

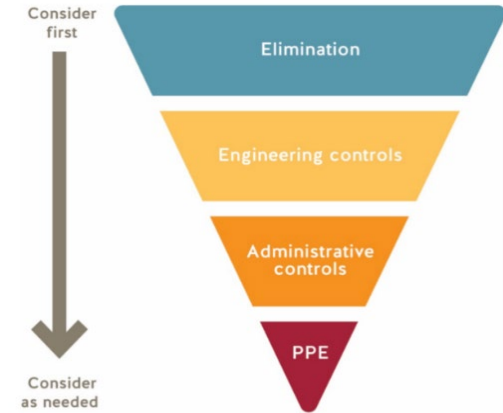


## BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

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

<b>Course/Program Name:</b>	<b>Electrical &amp; Computer Engineering Technology (ECET) / BEng Electrical</b>		
<b>Proportion of program offered on campus:</b>	<i>Total of 23 courses of which 3 courses have some 'on campus' activities. The Go Forward plan for two of the three courses has already been submitted as part of the Power and Automation and Instrumentation Diploma plans. This document is for the BEng Capstone course.</i>		
<b>Start date:</b>	<b>January 4, 2021</b>	<b>End date:</b>	<b>May 28, 2021</b>
<b># of students:</b>	30	<b># of employees:</b>	2*
<b>Completed by:</b>	Name David Romalo	Position Program Head / Faculty	Date Dec. 8, 2020



\* Capstone course instructor plus one of 8 possible mentors (instructors).

### 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 <a href="#">here</a></small>	Type of Space <small>Include washrooms and breakout rooms</small>	Capacity <small>Current capacity due to COVID-19</small>
SW03	2710	BEng Capstone Lab	4**
SW03	3710	General Purpose Electronics Lab	4**
SW03	3620	General Purpose Electronics Lab	4**

\*\* Two students, one from each team assigned to the lab, plus two instructors (Capstone instructor and/or mentor(s)).



## 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).

The BEng Electrical is a CEAB accredited program that requires a significant amount of practical lab work to meet accreditation requirements. A critical part of this practical experience is a final term Capstone project. While much of the project work can be, and will be, done off campus in an online format, the need to fabricate and test the project requires adequate space and resources available only in BCIT labs.

### 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](mailto: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](mailto: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](mailto:ssemohs@bcit.ca).

#	Control Measure	Yes	No	NA	Details (as per Directions)
<b>ELIMINATION</b>					
1.	Room(s) set up to allow for 2 metres physical distancing during instruction and practice. <b>Note:</b> 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 <a href="#">BCIT COVID-19 Go-Forward Plan</a> , Risk Matrix Summary (explain): The lab rooms are quite large and no more than two teams will be assigned to any one lab room. Stations will be allocated at diametrically opposite ends of the lab room to maximize distance between workspaces.
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"/>	Exception allowed as per <a href="#">BCIT COVID-19 Go-Forward Plan</a> , Risk Matrix Summary (explain): 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"/>	Lab hours will be scheduled for <b>two days of the week; one Wednesday, the other Saturday days during Monday to Friday</b> . These labs require OneCard access and the student teams will be given access to only their assigned lab room. No gathering outside of lab rooms is anticipated. Labs will be accessed in an ad-hoc manner on the days specified as being available.
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"/>	Lab capacity is 16. Students will be informed that only 1 team member may access their assigned workspace at any one time. Maximum number of students per lab room will be 2 at any one time. Up to two instructors may occasionally be in the room to observe / evaluate the project work.
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"/>	The use of the lab is restricted to only one student per team per assigned workbench area. Greater than 4 metres exist between workspaces. Adequate access / egress space is available. Floor markings will be put in place to direct traffic flow.
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> Floor markings to be put in place. The room access is controlled by OneCard access and coordination of access to a workspace will be done by the students upon arrival if necessary. Each lab will be marked with an entry door (OneCard access door) and an exit door ensuring 2 m distancing can be maintained.
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 type="checkbox"/>	The washroom is nearby; just off the central stairwell of the main SW03 corridor on both the 2 <sup>nd</sup> and 3 <sup>rd</sup> 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. Students will be advised they must have their lunch or snacks at their assigned workstation.



## BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
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. Students will be advised they must have their lunch or snacks at their assigned workstation.
9.	Break areas for employee use have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Capstone lab work is largely unsupervised and instructors are unlikely to be present in the lab room and, if present, it would be a relatively short duration.
10.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>ENGINEERING CONTROL MEASURES</b>					
11.	<a href="#">Barriers</a> are implemented to separate work areas or walk ways, when physical distancing not practical.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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"/>	The lab capacities are set at 16 under normal circumstances. With only 2 students allowed in the lab at one time, and a maximum of 4 people if instructors are present, the ventilation requirements are expected to be more than adequate.
	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>SIGNAGE (ADMINISTRATIVE)</b> Signage is available @ <a href="#">BCIT online Inventory</a> . Guidelines for posting signs are available on <a href="#">ShareSpace</a> .					
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Handwashing / sanitization signs to be installed.
15.	Posted: Health screen sign(s) Item 3C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To be posted at the entrance to the labs.
16.	Posted: Hand washing sink location sign(s) Item 14A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Handwashing station in SW03-2710 will be marked with appropriate signage. Wash basins in SW03-3710 & SW03-3620 not to be used (signage).
17.	Posted: Hand sanitizing station location sign(s) Item 13A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To be posted near assigned workstations in each of the labs.
18.	Posted: Protect yourself sign(s) Item 21A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To be posted near assigned workstations in each of the labs.
19.	Posted: Occupancy limit of this room sign(s) Item 37A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To be posted near the entrance to the lab.
20.	Posted: Other signs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Directional signage, COVID symptoms and specific instructions to students.
<b>ORIENTATION AND TRAINING (ADMINISTRATIVE)</b>					
21.	Routine safety discussions held to review control measures and safety protocols.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Capstone instructor will conduct session to inform all students of protocol to be followed for use of the lab.



## BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
22.	All students have completed the online <a href="#">COVID-19 Pandemic On-Campus Guidelines</a> training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Capstone instructor to verify compliance prior to providing lab access (OneCard access privileges).
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 <a href="#">here</a>. Student COVID-19 Orientation Checklist found <a href="#">here</a>. No special orientation required. Specific instructions given prior to lab.</i>
24.	All employees have completed the online <a href="#">BCIT Pandemic Exposure Control Plan Training</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Capstone instructor and mentors to be compliant.
25.	All employees have completed the online OH&S <a href="#">New Employee Orientation module</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Capstone instructor and mentors to be compliant.
26.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>RULES AND GUIDELINES (ADMINISTRATIVE)</b>					
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"/>	Signage to be installed indicating Entry and Exit.
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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Any shared tools or equipment are sanitized before and after use using the Clorox 360 disinfection misting system. A cleaning will be scheduled to be done twice per week after the scheduled student access.
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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"/>	One workbench is assigned to a team of 4. Only one student per team is permitted to access the workbench at any one time.
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 <a href="#">health screen</a> poster to be posted at lab entrance doors. Students are expected to self assess daily. Students are given relevant COVID-19 related questions to review 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 <a href="#">COVID-19 Pandemic Scenario Playbook</a> . 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.



## BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
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.
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 16 students are subdivided into smaller groups of 4 for Capstone project teams. Lab occupancy requirements will limit access to one student per team at any one time. Students will remain with their assigned team for the term.
39.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>PERSONAL PROTECTIVE EQUIPMENT (PPE). Refer to the <a href="#">PPE Flowchart</a> to determine what PPE is required for COVID-19 purposes.</b>					
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"/>	The use of the lab rooms SW03-2710, SW03-3710, SW03-3620 does not require any PPE.
41.	Training is provided for the above PPE to students and employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
42.	<a href="#">Appropriate PPE for COVID-19</a> is available to be provided to students and employees. Supply requests emailed to <a href="mailto:ppe@bcit.ca">ppe@bcit.ca</a> .	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No special PPE for COVID related preventative measures are required.
43.	PPE safe <a href="#">donning, doffing, disposal, and disinfecting instructional</a> 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 <a href="#">Student Orientation checklist</a> to assist orientation/training by instructors. Use the <a href="#">Employee Orientation checklist</a> to assist orientation/training by their supervisors.</i>
44.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>CLEANING</b>					
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 to be contacted regarding cleaning requirements. Facilities work requests for Clorox 360 cleaning to be made for each lab indicating specific date and time(s) cleaning is required. Confirmation of the work request to be shared as needed.
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"/>	
47.	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"/>	Hand wash stations not required. Wash basin functional in only one lab (SW03-2710).
48.	Handwashing station(s), stocked, easily accessed, and have been identified to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sink Location: SW03-2710 only Stocked with soap Y <input checked="" type="checkbox"/> N <input type="checkbox"/> paper towel Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
49.	Hand sanitizing station(s), stocked, and have been identified to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>ABHS</b> (Alcohol-Based Hand Sanitizer): Location(s): <ul style="list-style-type: none"> <li>• at or near student work stations for ready access.</li> </ul>



## BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
					<ul style="list-style-type: none"> <li>near entrance doors.</li> </ul> Alcohol wipes also provided at each assigned workstation. 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 <a href="#">here</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No chemicals in the lab rooms other than hand sanitizer and disinfectant wipes.
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>	Cleaning of common touchpoints will be part of Clorox 360 disinfection after lab use.
54.	Storage space for personal articles have been identified and are cleaned regularly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Storage space available on of each of the assigned workbenches. Space is cleaned as part of Clorox 360 misting system.
55.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>AUDIT AND CONTINUOUS IMPROVEMENT</b>					
56.	There is a plan to conduct <a href="#">regular inspections</a> 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.	<a href="#">Audits of inspections</a> 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? Associate Dean – Beginning of the term Course Instructor - Monthly</i>

### APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Amir Yousefi	Position Associate Dean	Date December 9, 2020
EOC	Name <i>Glen Magel</i>	Position EOC Director	Date December 11, 2020

# COVID-19 SAFETY PLAN ACADEMIC SPACES

## SOE – ECET/BEng- Electrical Go-Forward-Plan

### 1. Description

The BEng Electrical program has identified the practical laboratory space required to fulfill the academic requirements for successful completion of the following course: ELEX 7890 Capstone Design Project

Lab access to be constrained to no more than two teams per lab with no more than one student per team allowed to access their assigned workspace at one time.

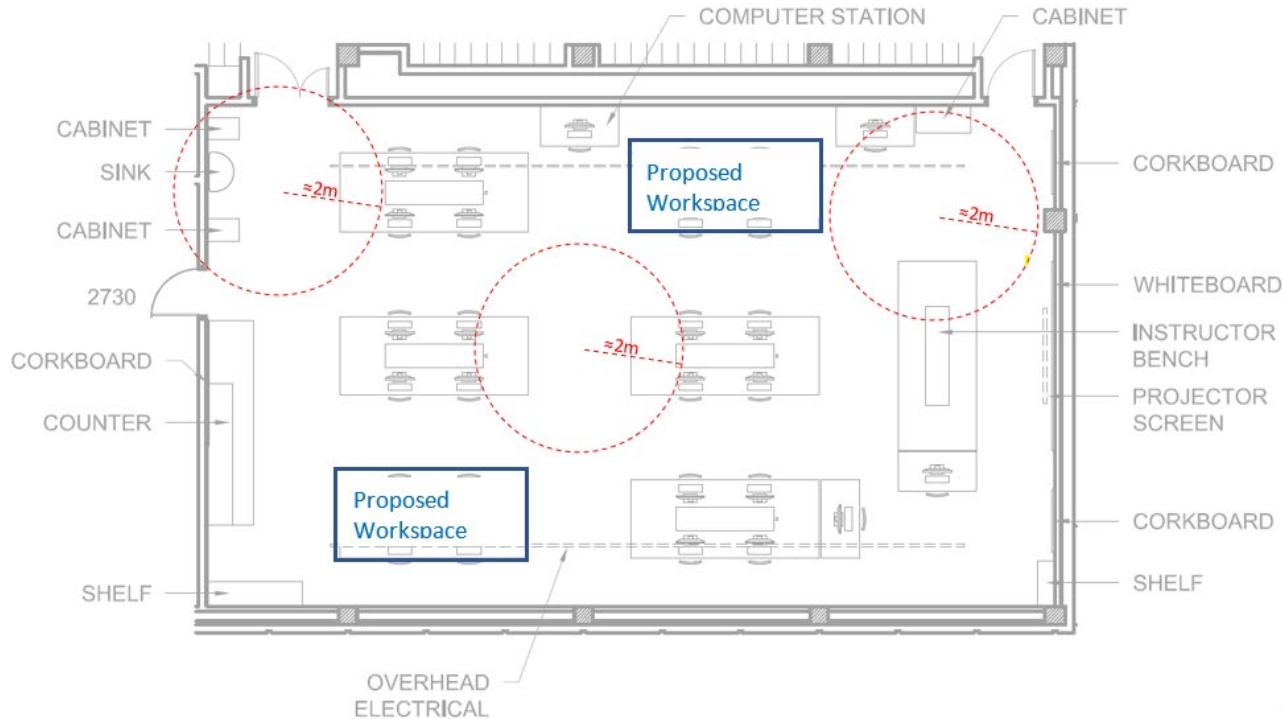
**Lab Floor Plans with work areas designated:** (floor plan by D. Pereira, edited slightly by D. Romalo)

#### SW03-2710 Lab

Notes:

— Acrylic Barrier or similar    — Recommended Walk Path

≈2m



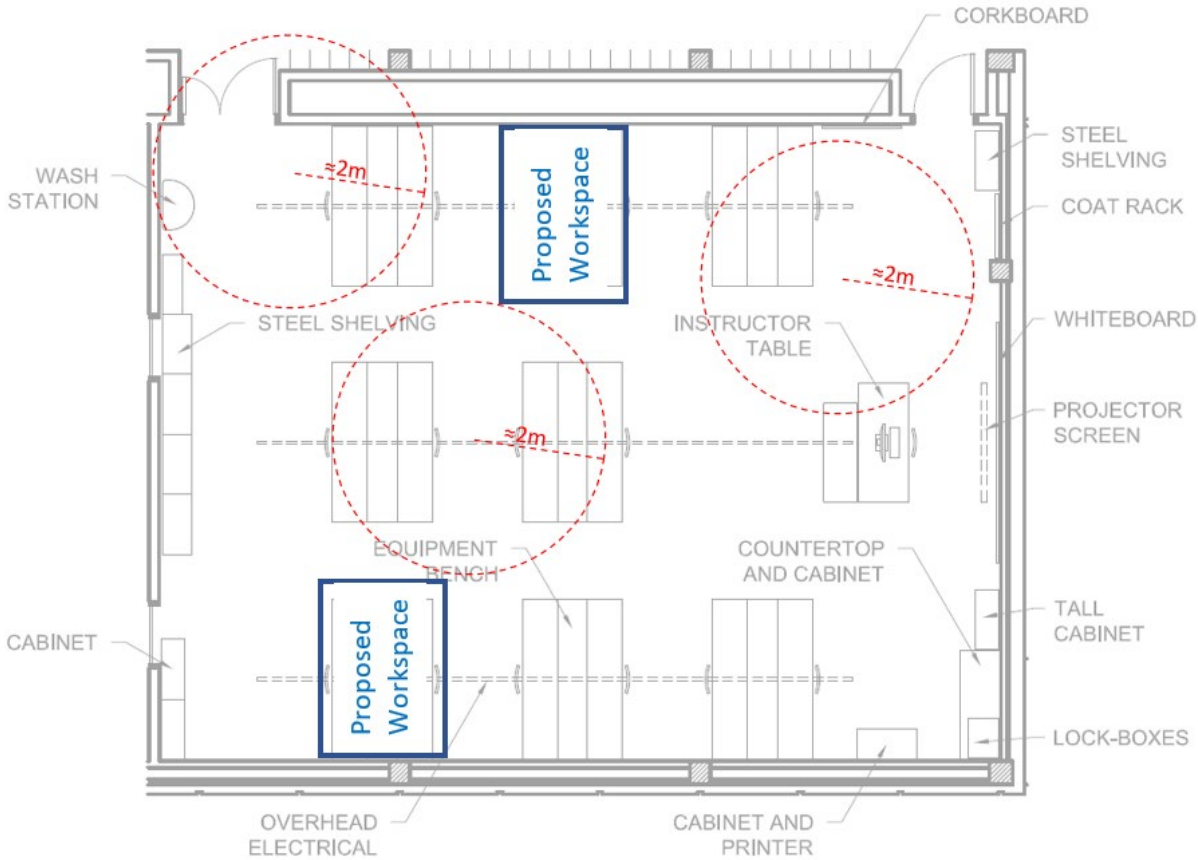


# COVID-19 SAFETY PLAN ACADEMIC SPACES

## SW03-3710 Lab

Notes:

- Acrylic Barrier or similar
- Recommended Walk Path
- ≈2m



# COVID-19 SAFETY PLAN ACADEMIC SPACES

## SW03-3620 Lab

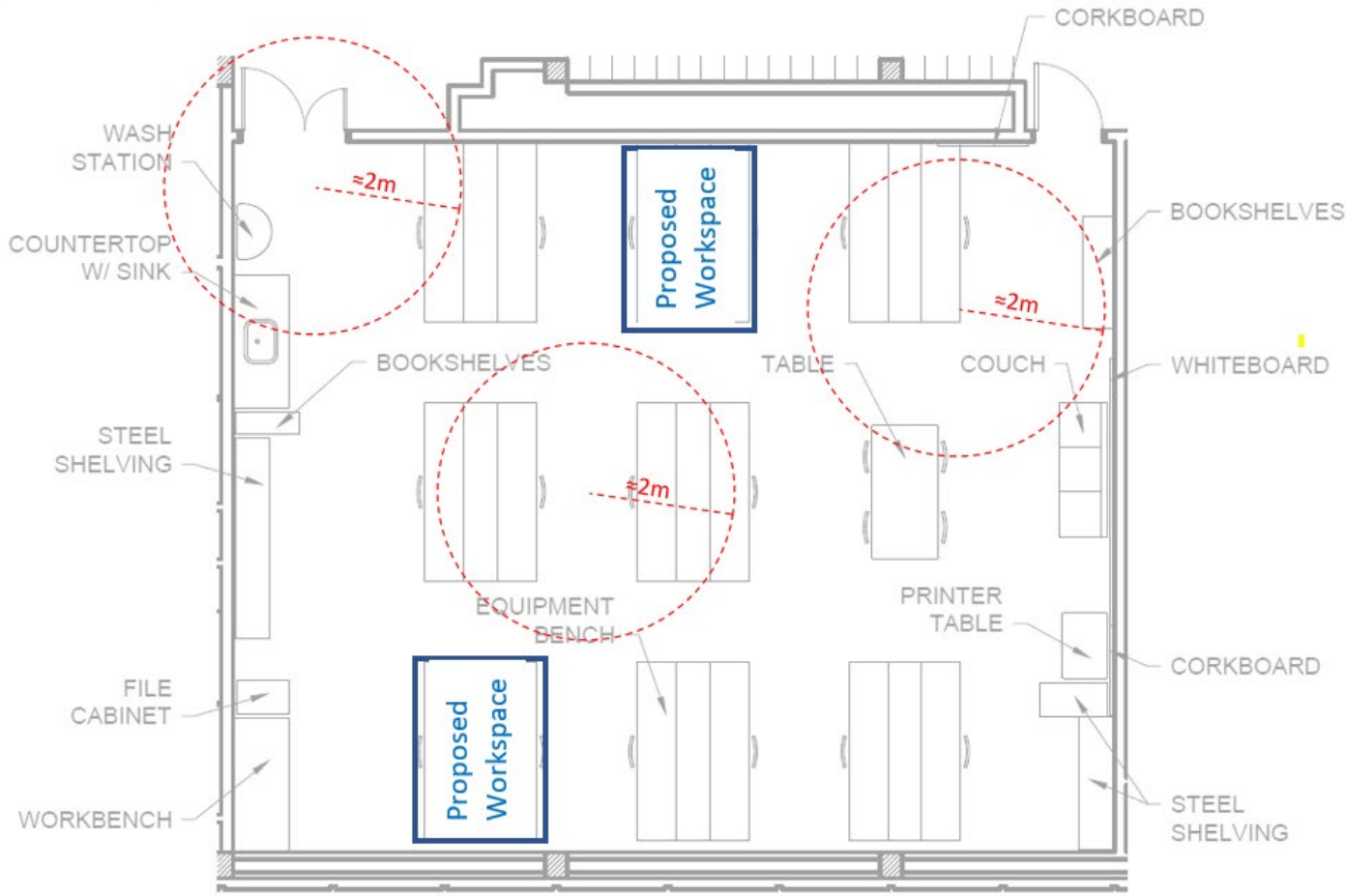
Notes:

Acrylic Barrier or similar



Recommended Walk Path

≈2m



## Appendix I Written Instructions for Students

### COVID-19 Safety Protocol for BEng- Electrical 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 their Program Head (David Romalo, [david\\_romalo@bcit.ca](mailto:david_romalo@bcit.ca)) and the ECET Program Assistant (Gundi Minato, [gundi\\_minato@bcit.ca](mailto:gundi_minato@bcit.ca)) when any of the conditions listed in 1. above apply to themselves.

Students who have 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 work on campus in the assigned Capstone lab.

3. Students must have successfully completed the Student COVID and Pandemic Training educational module on the Learning Hub **before** accessing their assigned Capstone lab.
4. Students arriving on-campus to access a lab must adhere to the following protocol:
  - Follow instructions provided by your Capstone instructor for gaining access to the lab.
  - Before entering the lab please use the hand sanitizer provided to clean your hands.
  - Ensure all common touch points (OneCard access panel, door handles, light switches, etc.) are cleaned with an alcohol wipe upon entry to the lab.
  - Ensure your workstation equipment (keyboard(s), mice, monitors, test equipment, table surfaces, chair) have been wiped down with an alcohol wipe before beginning work.
  - Place personal items in an appropriate location away from your immediate work area.
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.

## COVID-19 SAFETY PLAN ACADEMIC SPACES

6. Store your outerwear, backpack and other items in the space near your workstation and take only your calculator, smart phone, tablet/laptop and other personal items required to conduct the lab activity.
7. Read and obey all signage in the lab room at all times.
8. If you are working alone in the lab room you must report to Safety and Security to identify where you are working.
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 do so in such a way as to ensure maximum distance is maintained between yourself and any other person in the room. Use the exit door to leave the lab and the entry door to enter the lab. Clean your hands with the hand sanitizer provided at your workstation and then exit the lab.

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.
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 work for the day, wipe your personal belongs at the workspace with the alcohol (or similar) disinfectant and wipe the keyboard, mouse, computer monitor, test equipment panels and leads, work surface, chair, 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. If you were working alone, notify Safety and Security that you are leaving the lab room.
13. Collect your personal belongings and exit the lab ensuring you maintain a 2-metre physical distance from others at all times.

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

### 1. COVID-19 Signage for Labs



Entrance Only Sign



2M Distance Sign



Exit Only Sign



Occupancy Limit Sign



Protect Yourself Sign



Hand Sanitizing Location Sign

### 2. List of supplies and PPEs needed

Item	Quantity	Purpose	Status
Hand sanitizer	12 small / 3 large	Hand hygiene	On hand
Isopropyl Alcohol wipes	12 packs of 50	Equipment cleaning	On hand
Disinfectant wipes (Oxivir)	6 boxes		
Disinfectant spray (Oxivir)	6 bottles		
Tissues	12 boxes	Promote good hygiene	On hand
Garbage receptacles	9	Promote good hygiene / minimize contamination and movement required.	On hand
Plastic garbage liners	100	For use with garbage receptacles	Available
Disposable Masks	1 box of 50	Spares	On hand
Gloves (Large)	1 box of 100	Infrequent use	On hand



COVID-19 SAFETY PLAN  
ACADEMIC SPACES

Appendix III BCIT Safe Operating Procedure

	<b>BCIT SAFE OPERATING PROCEDURE</b>	<b>Accessing and Operating Equipment in Capstone Labs</b>
	Date Issued: 2020/12/18	By: D. Romalo Program Head/Capstone Instructor
	Version Date: 2020/12/18	Version 1.1

BACKGROUND

This document outlines the normal access and operation of the workstations in SW03-2710, SW03-3710 and SW03-3620.

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.

**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.



# COVID-19 SAFETY PLAN ACADEMIC SPACES

## 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.

## 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%20-%20Clorox%20-%20Total-360%20-%20Disinfectant-Cleaner1.pdf>

## REVISION HISTORY

DATE	Version	Description	Author
2020/04/03	1.0	Template Issued	John Di Bella, OHS Coordinator.
2021/12/18	1.1	Detailed Specifications for BEng - Electrical labs.	D. Romalo, Faculty



COVID-19 SAFETY PLAN  
ACADEMIC SPACES

**Extended Access Request**



A significant portion of the curriculum of the 4<sup>th</sup> Year BEng Electrical students is a Capstone project from Sep – May. The students work in teams of three or four per project. Normally (pre-COVID), students have card access to lab SW03-2710 at any time and any day of the week, including weekends, to work on their projects at benches where they keep their projects set-up. Although some lab work takes place Sep – Dec, most takes place Jan – May.

In order for the 4<sup>th</sup> Year BEng Electrical students to work on and complete their Capstone projects during COVID, this Go Forward plan has been submitted and approved. It allows students to work in one of three labs, with one person per team at a bench, with two benches per lab. This work can take place only during 6:30 am – 5:00 pm on weekdays (Monday to Friday) when the SW03 building is open. Cleaning with Clorox 360 misting occurs at the end of the day at 10 pm on days where a student was in the lab.

***This additional page requests an extension to the weekday hours until 10:00 pm.***

This will allow students to attend classes during the day and work on their projects in the evening.

It is my understanding that this request for extension of hours will need approval from:

		Signature	Date
Acting Dean	Kacem Habiballah		Feb 07, 2021
Vice President, Academic	Tom Roemer		07FEB21

Note: This document has one modification: See page 3 under “ELIMINATION” Item 3”. Yellow highlighting shows the change to wording to reflect the correct days of the week.

Regards,  
David Romalo  
BEng Electrical Program Head

Glen Magel

EOC Director

February 9, 2021