the corridor, there will be no other shared spaces occupied by the students. Signs are posted in multiple locations around the rooms. Daily instructions will be given to remind all students of the special procedures and safety requirements.
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.	Washrooms have been identified.	☒	☐	☐	Washroom occupancy limit 2 (one for female and another one for male students).
8.	Break area(s) for student use have been identified.	☐	☐	☒	There is no break. The student will enter the room, will perform the exam and will leave the campus after the exam.

#	Control Measure	Yes	No	NA	Details (as per Directions)
					Before the exam commences, the students will enter the room one at a time. They will use the hand sanitizer. They will place their belongings on a chair beside their assigned seat, sit at their assigned working station wearing the masks. Every student entering the room will follow the same protocol. After the exam is done, the students will leave the classroom one by one using the designated exit door.
9.	Break areas for employee use have been identified.	☐	☐	☒	The instructor will remain in the classroom for the entire duration of the exam. The instructor will use their own office before and after the exam.
10.	Other:	☐	☐	☐	
ENGINEERING CONTROL MEASURES					
11.	Barriers are implemented to separate work areas or walk ways, when physical distancing not practical.	☒	☐	☐	Barriers are in place to separate the computer workstations. See attached photo.
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	☒	☐	☐	Barriers are stable and safe.
13.	The impact on ventilation requirements have been considered if there's been a significant use change for the instructional space.	☐	☐	☒	No significant change in use of the rooms. The same work was carried out in the rooms in the past terms.
	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	☐	☐	☒	
ORIENTATION AND TRAINING (ADMINISTRATIVE)					
21.	Routine safety discussions held to review control measures and safety protocols.	☒	☐	☐	Safety discussions will conducted between instructor, department and manager. Safety discussions will continuously be held regularly (at least

#	Control Measure	Yes	No	NA	Details (as per Directions)
					weekly) prior to the final exam. The course has lecture and workshop components which will be delivered exclusively online. During these virtual classes (via D2L virtual classrooms), all the plan and procedures about the final exam will be communicated in details to the students. The students will be asked not to come to campus if they are sick. The students will receive all the theoretical and safety related knowledge well in advance of the exam via The Learning Hub.
22.	All students have completed the online COVID-19 Pandemic On-Campus Guidelines training.	☒	☐	☐	Students must produce proof of completion of the COVID-19 Pandemic On-Campus Guidelines training at least two days before the date of the final exam.
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.* https://www.bcit.ca/files/covid19/pdf/covid-19_student_orientation.pdf The department has the OHS Site-Orientation Checklist as a guide while developing Safety Site Orientation. Staff and students will adhere to the checklist and checked prior to and during the labs.
24.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training.	☒	☐	☐	The Instructor has completed the online training; confirmation/proof of completion has been presented/sent to the manager.
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* The Instructor has completed the online training; confirmation/proof of completion has been presented.
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.*	☒	☐	☐	For the final exam in this course, the students do not need to bring anything from home; computers and software will be provided by BCIT.
28.	Doors that students are to use to enter and exit have been clearly identified.	☒	☐	☐	The room will remain locked when there is no session. Signs will be put on both sides of the doors.
29.	Handouts, papers, and items are not physically provided to students.	☒	☐	☐	All the exam info will be provided electronically to the students. No paper submission will be required nor accepted. All the work will be electronically submitted.

#	Control Measure	Yes	No	NA	Details (as per Directions)
30.	Students have dedicated tools/equipment, e.g., items are not shared between students.	☒	☐	☐	**Procedures for picking up/dropping off equipment (if applicable)** No equipment to be picked up. Each student will have his/her own computer work station.
31.	If cleaning common touch points or tools/equipment not practical, then it is identified when hands are washed/sanitized before and after use.	☐	☐	☒	Students and instructor will be asked to sanitize the hands at the start and end of the exam.
32.	Workspaces/stations are dedicated for an individual or group use and not shared with others.	☒	☐	☐	Each student will have a designated seat in the room at a designated computer workstation. They must remain within their personal work zone all the time.
33.	Single-use (disposable) products are used where feasible.	☒	☐	☐	Hand sanitizer, wipes, paper towel are available.
34.	Measures are in place to accommodate student sick at home.	☒	☐	☐	As laid out in the *students guide*, to reduce the burden on the medical system, medical documentation is not required in cases where students need to be absent from in-person course activities due to having to quarantine or self-isolate. Depending on symptom severity, students with COVID-19 may need an academic accommodation such as a deadline extension. The instructor and the department will work with the Student Life Office to find ways to best support the student's academic progress and overall health
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.* Self-assessment techniques and the self assessment link (above) are to be widely distributed at the start of classes. Standard COVID-19 questions will include. ("Are you feeling unwell today?"; "Do you have a temperature?"" Have you been travelling?" etc.)
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.* If someone is reporting symptoms, or has a temperature, ask them to avoid others and return home. In addition, have them: • Refer the student to the BC Centre for Disease Control for additional information. • Encourage the student to complete the COVID-19 self- assessment and instructions: https://bc.thrive health/covid19/ • Submit an Early Assist referral and let the student know someone from

#	Control Measure	Yes	No	NA	Details (as per Directions)
					SLO will reach out shortly. Ask the student for the best phone number to be reached. Include that information in the referral. 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.* As instructed by the BC Ministry of Health: Anyone arriving from outside of Canada must self-isolate and monitor for symptoms for **14 days upon their arrival** and complete/register a self-isolation plan and complete the federal Arrive CAN application. https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/self-isolation-on-return#federal-plan Returning travellers that develop symptoms should get tested for COVID-19. They will also be required to self-isolate for at least 14 days from their arrival date in Canada or 10 days after onset of symptoms, whichever is longer.
38.	Provisions made for students to maintain same lab/class cohort throughout the Term.	☒	☐	☐	One exam session only.
39.	Other:	☐	☐	☒	
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).	☒	☐	☐	• Face masks will be used at all the time during the exam. • Hand sanitizer to be made available at multiple locations
41.	Training is provided for the above PPE to students and employees.	☒	☐	☐	Training is available and will be provided for the above PPE to students and employees. Basic instruction will be provided based on *Cleaning Standard Operating Procedures*
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):* The above mentioned PPE and materials are available to the students
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.*

#	Control Measure	Yes	No	NA	Details (as per Directions)
44.	Other:	☐	☐	☒	

CLEANING

#	Control Measure	Yes	No	NA	Details (as per Directions)
45.	Facilities is aware of the cleaning needs for the area. Facilities work requests have been submitted.	☐	☒	☐	The Test Centre has established a regular cleaning schedule with Facilities for these two rooms. This safety plan will make use of the established plan and follow its procedures and requirements.
46.	Training will be provided to faculty and students performing cleaning duties and cleaning materials have been provided.	☒	☐	☐	*Cleaning Standard Operating Procedures have been located here.* Hand sanitizer to be stationed in multiple locations
47.	Assessment of sufficient number of hand wash stations conducted, and an appropriate number of handwashing stations are available	☒	☐	☐	The two rooms do not have hand-washing stations. The two washrooms would be used for hands washing.
48.	Handwashing station(s), stocked, easily accessed, and have been identified to students and employees.	☒	☐	☐	Sink Location: SE06-122 or 123 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)____2 in the room_____ Hand sanitizing stations are provided at the entrance and exits of each room. Will hand sanitizer be refilled by department: Y ☒ N ☐
50.	All Safety Data Sheets (SDS) and cleaning procedures used are found here.	☐	☐	☒	*If not, describe:*
51.	The area(s) have been decluttered so that cleaning is simplified.	☒	☐	☐	No clutter currently in these classrooms.
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.* As per the established cleaning schedule by Test Centre.
53.	Common touch points and tools/equipment that must be shared are identified and cleaned between students and classes.	☒	☐	☐	*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):* There will be no shared tools/equipment. Common touch points in the room will be cleaned by Facilities.

#	Control Measure	Yes	No	NA	Details (as per Directions)
54.	Storage space for personal articles have been identified and are cleaned regularly.	☐	☐	☒	*Who will clean:* No personal storage space is allowed.
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.	☒	☐	☐	*Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often?* The COVID-19 Safety Plan will be posted on a shared folder accessible by the department and the students. The instructor will monitor entire process from the moment the students enter the room to the moment they leave the room. The instructor will submit an email report to the Associated Dean after the exam.
57.	Audits of inspections are planned to ensure that control measures continue to be effective.	☒	☐	☐	*Who conduct the audits and how often?* The department and the Associate Dean will conduct inspections before and during the exam.

APPROVAL

	All COVID-19 risk control measures for this campus activity are in place.		
Manager	Name Steven Kuan	Position Associate Dean in SOCE	Date November 25, 2020
EOC	Name *Glen Magel*	Position EOC Director	Date December 2, 2020

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