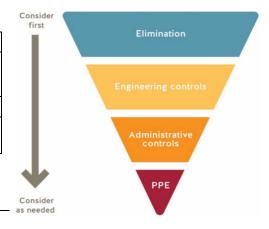# BCIT COVID-19 SAFETY PLAN
ADMINISTRATIVE SPACES

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

Department Name:	Food Service | RIX			
How many of your employees will be on campus:	5	*What is the total number of your employees:*	5	
Start date:	January 1st 2021		End date:	**Ongoing**
Completed by:	Name Jordan Castillo	Position Manager		Date Nov 23rd, 2020

Consider first

Elimination

Engineering controls

Administrative controls

PPE

Consider as needed

ROOM INFORMATION

In this section, please identify all of the rooms that will be used by employees.
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 meeting rooms	Capacity Current capacity due to COVID-19
BBY – SE02	200	RIX Club	15

COVID-19 SAFETY PLAN
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BCIT

RATIONALE FOR ON-CAMPUS ACTIVITY

Please provide a short description explaining why you need employees on campus. Your narrative should be focused on the practical elements of what the employees will be doing.
As students, faculty and staff return for January semester and we want to ensure they have some food options. We seen a great demand for the RIX Club to remain open so we will continue this service for Winter term offering coffee, snacks and hot lunch.

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 all work areas identified within this plan.

Note: The workspaces cannot be used until all applicable control measures are in place and Safety Plan is approved. For additional resources the [Risk Assessment Controls Guidance and Hierarchy of Controls](#). For assistance email ssemohs@bcit.ca.

COVID-19 SAFETY PLAN
ADMINISTRATIVE SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
ELIMINATION					
1.	Room(s) set up to allow for 2 metres physical distancing during work. **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):* *Line up queues for food pick-up and ordering are all marked. Occupancy is established to avoid large gatherings*
2.	Work stations are set-up to allow for 2 metres physical distancing.	☒	☐	☐	*Exceptions allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary (explain):* *Most of the time only 1 person will be working at a single station. When more than 1 person is required, where possible, workstations will be arranged at least 2 metres apart and away from communal pathways. If not possible, PPE should as masks will be worn.*
3.	Work has been scheduled to minimize numbers of employees on campus at one time.	☒	☐	☐	*Minimal food operations and hours are in place for Winter term.*
4.	In shared spaces, safety protocols have been put in place to reduce close contact between users.	☒	☐	☐	*When 2 or more people are required to work in a food service area, safety protocols and PPE are in place. Food Safe standards require frequent hand washing. Added PPE such as masks and gloves will be worn when appropriate safety measures cannot be met.*
5.	Movement within the room is identified, such as with directional arrows, for walkways and entrances/exits.	☒	☐	☐	*Signs or arrows on the floor identifying directions.* *Direction areas and floor markers for customers have all been placed. We've added additional signage through food service areas to enforce physical distancing.*
6.	Washrooms have been identified.	☐	☐	☒	*If yes, Washroom occupancy limit- NO PUBLIC WASHROOM-*
7.	Water fountains are put out of use, and only touchless water bottle filling station available.	☐	☐	☒	
8.	Mobile fans have removed or put out of service.	☐	☐	☒	*-NO FANS-*
9.	Break areas for employee use has been identified.	☒	☐	☐	*If yes, what control measures are in place to maintain physical distancing?* *Occupancy limit__1_____ If there is an occupancy limit, is a sign posted? Y ☒ N ☐* *Breaks will be staggered so that only 1 person is in the shared lunch room at a time.*
10.	Other:	☐	☐	☒	
ENGINEERING CONTROL MEASURES					
11.	Barriers are implemented to separate work areas or walk ways, when physical distancing not practical.	☒	☐	☐	*Barriers added for front facing interactions where necessary. Ie. When taking orders or when handing off food and beverage.*
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	☒	☐	☐	

#	Control Measure	Yes	No	NA	Details (as per Directions)
13.	The impact on ventilation requirements have been considered if there's been a significant use change for the space.	☒	☐	☐	*Complete a Facilities and Campus Development work requisition for assessment, as needed.*
14.	Other:	☐	☐	☒	

SIGNAGE (ADMINISTRATIVE) *Signage is available @ BCIT online Inventory. Guidelines for posting signs are available on ShareSpace.*

#	Control Measure	Yes	No	NA	Details (as per Directions)
15.	Posted: Physical distancing (2 m) sign(s) Item 1A	☒	☐	☐	
16.	Posted: Hand washing sign(s) Item 29B	☒	☐	☐	
17.	Posted: Health screen sign(s) Item 3C	☒	☐	☐	
18.	Posted: Hand washing sink location sign(s) Item 14A	☒	☐	☐	
19.	Posted: Hand sanitizing station location sign(s) Item 13A	☐	☐	☒	*Hand Sanitizer stations are located at an entrance door and at each workstation*
20.	Posted: Protect yourself sign(s) Item 21A	☒	☐	☐	
21.	Posted: Occupancy limit of this room sign(s) Item 37A	☒	☐	☐	
22.	Posted: Other signs	☐	☐	☒	*Please list:*

ORIENTATION AND TRAINING (ADMINISTRATIVE)

#	Control Measure	Yes	No	NA	Details (as per Directions)
23.	Routine safety discussions held to review control measures and safety protocols.	☒	☐	☐	*Manager reviewing safety standards on a weekly basis through discuss with the team and the supervisor's daily compliance checks.* *Chartwells has a daily safety check-in to ensure each employee is safe to work and that they have the appropriate PPE available for their day. Updates regarding Covid-19 and protocols are discussed during this check-in.*
24.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training.	☐	☐	☒	*-CHARTWELLS EMPLOYEES-*
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* *-CHARTWELLS EMPLOYEES-*
26.	Other:	☒	☐	☐	*Chartwells has their own safety training programs that all employees are required to take before returning to work from leave or temporary lay-off.*

RULES AND GUIDELINES (ADMINISTRATIVE)

#	Control Measure	Yes	No	NA	Details (as per Directions)
27.	All unnecessary and self-serve items have been removed from the spaces. *e.g., pens, paper, etc.*	☒	☐	☐	*All stations have their own stationary supplies so there is sharing between staff*
28.	Papers and items are not physically passed between employees.	☒	☐	☐	*If items are provided, they are cleaned between employee use or disposed, or other control measures are in place – Describe:*

#	Control Measure	Yes	No	NA	Details (as per Directions)
					• *Using email and scanned copies of files when applicable.* • *We've moved to a cashless system, only accepting Debit/credit.* • *In cases where we are accepting food vouchers, staff will put the food voucher into a separate envelope and wash their hands immediately after contacting the voucher.*
29.	Employees have dedicated tools/equipment, e.g., items are not shared between employees.	☒	☐	☐	*All stations have their own tools so there is no sharing between staff*
30.	If cleaning common touch points or tools/equipment not practical, then it is identified when hands are washed/sanitized before and after use.	☒	☐	☐	*High touch point areas (printers, microwaves, etc.) have all been equipped with hard surface disinfectant wipes and signed to clean after each use.*
31.	Work spaces/stations are dedicated for an individual or group use and not shared with others.	☒	☐	☐	*Workspaces have be moved to give everyone 2M distance. If additional bodies come in to support, staff are asked to wear a mask.*
32.	Single-use (disposable) products are used where feasible.	☒	☐	☐	*No eat-in utensils will be used.*
33.	Procedures in place to screen employees on a daily basis.	☒	☐	☐	*The health screen poster 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.* *Supervisor is checking in with team on a daily basis. Staff are not coming to campus if ill or showing any signs or symptoms.*
34.	There is a procedure in place if an 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.*
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.	☒	☐	☐	*Refer to the COVID-19 Pandemic Scenario Playbook for more information. Confirm if the person is aware of self-isolation requirements and protocols.*
36.	Provisions made for employees to work in cohorts.	☒	☐	☐	
37.	Other:	☐	☐	☒	
PERSONAL PROTECTIVE EQUIPMENT (PPE). Refer to the **PPE Flowchart** to determine what PPE is required for COVID-19 purposes.					
38.	Appropriate PPE for the hazards of employee tasks are available to be provided (non-COVID-19 related ppe).	☒	☐	☐	*List the ppe and tasks/activities it is required for and provide the quantity and unit of measure, if applicable (e.g. 2 boxes of 20 each box):* • *In food services, frequent hand washing is key to prevent the spread of germs and killing bacteria.* • *Hand sanitizer and hard surface disinfectant wipes are provided as an added precaution but only when hand washing isn't available.*

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#	Control Measure	Yes	No	NA	Details (as per Directions)
					• Protocol is in place to use a if task requires employees to be within 2M of each other. When making food delivery with 2 or more people, all vehicles are equipped with PPE.
39.	Training is provided for the above PPE to employees.	☒	☐	☐	
40.	Appropriate PPE for COVID-19 is available to be provided to employees. Supply requests emailed to ppe@bcit.ca.	☐	☐	☐	*Based on circumstances allowed for in the BCIT COVID-19 Go-Forward Plan, Risk 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):* *Hand Sanitizer towers: 4 units* *Disinfectant Spray: 5 units* *Disposable Masks: 10 boxes* *Gloves: 5 Small, 5 Medium, 5 Large boxes* *(Chartwells is responsible for supplying PPE but we have PPE here to support any potential lack of product)*
41.	PPE safe donning, doffing, disposal, and disinfecting instructional materials are available for employees.	☒	☐	☐	*Post applicable signs in a visible location if ppe required.* *Use the Employee Orientation checklist to assist orientation/training by their supervisors.*
42.	Other:	☐	☐	☒	
CLEANING					
43.	Facilities is aware of the cleaning needs for the area. Facilities work requests have been submitted.	☒	☐	☐	*Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s).* *High touch points are gone or supplied with cleaning supplies.*
44.	Training will be provided to employees performing cleaning duties and cleaning materials have been provided.	☒	☐	☐	*Cleaning Standard Operating Procedures have been located here. What are the cleaning products/materials:* *Oxivir Hard Surface Spray and Wipes*
45.	Assessment of sufficient number of hand wash stations conducted, and an appropriate number of handwashing stations are available.	☒	☐	☐	*Consider time it will take for hand washing to take place, to determine what is e.a. sufficient number of hand wash stations.*
46.	Handwashing station(s), stocked, easily accessed, and have been identified to employees.	☒	☐	☐	*Sink Location: various locations in food service areas* *Stocked with soap Y ☒ N ☐ paper towel Y ☒ N ☐*
47.	Hand sanitizing station(s), stocked, and have been identified to employees.	☒	☐	☐	***ABHS** (Alcohol-Based Hand Sanitizer): Location(s)* *At each work station and each entry point in workspace* *Will hand sanitizer be refilled by department: Y ☐ N ☒*

#	Control Measure	Yes	No	NA	Details (as per Directions)
					If No, describe: FCD to refill tower
48.	All Safety Data Sheets (SDS) and cleaning procedures used are found here.	☒	☐	☐	*If not, describe:*
49.	The area(s) have been decluttered so that cleaning is simplified.	☒	☐	☐	
50.	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.*
51.	Common touch points and tools/equipment, that must be shared are identified and cleaned between employees.	☒	☐	☐	*Cleaning/sanitizing procedures for common touch points and shared items are available and signs 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):*
52.	Storage space for personal articles have been identified and are cleaned regularly.	☒	☐	☐	*Who will clean: Team will clean out each day/week* *Where is the storage: staff lounge/ personal desk*
53.	Other:	☐	☐	☒	
AUDIT AND CONTINUOUS IMPROVEMENT					
54.	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?* *Supervisor: Daily*
55.	Audits of inspections are planned to ensure that control measures continue to be effective.	☒	☐	☐	*Who conduct the audits and how often?* *Manager: Weekly*

APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Jordan Castillo	Position Manager	Date 2020-11-23
EOC	Name *Glen Magel*	Position EOC Director	Date December 10, 2020