

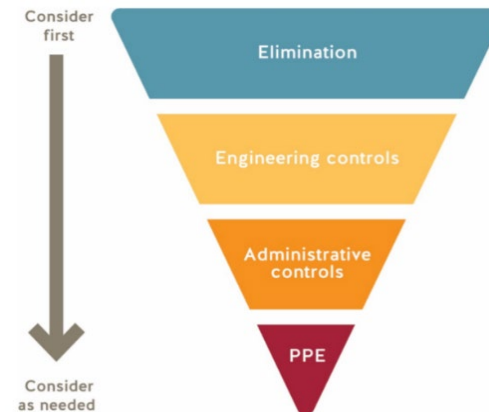


BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

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:	Marine Emergency Duties courses: Basic Safety Training and Proficiency in Survival Craft Training		
Proportion of program offered on campus:	100%		
Start date:	December 2020	End date:	Ongoing through 2021 with various intake dates
# of students:	12 max	# of employees:	1
Completed by:	Name Emily Lacanilao Carl Marquardt Marc Soer Nataliia Golovachova	Position JOHSC member/Administrative Manager JOHSC member/Department Head JOHSC member/Program Technician Administrative Manager, SoT	Date December 4 th , 2020
Reviewed by JOHSC members:	Sam Susanthan Philip McCarter Serhat Beyenir Jeff Otto	Faculty Associate Dean Faculty Co-op Education Coordinator	
Replaces RTC #:	70		
Replaces GFP #:			



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.

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Campus/ Building	Room Number Floor Plans found here	Type of Space Include washrooms and breakout rooms	Capacity Current capacity due to COVID-19
BMC	132/132	Classroom	13
BMC	150	Classroom	9
BMC	162	Shop/Lab	7
BMC Jetty	N/A	Shop/Lab	7
BMC	111, 112, 113, 117, 161, 162B	Washroom	1 person per each washroom

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).

To update RTC#70.

The Marine Emergency Duties (MED) training provides a mariner with the essential skills to cope with emergencies and hazards while working at sea. It is not feasible to deliver this course online.

BMC-150 classroom will serve as backup for instructional delivery and competency evaluation of practical courses such as Communications 1 and 2.

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 [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 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.


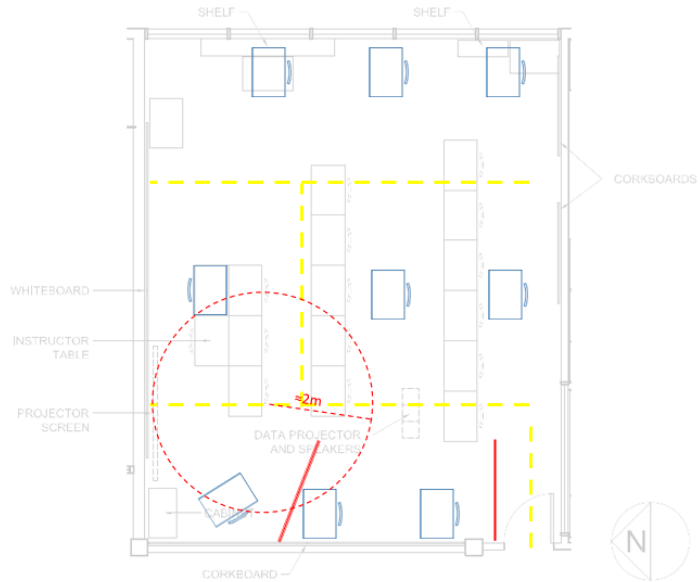
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5. Implement all the safety measures in this Safety Plan.
6. The manager completes a site visit to ensure all control measures and safety supplies are in place.
7. The manager signs the completed Safety Plan and submits it to returntocampus@bcit.ca 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 instruction and practice. Note: Contact returntocampus@bcit.ca for room capacity and layout if needed.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Exceptions allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary (explain):</p> <ul style="list-style-type: none"> BMC jetty: rescue simulation activities require close proximity, such as rescue simulation when there are two students and faculty member in the boat. Use of PPE (facemasks and safety glasses/face shields) are <i>mandatory</i>. Group of six students at a time is allowed in the pier. BMC training tank: use of an immersion suit is <i>mandatory</i>. Mouth and nose covered as shown on Appendix 1. <ul style="list-style-type: none"> Faculty member gives instructions on activities and hand signals prior to entering the training tank area; Students enter one by one, follow faculty member's instructions to leave their cloths on the bench, pick up an immersion suit and take a marked spot around the pool; Group of six students max is allowed in the training tank area. See Appendix 2. Three students are allowed in the pool at a time. Faculty member directs students to the shower/change room one by one. BMC 132/134: classroom set up allows physical distancing of 2 meters. Faculty will use equipment for demonstration purpose only. No equipment shared. No demonstration on close proximity. Room

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#	Control Measure	Yes	No	NA	Details (as per Directions)
					<p>capacity is 13 people.</p>  <ul style="list-style-type: none"> BMC-150: classroom set up allows physical distancing of 2 meters. Faculty will use equipment for demonstration purpose only. No equipment shared. No demonstration on close proximity. Room capacity is nine people. <p>MC01-150</p> <p>Notes: This classroom can accommodate 8 physically distanced students with the addition of noted barriers.</p> <p>Legend:</p> <p>— Barriers - - - Walk Line ■ 2m</p> 

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#	Control Measure	Yes	No	NA	Details (as per Directions)
2.	Demonstration, work and assessment stations are set-up to allow for 2 metres physical distancing.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Exception allowed as per BCIT COVID-19 Go-Forward Plan , Risk Matrix Summary (explain): See item #1
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"/>	• Physically distanced ground/wall markings identify single-file waiting areas.
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"/>	• Schedule one group per day. If more than one group is scheduled in a day, additional sanitizing of the classrooms between two groups is arranged. • Faculty/students to strictly follow start and end time of class to allow for cleaning and disinfecting.
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"/>	
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"/>	
7.	Water fountains are put out of service, and only touchless water bottle filling station available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.	Mobile fans have been removed or put out of service.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Each washroom on campus has a posted occupancy limit on their door. Pinchin report has identified washroom capacities 1 person per washroom; signage has been posted.
8.	Break area(s) for student use have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	• No break area at this point. Students are encouraged to vacate the classroom and go outside of the campus during breaks. No food or drink in classroom at any time.
9.	Break areas for employee use have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Staff to take breaks off campus or use approved offices.
10.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
ENGINEERING CONTROL MEASURES					
11.	Barriers 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 are in place where distancing may be an issue to maintain physical distancing.
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.	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"/>	• No significant use change for the instructional space.
	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 .					

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#	Control Measure	Yes	No	NA	Details (as per Directions)
13.	Posted: Physical distancing (2 m) sign(s) Item 1A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Signage has been posted per Pinchin report
14.	Posted: Hand washing sign(s) Item 29B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Signage has been posted per Pinchin report
15.	Posted: Health screen sign(s) Item 3C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Signage has been posted per Pinchin report
16.	Posted: Hand washing sink location sign(s) Item 14A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Signage has been posted per Pinchin report
17.	Posted: Hand sanitizing station location sign(s) Item 13A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Signage has been posted per Pinchin report
18.	Posted: Protect yourself sign(s) Item 21A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Signage has been posted per Pinchin report
19.	Posted: Occupancy limit of this room sign(s) Item 37A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Signage has been posted per Pinchin report
20.	Posted: Other signs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Please list:</i> Additional distancing signage on the floors, walls and on mobile “A” frames have all been put in place.
ORIENTATION AND TRAINING (ADMINISTRATIVE)					
21.	Routine safety discussions held to review control measures and safety protocols.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22.	All students have completed the online Pandemic Exposure Control Plan training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>How will compliance be checked:</i> • PAs will update Faculty member with the status on the course completion. On the first day of the course, Faculty member will require students who missed sending the confirmation to provide the certificate or complete the course prior to entering the classroom.
23.	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>
24.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25.	All employees have completed the online 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 New Employee Orientation course</i>
26.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
RULES AND GUIDELINES (ADMINISTRATIVE)					
27.	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"/>	All supplies asked for prior to class and stocked at each workspace.
28.	Doors that students are to use to enter and exit have been clearly identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signs and/or arrows on the wall/door/floor.
29.	Handouts, papers, and items are not physically provided to students.	<input checked="" type="checkbox"/>	<input 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> • When paper exams are required, they are printed in advance.

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#	Control Measure	Yes	No	NA	Details (as per Directions)
					<ul style="list-style-type: none"> Faculty member wash or sanitize their hand prior to distributing the exams in the lab prior to the students arriving. Students must supply personal writing utensils. Once exams are complete, the students drop their exam in the drop box provided. Faculty member wash or sanitize their hand prior to and immediately after marking the exam papers.
30.	Students have dedicated tools/equipment, e.g., items are not shared between students.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> For the shared equipment, students wash/sanitize their hands before and immediately after use of the shared equipment.
31.	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"/>	For the use of the shared equipment in the dock and pool, students are required to sanitize their hands before and immediately after use of the equipment.
32.	Work spaces/stations are dedicated for an individual or group use and not shared with others.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
33.	Single-use (disposable) products are used where feasible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34.	Measures are in place to accommodate student sick at home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accommodation plan: academic accommodation is made to arrange a catch-up session.
35.	Procedures in place to screen students on a daily basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The health screen poster is available for reference and is posted on building doors. Students and employees are expected to self assess daily, and the BCCDC self-assessment tool can be used to support this.</p> <p>Faculty to remind student during class to self-screen daily. Admin Manager receives a daily e-mail from all staff coming to campus to confirm they have self-screened.</p>
36.	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 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 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 Playbook for more information. Confirm if the person is aware of self-isolation requirements and protocols .
38.	Provisions made for students to maintain same lab/class cohort throughout the Term.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
39.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
PERSONAL PROTECTIVE EQUIPMENT (PPE)					
40.	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"/>	<ul style="list-style-type: none"> No hazardous materials related to course.

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#	Control Measure	Yes	No	NA	Details (as per Directions)																								
41.	Training is provided for the above PPE to students and employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>																									
42.	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><i>Based on circumstances allowed for in the BCIT COVID-19 Go-Forward Plan, Risk Assessment Matrix Summary.</i></p> <ul style="list-style-type: none"> The stock will be replenished on “as needed” basis. List of PPE in use: <ul style="list-style-type: none"> non-medical masks safety glasses/face shields gloves hand sanitizers disinfectant spray and wipes Immersion suits are used for the pool activities and soaked in chlorine solution after each use for the disinfection purpose. 																								
43.	PPE safe donning, doffing, disposal, and disinfecting instructional materials are available for students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>Post applicable signs in a visible location if ppe required.</i></p> <p><i>Use the Student Orientation checklist to assist orientation/training by instructors.</i></p> <p><i>Use the Employee Orientation checklist to assist orientation/training by their supervisors.</i></p>																								
44.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>																									
CLEANING																													
45.	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"/>	<ul style="list-style-type: none"> Communication tool for cleaning is posted on the door of the class. Cleaning includes common touch points and appropriate frequency for the <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 70%;">BMC-</td> <td></td> </tr> <tr> <td>Course/Program</td> <td></td> </tr> <tr> <td>Instructor's name</td> <td></td> </tr> <tr> <td>Number of students</td> <td></td> </tr> <tr> <td>Disinfection required</td> <td>before 8:30 am & after 4:00 pm</td> </tr> <tr> <td>00/00/20 (initials)</td> <td></td> </tr> <tr> <td>00/00/20 (initials)</td> <td></td> </tr> <tr> <td>00/00/20 (initials)</td> <td></td> </tr> <tr> <td>00/00/20 (initials)</td> <td></td> </tr> <tr> <td>00/00/20 (initials)</td> <td></td> </tr> <tr> <td>00/00/20 (initials)</td> <td></td> </tr> <tr> <td>Required washroom</td> <td></td> </tr> </table> <p>area.</p>	BMC-		Course/Program		Instructor's name		Number of students		Disinfection required	before 8:30 am & after 4:00 pm	00/00/20 (initials)		00/00/20 (initials)		00/00/20 (initials)		00/00/20 (initials)		00/00/20 (initials)		00/00/20 (initials)		Required washroom	
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46.	Training will be provided to faculty and students performing cleaning duties and cleaning materials have been provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>Cleaning Standard Operating Procedures have been located here. What are the cleaning products/materials:</i></p> <p>Cleaning/disinfecting materials are provided from the list of EOC approved items. Faculty and students follow the instructions on labels.</p>																								

COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
47.	Assessment of sufficient number of hand wash stations conducted, and an appropriate number of handwashing stations are available	<input checked="" 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. Some areas find a ratio of 8:1, students to sink, effective. The minimum amount of hand washing required is once before class starts, after class ends and before and after breaks. As per Pinchin</i>
48.	Handwashing station(s), stocked, easily accessed, and have been identified to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Sink Location: located in each shop area adjacent to work areas. Maintained by BEST. Stocked with soap Y <input checked="" type="checkbox"/> N <input type="checkbox"/> paper towel Y <input checked="" type="checkbox"/> N <input type="checkbox"/></i>
49.	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) <i>There are over 12 stations located in high traffic areas of AIC.</i> <i>Will hand sanitizer be refilled by department: Y <input type="checkbox"/> N <input checked="" type="checkbox"/></i> <i>If No, describe: Facilities is maintaining this stock level</i>
50.	All Safety Data Sheets (SDS) and cleaning procedures used are found here .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If not, describe:</i>
51.	The area(s) have been decluttered so that cleaning is simplified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
52.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
53.	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"/>	<i>Cleaning/sanitizing procedures for common touch points and shared items are posted e.g. shared machinery, equipment, tools, etc. Identify who will clean and how often (e.g. staff and/or students):</i>
54.	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> Faculty and staff store personal items at the work spaces, and must clean their own work areas where personal articles are stored. <i>Where is the storage:</i> When faculty are not in their personal offices and in a lab, they will utilize storage provided at their workstation.
55.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
AUDIT AND CONTINUOUS IMPROVEMENT					
56.	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"/>	<i>Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often?</i> BMC management, faculty, and support staff will conduct these inspections once a week.
57.	Audits of inspections 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> BMC JOSH Community to conduct the audits periodically.



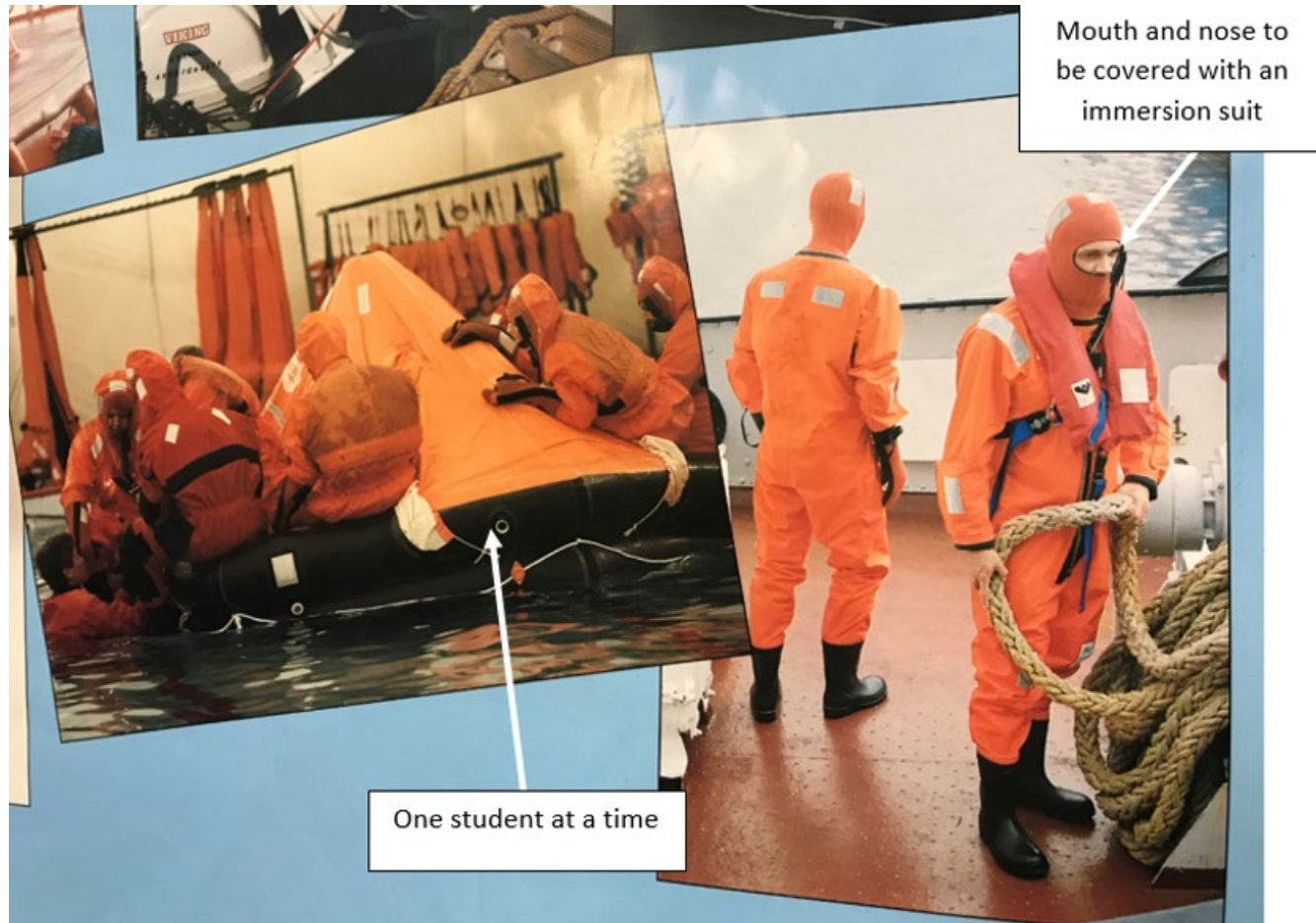
COVID-19 SAFETY PLAN ACADEMIC SPACES

APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Philip McCarter	Position Associate Dean	Date December 4, 2020
EOC	Name Glen Magel	Position EOC Director	Date December 16, 2020

COVID-19 SAFETY PLAN ACADEMIC SPACES

Appendix 1



COVID-19 SAFETY PLAN ACADEMIC SPACES

Appendix 2

MC01- 161 – Training Tank

--- Recommended Walk Path

≈2m

