

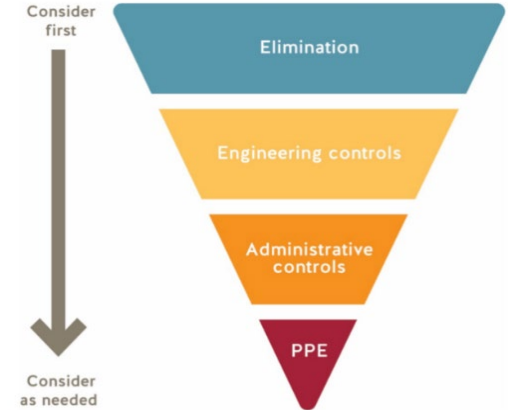


BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

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:	Renewable Resource Department. Application pertains to: Forest and Natural Area Management Diploma; Fish, Wildlife and Recreation Diploma.		
Proportion of program offered on campus:	In Winter 2021, all RENR instruction will take place either online, or in an outdoor setting. Essential lab activities, or activities that support field activities (such as equipment pickup), will take place indoors.		
Start date:	Jan 4, 2021	End date:	May 31, 2021
# of students:	65	# of employees:	15+ RENR Staff
Completed by:	Name Carol Wenzel	Position Instructor, Biotechnology	Date Nov 26, 2020



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 <small>Floor Plans found here</small>	Type of Space <small>Include washrooms and breakout rooms</small>	Capacity <small>Current capacity due to COVID-19</small>
Burnaby SW03	2660	Lab	8 student + 2 staff
	2620	Classroom	9



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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).

Note: This plan pertains only to an in-class component for two room used by the RENR program. In particular, this plan outlines safety guidelines for students accessing SW03-2660 and SW03-2620. Outdoor activities and transportation are addressed in a separate document.

Room	Activity	Rationale for on-campus activity
SW03-2660	<ul style="list-style-type: none"> Dissection and observations of select vertebrate organisms 	Equipment in this room and observations on actual dissected organisms cannot be effectively duplicated through virtual means and must be accessed for learning outcomes.
SW03-2620	<ul style="list-style-type: none"> Students to view briefing materials before entering the lab space 	We have divided labs into small groups of students. When one group of students is in the lab, the other will view instructional materials. For this to occur efficiently we need a space for students to gather before or after their lab session, and that's what we have prepared 2620 for.

CONTROL MEASURES

COVID-19 SAFETY PLAN: CONTROL MEASURES CHECKLIST

Directions for completing a Safety Plan:

1. First step of this process is to review the [BCIT COVID-19 Go-Forward Plan](#) as the overall planning document for this process.
2. Use this checklist as a tool to assess COVID-19 control measure preparedness for students and employees and the spaces they will be using. Refer to the BCIT COVID-19 Go-Forward Plan for standardized safety guidelines and procedures.
3. For each control measure, state the details. If the control measure is a 'No' or 'NA', please provide a brief explanation.
4. The manager requests all PPE requirements by submitting this draft Safety Plan to the PPE@bcit.ca.
5. Implement all the safety measures in this Safety Plan.

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6. The manager completes a site visit to ensure all control measures and safety supplies are in place.
7. The manager signs the completed Safety Plan and submits it to returntocampus@bcit.ca for approval.
8. Once approved, the COVID-19 Safety Plan is posted in all work areas identified within this plan.

Note: The workspaces cannot be used until all applicable control measures are in place and Safety Plan is approved. For additional resources the [Risk Assessment Controls Guidance and Hierarchy of Controls](#). For assistance email ssemohs@bcit.ca.

#	Control Measure	Yes	No	NA	Details (as per Directions)
ELIMINATION					
1.	Room(s) set up to allow for 2 metres physical distancing during instruction and practice. Note: Contact returntocampus@bcit.ca for room capacity and layout if needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All student work stations/seating areas are either 2 m apart or barriers have been installed where 2m distance can not be obtained. See attached schematics and the accompanying notes describing barriers that have been installed and traffic flow. <i>Exceptions allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary (explain):</i>
2.	Demonstration, work and assessment stations are set-up to allow for 2 metres physical distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Instructor will provide all demonstrations of lab techniques as online videos for students to watch prior to coming to lab. Student work stations will be stocked with everything students need so that movement around the room is minimized. Barriers are in place so that in the rare event that students must move around the room they can safely pass within 2m of another student's work station. See attached schematics for barrier placement. In staff office space, cubicle spacing allows 2m of physical distancing. <i>Exception allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary (explain):</i>
3.	Identified area(s) where students wait outside of teaching space until allowed inside by instructor.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A – students will wait in the hall physically distanced
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"/>	
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"/>	For shared displays, instructors will monitor so that only 1 student is working at that shared equipment at a time, and that 2m of distance is maintained. The display will be wiped down with disinfectant after each student use.
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"/>	<i>Signs or arrows on the floor identifying directions.</i> Signs and arrows will indicate directional movement throughout the labs. See schematics for the placement of arrows.

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#	Control Measure	Yes	No	NA	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"/>	No water fountains are part of this space.
8.	Mobile fans have been removed or put out of service.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No mobile fans will be used.
7.	Washrooms have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>If yes, Washroom occupancy limit _____</i> No washrooms are designated as part of this space.
8.	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?</i> Students will be engaged in instructional activities the whole time they're in the room. <i>Occupancy Limit _____ If there is an occupancy limit, is sign posted? Y <input type="checkbox"/> N <input checked="" type="checkbox"/></i>
9.	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?</i> Instructors will take breaks in the biotechnology office space (Room SW3-2664). 2m of distance is maintained and hand sanitizer will be used to disinfect hands when common touchpoints need to be accessed (such as door handles or fridge handles). <i>Occupancy Limit <u> 2 </u> If there is an occupancy limit, is sign posted? Y <input checked="" type="checkbox"/> N <input type="checkbox"/></i>
10.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
ENGINEERING CONTROL MEASURES					
11.	Barriers are implemented to separate work areas or walk ways, when physical distancing not practical.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In SW03 Room 2660, Barriers have been installed as described in the attached Space Layout schematic (see end of Safety Plan for schematic).
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.	The impact on ventilation requirements have been considered if there's been a significant use change for the instructional space.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Complete a Facilities and Campus Development work requisition for assessment, as needed.</i> No use change has occurred.
	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
SIGNAGE (ADMINISTRATIVE) <i>Signage is available @ BCIT online Inventory. Guidelines for posting signs are available on ShareSpace.</i>					
13.	Posted: Physical distancing (2 m) sign(s) Item 1A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.	Posted: Hand washing sign(s) Item 29B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.	Posted: Health screen sign(s) Item 3C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will be posted at entrance of building, so we are not responsible for this posting
16.	Posted: Hand washing sink location sign(s) Item 14A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.	Posted: Hand sanitizing station location sign(s) Item 13A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There are many hand washing sinks, so hand sanitizing stations are not necessary.
18.	Posted: Protect yourself sign(s) Item 21A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will be posted at the entrance of the building, so we are not responsible for this posting

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#	Control Measure	Yes	No	NA	Details (as per Directions)
19.	Posted: Occupancy limit of this room sign(s) Item 37A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20.	Posted: Other signs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Please list:</i>
ORIENTATION AND TRAINING (ADMINISTRATIVE)					
21.	Routine safety discussions held to review control measures and safety protocols.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C. Wenzel has met with OHS personnel to ensure that the room is acceptable for student use.
22.	All students have completed the online Pandemic Exposure Control Plan training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>How will compliance be checked: All faculty and staff will be required to complete the online Pandemic Exposure Control Plan training and will then be signed off by their manager.</i>
23.	COVID-19 safety Site orientation for students has been developed and posted in the Learning Hub.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Biotechnology students are required to complete a module and quiz on the Learning Hub around COVID-19 Safety designed by the Department that specifically applies to the Biotechnology lab spaces. <i>Procedure for orientation found here. Student COVID-19 Orientation Checklist found here.</i>
24.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25.	All employees have completed the online New Employee Orientation module.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>New and Returning Employee Orientation Checklist found here. Each employee to save the checklist to their online New Employee Orientation course</i>
26.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
RULES AND GUIDELINES (ADMINISTRATIVE)					
27.	All unnecessary and self-serve items have been removed from the spaces. <i>e.g., pens, paper, etc.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>All supplies asked for prior to class and stocked at each workspace</i>
28.	Doors that students are to use to enter and exit have been clearly identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Signs or arrows on the floor</i>
29.	Handouts, papers, and items are not physically provided to students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If items are provided, they are cleaned between student use or disposed, or other control measures are in place – Describe: Students will be each given a paper copy of their labs, since they will need this when they are working through the labs at their work stations. These will be placed in their designated containers in the lab that they will use for storing their lab coat at least 48 hours before the start of their lab.</i>
30.	Students have dedicated tools/equipment, e.g., items are not shared between students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any shared dissecting tools and trays will be disinfected before and after each student use.
31.	If cleaning common touch points or tools/equipment not practical, then it is identified when hands are washed/sanitized before and after use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Explain: Students will always wear gloves within the lab. They will disinfect gloves before and after accessing common touchpoints with 70% Ethanol. Spray bottles of 70% Ethanol will</i>

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#	Control Measure	Yes	No	NA	Details (as per Directions)
					be placed near to any common touchpoints, as well as at each student work station. This way, common touchpoints which might be difficult to disinfect will be protected because the gloves touching these will be disinfected.
32.	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"/>	
33.	Single-use (disposable) products are used where feasible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34.	Measures are in place to accommodate student sick at home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Accommodation plan:</i> Students will complete an online version of the lab.
35.	Procedures in place to screen students on a daily basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The health screen poster is available for reference and is posted on building doors. Students and employees are expected to self assess daily, and the BCCDC self-assessment tool can be used to support this.</i>
36.	There is a procedure in place if a student or employee becomes ill on campus.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Refer to the COVID-19 Pandemic Scenario Playbook for more information. If the person is reporting symptoms, ask them to avoid others and return home. If they require immediate medical attention, call First Aid and 911.</i>
37.	There are procedures in place if a student or employee travels before coming to campus, or has been in close contact with someone who has tested positive for COVID-19.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Refer to the COVID-19 Pandemic Scenario Playbook for more information. Confirm if the person is aware of self-isolation requirements and protocols. If students must self quarantine they will complete an online version of the lab and instructors will make sure that hands-on skills that were missed will be made up for at a later date.</i>
38.	Provisions made for students to maintain same lab/class cohort throughout the Term.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Each cohort of students will be split into 2 groups. Students will remain with this group for all labs for the entire term.
39.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
PERSONAL PROTECTIVE EQUIPMENT (PPE)					
40.	Appropriate PPE for the hazards of employee and student tasks are available to be provided (non-COVID-19 related ppe).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>List the ppe and tasks/activities it is required for:</i> Students will use disposable nitrile gloves and will wear masks while working in the lab. Ethanol in spray bottles will be available at each student station, and Lysol wipes will be available throughout the lab.
41.	Training is provided for the above PPE to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The training for proper glove use will be provided to the students.
42.	Appropriate PPE for COVID-19 is available to be provided to students and employees. Supply requests emailed to ppe@bcit.ca .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Based on circumstances allowed for in the BCIT COVID-19 Go-Forward Plan, Risk Assessment Matrix Summary.</i> <i>List PPE and tasks/activities required for:</i> All students and staff will wear masks and disposable gloves in the lab. Students and staff will be instructed in the proper donning and doffing procedures for these masks. We have already received the necessary masks and gloves from PPE.
43.	PPE safe donning, doffing, disposal, and disinfecting instructional	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Post applicable signs in a visible location if ppe required.</i>

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#	Control Measure	Yes	No	NA	Details (as per Directions)
	materials are available for students and employees.				Use the Student Orientation checklist to assist orientation/training by instructors. Use the Employee Orientation checklist to assist orientation/training by their supervisors. Students and staff will be instructed on the proper use of gloves and masks.
44.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
CLEANING					
45.	Facilities is aware of the cleaning needs for the area. Facilities work requests have been submitted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s).
46.	Training will be provided to faculty and students performing cleaning duties and cleaning materials have been provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning Standard Operating Procedures have been located here . What are the cleaning products/materials: In order to control the risk of COVID-19 infection from surfaces, students will be instructed to spray down equipment at their work station with 70% Ethanol in order to disinfect it before other students use that workstation. Instructors will monitor for compliance. Instructors will be instructed to clean common touchpoints like door handles and sink handles with disinfectant wipes/70% Ethanol before students enter the lab and after students leave. A checklist system will be used to ensure that this has taken place before and after students are in the lab. What ppe is required: This has already been obtained.
47.	Assessment of sufficient number of hand wash stations conducted, and an appropriate number of handwashing stations are available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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. Students (no more than 8 students at a time) will enter SW03-2660 and wash their hands immediately before proceeding to their work stations and putting on their lab coats. There are 2 handwashing sinks in this room. Time will be allotted at the beginning of labs to allow for sufficient handwashing.
48.	Handwashing station(s), stocked, easily accessed, and have been identified to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stocked with soap Y <input checked="" type="checkbox"/> N <input type="checkbox"/> paper towel Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
49.	Hand sanitizing station(s), stocked, and have been identified to students and employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	ABHS (Alcohol-Based Hand Sanitizer): Location(s)_All staff desks, beside photocopier, near entry door of office_(SW09-208)_____ Will hand sanitizer be refilled by department: Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If No, describe: Due to the two hand washing stations in the Biotechnology labs and the use of nitrile gloves in the lab, hand sanitizing stations are not necessary in the labs.
50.	All Safety Data Sheets (SDS) and cleaning procedures used are found here .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If not, describe:

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#	Control Measure	Yes	No	NA	Details (as per Directions)
51.	The area(s) have been decluttered so that cleaning is simplified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
52.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	<input type="checkbox"/>	<input checked="" 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. Barriers in SW03 room 2660 will be disinfected with 70% Ethanol.</i>
53.	Common touch points and tools/equipment that must be shared are identified and cleaned between students and classes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Cleaning/sanitizing procedures for common touch points and shared items are posted e.g. shared machinery, equipment, tools, etc. Identify who will clean and how often (e.g. staff and/or students):</i> At the end of lab, students will disinfect any common items at their workstations with 70% Ethanol. All student workstations will be equipped with a 70% Ethanol spray bottle for this purpose. Instructors will be responsible for disinfecting common touchpoints such as sink handles before and after students are in labs with either 70% Ethanol or disinfectant wipes (wipes already obtained from ppe@bcit.ca)
54.	Storage space for personal articles have been identified and are cleaned regularly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plastic containers have been purchased for each student and these will be used to temporarily store their personal items during the lab. Each student will be responsible for disinfecting the exterior and interior of their container with 70% Ethanol at the end of each lab period. They will be instructed not to touch any other student's container.
55.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
AUDIT AND CONTINUOUS IMPROVEMENT					
56.	There is a plan to conduct regular inspections of all control measures and safety protocols to ensure they are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often? Instructor/Assistant Instructor will perform an inspection before and after each lab.</i>
57.	Audits of inspections are planned to ensure that control measures continue to be effective.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Who conduct the audits and how often? Audits will be conducted once per month by the RENR Safety Committee.</i>

APPROVAL

All COVID-19 risk control measures for this campus activity are in place.

Manager	Name 	Position Associate Dean, Natural Resources and the Environment	Date Dec 1, 2020
EOC	Name 	Position EOC Director	Date December 20, 2020

SW03-2660 Lab Space Layout

Capacity of 8 students (labelled 1 to 8) + 2 instructors (red stars). Traffic flow is indicated with blue arrows.

Students 1–4 will enter first and about 5–10 min later students 5–8 will enter. Students on Benches 1 and 2 will use sinks 1 and 2, respectively. They will store their personal items in allocated plastic containers, which will be disinfected before and after each student use.

BCIT has made barriers with plastic PVC frames and plastic panels. Floor and bench top barriers extend up to 7 feet height from the floor, with floor barriers starting ~1 foot from floor.

There are three barrier regions:

- (i) floor barriers extending lengthwise between benches (red dotted lines). The barriers in the aisles are moveable so that students can have access to the exits if needed.
- (ii) bench top barriers extending lengthwise on two central benches (green dotted lines)
- (iii) floor and bench top barriers extending perpendicular between (i) and (ii) (blue dotted lines).

SW03-2620 Layover room

Capacity of 9 students. This room will be used as a layover room before their lab sessions. There is signage for social distancing, and the desks are spaced 2 m apart. Hand sanitizer will be placed in the room. There are washroom facilities just down the hallway.

SW03-2620 is adjacent to the lab. The instructor and AI will periodically check on the students to ensure they follow safety protocols. We will also have student peers for each group who will help ensure that students maintain social distancing and keep their masks on while in the room.

COVID-19 SAFETY PLAN
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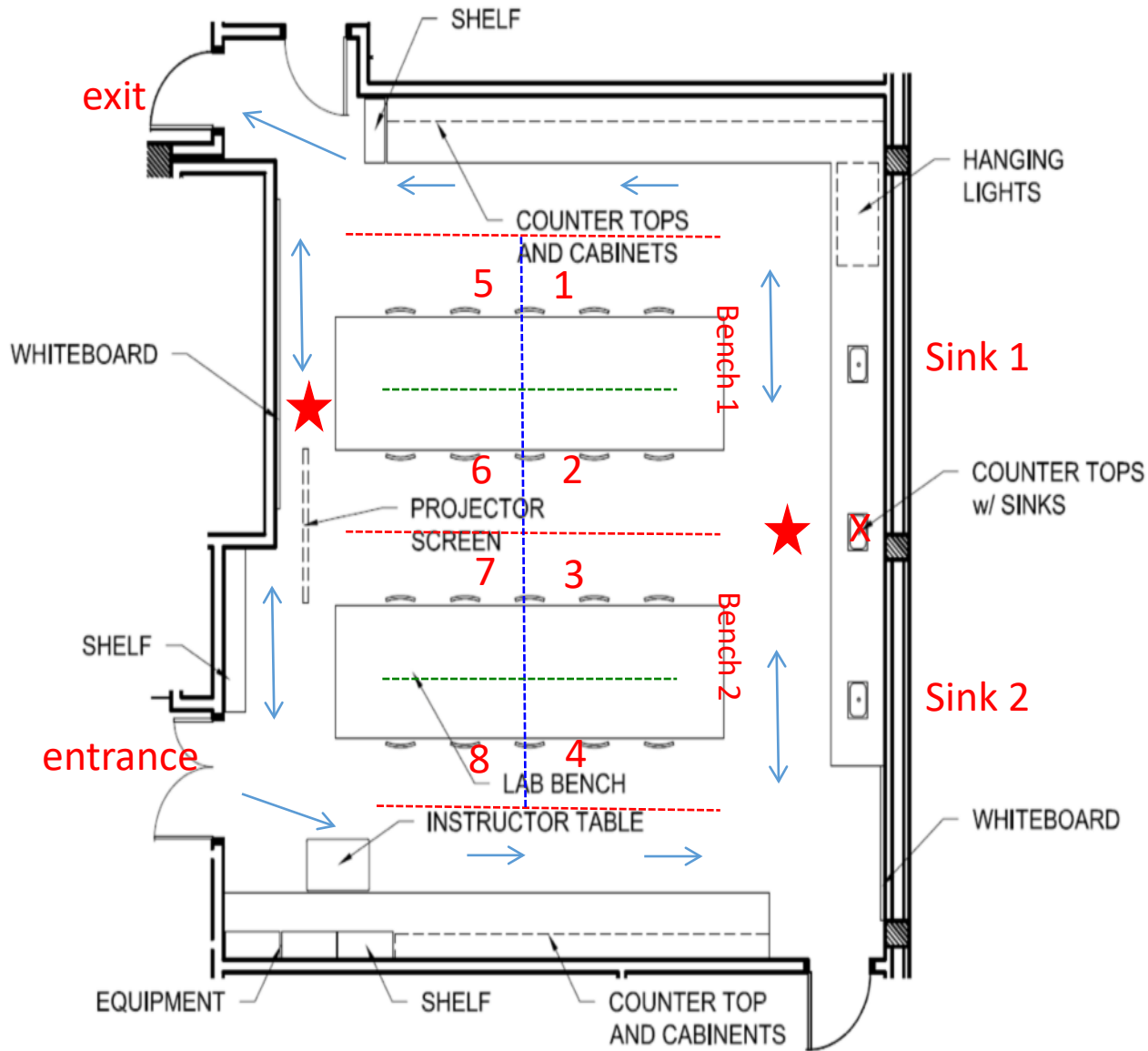


Figure 1: Room layout for SW3-2660

Emergency contact information Burnaby campus

Safety and Security Services Internal

- | | | |
|----------------------------------|--------------|------|
| ■ Emergency (24 hours) | 604.454.2248 | 2248 |
| ■ First Aid (Building NE16) | | |
| ■ Security assistance (24 hours) | 604.451.6856 | 6856 |
| ■ Safer walk | | |
| ■ Room access | | |

Police, Fire, Ambulance call 911
If you dial 911, please also contact Security at 604.454.2248.

Download the Safety Wise mobile app

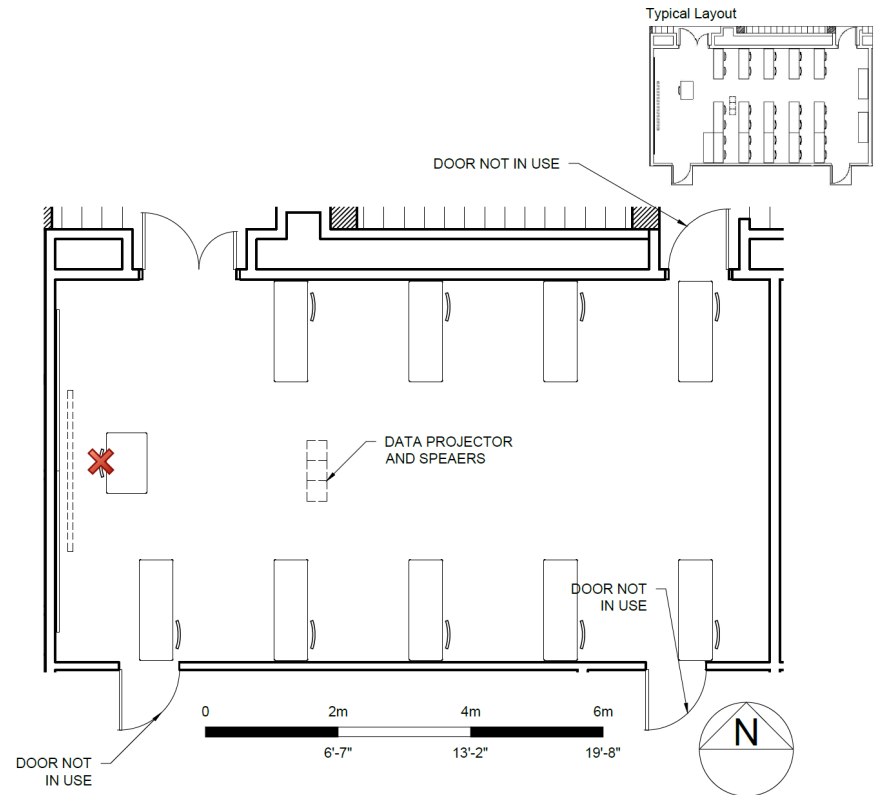
Facility Maintenance and Custodial Services

- | | | |
|-------------------------------------|--------------|------|
| ■ Custodial services | 604.432.8777 | 8777 |
| ■ Facilities maintenance (24 hours) | | |

Technology Service Support

- | | | |
|------------------------------------|--------------|------|
| ■ Computer support (option 1) | 604.412.7444 | 7444 |
| ■ Online course support (option 2) | | |
| ■ Audiovisual (option 3) | | |

3700 Willingdon Avenue, Burnaby, BC V5G 3H2
bcit.ca/safety



Building	Room	Typical Capacity	Physical Distance Capacity
SW03	2620	30	9

Capacity does not include instructor.
Please return the room to this standard configuration
and leave the space clean and orderly for the next user.

Tables	Chairs	Area Sq. feet	Sq. meters	Scale	Date
10	10	675	63	3/16" = 1'-0"	August 20, 2020

Figure 2: Room layout for SW3-2620