

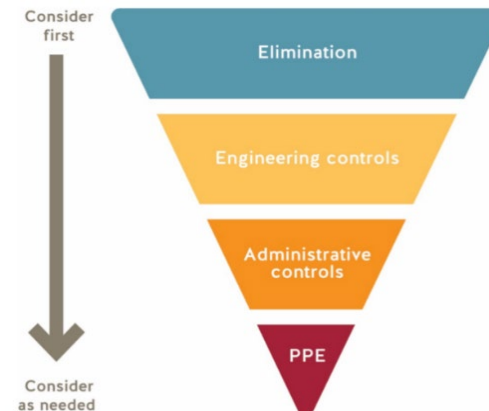


## BCIT COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

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:	Medical Radiography		
How many of your employees will be on campus:	16	What is the total number of your employees:	16
Start date:	ASAP	End date:	Ongoing
Completed by:	Name Denise Poelzer	Position Program Head	Date November 30, 2020



### 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 <a href="#">here</a>	Type of Space Include washrooms and meeting rooms	Capacity Current capacity due to COVID-19
SW03	4077	Office	3
SW03	4080	Office (program head)	1 (sole occupant)
SW03	4084	Office	5
SW03	4086	Office	1
SW01	4056	Office	4

## 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.

For the winter term students have labs on Thursdays and Fridays which will require a majority of the staff to be on site. Wednesdays have labs available only if a student missed a lab or requires extra help and can be managed by two instructors. The labs include Mrad 3211, 4200 and Physics 2276. For Mrad 3211, our Safety Plan has one instructor assigned per x-ray room, of which we have eight.

### 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"/>	<p><i>Exceptions allowed as per <a href="#">BCIT COVID-19 Go-Forward Plan</a>, Risk Matrix Summary (explain):</i></p> <p>Due to the lab heavy days, there are days when the capacity of the offices will be exceeded. RTC group has been contacted and has completed an assessment to include room layouts. The assessment includes suggestions to remove and store furniture and the use of barriers. Still will require extra room(s) to accommodate displaced instructors.</p> <p>Instructors not required to be on campus should stay at home.</p> <p>SW03 4077: -Remove and store round table and chairs currently in centre of room. -Desk to left of door can remain, but is not to be used. Request that the furniture including table, chairs and old desk on right wall, separating Sarah and Corlea be removed and stored. Recommend installing new printer when it arrives to the left of the door so that people do not have to walk into the space to pick up printed documents.</p> <p>SW03 4086: this space can be managed by a scheduling. Victoria at the desk to the right of the doorway is willing to work with us regarding her schedule so that the filing cabinets do not have to be moved.</p> <p>SW03 4084: No furniture is to be removed.</p> <p>SW01 4056: removal and storage of desks on left wall should be removed to create a corridor to all four desks on right wall to be occupied</p>
2.	Work stations are set-up to allow for 2 metres physical distancing.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><i>Exceptions allowed as per <a href="#">BCIT COVID-19 Go-Forward Plan</a>, Risk Matrix Summary (explain):</i></p> <p>Unable to separate desks to allow for 2 m of distancing. Require barriers.</p>
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"/>	<p>Yes. Part time instructors are scheduled for the either mornings or afternoons on lab days. They will come to campus for the assigned labs and then leave as soon as it is over.</p> <p>Fulltime instructors are only on campus for lab days.</p>
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"/>	<p>Use of barriers, everyone entering these offices will be asked to wear a mask and disinfect any common touch points they have used. All common touch points are wiped down at the beginning of the day a</p>
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"/>	<p><i>Signs or arrows on the floor identifying directions.</i></p> <p>Tape on floor to show direction of flow in all offices and to identify corridor or pathway to help maintain 2m distancing.</p>

## COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
6.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If yes, Washroom occupancy limit ____1____</i> Staff washrooms available in SW01 and SW03 with the occupancy of 1, universal washrooms have a capacity of 2.
7.	Water fountains are put out of use, and only touchless water bottle filling station available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed by facilities in hallway. Water dispenser in SW03 4084 can be used but must be wiped down with disinfectant after each use.
8.	Mobile fans have removed or put out of service.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.	Break areas for employee use has been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>If yes, what control measures are in place to maintain physical distancing?</i> <i>Occupancy limit_____ If there is an occupancy limit, is a sign posted? Y <input type="checkbox"/> N <input type="checkbox"/></i> Instructors staying on campus will eat at their desks. If instructors are on campus for both the morning and afternoon they tend to eat at their desks. There is a food prep area in SW01 4054 which is used occasionally. Contains fridge, microwave and sink.
10.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>ENGINEERING CONTROL MEASURES</b>					
11.	<a href="#">Barriers</a> are implemented to separate work areas or walk ways, when physical distancing not practical.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Required in SW01 4056, SW03 4077, 4084, 4086 as identified by RTC floor plans that accompany Safety Plan.
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not installed yet
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"/>	<i>Complete a <a href="#">Facilities and Campus Development work requisition</a> for assessment, as needed.</i>
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All instructors required to take the self assessment prior to coming to campus
18.	Posted: Hand washing sink location sign(s) Item 14A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use sink in the washrooms or in SW01 4054. If in SW01 4035 lab, there is a sink in the main lab area.
19.	Posted: Hand sanitizing station location sign(s) Item 13A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	
22.	Posted: Other signs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Please list:</i> Signs reminding anyone entering to wear a mask and to wipe down common touch points

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#	Control Measure	Yes	No	NA	Details (as per Directions)
<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"/>	Add as a standing item to our bi weekly program meetings to check in regarding safety protocols and control 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"/>	
25.	All employees have completed the online <a href="#">New Employee Orientation module</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>New and Returning Employee Orientation Checklist found <a href="#">here</a>. 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"/>	
<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"/>	There are extra office supplies in SW01 4056 and SW03 4084. Each instructor does keep required supplies at their desks for their everyday use.
28.	Papers and items are not physically passed between employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If items are provided, they are cleaned between employee use or disposed, or other control measures are in place – Describe:</i> Papers and other office supplies are not passed between instructors. All documents are “passed” electronically and stored in the “S” drive.
29.	Employees have dedicated tools/equipment, e.g., items are not shared between employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All employees have their own laptops and work spaces.
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"/>	<i>Explain:</i> Disinfectant wipes are available in all offices and are being wiped down by everyone using the space
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"/>	Each instructor requires a desk. May require two more office spaces. Waiting for postings to be approved.
32.	Single-use (disposable) products are used where feasible.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
33.	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.</i>
34.	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>
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"/>	<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>. Everyone is aware that there is a travel ban unless it is essential and if they do travel that they must self-isolate for the required amount of time.</i>

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#	Control Measure	Yes	No	NA	Details (as per Directions)
36.	Provisions made for employees to work in cohorts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use scheduling when possible. Requested that offices be set up with barriers to allow for maximum occupancy. It is recommended that if an instructor is not required to be on campus, that they work from home.
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>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):</p> <p>Required for labs:</p> <p>Face shields</p> <p>Masks</p> <p>Gloves</p> <p>Isolation gowns for skills that require close contact with students</p> <p>Instructors are required to wear masks in public/common areas on campus and should be wearing them in moving around in shared office spaces</p>
39.	Training is provided for the above PPE to employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Videos and posters</p> <p>Previous work experience</p>
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"/>	<p>Based on circumstances allowed for in the <a href="#">BCIT COVID-19 Go-Forward Plan</a>, Risk Matrix Summary.</p> <p>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):</p> <p>Masks required in shared office spaces. Disinfectant wipes are required to wipe desks/keyboards, common touch points in offices ie door knobs etc, and for offices with microwaves and water cooler</p> <p>Mask (50/box) = 17 boxes</p> <p>Gloves: Small = 3 boxes</p> <p>Medium = 6 boxes</p> <p>Large = 3 boxes</p> <p>Disinfectant wipes = 8 containers</p>
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"/>	<p>Post applicable signs in a visible location if ppe required.</p> <p>Use the <a href="#">Employee Orientation checklist</a> to assist orientation/training by their supervisors.</p>
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"/>	Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s).

## COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
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"/>	<i>Cleaning Standard Operating Procedures have been located <a href="#">here</a>. What are the cleaning products/materials:</i> Disinfectant wipes are required to wipe all common touch points. <i>What ppe is required:</i> Gloves Masks
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"/>	<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> Sinks are available in washrooms in both SW01 and SW03 and in lab (SW01 4035) and food prep area (SW01 4054).
46.	Handwashing station(s), stocked, easily accessed, and have been identified to employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Sink Location: SW01 and SW03 see #45</i> <i>Stocked with soap</i> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> <i>paper towel</i> 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) SW01 4056, SW03 4077, 4080, 4084, 4086 Hand sanitizer is available in all the offices. <i>Will hand sanitizer be refilled by department:</i> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> <i>If No, describe:</i>
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"/>	<i>If not, describe:</i>
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"/>	<i>Barriers can become contaminate if they are a touch point or if the contaminated with droplets by e.g. coughing or sneezing.</i> Use disinfectant wipes if required. There is no need for instructors to be touching the barriers
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"/>	<i><a href="#">Cleaning/sanitizing procedures</a> for common touch points and shared items are available and <a href="#">signs</a> 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):</i> Each employee with will wipe down their space when they arrive and at the end of the day prior to leaving. Anyone that uses shared devices will wipe surfaces down after each use
52.	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> Each instructor is responsible to disinfect/clean their own space <i>Where is the storage:</i> Desk
53.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	



## COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
<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"/>	<i>Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often?</i> Each office will identify one person who will do regular inspections
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"/>	<i>Who conduct the audits and how often?</i> Program Head monthly

### APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Treena Cardiff	Position Associate Dean	Date November 30, 2020
EOC	Name Glen Magel	Position EOC Director	Date December 16, 2020



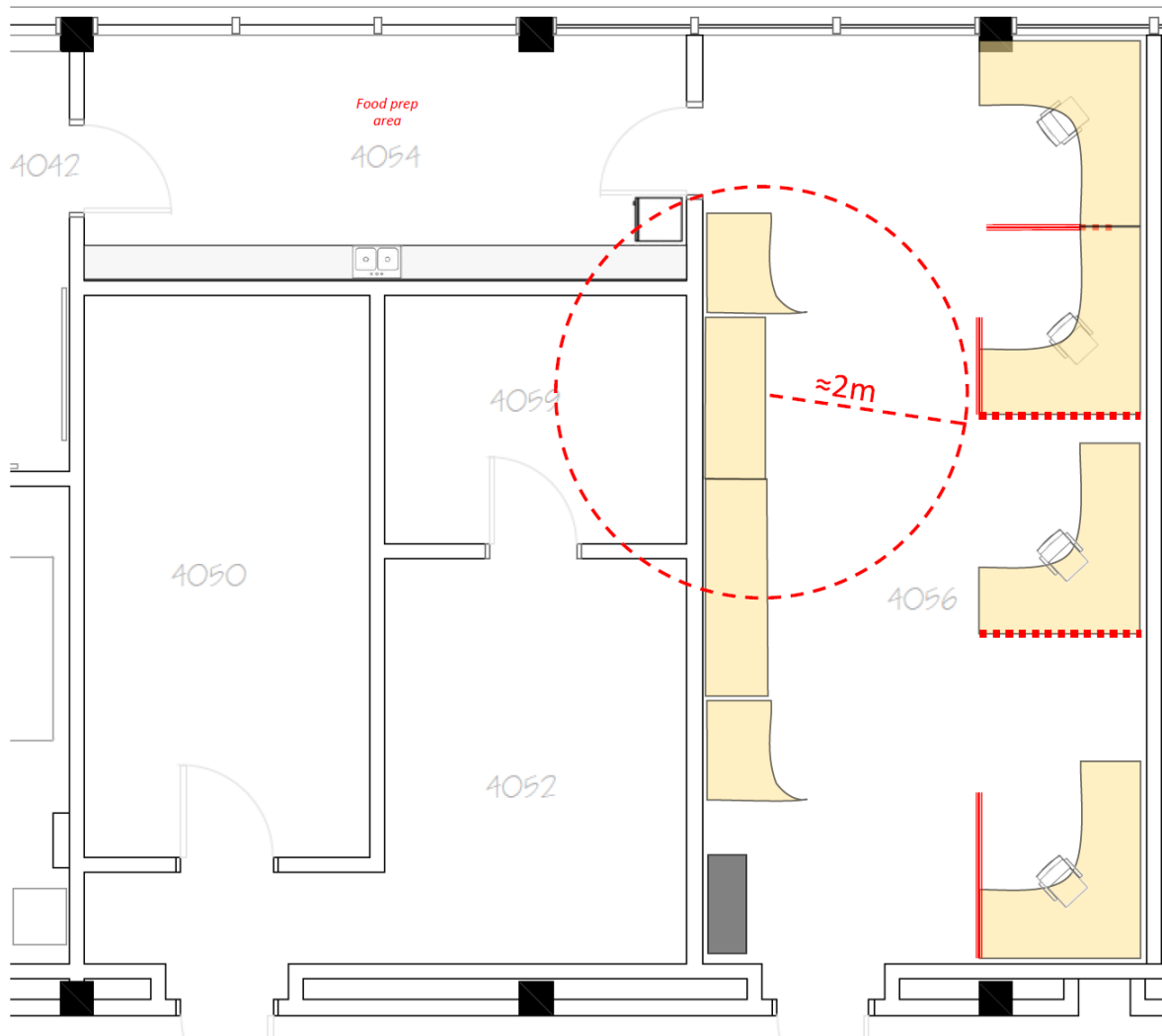
# COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

## SW01-4056 Administrative Block – Medical Radiography (Alternative)

**Notes:** To maximize space occupants, it may be possible to disassemble desks on left side, to create an enlarged corridor to enable physical distancing between all stations along right side.

### Legend:

— Floor height barrier      - - - - Barrier atop existing furniture to extend to 6.5'/7'      ≈2m



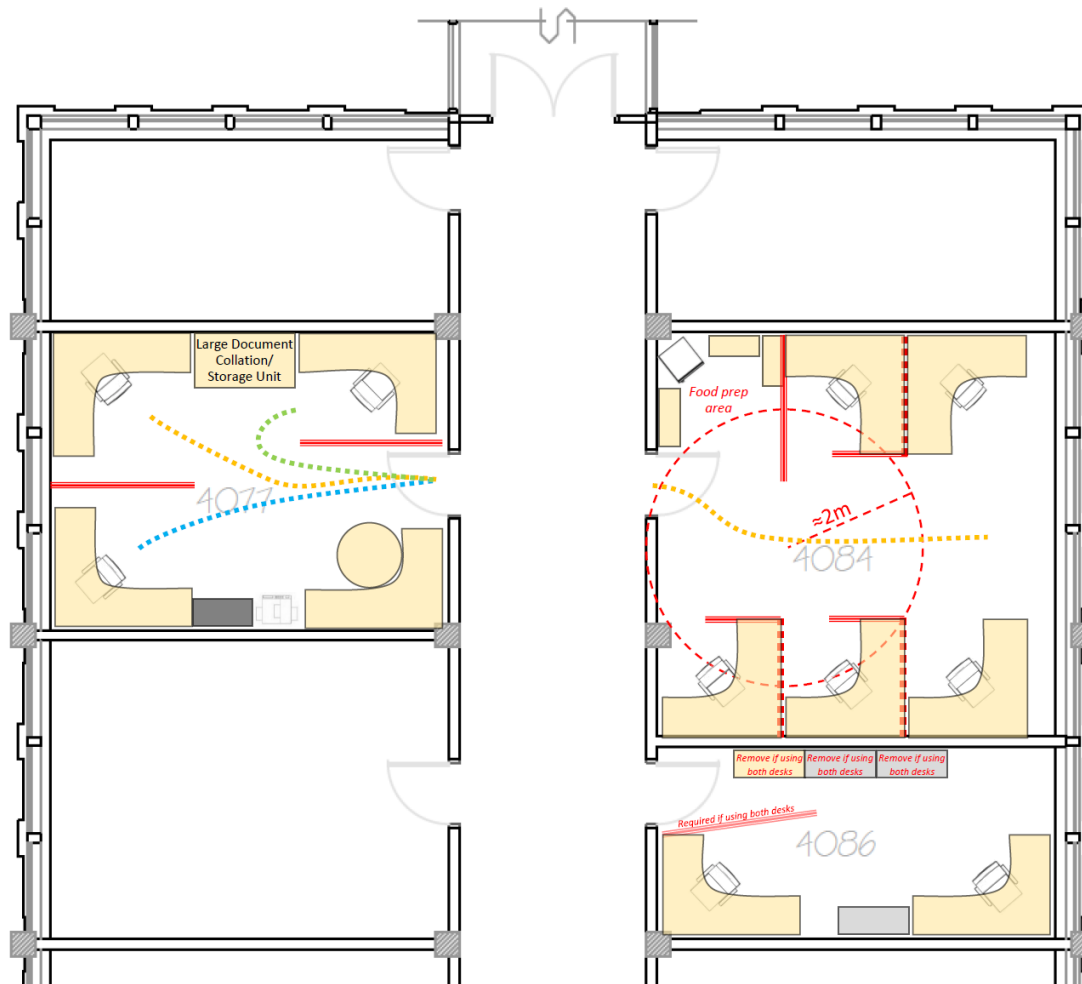
## COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

### SW03-4077,4084, 4086 Administrative Block – Medical Radiography

**Notes:** In all layouts, it is recommended to store excess furniture either to the perimeter of the room, or in an alternate location. In shared office SW03-4077, 3 occupants can use this space, provided barriers are installed where noted. Shared office 4084 can accommodate five occupants as indicated with noted barriers. Shared office 4086 can accommodate one additional concurrent occupant only if the cabinets on the top side are removed.

#### Legend:

- Floor height barrier
- - - Barrier atop existing furniture to extend to 6.5'/7'
- ~2m ~2m
- Potential floor height barrier





## **COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES**