

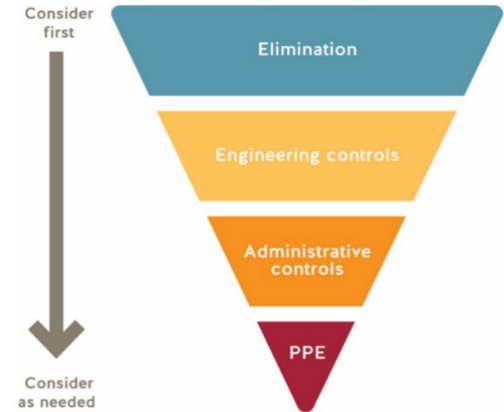


## BCIT COVID-19 SAFETY PLAN DISPATCHED/ROVING EMPLOYEES ON CAMPUS

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

<b>Department Name:</b>	VP Academic – Education Support		
<b>Roving employee position(s)</b>	AutoCAD Technician		
<b>How many of your employees are roving on campus:</b>	One employee is covered in this plan.	<b>When will this service start (Date):</b>	December 15, 2020
<b>Completed by:</b>	Name David Pereira	Position Manager	Date December 15, 2020



### ROOM INFORMATION

**In this section, identify the dispatch office or administrative work spaces that the roving employees would use.**

**Not applicable**, since these employees are included on another COVID-19 Safety Plan. Describe which Safety Plan in the Notes section, below.

**Not applicable**, since these employees have no dispatch or administrative work space.

Position	Campus/ Building	Room Number <small>Floor Plans found <a href="#">here</a></small>	Type of Space <small>Include washrooms and meeting rooms</small>	Capacity <small>Current capacity due to COVID-19</small>
AutoCAD Technician	Various	Various	Academic Spaces and Washrooms (for personal use)	1 (employee will be the only person in a given space.)

**Notes:**  
Employee will be dispatched to other areas on campus.



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### RATIONALE FOR ON-CAMPUS ACTIVITY

Please provide a short description explaining why you need employees on campus conducting the roving or dispatched activity and the types of activities that will be conducted.

Employee is auditing room layouts in academic spaces across campus. They will not touch anything in room other than sign layouts, which they may replace with updated documentation.

### 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](mailto: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](mailto:returntocampus@bcit.ca) for approval.
8. Once approved, the COVID-19 Safety Plan is posted in the best possible location such as a central work location for these employees.

Note: All applicable control measures must be in place before the Safety Plan is approved. For additional resources the [Risk Assessment Controls Guidance and Hierarchy of Controls](#). For assistance email [ssemohs@bcit.ca](mailto:ssemohs@bcit.ca).



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#	Control Measure	Yes	No	NA	Details (as per Directions)
<b>ELIMINATION</b>					
1.	Work areas are set-up to allow for 2 metres physical distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exceptions allowed as per <a href="#">BCIT COVID-19 Go-Forward Plan</a> , Risk Matrix Summary (explain):
2.	Work has been scheduled to minimize numbers of employees on campus at one time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	In shared spaces, safety protocols have been put in place to maintain 2 metres between roving employees and other users.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Occupancy limits for vehicles that are used have been established and posted in the vehicle.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	What vehicles are used? _____ Fleet vehicles have an occupancy limit of 1. Other occupancy limits, if applicable: _____ Employee will not be utilizing fleet vehicles.
5.	Washrooms have been identified for use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If yes, Washroom occupancy limit 2 (men and women)
6.	Break areas for employee use has been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If yes, what control measures are in place to maintain physical distancing? At desk Occupancy limit__NA__ If there is an occupancy limit, is a sign posted? Y <input type="checkbox"/> N <input type="checkbox"/> Employee will be encouraged to take their meal <b>at their designated office (SW01-1188)</b> to minimize potential cross-contamination with other spaces.
	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>For central dispatch office/workspace used on a regular basis <input checked="" type="checkbox"/> Not Applicable</b>					
7.	Movement within the room(s) is identified, such as with directional arrows, for walkways and entrances/exits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signs or arrows on the floor identifying directions.
8.	Work stations are set-up to allow for 2 metres physical distancing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.	Washrooms have been identified for use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If yes, Washroom occupancy limit _____
10.	Water fountains are put out of use, and only touchless water bottle filling station available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.	Mobile fans have removed or put out of service.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>ENGINEERING CONTROL MEASURES</b>					
13.	<a href="#">Barriers</a> are implemented to separate work areas or walk ways, when physical distancing not practical.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
14.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

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#	Control Measure	Yes	No	NA	Details (as per Directions)
15.	The impact on ventilation requirements have been considered if there's been a significant use change for the space.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Complete a <a href="#">Facilities and Campus Development (FCD) work requisition</a> for assessment, as needed.
16.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>SIGNAGE (ADMINISTRATIVE)</b> Signage is available @ <a href="#">BCIT online Inventory</a> . Guidelines for posting signs are available on <a href="#">ShareSpace</a> .					
For central dispatch office/workspace used on a regular basis <input checked="" type="checkbox"/> Not Applicable					
17.	Posted: Physical distancing (2 m) sign(s) Item 1A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.	Posted: Hand washing sign(s) Item 29B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19.	Posted: Health screen sign(s) Item 3C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20.	Posted: Hand washing sink location sign(s) Item 14A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21.	Posted: Hand sanitizing station location sign(s) Item 13A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22.	Posted: Protect yourself sign(s) Item 21A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23.	Posted: Occupancy limit of this room sign(s) Item 37A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24.	Posted: Other signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Please list:
<b>ORIENTATION AND TRAINING (ADMINISTRATIVE)</b>					
25.	Routine safety discussions held to review control measures and safety protocols.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Include review of available signage, such as directional signs, hand washing, and occupancy limits, for awareness of what these signs look like and meaning.
26.	All employees have completed the online <a href="#">BCIT Pandemic Exposure Control Plan Training</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27.	All employees have completed the online <a href="#">New Employee Orientation module</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	New and Returning Employee Orientation Checklist found <a href="#">here</a> . Each employee to save the checklist to their online New Employee Orientation course
28.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>RULES AND GUIDELINES (ADMINISTRATIVE)</b>					
29.	All unnecessary and self-serve items have been removed from the spaces under control of this department and accessible to the roving employee. <i>e.g., pens, paper, etc.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30.	Papers and items are not physically passed between roving employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If items are provided, they are cleaned between employee use or disposed, or other control measures are in place – Describe:

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#	Control Measure	Yes	No	NA	Details (as per Directions)
31.	Roving employees have dedicated tools/equipment, e.g., items are not shared between employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employee will be assigned dedicated tools and equipment where possible.
32.	If cleaning common touch points or tools/equipment not practical, then it is identified when hands are washed/sanitized before and after use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	When dedicated tools and/or equipment are not possible, the employee will practice hand hygiene and wiping down equipment before and after handling equipment, as well as practicing hand hygiene.
33.	Work areas are dedicated for an individual or group use and not shared with others.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34.	When setting up a work area, signs or other means are used to indicate work area, providing enough work space for the employee(s) to maintain 2 metre physical distancing from others.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
35.	Single-use (disposable) products are used where feasible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
36.	Procedures in place to screen employees on a daily basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The <a href="#">health screen</a> poster is available for reference and is posted on building doors. Employees are expected to self assess daily, and the <a href="#">BCCDC self-assessment</a> tool can be used to support this. Employee has been told to self screen and use the health screen tool on SafetyWise app. Employee will be requested to download the SafetyWise app.</i>
37.	There is a procedure in place if an employee becomes ill on campus.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Refer to the <a href="#">COVID-19 Pandemic Scenario Playbook</a> 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.</i>
38.	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Refer to the <a href="#">COVID-19 Pandemic Scenario Playbook</a> for more information. Confirm if the person is aware of self-isolation <a href="#">requirements</a> and <a href="#">protocols</a>.</i>
39.	Provisions made for employees to work in cohorts.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
40.	Direction is provided to employees that hand hygiene is performed before and after work is conducted and before and after breaks, as a minimum.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Hand washing with soap and water for at least 20 seconds is preferred. If hands not visibly dirty, then can use hand sanitizer. Employee has access to all the public washrooms, and hand sanitizer.</i>
41.	Direction is provided to employees to read the COVID-19 Safety Plan for the area that the work will be conducted, if applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The COVID-19 Safety Plan for occupied areas, should be posted in the area.</i>
42.	There is a process for notifying occupants of the area that the roving employee has been there, and that cleaning has been arranged.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Refer to the <a href="#">FCD work requisition</a>, to arrange cleaning. A cleaning work request will be issued as required on days employee is on campus.</i>
43.	There is a process for the roving employee to contact the supervisor for the area, when work will be conducted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The employee will be directed to contact their supervisor once work is completed.</i>
44.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

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#	Control Measure	Yes	No	NA	Details (as per Directions)
<b>PERSONAL PROTECTIVE EQUIPMENT (PPE).</b> Refer to the <a href="#">PPE Flowchart</a> to determine what PPE is required for COVID-19 purposes. Refer to PPE order form in Appendix A.					
45.	Appropriate PPE for the hazards of employee tasks are available to be provided (non-COVID-19 related ppe).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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): Employee will be asked to either provide their own personal non-medical mask, or a non-medical mask will be provided. Hand sanitizer is available if required. If employee requests, they will be provided with nitrile gloves.
46.	Training is provided for the above PPE to employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employee will be directed to correct mask-wearing procedures on BC CDC website: <a href="http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_SurgicalMaskPoster.pdf">http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_SurgicalMaskPoster.pdf</a>
47.	<a href="#">Appropriate PPE for COVID-19</a> is available to be provided to employees. Supply requests emailed to <a href="mailto:ppe@bcit.ca">ppe@bcit.ca</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Based on circumstances allowed for in the <a href="#">BCIT COVID-19 Go-Forward Plan</a> , 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):
48.	PPE safe <a href="#">donning, doffing, disposal, and disinfecting instructional</a> materials are available for employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Post applicable signs in a visible location if ppe required. Use the <a href="#">Employee Orientation checklist</a> to assist orientation/training by their supervisors.
49.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>CLEANING</b>					
50.	After the roving employee has worked in an area, facilities work requests will be submitted, where applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas.
51.	Vehicle cleaning schedule, procedure, cleaning materials, and cleaning responsibility is in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Vehicle cleaning procedure located in the COVID-19 <a href="#">Go-Forward Plan</a> , Appendix IV.
52.	Training will be provided to roving employees performing cleaning duties and cleaning materials have been provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cleaning Standard Operating Procedures have been located <a href="#">here</a> . What are the cleaning products/materials: What ppe is required:
53.	All Safety Data Sheets (SDS) and cleaning procedures used are found <a href="#">here</a> .	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If not, describe:
54.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Barriers can become contaminate if they are a touch point or if the contaminated with droplets by e.g. coughing or sneezing.
55.	Common touch points and tools/equipment, that must be shared are identified and cleaned between employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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#	Control Measure	Yes	No	NA	Details (as per Directions)
56.	Storage space for personal articles have been identified and are cleaned regularly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Who will clean:</i> Cleaning staff/Individual <i>Where is the storage:</i> SW01-1188 or within their worksite.
	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>For Central Dispatch office/area under control of the department</b> <input checked="" type="checkbox"/> <b>Not Applicable</b>					
57.	Facilities is aware of the cleaning needs for the area under control of the department. Facilities work requests have been submitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s).</i>
58.	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 type="checkbox"/>	<i>Consider time it will take for hand washing to take place, to determine what is e.a. sufficient number of hand wash stations.</i>
59.	Handwashing station(s), stocked, easily accessed, and have been identified to employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Sink Location:</i> _____ <i>Stocked with soap</i> Y <input type="checkbox"/> N <input type="checkbox"/> <i>paper towel</i> Y <input type="checkbox"/> N <input type="checkbox"/>
60.	Hand sanitizing station(s), stocked, and have been identified to employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>ABHS (Alcohol-Based Hand Sanitizer):</b> Location(s) _____ <i>Will hand sanitizer be refilled by department:</i> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> <i>If No, describe:</i>
61.	The area(s) have been decluttered so that cleaning is simplified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
62.	Other:				
<b>AUDIT AND CONTINUOUS IMPROVEMENT</b>					
63.	There is a plan to conduct <a href="#">regular inspections</a> of all control measures and safety protocols to ensure they are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often?</i> Manager to review with the employee their weekly work plan and the required safety control measures to follow.
64.	<a href="#">Audits of inspections</a> are planned to ensure that control measures continue to be effective.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Who conduct the audits and how often?</i> Manager, OHS on a monthly basis. Manager to check monthly that employee is adhering to all safety control measures.

### APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name <i>David Pereira</i>	Position <i>Manager, VP Academic</i>	Date <i>December 15, 2020</i>
EOC	Name <i>Glen Magel</i>	Position <i>EOC Director</i>	Date <i>December 16, 2020</i>



## BCIT COVID-19 SAFETY PLAN DISPATCHED/ROVING EMPLOYEES ON CAMPUS

### APPENDIX A PPE Order Form

<b>School of:</b>		<b>Primary Contact Name:</b>
<b>Department/Area:</b>		<b>Email:</b>
<b>Delivery Address (Bldg/Office #):</b>		<b>Phone:</b>
Item	Quantity	Misc. Notes
Gloves - Size S (50 per box)		
Gloves- Size S (100 per box)		
Gloves - Size M (50 per box)		
Gloves - Size M (100 per box)		
Gloves - Size L (50 per box)		
Gloves - Size L (100 per box)		
Gloves - Size XL (50 per box)		
Gloves - Size XL (100 per box)		
Disinfectant Wipes (80 wipes per pack)		<i>Limit 6 packs per department.</i>
Disinfectant Spray Bottles (per 946ml bottle)		<i>Limit 4 bottles per department/area.</i>
Hand Sanitizer (per 500ml bottle)		
Disposable Masks (50 per box)		
N95 Masks (20 per box)		
Face Shields (per individual unit)		
Plexi Barriers (48x32 with opening)		
Plexi Barriers (48x32 without opening)		
Respirator Mask (per individual unit)		
Respirator Mask Cartridges (2 per pack)		
Gown - Size S/M (per individual unit)		
Gown - Size L/10 (10 per pack)		
Safety Glasses (per individual unit)		
Safety Goggles (per individual unit)		
Visit <a href="https://inventory.bcit.ca/collections/eoc-approved-ppe">https://inventory.bcit.ca/collections/eoc-approved-ppe</a> for what can be purchased on your behalf.		