

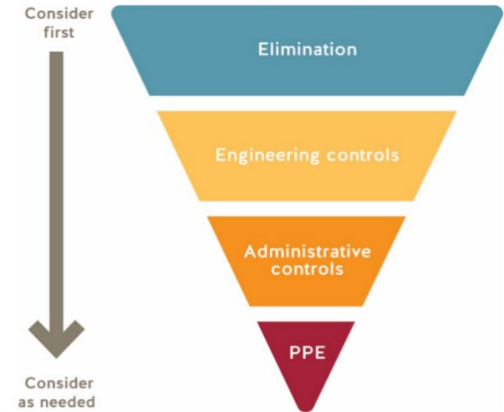


## BCIT COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

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

<b>Department Name:</b>	<b>Specialty Nursing, School of Health Sciences</b>		
<i>How many of your employees will be on campus:</i>	<b>17 potential maximum; actual number variable by day</b>	<i>What is the total number of your employees:</i>	<b>17 in this office</b>
<b>Start date:</b>	<b>March 8, 2021</b>	<b>End date:</b>	<b>ongoing</b>
<b>Completed by:</b>	Name <b>Kristie Walters &amp; Kathy Kennedy</b>	Position <b>Admin Coordinator, Specialty Nursing &amp; Associate Dean, Specialty Nursing</b>	Date <b>March 3, 2021</b>



**Information updated since previous Safety Plan is highlighted in this document. Updates as per JOHSC recommendations.**

**An updated office layout with barrier information is attached as the final page of this document.**

### 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.			
<b>Campus/ Building</b>	<b>Room Number</b> <small>Floor Plans found <a href="#">here</a></small>	<b>Type of Space</b> <small>Include washrooms and meeting rooms</small>	<b>Capacity</b> <small>Current capacity due to COVID-19</small>
Burnaby, SW1	2170	Open office space	17 (potential maximum)

### 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.

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**Please note: Employees have been directed to work from home. An employee may need to temporarily visit campus for one of the following reasons:**

- Faculty using office space when not teaching in labs
- Instructors using office facilities for virtual classroom teaching
- Checking physical mail
- Receiving supply shipments
- Mailing essential non-digital course materials to students
- Use of the printer or physical office space as required
- Distributing laptops, supplies, and other equipment to new employees as needed

### 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 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](mailto:ssemohs@bcit.ca).*

## COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
<b>ELIMINATION</b>					
1.	Room(s) set up to allow for 2 metres physical distancing during work. <b>Note:</b> Contact returntocampus@bcit.ca for room capacity and layout if needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Most work spaces are physically separated by cabinets. See attached layout for specifics (last page of this document).
2.	Work stations are set-up to allow for 2 metres physical distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Most workstations allow for 2 metres physical distancing. Barriers installed in the few cases where distancing may be difficult, as described below under Engineering Control Measures.
3.	Work has been scheduled to minimize numbers of employees on campus at one time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employees have been instructed to work from home whenever possible.
4.	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"/>	Cleaning equipment, signage, and reduced occupancy implemented in resource area and kitchen.
5.	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"/>	Tape is installed along the centre walkway to encourage distancing.
6.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Washrooms are external to the office and located in common BCIT spaces.
7.	Water fountains are put out of use, and only touchless water bottle filling station available.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No water fountains located in the office area.
8.	Mobile fans have removed or put out of service.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No mobile fans in office area.
9.	Break areas for employee use has been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shared tables have been removed from office due to physical distancing requirements. Employees can use personal desk space as needed or BCIT common areas.
10.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>ENGINEERING CONTROL MEASURES</b>					
11.	<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"/>	Cubicle/desk walls currently in open office area. Barriers are installed as per office space assessment by David Pereira and OHS (updated layout attached). Various forms of barriers are installed, including height extensions and freestanding barriers. The barriers ensure separation of work areas in the few cases when employees must visit the office at the same time.
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 space.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No significant change identified.

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#	Control Measure	Yes	No	NA	Details (as per Directions)
14.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>SIGNAGE (ADMINISTRATIVE)</b> <i>Signage is available @ <a href="#">BCIT online Inventory</a>. Guidelines for posting signs are available on <a href="#">ShareSpace</a>.</i>					
15.	Posted: Physical distancing (2 m) sign(s) Item 1A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16.	Posted: Hand washing sign(s) Item 29B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.	Posted: Health screen sign(s) Item 3C	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This office area is not a building entrance. The Building Entrance screening sign is posted at all SW01 building entrances.
18.	Posted: Hand washing sink location sign(s) Item 14A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The office space has a kitchen area with sink for hand washing. Employees must walk through the kitchen when entering this locked office and are familiar with the kitchen sink location. No ad hoc hand washing stations have been set up.
19.	Posted: Hand sanitizing station location sign(s) Item 13A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A hand sanitizing station is located inside the office.
20.	Posted: Protect yourself sign(s) Item 21A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21.	Posted: Occupancy limit of this room sign(s) Item 37A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Occupancy signs are posted in the resource and kitchen areas.
22.	Posted: Other signs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do Not Leave Food in Fridge Overnight 40B Clean Regularly Touched Items 4A (for printer and resource counter) Wipe appliances 39B (for kitchen)
<b>ORIENTATION AND TRAINING (ADMINISTRATIVE)</b>					
23.	Routine safety discussions held to review control measures and safety protocols.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Email communication with all staff regarding Safety Plan measures.
24.	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"/>	Compliance from all faculty and staff members has been documented and completed.
25.	All employees have completed the online <a href="#">New Employee Orientation module</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Compliance from all faculty and staff members has been documented and completed.
26.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>RULES AND GUIDELINES (ADMINISTRATIVE)</b>					
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"/>	The following sign is posted above the counter in the resource area: Clean Regularly Touched Items 4A. Hand sanitizer, spray, and wipes are provided.
28.	Papers and items are not physically passed between employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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29.	Employees have dedicated tools/equipment, e.g., items are not shared between employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employees are provided with standard office equipment for personal use (office supplies, electronic equipment, chairs).
30.	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"/>	One printer is shared in the resource room, and a microwave in the kitchen. Signs posted: Clean Regularly Touched Items 4A Wipe appliances 39B
31.	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"/>	
32.	Single-use (disposable) products are used where feasible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
33.	Procedures in place to screen employees on a daily basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The <a href="#">BCCDC self-assessment</a> tool is completed by any employee scheduled to visit campus and confirmation is emailed by employee before attending campus. Faculty sends to the Program Head and staff to the Associate Dean.
34.	There is a procedure in place if an employee becomes ill on campus.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If an employee is reporting symptoms, they will be asked to avoid others and return home. The <a href="#">COVID-19 Pandemic Scenario Playbook</a> protocols will be followed.
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The <a href="#">COVID-19 Pandemic Scenario Playbook</a> protocols will be followed.
36.	Provisions made for employees to work in cohorts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employees must coordinate with their program areas when planning to attend campus. Classrooms are booked for faculty break spaces as part of the individual lab Safety Plans for each program.
37.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>PERSONAL PROTECTIVE EQUIPMENT (PPE). Refer to the <a href="#">PPE Flowchart</a> to determine what PPE is required for COVID-19 purposes.</b>					
38.	Appropriate PPE for the hazards of employee tasks are available to be provided (non-COVID-19 related ppe).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No non-covid related PPE required for office tasks. PPE required by faculty for clinical lab use is covered in each program's classroom Safety Plans as applicable.
39.	Training is provided for the above PPE to employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No non-covid PPE required.
40.	<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"/>	Disposable masks are available to meet the mandatory mask requirement in shared office areas. Hand sanitizer and disinfectant wipes/spray are available as indicated on previous PPE order form.
41.	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"/>	

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42.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>CLEANING</b>					
43.	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"/>	Facilities provides regular cleaning to this office space. WR 1457968
44.	Training will be provided to employees performing cleaning duties and cleaning materials have been provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signs posted in the Resource Room (342) at shared printer and counters: Clean Regularly Touched Items 4A Wipe appliances 39B  Hand sanitizer and disinfectant wipes/spray are available in these spaces.
45.	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"/>	No formal assessment conducted. Employees are familiar with the internal kitchen area for handwashing.
46.	Handwashing station(s), stocked, easily accessed, and have been identified to employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sink Location: <u>Internal office kitchen</u> Stocked with soap Y <input checked="" type="checkbox"/> N <input type="checkbox"/> paper towel Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
47.	Hand sanitizing station(s), stocked, and have been identified to employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>ABHS</b> (Alcohol-Based Hand Sanitizer): Location(s) <u>One station available inside office space</u>  Required 2 bottles of hand sanitizer for this office space, as indicated on previous PPE order form  Will hand sanitizer be refilled by department: Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If No, describe: Will order more if necessary
48.	All Safety Data Sheets (SDS) and cleaning procedures used are found <a href="#">here</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
49.	The area(s) have been decluttered so that cleaning is simplified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
50.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any installed barriers can be cleaned with sanitizing wipes between and during uses.
51.	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"/>	One printer is shared in the resource room, and a microwave in the kitchen. Signs posted in these spaces: Clean Regularly Touched Items 4A Wipe appliances 39B



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52.	Storage space for personal articles have been identified and are cleaned regularly.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Personal items are stored at each personal workstation in designated cabinet and drawer. <b>Work stations are never shared in this office.</b>
53.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>AUDIT AND CONTINUOUS IMPROVEMENT</b>					
54.	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"/>	This COVID-19 Safety Plan will be posted. Kathy Kennedy or designate available as per regular inspection template.
55.	<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"/>	Kathy Kennedy or designate available as per regular audit of inspections requirements.

### APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name 	Position <b>Associate Dean, Specialty Nursing</b>	Date <b>March 3, 2021</b>
EOC	Name Glen Magel 	Position EOC Director	Date March 8, 2021

# SW01-2170 Specialty Nursing Office Spaces

Notes: This open office area can accommodate various users as specified, with certain conditions. Barriers are installed to enable a pod (pair of back to back stations) of occupants to sit concurrently, to enable physical distancing.

### Legend:

- Furniture Extension Barrier
- Freestanding mobile barrier
- Recommended walk path
- X Currently unoccupied

