

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 <u>BCIT COVID-19 Go-Forward Plan</u> for additional information.

<b>CONTACT INFORMA</b>	ATION				Consider	
Course/Program Name:	Civil Engineering Technology Civil Engineering Degree Prog	, Inst	Elimination			
	Conducting of Labs in SW3-10 CIVL 2020 Mechanics of Mat CIVL 7022 Structure and Pro CIVL 7091 Civil Engineering		Engineering controls Administrative controls			
Proportion of program offered on campus: Start date:	A total of 31 courses are offered planned that 3 courses will have January 4, 2021	Consider as needed	PPE			
Total # of students in program:	Approximately 60 Students in each of years 1 and 2 of the program, 34 students in year and 25 students in year 4		# of employees:	20	as needed	•
Anticipated # of students on campus daily when scheduled:	CIVL 7091		Anticipated # of employees on campus daily when scheduled	<mark>4 including Kamran</mark> (UVIC), Kian, Ray and <mark>Sudip</mark>		
Completed by:	<mark>Name</mark> Kian Karimi	Positio Facult	on ty- Instructor	Date January 13, 2021		



Campus/ Building	Room Number Floor Plans found <u>here</u>	<b>Type of Space</b> Include washrooms and breakout rooms	Capacity Current capacity due to COVID-19
Burnaby, SW01	1044	Women's Washroom	1
Burnaby, SW01	1210	Men's Washroom	1
Burnaby Campus, SW01	1080, 1070, 1068	Classroom, lab (access to the lab SW01-1070 is through the classroom SW01-1080)	4

#### **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).

SW01-1068 and 1070 are the structural testing laboratory space for the civil engineering technology and degree programs. Access to the lab from inside the building is through the classroom SW01-1080. There is one exit door to the outside from SW01-1068. See attached floor plan.

Two courses --- CIVL 2020 and CIVL 7022 --- typically have 10 and 5 weeks of labs, respectively. For the Winter 2021 term, all the labs will be run online. However, there is a need to prepare instructional videos that will be shown to the students online. In addition, for a few labs, instructors would run "demonstration tests" to generate data for the students to complete their lab reports. It is planned that the instructors for the two courses would be on campus on certain days to prepare and conduct the labs. NO students in the two courses will be on campus for the labs.

CIVL 7091 Civil Engineering Applied Research Project is a research course having the need to run experiments in the lab. For the Winter 2021 term, tests are planned to be conducted in the lab for one particular project carried out by a graduate student from the University of Victoria under the guidance of one instructor. The student will be in the lab for one full day (8hrs) on Fridays each week. At the least, either the lab technician or the instructor would be in the lab on Fridays to provide lab access and supervise the activities undertaken by the students. Preparation by the lab technician and/or the instructor (KK and RD) for the tests, including prep wok and clean-up, would take place on the same day before or after the lab work by the students. There may be times that additional help is required with lifting or making adjustments to components of the test setup which may require more than reasonable effort of two persons to lift and maneuver heavy parts. Sudip Talukdar has volunteered to provide help on an occasional basis to the UVIC student and KK with lifting heavy parts. This research is an Institute Research Fund collaborative project and is in the interim of its three-year schedule. Therefore, it is critical that the tests be carried out to complete the research and to fulfill the obligations with the University of Victoria.



All individuals involved will coordinate their efforts such that <u>only one course and no more than 4 individuals are present in the lab at any given time</u>. The following weekly timetable will be followed:

Mondays 13:30-16:30 for 4 weeks only – CIVL 7022 (Poureya Bazargani and Ken Zeleschuk) Wednesdays 8:30-11:30 for 10 weeks – CIVL 2020 (Ray Daxon and Joel Hampson) Fridays all day – CIVL 7091 (Kian Karimi, Ray Daxon, Kamran Tayyebi and Sudip Talukdar)

The instructors covered under this safety plan are:

- 1) Poureya Bazargani for CIVL 7022
- 2) Ken Zeleschuk for CIVL 7022
- 3) Ray Daxon for CIVL 2020 and 7091
- 4) Joel Hampson for CIVL 2020
- 5) Kian Karimi (supervising UVIC graduate student Kamran Tayyebi and potentially one 4<sup>th</sup>-year BCIT student) for CIVL 7091
- 6) Sudip Talukdar for CIVL 7091

No more than 2 of the 5 instructors would be present in the lab spaces at any given point in time.

#### 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 <u>BCIT COVID-19 Go-Forward Plan</u> 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.
- 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 <u>returntocampus@bcit.ca</u> 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 <u>Risk</u> <u>Assessment Controls Guidance and Hierarchy of Controls</u>. For assistance email <u>ssemohs@bcit.ca</u>.

#	Control Measure	Yes	No	NA	Details (as per Directions)
ELIN	INATION				
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.				Exceptions allowed as per <u>BCIT COVID-19 Go-Forward Plan</u> , Risk Matrix Summary (explain): The lab areas and the classroom are large enough to allow participants to maintain a 2 m physical distance. Standing spots, designated tables for use in breaks and walk traffic directions have been marked. SW01-1080 has entrance- only door and exit-only door to maintain flow of movement.
2.	Demonstration, work and assessment stations are set-up to allow for 2 metres physical distancing.				Exception allowed as per <u>BCIT COVID-19 Go-Forward Plan</u> , Risk Matrix Summary (explain): The lab areas are large enough to allow participants to maintain a 2 m physical distance. In SW01-1070, 4 standing spots with adequate spaces in between have been marked off on the floor for when tests are being run on the test machine. Similarly, in SW01-1068, 2 standing spots have been marked on the floor on either side of the test machine.
3.	Identified area(s) where students wait outside of teaching space until allowed inside by instructor.				Student/s may wait outside of the classroom SW01-1080 to be allowed access to the lab. It is likely that there would be only one student (the UVIC student) undertaking the research this term. If a BCIT student is also involved in the activities, two waiting spots of minimum 2-m spacing will be marked on the floor in the corridor outside of SW1-1080.
4.	Work has been scheduled to minimize numbers of individuals on campus at one time.				No more than 4 persons to be present in the laboratory at any point in time. As the capacity of SW1-1068/1070 is 4, The instructors involved in this plan will coordinate their presence on campus so that no more than 4 individuals are present in the space at any time. The proposed timetable ensures that no two courses are in the lab at the same time.
5.	In shared spaces, safety protocols have been put in place to reduce close contact between users.				Two tables for use in breaks have been identified in SW01-1080. Standing spots have been identified in the labs for when the testing is being carried out on the test machines. The nature of the work does not require close contact between the participants.



#	Control Measure	Yes	No	NA	Details (as per Directions)
6.	Movement within the room is identified, such as with directional arrows, for walkways and entrances/exits.				Entrance to the lab is through SW1-1080 and exit is through the back door of SW1-1068 and the backdoor of SW1-1080. This path has been marked on the floor. Please see the photos attached to the end of the plan. The doorway between SW1-1080 and SW1-1070 and the doorway between SW1-1070 and SW1-1068 will have traffic going through in both directions. Only one person at a time will be allowed to go through, and the other person will be standing/waiting away from the doorway when a person is passing through.
7.	Water fountains are put out of service, and only touchless water bottle filling station available.				The labs and classrooms are not equipped with water fountains.
8.	Mobile fans have been removed or put out of service.			$\boxtimes$	No mobile fans in lab
7.	Washrooms have been identified.	$\boxtimes$			If yes, Washroom occupancy limit1
8.	Break area(s) for student use have been identified.				2 Tables in SW1-1080 by the far wall away from the labs, with minimum 2m distance apart, have been identified as break areas for the students involved in CIVL 7091. Please see the photos attached.
9.	Break areas for employee use have been identified.	$\boxtimes$			Breaks will not be taken by employees in the laboratory space. Employees will take break in their offices.
10.	Other:				
ENG	INEERING CONTROL MEASURES	-			
11.	Barriers are implemented to separate work areas or walk ways, when physical distancing not practical.				Since there will be no more than 4 individuals in the space at any given time, and 2m distancing can be maintained at all times, barriers are not required. On occasions, 2 people may be needed to lift a specimen onto the test setup and the distance between them may be less than 2m; for the short period of time under this infrequent situation, the lab technician, the instructor and the students will be required to wear their masks and face shield when carrying out the task.
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.			$\boxtimes$	Barriers are not used
13.	The impact on ventilation requirements have been considered if there's been a significant use change for the instructional space.			$\boxtimes$	No significant changes to the original use of the lab space
	Other:				



#	Control Measure	Yes	No	NA	Details (as per Directions)
SIGN	AGE (ADMINISTRATIVE) Signage is available @ BCIT online	ne Inve	ntory	Guide	elines for posting signs are available on <u>ShareSpace</u> .
13.	Posted: Physical distancing (2 m) sign(s) Item 1A	$\boxtimes$			8.5"X11" wall signs, posted in the hallway and rooms
14.	Posted: Hand washing sign(s) Item 29B	$\boxtimes$			Laminated 8.5"X11" wall signs, posted by the sinks.
15.	Posted: Health screen sign(s) Item 3C	$\boxtimes$			11"X17" wall signs, posted at the entrances.
16.	Posted: Hand washing sink location sign(s) Item 14A	$\square$			8.5"X11" wall signs, posted in the rooms.
17.	Posted: Hand sanitizing station location sign(s) Item 13A	$\square$			8.5"X11" wall signs, posted in the rooms.
18.	Posted: Protect yourself sign(s) Item 21A	$\boxtimes$			8.5"X11" wall signs, posted in the rooms and the hallway.
19.	Posted: Occupancy limit of this room sign(s) Item 37A	$\boxtimes$			8.5"X11" wall signs, posted at entrances.
20.	Posted: Other signs				Please list:
ORIE	NTATION AND TRAINING (ADMINISTRATIVE)				
21.	Routine safety discussions held to review control measures and safety protocols.	$\boxtimes$			All instructors will review the work and the safety controls weekly. Communications will be made to the Associate Dean regularly.
22.	All students have completed the online <u>COVID-19 Pandemic On-</u> <u>Campus Guidelines</u> training.				Students will be instructed and required to take the online training. A copy of the BCIT COVID-19 safety plan will be forwarded to the UVIC student and his supervisor. We will also request any COVID-19 related safety plans developed by UVIC to be forwarded to us.
23.	COVID-19 safety Site orientation for students has been developed and posted in the Learning Hub.				Procedure for orientation found here. Student COVID-19 Orientation Checklist found here. https://www.bcit.ca/files/covid19/pdf/covid-19_student_orientation.pdf Student/s will adhere to the checklist and checked prior to and during the labs.
24.	All employees have completed the online <u>BCIT Pandemic</u> Exposure Control Plan Training.	$\boxtimes$			Instructors present in labs have completed the training.
25.	All employees have completed the online <u>OHS New Employee</u> <u>Orientation module.</u>	$\boxtimes$			Instructors present in labs have completed the training.
26.	Other:			$\boxtimes$	
RULE	S AND GUIDELINES (ADMINISTRATIVE)			ı	



#	Control Measure	Yes	No	NA	Details (as per Directions)
27.	All unnecessary and self-serve items have been removed from the spaces. <i>e.g., pens, paper, etc.</i>	$\square$			
28.	Doors that students are to use to enter and exit have been clearly identified.				Signs have been put up on entrance and exit doors.
29.	Handouts, papers, and items are not physically provided to students.	$\boxtimes$			No such items will be provided to the students.
30.	Students have dedicated tools/equipment, e.g., items are not shared between students.				No fabrications process is expected to occur in the lab and no such tools would be required. Students may share some measurement or set up tools such as measuring tapes, clamps, screwdrivers, etc. Students will be instructed to wear gloves if sharing tools and to sanitize the tools before and after each use.
31.	If cleaning common touch points or tools/equipment not practical, then it is identified when hands are washed/sanitized before and after use.	$\boxtimes$			Before starting the work and after work is done, the instructors will clean touched surfaces and wash their hands. Instructors and students to wash their hands frequently while in the lab.
32.	Work spaces/stations are dedicated for an individual or group use and not shared with others.	X			The instructors will clean and sanitize all touched surfaces and used equipment upon completion of their work. Cleaning will be discussed at every weekly meeting.
33.	Single-use (disposable) products are used where feasible.	$\square$			Disposable paper towels are to be used.
34.	Measures are in place to accommodate student sick at home.				If the student(s) are sick, they will be asked to stay at home and if possible, the test will be postponed until the student can return to campus. If the schedule doesn't allow for the test to be postponed, the instructors will conduct the test and share the results and their observations with the student(s).
35.	Procedures in place to screen students on a daily basis.				Students will be required to have completed the government of BC self- assessment before entering the lab.
36.	There is a procedure in place if a student or employee becomes ill on campus.	$\boxtimes$			Refer to the <u>COVID-19 Pandemic Scenario Response Plan</u> 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.
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.	$\boxtimes$			Refer to the <u>COVID-19 Pandemic Scenario Response Plan</u> for more information. Confirm if the person is aware of self-isolation <u>requirements</u> and <u>protocols</u> .
38.	Provisions made for students to maintain same lab/class cohort throughout the Term.				Only one or two students are involved.
39.	Other:			$\boxtimes$	
PER	SONAL PROTECTIVE EQUIPMENT (PPE). Refer to the PPE F	lowcha	<mark>rt</mark> to d	leterm	ine what PPE is required for COVID-19 purposes.



#	Control Measure	Yes	No	NA	Details (as per Directions)
40.	Appropriate PPE for the hazards of employee and student tasks	$\boxtimes$			Instructor and students to wear safety glasses, safety boots, and lab appropriate
	are available to be provided (non-COVID-19 related ppe).				clothing at all time when working in any of these labs.
41.	Training is provided for the above PPE to students and	$\boxtimes$			
	employees.				
42.	Appropriate PPE for COVID-19 is available to be provided to students and employees. Supply requests emailed to ppe@bcit.ca.				<ul> <li>According to the Control Measures Checklist in this document, the manager needs to request the PPE. We anticipate needing a box of face masks, a bottle of hand sanitizer and two rolls of disinfectant wipes or Oxivir disinfectant spray.</li> <li>The following PPE will be used by instructors when in the lab: <ol> <li>Face masks when in the lab.</li> <li>Hand Sanitizer when entering and exiting the lab.</li> <li>All equipment used by instructors to be sanitized before and after use using paper towels and Oxivir Disinfectant Spray.</li> </ol> </li> <li>Hand soap for frequent handwashing while in the lab</li> </ul>
43.	PPE safe <u>donning</u> , <u>doffing</u> , <u>disposal</u> , <u>and disinfecting instructional</u> materials are available for students and employees.				Post applicable signs in a visible location if ppe required. Use the <u>Student Orientation checklist</u> to assist orientation/training by instructors. Use the <u>OHS Employee Orientation checklist</u> to assist orientation/training by their supervisors.
44.	Other:			$\boxtimes$	
CLEA	ANING				
45.	Facilities is aware of the cleaning needs for the area. Facilities work requests have been submitted.	$\boxtimes$			Facilities request <b>WR 1458078</b> has been submitted. Common touch surfaces will be cleaned and sanitizing supplies replenished daily. Instructors are responsible for cleaning of lab equipment before and after use.
46.	Training will be provided to faculty and students performing cleaning duties and cleaning materials have been provided.				Cleaning Standard Operating Procedures have been located <u>here</u> .
47.	Assessment of sufficient number of hand wash stations conducted, and an appropriate number of handwashing stations are available	$\boxtimes$			There is a sink in SW1-1068.
48.	Handwashing station(s), stocked, easily accessed, and have been identified to students and employees.	$\boxtimes$			Sink Location:_ on the back wall of SW1-1068 Stocked with soap Y $\boxtimes$ N $\square$ paper towel Y $\boxtimes$ N $\square$
49.	Hand sanitizing station(s), stocked, and have been identified to students and employees.	$\boxtimes$			<b>ABHS</b> (Alcohol-Based Hand Sanitizer): Location(s)Several bottles of hand sanitizers are placed at different locations in the room



#	Control Measure	Yes	No	NA	Details (as per Directions)
50.	All Safety Data Sheets (SDS) and cleaning procedures used are found <u>here</u> .	$\boxtimes$			
51.	The area(s) have been decluttered so that cleaning is simplified.	$\boxtimes$			
52.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.			$\boxtimes$	No barriers used.
53.	Common touch points and tools/equipment that must be shared are identified and cleaned between students and classes.	$\boxtimes$			Instructor will clean all touch points before and after work.
54.	Storage space for personal articles have been identified and are cleaned regularly			$\boxtimes$	No personal articles are allowed to be stored overnight.
55.	Other:				
AUD	IT AND CONTINUOUS IMPROVEMENT				
56.	There is a plan to conduct <u>regular inspections</u> of all control measures and safety protocols to ensure they are in place.				Instructors will perform these inspections every day when they are in the lab. The instructors will review with the Associate Dean weekly.
57.	Audits of inspections are planned to ensure that control measures continue to be effective.				An instructor not associated with the course will audit the measures on a regular basis.

#### APPROVAL

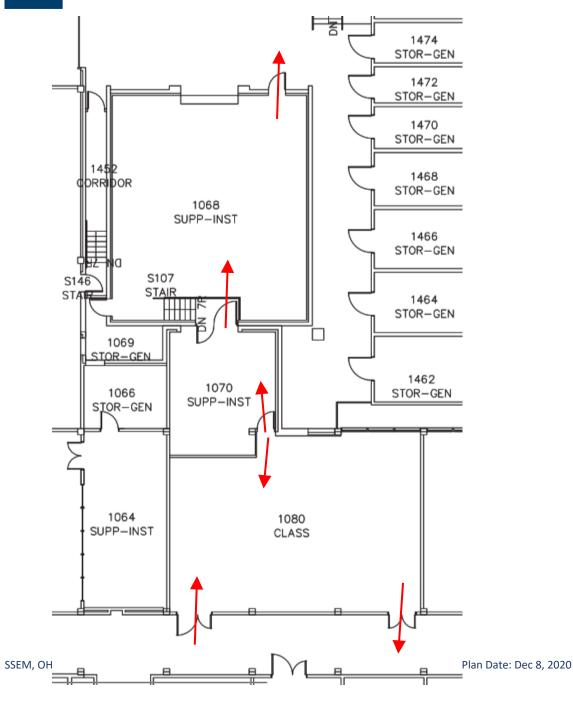
All	All COVID-19 risk control measures for this campus activity are in place.						
Ma	anager	Name Steven Kuan	Position Associate Dean in SOCE	Date February 5, 2021			
EO	с	Name Glen Magel	Position EOC Director	Date February 8, 2021			

# **REVISION APPROVAL (if applicable)**

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

BCIT	COVID-19 SAFETY PLAN ACADEMIC SPACES					
EOC	Name	Position	Date			











Directional arrows, for walkways and entrances/exits.







Break areas identified for the students in SW1-1080





Restricted access areas identified by CAUTION tape





Standing areas identified on the floor of SW1-1070



Standing areas identified on the floor of SW1-1068