

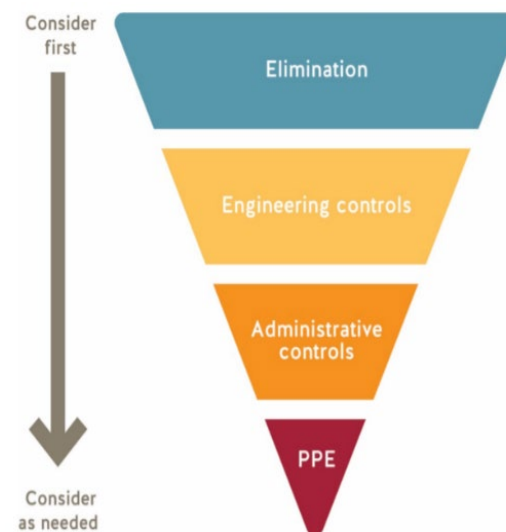


## BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

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:	<b>School of Health Sciences Open Labs</b>		
Proportion of program offered on campus:	<i>e.g., Program = total of 40 courses of which 7 courses have some 'on campus' activity</i>		
Start date:	January 4, 2021	End date:	<b>Ongoing</b>
Total # of students in program:	ENPY: 12 MedRad: 75 Sonography: <b>88</b> BMET: 25	Total # of employees:	ENPY: 2 MedRad: 19 Sonography: 13 BMET: 2
Anticipated # of students on campus daily when scheduled:	Varies depending on student uptake, the maximum capacity of all spaces combined is 56	Anticipated # of employees on campus daily when scheduled	<b>0</b>
Completed by:	Name Dylan Rickard	Position Associate Director, Operations	Date <b>Feb 22, 2021</b>
Replaces	RTC Safety Plan #:		
	GFP Safety Plan #:	W288	



### 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.			
Campus/ Building	Room Number Floor Plans found <a href="#">here</a>	Type of Space Include washrooms and breakout rooms	Capacity Current capacity due to COVID-19
Burnaby NE01	117	Obstetrical sonography SIM lab	Max 4 students and 1 instructor
Burnaby NE01	122	General sonography lab	Max 12 students and 3 instructors
Burnaby NE01	131	Cardiac sonography lab	Max 12 students and 3 instructors
Burnaby SW01	4035/4040/4048/ <b>4060</b>	X-ray rooms (8), debrief space (1)	16 students + 8 instructors
Burnaby NE01	127	Labs	12 students + 2 instructors

## COVID-19 SAFETY PLAN ACADEMIC SPACES

Burnaby SE12	401	Medical device lab	11
Burnaby SE12	403	Medical device lab	10

### 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).

Students require time to practice the skills being taught to ensure their success in the course and career, as well as to ensure patient safety. Under our programs current safety plans and schedules, students have limited to zero opportunity to practice the practical elements of their program. Learning outcomes are being jeopardized. To provide increased hands-on practice time and improve learning outcomes, three diagnostic programs are extending lab hours to 6:00am to 10:00pm, Monday to Friday, starting Jan 4, 2021. The four programs are: Diagnostic Medical Sonography, (DMS, GFP #W52), Electroneurophysiology (ENPY, GFP #W30), Medical Radiography (Med Rad, GFP #15), and Biomedical Engineering (BMET GFP #W45).

### CONTROL MEASURES

#### COVID-19 SAFETY PLAN: CONTROL MEASURES CHECKLIST

##### Directions for completing a Safety Plan:

1. First step read the [BCIT COVID-19 Go-Forward Plan](#) as the overall planning document, and use it to complete Steps 2-7.
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](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.

## COVID-19 SAFETY PLAN ACADEMIC SPACES

*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).*

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
<b>ELIMINATION</b>					
1.	Room(s) set up to allow for 2 metres physical distancing during instruction and practice. <b>Note:</b> Contact <a href="mailto:returntocampus@bcit.ca">returntocampus@bcit.ca</a> for room capacity and layout if needed.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Exceptions allowed as per <a href="#">BCIT COVID-19 Go-Forward Plan</a> , Risk Matrix Summary (explain): Please see approved plans for Diagnostic Medical Sonography, (DMS, GFP #W52), Electroneurophysiology (ENPY, GFP #W30), Medical Radiography (Med Rad, GFP #15), and Biomedical Engineering (BMET, GFP #W45) for reference. The nature of the hands-on activity being practiced by students does not permit for 2 metre physical distancing.
2.	Demonstration, work and assessment stations are set-up to allow for 2 metres physical distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Exception allowed as per <a href="#">BCIT COVID-19 Go-Forward Plan</a> , Risk Matrix Summary (explain): Please see approved plans for Diagnostic Medical Sonography, (DMS, GFP #W52), Electroneurophysiology (ENPY, GFP #W30), Medical Radiography (Med Rad, GFP #15), and Biomedical Engineering (BMET, GFP #W45) for reference. For MedRad, BMET and Sonography, workstations are set up to permit 2 metre distancing. In ENPY this is not applicable per their safety plan. Demonstration areas are not applicable for the activities described in this plan.
3.	Identified area(s) where students wait outside of teaching space until allowed inside by instructor.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This is not applicable in this context. An instructor will not be present and students are expected to directly enter the teaching space. The two larger programs (Medical Radiography and Sonography) will use staggered time slots in the schedule to avoid multiple pairs of students arriving at the same time.
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"/>	Each program will use a GoogleDoc scheduling system to allow students to reserve practice times and to control the number of students in the space at one time. BMET will arrange scheduling by email and by posting the schedule on the course website.
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"/>	Students have been taught and practice the applicable go forward plan safety protocols during regular class time. Each program also has cleaning protocols and requires students to review and sign an after-hours protocol and consent document(s). Please reference the appendices in the risk assessment document to review these.
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"/>	Signs or arrows on the floor identifying directions. Signs and arrows are in place. Please see approved plans for Diagnostic Medical Sonography, (DMS, GFP #W52), Electroneurophysiology (ENPY, GFP #W30), Medical Radiography (Med Rad, GFP #15), and Biomedical Engineering (BMET, GFP #W45) for reference.

## COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
7.	Water fountains are put out of service, and only touchless water bottle filling station available.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Students are encouraged to bring their own water. Facilities and Campus Development has addressed water fountains in common areas of the buildings.
8.	Mobile fans have been removed or put out of service.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Most areas did not have fans, fans were removed from those areas that had them.
9.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If yes, Washroom occupancy limit: 2 as per FCD</i>
10.	Break area(s) for student use have 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? Occupancy Limit _____ If there is an occupancy limit, is sign posted? Y <input type="checkbox"/> N <input type="checkbox"/></i> Break areas are identified in the existing safety plans. However, in this context break areas are not applicable. Students are to attend their lab for their allotted practice time and then to leave the campus. Students are only able to book for maximum 2-hour time slots to ensure equitable access for all students as well as to minimize the risk of repetitive strain injuries.
11.	Break areas for employee use have 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? Occupancy Limit _____ If there is an occupancy limit, is sign posted? Y <input type="checkbox"/> N <input type="checkbox"/></i>
12.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	Per the existing safety plans, barriers are not implemented. Please see approved plans for Diagnostic Medical Sonography, (DMS, GFP #W52), Electroneurophysiology (ENPY, GFP #W30), Medical Radiography (Med Rad, GFP #15), and Biomedical Engineering (BMET, GFP #W45) for reference.
14.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
15.	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"/>	<i>Complete a <a href="#">Facilities and Campus Development work requisition</a> for assessment, as needed.</i>
16.	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>					
17.	Posted: Physical distancing (2 m) sign(s) Item 1A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage is already in place per existing approved safety plans. Please see approved plans for Diagnostic Medical Sonography, (DMS, GFP #W52), Electroneurophysiology (ENPY, GFP #W30), Medical Radiography (Med Rad, GFP #15), and Biomedical Engineering (BMET, GFP #W45) for reference.
18.	Posted: Hand washing sign(s) Item 29B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
19.	Posted: Health screen sign(s) Item 3C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20.	Posted: Hand washing sink location sign(s) Item 14A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21.	Posted: Hand sanitizing station location sign(s) Item 13A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22.	Posted: Protect yourself sign(s) Item 21A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23.	Posted: Occupancy limit of this room sign(s) Item 37A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24.	Posted: Other signs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Please list:</i> Sonography has posted WSBC Help Prevent Spread Covid-19 entry check visitors, and Vancouver coastal health hand washing poster MedRad has posted Health Authority poster: 4 moments of hand hygiene (posted in x-ray rooms and by sinks)
<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"/>	This is covered in the existing program safety plans.
26.	All students have completed the online <a href="#">COVID-19 Pandemic On-Campus Guidelines</a> training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>How will compliance be checked:</i> All students will have complied with this in their existing program and safety plan. The programs rely on students emailing their proof of completion, printing the last page confirming completion, and/or the learning hub report showing student completion.
27.	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 <a href="#">here</a>.</i> <i>Student COVID-19 Orientation Checklist found <a href="#">here</a>.</i>
28.	All employees have completed the online <a href="#">BCIT Pandemic Exposure Control Plan Training</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No employees are involved in this context however employees have completed the training in accordance with the programs' existing safety plan requirements.
29.	All employees have completed the online <a href="#">OHS New Employee Orientation module</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>New and Returning Employee Orientation Checklist found <a href="#">here</a>. Each employee to save the checklist to their online OHS New Employee Orientation course. This course is required to be completed by new employees and by employees working on campus.</i>
30.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>RULES AND GUIDELINES (ADMINISTRATIVE)</b>					
31.	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"/>	<i>All supplies asked for prior to class and stocked at each workspace</i> All control measures described in this section are in place per the existing programs' safety plans.
32.	Doors that students are to use to enter and exit have been clearly identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Signs or arrows on the floor</i>

## COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
33.	Handouts, papers, and items are not physically provided to students.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>If items are provided, they are cleaned between student use or disposed, or other control measures are in place – Describe:</i>
34.	Students have dedicated tools/equipment, e.g., items are not shared between students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
35.	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> Each program has developed cleaning protocols for students to follow. These protocols are followed in class and students are expected to follow them during open lab use. Please refer to the risk assessment for copies of the protocols.
36.	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"/>	
37.	Single-use (disposable) products are used where feasible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
38.	Measures are in place to accommodate student sick at home.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Accommodation plan:</i> This is an optional activity for students. Students who are sick at home would not participate or would schedule to attend at a different time when they are not sick at home.
39.	Procedures in place to screen students on a daily basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The <a href="#">health screen</a> sign (Item 3C, BCIT online inventory, EOC approved signage) is available for reference and is posted on building doors. Students and employees are expected to self assess daily, and the <a href="#">BCCDC self-assessment</a> tool can be used to support this.
40.	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 <a href="#">COVID-19 Pandemic Scenario Response Plan</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.
41.	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 <a href="#">COVID-19 Pandemic Scenario Response Plan</a> for more information. Confirm if the person is aware of self-isolation <a href="#">requirements</a> and <a href="#">protocols</a> .
42.	Provisions made for students to maintain same lab/class cohort throughout the Term.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students attending the open lab are expected to practice only with partners who are fellow students within the same program. This ensures that existing cohorts are maintained.
43.	Other:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Campus buildings are secured beginning at 5pm daily, Monday to Friday, and secured throughout the weekend. Students requiring after hours access for Monday through Friday will need to report to the Security office to gain entry (SW01-1019).  The Programs covered by this safety plan will need to provide in advance a list of those student requiring after hours access to Safety and Security.  No access will be given for Saturdays, Sundays, and statutory holidays.

**PERSONAL PROTECTIVE EQUIPMENT (PPE).** Refer to the [PPE Flowchart](#) to determine what PPE is required for COVID-19 purposes.

## COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
44.	Appropriate PPE for the hazards of employee and student 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>PPE requirements are addressed in the existing safety plans for each program.</p>
45.	Training is provided for the above PPE to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students have received training in their class prior to using the labs.
46.	<a href="#">Appropriate PPE for COVID-19</a> is available to be provided to students and 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 Assessment 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>PPE requirements are addressed in the existing safety plans for each program.</p>
47.	PPE safe <a href="#">donning, doffing, disposal, and disinfecting instructional</a> materials are available for students and 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="#">Student Orientation checklist</a> to assist orientation/training by instructors.</p> <p>Use the <a href="#">OHS Employee Orientation checklist</a> to assist orientation/training by their supervisors.</p>
48.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>CLEANING</b>					
49.	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"/>	<p>Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s).</p> <p>NE01-117 #1457949 NE01-122 #1457950 NE01-131 #1457952 NE01-127 #1457951 SW01-4035 #1457953 SW01-4040 #1457954 <b>SW01-4048 #1464547</b> <b>SW01-4060 #1464548</b> SE12-401 #1461407 SE12-403 #1461408</p>
50.	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>Cleaning Standard Operating Procedures have been located <a href="#">here</a>. What are the cleaning products/materials:</p> <p>Training has been provided in class pursuant to existing safety plans for these programs. Oxivir wipes are generally used. Please reference the risk assessment for cleaning protocols for each program. Please reference the existing safety plans for more details.</p> <p>What ppe is required:</p>

## COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
					Please reference the existing safety plans for details. The details depend on the specific program, generally gloves are required
51.	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.</i>
52.	Handwashing station(s), stocked, easily accessed, and have been identified to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sink Location: NE01 – 122, NE01-127, NE01-131, SW01-4035 Stocked with soap Y <input checked="" type="checkbox"/> N <input type="checkbox"/> paper towel Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
53.	Hand sanitizing station(s), stocked, and have been identified to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>ABHS</b> (Alcohol-Based Hand Sanitizer): Location(s) _____ 1 bottle per xray room in SW01-4035/4040 not refilled by department. Not applicable for programs in NE01. 2 at entrance of labs SE12-401 and SE12-403. Will be refilled and restocked by Alex Sayer, instructor Will hand sanitizer be refilled by department: Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If No, describe:
54.	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"/>	If not, describe:
55.	The area(s) have been decluttered so that cleaning is simplified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
56.	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.
57.	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"/>	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):  Each program has developed cleaning protocols for students to follow for cleaning at the start and end of each practice session.
58.	Storage space for personal articles have been identified and are cleaned regularly.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Who will clean:  Where is the storage: Students are asked not to bring unnecessary items with them to the lab space. As this is after hours access, designated space will be provided within the labs for students to stow belongings. During business hours, students will use storage spaces per the various programs' Safety Plans.
59.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	




## COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
<b>AUDIT AND CONTINUOUS IMPROVEMENT</b>					
60.	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> Program Head or designate will conduct random spot checks after hours to ensure students are complying with expected protocols.
61.	<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> Audits of the controls will be conducted per the existing approved safety plans.

### APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name	Position	Date
	Treena Cardiff Dylan Rickard Jennifer Elliott	Associate Dean Associate Director Operations Associate Dean	November 30, 2020 <b>Feb 22, 2021</b> January 20, 2021
EOC	Name	Position	Date

### REVISION APPROVAL (if applicable)

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name	Position	Date
		Associate Dean	January 20, 2021 <b>Amended approval February 22, 2021</b>
EOC	Name	Position	Date
	<i>Glen Magel</i>	EOC Director	March 18, 2021



## BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

### Appendix A – Existing Approved Safety Plans

As at January 19, 2021, the approved safety plans for these spaces are:

- [Medical Radiography GFP #15](#)
- [Sonography GFP #W52](#)
- [Electroneurophysiology GFP #W30](#)
- [Biomedical Engineering GFP #W45](#)



## BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

Appendix B – Risk Assessment (as at November 27, 2020)

COVID-19 EXPOSURE PREVENTION IN-CLASS INSTRUCTION RISK ASSESSMENT				
Assessment Date:	Nov.23, 2020	Room(s):	DMS: NE01 Rms 117, 122, 131 ENPY: NE01 Rm 127 Med Rad: SW1 Rms 4035, 4044, 4048	Class Type: <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lecture Hall <input checked="" type="checkbox"/> Laboratory <input type="checkbox"/> Shop Floor
Assessor(s):	Dylan Rickard, Associate Director, SOHS; Denise Poelzer, Diagnostics, (Med Rad) SOHS; Kenneth Marken, Diagnostics, (Sonography) SOHS; Kristi McIntosh, Diagnostics, (ENPY) SOHS; Anna Matheson, Manager, OHS		Hand Washing Location(s):	In washrooms located close by, and in some lab space. In DMS, labs NE1-122 & 131 have sinks for handwashing. In Electroneurophysiology, lab NE1-127 has a sink for handwashing. Additionally, washrooms, NE1-128 & 129 are located close by the labs. In Medical Radiography lab SW01-4035, hand sanitizing station located outside of SW01 4040/44/48. Washrooms with sinks (male and female) located next to SW01 4040/44/48
Use Description:	Three diagnostic programs, to enhance student learning by allowing more time to practice their skills, are extending lab hours to 6:00am to 10:00pm, 7 days a week, starting Jan 4, 2021. The three diagnostic programs are: Diagnostic Medical Sonography, (DMS, GFP #W52), Electroneurophysiology (ENPY, GFP #W30), Medical Radiography (Med Rad, GFP #15). The rooms involved are noted above. All rooms proposed have card access, and students permitted to use these rooms, will be granted access. Both NE01 and SW01 building exterior doors are locked at 6:00 pm and reopened at 6:00 am. The students to gain access to the buildings, after 6:00pm would need to call Security. Google sheets will be used by the three programs to track and schedule students. The <b>After-Hours Protocol</b> (different for each program) that students sign at the beginning of the term is updated to contain key COVID-19 related information, and will be resigned for the winter term, covering the extended after-hours access, also referencing the <b>BCIT Security Operational Manual, Extended Access, Part 8 – Section 42</b> , last review date Oct. 2014. All the rooms in this assessment are included in the scope of this Section, except for NE01, Room 131. Only students will have access to these lab spaces, no family or friends. Change rooms will be either allowed for in designated space within the lab or washrooms close by. Faculty will not be present to supervise. Students are familiar with required personal protective equipment (PPE) donning/doffing, cleaning requirements and will wipe down equipment after use. Refer to <b>Appendices</b> for Cleaning and After-Hours Protocol and Consent.			

GENERAL TRANSMISSION PREVENTION GUIDELINES	
EDUCATION	Post infection control practices and physical distancing posters. <i>Posters available on <a href="#">OHS ShareSpace</a>.</i>
	Identify the nearest handwashing location to students and ensure it is stocked with soap and paper towel.
	Frequently remind students to avoid face touching during class and to wash hands before and after class (and during when possible).
	Advise staff and students to stay home if sick. Develop and communicate accommodations for students in isolation/quarantine.
	Promote no eating during classes/in class rooms.
	Ensure all staff have completed the online <a href="#">BCIT Pandemic Exposure Control Plan Training</a> .
PHYSICAL DISTANCING	Ensure that class rooms are set up to allow 2-metre physical distancing between all occupants, unless controls in place.
	Determine and implement class/room capacities in order to maintain 2-metre physical distancing.

## COVID-19 SAFETY PLAN ACADEMIC SPACES

	Set up demonstration/instruction areas to allow for students and staff to maintain 2-metre physical distancing. <i>With tape, chalk, etc.</i>
	Set up physical distancing (with tape, etc.) for the use of any shared tools/equipment for the class.
CONTROLLING COMMON TOUCH POINTS	Do not provide students with physical handout papers/forms, pens, and other common writing/learning tools unless controls in place.
	Remove any unnecessary common touch points, objects, or self-serve items (i.e. hearing protection, gloves).
	For any class-provided tools/equipment – if possible ensure each student has their own dedicated items.
	Identify all tools/equipment that must be shared by all students.
	Develop and post transmission prevention and/or sanitization procedures for all shared items and common classroom touchpoints.
	Ensure that cleaning supplies are provided and students are instructed on how to correctly clean/sanitize, if applicable.
PERSONAL PROTECTIVE EQUIPEMENT (PPE)	<p>Instruct students on how to safely use, remove, and dispose/clean (as applicable) any required PPE for the class.</p> <p><i>Note: PPE (gloves, respirators, face shields, etc.) should only be recommended/required for pandemic exposure control if best practices (physical distancing, hand washing) are impossible to maintain. Please contact <a href="mailto:ssemo@bcit.ca">ssemo@bcit.ca</a> for further guidance regarding PPE.</i></p>

### SECTION A: To be completed by assessors.

**Table 1 – Common Tasks/Situations**

**Directions for assessors:**

1. List and assess common tasks/situations encountered in the instructional setting.
2. Identify potential hazardous conditions taking into account modes of transmission: **a.** Droplet (if within 2 metres), generally from coughing or sneezing, contacting eyes, nose and mouth **b.** Indirect contact: through touching contaminated surfaces, then touching eyes, nose, or mouth before washing/sanitizing hands. **c.** Direct contact: skin to skin touching, such as shaking hands, then touching eyes, nose or mouth before washing/sanitizing hands.
3. Refer to the [BCIT Risk Assessment Matrix](#) for further instructions.
4. Assign Exposure Likelihood (**Rare, Unlikely, Possible, Likely, Very Likely**), Severity (**Catastrophic, Major, Moderate, Minor, Insignificant**) and Risk Level (**Extreme, High, Medium, Low**) for the task/situation without controls (W/out) and with controls (With). In reference to COVID-19, the Severity has been assessed as **Major**.
5. State possible control measures for the task/situation in the final column.
6. Controls must be implemented for such that the risk level with controls (With) is Low.
7. Use Appendix A to attach any relevant photos.

## COVID-19 SAFETY PLAN ACADEMIC SPACES

	Lists of potential tasks/situations during instruction.	Potential hazardous conditions associated with the task/situation.	Likelihood		Severity		Risk Level		Possible Controls
			W/out	With	W/out	With	W/out	With	
1.	Too many students in lab space for the identified occupancy limit.	Students unable to maintain 2 metre physical distance.	Li	U	Ma	Ma	H	L	Establish occupancy limit for each space that the students will occupy. Establish a scheduling system, which can also be used as a tracking system, to limit the number of students who will be using the space.
2.	Changing into and out of scrubs.	Indirect contact when touching surfaces and potentially contaminated clothing when changing. Also, students need some privacy.	P	U	Ma	Ma	H	L	Provide a designated space to change such as washroom or private area in a lab.
3.	Practicing skills, which may include coming in contact with another student partner.	Students not able to maintain 2 metre physical distance.	Li	U	Ma	Ma	H	L	Wear 3-ply disposable masks, eye protection, and scrubs. Nitrile gloves may be required when disinfecting equipment or as part of their typical skills practice.
4.	Using equipment	Indirect contact if equipment shared among students.	P	U	Ma	Ma	H	L	Students are aware of cleaning procedures for equipment and are provided with COVID-19 approved wipes or cleaning products.* <b>After-Hours Protocol</b> provided to students to sign before they are permitted to work in the labs.
5.	Wearing personal protective equipment.	PPE removed so that self contamination occurs.	Li	U	Ma	Ma	H	L	Students review infection control donning and doffing procedures for ppe. Dispose ppe in designated waste and set aside and clean reusable ppe. Handwashing performed after doffing gloves. Handwashing sign posted.
6.	Students become ill during class, or arrive ill to class.	Students exposed to illness.	Li	U	Ma	Ma	H	L	<a href="#">Health screen sign posted</a> (3C). Students have taken the <i>COVID-19 Pandemic On-Campus Guidelines</i> course. <b>After Hours Protocol</b> provided to students to sign before they are permitted to work in the labs. Students to wash hands before and after working in the lab. <a href="#">Hand washing signs posted in labs</a> (29B). Students perform the COVID-19 self-assessment found <a href="#">here</a> or on the SafetyWise app, under <b>Safety Toolbox</b> , before coming to the lab and indicate it in the tracking system that it has been performed. Regular cleaning of lab spaces and washrooms by cleaning staff.
7.	Students touching handouts/paper and other unnecessary items.	Common touch points between students.	P	U	Ma	Ma	H	L	Reduce handouts or use of paper. Perform hand hygiene after touching paper which others have handled. Handwashing signs posted.

## COVID-19 SAFETY PLAN ACADEMIC SPACES

	Lists of potential tasks/situations during instruction.	Potential hazardous conditions associated with the task/situation.	Likelihood		Severity		Risk Level		Possible Controls
			W/out	With	W/out	With	W/out	With	
8.	Students bringing friends or family to the lab.	Potential for those who are not students to not be appropriately screened or tracked for contact tracing purposes.	Li	U	Ma	Ma	H	L	Students to sign <b>After-Hours Protocol</b> before working in their lab which states to not bring friends or family into the lab. Also included, is when needed, only use their fellow students in their class as “patients”.
9.	Students accessing lab	Members of the public or unauthorized students accessing lab space.	P	U	Ma	Ma	H	L	Card access only to labs. Access only granted to those who have signed the <b>After-Hours Protocol</b> . Security to allow access to the building after 6:00 pm. Refer to the BCIT Security Operational Manual, Extended Access, Part 8 – Section 42, for how to request access from Security and for more information.
10.	Students eating or drinking in lab	No eating or drinking permitted except for drinking out of a water bottle.	P	U	Ma	Ma	H	L	No eating or drinking prohibition included in the <b>After-Hours Protocol</b> .

\*Note: approved wipe or cleaning product – identified on [Health Canada hard surface disinfectant cleaner list](#) or contains ingredients found to be effective against coronavirus identified on the [BCCDC \(BC Centre for Disease Control\) website](#) with [procedures](#) for safe use.

### SECTION B: To be completed by the department (must include front-line staff and supervisor/chief instructor/manager).

#### Table 2 – Implementing Control Measures

##### Directions:

1. Refer to the General Transmission Prevention Guidelines above for standard pandemic control measures.
2. List each control measure implemented, a description on how the control measure is being implemented, and state each applicable task number for the listed control.
3. Indicate if a control requires the use of Personal Protective Equipment (PPE).
4. If applicable, state how any materials needed to implement the control will be procured.

**NOTE: Supplies such as PPE (gloves, face masks, N95 respirators) and sanitizing products (hand sanitizer) are in short supply and high demand, with most being sent to healthcare settings. Please keep that in consideration when implementing control measures.**

## COVID-19 SAFETY PLAN ACADEMIC SPACES

Control Measure	Control Description	Tasks Controlled	PPE?		Material Procurement Details
<i>State control measure title.</i>	<i>Provide a brief description of what is the control measure.</i>	<i>List applicable task #s.</i>	Yes	No	<i>State how each item will be procured and by whom.</i>
Education	Students have taken the COVID-19 Pandemic On-Campus Guidelines course.	6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Handwashing/hand sanitizing	Hand hygiene performed, at a minimum, before starting to work in the lab and after leaving the lab.	6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Med Rad:</b> Hand sanitizer available in each x-ray room and outside of each room
Disinfecting equipment after use	<p><b>ENPY, Med Rad and DMS:</b> Oxivir disposable wipes or similar product will be used for disinfecting. The cleaning protocol is posted in the lab and all students have an emailed copy. It is also posted in the Learning Hub within each lab course.</p> <p><b>DMS:</b> All equipment keyboards, transducers and cables will be cleaned with a disposal wipe after each use. The last students practicing will be asked to clean/disinfect sinks, countertops, lab door handles etc. before leaving.</p> <p><b>Med Rad:</b> Zip lock bags or plastic wrap are available for devices to make cleaning easier. All equipment consoles, X-ray tube controls, table and wall stand buckies, imaging plates, PACS station, CR reader, site protocol manuals/technique charts in plastic page protectors in binders are to be wiped down with Oxivir.</p> <p><b>ENPY:</b> All equipment keyboards, equipment arms, and amplifiers will be cleaned with Oxivir disposal wipes after use. Stretchers will be cleaned/disinfected after use. Electrodes will be soaked and subsequently disinfected after use in sink. The last students practicing will be asked to clean/disinfect sinks, countertops, lab door handles etc. before leaving.</p>	4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Signage posted	Health screen and hand washing signs posted. <b>DMS:</b> Handwashing signage is posted and engrained into practice, students are aware not to bring or share items as per each GFP. <b>Med Rad:</b> Signs posted by available sinks	5,6,7	<input type="checkbox"/>	<input checked="" type="checkbox"/>	,
Lab space reservation and tracking system	<a href="#">Google sheets</a> used by the three programs.	1,6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Health screening	Health screen posted on main entrances to labs. COVID-19 self assessment taken for coming to the lab.	6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Reduce paper handling	No handouts or paper passed between students. <b>Med Rad:</b> students have all required information downloaded on their own devices or use those devices to access their courses in the Learning Hub where information is available.	7	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

## COVID-19 SAFETY PLAN ACADEMIC SPACES

Personal protective equipment	Donned before entering the lab, and doffed when leaving the lab.	3, 5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Restricting access	Only students allowed access to the labs.	9	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
After-Hours Protocol	An <b>After-Hours Protocol</b> for each program will be signed by students before they are granted access to their lab space.	4,6,8,9	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Cleaning of lab space and washrooms	Facilities work requisition created for the spaces used by students.	6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Space for changing in and out of scrubs	Designated location or washrooms used to change in and out of scrubs.	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Students only practicing on fellow students	Use of friends, family or students not in their program as patients is not permitted.	8	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
No eating or drinking except for drinking from a water bottle	Eating and drinking prohibition (except for water bottles) in <b>After-Hours Protocol</b> . No sharing of water bottles.	10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

### Upon Assessment Completion: Supervisor/Manager

<ol style="list-style-type: none"> <li>1. Upon the completion of Tables 1 and 2, the approving supervisor/manager signs or types name in the adjacent space.</li> <li>2. If you need any assistance to complete this assessment, contact BCIT OHS (<a href="mailto:ssemohs@bcit.ca">ssemohs@bcit.ca</a>).</li> <li>3. Please submit a copy to BCIT OHS (<a href="mailto:ssemohs@bcit.ca">ssemohs@bcit.ca</a>) for final approval.</li> </ol> <p><i>Note: when you have completed implementing your controls, complete the Common Control Measures Checklist.</i></p>	<b>Supervisor/Manager Name:</b>
	<b>Approval Date:</b>



## COVID-19 SAFETY PLAN ACADEMIC SPACES

### Appendix A Photos

## Appendix B DMS Cleaning Protocol

**Covid Lab Cleaning Procedures  
General and Cardiac Labs**

Students are responsible for following required cleaning protocols of equipment and workspace at the end of each student's scanning session. Students will:

**Step 1:** Use paper towels dampened with diluted dish soap to do a gross decontamination by wiping down the following:

- machine console/keyboard (first)
- gel bottle (second)
- probe to remove gel (LAST)

Discard paper towel in garbage.

**Step 2:** Use Oxivir Tb wipes on:

- cleaned, gel-free probe/s & cord (only probes used in exam)
- ECG lead cables & cord
- gel bottle

**DO NOT USE OXIVIR TB WIPES ON ANY MACHINE CONSOLES/TOUCHSCREENS**

**Step 3:** Wipe down any items and surfaces used/touched, such as TV monitor cart, support sponge (cardiac) etc. with Oxivir Tb wipe.

**Step 4:** Remove and dispose of stretcher table paper in gray recycling bin.

Wipe down pillow and stretcher with an Oxivir Tb wipe. Let dry for ~ 1 minute\* before reapplying new table paper.

\*Oxivir wipes have a virus/bacteria kill time of 1 minute.

Updated October 26, 2020 by Lab Coordinator Sandy Parry

### Appendix C ENPY Cleaning Protocol

#### ENPY Cleaning Protocols

Students are responsible for following required cleaning protocols of equipment and workspace at the end of each session. Students will:

**Step 1:** Use paper towels dampened with diluted dish soap to do a gross decontamination by wiping down the following:

- machine console/keyboard
- amplifier
- stretcher
- discard paper towel in garbage.

**Step 2:** Wipe down any items and surfaces used/touched, such as monitor cart, cables, etc. with Oxivir Tb wipe.

**Step 3:** Electrodes used to soaked in bowl in sink for 10 minutes and disinfected with Cavicide after which electrodes are to be dried and hung on electrode hook.

**Step 4:** Remove pillow cases and towels to take home. Wipe down pillow and stretcher with an Oxivir Tb wipe. Let dry.

\*Oxivir wipes have a virus/bacteria kill time of 1 minute.

### Appendix D Med Rad Cleaning Protocol

#### COVID Cleaning Protocols for Medical Radiography Labs

Students are responsible for following all cleaning protocols between positioners and at the end of each lab session.

1. Wipe down the equipment in the room using disinfectant wipes (Oxivir Tb)
  - a. x-ray tube (handles, tube, collimator housing, collimator control)
  - b. wipe down mattress, vinyl pillow, table, bucky tray and handle
  - c. wipe upright stand, bucky tray and handle
  - d. wipe measuring tape, covered sponges, markers, filters
2. Wipe down the console area
  - a. Console
  - b. Counter
  - c. Protocol manual / technique chart
  - d. Imaging Plates
3. Wipe down CR reader
  - a. Scanner
  - b. Keyboard
  - c. Monitor
  - d. Computer/TV monitor
4. Remove personal belongings and use disinfectant wipe to disinfect shelf and area where water bottle rested in applicable
5. Wipe face shield, clip on OSL and leave on table when exiting lab
6. Wash hands in washroom

## Appendix E DMS After Hours Protocol and Consent



### Diagnostic Medical Sonography Program: After-Hours Scanning Protocol

Students must ensure they follow these steps before coming to campus for after-hour scanning practice sessions between 6:00 AM and 10:00 PM:

1. Reserve a simulator or ultrasound machine prior to coming to campus.
2. Go to the Google Drive Winter 2021 Student Sign-Up Sheet to schedule your practice time.
3. Sign your full name and indicate which sonography lab, time-slot and machine is being used for each practice session. This is done for contact tracing.
4. Prior to attending campus, each student must perform the COVID-19 health check/self-assessment: <https://bc.thrive.health/covid19/en> and confirm that you are COVID-19 symptom free on the Google Drive Winter 2021 Student Sign-Up Sheet in the designated space provided. *Please stay home if you are ill and do not come to campus. Contact Heather Bourke ([hbourke1@bcit.ca](mailto:hbourke1@bcit.ca)) if you are ill or have a positive COVID-19 test.*
5. Upon arrival to campus, a face mask that covers the nose and mouth is required to be worn in all indoor common areas.
6. Please go directly to your lab just prior to your scheduled time. There are to be no social gatherings of any size with anyone other than your scanning partner.
7. Student card access to the sonography labs, NE1-117, 122 and 131 will be available 6:00 am to 10:00 pm, 7 days a week. Please note, the NE1 building exterior doors are locked at 6:00 pm and re-opened at 6:00 am. To gain access to the building after 6:00 pm students must call Security at 604-451-6856
8. Wearing scrubs is required when in the lab to mitigate the spread of infection. A student change area will be designated in NE1-122 or students may use the nearby washrooms, NE01 128/129. Access to NE1-103 will not be available after-hours.
9. When entering the sonography labs;
  - a. NE1-122 or 131, wash your hands for at least 20 seconds using soap and water and don the appropriate personal protective equipment (PPE) as per usual.
  - b. When entering the OB SIM lab, NE1-117, use the alcohol-based hand rub and done the appropriate personal protective equipment (PPE) as per usual.
10. All appropriate control and safety measures will be implemented to prevent the transmission of any infection. This includes utilizing hand hygiene (ABHR) and handwashing protocols, donning/doffing personal protective equipment (PPE), and cleaning ultrasound equipment. For example, probes are wiped free of gel and disinfected with an Oxivir wipe after each examination.
11. Students are reminded that the labs are for scanning practice. You are not to eat food, share items, or bring unnecessary items, such as paper products/notes with them to labs to help reduce the spread of infection.
12. Phones are allowed but must be kept in your scrub pocket when not in use. Water bottles are allowed, but must be kept away from all ultrasound machines and simulators and not shared. Please clean the specific area if your phone or water bottle has contacted a surface at the end of your session.
13. The last students practicing must clean/disinfect the countertops, sink, taps and door handles before leaving with an Oxivir wipe.

Please note, BCIT is not responsible for any unforeseen events that may occur after hours. In case of emergency, please contact BCIT security at 604-451-6856, or dial 911.

BCIT DMS After-Hours Scanning Protocol & Consent Form 2020-11-25 Version 1.0



## Diagnostic Medical Sonography: After-Hours Scanning Consent

Students in the Diagnostic Medical Sonography (DMS) Program are required to perform independent ultrasound examinations of the abdomen, pelvis, vascular tree and heart on fellow students who consent to be scanned within the same DMS cohort to enhance practical skill development. Please note, obstetrical scanning is not permitted at any time, you are not allowed to scan family or friends, and the scanning of non-sonography BCIT students is not permitted during the COVID-19 pandemic.

Although no hazard has been identified, the DMS program advocates for conservative and prudent use of ultrasound during independent practice. Additionally, it should be noted that atypical or suspicious findings are occasionally discovered incidentally. DMS students making any such discovery will document representative images and inform a DMS program faculty member as soon as possible. If deemed appropriate, the DMS faculty member will complete an incidental observation form for the patient to take to their physician for follow up. Though students are required to maintain patient confidentiality, students are also obligated to report any suspicious findings to a DMS faculty member.

Student card access to the sonography labs, NE1-117, 122 and 131 will be available 6:00 am to 10:00 pm, 7 days a week. The NE1 building exterior doors are locked at 6:00 pm and re-opened at 6:00 am. To gain access to the building after 6:00 pm students must call Security at 604-451-6856.

Students will use the Google Drive Winter 2021 Student Sign-Up Sheet for scheduling practice times and for BCIT tracking purposes. Students will sign their full name to indicate which sonography lab, time slot and machine is being used for each practice session. Prior to attending campus students must perform the COVID-19 health check/self-assessment: <https://bc.thrive.health/covid19/en> and confirm they are COVID-19 symptom free on the Google Drive Winter 2021 Student Sign-Up Sheet in the designated space provided. Access to NE1-103 will not be available. A student change area will be designated in NE1-122 or students may use the nearby washrooms, NE01 128/129. Students are reminded not to eat food, share items, or bring unnecessary items, such as paper products/notes with them to labs to help reduce the spread of infection. Water bottles are allowed, but must be kept away from all ultrasound machines and simulators and not shared.

All appropriate control and safety measures will be implemented to prevent the transmission of any infection. This includes utilizing hand hygiene (ABHR) and handwashing protocols, donning/doffing personal protective equipment (PPE), and cleaning ultrasound equipment. For example, probes are wiped free of gel and disinfected with an Oxivir wipe after each examination. The last students practicing must clean/disinfect the countertops, sink, taps and door handles before leaving with an Oxivir wipe.

For additional information, please refer to the Sonography Program's Go Forward Plan (GFP #W52), BCIT Security Operational Manual, Extended Access, Part 8 – Section 42 and the American Institute of Ultrasound in Medicine (AIUM) Safety statement for Training and Research.

By signing this form, you acknowledge that you have read the above information, consent to scan and be scanned as a BCIT sonography student and will abide by cleaning and safety measures to control the spread of COVID-19. However, you also understand that BCIT is not responsible for any unforeseen events that may occur after hours. Please contact BCIT security at 604-451-6856, or dial 911 in case of emergency.

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

BCIT DMS After-Hours Scanning Protocol & Consent Form 2020-11-25 Version 1.0

## Appendix F ENPY After Hours Consent and Protocol

### ENPY - After Hours Protocol and Consent



Students in the Electroneurophysiology (ENPY) Program are required to practice measuring, applying electrodes and running EEGs/EMGs on fellow students who consent to participate within the same cohort to enhance practical skill development. Please note, you are not allowed to scan family or friends, and the scanning of non-ENPY BCIT students is not permitted during the COVID-19 pandemic.

It should be noted that atypical or suspicious findings are occasionally discovered incidentally. ENPY students making any such discovery will document such findings and inform an ENPY faculty member as soon as possible. If deemed appropriate, the ENPY faculty member will complete an incidental observation form for the patient to take to their physician for follow up. Though students are required to maintain patient confidentiality, students are also obligated to report any suspicious findings to a ENPY faculty member.

Student card access to the ENPY labs, NE1-127 will be available 6:00 am to 10:00 pm, 7 days a week. The NE1 building exterior doors are locked at 6:00 pm and re-opened at 6:00 am. To gain access to the building after 6:00 pm students must call Security at 604-451-6856.

Students will use Google Drive Winter 2021 Student Sign-Up Sheet for scheduling practice times and for BCIT tracking purposes. Students will sign their full name to indicate time slot and machine is being used for each practice session. Prior to attending campus students must perform the COVID-19 health check/self-assessment: <https://bc.thrive.health/covid19/en> and confirm they are COVID-19 symptom free on the Google Drive Winter 2021 Student Sign-Up Sheet in the designated space provided. Access to NE1-103 will not be available. A student change area will be designated in NE1-127 or students may use the nearby washrooms, NE01 128/129. Students are reminded not to eat food, share items, or bring unnecessary items, such as paper products/notes with them to labs to help reduce the spread of infection. Water bottles are allowed, but must be kept away from all ENPY machines.

All appropriate control and safety measures will be implemented to prevent the transmission of any infection. This includes utilizing hand hygiene (ABHR) and handwashing protocols, donning/doffing personal protective equipment (PPE), and cleaning ultrasound equipment. For example, EEG and EMG machines are disinfected with an Oxivir wipe after each examination EEG electrodes are placed in the sink to soak and disinfected with Cavicide and EMG stimulators are wiped free of gel. Stretchers are wiped down. The last students practicing must clean/disinfect the countertops, sink, taps and door handles before leaving.

For additional information, please refer to the ENPY Program's Go Forward Plan (GFP #30), BCIT Security Operational Manual, Extended Access, Part 8 – Section.

By signing this form, you acknowledge that you have read the above information, consent to scan and be scanned as a BCIT ENPY student and will abide by cleaning and safety measures to control the spread of COVID-19. However, you also understand that BCIT is not responsible for any unforeseen events that may occur after hours. Please contact BCIT security at 604-451-6856, or dial 911 in case of emergency.

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Appendix G MedRad After Hours Consent and Protocol

After Hours Lab Access for Medical Radiography  
Winter 2021



### Commitment to expectations

In order to support students in the Medical Radiography Program in the applied nature of the profession, they are being provided with the opportunity to practice outside of regularly scheduled class time. Students will work in pairs in the x-ray room to practice using the equipment and positioning their peers. Due to COVID-19 safety protocols, only students currently registered in the program are allowed in any of the lab spaces, SW01 4035 (rms 1-6), 4044, 4048). The production of an ionizing x-ray beam will remain in the disabled mode unless an instructor is present.

The extended access policy will be monitored by the program faculty. **Extended access for all students will be revoked if compliance to regulations is lacking by any individual student or if any issues arise.**

Student card access to the Medical Radiography labs, SW01 4035 (rms 1-6), 4044 and 4048 will be available 6:00 am to 10 pm, seven days a week. Students may remain in the lab until 12 midnight, but must leave at that time. The SW01 building exterior doors are locked at 5:00 pm and re-open at 7:00 am. To gain access to the building outside of these hours please contact Security at 604-451-6856.

Students will use Google Drive Winter 2021 Student Sign-Up Sheet for scheduling practice times and for BCIT tracking purposes. Students will sign their full name to indicate which X-ray room and two hour time slot is being used for each practice session. Prior to attending campus students must perform the COVID-19 health check/self-assessment: <https://bc.thrive.health/covid19/en> and confirm they are COVID-19 symptom free on the Google Drive Winter 2021 Student Sign-Up Sheet in the designated space provided. Students are reminded that there is no food or drink allowed in the lab. Do not share items or bring manual, books or papers into the lab to help prevent the spread of infection. Water bottles are allowed but must be kept at the front of the lab on the counter and not to be consumed within 2 metres of others.

All appropriate control and safety measures will be implemented to prevent the transmission of any infection. This includes utilizing hand hygiene (ABHR) and handwashing protocols, donning/doffing personal protective equipment (PPE), and cleaning x-ray equipment. For example Oxivir wipes are to be used to wipe down equipment between each student and at the end of the session. The last students practicing must clean/disinfect the countertops, sink, taps and door handles before leaving.

For additional information, please refer to the Medical Radiography Program's Go Forward Plan (GFP #15) and BCIT Security Operational Manual, Extended Access, Part 8 – Section 42.

By signing this form, you acknowledge that you have read the above information, consent to abide by the cleaning and safety guidelines to control the spread of COVID-19. However, you also understand that BCIT is not responsible for any unforeseen events that may occur after hours. Please contact BCIT security at 604-451-6856, or dial 911 in case of emergency.

Print name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## COVID-19 SAFETY PLAN ACADEMIC SPACES

### Medical Radiography Program: After Hours Lab Access Protocols

It is necessary that all students coming to campus to take part in after hours lab time, follow all instructions listed below to ensure everyone's safety. **Extended access for all students will be revoked if compliance to regulations is lacking by any individual student or if any issues arise. The terms and conditions of extended lab access are:**

1. Go to Google Drive Med Rad Winter 2021 Student Sign-Up sheet to reserve a time to practice. This is to prevent exceeding lab capacity.
2. Use your full name to book an x-ray room and time (two hours). This is required for contact tracing.
3. Prior to arriving on campus, each student must perform the COVID-19 health check/self-assessment found in the tool box of the BCIT SafetyWise App. Confirm that you are COVID-19 symptom free on the Google Drive Med Rad Winter 2021 Student Sign-Up sheet in the designated space provided. If you are ill please stay home and do not come to campus. If you have symptoms related to COVID-19 call 811 and email Denise Poelzer (denise\_poelzer@bcit.ca).
4. Wear street clothes to campus if on transit. If using personal vehicle wear clean uniform in, but bring street clothes to change into after lab.
5. Students must wear a face mask covering both their nose and mouth once on campus and in all indoor common areas.
6. Enter SW01 directly and go to the fourth floor. Do not gather in the hallways, entry ways or by the elevators.
7. Use washrooms to change into clean scrubs and/or wash hands for 20 seconds using soap and water.
8. Use a valid BCIT Student ID card to tap into labs SW01 4035, 4044, and 4048. (enhanced card required)
9. Students are not to exceed the lab capacity (max two students in each x-ray room: 16)
10. Only students registered with the Medical Radiography Program allowed in the labs.
11. Don the appropriate PPE. Follow directional arrows to enter correct X-ray room.
12. Students are required to follow all posted safety protocols and control measures to prevent transmission of any infection. This includes using appropriate area to store personal belongings, donning and doffing of PPE including gloves, using hand sanitizer (ABHR) between contact with equipment and student during role play/positioning, use disinfectant wipes between student positioners to wipe equipment (table, upright ~~bukey~~ x-ray tube, control panel), procedure manuals and technique charts)
13. Students are reminded that the lab is for practicing on the equipment and positioning. To minimize the spread of infection students should **not** bring food or drink, shared items, textbooks, manuals or papers into the lab. Use covered personal devices to easily disinfect surfaces.
14. Water bottles are allowed, but must be kept at the front of the lab or away from the x-ray equipment. Only take a drink when more than 2 metres away from partner.
15. At the end of the practice session doff PPE and follow posted cleaning protocols. The last students practicing must clean/disinfect the countertops, sink, taps and door handles with a disinfectant wipe.
16. Change into street clothes and wash hands prior to leaving the fourth floor.
17. Overnight sleeping in extended access areas is strictly prohibited.
18. No radiation biohazards or WHMIS identified products to be used.
19. Students must report all incidents to the Program Head within 24 hours of occurrence (and demonstrate professional integrity and accept responsibility for incidents).

Please note, BCIT is not responsible for any unforeseen events that may occur after hours. In case of emergency, please contact BCIT security at 604-451-6856, or dial 911.

## Appendix H – BMET Student Lab Access Rules

### BCIT Biomedical Engineering Rules for Unsupervised Student Lab Access

The unsupervised use of the Biomedical Engineering lab, SE12-401, is a privilege, not a right. The following rules will apply to any student, or group of students, using the lab outside regular class hours without the direct supervision of an instructor. Any deviation from these rules may result in the privilege being removed.

Emergency procedures are posted in the lab. Please acquaint yourself with the location of the telephone, fire extinguisher and the posted Safety & Security phone numbers.

The unsupervised laboratory access hours are:

- Weekdays: 06:00 am – 10:00 pm except holidays, and
- with approval by the course instructors

The following rules and procedures must be strictly followed:

1. Only approved second year BMET students are allowed in the lab. Unauthorized people (other students, friends, family members, children etc.) shall not be present in the lab.
2. Unsupervised lab time is intended to allow students extra time to work on projects or additional lab practice. It is not intended as an extension to regular lab time.
3. No student is allowed in the lab outside the above specified time.
4. Students are not allowed to use the lab during scheduled lab time unless approved by the lab instructor.
5. Some lab time will be blocked for lab maintenance and instructors' use. The schedule will be posted outside the lab.
6. Approved students will be assigned BCIT ID card access to the North entrance of SE12-401.
7. The only lab for unsupervised use by student is room SE12-401. Students are not allowed to work in the mechanical workshop without instructor's supervision.
8. The equipment to be used is limited to the electrical bench testing equipment (computers, oscilloscopes, meters, etc.). The medical equipment stored in the room is not to be touched.
9. Access to special parts, tools, and equipment will need to be approved by an instructor.
10. A minimum of two students must be present in the lab at all times. Being alone in the lab is not permitted.
11. Doors to room SE12-401 must not be propped open for easy access. Doors must be shut at all time. Access is limited to the North entrance of SE12-401.
12. No work with exposed high voltage is allowed. Voltage is limited to 30V or below. The "Electrical Safety Rules for BMET Labs" must be strictly followed.
13. No food or drink is allowed in the lab.
14. Students are required to clean up the workspace and return all equipment, tools, cables and accessories to their proper locations before leaving.
15. The last student leaving the lab must make sure that all doors are locked.

### ELECTRICAL SAFETY RULES FOR THE BIOMEDICAL ENGINEERING TECHNOLOGY LABORATORY

- All measurements carried out by the student that involve voltages that are greater than 30 V have to be approved by the instructor prior to the measurement.
- All circuits that are built by the student and involve voltages that are greater than 30 V have to be approved by the instructor prior to being energized.
- All such measurements and circuits are done with appropriate tools and clothing. The work area must be clean and organized. You must understand the experimental set-up and measurement that is being done.
- Under no circumstances should students touch voltages over 30 V, and when not needed, power down the circuit and disconnect the measurement instrument.

Reference: CAN/CSA Z32-15, §3: Extra-low-voltage class 2 circuit, ELV < 30V rms or 30V dc

## Appendix I – BMET Unsupervised Lab Procedures



### COVID-19 SAFETY PLAN ACADEMIC SPACES

#### **BMET COVID-19 EXPOSURE PREVENTION PROCEDURES**

For the duration of the COVID-19 Pandemic, the following procedures will be used during all open lab sessions to minimize the risk of transmission in the event that a student or staff member becomes infected.

##### **Lab Access Schedule:**

- Access to the lab is by permission only. Permission is granted by course instructors, taking into account
  - the need to prevent contact between students who are not sharing social bubbles, while
  - providing equal opportunities to all teams, yet
  - prioritizing teams that stand to benefit from the access the most.

- The lab access schedule will be maintained by course instructors and posted
  - on the course website
  - in the lab area

**Note:** posted schedules are for information only. Emails from course instructors provide sufficient authorization to access the lab.

##### **Booking Access:**

- Send email to instructor requesting access for a particular time slot.
- Instructors will
  - review the request and
  - reply with an email confirming the booking or explaining the reason for denying access.
- Contact the lab instructor to make arrangements for accessing specific tools and/or materials. The lab instructor will make best efforts to accommodate all requests.

##### **Before Entering the Lab:**

- Ensure your group is approved to access the lab during the open hours (via email from course instructor).
- Bring your personal tools and project supplies that you might need with you to the lab. Avoid having to exit the lab to fetch items.
- Bring your lab coat, facemask and face shield with you to the lab (gloves are available in the lab).
- Wash your hands in any washroom facility.
- Ensure you are eligible to enter the lab by reviewing the COVID 19 questionnaire posted outside the lab.

##### **Entering the Lab:**

- Use hand sanitizer when entering the lab.
- Sign and record the entry time on the "Covid-19 unsupervised lab record book". This record also documents the fact that you have read the COVID-19 questionnaire and are eligible to enter the lab.
- Proceed directly to your regular workbench.



### COVID-19 SAFETY PLAN ACADEMIC SPACES

##### **Working at your Bench:**

- Workspaces are spaced 2m apart and with barriers between other workspaces. Hand sanitizer is accessible from every workbench. Use it at the beginning and end of every lab session.
- Avoid touching your face during the lab session. If you absolutely must scratch an itch, sanitize your hands immediately before and immediately after doing so.

##### **Moving around during a Session:**

- Students should remain at their assigned workbench as much as possible.
- When movement between workbenches is necessary, wear your lab coat, mask and face shield. If you need a replacement mask, a box of fresh surgical masks is available on top of the 401-instructor desk.

##### **Collaboration:**

- Two students may collaborate under the following conditions:
  - Students maintain a 2m physical distance or are separated by the transparent barrier, OR
  - Both students wear lab coat, gloves, masks and face shields

##### **Cleaning:**

- Students will wipe their desk when they come in and before they leave.
- Students will disinfect and clean all shared tools they use during the session before returning them to their original locations.

##### **Tools:**

- Student supplied tools:
  - These are your personal tools that you bring into the lab session.
  - You do not need to use special precautions when working with your own tools.
  - But, DO NOT share your tools with anyone else.
- Program provided, dedicated student/workbench tools:
  - These are the tools that always stay at your workbench, including power supply, function generator, oscilloscope, cables etc.
  - BCIT owned hand-tools that have been assigned to your workbench are identified with a blue band. DO NOT share your tools with anyone else. DO NOT move tools to another bench location.
  - You must use disinfectant wipes to sanitize all user accessible surfaces (including workbench tools) at the beginning and at the end of each lab session.
- Program provided, shared tools:
  - These tools are to be shared amongst students during a lab session.
  - Shared tools will be placed in a central location where they are easily accessible.
  - Shared tools can be potential means for disease transmission. Therefore, use disinfectant wipes to sanitize these tools before use, and sanitize your hands immediately before and immediately after using a shared tool.

##### **Instructor Supervision:**

- There is NO instructor supervision during the unsupervised open lab.

**Exiting the Lab:**

- Clean up your workbench:
  - Store unfinished work in the container provided. Include a note with your name and bench number. Place this container underneath your assigned bench.
  - Move bench tools into the container provided at each bench (labeled with a blue band) after they have been sanitized.
  - Return shared tools to the container labeled with a red band after they have been sanitized.
- Use hand sanitizer when exiting the lab
- Sign out and record the exit time on the Covid-19 unsupervised lab access record
- Wear your mask as you exit the lab.
- Maintain 2m physical distance from anyone not wearing a mask

**After Hours Unsupervised Lab Access for Biomedical Engineering Technology Students (winter 2021)**

1. BCIT Biomedical Engineering Rules for Unsupervised Student Lab Access
2. BMET COVID-19 Exposure Prevention Procedures

[illegible]

--	--