

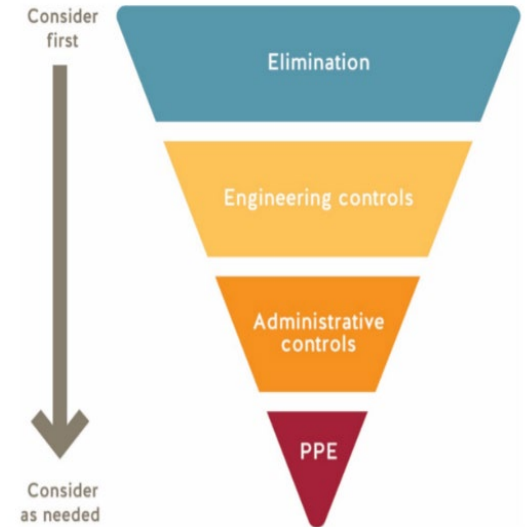


BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

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:	Diploma: Automotive Service Technician and Operations (ASTO)		
Proportion of program offered on campus:	<i>Program has 39 courses, 26 of which have shop components of which a portion are to be delivered on campus</i>		
Start date:	Ongoing cohorts in progress throughout the year. Five or six intakes running concurrently each year.	End date:	Ongoing
Total # of students in program:	Up to 96 students per term	Total # of employees:	20
Anticipated # of students on campus daily when scheduled:	Maximum 32	Anticipated # of employees on campus daily when scheduled	10 including Faculty & Support Staff
Completed by:	Mark Deroche & Eric Fry	Department Heads	November 23, 2020
Replaces	RTC Safety Plan #:	NE16, NE18, NE20 RTC submitted and approved prior to being assigned tracking numbers.	
	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>
NE16	101	Main Shop	32 students + 5 staff
NE16	115	Tire Shop	6 students + 1 staff
NE16	117	West Shop	8 students + 1 staff
NE16	102	Washrooms	3
NE18	100	Main Shop – Wheel Alignment Areas	8 students + 1 staff



COVID-19 SAFETY PLAN ACADEMIC SPACES

NE18 (Back-up shop space if required)	114	East Shop	8 students + 1 staff
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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).

Each ASTO Course has Essential Practical activities deemed fundamental and necessary for success in industry that can not be physically developed or assessed through online delivery. The programs traditional shop activities have been reduced to the minimum most essential skills which is about 50% of the shop time delivered during traditional course delivery.

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.
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 ACADEMIC SPACES

#	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"/>	In addition to barriers, walkways and procedures to ensure physical distancing, all participants are asked to wear face coverings in addition to the usual PPE expected to be worn in the workshop environment.
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"/>	Where possible, shop video demonstration and AV equipment have been used to enhance detailed demonstrations to be viewed while maintaining social distancing.
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"/>	Students to wait in marked spaces outside the designated entrance doors to the main shops while maintaining physical distancing.
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"/>	
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"/>	Barriers, marked pathways, identified small room capacities, social distancing, enhanced cleaning processes employed
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. Entrance and Exit doors clearly identified.
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If yes, Washroom occupancy limit: <u> 3 </u>
10.	Break area(s) for student use have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students use BCIT common spaces.
11.	Break areas for employee use have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employee uses various resource / office spaces outlined in out Administrative Workspace Safety Plan. Tracking number TBD – in process waiting for approval.
12.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
ENGINEERING CONTROL MEASURES					
13.	<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"/>	Shop training space configurations change depending on the nature of the particular activity. Portable barriers have been constructed and are placed between workstations or students depending on the activities being performed.
14.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Barriers weighted and placed outside of designated walkways to reduce tripping hazards.
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"/>	Ventilation requirements can be controlled via the opening/closing of bays doors.
16.	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)
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"/>	Signs and floor tape are used for the 2m rules.
18.	Posted: Hand washing sign(s) Item 29B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signs are on the walls and stations.
19.	Posted: Health screen sign(s) Item 3C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signs are on the walls and stations.
20.	Posted: Hand washing sink location sign(s) Item 14A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signs are on the stations.
21.	Posted: Hand sanitizing station location sign(s) Item 13A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signs are on the walls and stations.
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 li Please list:</i> Each student is given a list of COVID and regular shop rules during their online safety orientation training.
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"/>	Daily
26.	All students have completed the online COVID-19 Pandemic On-Campus Guidelines training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Delivered as an online module within the course shell on the Learning Hub. Students must upload certificate of completion, faculty to ensure compliance before admitting students into the workshop.
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"/>	All students complete a mandatory shop safety orientation at the beginning of their program. The department has created and implemented a weekly COVID specific shop orientation check-list and procedure. See COVID Shop Safety Orientation Checklist attached to the end of this Safety plan.
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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All faculty hired in 2020 have completed the New Employee Orientation. All pre-existing faculty & staff that have not already completed training are being scheduled for training.
30.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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"/>	All supplies asked for prior to class and stocked at each workspace – Self serve cleaning supply carts provided within each workspace
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"/>	Signs posted on and in front of entry and exit doors.

COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
33.	Handouts, papers, and items are not physically provided to students.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In some instances distribution of handouts is required. Faculty will sanitize hands before distribution. Handouts that must be submitted are placed in a "turn-in" box and stored for 4 days before assessing.
34.	Students have dedicated tools/equipment, e.g., items are not shared between students.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Students are provided with a set of dedicated tools for their use. Occasionally shared tools are required and a process for sanitizing and identifying dirty and sanitized tools has been established.
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"/>	Students directed to wash hands before and after conducting all shop activities.
36.	Work spaces/stations are dedicated for an individual or group use and not shared with others.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Certain circumstances require students to rotate between workstations. Students are directed to wash their hands before and after using each workstation. Stations are sanitized by students after each use.
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"/>	
39.	Procedures in place to screen students on a daily basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The health screen sign (Item 3C, BCIT online inventory, EOC approved signage) is posted at all entry doors. Students and employees are expected to self assess daily, and the BCCDC self-assessment tool can be used to support this.
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"/>	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. Students exhibiting symptoms, in isolation or COVID 19+ must be reported to Student Life using the COVID 19 Early Assist reporting system https://www.bcit.ca/early-assist/
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"/>	Refer to #39 Health Screen sign and BCCDC self-assessment tool above.
42.	Provisions made for students to maintain same lab/class cohort throughout the Term.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All programs/courses are cohort based with up to 16 students.
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>Safety glasses; steel toed boots</i>
45.	Training is provided for the above PPE to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	COVID related PPE provided based on circumstances allowed for in the BCIT COVID-19 Go-Forward Plan , Risk Assessment Matrix Summary. Safety glasses and gloves as noted under Item 50

COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
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"/>	Applicable signs posted in a visible location where COVID PPE is required.
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"/>	Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s). Work request 1457885 has been issued and in process.
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"/>	General tool, equipment and bench disinfecting is accomplished using Spray Nine cleaner. Applying cleaner: wear gloves and safety glasses, apply cleaner waiting 45 seconds, wipe off with shop towel.
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"/>	Different shop areas have different quantities of sinks. Partitions have been constructed to ensure at least 3 sinks per shop area. To reduce sink traffic before classes begin, after class ends and before and after breaks, start and break times are staggered when more than one 16 students cohort will be in the shop at the same time.
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"/>	All sinks stocked with soap and paper towel
53.	Hand sanitizing station(s), stocked, and have been identified to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ABHS (Alcohol-Based Hand Sanitizer): Located on sanitation carts distributed through shop activity areas and maintained by the shop tool room attendant. Additionally blue, foot activated alcohol dispensers are located at each entry and exit door and these are maintained by Facilities.
54.	All Safety Data Sheets (SDS) and cleaning procedures used are found here .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Refer to BCIT SAFE OPERATING PROCEDURE: COVID 19 – Permatex Spray Nine Disinfecting, John Di Bella, OHS Coordinator here .
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"/>	Barriers can become contaminate if they are a touch point or if the contaminated with droplets by e.g. coughing or sneezing. Facilities requested to clean barriers on ongoing bases.
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"/>	Students have been directed to disinfect workspaces and equipment both before and after performing activities. Shared hand tools have a process for storing “dirty” and “clean” tools separately and are sanitized by tool room staff.
58.	Storage space for personal articles have been identified and are cleaned regularly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students must use the disinfectant before storing and after removing their personal items from identified storage areas such as under a workbench, on a designated storage rack or in the student’s dedicated toolbox.



COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
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"/>	Ensure this COVID-19 Safety Plan is posted. Department Heads and Shop Supervisor to inspect areas daily.
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"/>	Associate Dean to audit weekly, Department OHS Committee to inspect one shop per month.

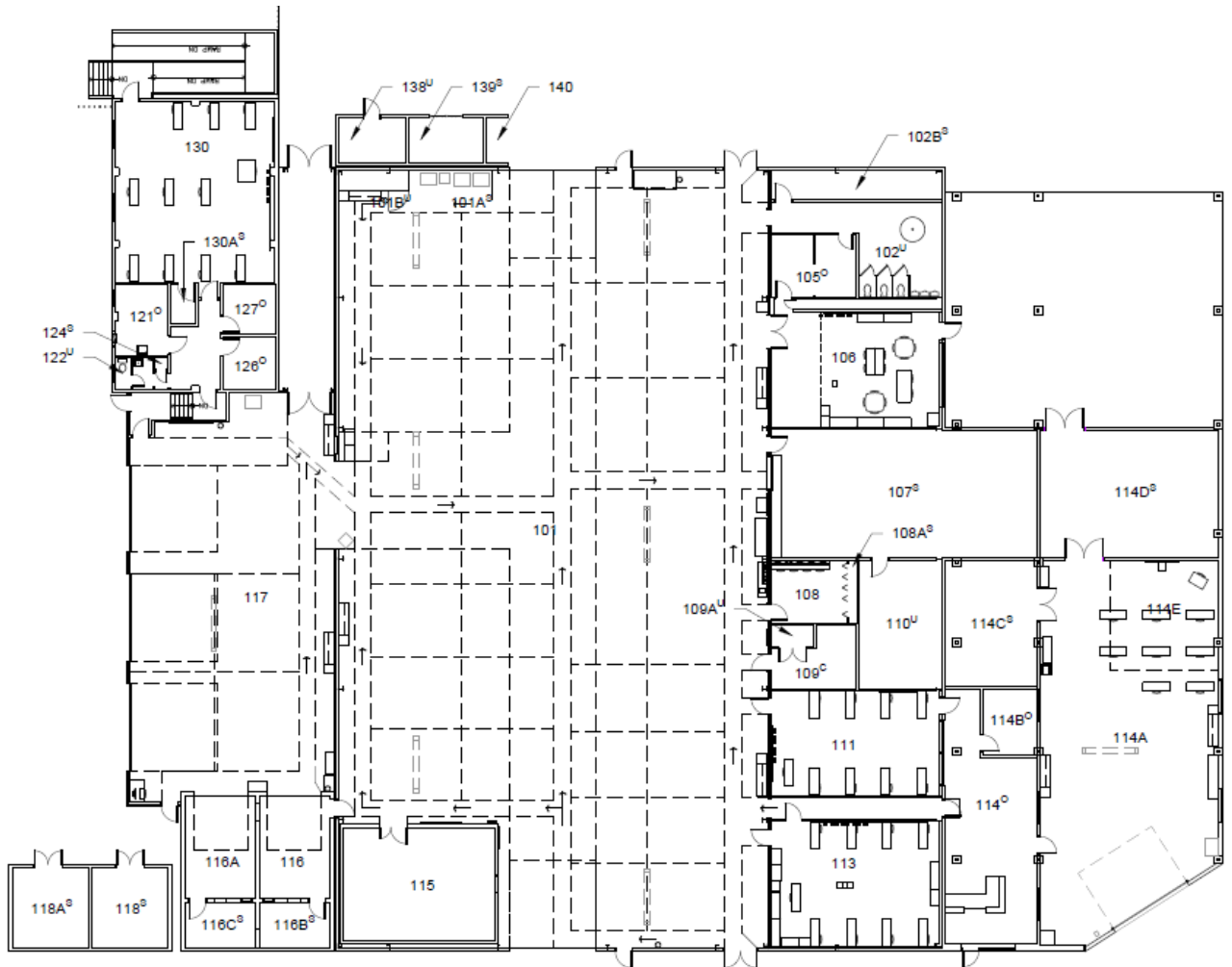
APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Mubasher Faruki	Position Associate Dean	Date November 27, 2020
EOC	Name <i>Glen Magel</i>	Position EOC Director	Date December 12, 2020

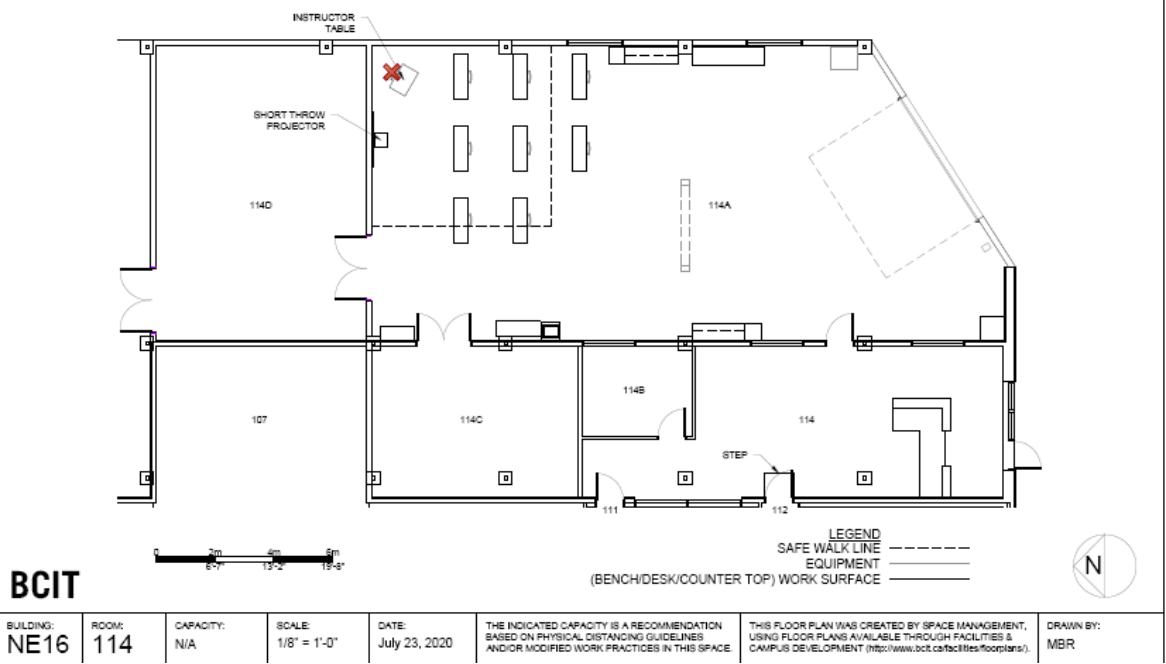
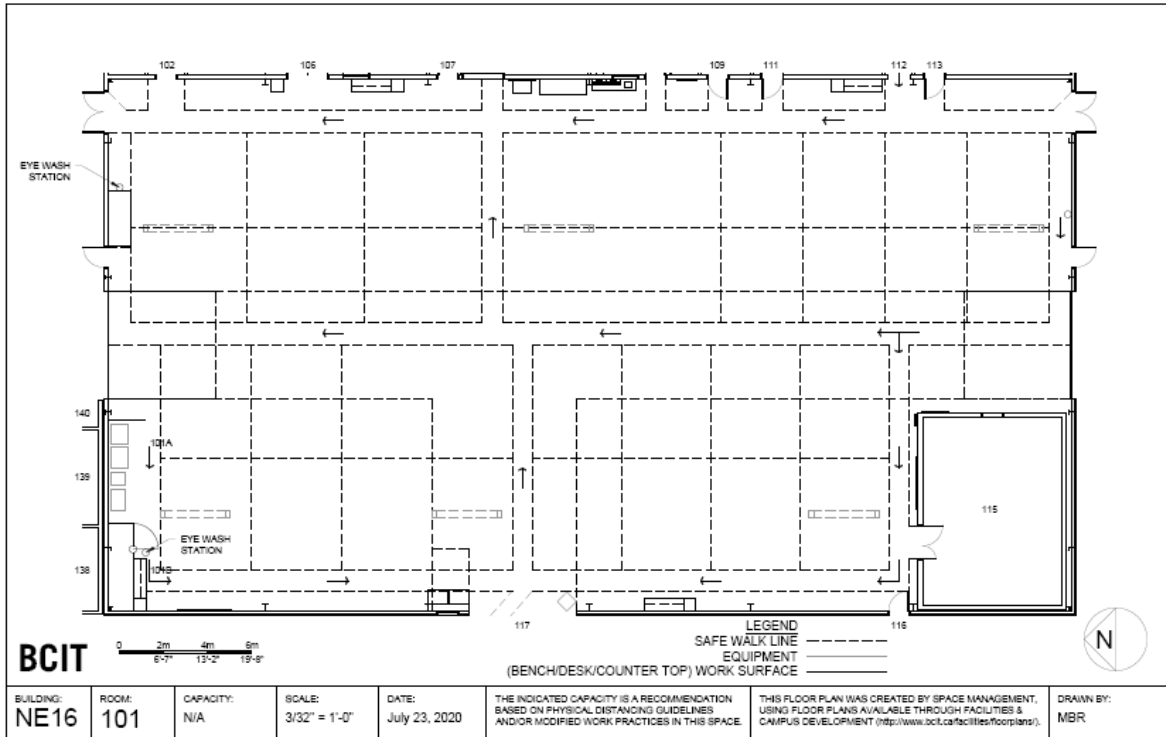
REVISION APPROVAL *(if applicable)*

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

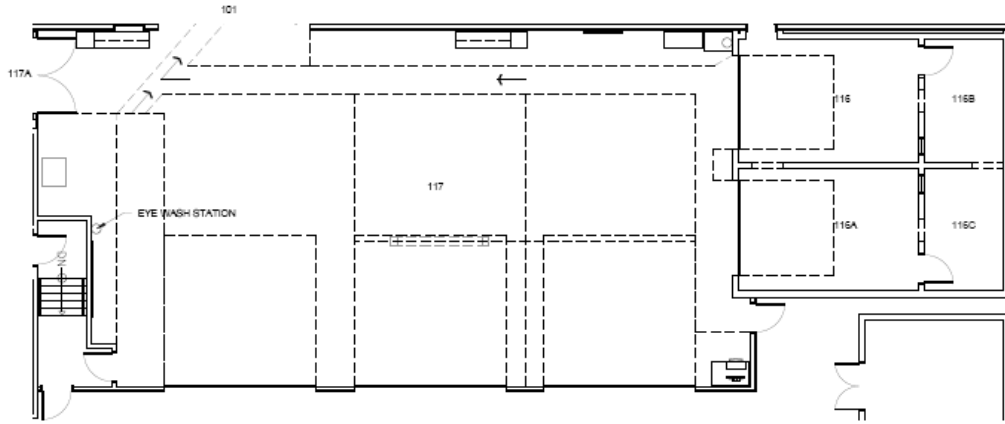
NE16 Shop Layout



COVID-19 SAFETY PLAN ACADEMIC SPACES



COVID-19 SAFETY PLAN ACADEMIC SPACES

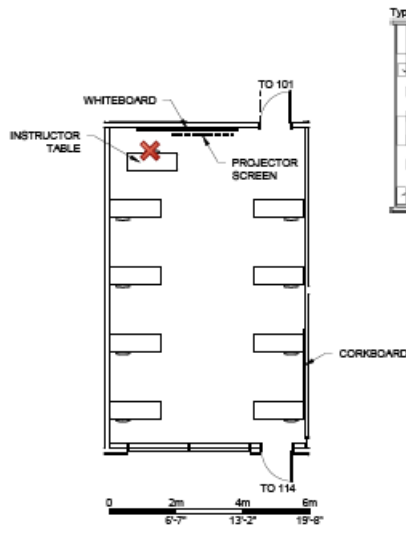


LEGEND
 SAFE WALK LINE - - - - -
 EQUIPMENT - - - - -
 (BENCH/DESK/COUNTER TOP) WORK SURFACE ———



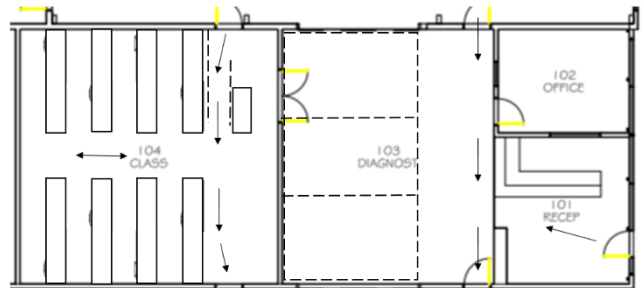
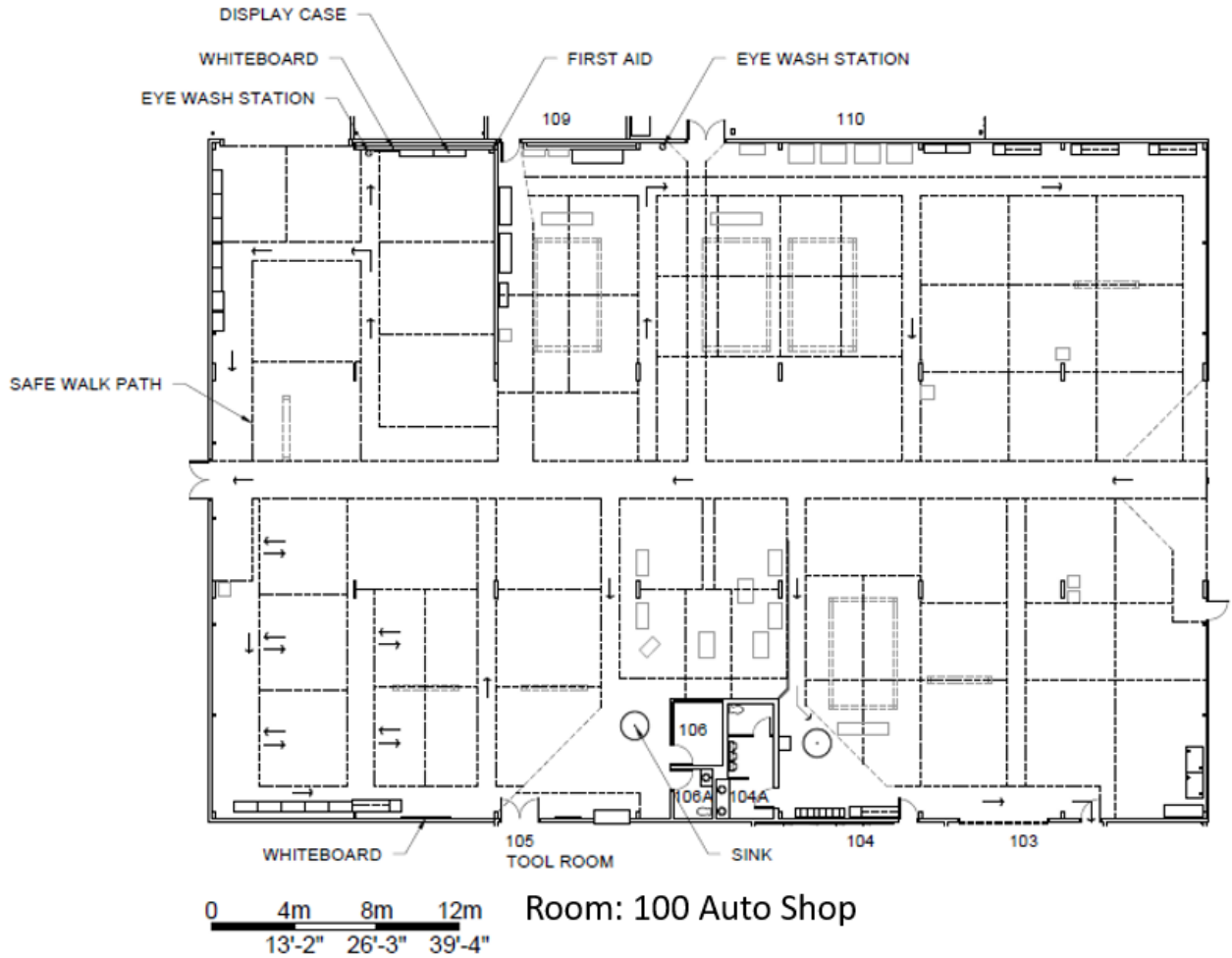
BCIT

BUILDING: NE16	ROOM: 117	CAPACITY: N/A	SCALE: 1/8" = 1'-0"	DATE: July 23, 2020	THE INDICATED CAPACITY IS A RECOMMENDATION BASED ON PHYSICAL DISTANCING GUIDELINES AND/OR MODIFIED WORK PRACTICES IN THIS SPACE.	THIS FLOOR PLAN WAS CREATED BY SPACE MANAGEMENT, USING FLOOR PLANS AVAILABLE THROUGH FACILITIES & CAMPUS DEVELOPMENT (http://www.bcit.ca/facilities/floorplans/).	DRAWN BY: MBR
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Building NE16	Room 111	Typical Capacity 16	Physical Distance Capacity 8	Building NE16	Room 113	Typical Capacity 16	Physical Distance Capacity 8
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NE18 Shop Layout





COVID-19 SAFETY PLAN ACADEMIC SPACES

COVID Shop Safety Student Orientation Checklist

COVID Shop Safety Student Orientation Checklist	Pertaining to Shops: NE10, NE16, NE18, NE20
Instructions:	
<ol style="list-style-type: none"> Instructors are to complete this checklist onsite before beginning class, lab and shop activities on campus, After all topics have been reviewed and are clearly communicated, sign and date at the bottom of the form, Only one form needs to be completed weekly per class/cohort, Encourage students to ask questions, Ensure all blank areas are completed with a "✓" indicating completed or "NA" for Not Applicable, After completing this orientation checklist, sign and date the bottom then scan or send photo to your Department Head. 	
Prerequisite to Attending On-Campus Activities	
<p>All students in the cohort must have completed the online COVID-19 Pandemic On-Campus Guidelines training.</p> <p><input type="checkbox"/> All students have completed required online training course verified by faculty member: _____</p> <p>- List any students that have not completed the prerequisite training: _____</p> <p>- Direct them to leave after this Shop Orientation and return once they have completed this requirement,</p> <p>- Verify completion before admitting them back into the workshop.</p>	
Self Assessment	
<p><input type="checkbox"/> Explain: For the health of the BCIT staff, students and the community, all students and staff must self-assess daily for symptoms and risks pertaining to COVID-19 <u>prior</u> to arriving on campus,</p> <p><input type="checkbox"/> Identify and Review: "Stay home if you are feeling unwell" signage on entry doors Sign reads: "Do not enter the building if:</p> <ul style="list-style-type: none"> You have any of the following symptoms: fever, chills, new or worsening cough, shortness of breath, new muscle aches or headaches, sore throat. You have travelled outside Canada in the last 14 days. You are self-isolating." <p><input type="checkbox"/> Direct students to BC COVID-19 Self-Assessment Tool: https://bc.thrive.health/covid19/en</p> <p><input type="checkbox"/> Explain that accommodations will be made for activities missed due to COVID Risk Related Absence. Contact Department Head should this situation arise,</p> <p><input type="checkbox"/> Explain that BCIT supports all students in self-isolation due to exposure or COVID positive test results through the Early ASSIT program.</p>	
Social Distancing:	
<p><input type="checkbox"/> Explain that all staff and student are responsible for maintaining at least 2 meters of separation at all times while on campus including all BCIT interior and exterior spaces, before, during and after class times and during coffee and lunch breaks,</p> <p><input type="checkbox"/> Explain "do your part to help keep us apart" speak up if anyone encroaches on your space, watch out for high traffic areas and actively avoid one another in walkways and lab spaces,</p> <p><input type="checkbox"/> Demonstrate how barriers that can be used to safely reduce physical distancing,</p> <p><input type="checkbox"/> Explain that situations requiring less than 2 meters without using a barrier should be avoided as this is the most risky behaviour, should it be necessary, after consulting with your instructor, medical grade face coverings will be required following proper donning & doffing procedures.</p>	
Sanitation:	
<p>Hand Washing –</p> <p><input type="checkbox"/> Identify shop sink areas and occupancy limits,</p> <p><input type="checkbox"/> Explain that soap and water hand washing is required: upon arrival to the building, before and after each shop activity, before exiting the building,</p> <p><input type="checkbox"/> Identify that each sink area has a Hand Hygiene sign indicating hand sanitization procedures,</p> <p><input type="checkbox"/> Remind students that not all shop workstations can be sanitized so washing hands before and after and not touching your face is the first and best line of defence,</p> <p><input type="checkbox"/> Identify examples of alcohol based hand sanitizer at entry & exit doors and sanitation carts throughout the workshop areas.</p> <p><input type="checkbox"/> Remind students that alcohol sanitizer does <u>not</u> work as well on dirty or greasy hands, washing hands is best.</p> <p>Tools & Equipment –</p> <p><input type="checkbox"/> Identify tool and equipment disinfectant (Spray Nine) on sanitation carts,</p> <p><input type="checkbox"/> Demonstrate sanitation procedure: wear gloves, spray disinfectant on bench, wait 45 seconds, wipe off with shop towel, dispose shop towel in garbage,</p> <p><input type="checkbox"/> Explain that students are responsible for disinfecting workspaces and equipment before and after completing activities.</p> <p><input type="checkbox"/> Explain process for cleaning shared hand tools: Used tools go in the designated "Dirty Tool" area, only retrieve tools from the "Clean Tool" area. Often these are separate carts or shelves on a workbench.</p>	

COVID-19 SAFETY PLAN ACADEMIC SPACES

Personal Protective Equipment (PPE): <ul style="list-style-type: none"> <input type="checkbox"/> Reminder: Non-COVID related CSA boots & Safety Glasses are required at all times when working in the shop and additional PPE such as hearing, respiratory and chemical gloves are provided/accessible when needed, <input type="checkbox"/> Explain that BCIT strongly recommends face coverings at all times, your instructor may require face coverings, <input type="checkbox"/> Explain that nitrile gloves, commonly worn in industry are also in protecting against COVID, gloves still can become contaminated but you are less likely to touch your face. Additionally nitrile gloves should be worn when using shop disinfectant. <input type="checkbox"/> Remind that all PPE must be properly worn to provide expected protection. 	
Entry, Exit, Breaks and Personal Items: <ul style="list-style-type: none"> <input type="checkbox"/> Explain Entry Procedure: Arrive on time, wait outside socially distanced, when invited in proceed through entry door/pathway to a hand washing station before going to workstation / demonstration area, <input type="checkbox"/> Explain Exit Procedure: During breaks or between activities, sanitize workspace, wash hands, depart using identified exit pathway/door, <input type="checkbox"/> Reminder; During breaks practice social distancing outside shop areas, in cafeterias and other BCIT spaces, <input type="checkbox"/> Identify defined walkways and corridors through the shop space, directional arrows and common high traffic areas where extra caution and common sense must be employed (Toolroom, bathroom, sinks etc.) <input type="checkbox"/> Identify where students can store their personal items such as bags and jackets. Lockers are not available, students must use the disinfectant before storing and after removing their personal items. Generally under a workbench, on a designated storage rack or in the student's dedicated toolbox. 	
Consequences <ul style="list-style-type: none"> <input type="checkbox"/> Remind that these measure are in place for the safety of students, staff and the community, the most significant consequence of risky behaviour is causing an outbreak that could result in a direct or indirect hospitalization or fatality. <input type="checkbox"/> Explain that the ability for the department to provide shop activities in contingent on staff and students following COVID safety protocols – BCIT is watching and if these procedures are not being followed, shop access could be restricted or suspended, <input type="checkbox"/> Explain: Instructors already have a lot to do and can not be continuously reminding individuals to follow the COVID Shop Safety Procedures. Instructors have the ability to evict students from the shop for the remainder of the day when they are exhibiting risky behaviour. Ongoing behaviour that affects the safety of others will be considered a violation of the 5102 BCIT Student Code of Conduct Policy which could result in denial of access to required shop activities, 	
Sign Off <p>Program, Course, Cohort Identification: _____</p> <p>Notes/ Comments:</p> <p>_____</p> <p>_____</p> <p>Checklist completed by: _____ Date: _____</p> <p style="text-align: center;">Email a scan or photo of completed checklist to your Department Head within 12 hours of completion</p>	