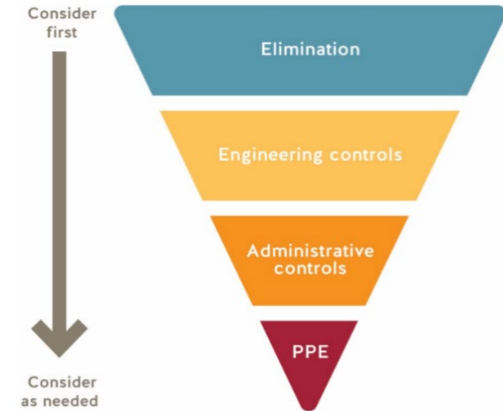


BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

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:	Electrical & Computer Engineering Technology (ECET) / Automation & Instrumentation		
Proportion of program offered on campus:	<i>4 of 12 Automation & Instrumentation courses will have on campus labs. Service courses are also offered to other program area and it is expected 2 - 3 service courses will have on campus labs.</i>		
Start date:	January 4, 2021	End date:	May 28, 2021
# of students:	Approximately 60	# of employees:	6 or 7 *
Completed by:	Name Glenn Pellegrin	Position Prog. Head / Faculty	Date Nov. 1, 2020



* For INCS 2610/2620 labs in SW1-1450 there will be 1 additional person for equipment support. Refer to page 9.

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>
SW01	1450	Unit Operations Lab (heat exchangers)	8
SW01	3070/3072	Measurements Lab	7
SW01	3080	Measurement and Control Lab	7
SW01	3050	Computer Lab – Computers in use remotely*	0
SW03	2625	Computer Lab – Computers in use remotely*	0

* Updating Go Forward plan to reflect the use of computer labs for remote access (IT's Workspace application)



BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

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).

Automation and Instrumentation is a program that prepares our graduates to work with industrial systems. We have prioritized the most important labs that students must complete in order to provide them with the absolute minimum exposure to industrial control systems and process equipment. This is the minimum exposure to industrial equipment we believe is necessary to ensure students have the opportunity to acquire essential job-ready skills.

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.



BCIT 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Exceptions allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary (explain):</i> We are following the layout of the room as attached to this plan. David Pereira has reviewed the plans and confirmed the capacity in the 'Return to Campus' plan for the Fall 2020 (RTC#84).
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"/>	<i>Exception allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary (explain):</i> Please see the attached floor plans.
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"/>	The floor outside the lab is marked for the students to stand on and maintain their physical distance while they are waiting to be allowed in. The instructor will open the lab 5 -10 minutes before the start of the lab to minimize line ups in the hallway.
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"/>	Maximum of 6 students per lab session instead of 12.
5.	In shared spaces, safety protocols have been put in place to reduce close contact between users.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There are no shared spaces. The use of lab is restricted to only one student per computer station. Cleaning follows each use of the lab.
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"/>	<i>Signs or arrows on the floor identifying directions.</i> Markings are in place. The room access is controlled so as to ensure traffic flow utilizes an entry and exit door where possible or access / egress is controlled.
7.	Water fountains are put out of service, and only touchless water bottle filling station available.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No water fountains present in the labs.
8.	Mobile fans have been removed or put out of service.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No portable fans are present in the labs.
7.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The nearest washroom is near the elevator of the main SW01 corridor on both the 1 st and 3 rd floors. This is a public washroom managed by Facilities.
8.	Break area(s) for student use have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sufficient workspace is provided in the lab for students to have lunch or a break as needed.
9.	Break areas for employee use have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sufficient workspace is provided in the lab for the instructor to have lunch or a break as needed.
10.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
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"/>	Plexiglass floor-to-ceiling panels have been installed between workstations where 2 metre physical distancing is not possible.
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Barriers have been installed by an outside contractor under the supervision of Facilities.
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"/>	Facilities considered the fire and ventilation issues presented by the installation of plexiglass barriers and deemed the installation acceptable. (J. Turnball, Henry van Someren)
	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SIGNAGE (ADMINISTRATIVE) <i>Signage is available @ BCIT online Inventory. Guidelines for posting signs are available on ShareSpace.</i>					
13.	Posted: Physical distancing (2 m) sign(s) Item 1A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posted in multiple locations.
14.	Posted: Hand washing sign(s) Item 29B	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Handwashing facility not for use by students except in emergency.
15.	Posted: Health screen sign(s) Item 3C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posted at the entrance to the labs.
16.	Posted: Hand washing sink location sign(s) Item 14A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Handwashing facility not for use by students except in emergency.
17.	Posted: Hand sanitizing station location sign(s) Item 13A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posted in prominent locations in the labs.
18.	Posted: Protect yourself sign(s) Item 21A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posted in prominent locations in the labs.
19.	Posted: Occupancy limit of this room sign(s) Item 37A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posted near the entrance to the labs.
20.	Posted: Other signs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Directional signage, COVID symptoms and specific instructions to students.
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"/>	
22.	All students have completed the online COVID-19 Pandemic On-Campus Guidelines training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Instructors verify compliance prior to the first lab session.
23.	COVID-19 safety Site orientation for students has been developed and posted in the Learning Hub.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Procedure for orientation found here. Student COVID-19 Orientation Checklist found here. No special orientation required. Specific instructions given prior to lab.</i>
24.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
25.	All employees have completed the online OH&S New Employee Orientation module .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input 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"/>	
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"/>	
29.	Handouts, papers, and items are not physically provided to students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30.	Students have dedicated tools/equipment, e.g., items are not shared between students.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Any shared tools or equipment are sanitized using the Clorox 360 misting system after use and/or before the next use.
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"/>	Clorox 360 Misting system is used to clean lab rooms after use.
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"/>	
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"/>	
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 posted at lab entrance doors. Students and employees are expected to self assess daily. Students are asked relevant COVID-19 related questions prior to entering the lab.
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 . 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"/>	Students are made aware of the self-isolation requirements following travel outside of Canada. Confirmation is required that 14 days of isolation have been completed before attending scheduled on-campus labs.



BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
38.	Provisions made for students to maintain same lab/class cohort throughout the Term.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Standard cohorts of 12 students are subdivided into smaller groups of 6 to ensure compliance with lab occupancy requirements. Students will remain with their assigned group for the term (barring extenuating circumstances).
39.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>The use of the lab rooms SW1-3070, 3072, 3080 does not require any PPE. PPE provided for brief intervals at start and end of lab in SW1-1450.</i>
41.	Training is provided for the above PPE to students and employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Only hardhat, safety glasses and protective gloves required for short duration.
42.	Appropriate PPE for COVID-19 is available to be provided to students and employees. Supply requests emailed to ppe@bcit.ca .	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No special PPE for COVID related preventative measures are required.
43.	PPE safe donning, doffing, disposal, and disinfecting instructional materials are available for students and employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>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.</i>
44.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input 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"/>	Facilities have been contacted regarding cleaning requirements. Facilities work requests for Clorox 360 cleaning are made for each lab indicating specific date and time(s) cleaning is required. Confirmation of the work request is shared with relevant faculty.
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"/>	Students and faculty are not expected to perform cleaning of equipment or materials aside from keeping their workstations clean.
47.	Assessment of sufficient number of hand wash stations conducted, and an appropriate number of handwashing stations are available	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No sink in the classroom.
48.	Handwashing station(s), stocked, easily accessed, and have been identified to students and employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Sink Location: _____ Stocked with soap Y <input type="checkbox"/> N <input type="checkbox"/> paper towel Y <input type="checkbox"/> N <input type="checkbox"/></i>



BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
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): at or near student work stations for ready access. On the instructor desk. Near entrance / exit doors. Will hand sanitizer be refilled by department: Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If No, describe:
50.	All Safety Data Sheets (SDS) and cleaning procedures used are found here .	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No chemicals in the lab rooms.
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"/>	
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"/>	Room is disinfected after use using Clorox 360 misting system.
54.	Storage space for personal articles have been identified and are cleaned regularly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Space is cleaned as part of Clorox 360 misting system. Where is the storage: area adjacent to each table</i>
55.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input 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? Faculty will perform inspection prior to use.</i>
57.	Audits of inspections are planned to ensure that control measures continue to be effective.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Who conduct the audits and how often?</i>

APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Amir Yousefi	Position Associate Dean	Date September 30, 2020
EOC	Name <i>Glen Magel</i>	Position EOC Director	Date January 25, 2021



BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

SOE – ECET/Automation & Instrumentation Go-Forward-Plan

1. Description

The Automation and Instrumentation program faculty have identified the practical laboratory sessions that are required, at a minimum, to fulfill the academic requirements for successful completion of the following courses:

Term 3 A&I Courses

- ELEX 3210
- ELEX 3215

Term 4 A&I Courses

- ELEX 4210
- ELEX 4215

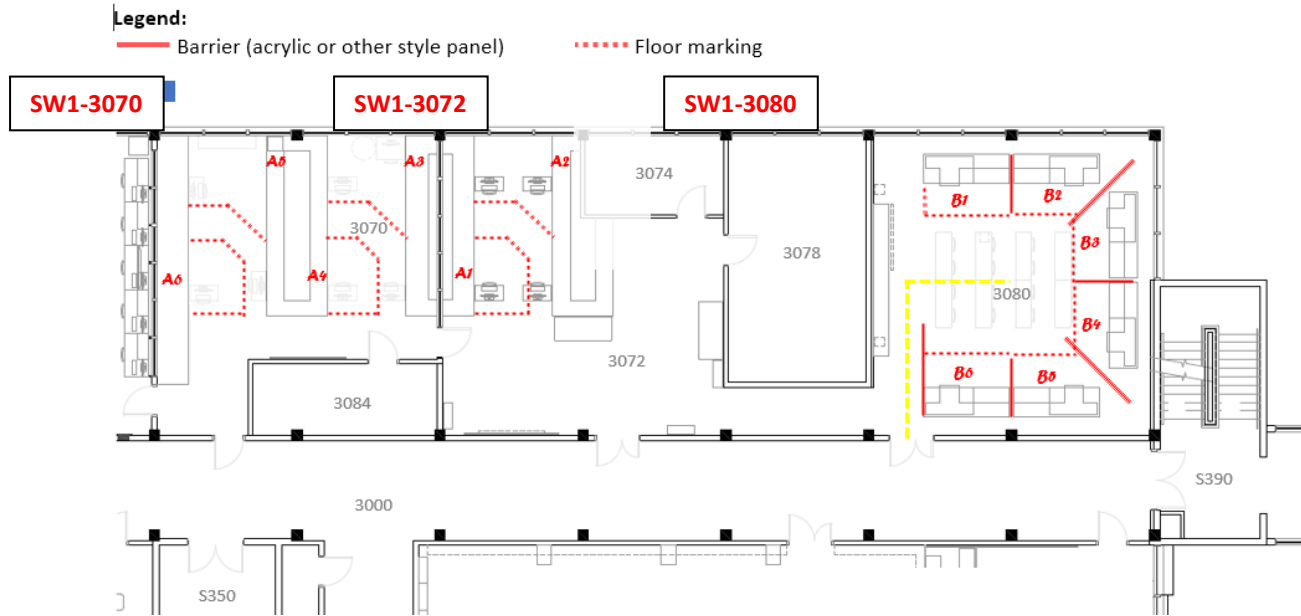
Service Courses

- ELEX 2610
- ELEX 2620

Labs to be conducted so as to minimize the cleaning required for the shared use equipment while maximizing the efficiency and safety of the lab experience for the students. Accomplished by conducting day-long (8 hour) laboratory sessions for a group of 6 students at a time for a given course.

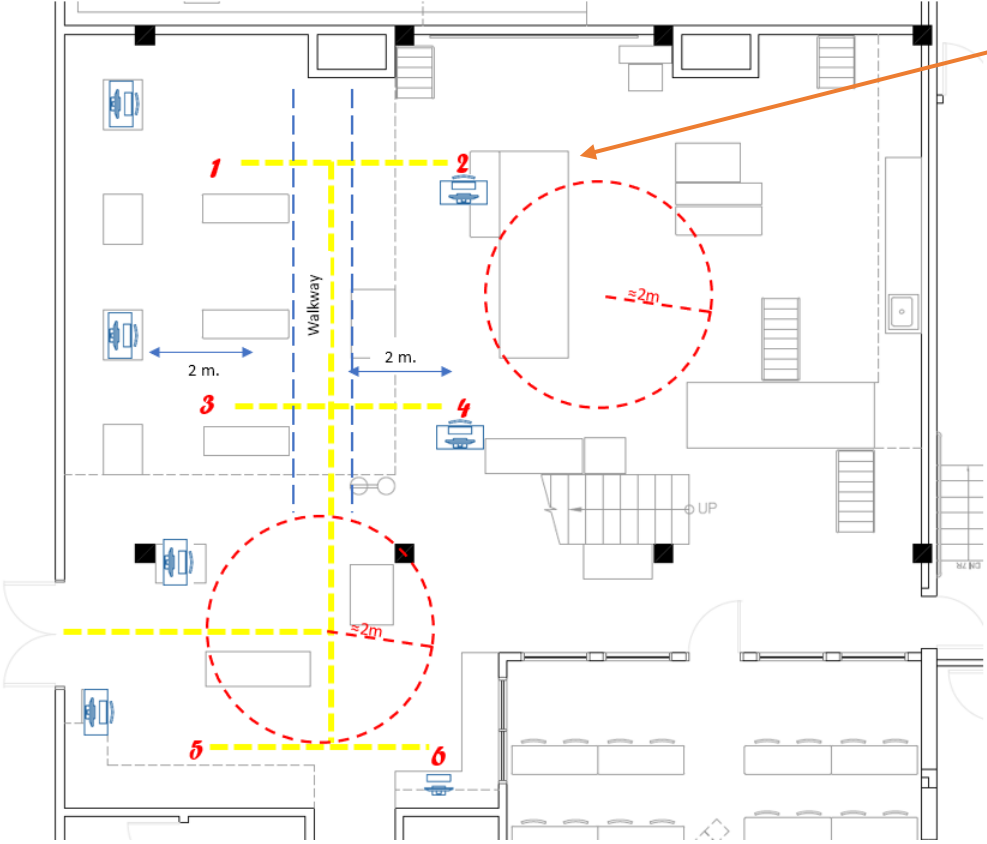
Lab Floor Plans with work areas designated: (floor plan by D. Pereira, edited slightly by G. Pellegrin)

BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES



COVID-19 SAFETY PLAN ACADEMIC SPACES

SW1-1450



Note: This bench has been rotated 90° and shifted slightly but does not impact the ability to maintain 2 m. distancing.

Note:
This lab has an occupancy limit of 6 students plus two instructors. There is the possibility that, for equipment support purposes, one additional person may be present in the lab for the ELEX 2610 & 2620 labs (Jan. 28, Feb. 4, Feb. 11 & Feb. 18).
There is more than adequate space to maintain 2 metre physical distancing and all occupants will be wearing face masks for the duration.

Appendix I Written Instructions for Students

COVID-19 Safety Protocol for Automation and Instrumentation Labs

1. Students exhibiting symptoms of COVID-19 or feeling unwell must not come to BCIT's Burnaby campus. Please do not attend scheduled on-campus lab sessions if:
 - you have any of the following symptoms:
 - Fever and/or chills
 - Cough and/or shortness of breath
 - Sore throat and painful swallowing
 - Stuffy or runny nose
 - Loss of sense of smell
 - Headache and/or muscle aches
 - Fatigue
 - Loss of appetite;
 - you have travelled outside of Canada within the last 14 days;
 - are, or have recently been, in close contact with a person who tested positive for COVID-19.
2. Students must inform by email the appropriate course instructor, their Program Head (Glenn Pellegrin, glenn_pellegrin@bcit.ca) and the ECET Program Assistant (Gundi Minato, gundi_minato@bcit.ca) when any of the conditions listed in 1. above apply to themselves. Please include the on-campus lab(s) that will be missed in the email.

Students who have missed a scheduled, on-campus lab will be accommodated at a later date. Students who have missed an on-campus lab due to any of the conditions listed in 1. Above must ensure they are no longer required to self-isolate and may be asked to produce evidence from a medical practitioner to this effect before being allowed to attend labs on campus.
3. Students must have successfully completed the Student COVID and Pandemic Training educational module on the Learning Hub **before** attending any on-campus lab.

COVID-19 SAFETY PLAN ACADEMIC SPACES

4. Students arriving on-campus to attend a scheduled lab must adhere to the following protocol:
 - Follow instructions provided by your course instructor for gaining access to the lab. You will either be directed to:
 - line up in the hallway outside the lab ensuring you maintain a 2-metre physical distance at all times until directed to enter the lab by your instructor,
 - or
 - arrive at the lab entrance at the exact time you have been assigned. Do not enter the lab room until invited to do so by your instructor. Use the cellular phone system's time as your time reference. **DO NOT ARRIVE EARLY!** If you arrive late you will be asked to leave and return at a later time once all other students have arrived and are at their lab workstation.
5. When on campus read and obey all signage and directional indicators. These have been placed to help ensure the safety of yourself and others.
6. Before entering the lab please use the hand sanitizer provided to clean your hands.
7. When entering the lab, you will be directed to a location to store personal belongings not needed at your workstation. Store your outerwear, backpack and other items in the space provided and take only your calculator, smart phone, tablet/laptop and other personal items required to conduct the lab activity.
8. Read and obey all signage in the lab room at all times.
9. When in the lab remain at your assigned workspace area (it will be clearly marked). All required equipment and materials are available at your workstation.

If you need to leave your workspace for any reason please ask your instructor for permission to do so first. Clean your hands with the hand sanitizer provided at your workstation and then exit the lab quickly as directed by your instructor.

When entering or exiting from your workspace, and while away from the lab space, ensure that you maintain a 2-metre physical distance from others at all times.

When using the washroom ensure you wash your hands thoroughly with soap and dry them completely before leaving the washroom. Be mindful of contacting door handles and other common touch points. Use paper towel or tissue to avoid direct contact with common surface touch points.

Before re-entering the lab clean your hands with hand sanitizer at the lab entrance and await permission from your instructor to re-enter.

COVID-19 SAFETY PLAN ACADEMIC SPACES

10. You are encouraged to bring a lunch and beverages with you to the lab for the day. You will be permitted to have a snack, lunch and beverage at the designated area within your workspace.

You are discouraged from leaving the lab room for snacks or lunch. On campus facilities for food services will not be available or will be significantly reduced. There will not be a location designated for you to have lunch outside of the lab room.

11. When you are finished the lab exercises assigned for the day, wipe your personal belongs at the workspace with the Lysol (or similar) disinfectant and wipe the keyboard, mouse, computer monitor, valve handles and other touch points you used to conduct the day's lab activities. Clean your hands with the hand sanitizer provided at your workstation.
12. When you have received permission from your instructor, proceed to the location where your personal belongings were stored, collect your personal belongings and exit the lab ensuring you maintain a 2-metre physical distance from others.

Appendix II COVID-19 Signage for Labs (cont.)


1. COVID-19 Signage for Labs



2. List of supplies and PPEs needed

Item	Quantity	Purpose	Status
Isolation barriers between workstations (shower curtain or equivalent)	Min. 6	Comply with physical distancing requirements when physical space is insufficient.	Done
Hand sanitizers	24 small / 4 large	Hand hygiene	In place
Isopropyl Alcohol wipes	24	Equipment cleaning	In place
Tissues	24	Promote good hygiene	In place
Garbage receptacles	24	Promote good hygiene / minimize contamination and movement required.	In place
Plastic garbage liners	200	For use with garbage receptacles	Available

Appendix III BCIT Safe Operating Procedure

	BCIT SAFE OPERATING PROCEDURE	Accessing and Operating Equipment in Automation and Instrumentation Labs.
	Date Issued: 2020/06/20	By: G. Pellegrin Faculty
	Version Date: 2020/06/28	Version 1.1

BACKGROUND

This document outlines the normal access and operation of the lab workstations in SW1-1450, SW1-3070/3072 and SW1-3080.

PURPOSE

The purpose of this document is to outline the required conduct, behaviour and protocols needed to ensure a safe laboratory environment for both the student and the others in the immediate lab environment due to COVID-19 pandemic concerns.

RESPONSIBILITIES

Employer

- The employer is responsible for providing the equipment, tools, education, and training necessary for their staff to be able to perform their job duties safely, as outlined by this procedure.

Associate Dean

- The Associate Dean is responsible for reviewing these safe work procedures and practices with their employees.
- The Associate Dean is responsible for investigating unsafe work conditions and work refusals with their employees.

Faculty

- Follow the safety and exposure provisions outlined by this procedure.
- Do not perform job if they cannot be performed as outlined by this procedure.
- Report unsafe conditions, work refusals, and incidents to your supervisor.



COVID-19 SAFETY PLAN ACADEMIC SPACES

Student

- Follow the safety and exposure provisions outlined by this procedure.
- Do not perform lab procedures if they cannot be performed as outlined by this procedure.
- Report unsafe conditions, work refusals, and incidents to your instructor, Program Head or Associate Dean.

BCIT Occupational Health and Safety (ssemohs@bcit.ca)

- Act as a resource for workplace health and safety concerns and investigations.

TRAINING AND EDUCATION

- All Faculty will have completed the “**Pandemic Exposure Control Plan Summary**” training.
- Students must have successfully completed the “**Student COVID and Pandemic**” training on the Learning Hub (as prepared by BCIT OH&S).
- Students will have read and understood the “**COVID-19 Safety Protocol for Automation and Instrumentation Labs**”.
- Instructor led delivery of safe lab procedures to students directly.
- Posted signage inside and outside of the lab room identifying protocols to be followed.

EQUIPMENT

<i>Below are the minimum supplies required to follow this procedure</i>					
1	Isopropyl Alcohol wipes	3	Garbage receptacles and garbage bags.	5	Barriers (sheet plastic)
2	Hand sanitizers	4	Tissues		



COVID-19 SAFETY PLAN ACADEMIC SPACES

REFERENCES

BCIT Pandemic Program – Documents and Templates <https://sharespace.bcit.ca/sites/sas/Exposure%20Control%20Plan/Forms/AllItems.aspx>

Clorox Total 360 Disinfecting System <https://sharespace.bcit.ca/sites/sas/Exposure%20Control%20Plan/SDS%20-Clorox-Total-360-Disinfectant-Cleaner%202016-2019.pdf>

MSDS - Clorox Anywhere Hard Surface Sanitizing Spray <https://www.thecloroxcompany.com/wp-content/uploads/2019/09/Clorox-Commercial-Solutions-Clorox-Anywhere-Hard-Surface-Sanitizing-Spray.pdf>

MSDS - Clorox Total 360 Disinfectant Cleaner <https://www.thecloroxcompany.com/wp-content/uploads/2019/09/Clorox-Commercial-Solutions%20AE-Clorox%20AE-Total-360%20AE-Disinfectant-Cleaner1.pdf>

REVISION HISTORY

DATE	Version	Description	Author
2020/04/03	1.0	Template Issued	John Di Bella, OHS Coordinator.
2020/06/29	1.1	Detailed Specifications for A&I labs.	G. Pellegrin, Faculty
2020/11/16	2.0	Major Content Revision (or template change)	G. Pellegrin, Faculty

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BCIT Pandemic Program – Documents and Templates <https://sharespace.bcit.ca/sites/sas/Exposure%20Control%20Plan/Forms/AllItems.aspx>

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