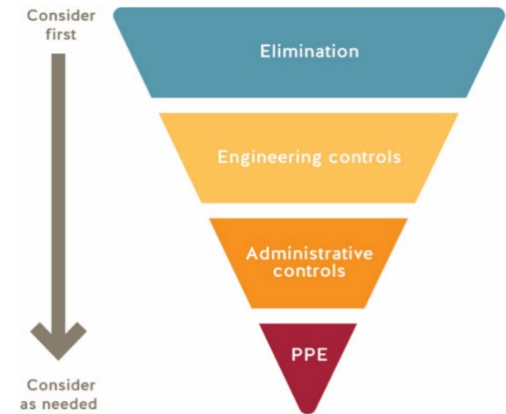# BCIT COVID-19 SAFETY PLAN
ADMINISTRATIVE SPACES

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:	**Centre for Workplace Education**

How many of your employees will be on campus:	*2 max*	*What is the total number of your employees:*	*12*
Start date:	January 2021	**End date:**	**ongoing**

Completed by:	Name Susanna Kan	Position Program Head	Date December 07, 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
NW05	101	Open Office Cubicles for 4 staff	2
NW05	101A	Individual Office	1
NW05	101B	Individual Office	1
NW05	101C	Individual Office	1
NW05	101D	Individual Office	1
NW05	108A	Individual Office	1
NW05	108B	Individual Office	1
NW05	108C*	Individual Office	1
NW05	108D*	*Electrical room is accessed only through 108D by IT or contractors so individuals would need to be mindful if occupancy in 108C	1
NW05	100	Common Space with Microwave & Fridge	1
NW05	104	Washroom	1
NW05	106	Washroom	1

COVID-19 SAFETY PLAN
ADMINISTRATIVE SPACES

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.

Staff will be accessing physical resources, equipment and material on campus such as the photocopier, student files, and preparation work for mail outs.

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.

COVID-19 SAFETY PLAN
ADMINISTRATIVE SPACES

#	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.	☒	☐	☐	*Exceptions allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary (explain):* *For individuals working in cubicles in open office space (101), there will only ever be 1 staff present at a time*
3.	Work has been scheduled to minimize numbers of employees on campus at one time.	☒	☐	☐	Only one FSA staff and one BCGEU staff will be present at the same time. Locations of work spaces of the two groups of staff naturally provide physical distancing
4.	In shared spaces, safety protocols have been put in place to reduce close contact between users.	☒	☐	☐	Use signage to indicate max number of individuals (1) in common space and hallways leading to offices
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.*
6.	Washrooms have been identified.	☒	☐	☐	*If yes, Washroom occupancy limit _1____*
7.	Water fountains are put out of use, and only touchless water bottle filling station available.	☐	☐	☒	*No existing water fountains in use*
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___1____ 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.	☐	☐	☒	Walk ways are already at minimum width required and cannot be separated. Instead, signage indicates only 1 person in walk way at a time.
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	☐	☐	☒	
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.* *There has been no change in usage of 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 in visible areas

#	Control Measure	Yes	No	NA	Details (as per Directions)
16.	Posted: Hand washing sign(s) Item 29B	☒	☐	☐	Posted in visible areas
17.	Posted: Health screen sign(s) Item 3C	☒	☐	☐	Posted at front entrance
18.	Posted: Hand washing sink location sign(s) Item 14A	☒	☐	☐	Posted in visible areas with washroom location indicated and near hand washing signs
19.	Posted: Hand sanitizing station location sign(s) Item 13A	☒	☐	☐	Posted with indication of sanitizing location
20.	Posted: Protect yourself sign(s) Item 21A	☒	☐	☐	*Posted in visible areas*
21.	Posted: Occupancy limit of this room sign(s) Item 37A	☒	☐	☐	*Posted on door of 108C with max occupancy of 1, as small group meetings occurred in this room pre-pandemic*
22.	Posted: Other signs	☒	☐	☐	*Please list: "Please Clean Regularly Touched Surfaces"*

ORIENTATION AND TRAINING (ADMINISTRATIVE)

#	Control Measure	Yes	No	NA	Details (as per Directions)
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*
26.	Other:	☐	☐	☒	

RULES AND GUIDELINES (ADMINISTRATIVE)

#	Control Measure	Yes	No	NA	Details (as per Directions)
27.	All unnecessary and self-serve items have been removed from the spaces. *e.g., pens, paper, etc.*	☒	☐	☐	
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:*
29.	Employees have dedicated tools/equipment, e.g., items are not shared between employees.	☒	☐	☐	
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:* Signs posted to clean commonly touched surfaces (cleaned by employees) near photocopier, file cabinets and food storage area
31.	Work spaces/stations are dedicated for an individual or group use and not shared with others.	☒	☐	☐	
32.	Single-use (disposable) products are used where feasible.	☒	☐	☐	
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.*

#	Control Measure	Yes	No	NA	Details (as per Directions)
34.	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.*
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 COVID-19 Pandemic Scenario Playbook for more information. Confirm if the person is aware of self-isolation requirements and protocols.*
36.	Provisions made for employees to work in cohorts.	☒	☐	☐	
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 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): Disinfectant wipes and sanitizer, gloves as requested.*
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:	☐	☐	☒	

CLEANING

#	Control Measure	Yes	No	NA	Details (as per Directions)
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).*
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: Cleaning by employees is not required* *What ppe is required:*
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.*
46.	Handwashing station(s), stocked, easily accessed, and have been identified to employees.	☒	☐	☐	*Sink Location:_NW 05 104 & 106_____* *Stocked with soap Y ☒ N ☐ paper towel Y ☒ N ☐*

#	Control Measure	Yes	No	NA	Details (as per Directions)
47.	Hand sanitizing station(s), stocked, and have been identified to employees.	☒	☐	☐	**ABHS** (Alcohol-Based Hand Sanitizer): Location(s)_ @ entrance and on front counter 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.	☒	☐	☐	
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 are needed in space
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):* Signs posted to be cleaned by employees after use
52.	Storage space for personal articles have been identified and are cleaned regularly.	☐	☐	☒	*Who will clean:* each employee has own storage space *Where is the storage:*
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?* Staff will check when onsite that safety control measure are inplace
55.	Audits of inspections are planned to ensure that control measures continue to be effective.	☒	☐	☐	*Who conduct the audits and how often?* Susanna Kan - Monthly

APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name	Position Associate Director, Student Life	Date December 14, 2020
EOC	Name *Glen Magel*	Position EOC Director	Date January 14, 2021