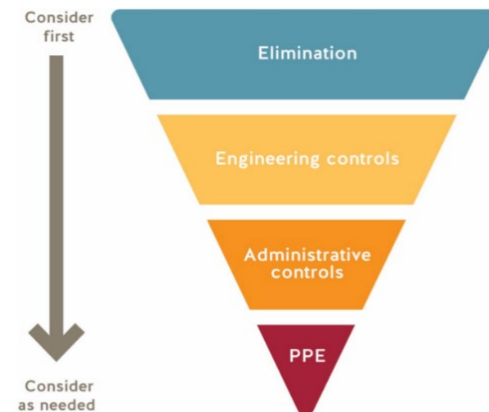# BCIT COVID-19 SAFETY PLAN
ADMINISTRATIVE SPACES

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:	**Renewable Resources**		
How many of your employees will be on campus:	The minimal number	*What is the total number of your employees:*	*15+ RENR staff*
Start date:	Sept 8, 2020	**End date:**	**August 31, 2021**
Completed by:	Name Eric Anderson, Millie Kuyer, Midoli Bresch, Stacey Auld, Wayne Horvath, and other RENR faculty	Position RENR Faculty	Date Aug 24, 2020

Consider first

Elimination

Engineering controls

Administrative controls

PPE

Consider as needed

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
SE04	104	Offices – In all cases, nearest washrooms are room SE04 102 and 103. Room 109 is a resource/printer room. Corridors, which will be used for equipment pickup/drop-off, are addressed in our academic safety plan	1
	105A		1
	105B*		1
	109		1
	112		1
	116		1
	117	Office	1
SW1	2040	Office	1
	2050	Office	2
	2059/61**	Office	1
	2062	Office	1

	2068	Office	1
	2510	Office	1
		Office	
	2520	Office complex. Note layout in appendix	6
	2039/41/35**		

* This is normally a shared office space. During the COVID-19 pandemic, employees assigned to these offices have agreed to a maximum occupancy of one. Employees will self-organize using an online calendar to ensure that there is never more than one staff member in the office at a given time

** This is an office space shared by more than one employee, several of which may need to overlap in time in their office spaces (e.g. if they are doing fieldwork at the same time, they may need to come before or after the fieldtrips to organize equipment, print or scan documents, etc). Therefore, we have attached proposed office layouts in the appendix, which will require installation of barriers.

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.

Every room listed above is an office space for a faculty or staff member in the Renewable Resources Department (RENR)

The default expectation within RENR is that employees will **not** work from their offices. They will work off-campus, at home whenever possible.

There may be rare occasions where someone needs to come in for a brief period and collect items from their office, or access e.g. printers, scanners, etc. that they do not have at home. Therefore, the present safety plan focuses on making those offices safe for the rare periods in which the offices are used. For all offices except the 2039/41/35 complex, employees are able to limit occupancy to one person per office at a given time. For that complex, barriers will be needed to facilitate unavoidable situations where more than one staff member needs access to the office at the same time.

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.*

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):*
2.	Work stations are set-up to allow for 2 metres physical distancing.	☒	☐	☐	*Note: If individuals are working within 2 metres of each other, minimum PPE required is a 3-ply disposable face mask and eye protection e.g. safety glasses, safety goggles or face shield*
3.	Work has been scheduled to minimize numbers of employees on campus at one time.	☒	☐	☐	
4.	In shared spaces, safety protocols have been put in place to reduce close contact between users.	☒	☐	☐	
5.	Movement within the room is identified, such as with directional arrows, for walkways and entrances/exits.	☒	☐	☐	*Signs or arrows on the floor identifying directions including One Way Traffic – Item 16A*
6.	Washrooms have been identified.	☒	☐	☐	*If yes, Washroom occupancy limit 1* SE04 washrooms: 102, 103 SW1:
7.	Water fountains are put out of use, and only touchless water bottle filling station available.	☒	☐	☐	
8.	Mobile fans have removed or put out of service.	☐	☐	☒	
9.	Break areas for employee use has been identified.	☐	☐	☒	*If yes, what control measures are in place to maintain physical distancing?* *Occupancy limit_____ If there is an occupancy limit, is a sign posted? Y ☐ N ☐*

#	Control Measure	Yes	No	NA	Details (as per Directions)
					Offices are single occupancy, except for SW2039/2041/2035.
10.	Other:	☐	☐	☐	
ENGINEERING CONTROL MEASURES					
11.	Barriers are implemented to separate work areas or walk ways, when physical distancing not practical.	☐	☐	☒	**NA except for office complex** which requires installation of barriers
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	☐	☐	☒	**NA except for office complex** which requires installation of barriers
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.*
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	☒	☐	☐	
16.	Posted: Hand washing sign(s) Item 29B	☒	☐	☐	
17.	Posted: Health screen sign(s) Item 3C	☒	☐	☐	
18.	Posted: Hand washing sink location sign(s) Item 14A	☒	☐	☐	
19.	Posted: Hand sanitizing station location sign(s) Item 13A	☐	☒	☐	
20.	Posted: Protect yourself sign(s) Item 21A	☒	☐	☐	
21.	Posted: Occupancy limit of this room sign(s) Item 37A	☒	☐	☐	
22.	Posted: Other signs	☒	☐	☐	*Please list:* Clean Regular Touched Items - Item **4A**, One Way Traffic – Item **16A**
ORIENTATION AND TRAINING (ADMINISTRATIVE)					
23	Routine safety discussions held to review control measures and safety protocols.	☒	☐	☐	
24.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training.	☒	☐	☐	
25.	All employees have completed the online New Employee Orientation module.	☒	☐	☐	*New and Returning Employee Orientation Checklist found here.* *Each employee to save the checklist to their online New Employee Orientation course*
25a.	Employees have been involved in the development of this Safety Plan.	☒	☐	☐	*If employees have not been involved or it is not applicable, explain:*

#	Control Measure	Yes	No	NA	Details (as per Directions)
25b.	There is a means of updating employees and students, as applicable, when the Safety Plan is revised.	☒	☐	☐	*Explain your response:* *Program heads will email employees and students when Safety Plan is revised.*
26.	Other:	☐	☐	☐	
RULES AND GUIDELINES (ADMINISTRATIVE)					
29.	All unnecessary and self-serve items have been removed from the spaces. *e.g., pens, paper, etc.*	☒	☐	☐	Will be ongoing.
30.	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:*
31.	Employees have dedicated tools/equipment, e.g., items are not shared between employees.	☒	☐	☐	
32.	If cleaning common touch points or tools/equipment not practical, then it is identified when hands are washed/sanitized before and after use.	☐	☐	☒	*Explain:*
33.	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.	☒	☐	☐	*The health screen sign (Item 3C, BCIT online inventory, EOC approved signage) is available for reference and is posted on building entrances. Employees are required to self-assess before they enter the workplace, and the BCCDC self-assessment can be used to support this. Employees are required to notify their supervisor that they have performed their self-assessment.*
34.	Single-use (disposable) products are used where feasible.	☒	☐	☐	
35.	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.*
36.	There is a procedure in place if an employee becomes ill on campus.	☒	☐	☐	*Refer to the COVID-19 Pandemic Scenario Playbook 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 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 COVID-19 Pandemic Scenario Playbook for more information. Confirm if the person is aware of self-isolation requirements and protocols.*
38.	Provisions made for employees to work in cohorts.	☐	☐	☒	Field activities covered in the RENR safety plan.
37.	Other:	☐	☐	☐	
PERSONAL PROTECTIVE EQUIPMENT (PPE). Refer to the PPE Flowchart to determine what PPE is required for COVID-19 purposes.					

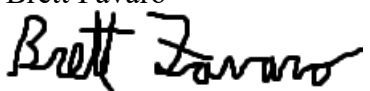| #	Control Measure	Yes	No	NA	Details (as per Directions)
38.	Appropriate PPE for the hazards of employee tasks are available to be provided (non-COVID-19 related PPE).	☐	☐	☒	*List the PPE and tasks/activities it is required for and provide the quantity and unit of measure, if applicable (e.g. 2 boxes of 20 each box):*
39.	Training is provided for the above PPE to employees.	☐	☐	☒	
40.	Appropriate PPE for COVID-19 is available to be provided to students and employees. Supply requests emailed to ppe@bcit.ca.	☒	☐	☐	*Note: If individuals are working within 2 metres of each other, minimum PPE required is a 3-ply disposable face mask and eye protection e.g. safety glasses, safety goggles, or face shield.*
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 Employee Orientation checklist to assist orientation/training by their supervisors.*
42.	Other:	☒	☐	☐	**All office spaces should be single occupancy, except for the one multi-person office that requires installation of barriers**
CLEANING					
43.	Facilities is aware of the cleaning needs for the area. Facilities work requests have been submitted.	☒	☐	☐	*Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s).* Will be cleaned by FCD during routine service
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:* *What PPE is required:* Barriers for SW1 office complex. None for single occupancy offices.
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.g., sufficient number of hand wash stations.* Nearby washrooms will serve as handwashing stations
46.	Handwashing station(s), stocked, easily accessed, and have been identified to employees.	☐	☐	☒	*Sink Location:_____* *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)___Corridor 100_____* *Will hand sanitizer be refilled by department: Y ☐ N ☒* *If No, describe:*
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.	☒	☐	☐	**All employees have been instructed to declutter offices to the extent possible**

#	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.* **Specific barriers to be installed in office complex, will work with facilities to determine cleaning procedure.**
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): Employees will clean microwave and kettle in 105B after each use using provided spray, paper towels, and latex gloves. Employees with clean the printer in room 109 after each use using disinfecting wipes.*
52.	Storage space for personal articles have been identified and are cleaned regularly.	☐	☐	☒	*Who will clean:* *Where is the storage: Employees have been asked to declutter their desks and work from home wherever possible. Personal items should not be stored in office.*
53.	Other:	☐	☐	☐	

AUDIT AND CONTINUOUS IMPROVEMENT

| #	Control Measure	Yes	No	NA	Details (as per Directions)
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?* Monthly – to be completed by RENR safety committee
55.	Audits of inspections are planned to ensure that control measures continue to be effective.	☒	☐	☐	*Who conduct the audits and how often?* Monthly – to be completed by RENR safety committee

APPROVAL

All COVID-19 risk control measures for this campus activity are in place.		
Manager	Name Brett Favaro *[signature: Brett Favaro]*	Position Associate Dean, Natural Resources and Environment	Date May 19, 2021

EOC	Name *Glen Magel*	Position EOC Director	Date June 4, 2021
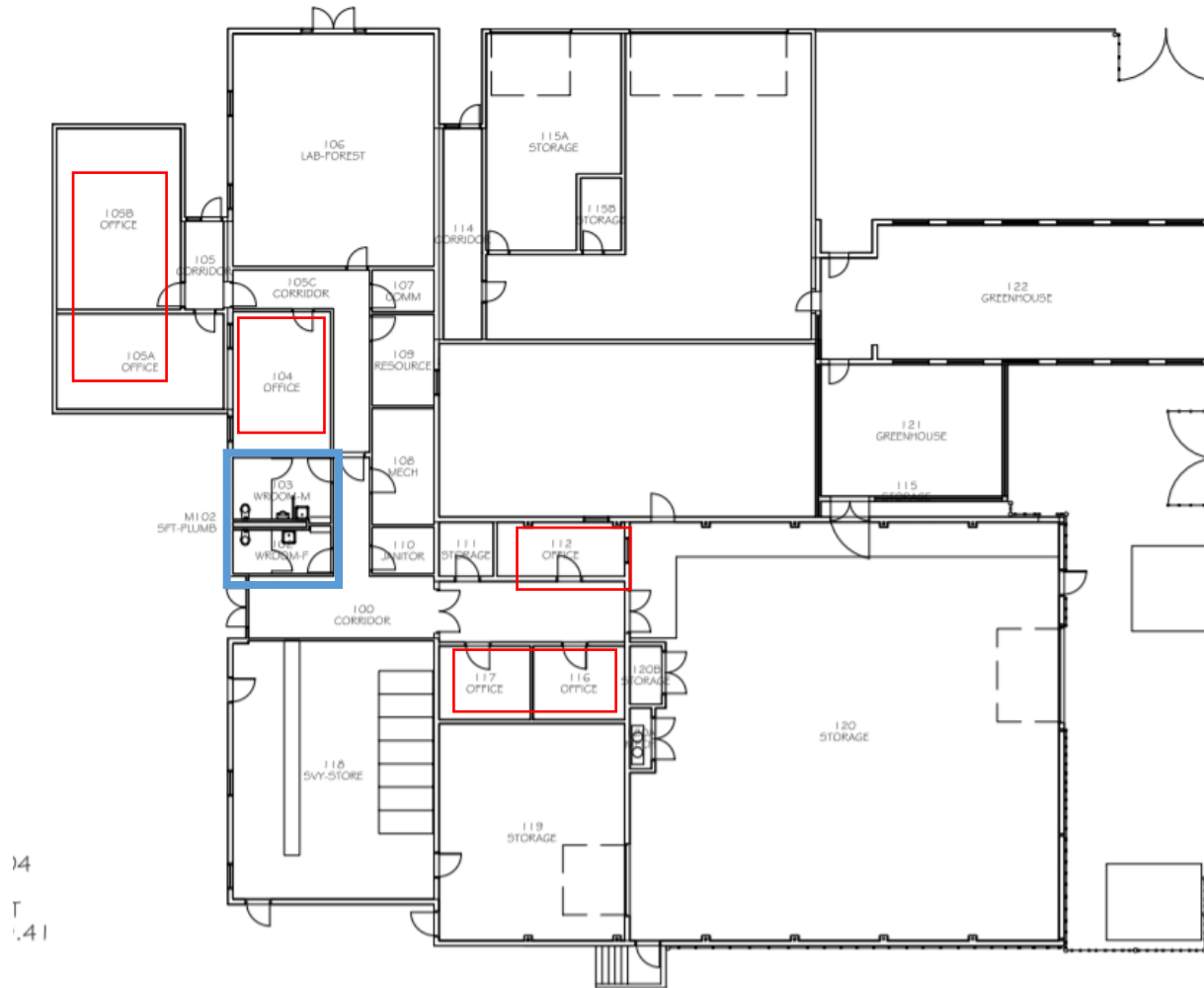
Supplementary Figure 1: SE4 offices addressed by this document (red), with nearest washrooms in blue.
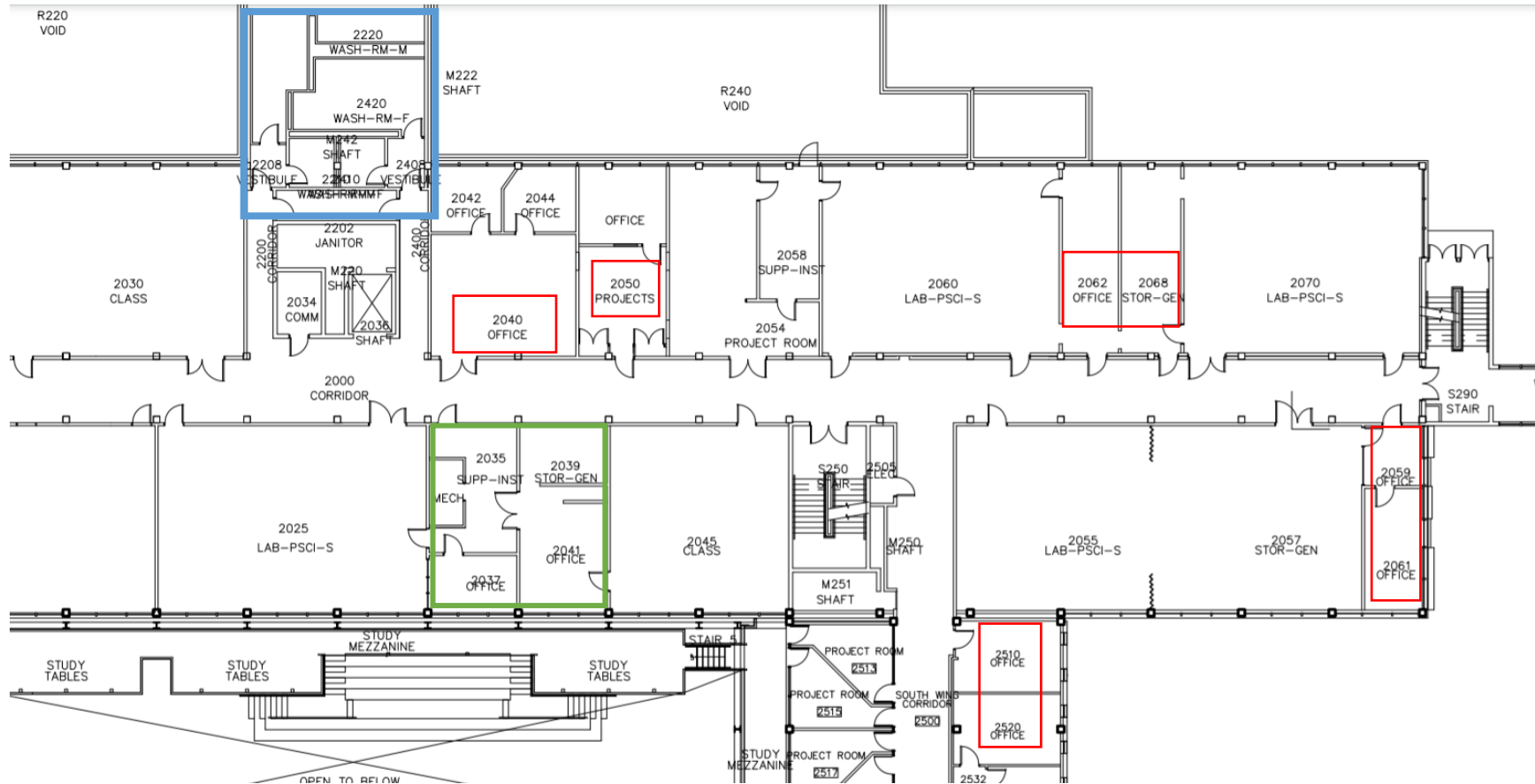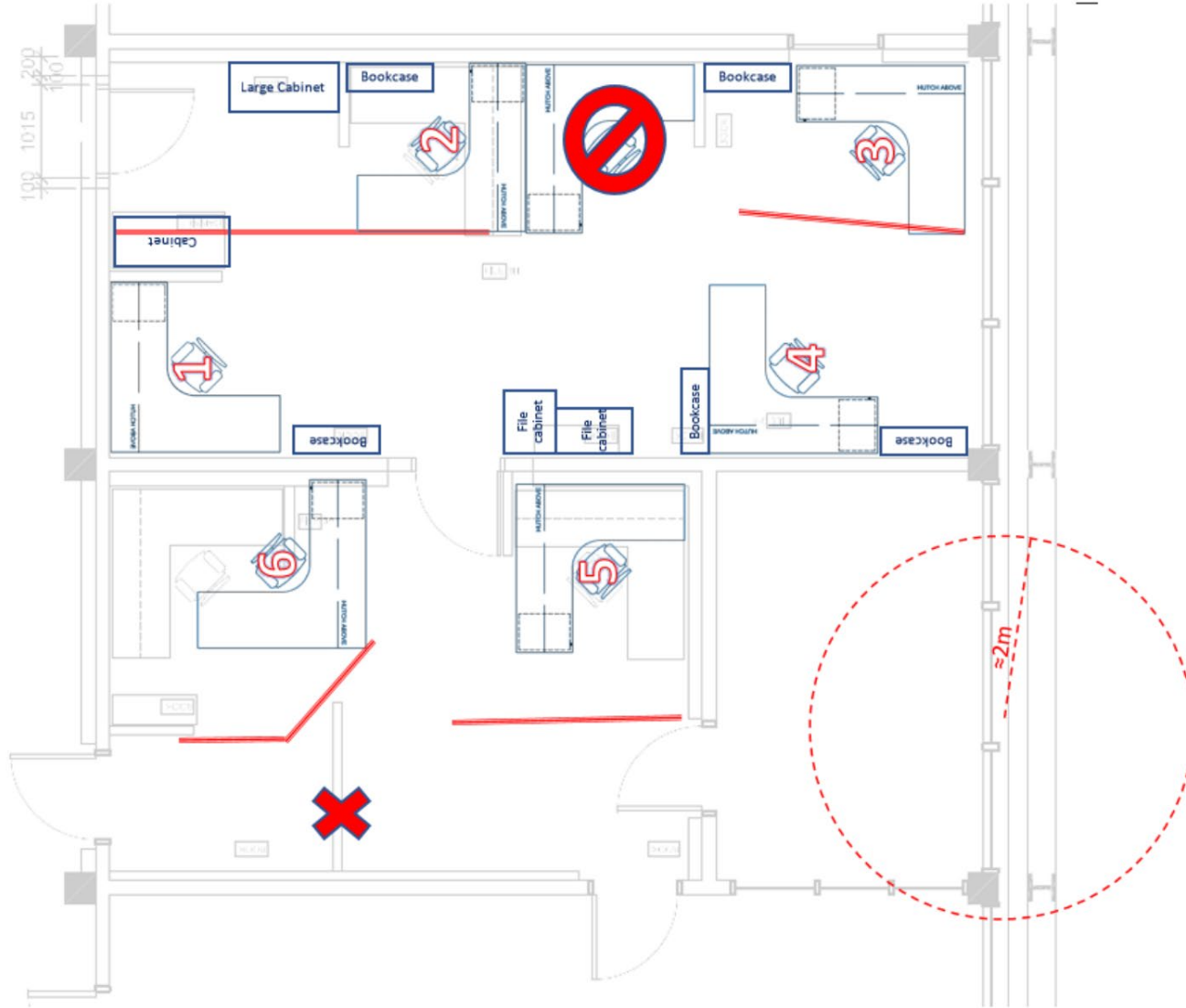
Supplementary figure 2: SW1 offices addressed by this document (marked in red). Additionally, this covers office 2570 which is further south on the right, and not visible on this map. The complex of offices that require barriers are highlighted in green. Nearest washrooms are 2220 and 2420 marked in blue. Note that room 2050 is in fact used as office space, not "projects" as is marked on the floor plan.

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SW01-2039, -2041, -2035 Offices – with Barriers option 2

Notes: Capacity of 6 can be achieved if barriers are installed where noted. Hutches may also require extensions to be sufficiently high – corrugated plastic or equivalent may be sufficient. If one desk is removed, both desks below can be occupied.

BCIT®

≈2m

SW01-2059, -2061 Offices

Notes:

≈2m