

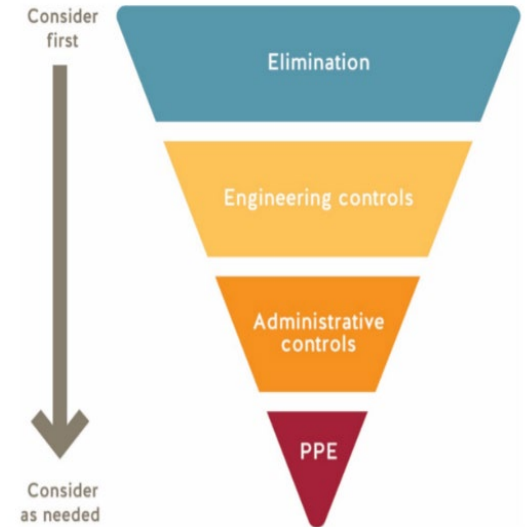


BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

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:	Industrial Instrumentation and Process Control Technician and Industrial Instrumentation Apprenticeship		
Proportion of program offered on campus:	<i>Three programs with 24 courses. All courses have some degree of on campus activity.</i>		
Start date:	December 1, 2020	End date:	Ongoing
Total # of students in program:	Up to 128	Total # of employees:	7
Anticipated # of students on campus daily when scheduled:	Scheduled to reduce to maximum 24 at any one time	Anticipated # of employees on campus daily when scheduled:	5
Completed by:	Name Brian Buckley	Position Associate Dean	Date Nov 24, 2020
Replaces	RTC Safety Plan #:	45	
	GFP Safety Plan #:		



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>
SE-08	102	Boiler lab	5
SE-08	102A	Nebraska Boiler Control Room	10 (includes two faculty members)
SE-08	130	Calibration Equipment Storage	1 (no students allowed)
SE-08	120	Mechanical and Process lab area	20 students + 3 faculty and staff
SE-08	124	Tool Room	1 (no students allowed)
SE-08	129	DCS control room	21 students + 2 faculty or staff
SE-08	128	Electrical, PLC, and Pneumatics lab area	13 students + 1 faculty or staff

COVID-19 SAFETY PLAN ACADEMIC SPACES

SE-08	122	Department Head Office	1 occupant + 1 guest (meeting only)
SE-08	123	Resource Room	1
SE-08	127	Instructors Office	6
SE-08	126	Washroom and Sink	1
SE-08	215	Shinko Turbine Lab	10 (including faculty)
SW-01	1050	Classroom – for breakout space if needed	7
SW-01	1492	Classroom - for breakout space if needed	7
SW-01	2019	Classroom - for breakout space if needed	16

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).

Safety plan to conduct practical training for students in three cohorts. Scheduling will ensure a maximum of 24 students at any one time. The total of capacities in the rooms add up to more, but student numbers will be reduced, not maximized to fill the available space. A typical cohort may have students in two of the rooms at a time. Please see room layouts for details of each room.

This is a conversion from RTC format to GFP format. I have dated this to go until the end of our winter-spring cohorts, but it is necessary to re-apply for January 1 forward please let us know. Cleaning is in progress based on previous arrangements. Room layouts are attached at the end of the document.

CONTROL MEASURES

COVID-19 SAFETY PLAN: CONTROL MEASURES CHECKLIST

Directions for completing a Safety Plan:

1. First step read the [BCIT COVID-19 Go-Forward Plan](#) as the overall planning document, and use it to complete Steps 2-7.
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.

COVID-19 SAFETY PLAN ACADEMIC SPACES

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	Provide 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"/>	Exceptions allowed as per BCIT COVID-19 Go-Forward Plan , Risk Matrix Summary (explain):
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"/>	Barriers are installed to provide engineered separation in many cases. All will wear 3-ply surgical-style masks as a back up.
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"/>	
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"/>	Different start and end times for each cohort. Only practical work done on campus
5.	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"/>	
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"/>	Signs or arrows on the floor identifying directions.
7.	Water fountains are put out of service, and only touchless water bottle filling station available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.	Mobile fans have been removed or put out of service.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If yes, Washroom occupancy limit <u>1</u>
10.	Break area(s) for student use have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students to take breaks at work stations or in common campus areas, ie. Great Hall Occupancy Limit: <u>Various</u> If there is an occupancy limit, is sign posted? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
11.	Break areas for employee use have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Instructor's office. Barriers installed for each instructor's desk c/w sanitation supplies Occupancy Limit <u>6</u> If there is an occupancy limit, is sign posted? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
12.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
ENGINEERING CONTROL MEASURES					

COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
13.	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"/>	
14.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.	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"/>	<i>No significant interruption to ventilation because of barriers.</i>
16.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
SIGNAGE (ADMINISTRATIVE) <i>Signage is available @ BCIT online Inventory. Guidelines for posting signs are available on ShareSpace.</i>					
17.	Posted: Physical distancing (2 m) sign(s) Item 1A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.	Posted: Hand washing sign(s) Item 29B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19.	Posted: Health screen sign(s) Item 3C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20.	Posted: Hand washing sink location sign(s) Item 14A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21.	Posted: Hand sanitizing station location sign(s) Item 13A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22.	Posted: Protect yourself sign(s) Item 21A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23.	Posted: Occupancy limit of this room sign(s) Item 37A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24.	Posted: Other signs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Please list:</i>
ORIENTATION AND TRAINING (ADMINISTRATIVE)					
25.	Routine safety discussions held to review control measures and safety protocols.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26.	All students have completed the online COVID-19 Pandemic On-Campus Guidelines training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Daily by the instructor</i>
27.	COVID-19 safety Site orientation for students has been developed and posted in the Learning Hub.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Procedure for orientation found here. Student COVID-19 Orientation Checklist found here.</i>
28.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29.	All employees have completed the online OHS New Employee Orientation module .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>New and Returning Employee Orientation Checklist found here. Each employee to save the checklist to their online OHS New Employee Orientation course. This course is required to be completed by new employees and by employees working on campus.</i>
30.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
RULES AND GUIDELINES (ADMINISTRATIVE)					
31.	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"/>	<i>All supplies asked for prior to class and stocked at each workspace</i>
32.	Doors that students are to use to enter and exit have been clearly identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Signs or arrows on the floor</i>
33.	Handouts, papers, and items are not physically provided to students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If items are provided, they are cleaned between student use or disposed, or other control measures are in place – Describe:</i>
34.	Students have dedicated tools/equipment, e.g., items are not shared between students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
35.	If cleaning common touch points or tools/equipment not practical, then it is identified when hands are washed/sanitized before and after use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Explain:</i>
36.	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"/>	See attached diagrams
37.	Single-use (disposable) products are used where feasible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
38.	Measures are in place to accommodate student sick at home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Accommodation plan: Instructor and student meet as needed to discuss.</i>
39.	Procedures in place to screen students on a daily basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The health screen sign (Item 3C, BCIT online inventory, EOC approved signage) is available for reference and is posted on building doors. Students and employees are expected to self assess daily, and the BCCDC self-assessment tool can be used to support this.</i>
40.	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"/>	<i>Refer to the COVID-19 Pandemic Scenario Response Plan for more information. If the person is reporting symptoms, ask them to avoid others and return home. If they require immediate medical attention, call First Aid and 911.</i>
41.	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"/>	<i>Refer to the COVID-19 Pandemic Scenario Response Plan for more information. Confirm if the person is aware of self-isolation requirements and protocols.</i>
42.	Provisions made for students to maintain same lab/class cohort throughout the Term.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For apprentice classes each apprentice assignment is treated as a term. Students remain in the same cohort for the entire apprentice class.
43.	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.					
44.	Appropriate PPE for the hazards of employee and student tasks are available to be provided (non-COVID-19 related ppe).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Students, staff, and faculty wear mechanics gloves as a precaution against contacting a contaminated surface, and BCIT-approved disposable surgical style masks in case 2m physical distancing is breached.</i>
45.	Training is provided for the above PPE to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
46.	Appropriate PPE for COVID-19 is available to be provided to students and employees. Supply requests emailed to ppe@bcit.ca .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>PPE has been ordered on initial RTC submission and is replaced as needed. Will place a new order for winter term referring to this GFP.</i>
47.	PPE safe donning, doffing, disposal, and disinfecting instructional materials are available for students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 OHS Employee Orientation checklist to assist orientation/training by their supervisors.</i>
48.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
CLEANING					
49.	Facilities is aware of the cleaning needs for the area. Facilities work requests have been submitted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s) W.R.C. 1441669 SE08</i>
50.	Training will be provided to faculty and students performing cleaning duties and cleaning materials have been provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Cleaning Standard Operating Procedures have been located here. What are the cleaning products/materials: What ppe is required: For students and faculty: safety glasses, surgical-style mask, mechanics gloves – all supplied</i>
51.	Assessment of sufficient number of hand wash stations conducted, and an appropriate number of handwashing stations are available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Consider time it will take for hand washing to take place, to determine what is e.a. sufficient number of hand wash stations. Some areas find a ratio of 8:1, students to sink, effective. The minimum amount of hand washing required is once before class starts, after class ends and before and after breaks.</i>
52.	Handwashing station(s), stocked, easily accessed, and have been identified to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Sink Location: <u>SE-08 Rooms 108, 120, 128</u> Stocked with soap Y <input checked="" type="checkbox"/> N <input type="checkbox"/> paper towel Y <input checked="" type="checkbox"/> N <input type="checkbox"/></i>
53.	Hand sanitizing station(s), stocked, and have been identified to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>ABHS (Alcohol-Based Hand Sanitizer): Location(s) On each faculty and staff-members desk, and distributed around the academic spaces Will hand sanitizer be refilled by department: Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If No, describe:</i>
54.	All Safety Data Sheets (SDS) and cleaning procedures used are found here .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If not, describe: SDS booklet is stored in SE-08 Room 124 which can be fetched by faculty or staff. Students can also access SDS information electronically.</i>
55.	The area(s) have been decluttered so that cleaning is simplified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
56.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Barriers can become contaminate if they are a touch point or if the contaminated with droplets by e.g. coughing or sneezing.</i>



COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
57.	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"/>	<i>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):</i>
58.	Storage space for personal articles have been identified and are cleaned regularly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Who will clean: Faculty, staff, and students will each clean and disinfect their own personal items as required.</i> <i>Where is the storage: Storage is each person's assigned individual work station.</i>
59.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
AUDIT AND CONTINUOUS IMPROVEMENT					
60.	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? Instructor and Department Head</i>
61.	Audits of inspections are planned to ensure that control measures continue to be effective.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Who conduct the audits and how often? Department Head weekly, Associate Dean monthly.</i>

APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Brian Buckley	Position Associate Dean	Date November 24, 2020
EOC	Name <i>Glen Magel</i>	Position EOC Director	Date December 8, 2020

REVISION APPROVAL (if applicable)

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name	Position	Date
EOC	Name	Position	Date

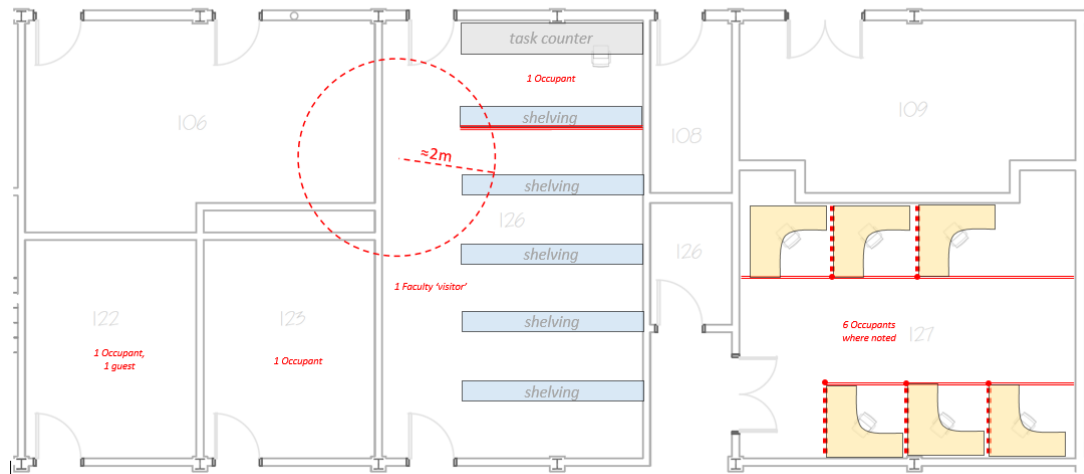
COVID-19 SAFETY PLAN ACADEMIC SPACES

SE08-1XX Administrative Block – School of Energy (122, 123, 126, 127)

Notes: In this office block, occupants are located where noted. Some pieces of furniture may require extensions as noted, and barriers are required where noted. Room 126, a Tool Room, has a permanent staff that is typically seated at top end – they will require a barrier (could be plastic sheeting on shelving), but because this space is currently vacant, this barrier is not required. Office pod 127 can enable physical distancing if barrier extensions are installed where noted; this space will also require a creative solution to create a flexible barrier between desk occupants and centre walkway – one possibility could be a transparent curtain for each user hung at height, supported by a vertical support beam zap-strapped to end of furniture partitions (•).

Legend:

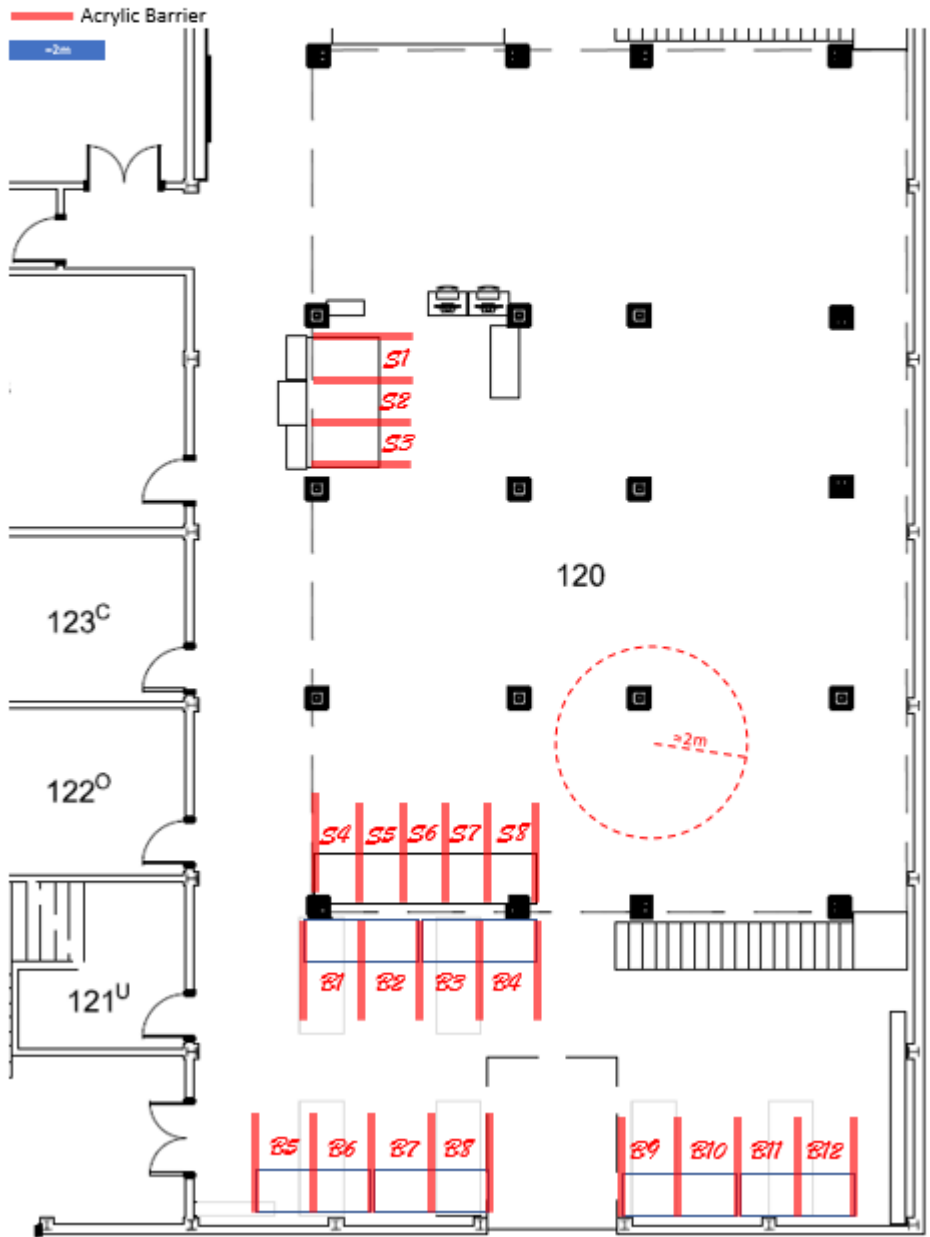
- Floor height barrier
- - - Barrier atop existing furniture to extend to 6.5'/7'
- Suspended pipe
- ≈2m



BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

SE08-120 Industrial Instrumentation Shop

Notes: This space has two distinct zones. In the top area, there are 8 workstations (identified by S#) which can be physically distanced with the provision of barriers as noted. The bench area towards the bottom (west) can accommodate 12 physically distanced workstations with the provision of barriers where noted. A helmet rack should be relocated to accommodate the reorientation of benches. Activity elsewhere on this shop floor can be sufficiently physically distanced, given the multiple options for traversing east-west. However, consideration should be given to enabling bidirectional flow along the main corridor to the left (north) side, to avoid travel within the main shop area.



COVID-19 SAFETY PLAN ACADEMIC SPACES

SE08-128 Multi-Use Lab

This multi-use lab contains three zones of activity, which can cumulatively accommodate a physically distanced capacity of 21 students, with the addition of noted barriers.

▬▬▬ Acrylic Barrier or similar
 - - - - Recommended Walk Path

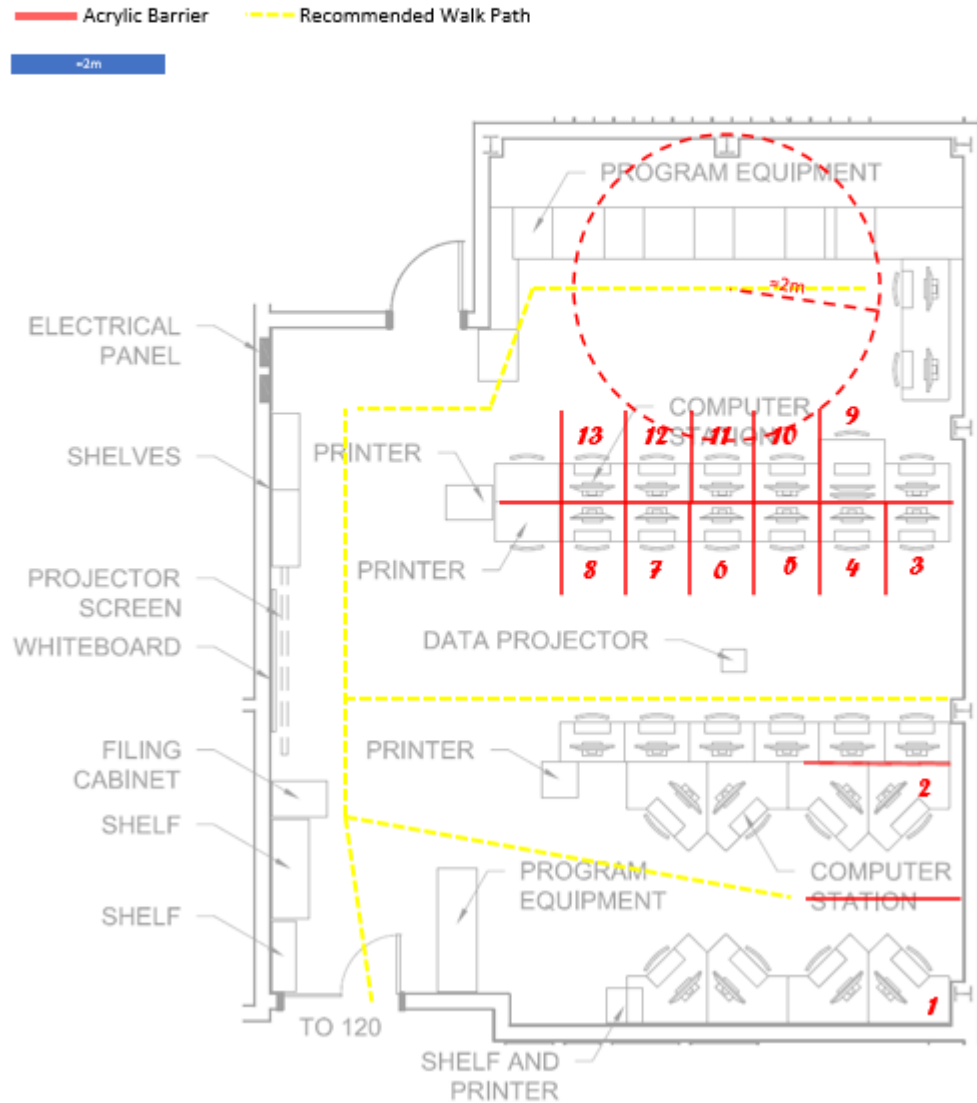
=2m



COVID-19 SAFETY PLAN ACADEMIC SPACES

§E08-129 Computer Lab

Notes: This computer lab, which accommodates two distinct operating systems can accommodate a maximum of 13 simultaneous students seated at stations noted, provided barriers are installed at noted locations. Additional workstations can be utilized, provided students are not seated within 2 metres, or are required to travel within 2 metres of occupant.

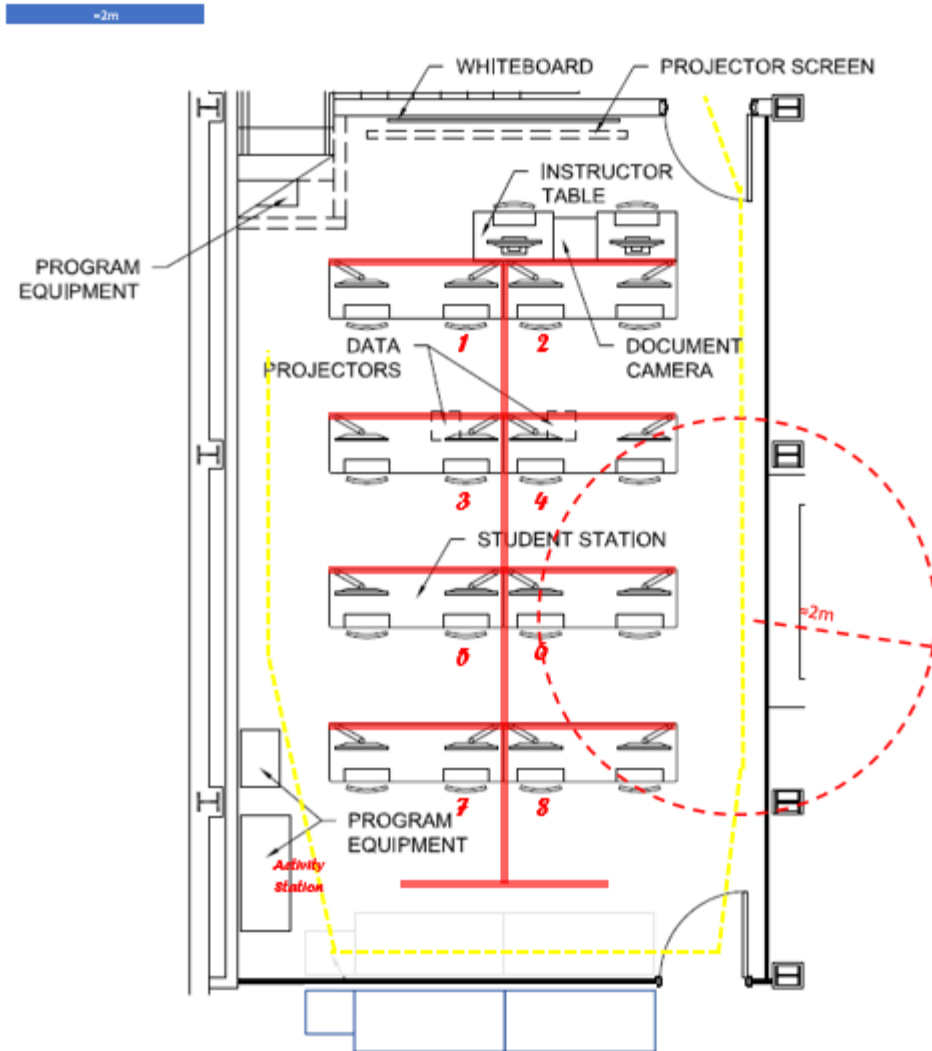


COVID-19 SAFETY PLAN ACADEMIC SPACES

SE08-102A Computer Lab

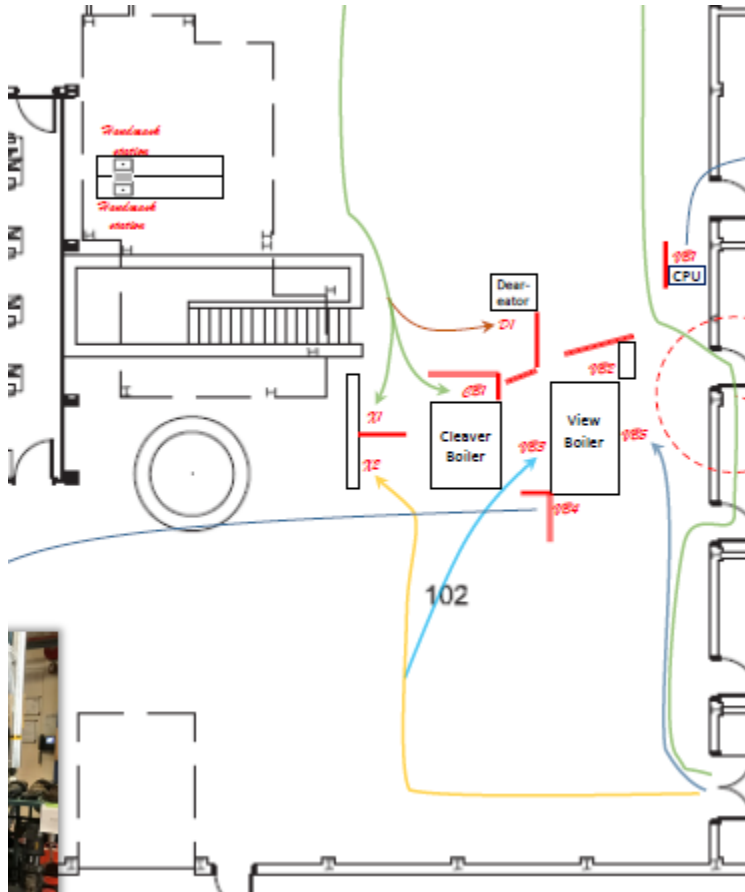
This computer lab can accommodate 8 physically distanced workstations, provided that barriers are installed at noted location. A piece of program equipment toward the rear of the room may need to be accessed while this computer lab is in use. If this occurs, consideration will need to be given to regulate movement around this space, such as limiting the access while equipment is being utilized. Tables located inside this room to the rear will need to be relocated to enable physically distanced movement.

— Acrylic Barrier or similar - - - Recommended Walk Path



SE-08 – 102 Main Boiler Lab.

Based on layout done for Power Engineering Dept (GFP 114) 5 occupants can practice physical distancing. Instrumentation Dept activities will happen in conjunctions with activities in SE-08 room 102A. Students will share time between 102A (maximum 8 students + 2 employees) and Room 102 (5 occupants). Therefore a maximum of 8 students and 2 employees for both locations.



COVID-19 SAFETY PLAN ACADEMIC SPACES

SE08-215 (Lab)

This space is a lab type area, with three stations of activity where one student at a given time will be working on a piece of equipment with instructor oversight. Remainder of students will remain seated as they wait their turn to run through the 3-step scenario. Student (S) and Instructor (I) locations are noted. A maximum of 9 seated students are noted – the maximum capacity of this space is 10 individuals, with inclusion of noted barriers.

— Barrier - - - - - Recommended walk path

