

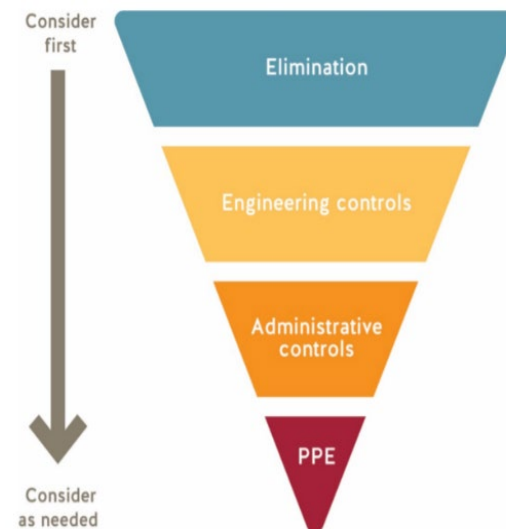


BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

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:	Test Centres, Student Operations		
Proportion of program offered on campus:	<i>e.g., Program = total of 40 courses of which 7 courses have some 'on campus' activity</i> N/A		
Start date:	August 31, 2020 ASAP	End date:	March 31, 2020 Ongoing
Total # of students in program:	N/A	Total # of employees:	14
Anticipated # of students on campus daily when scheduled:	Up to 34 at a time Up to 37 at a time: 19 distributed across NE01 290 & 291. 16 in SE06-103	Anticipated # of employees on campus daily when scheduled	6 2 in SE06-103 2 in NE01-290 & 291
Completed by:	Name Tamara Jeffery Nadia Rusan	Position Supervisor, Test Centres (Student Operations)	Date December 9, 2020 May 6, 2021
Replaces	RTC Safety Plan #:	RTC#110	
	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>
Burnaby – SE06 Burnaby – NE01	102 290 & 291	Computer lab, converted to Test Centre Original Test Centres	18 persons (a combination of either 1 staff and 17 students or 2 staff and 16 students)

COVID-19 SAFETY PLAN ACADEMIC SPACES

			10 students in 290, with 1 invigilator in their own enclosed office space in 290A. 9 students in 291, with 1 invigilator in their own enclosed office space in 291A.
Burnaby – SE06	103	Computer lab, converted to Test Centre	18 persons (a combination of either 1 staff and 17 students or 2 staff and 16 students)

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).

Some student tests must be administered in person (eg, they cannot be done online) due to regulatory bodies or test integrity issues; the Burnaby Test Centres will allow for this for our mandated students. Currently, we are using SE06-102 & 103; however, we need to vacate SE06-102 due to facilities requesting the room back for maintenance preparation for Fall 2021 Return to Campus. David Pereira has proposed a safe way for the exams being administered in SE06-102 back to NE01-290 & 291.

CONTROL MEASURES

COVID-19 SAFETY PLAN: CONTROL MEASURES CHECKLIST

Directions for completing a Safety Plan:

1. First step read the [BCIT COVID-19 Go-Forward Plan](#) as the overall planning document, and use it to complete Steps 2-7.
2. Use this checklist as a tool to assess COVID-19 control measure preparedness for students and employees and the spaces they will be using. Refer to the BCIT COVID-19 Go-Forward Plan for standardized safety guidelines and procedures.
3. For each control measure, state the details. If the control measure is a 'No' or 'NA', please provide a brief explanation.
4. The manager requests all PPE requirements by submitting this draft Safety Plan to the PPE@bcit.ca.
5. Implement all the safety measures in this Safety Plan.
6. The manager completes a site visit to ensure all control measures and safety supplies are in place.

COVID-19 SAFETY PLAN ACADEMIC SPACES

7. The manager signs the completed Safety Plan and submits it to returntocampus@bcit.ca for approval.
8. Once approved, the COVID-19 Safety Plan is posted in all work areas identified within this plan.

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

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
ELIMINATION					
1.	Room(s) set up to allow for 2 metres physical distancing during instruction and practice. Note: Contact returntocampus@bcit.ca for room capacity and layout if needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exceptions allowed as per BCIT COVID-19 Go-Forward Plan , Risk Matrix Summary (explain): Renovation of rooms 102 and 103 allow for 2 metre physical distancing between all involved during exams. See Appendix 1 Renovation of rooms NE01-290 & 291 and SE06-103 allow for 2 metre physical distancing between all involved during exams. See Appendix 2A & 2B.
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 BCIT COVID-19 Go-Forward Plan , Risk Matrix Summary (explain): Exam desks are set 2 metres apart and have barriers between desks.
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"/>	Loading plan will be communicated to students prior to arriving at the Test Centre via a video and Orientation handout that has been posted to their class page in Learning Hub. Floor markers for direction on where to stand once they arrive that allows for 2 metre physical distancing between students.
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"/>	One class per Test Centre at a time. Staff only attend campus when exams are scheduled.
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 have been installed between student computers and surrounding Assessment Administrator work stations.
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"/>	Floor is taped for walkways. All furniture is pre-set to provide 4 m clearances for walkways.
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 are located within these Test Centres.
8.	Mobile fans have been removed or put out of service.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No mobile fans can be found within these Test Centres.
9.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students have access to the washrooms at the end of the hall. Washroom occupancy limit is 1 person at a time.

COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
					Students have access to the washrooms at the end of the hall for both SE06-103 & NE01-290 & 291. Washroom occupancy limit is 1 person at a time.
10.	Break area(s) for student use have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Exams are a maximum of 3 hours, therefore breaks are not required.
11.	Break areas for employee use have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff can break between exams at their desk or go for a walk. Microwaves and the Rix are located on the floor above with their own posted occupancy limits. Staff can break between exams at their desk or go for a walk. For SE06-103, microwaves and the Rix are located on the floor above with their own posted occupancy limits. For NE01-290 & 291, microwaves and The Pavilion are located on the opposite side of the building with their own posted occupancy limits.
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"/>	Barriers have put in place between student computer desks and to create walkway in front of invigilator work stations.
14.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yellow tape has been placed on the feet of all barriers to avoid tripping.
15.	The impact on ventilation requirements have been considered if there's been a significant use change for the instructional space.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Complete a Facilities and Campus Development work requisition for assessment, as needed.
16.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
SIGNAGE (ADMINISTRATIVE) Signage is available @ BCIT online Inventory . Guidelines for posting signs are available on ShareSpace .					
17.	Posted: Physical distancing (2 m) sign(s) Item 1A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posted by FCD in all common areas.
18.	Posted: Hand washing sign(s) Item 29B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posted by FCD in all public washrooms.
19.	Posted: Health screen sign(s) Item 3C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posted by FCD in all building entry points.
20.	Posted: Hand washing sink location sign(s) Item 14A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No handwashing sink in Test Centres
21.	Posted: Hand sanitizing station location sign(s) Item 13A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hand sanitizing station located at entrance of each Test Centre.
22.	Posted: Protect yourself sign(s) Item 21A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posted by FCD in all common areas.
23.	Posted: Occupancy limit of this room sign(s) Item 37A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Posted at each location on the room layout.
24.	Posted: Other signs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Please list:

COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
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"/>	Monthly staff meetings held on the 2 nd Tuesday of each month. Students receive a 10 minutes orientation prior to their first exam in the Test Centre
26.	All students have completed the online COVID-19 Pandemic On-Campus Guidelines training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>How will compliance be checked:</i> Course Instructor to be sure students have completed before sending to Test Centre
27.	COVID-19 safety Site orientation for students has been developed and posted in the Learning Hub.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Procedure for orientation found here. Student COVID-19 Orientation Checklist found here.</i>
28.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed before staff returned to campus in the spring.
29.	All employees have completed the online OHS New Employee Orientation module .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>New and Returning Employee Orientation Checklist found here. Each employee to save the checklist to their online OHS New Employee Orientation course. This course is required to be completed by new employees and by employees working on campus.</i>
30.	Employees have been involved in the development of this Safety Plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If employees have not been involved or it is not applicable, explain:</i>
31.	There is a means of updating employees and students, as applicable, when the Safety Plan is revised.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Explain your response: Yes, when the change actually takes place we will work with programs and students to inform them of the updated processes including step by step instructions on how to enter and leave the space.</i>
32.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
RULES AND GUIDELINES (ADMINISTRATIVE)					
33.	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"/>	Students are told to bring their own writing utensil and calculator.
34.	Doors that students are to use to enter and exit have been clearly identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor markings show path from door to student computer station.
35.	Handouts, papers, and items are not physically provided to students.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If items are provided, they are cleaned between student use or disposed, or other control measures are in place – Describe:</i> Handouts have been embedded into Learning Hub. We do provide scrap paper, however, the Assessment Administrator who hands out the scrap paper must wash or sanitize their hands properly before handling the paper. They will distribute scrap paper at each arranged seat prior to students entering so that no interactions within 2-metre will occur.
36.	Students have dedicated tools/equipment, e.g., items are not shared between students.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A for exam sessions.

COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
37.	If cleaning common touch points or tools/equipment not practical, then it is identified when hands are washed/sanitized before and after use.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Explain:</i> N/A for exam sessions.
38.	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"/>	Students are assigned a seat number, and return to that same seat each time they visit the Test Centre. In SE06-103 students are assigned a seat number, and return to that same seat each time they visit the Test Centre. In NE01-290 & 291, students are assigned seats based on order of arrival. Please refer to appendix 2B for further information. Cleaning is completed between sessions in both SE06-103 & NE01-290 & 291.
39.	Single-use (disposable) products are used where feasible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scrap paper is the only product used, and this is placed in the shred bin by the student at the end of their exam session.
40.	Measures are in place to accommodate student sick at home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Accommodation plan:</i> Students are encouraged to stay home when sick and can get permission from Instructor to rewrite exam at another time, when they are healthy.
41.	Student attendance is kept.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, we keep track of which student sits in which seat
42.	Procedures are in place to conduct a COVID-19 screen for students on a daily basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, students are asked to do this
43.	Procedures are in place for employees to notify their supervisor that they have conducted their COVID-19 self-assessment, every time before they enter the workplace.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, all staff send in their self-assessment results each time they attend campus.
44.	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.
45.	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 the COVID-19 Pandemic Scenario Response Plan for more information. Confirm if the person is aware of self-isolation requirements and protocols . The program will be responsible for the students. Procedure in place for Test Centre employees.
46.	Provisions made for students to maintain same lab/class cohort throughout the Term.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This will be done by the Instructor. Not Test Centre.
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.					
48.	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"/>	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):

COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
					N/A for Test Centres.
49.	Training is provided for the above PPE to students and employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A
50.	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"/>	<p>Based on circumstances allowed for in the BCIT COVID-19 Go-Forward Plan, Risk Assessment Matrix Summary.</p> <p>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):</p> <ol style="list-style-type: none"> 1. Hand sanitizing station, 2 stations, One for each Test Centre entrance for students to sanitize their hands upon arrival and departure. 2. Hand sanitizing pump, 4 pumps, one 500 mL pump bottle for each Assessment Administrator desk. 3. Disposable Face masks, 2 boxes. One for each Test Centre to distribute if requested as masks are mandatory in Test Centres. 4. Disinfectant Alcohol Wipes – 4 boxes. One for each Test Centre to distribute if requested by students and to wipe down high touch surfaces if needed between room sanitizations.
51.	PPE safe donning, doffing, disposal, and disinfecting instructional materials are available for students and employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Post applicable signs in a visible location if ppe required.</p> <p>Use the Student Orientation checklist to assist orientation/training by instructors.</p> <p>Use the OHS Employee Orientation checklist to assist orientation/training by their supervisors.</p>
52.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
CLEANING					
53.	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"/>	<p>Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s).</p> <ul style="list-style-type: none"> • 1447511 – SE06-102 • Waiting on a new FCD work request number for NE01 cleaning • 1447512 – SE06-103
54.	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"/>	<p>Cleaning Standard Operating Procedures have been located here. What are the cleaning products/materials:</p> <p>What ppe is required: N/A for Test Centres</p>
55.	Assessment of sufficient number of hand wash stations conducted, and an appropriate number of handwashing stations are available	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	When students arrive for exam, they are to use hand sanitizer upon entrance to Test Centre.
56.	Handwashing station(s), stocked, easily accessed, and have been identified to students and employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Sink Location: Down the hall in public washroom.</p> <p>Stocked with soap Y <input checked="" type="checkbox"/> N <input type="checkbox"/> paper towel Y <input checked="" type="checkbox"/> N <input type="checkbox"/></p>

COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
57.	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): Location(s) Entrance to Test Centre. Will hand sanitizer be refilled by department: Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If No, describe:
58.	All Safety Data Sheets (SDS) and cleaning procedures used are found here .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If not, describe:
59.	The area(s) have been decluttered so that cleaning is simplified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All excess furniture has been removed from the Test Centre. All excess furniture has been removed from SE06 103 In NE01-290 & 291, desks have been pushed to the middle of the room as there is enough space to still have 2m of spacing. The vacant desks also keep students in line with the floor markings.
60.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Barrier cleaning is included in the room sanitization provided by BEST between each exam.
61.	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"/>	High touch points have been identified in a meeting with BEST and have been added to the checklist for sanitization by BEST between each exam.
62.	Storage space for personal articles have been identified and are cleaned regularly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cubbies provided for personal belongings during the exam are sanitized by BEST between each exam.
63.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
AUDIT AND CONTINUOUS IMPROVEMENT					
64.	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. Who will conduct these inspections and how often? Supervisor will provide the inspection bi-weekly.
65.	Audits of inspections are planned to ensure that control measures continue to be effective.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Who conduct the audits and how often? JOH&S committee will audit as per their schedule.

APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Melia Fernandez	Position Manager, Student Operations (VP Students)	Date Dec 11 2020
EOC	Name	Position	Date



COVID-19 SAFETY PLAN ACADEMIC SPACES

REVISION APPROVAL *(if applicable)*

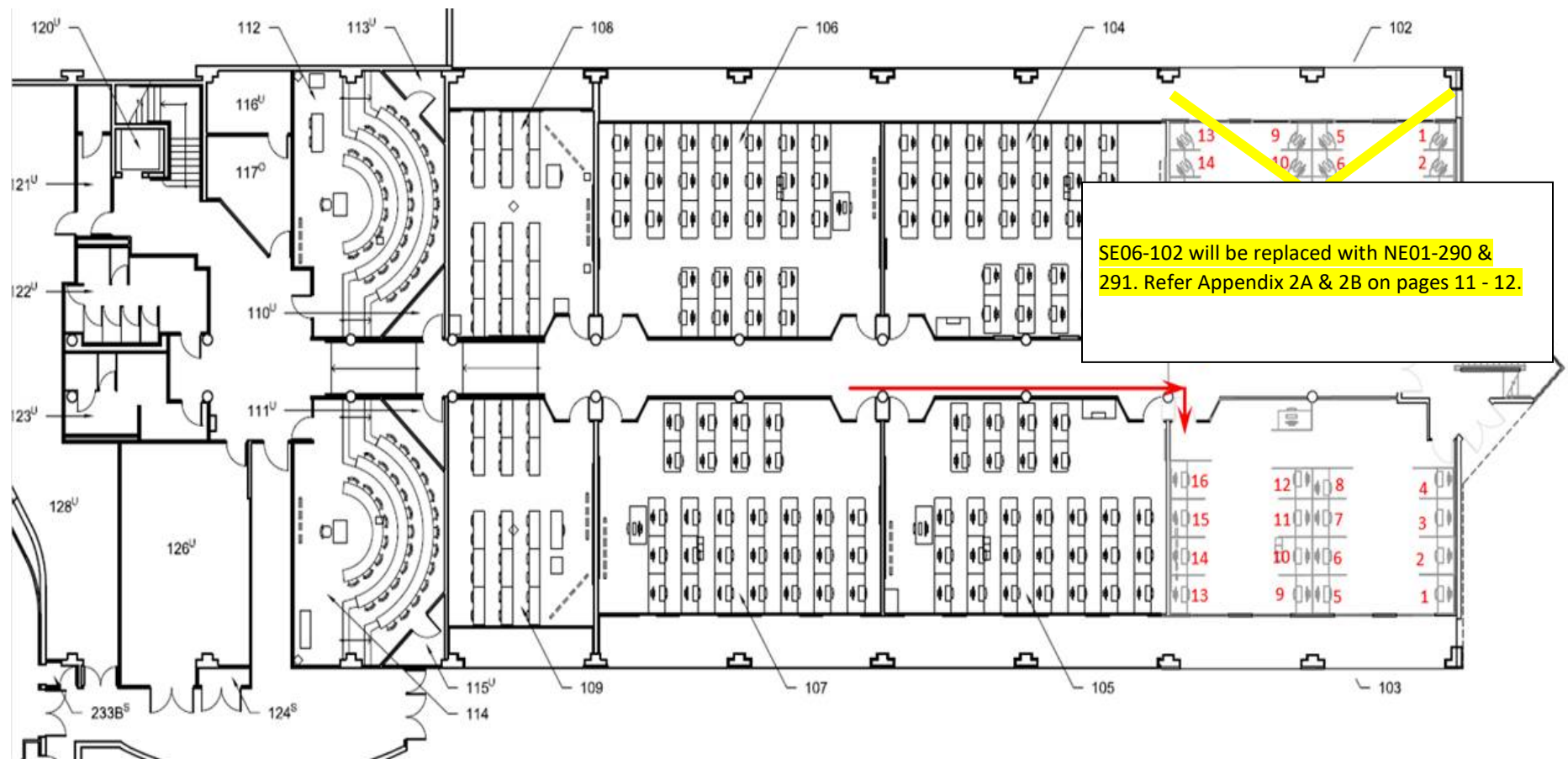
All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Melia Fernandez	Position Manager, Student Operations	Date May 12, 2021
EOC	Name <i>Glen Magel</i>	Position EOC Director	Date May 23, 2021

BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

Appendix 1: Loading and room layouts

SE06 Loading Plan:

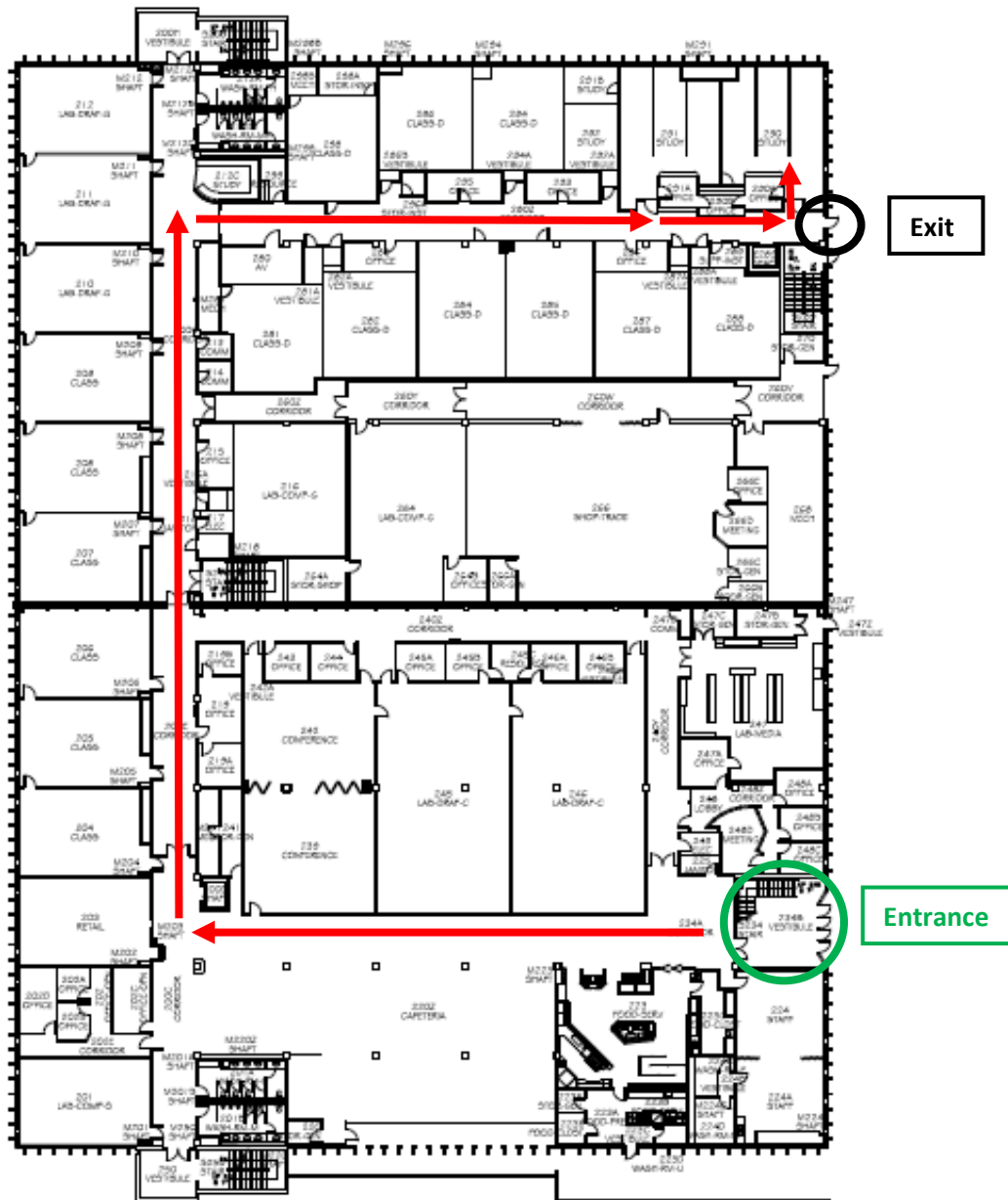
SE06- 103 Loading Plan:



Appendix 2 – Part A: Loading and room layouts

NE01- 290 & 291 Loading Plan:

Students will enter NE01 through the 234 Vestibule doors (see green circle). They will proceed down the hallway, turn right, and make another right down the hallway leading to 290 & 291. Once they are done their exam, they will exit out of the door circled in black. For specific details on how the test centre will be loaded, please refer to Appendix 2 – Part B on page 11.



Appendix 2 – Part B: Loading and room layouts

NE01- 290 & 291 Loading Plan:

Students will line up in the hallway, and enter into 290. The first student will be directed through the door to seat 1. The seats will be occupied in order from 1 -19, with 19 being the last station occupied. When exiting they will exit through the door of the test centre they are in. For example, student in desk 1 will exit out of 291, and student in desk 19 will exit out of 290. Please refer to Appendix 2 – Part A for door that they will exit outside to.

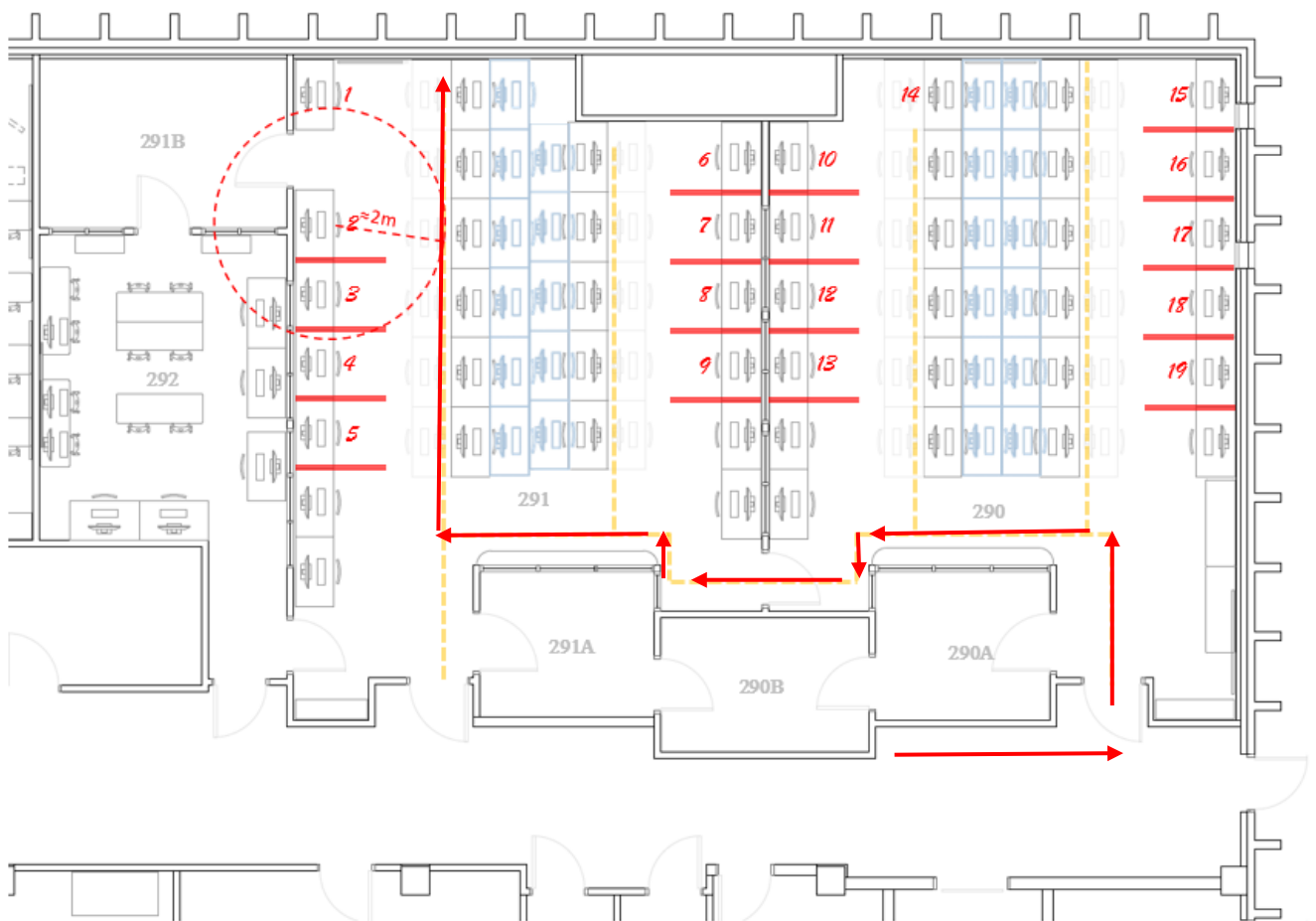
NE01-290/291 –Test Centre

Notes: This test centre can accommodate 19 candidates plus invigilators.

Legend:

Barrier

≈2m



COVID-19 SAFETY PLAN ACADEMIC SPACES

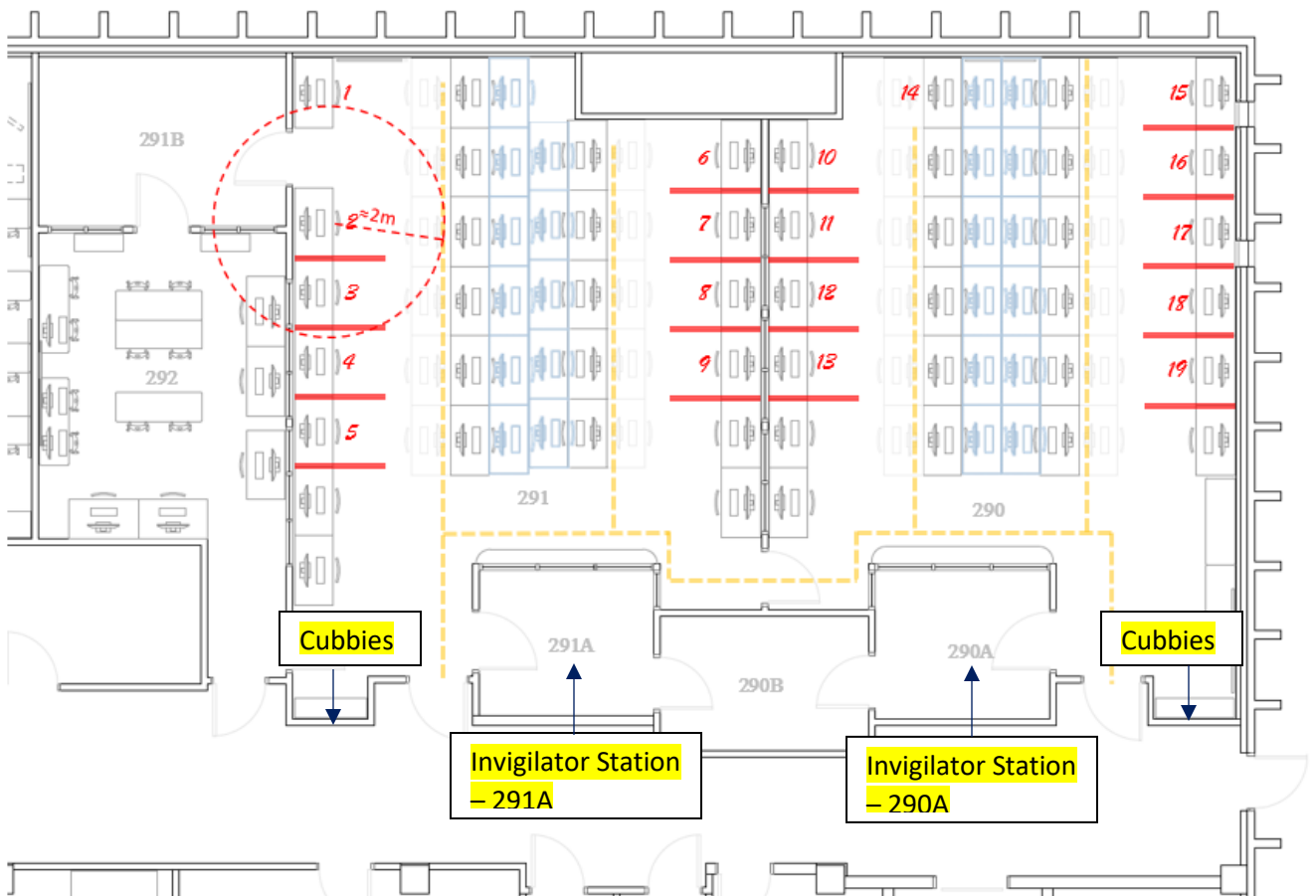
NE01-290/291 –Test Centre

Notes: This test centre can accommodate 19 candidates plus invigilators.

Legend:

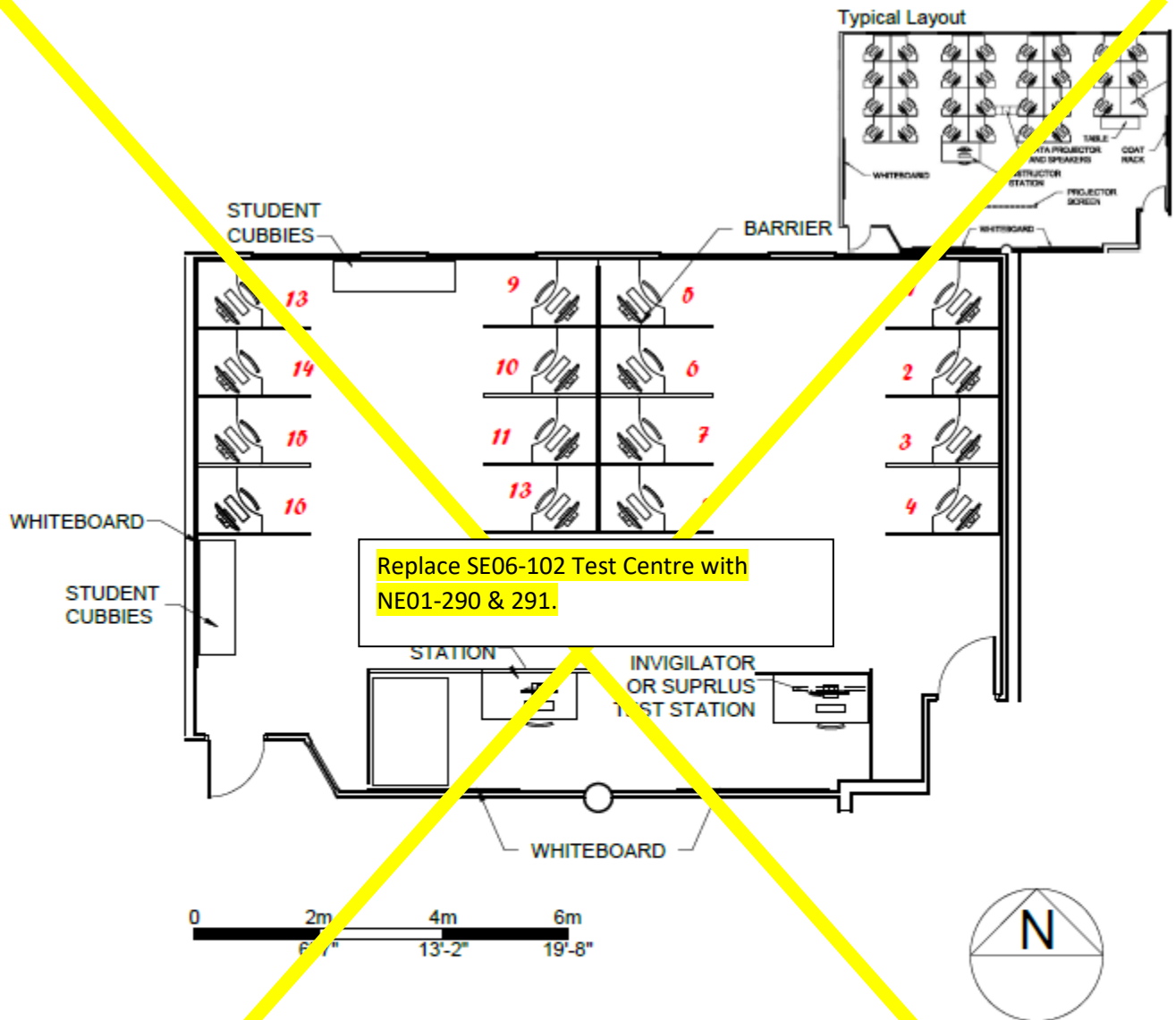
Barrier

≈2m



Building	Room	Typical Capacity	Physical distance capacity
NE01	290	36	10
Capacity of test centre space (290) does not include invigilator			
Building	Room	Typical Capacity	Physical distance capacity
NE01	291	35	9
Capacity of test centre space (291) does not include invigilator			

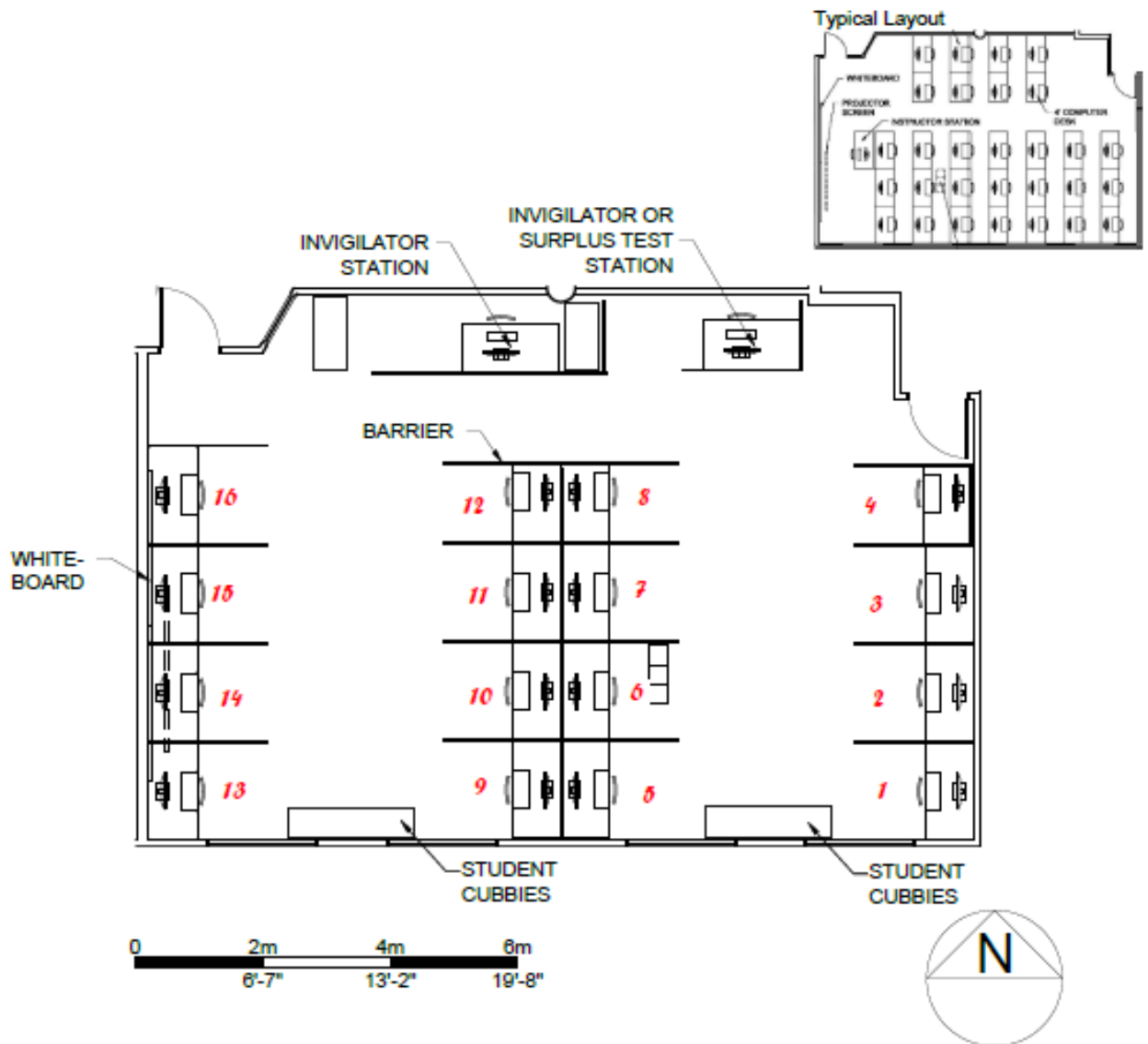
COVID-19 SAFETY PLAN ACADEMIC SPACES



Building	Room	Typical Capacity	Physical Distance Capacity
SE06	102	36	17

Capacity does not include instructor.
Please return the room to this standard configuration
and leave the space clean and orderly for the next user.

COVID-19 SAFETY PLAN ACADEMIC SPACES



Building	Room	Typical Capacity	Physical Distance Capacity
SE06	103	29	17

Capacity does not include instructor.
Please return the room to this standard configuration
and leave the space clean and orderly for the next user.