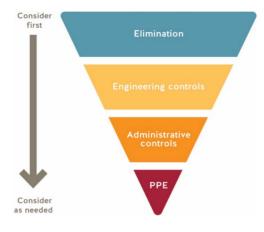


The BCIT COVID-19 Go-Forward Plan outlines the risk assessments, control measures, and the organizational process for our safe return to campus. All returning programs/courses must adhere to this process. Please refer to the <u>BCIT COVID-19 Go-Forward Plan</u> for additional information.

CONTACT INFORMATION

Course/Program Name:	Renewable Resource Department. Application pertains to:								
	Forest and Natural Area Management Diploma;								
	Fish, Wildlife and Recreation Diploma;								
	Ecological Restoration BSc;								
	Ecological Restoration MSc								
Proportion of program offered on campus:	In Summer 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 and operating instruction), will take place indoors.								
Start date:	June 1, 2021		End date:	August 31, 2021					
# of students:	233		# of employees:	15+ RENR Staff					
Completed by:	Name Anayansi Cohen-Fernandez, Millie Kuyer	Position Instructor Assistant	r, RENR Instructor, RENR	Date Original: July 17, 2020 New format: Aug 24, 2020 Revised Nov 16, 2020 Updated May 25, 2021					



Note: This plan pertains only to an in-class component for one building used by the RENR program. In particular, this plan outlines safety guidelines for students accessing equipment from SE04 and for instructional activities in SE04 and SW01. Outdoor activities and transportation are addressed in a separate document.



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 here	Type of Space Include washrooms and breakout rooms	Capacity Current capacity due to COVID-19
SE04	100 and 115A	Each of these are equipment rooms that students will line up in front of and receive equipment from faculty.	Equipment pickup: 3 (hallway), and 1 (room). Instructional activities in garage space: 7
SW1	2059	SE04's Rm 120 (large garage space) will also be used for limited instructional purposes.	1

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 need to come to campus to pick up and drop off specialized equipment for use in fieldwork.

While most instruction on field technique will take place outdoors, a limited amount of instructional time will be needed to train students how to safely operate more complex tools, such as water quality meters.

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Room	Activity	Rationale for on-campus activity
SE04-100, 115A and 120 (large garage space)	 Pickup and drop off of field equipment and samples Limited instruction in SE04 RM 120 (large garage space), specifically for orientation to specialized equipment 	Accessing equipment in the SE-04 storage rooms is critical to fieldwork, and preparing samples is core to field activities and cannot be done elsewhere. We have arranged these spaces so that students will line up (respecting distancing rules) and receive items. They will then promptly leave the building. Instructional activities (e.g. equipment training) will take place in rm 120 (the garage space), with small cohorts of six or less students being spaced out and masked. Further, we will conduct these activities with the garage door open to facilitate ventilation.
SW1- 2059	 Pickup and return of field equipment and supplies by faculty member(s) only. No students will be allowed to access, or receive and return equipment to this room. All equipment will be returned after utilization of the proper disinfecting methods. Faculty and staff will take equipment from SW1 2059 to SE04 for distribution to students. 	Accessing equipment in this room is critical to fieldwork for the RENR programs.

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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 <u>BCIT COVID-19 Go-Forward Plan</u> 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 quidelines 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.
- 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 <u>Risk</u> Assessment Controls Guidance and Hierarchy of Controls. For assistance email ssemohs@bcit.ca.

#	Control Measure	Yes	No	NA	Details (as per Directions)
ELIN	IINATION				
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.				Exceptions allowed as per <u>BCIT COVID-19 Go-Forward Plan</u> , Risk Matrix Summary (explain):
2.	Demonstration, work and assessment stations are set-up to allow for 2 metres physical distancing.				Exception allowed as per <u>BCIT COVID-19 Go-Forward Plan</u> , Risk Matrix Summary (explain):
3.	Identified area(s) where students wait outside of teaching space until allowed inside by instructor.	\boxtimes			Stickers are placed on floor.
4.	Work has been scheduled to minimize numbers of individuals on campus at one time.	\boxtimes			Students will pick up equipment one student at a time. A barrier divides the area where the students wait (outside the room) from the room itself.



#	Control Measure	Yes	No	NA	Details (as per Directions)
5.	In shared spaces, safety protocols have been put in place to reduce close contact between users.	\boxtimes			Only 1 faculty member will be allowed in SW1 2059 at any one time.
6.	Movement within the room is identified, such as with directional arrows, for walkways and entrances/exits.	\boxtimes			Entrance from North side, Exit from North East
	,				We have used tape on the floor to make entry and exit arrows.
7.	Water fountains are put out of service, and only touchless water bottle filling station available.	\boxtimes			
8.	Mobile fans have been removed or put out of service.			\boxtimes	
7.	Washrooms have been identified.	\boxtimes			If yes, Washroom occupancy limit1
					Washrooms are SE102 and 103 and are available during business hours
8.	Break area(s) for student use have been identified.				If yes, what control measures are in place to maintain physical distancing? Occupancy Limit If there is an occupancy limit, is sign posted? Y \square N \square
9.	Break areas for employee use have been identified.				If yes, what control measures are in place to maintain physical distancing? Occupancy Limit If there is an occupancy limit, is sign posted? Y \square N \square
10.	Other:				
ENG	INEERING CONTROL MEASURES				
11.	Barriers are implemented to separate work areas or walk ways,	\boxtimes			A table is used to separate staff handing in the equipment from students.
	when physical distancing not practical.				Equipment is left on the table so that hand- to- hand exchange of equipment is avoided.
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.				
13.	The impact on ventilation requirements have been considered if there's been a significant use change for the instructional space.				Complete a <u>Facilities and Campus Development work requisition</u> for assessment, as needed.
	Other:			\boxtimes	
SIGN	IAGE (ADMINISTRATIVE) Signage is available @ <u>BCIT onli</u> i	ne Inve	ntory.	Guid	elines for posting signs are available on <u>ShareSpace</u> .
13.	Posted: Physical distancing (2 m) sign(s) Item 1A	\boxtimes			
14.	Posted: Hand washing sign(s) Item 29B	\boxtimes			
15.	Posted: Health screen sign(s) Item 3C	\boxtimes			Health Screen sign at SE4- North entrance
16.	Posted: Hand washing sink location sign(s) Item 14A	\boxtimes			Sign posted in SE4 Washrooms
17.	Posted: Hand sanitizing station location sign(s) Item 13A	\boxtimes			Signs at stations: One at sanitower located at North and East entrance of SE4.

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#	Control Measure	Yes	No	NA	Details (as per Directions)
18.	Posted: Protect yourself sign(s) Item 21A	\boxtimes			Sign at SE4 North entrance
19.	Posted: Occupancy limit of this room sign(s) Item 37A	\boxtimes			
20.	Posted: Other signs				Sanitizing procedures for equipment SE4-100 (hallway) 2 m distancing at SE4-100 (hallway)
ORIE	INTATION AND TRAINING (ADMINISTRATIVE)				
21.	Routine safety discussions held to review control measures and safety protocols.				Students receive email with information about COVID-19 procedures (from instructor)
22.	All students have completed the <u>online Pandemic Exposure</u> <u>Control Plan</u> training.	\boxtimes			Student need to email instructor confirming they have taken the training (Als, Equipment coordinator and Instructor)
23.	COVID-19 safety Site orientation for students has been developed and posted in the Learning Hub.	\boxtimes			Procedure for orientation found <u>here</u> . Student COVID-19 Orientation Checklist found <u>here</u> .
24.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training.	\boxtimes			
25.	All employees have completed the online New Employee Orientation module.	\boxtimes			New and Returning Employee Orientation Checklist found <u>here</u> . Each employee to save the checklist to their online New Employee Orientation course
26.	Other: RENR Covid-19 safety protocol compliance check list SE4 Equipment	\boxtimes			List actions to do prior to, during and after equipment exchange, as well as name of students and instructors involved.
RULI	ES AND GUIDELINES (ADMINISTRATIVE)				
27.	All unnecessary and self-serve items have been removed from the spaces. e.g., pens, paper, etc.			\boxtimes	
28.	Doors that students are to use to enter and exit have been clearly identified.	\boxtimes			Signs and arrows on the floor directing flow from North entrance (enter only) to North east entrance (exit only)
					Signage will indicate entry and exit via opened garage door for students receiving instruction in the SE04 120 garage space
29.	Handouts, papers, and items are not physically provided to students.		\boxtimes		Items (equipment) has to be handed to students but will be done following COVID-19 safety procedures (including especially hand and equipment sanitation).
30.	Students have dedicated tools/equipment, e.g., items are not shared between students.	\boxtimes	\boxtimes		As per the RENR risk assessment, in some cases students will have expensive equipment that will be shared. Safety protocols that minimize passing equipment between individuals – and which mandate cleaning equipment between each use – will be followed.
31.	If cleaning common touch points or tools/equipment not practical, then it is identified when hands are washed/sanitized before and after use.	\boxtimes			Instructions will be given to sanitize hands before and after touching an item that if cleaning the equipment/tool is not practical (e.g. If an instructor is demonstrating the use



#	Control Measure	Yes	No	NA	Details (as per Directions)
					of a specific field equipment and is not practical to sanitize the equipment before giving it to a student).
32.	Work spaces/stations are dedicated for an individual or group use and not shared with others.				
33.	Single-use (disposable) products are used where feasible.	\boxtimes			
34.	Measures are in place to accommodate student sick at home.	\boxtimes			Accommodation plan: Students can stay at home when sick.
35.	Procedures in place to screen students on a daily basis.				The <u>health screen</u> poster is available for reference and is posted on building doors. Students and employees are expected to self assess daily, and the <u>BCCDC self-assessment</u> tool can be used to support this.
36.	There is a procedure in place if a student or employee becomes ill on campus.	\boxtimes			Refer to the <u>COVID-19 Pandemic Scenario Playbook</u> for more information. If the person is reporting symptoms, ask them to avoid others and return home. If they require immediate medical attention, call First Aid and 911.
37.	There are procedures in place if a student or employee travels before coming to campus, or has been in close contact with someone who has tested positive for COVID-19.	\boxtimes			Refer to the <u>COVID-19 Pandemic Scenario Playbook</u> for more information. Confirm if the person is aware of self-isolation <u>requirements</u> and <u>protocols</u> .
38.	Provisions made for students to maintain same lab/class cohort throughout the Term.				
39.	Other:				
PERS	SONAL PROTECTIVE EQUIPMENT (PPE)				
40.	Appropriate PPE for the hazards of employee and student tasks are available to be provided (non-COVID-19 related PPE).				Students are required to bring personal PPE whenever possible. However, PPE available includes: hard hats, gloves, high visibility vests
41.	Training is provided for the above PPE to students and employees.	\boxtimes			
42.	Appropriate PPE for COVID-19 is available to be provided to students and employees. Supply requests emailed to ppe@bcit.ca.				Based on circumstances allowed for in the BCIT COVID-19 Go-Forward Plan, Risk Assessment Matrix Summary. List PPE and tasks/activities required for: Hand sanitizer/ For cleaning hands before and after using tools, vehicles or eating during field activities Disposable face masks/ For use during field activities and transportation to field sites when 2 m distance can't be maintained
43.	PPE safe <u>donning</u> , <u>doffing</u> , <u>disposal</u> , <u>and disinfecting instructional</u> materials are available for students and employees.				Post applicable signs in a visible location if PPE required. Use the <u>Student Orientation checklist</u> to assist orientation/training by instructors.

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#	Control Measure	Yes	No	NA	Details (as per Directions)
					Use the <u>Employee Orientation checklist</u> to assist orientation/training by their supervisors.
44.	Other:				
CLEA	NNING				
45.	Facilities is aware of the cleaning needs for the area. Facilities work requests have been submitted.				Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s). It will be cleaned by FCD during the routine overnight service.
46.	Training will be provided to faculty and students performing cleaning duties and cleaning materials have been provided.				Cleaning Standard Operating Procedures have been located here . What are the cleaning products/materials: What PPE is required: Hand sanitizer Face masks
47.	Assessment of sufficient number of hand wash stations conducted, and an appropriate number of handwashing stations are available				Consider time it will take for hand washing to take place, to determine what is 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.
48.	Handwashing station(s), stocked, easily accessed, and have been identified to students and employees.	\boxtimes			Sink Location: Washrooms in SE4 102 (Male) 103 (Female) Stocked with soap Y \boxtimes N \square paper towel Y \boxtimes N \square
49.	Hand sanitizing station(s), stocked, and have been identified to students and employees.				ABHS (Alcohol-Based Hand Sanitizer): Location(s): SE4 North entrance Will hand sanitizer be refilled by department: $Y \square N \boxtimes If No$, describe:
50.	All Safety Data Sheets (SDS) and cleaning procedures used are found here .	\boxtimes			If not, describe:
51.	The area(s) have been decluttered so that cleaning is simplified.				
52.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.				Barriers can become contaminate if they are a touch point or if the contaminated with droplets by e.g. coughing or sneezing. The only barrier is a table that blocks students from physically entering the room. This will be sanitized regularly.
53.	Common touch points and tools/equipment that must be shared are identified and cleaned between students and classes.				Cleaning/sanitizing procedures for common touch points and shared items are posted and information emailed to students in advance



#	Control Measure	Yes	No	NA	Details (as per Directions)
					Als and course instructors will clean the equipment
54.	Storage space for personal articles have been identified and are cleaned regularly.				Who will clean: Where is the storage:
55.	Other:			\boxtimes	
AUD	IT AND CONTINUOUS IMPROVEMENT				
56.	There is a plan to conduct <u>regular inspections</u> of all control measures and safety protocols to ensure they are in place.	\boxtimes			Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often? Covid-19 check list will be used by AIs and instructors for equipment check out and check in (every time). Check list is printed and kept in file (in paper and/or pdf).
57.	Audits of inspections are planned to ensure that control measures continue to be effective.	\boxtimes			Audits will be conducted once per month RenR safety committee will do the audit.

Added May 25, 2021

Added May 25, 2021								
#	Control Measure	Yes	No	NA	Provide Details (as per Directions)			
ELIMINATION								
AC2 or AD2 (update)	(AD) Work stations are set-up to allow for 2 metres physical distancing.	X			Note: If individuals are working within 2 metres of each other, minimum ppe required is a 3-ply disposable face mask and eye protection e.g. safety glasses, safety goggles or face shield			
ORIENTATION AN	ND TRAINING (ADMINISTRATIVE)							
AC29a or AD25a	Employees have been involved in the development of this Safety Plan.	Х			If employees have not been involved or it is not applicable, explain:			
AC29b or AD25b	There is a means of updating employees and students, as applicable, when the Safety Plan is revised.	Х			Explain your response: Safety plans are posted per regulation			
		<u> </u>			Safety plans are posted per regulation			
RULES AND GUIDE	LINES (ADMINISTRATIVE)							
AC38a	Student attendance is kept.	Х			If No or NA, please explain:			



AC39a	Procedures are in place for employees to notify their supervisions that they have conducted their COVID-19 self-assessment, evitime before they enter the workplace.		X		Th <u>e health screen sign</u> (Item 3C, BCIT online inventory, EOC approved signage) is available for reference and is posted on building entrances. Employees are required to self-assess before they enter the workplace, and th <u>e BCCDC selfassessment tool can be used to support this.</u> Employees are required to notify their supervisor that they have performed their self-assessment.
AD33 (update)	The second of th		X		The health screen sign (Item 3C, BCIT online inventory, EOC approved signage) is available for reference and is posted on building entrances. Employees are required to self-assess before they enter the workplace, and the BCCDC selfassessment tool can be used to support this. Employees are required to notify their supervisor that they have performed their self-assessment.
PERSONAL P	PROTECTIVE EQUIPMENT (PPE)				
AC46 or AD40 (update)	6 or Appropriate PPE for COVID-19 is available to be provided to students (AC) and employees. Supply requests emailed to			requi	r: If individuals are working within 2 metres of each other, minimum ppe ired is a 3-ply disposable face mask and eye protection e.g. safety glasses, by goggles, or face shield.

APPROVAL

All COVID-19 risk control measures for this campus activity are in place.								
	Name Brett Favaro	Position Associate Dean, Natural	Date					
Manager	Brett Favoro	Resources and Environment	May 27, 2021					
EOC	Name Glen Magel	Position EOC Director	Date June 5, 2021					





Figure 1: Supplement showing where students will line up to receive equipment, and where the divider will prevent them from accessing the broader storage room.



SE04-120 Natural Resources Garage/Shop

Notes: This shop area, typically utilized to store equipment, is being used as a chainsaw training shop.

West side door and roll up door could be kept open during instruction

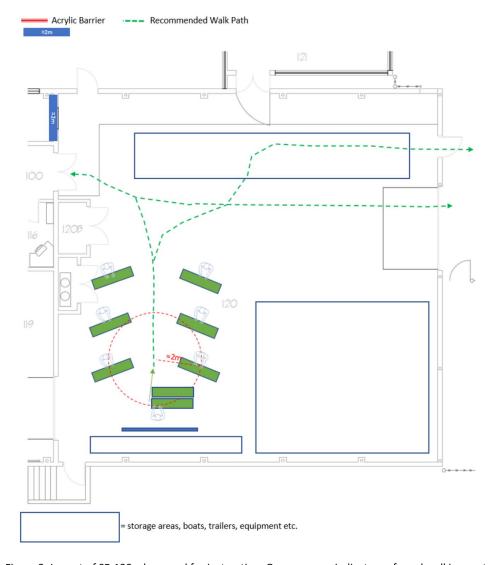


Figure 2: Layout of SE-120 when used for instruction. Green arrows indicate preferred walking routes.





Figure 3: Photo of the garage set up according to the floorplan in figure 2