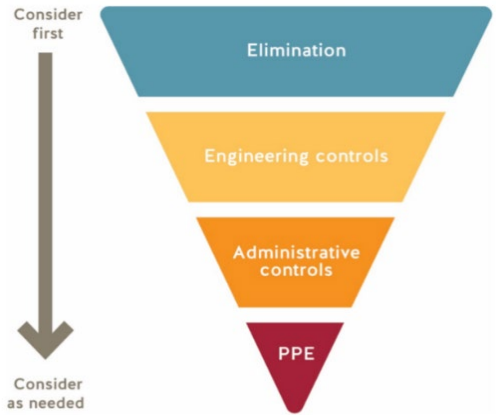
BCIT COVID-19 SAFETY PLAN
ADMINISTRATIVE SPACES

The BCIT COVID-19 Go-Forward Plan outlines the risk assessments, control measures, and the organizational process for our safe return to campus. All returning programs/courses must adhere to this process. Please refer to the BCIT COVID-19 Go-Forward Plan for additional information.

CONTACT INFORMATION

Department Name:	**Civil Engineering**		
Anticipated # of employees on campus daily when scheduled:	**1**	*What is the total # of employees:*	20 in the Dept.
Start date:	**June 1, 2021**	**End date:**	**Sept 7, 2021**
Completed by:	Name **Ken Zeleschuk** **Ray Daxon** **Mohammed Farooq (to be confirmed)**	Position **Assistant Instructor + PTS Coordinator** **Assistant Instructor** **Assistant Instructor**	Date **May 25, 2021**



ROOM INFORMATION

In this section, please identify all of the rooms that will be used by employees.
NOTE: Common areas are covered by the BCIT COVID-19 Go-Forward Plan.

Campus/ Building	Room Number Floor Plans found here	Type of Space Include washrooms and meeting rooms	Capacity Current capacity due to COVID-19
BBY/SW03	**2655**	**Office**	**1**
BBY/SW03	**2095**	**Photocopier/Printer/Scanner**	**1**
BBY/SW03	**2618**	**Washroom**	**1**

RATIONALE FOR ON-CAMPUS ACTIVITY

Please provide a short description explaining why you need employees on campus. Your narrative should be focused on the practical elements of what the employees will be doing.
To utilize shared office space to fulfill responsibilities of Part-time Studies Program Coordinator, Assistant Instructor roles including use of scanner, printer, photocopier, desk monitor, curriculum resources (course materials, reference books…). (Please see associated safety plan for assistant instructors to perform summer maintenance duties in the labs.)

CONTROL MEASURES

COVID-19 SAFETY PLAN: CONTROL MEASURES CHECKLIST

Directions for completing this Safety Plan:

1. *First step of this process is to review the BCIT COVID-19 Go-Forward Plan as the overall planning document for this process.*
2. *Use this checklist as a tool to assess COVID-19 control measure preparedness for employees and the spaces they will be using. Refer to the BCIT COVID-19 Go-Forward Plan for standardized safety guidelines and procedures.*
3. *For each control measure, state the details. If the control measure is a 'No' or 'NA', please provide a brief explanation.*
4. *The manager requests all PPE requirements by submitting this draft Safety Plan to the PPE@bcit.ca.*
5. *Implement all the safety measures in this Safety Plan.*
6. *The manager completes a site visit to ensure all control measures and safety supplies are in place.*
7. *The manager signs the completed Safety Plan and submits it to returntocampus@bcit.ca for approval.*
8. *Once approved, the COVID-19 Safety Plan is posted in all work areas identified within this plan.*

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

#	Control Measure	Yes	No	NA	Details (as per Directions)
ELIMINATION					
1.	Room(s) set up to allow for 2 metres physical distancing during work. **Note:** Contact returntocampus@bcit.ca for room capacity and layout if needed.	☒	☐	☐	*Exceptions allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary (explain):* Scheduling for use of 2655 office for 3 individuals will be coordinated so only one person is in office at one time.
2.	Work stations are set-up to allow for 2 metres physical distancing.	☒	☐	☐	*Exceptions allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary (explain):* One individual will be in 2083 at one time.
3.	Work has been scheduled to minimize numbers of employees on campus at one time.	☒	☐	☐	Scheduling for use of office between 3 individuals will be coordinated so only one person in office at one time.
4.	In shared spaces, safety protocols have been put in place to reduce close contact between users.	☒	☐	☐	Cap. limit of one person in 2655, distancing, use of masks, hand sanitizing station. 2089 is limited to one person use.
5.	Movement within the room is identified, such as with directional arrows, for walkways and entrances/exits.	☐	☐	☒	Cap. limit of one person in 2655. Space includes a hallway and personal work spaces.
6.	Washrooms have been identified.	☒	☐	☐	If yes, Washroom (2618) occupancy limit 1
7.	Water fountains are put out of use, and only touchless water bottle filling station available.	☒	☐	☐	Water cooler has been placed out of service. Hallway fountains have been covered and are out of service.
8.	Mobile fans have removed or put out of service.	☐	☐	☒	*No fans.*
9.	Break areas for employee use has been identified.	☒	☐	☐	*If yes, what control measures are in place to maintain physical distancing?* Cap. limit of one person in 2655 for break periods. If there is an occupancy limit, is a sign posted? Y ☒ N ☐
10.	Other:	☐	☐	☐	
ENGINEERING CONTROL MEASURES					
11.	Barriers are implemented to separate work areas or walk ways, when physical distancing not practical.	☐	☐	☒	Capacity limit of one person in 2655 so barriers between individuals not applicable.

#	Control Measure	Yes	No	NA	Details (as per Directions)
					Scheduling for use of office between 3 individuals will be coordinated so only one person in office at one time.
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	☐	☐	☒	Barriers not utilized due to cap. limit of one person in 2655.
13.	The impact on ventilation requirements have been considered if there's been a significant use change for the space.	☐	☐	☒	*Complete a Facilities and Campus Development work requisition for assessment, as needed.* No significant use change for the space.
14.	Other:	☐	☐	☐	
SIGNAGE (ADMINISTRATIVE) *Signage is available @ BCIT online Inventory. Guidelines for posting signs are available on ShareSpace.*					
15.	Posted: Physical distancing (2 m) sign(s) Item 1A	☒	☐	☐	Posted
16.	Posted: Hand washing sign(s) Item 29B	☒	☐	☐	Posted
17.	Posted: Health screen sign(s) Item 3C	☒	☐	☐	Posted
18.	Posted: Hand washing sink location sign(s) Item 14A	☒	☐	☐	Posted
19.	Posted: Hand sanitizing station location sign(s) Item 13A	☒	☐	☐	Posted
20.	Posted: Protect yourself sign(s) Item 21A	☒	☐	☐	Posted
21.	Posted: Occupancy limit of this room sign(s) Item 37A	☒	☐	☐	Posted
22.	Posted: Other signs	☐	☐	☐	*Please list:*
ORIENTATION AND TRAINING (ADMINISTRATIVE)					
23.	Routine safety discussions held to review control measures and safety protocols.	☒	☐	☐	Coordination meeting to inform users.
24.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training.	☒	☐	☐	Employees have been advised of training and compliance checked through verbal agreement.
25.	All employees have completed the online OHS New Employee Orientation module.	☒	☐	☐	*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.* Employees have been advised of training and verbal compliance checked.
26.	Other:	☐	☐	☐	
RULES AND GUIDELINES (ADMINISTRATIVE)					
27.	All unnecessary and self-serve items have been removed from the spaces. *e.g., pens, paper, etc.*	☒	☐	☐	Individual/personal office space items.

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#	Control Measure	Yes	No	NA	Details (as per Directions)
28.	Papers and items are not physically passed between employees.	☒	☐	☐	*If items are provided, they are cleaned between employee use or disposed, or other control measures are in place – Describe:* No communal items shared.
29.	Employees have dedicated tools/equipment, e.g., items are not shared between employees.	☒	☐	☐	Individual office space items. No communal items shared.
30.	If cleaning common touch points or tools/equipment not practical, then it is identified when hands are washed/sanitized before and after use.	☐	☐	☒	*Explain:* Employees are responsible to clean work space surfaces and maintain regular hand washing/sanitizing.
31.	Work spaces/stations are dedicated for an individual or group use and not shared with others.	☒	☐	☐	Individual office work areas. The health screen poster is available for reference and is posted on building doors. Employees are expected to self assess daily, and the BCCDC self-assessment tool can be used to support this.
32.	Single-use (disposable) products are used where feasible.	☒	☐	☐	Refer to the 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. E.g. Chlorox wipes.
33.	Procedures in place to screen employees on a daily basis.	☒	☐	☐	*The health screen poster is available for reference and is posted on building doors. Employees are expected to self assess daily, and the BCCDC self-assessment tool can be used to support this.*
34.	There is a procedure in place if an employee becomes ill on campus.	☒	☐	☐	Refer to the 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.
35.	There are procedures in place if an employee travels before coming to campus, or has been in close contact with someone who has tested positive for COVID-19.	☒	☐	☐	Refer to the Pandemic Scenario Response Plan for more information. Confirm if the person is aware of self-isolation requirements and protocols.
36.	Provisions made for employees to work in cohorts.	☐	☐	☒	Individual working not cohorts.
37.	Other:	☐	☐	☐	
PERSONAL PROTECTIVE EQUIPMENT (PPE). Refer to the PPE Flowchart to determine what PPE is required for COVID-19 purposes.					
38.	Appropriate PPE for the hazards of employee tasks are available to be provided (non-COVID-19 related ppe).	☒	☐	☐	*List the ppe and tasks/activities it is required for and provide the quantity and unit of measure, if applicable (e.g. 2 boxes of 20 each box):* PPE not required when working alone in office. Mask and latex gloves available (1 box of 50). Office work.
39.	Training is provided for the above PPE to employees.	☒	☐	☐	PPE not required when working alone in office.

#	Control Measure	Yes	No	NA	Details (as per Directions)
					Mask and latex gloves available (1 box of 50). Office work. Orientation re: Pandemic Exposure Response Plan.
40.	Appropriate PPE for COVID-19 is available to be provided to employees. Supply requests emailed to ppe@bcit.ca.	☒	☐	☐	*Based on circumstances allowed for in the BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary.List PPE and tasks/activities required for and provide the quantity and unit of measure, if applicable (e.g. 2 boxes of 20 each box):* Masks and latex gloves available (1 box of 50). Office work. Hand sanitizer and disinfectant spray available. Chlorox wipes.
41.	PPE safe donning, doffing, disposal, and disinfecting instructional materials are available for employees.	☒	☐	☐	*Post applicable signs in a visible location if ppe required.* *Use the OHS Employee Orientation checklist to assist orientation/training by their supervisors.* As per signage.
42.	Other:	☐	☐	☐	
CLEANING					
43.	Facilities is aware of the cleaning needs for the area. Facilities work requests have been submitted.	☒	☐	☐	Cleaning and disinfection includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s). Work Request #1455828.
44.	Training will be provided to employees performing cleaning duties and cleaning materials have been provided.	☒	☐	☐	Cleaning Standard Operating Procedures have been located here. What are the cleaning products/materials: Disinfectant spray. What ppe is required: Latex gloves, mask. Cleaning Standard Operating Procedures have been located here.
45.	Assessment of sufficient number of hand wash stations conducted, and an appropriate number of handwashing stations are available.	☒	☐	☐	Consider time it will take for hand washing to take place, to determine what is e.a. sufficient number of hand wash stations. Hand sanitizer station located in office and hallways, hand washing in 2618 washroom.
46.	Handwashing station(s), stocked, easily accessed, and have been identified to employees.	☒	☐	☐	Sink Location: SW03 2618 2nd Floor washroom down hall from office Stocked with soap Y ☒ N ☐ paper towel Y ☒ N ☐
47.	Hand sanitizing station(s), stocked, and have been identified to employees.	☒	☐	☐	**ABHS** (Alcohol-Based Hand Sanitizer): Location(s) SW03-2655 office and hallway. Will hand sanitizer be refilled by department: Y ☐ N ☒ If No, describe: Replacement sanitizer available.
48.	All Safety Data Sheets (SDS) and cleaning procedures used are found here.	☒	☐	☐	If not, describe:
49.	The area(s) have been decluttered so that cleaning is simplified.	☒	☐	☐	

#	Control Measure	Yes	No	NA	Details (as per Directions)
50.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	☐	☐	☒	Barriers can become contaminate if they are a touch point or if the contaminated with droplets by e.g. coughing or sneezing. No barriers utilized.
51.	Common touch points and tools/equipment, that must be shared are identified and cleaned between employees.	☒	☐	☒	Cleaning/sanitizing procedures for common touch points and shared items are available and signs posted e.g. shared machinery, multifunction devices, photocopiers, equipment, tools, microwaves, kettles, eating surfaces, etc. Identify who will clean and how often (e.g. employees or cleaning staff): Office door handles and common surfaces cleaned.
52.	Storage space for personal articles have been identified and are cleaned regularly.	☒	☐	☐	*Who will clean:* Employee. *Where is the storage:* Office individual work area.
53.	Other:	☐	☐	☐	
AUDIT AND CONTINUOUS IMPROVEMENT					
54.	There is a plan to conduct regular inspections of all control measures and safety protocols to ensure they are in place.	☒	☐	☐	*Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often?* Weekly inspections by employee.
55.	Audits of inspections are planned to ensure that control measures continue to be effective.	☐	☐	☒	*Who conduct the audits and how often?* The assistant instructors will take turn conducting audits. Status reports will be provided to the Associate Dean on a regular basis.

APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Steven Kuan	Position Associate Dean, Engineering and Geospatial Technologies, SOCE	Date May 25, 2021
EOC	Name *Glen Magel*	Position EOC Director	Date June 5, 2021

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