



COVID-19 SAFETY PLAN PUBLIC COUNTERS

RATIONALE FOR ON-CAMPUS ACTIVITY

Please provide a short description explaining the purpose of this public counter.

Public Services Counter:

- Checking in/out of Library material/equipment to staff and students.
- Distribution of student ID cards.
- Monitor and control access to the study desks within the Library. Will ensure that social distancing practices are occurring and that users are following the check-in and usage protocols

CONTROL MEASURES

COVID-19 SAFETY PLAN: CONTROL MEASURES CHECKLIST

Directions for completing this Safety Plan:

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

Note: All applicable control measures must be in place before the Safety Plan is approved. For additional resources the [Risk Assessment Controls Guidance and Hierarchy of Controls](#). For assistance email ssemohs@bcit.ca.



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#	Control Measure	Yes	No	NA	Details (as per Directions)
ELIMINATION					
1.	Work areas are set-up to allow for 2 metres physical distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exceptions allowed as per BCIT COVID-19 Go-Forward Plan , Risk Matrix Summary (explain): <i>Only one staff person onsite</i>
2.	Work has been scheduled to minimize numbers of employees at the counter at one time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Only one staff person onsite at one time</i>
3.	Occupancy limit for waiting area has been posted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Occupancy limits if applicable: <u>10</u> <i>7 study tables will be available for students. Students will be sent away if tables are not available.</i> <i>There is a limit of one person being served at the counter. Waiting space is available in the 3rd floor lobby until the desk space is clear.</i>
4.	Alternative space to wait has been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Waiting spaces have been marked in the 3rd floor lobby</i>
5.	Movement within the rooms (s), such as with directional arrows, for walkways and entrances/exits.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Floor has been marked so that clear walkways are defined and separate (see attached diagram)</i>
6.	Queuing area is identified, and it's clearly communicated to those queuing to maintain 2 metres physical distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Floor markings spaced 2M apart are on the floor. In addition signs are posted reminding people to remain 2M apart.</i>
7.	How far to stand from the counter is clearly identified	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Markers have been placed on the floor identifying where people are supposed to stand.</i>
8.	Washrooms for public use has been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>If yes, washroom occupancy limit No washroom in the BMC Library</i>
9.	Mobile fans have been removed or put out of service.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>No external fans are in place</i>
10.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
ENGINEERING CONTROL MEASURES					
11.	Barriers are implemented to separate the work space from public/others at the counter.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Plexiglass shields have been installed at the front counter at both the checkout terminals.</i>
12.	Barriers serve a security or other purpose.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The Plexiglas barriers being used protect staff from contact to customers approaching or being served at the front counter</i>
13.	A pass through window is required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The Plexiglas shields were ordered from BCIT supplies and cover the front counter stations. They have a pass through window to allow us to pass library material through the slot.</i>

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14.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Barriers are secured to the desk with the provided tripod legs. They are sturdy and won't tip over or fall off the counter. They have also been secured with book tape so as not to fall over</i>
15.	The impact on ventilation requirements have been considered if there's been a significant use change for the space.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Complete a Facilities and Campus Development (FCD) work requisition for assessment, as needed. There has been no change to the space that would require adjustment in ventilation requirements.</i>
16.	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>					
17.	Posted: Physical distancing (2 m) sign(s) Item 1A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Posted as required</i>
18.	Posted: Hand washing sign(s) Item 29B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Posted as required</i>
19.	Posted: Health screen sign(s) Item 3C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Posted as required</i>
20.	Posted: Hand washing sink location sign(s) Item 14A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Posted as required</i>
21.	Posted: Hand sanitizing station location sign(s) Item 13A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Posted as required</i>
22.	Posted: Protect yourself sign(s) Item 21A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Posted as required</i>
23.	Posted: Occupancy limit of this room sign(s) Item 37A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Posted as required</i>
24.	Posted: Other signs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Please list: We've ordered all the signs we needed. No additional signs required. Do no use equipment signs have been posted on computers/copier</i>
ORIENTATION AND TRAINING (ADMINISTRATIVE)					
25.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>All Public Services Library staff completed this in March/April of 2020 during the first phase of closing</i>
26.	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 All Public Services Library staff will complete the module</i>
27.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
RULES AND GUIDELINES (ADMINISTRATIVE)					

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28.	All unnecessary and self-serve items have been removed from the public counter <i>e.g., pens, paper, etc.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>All items and business cards have been removed from the front counter.</i>
29.	Papers and items are not physically passed between employees and the public.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Student ID cards and Library materials will be handed by employees to the public through Plexiglas. Public is encouraged to place library materials in a bag for 3 days or to wipe them down. ID cards can be wiped as well. Public are encouraged to use the hand sanitation stations located at the entrance to the area.</i>
30.	Employees have dedicated tools/equipment, e.g., items are not shared between employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Only one person is working at this location so there is no sharing or resources. Returned Library material will be checked in by one staff member and quarantined for minimum of 3 days before reshelving.</i>
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>Only one person will be using the resources</i>
32.	Single-use (disposable) products are used where feasible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
33.	Procedures in place to screen employees on a daily basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The health screen poster is available for reference and is posted on building doors. Employees are expected to self assess daily, and the BCCDC self-assessment tool can be used to support this.</i> <i>Staff will self assess daily and report if not well to PS Supervisor and Operations Manager</i>
34.	There is a procedure in place if an employee or other person 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> <i>If staff are unwell they are to report to the PS Supervisor or Operations Manager that they are unwell and going home. Coverage will be arranged where available.</i>
35.	There are procedures in place if an employee travels before coming to campus, or has been in close contact with someone who has tested positive for COVID-19.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Refer to the COVID-19 Pandemic Scenario Playbook for more information. Confirm if the person is aware of self-isolation requirements and protocols.</i> <i>Staff will be required to follow the established protocols and stay home when in contact with someone.</i>
36.	Provisions made for employees to work in cohorts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Only one staff person assigned to this location</i>
37.	Direction is provided to employees that hand hygiene is performed before and after work is conducted and before and after breaks, as a minimum.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Hand washing with soap and water for at least 20 seconds is preferred. If hands not visibly dirty, then can use hand sanitizer.</i>

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					<i>Signs are posted in the area and staff are expected to follow the hand washing protocols. Hand washing is available in the staff break room, and washrooms located in the BMC staff area. Hand sanitation stations have been established in the Library</i>
38.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
PERSONAL PROTECTIVE EQUIPMENT (PPE). Refer to the PPE Flowchart to determine what PPE is required for COVID-19 purposes. Refer to PPE order form in Appendix A.					
39.	Appropriate PPE for the hazards of employee tasks are available to be provided (non-COVID-19 related ppe).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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><i>No pre-COVID PPE equipment was required in the area.</i></p>
40.	Training is provided for the above PPE to employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
41.	Appropriate PPE for COVID-19 is available to be provided to employees. Supply requests emailed to ppe@bcit.ca .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Based on circumstances allowed for in the BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary.</p> <p>List PPE and tasks/activities required for and provide the quantity and unit of measure, if applicable (e.g. 2 boxes of 20 each box):</p> <p><i>Public Services staff have available to them:</i></p> <ul style="list-style-type: none"> • <i>Disposable Gloves</i> • <i>Masks – Disposable and Re-Usable</i> • <i>Plastic Face shields</i> • <i>Goggles</i> • <i>Hand Sanitation bottles</i>
42.	PPE safe donning, doffing, disposal, and disinfecting instructional materials are available for employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Post applicable signs in a visible location if ppe required.</p> <p>Use the Employee Orientation checklist to assist orientation/training by their supervisors.</p>
43.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
CLEANING					
44.	Training will be provided to employees performing cleaning duties and cleaning materials have been provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Cleaning Standard Operating Procedures have been located here. What are the cleaning products/materials:</p> <ul style="list-style-type: none"> • <i>Lysol wipes and EP66 spray will be used to dis-infect common areas.</i> <p>What ppe is required: <i>Gloves and goggles are provided for staff to use</i></p>

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45.	All Safety Data Sheets (SDS) and cleaning procedures used are found here .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If not, describe:</i>
46.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>Barriers can become contaminate if they are a touch point or if the contaminated with droplets by e.g. coughing or sneezing.</i></p> <p><i>Staff will wipe down areas daily or more regularly if an incident occurs</i></p>
47.	Common touch points and tools/equipment, that must be shared are identified and cleaned between employees/others.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>Cleaning/sanitizing procedures for common touch points and shared items are available and signs posted e.g. shared machinery, multifunction devices, photocopiers, equipment, tools, microwaves, kettles, eating surfaces, etc. Identify who will clean and how often (e.g. employees or cleaning staff):</i></p> <p><i>Use of common items will be minimized where ever possible. In the event of using a shared resources staff will wipe down after use.</i></p> <p><i>Signs will be posted around all common items and cleaning supplies will be place in the vicinity of common touch points</i></p> <p><i>Individuals will wipe down before and after use.</i></p> <p><i>Cleaning staff will do deeper cleaning during their regular cleaning procedures</i></p> <p><i>For the student tables a sign is placed on it after each use advising that it is not available until, at which time the sign is then removed.</i></p>
48.	Storage space for personal articles have been identified and are cleaned regularly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>Who will clean: Personal items will be kept at their desk.</i></p> <p><i>Where is the storage:</i></p>
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"/>	<i>Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s).</i>
50.	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"/>	<p><i>Consider time it will take for hand washing to take place, to determine what is e.a. sufficient number of hand wash stations.</i></p> <p><i>Hand washing stations are located in the BMC staff break room in the BMC staff area. Sufficient stations are available for hand washing there or in the BMC washrooms</i></p>
51.	Handwashing station(s), stocked, easily accessed, and have been identified to employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>Sink Location:</i></p> <ul style="list-style-type: none"> <i>• BMC Break Room – 350A</i> <i>• Washrooms:</i> <i>• 336 – washroom</i> <i>• 337A – Women’s washroom</i> <i>• 337B – Men’s washroom</i> <p><i>Stocked with soap Y <input checked="" type="checkbox"/> N <input type="checkbox"/> paper towel Y <input checked="" type="checkbox"/> N <input type="checkbox"/></i></p>



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#	Control Measure	Yes	No	NA	Details (as per Directions)
	Hand sanitizing station(s), stocked, and have been identified to employees and others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ABHS (Alcohol-Based Hand Sanitizer): Location(s) <ul style="list-style-type: none"> • 320 desk (foot pump) • 320 by doors (foot pump) • Additional ones will be added to study areas for student use Will hand sanitizer be refilled by department: Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If No, describe: facilities
53.	The area(s) have been decluttered so that cleaning is simplified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Areas have minimal items out to facilitate easier cleaning
54.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
AUDIT AND CONTINUOUS IMPROVEMENT					
55.	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"/>	Staff will do a walk through daily to ensure that signs and sanitation stations are full. Public Services Supervisor to do monthly walk through to verify compliance and standards are maintained. Logs to be sent to Operations manager electronically for audit reviews as needed.
56.	Audits of inspections are planned to ensure that control measures continue to be effective.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Operations Manager will review monthly

APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Mei Young	Position Operations Manager	Date November 25, 2020
EOC	Name <i>Glen Magel</i>	Position EOC Director	Date February 14, 2021



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APPENDIX A PPE Order Form

School of:		Primary Contact Name:
Department/Area:		Email:
Delivery Address (Bldg/Office #):		Phone:
Item	Quantity	Misc. Notes
Gloves - Size S (50 per box)		
Gloves- Size S (100 per box)		
Gloves - Size M (50 per box)		
Gloves - Size M (100 per box)		
Gloves - Size L (50 per box)		
Gloves - Size L (100 per box)		
Gloves - Size XL (50 per box)		
Gloves - Size XL (100 per box)		
Disinfectant Wipes (80 wipes per pack)		<i>Limit 6 packs per department.</i>
Disinfectant Spray Bottles (per 946ml bottle)		<i>Limit 4 bottles per department/area.</i>
Hand Sanitizer (per 500ml bottle)		
Disposable Masks (50 per box)		
N95 Masks (20 per box)		
Face Shields (per individual unit)		
Plexi Barriers (48x32 with opening)		
Plexi Barriers (48x32 without opening)		
Respirator Mask (per individual unit)		
Respirator Mask Cartridges (2 per pack)		
Gown - Size S/M (per individual unit)		
Gown - Size L/10 (10 per pack)		
Safety Glasses (per individual unit)		
Safety Goggles (per individual unit)		
Visit https://inventory.bcit.ca/collections/eoc-approved-ppe for what can be purchased on your behalf.		

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