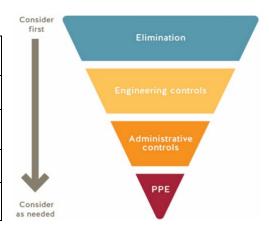


The BCIT COVID-19 Go-Forward Plan outlines the risk assessments, control measures, and the organizational process for our safe return to campus. All returning programs/courses must adhere to this process. Please refer to the <u>BCIT COVID-19 Go-Forward Plan</u> for additional information.

CONTACT INFORMATION

Course/Program Name:	ENPY 1153, 2252, 2254 (EEG)	Electrone	ectroneurophysiology 1 (Lab)			
Proportion of program offered on campus:	Total of 7 courses fall semester of which	h lab compone	component of ENPY 11153 is offered on campus.			
Start date:	January 4 th , 2021		End date:	May 28, 2021		
# of students:	12		# of employees:	2		
Completed by:	Kristi McIntosh	Program H	ead	November Nov 15, 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 Floor Plans found <u>here</u>	Type of Space Include washrooms and breakout rooms	Capacity Current capacity due to COVID-19
NE1	Room 127	Lab, washrooms next door to west	12 students and 2 instructors (all with PPE)
NE1	Room 103	Class room used as change room, washrooms down hall to west	6



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).

This is a full-time program in the SOHS with all lectures on-line. The lab-component of ENPY 2252 (Tues) and 2254 (Fri) introduces the students to the skills and equipment that will be applied in the clinical portion of the program following term 1 and term 2. Students will be given the time and opportunity to practice the introductory skills of electroencephalograms. During this lab, students learn how to measure and apply electrodes using each other as patients on who they practice. This is a very challenging skill which can only be learned in person with repeated practice. Furthermore, this lab allows students to put into practice the academic knowledge they have learned during online courses offered concurrently. This skill must be successfully mastered before the students eventually return to clinical practicums.

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 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.
- 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 <u>Risk</u> Assessment Controls Guidance and Hierarchy of Controls. For assistance email <u>ssemohs@bcit.ca</u>.

SSEM, OHS Division COVID-19 Safety Plan Date: July 21, 2020 Page 2 of 8



#	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.				Medical-grade masks, face shields and gloves will be worn by both students and instructors during the entire duration of the lab. As students must practice on each other in order to learn how to apply electrodes to each other's heads, 2m distancing cannot take place. This is an essential skill that can only be accomplished with in-person, handson practicing. Our small group of 12 will exist as a cohort and will never mingle with other BCIT students.
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.	×			Students will arrive at 8:45 on both Tuesdays (ENPY 2252) and Fridays (ENPY 2254) and then proceed to NE1-103 to change into scrubs (this room will be empty at that time). Only 6 will be allowed in at a time. The instructor will meet the students at the appropriate NE1-entrance way and will count how many can proceed inside. If the instructor is not there, the students will know they can proceed directly inside. As they cannot congregate in the halls, they will be encouraged to not arrive early but can go directly to NE1-103 anytime after 8:40 to change. Class does not start until 9am. They will then return to lab. Generally, only one student can leave the room at a time to use washroom. If more than that must leave the room, then returning person will knock before entering to clear doorway.
4.	Work has been scheduled to minimize numbers of individuals on campus at one time.	\boxtimes			
5.	In shared spaces, safety protocols have been put in place to reduce close contact between users.				
6.	Movement within the room is identified, such as with directional arrows, for walkways and entrances/exits.				Signs and arrows signs have been ordered through the SOHS and will be placed in these areas prior to the lab.
7.	Water fountains are put out of service, and only touchless water bottle filling station available.	\boxtimes			Students have been asked to bring their own water bottles.
8.	Mobile fans have been removed or put out of service.			\boxtimes	None
7.	Washrooms have been identified.	\boxtimes			If yes, Washroom occupancy limit2

SSEM, OHS Division COVID-19 Safety Plan Date: July 21, 2020 Page 3 of 8



#	Control Measure	Yes	No	NA	Details (as per Directions)
8.	Break area(s) for student use have been identified.				If yes, what control measures are in place to maintain physical distancing? Students will remain in lab. PPE will be worn at all times as lab. An alternative is to go outside using NE1 exit closest to the lab. PPE can be removed outside. Occupancy Limit12+2 If there is an occupancy limit, is sign posted? Y Ø N □
9.	Break areas for employee use have been identified.				If yes, what control measures are in place to maintain physical distancing? Employees will remain in lab. PPE will be worn at all times as lab. An alternative is to go outside using NE1 exit closest to the lab. PPE can be removed outside. Occupancy Limit12+2 If there is an occupancy limit, is sign posted? Y Ø N □
10.	Other:		\boxtimes		
ENG	INEERING CONTROL MEASURES			•	
11.	<u>Barriers</u> are implemented to separate work areas or walk ways, when physical distancing not practical.				☐ Barriers not required as all students and faculty will be expected to be in full PPE during the entire duration of the lab.
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.			\boxtimes	Complete a <u>Facilities and Campus Development work requisition</u> for assessment, as needed.
	Other:				
SIGN	IAGE (ADMINISTRATIVE) Signage is available @ <u>BCIT onlii</u>	ne Inve	ntory.	Guide	elines for posting signs are available on <u>ShareSpace</u> .
13.	Posted: Physical distancing (2 m) sign(s) Item 1A				All signage has been ordered through the SOHS and will be posted immediately upon arrival prior to lab start. We will not be physical distancing.
14.	Posted: Hand washing sign(s) Item 29B	\boxtimes			
15.	Posted: Health screen sign(s) Item 3C	\boxtimes			
16.	Posted: Hand washing sink location sign(s) Item 14A	\boxtimes			
17.	Posted: Hand sanitizing station location sign(s) Item 13A	\boxtimes			
18.	Posted: Protect yourself sign(s) Item 21A	\boxtimes			
19.	Posted: Occupancy limit of this room sign(s) Item 37A	\boxtimes			Occupancy is 12 + 2 (students and instructors only)
20.	Posted: Other signs		\boxtimes		Please list:
ORIE	ENTATION AND TRAINING (ADMINISTRATIVE)			L	



#	Control Measure	Yes	No	NA	Details (as per Directions)
21.	Routine safety discussions held to review control measures and safety protocols.	\boxtimes			
22.	All students have completed the online COVID-19 Pandemic On- Campus Guidelines training.				How will compliance be checked: students will be required to print last page indicated it is complete and send to clinical instructor. A report will also be run on the Learning Hub.
23.	COVID-19 safety Site orientation for students has been developed and posted in the Learning Hub.	\boxtimes			Orientation for students will be covered on September 15 during a Zoom call and then posted in the learning Hub, Cardiology Community Site.
24.	All employees have completed the online <u>BCIT Pandemic</u> <u>Exposure Control Plan Training</u> .				
25.	All employees have completed the online New Employee Orientation module.	\boxtimes			Faculty and staff members will complete
26.	Other:		\boxtimes		
RULI	ES AND GUIDELINES (ADMINISTRATIVE)				
27.	All unnecessary and self-serve items have been removed from the spaces. e.g., pens, paper, etc.	\boxtimes			All supplies asked for prior to class and stocked at each workspace
28.	Doors that students are to use to enter and exit have been clearly identified.	\boxtimes			Signs requested from SOHS and will be posted immediately after they are received.
29.	Handouts, papers, and items are not physically provided to students.				Some supplies will be provided to students for practicing electrode application. They will not be shared with other students. They will be wiped down with disinfectant after use.
30.	Students have dedicated tools/equipment, e.g., items are not shared between students.	\boxtimes			As above.
31.	If cleaning common touch points or tools/equipment not practical, then it is identified when hands are washed/sanitized before and after use.				Disinfecting EEG carts is to be done after each test prior to students switching to share machines
32.	Work spaces/stations are dedicated for an individual or group use and not shared with others.				Each pair of students working on each other doing EEG's will not switch to other partners (during that particular lab) and all will be wearing full PPE.
33.	Single-use (disposable) products are used where feasible.	\boxtimes			
34.	Measures are in place to accommodate student sick at home.	\boxtimes			Accommodation plan: student will be asked to attend the next lab available.



ill on campus. Image: Compus Image: Compus Image: Cover I	read and report to faculty teaching that day. 7. There is a procedure in place if a student or employee becomes ill on campus. 7. 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. 7. 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. 7. 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. 8. Provisions made for students to maintain same lab/class cohort throughout the Term. 7. Other: 7. Other: 8. Provisions made for students to maintain same lab/class cohort throughout the Term. 8. Provisions made for students to maintain same lab/class cohort throughout the Term. 8. Provisions made for students to maintain same lab/class cohort throughout the Term. 8. Provisions made for students to maintain same lab/class cohort throughout the Term. 8. List the per and to sky/activities it is required for, and provide the quantity and unit of measure, if applicable (e.g. 2 baxes of 20 each box): 8. List the per and to sky/activities it is required for, and provide the quantity and unit of measure, if applicable (e.g. 2 baxes of 20 each box): 8. 20 safety goggles 8. RONCO Nitrile Gloves (50/box) - 2 boxes of small gloves, 2 boxes of medium gloves, 1 box of 100 large gloves, 8. 800 disposable medical masks (50/box) - 2 boxes of medium gloves, 1 box of 100 large gloves, 8. 800 disposable medical masks (50/box) - 2 boxes of medium gloves, 1 box of 100 large gloves, 12 x Oxivir Cleaning and Disinfectant Wipes, 13 x Provided for the above PPE to students and employees.	#	Control Measure	Yes	No	NA	Details (as per Directions)
There is a procedure in place if a student or employee becomes ill on campus. Refer to the COVID-19 Pandemic Scenario Playbook for more information. If the perse reporting symptoms, ask them to avoid others and return home. If they require immediate medical attention, cull First Aid and 911.	There is a procedure in place if a student or employee becomes ill on campus. □	35.	Procedures in place to screen students on a daily basis.	\boxtimes			,
ill on campus. Image: Compus Image: Compus Image: Cover I	ill on campus. reporting symptoms, ask them to avoid others and return home. If they require immediate attention, call First Aid and 911. 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. Refer to the COVID-19 Pandemic Scenaria Playbook for more information. Confirm If the person is aware of self-isolation requirements and gratocols. Refer to the COVID-19 Pandemic Scenaria Playbook for more information. Confirm If the person is aware of self-isolation requirements and gratocols. Refer to the COVID-19 Pandemic Scenaria Playbook for more information. Confirm If the person is aware of self-isolation requirements and gratocols. Refer to the COVID-19 Pandemic Scenaria Playbook for more information. Confirm If the person is aware of self-isolation requirements and gratocols. Refer to the COVID-19 Pandemic Scenaria Playbook for more information. Confirm If the person is aware of self-isolation requirements and gratocols. Refer to the COVID-19 Pandemic Scenaria Playbook for more information. Confirm If the person is aware of self-isolation requirements and gratocols. Refer to the COVID-19 pandemic Scenaria Playbook for more information. Confirm If the person is aware of self-isolation requirements and gratocols. Refer to the COVID-19 pandemic Scenaria Playbook for more information. Confirm If the person is aware of self-isolation requirements and gratocols. Refer to the COVID-19 pandemic Scenaria Playbook for more information. Isolate Playbook for the person is formation in fraction for the quantity and unit of measure, if applicable (e.g. 2 boxes of 20 each box): List the pee and task/activities required for count pandemic scenaria playbook for more information. List the pee and task/activities required by Solfs. List the pee and task/activities is required for count pandemic scenaria playbook. List the pee and task/activities is required for count pandemic sce						. ,
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	• 800 disposable medical masks (50/box = 16 boxes)						
I I I I ■ ZU X Hand Sanitizer 75% 500ml	• 12 x Oxivir Cleaning and Disinfectant Wipes						

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#	Control Measure	Yes	No	NA	Details (as per Directions)
					• 12 x Spray Nine Cleaner/Disinfectant
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. Use the <u>Employee Orientation checklist</u> to assist orientation/training by their supervisors. Instructions on use of PPE will be covered in first week of online portion of lab.
44.	Other:		\boxtimes		
CLEA	ANING				
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). Sanitizer stations: Status of work request 1450591 for FIXTURES - NE01-01-127 changed to WR Completed
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: gloves, goggles, masks.
47.	Assessment of sufficient number of hand wash stations conducted, and an appropriate number of handwashing stations are available				Because students are working directly with each other in PPE, they will be asked to use hand sanitizer in between each test once gloves are off. In addition they will be asked to use the washroom 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.				Sink Location:NE1-127 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) A request has been made to facilities to install two. Will hand sanitizer be refilled by department: Y ⋈ N □ If No, describe:
50.	All Safety Data Sheets (SDS) and cleaning procedures used are found here .				If not, describe: Oxivir Cleaning and Disinfectant Wipes Spray Nine Cleaner/Disinfectant No SDS for Hand Sanitizer 75% 500ml
51.	The area(s) have been decluttered so that cleaning is simplified.				

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#	Control Measure	Yes	No	NA	Details (as per Directions)
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. Barriers will not be used. Full PPE will be worn by both students and faculty. Cleaning of the equipment can be done with Caviwipes should the equipment become contaminated between changing of masks. Likely this will not happen as students are to wear masks at all times in the lab/classroom and only remove when outside during breaks.
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 e.g. shared machinery, equipment, tools, etc. Identify who will clean and how often (e.g. staff and/or students): Equipment students use will be cleaned after each test by the students.
54.	Storage space for personal articles have been identified and are cleaned regularly.	\boxtimes			Who will clean: Cleaning staff Where is the storage: NE1-103
55.	Other:	\boxtimes			Students will be asked to turn on sinks while holding paper towel.
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.				Lab instructor will ensure this COVID-19 Safety Plan is posted and checked on lab days by either PH or Lab Instructor.
57.	Audits of inspections are planned to ensure that control measures continue to be effective.				Lab instructor will check in weekly ensure all control measures are effective and ask faculty to request any necessary extra resources. PH will continuously communicate with AD.

APPROVAL

All COVID-19 risk control measures for this campus activity are in place.										
	Name	Position	Date							
Manager	Slady	Associate Dean	November 18, 2020							
EOC	Name Glen Magel	Position EOC Director	Date November 23, 2020							