

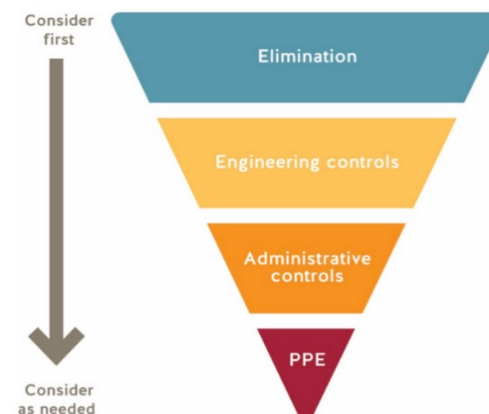


BCIT COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

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:	Recreation Services		
How many of your employees will be on campus:	3 employees on campus at a time out of a pool of 7.	What is the total number of your employees:	7 employees
Start date:	March 4, 2021	End date:	Ongoing
Completed by:	Name Lisa Sulatycki	Position Operations Coordinator	Date March 4, 2021



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
SE16	101	Front Lobby	2 (1 client & 1 staff)
SE16	101 Service Counter	Front Desk	2 (staff)
SE16	101A	The Sprawl: it's an open area	1 (staff)
SE16	134/ 134A	Office Space	2 (staff)
SE16	135	Fitness Centre	1 (staff)
SE16	137	Storage room	1 (staff)
SE16	139 & 141	Washrooms	2 per space (assessed by Pinchin)
SE16	148	Gymnasium	Use is governed under GFP #W321 - VPAO - Paper Based Exams - Safety Plan
SE16	152 -155	Women's Change room	Closed
SE16	156	Storage Room	1 (staff)
SE16	158 -164	Men's Change room	Closed
SE16	165	Sport Equipment storage room	1 (staff)
SE16	169 & 170	Individual change rooms	Closed
SE16	171	Activity Room	2 (staff)
SE16	181	Squash Court 1	Closed

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SE16	182	Squash Court 2	Closed
SE16	183	Climbing Wall	Closed
SE16	184	Boxing Studio	Closed
SE16	184	Spin Studio	Closed
SE16	186	Mind and Body studio	Closed
SE16	188 & 189	Washrooms	1 per space (assessed by Pinchin)
SE16	190	Squash Court Lobby	Use is governed under GFP #W321 - VPAO - Paper Based Exams - Safety Plan
SE16	191	Office Space	1 (staff, dedicated)

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.

This safety plan provides a transitional step for Rec Services to provide limited service to the campus community through online (remote) training classes, and administrative activities. Specific activities to include:

- Working intermediately in SE16 for locker gear pick-up (one client at a time, pre-reserved time – details noted in Appendix C) and online prize claimants, refunds, administrative activities as required, and workspace for fitness instructors to provide remote lessons
- Monitoring building operations/ access vis a vis adjacent activities (Health Services in east wing, Exams in Gym SE16-148), and guarding against potential unpermitted access to open Rec Services areas.
- Operations centre for staff to maintain/ supervise outdoor sports spaces (GFP #W275 - VPS - Basketball and Tennis Courts).

Future iterations to this safety plan may include exploring an equipment loaning program and providing limited access to indoor recreation facilities.

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.

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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 work. Note: Contact returntocampus@bcit.ca for room capacity and layout if needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exceptions allowed as per BCIT COVID-19 Go-Forward Plan , Risk Matrix Summary (explain): All spaces have 2m physical distancing between staff, with the exception of front counter space which will require barriers to mitigate close physical proximity
2.	Work stations are set-up to allow for 2 metres physical distancing.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Exceptions allowed as per BCIT COVID-19 Go-Forward Plan , Risk Matrix Summary (explain): All workstations have 2m physical distancing between staff, with the exception of front counter space which will require barriers to mitigate close physical proximity.
3.	Work has been scheduled to minimize numbers of employees on campus at one time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Only 3 of 7 total staff will be on campus, to maintain critical activities. Typical daily staff counts will be approximately 1 staff.
4.	In shared spaces, safety protocols have been put in place to reduce close contact between users.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Each staff to use their own laptop, and hand sani wipes will be utilized to clean common surfaces/ equipment, while hand sanitizer will be utilized to also clean hands between uses. Staff will utilize wipes when using photocopier, safe, gymnasium lights or front desk phone or equipment

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#	Control Measure	Yes	No	NA	Details (as per Directions)
5.	Movement within the room is identified, such as with directional arrows, for walkways and entrances/exits.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Signs or arrows on the floor identifying directions.</i> Uni- and multi-directional traffic flow will be followed within office spaces to reduce potential for staff encroaching within the 2m physical distancing.
6.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If yes, Washroom occupancy limit _2_ (assessed by Pinchin)</i>
7.	Water fountains are put out of use, and only touchless water bottle filling station available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed
8.	Mobile fans have removed or put out of service.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fans may only be utilized during a fitness training activity when only one staff member is in a room, and no one else is permitted to enter during a fitness training activity. Rec staff will submitted a facility request to clean the room during the evening on those days the fan is used.
9.	Break areas for employee use has been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>If yes, what control measures are in place to maintain physical distancing?</i> Occupancy limit _____ <i>If there is an occupancy limit, is a sign posted?</i> Y <input type="checkbox"/> N <input type="checkbox"/> Staff will break at their workstations, or exit building.
10.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
ENGINEERING CONTROL MEASURES					
11.	<u>Barriers</u> are implemented to separate work areas or walk ways, when physical distancing not practical.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage already in the building (Use is governed under GFP #W321 - VPAO - Paper Based Exams - Safety Plan) Stanchions will be utilized to limit traffic flow to front desk. Barriers will be utilized to mitigate close contact areas where staff may interact with clients attending equipment transaction counter, front service counter, and between staff that may be closely seated in same space.
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.	The impact on ventilation requirements have been considered if there's been a significant use change for the space.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Complete a <u>Facilities and Campus Development work requisition</u> for assessment, as needed.
14.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
SIGNAGE (ADMINISTRATIVE) Signage is available @ <u>BCiT online Inventory</u> . Guidelines for posting signs are available on <u>ShareSpace</u> .					
15.	Posted: Physical distancing (2 m) sign(s) Item 1A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Use is governed under GFP #W321 - VPAO - Paper Based Exams - Safety Plan) & Outside SE16. Additional signage inside building common areas has been provided by Pinchin.

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#	Control Measure	Yes	No	NA	Details (as per Directions)
16.	Posted: Hand washing sign(s) Item 29B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes - in washrooms (by Pinchin)
17.	Posted: Health screen sign(s) Item 3C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, in front of East entrance (by Pinchin) (Use is governed under GFP #W321 - VPAO - Paper Based Exams - Safety Plan)
18.	Posted: Hand washing sink location sign(s) Item 14A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19.	Posted: Hand sanitizing station location sign(s) Item 13A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20.	Posted: Protect yourself sign(s) Item 21A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To post at front desk where staff must pass prior to entering personal cubbies
21.	Posted: Occupancy limit of this room sign(s) Item 37A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Use is governed under GFP #W321 - VPAO - Paper Based Exams - Safety Plan) & (assessed by Pinchin for washrooms)
22.	Posted: Other signs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Please list:
ORIENTATION AND TRAINING (ADMINISTRATIVE)					
23.	Routine safety discussions held to review control measures and safety protocols.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rec Services department holds regular Monday meetings. These safety protocols will be reviewed during this weekly meeting.
24.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25.	All employees have completed the online New Employee Orientation module .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	New and Returning Employee Orientation Checklist found here . Each employee to save the checklist to their online New Employee Orientation course
26.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
RULES AND GUIDELINES (ADMINISTRATIVE)					
27.	All unnecessary and self-serve items have been removed from the spaces. <i>e.g., pens, paper, etc.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28.	Papers and items are not physically passed between employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If items are provided, they are cleaned between employee use or disposed, or other control measures are in place – Describe:
29.	Employees have dedicated tools/equipment, e.g., items are not shared between employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes - staff using dedicated laptops and office supplies. Hand sanitizer will be placed near common touch-points (doors, photocopier) and sani wipes will be provided to wipe down common equipment and surfaces before and after staff use.
30.	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 checked="" type="checkbox"/>	Explain:
31.	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"/>	Front desk counter space will be wiped down with sani wipes at end of each work day.

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#	Control Measure	Yes	No	NA	Details (as per Directions)
32.	Single-use (disposable) products are used where feasible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
33.	Procedures in place to screen employees on a daily basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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. Staff must complete self assessment before coming to campus and submit to Operations Coordinator.
34.	There is a procedure in place if an employee becomes ill on campus.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
37.	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.					
38.	Appropriate PPE for the hazards of employee tasks are available to be provided (non-COVID-19 related ppe).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	List the ppe and tasks/activities it is required for and provide the quantity and unit of measure, if applicable (e.g. 2 boxes of 20 each box): There are no evident non-COVID-19 hazards present in this workplace. Face masks will be provided to staff. Disposable masks will be available if staff forget masks.
39.	Training is provided for the above PPE to employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
40.	Appropriate PPE for COVID-19 is available to be provided to employees. Supply requests emailed to ppe@bcit.ca .	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	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): Staff to wear masks at front desk as determined as a common space.
41.	PPE safe donning, doffing, disposal, and disinfecting instructional materials are available for employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Post applicable signs in a visible location if ppe required. Use the Employee Orientation checklist to assist orientation/training by their supervisors.
42.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

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#	Control Measure	Yes	No	NA	Details (as per Directions)
CLEANING					
43.	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"/>	<p><i>Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s).</i></p> <p>Operations Coordinator to submit work requests to Facilities to inform them of the days Rec staff will be working on campus to schedule the cleaning of the front desk touch areas, washrooms, and door handles, etc.</p>
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><i>Cleaning Standard Operating Procedures have been located here. What are the cleaning products/materials: we have sanitizing wipes to clean any common touch points at front desk or back office area, for instance front desk phone, point of sale transaction machine or safe.</i></p> <p><i>What ppe is required: non-medical masks, gloves</i></p>
45.	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"/>	<p><i>Consider time it will take for hand washing to take place, to determine what is e.a. sufficient number of hand wash stations.</i></p>
46.	Handwashing station(s), stocked, easily accessed, and have been identified to employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>Sink Location: Washrooms room 139 & 141 (Best stock washroom with soap & paper towels)</i></p> <p><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></p>
47.	Hand sanitizing station(s), stocked, and have been identified to employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>ABHS (Alcohol-Based Hand Sanitizer): Location(s) Main lobby of SE16 space 101 and entrance of washrooms 139 & 141.</p> <p><i>Will hand sanitizer be refilled by department: Y <input type="checkbox"/> N <input checked="" type="checkbox"/></i></p> <p><i>If No, describe: Facilities to refill common area sanitizing stations. Staff to monitor interior stations and refill, but notify Facilities if common area sanitizing stations are running low.</i></p>
48.	All Safety Data Sheets (SDS) and cleaning procedures used are found here .	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><i>If not, describe:</i></p>
49.	The area(s) have been decluttered so that cleaning is simplified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staff will be reminded to be vigilant with decluttering. Reminder will be mentioned in Rec Monday staff meeting and Operations Coordinator to check weekly</p>
50.	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> <p>FCD work requests sent as required to clean the barriers if they become contaminated.</p>

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#	Control Measure	Yes	No	NA	Details (as per Directions)
51.	Common touch points and tools/equipment, that must be shared are identified and cleaned between employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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): <i>Rec staff to clean once finished using the equipment</i>
52.	Storage space for personal articles have been identified and are cleaned regularly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Who will clean: Each staff have their own personal cabinet within secure administrative area (SE16-134) and responsible for cleaning their individual space. Where is the storage:
53.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often? Melia Fernandez / Lisa Sulatycki to conduct regular inspections and raise concerns/ obtain feedback during regular Monday meetings.
55.	Audits of inspections are planned to ensure that control measures continue to be effective.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Who conduct the audits and how often? JOH&S Committee inspection as scheduled

APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name <i>Melia Fernandez</i>	Position Manager, Student Operations	Date March 5, 2021
EOC	Name <i>Glen Magel</i>	Position EOC Director	Date March 18, 2021

BCIT COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

Appendix A: Open/ Closed Areas

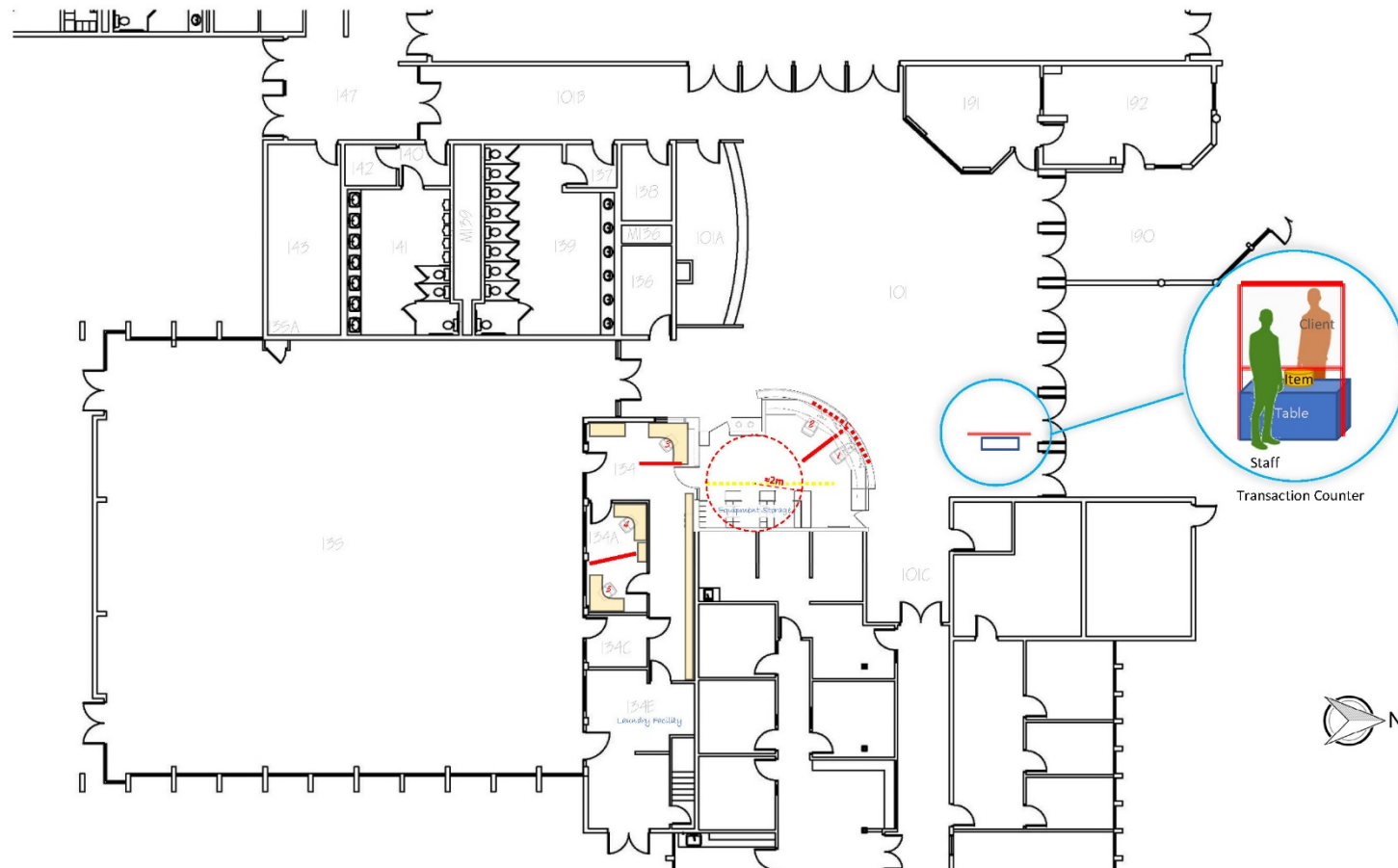


SE16, FIRST FLOOR
JANUARY 18, 2012

SE16-Rec Services Counter and Administrative Services

Legend:

$\approx 2m$





BCIT COVID-19 SAFETY PLAN

ADMINISTRATIVE SPACES

Appendix C: Customer Service Process

Dates:

On going

Rec staff to organize booking appointments to process customer service requests

Rec staff to work on campus once a week

Procedures:

1. Book appointment

- Clients will connect with Rec Staff (by phone/ email), to request pick-up locker / laundry gear items, bike locker rental, prizes for BCIT Rec challenges or pick-up / drop-off of laundry
- Rec staff will schedule a time slot to pick-up items at SE16
- Individual will receive a confirmation email which will include:
 - > Date and time
 - > Process
 - > Map
 - > Below messaging"Do not come pick up your items if you are feeling unwell"

2. Pick-up Process

- Client will come to pick-up station (pictured in Appendix B)
- The pick-up station is either immediately outside Lobby, or within Lobby (weather dependant).
- The individual may be asked to present their ID to verify identity.
- Prior to touching item for pickup, Rec staff will sanitize hands
- Rec staff will place item on table for individual to retrieve item
- Hand sanitizer will be on the table for both individuals to utilize prior and after touching item
- Staff will wipe down table & wash hands
- Masks to be wore as common areas are being accessed / used

3. Drop-off Process

- Client will place item on table for rec staff to retrieve item.
- Rec staff will place item on ground for later storage, and sanitize hands after touching at all points
- Hand sanitizer will be on the table for both individuals to utilize prior and after touching item
- Staff will wipe down table & wash hands
- Masks to be wore as common areas are being accessed / used
- Items being dropped off will be thoroughly sanitized with a sani wipe (while staff are donning gloves) and placed back in their place.