

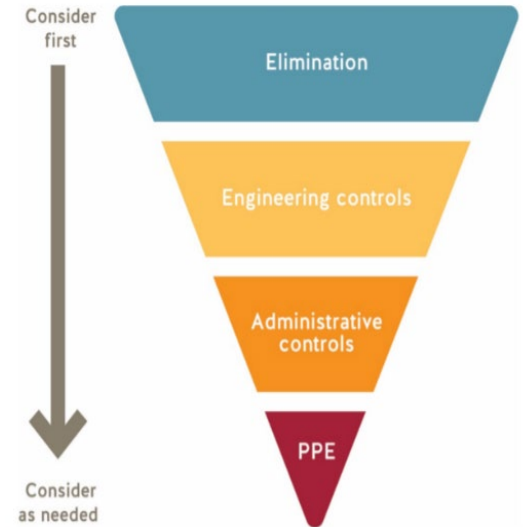


BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

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:	SOE Power Engineering – Distance Education		
Proportion of program offered on campus:	Program = total of 22 online courses of which 22 have some 'on campus' activity (Final Exam)		
Start date:	January 4, 2021	End date:	Ongoing
Total # of students in program:	900 students	Total # of employees:	15
Anticipated # of students on campus daily when scheduled:	3	Anticipated # of employees on campus daily when scheduled:	3
Completed by:	Name	Position	Date
	Alex Podut	Instructor	December 23, 2020
Replaces	RTC Safety Plan #:	64	
	GFP Safety Plan #:		



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>
<i>Burnaby Campus / Building SE08</i>	210G	Resource and examination centre	3
<i>Burnaby Campus / Building SE08</i>	210A	Office	11
<i>Burnaby Campus / Building SE08</i>	206A	Washroom	1
<i>Burnaby Campus / Building SE08</i>	206E	Washroom	1



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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).

Conversion of RTC#64 (SOE – Power Engineering – Exams) to GFP format and extension of end date to May 31, 2021 (during COVID). The only other revision is a statement regarding the use of surgical style masks as required in BCIT common areas.

CONTROL MEASURES

COVID-19 SAFETY PLAN: CONTROL MEASURES CHECKLIST

Directions for completing a Safety Plan:

1. First step read the [BCIT COVID-19 Go-Forward Plan](#) as the overall planning document, and use it to complete Steps 2-7.
2. Use this checklist as a tool to assess COVID-19 control measure preparedness for students and employees and the spaces they will be using. Refer to the [BCIT COVID-19 Go-Forward Plan](#) for standardized safety guidelines and procedures.
3. For each control measure, state the details. If the control measure is a 'No' or 'NA', please provide a brief explanation.
4. The manager requests all PPE requirements by submitting this draft Safety Plan to the PPE@bcit.ca.
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 [Risk Assessment Controls Guidance and Hierarchy of Controls](#). For assistance email ssemohs@bcit.ca.

COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Provide 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"/>	<i>Room capacity has been adjusted to allow for physical distancing. The current room capacity is limited to 3, from the maximum unrestricted capacity of 14.</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"/>	<i>Work stations have been selected and designated to allow for a minimum of 2 meters distancing. Work areas are marked, Loading Plan is posted outside the Test Center's entrance to guide students to find their seat. Scrap paper is distributed at each arranged seat prior to students entering so that no interactions within 2-metre will occur.</i>
3.	Identified area(s) where students wait outside of teaching space until allowed inside by instructor.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Waiting areas for students are clearly marked. Exam invigilator provides further instructions to students. Standing positions are marked on the floor as an indicator.</i>
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"/>	<i>Student examination times are staggered with one-hour intervals to avoid lineups, to ensure there is no chance a student will encounter another student during ingress and egress of examination centre.</i>
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"/>	<i>Ingress and egress routes for each Test Center have been arranged so that there is no chance a student can encounter other student(s) on their way in and/or out within 2-metre distance.</i>
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>Standing positions are marked on the floor as an indicator. Ingress and egress routes are clearly marked on the floor.</i>
7.	Water fountains are put out of service, and only touchless water bottle filling station available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Existing water fountain has been isolated with shrink film</i>
8.	Mobile fans have been removed or put out of service.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>The rooms are not equipped with mobile fans.</i>
9.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Washroom occupancy limit 1. Washroom doors are open to remove the need to touch door handles.</i>
10.	Break area(s) for student use have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Students are on campus only for the purpose of final examination, no breaks are allowed. No eating is allowed in the exam room.</i>
11.	Break areas for employee use have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Employees will take their breaks at their designated work stations or outside the building work space.</i>
12.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
ENGINEERING CONTROL MEASURES					
13.	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"/>	<i>Barriers have been installed at each work station</i>
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 firmly secured to existing office furniture.</i>
15.	The impact on ventilation requirements have been considered if there's been a significant use change for the instructional space.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Not considered due to no changes of the instructional space, air circulation is sufficient – number of students has also decreased in these spaces.</i>

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#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
16.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SIGNAGE (ADMINISTRATIVE) Signage is available @ BCIT online Inventory . Guidelines for posting signs are available on ShareSpace .					
17.	Posted: Physical distancing (2 m) sign(s) Item 1A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage used as provided by BCIT https://inventory.bcit.ca/collections/eocapproved-covid-19-signage
18.	Posted: Hand washing sign(s) Item 29B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage used as provided by BCIT https://inventory.bcit.ca/collections/eocapproved-covid-19-signage
19.	Posted: Health screen sign(s) Item 3C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage used as provided by BCIT https://inventory.bcit.ca/collections/eocapproved-covid-19-signage
20.	Posted: Hand washing sink location sign(s) Item 14A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage used as provided by BCIT https://inventory.bcit.ca/collections/eocapproved-covid-19-signage
21.	Posted: Hand sanitizing station location sign(s) Item 13A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage used as provided by BCIT https://inventory.bcit.ca/collections/eocapproved-covid-19-signage
22.	Posted: Protect yourself sign(s) Item 21A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage used as provided by BCIT https://inventory.bcit.ca/collections/eocapproved-covid-19-signage
23.	Posted: Occupancy limit of this room sign(s) Item 37A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage used as provided by BCIT https://inventory.bcit.ca/collections/eocapproved-covid-19-signage
24.	Posted: Other signs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Please list:
ORIENTATION AND TRAINING (ADMINISTRATIVE)					
25.	Routine safety discussions held to review control measures and safety protocols.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Email reminders, and departmental zoom meetings will be sent/held.
26.	All students have completed the online COVID-19 Pandemic On-Campus Guidelines training.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Due to limited time spent on campus distance education
27.	COVID-19 safety Site orientation for students has been developed and posted in the Learning Hub.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site orientation checklist has been posted on the Learning Hub
28.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completion results have been submitted to the Associate Dean.
29.	All employees have completed the online OHS New Employee Orientation module .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completion results have been submitted to the Associate Dean.
30.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
RULES AND GUIDELINES (ADMINISTRATIVE)					
31.	All unnecessary and self-serve items have been removed from the spaces. e.g., pens, paper, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students are required to bring their own supplies.
32.	Doors that students are to use to enter and exit have been clearly identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signs and arrows on the floor

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#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
33.	Handouts, papers, and items are not physically provided to students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Mouse and keyboards are cleaned and wiped properly after each student's use by the invigilator. Scrap paper is distributed at each arranged seat prior to students entering so that no interactions within 2-metre will occur. The invigilator who hands out the scrap paper will wash or sanitize their hands properly before handling the paper.</i>
34.	Students have dedicated tools/equipment, e.g., items are not shared between students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Students are required to bring their own writing tools and calculator.</i>
35.	If cleaning common touch points or tools/equipment not practical, then it is identified when hands are washed/sanitized before and after use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Directions to washrooms are provided by the exam invigilator. Disinfectant wipes and/or cleaners approved by public Health Canada are available at the entrance and available to students. The location of disinfectants is indicated to each student by the exam invigilator.</i>
36.	Work spaces/stations are dedicated for an individual or group use and not shared with others.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The seats inside the test Center are numbered and students are communicated their designated seat number when checking ID. Instructions are posted by each entrance to guide students to find their seats.</i>
37.	Single-use (disposable) products are used where feasible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Students are required to bring their own writing tools and calculator.</i>
38.	Measures are in place to accommodate student sick at home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Students who are sick are scheduled to take the final exam once they are fully recovered.</i>
39.	Procedures in place to screen students on a daily basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Prior to scheduling an on-campus exam students are required to self-assess their health and risk factors as per BC Health and Safety Covid-19 guidelines and communicate their status. Once they are deemed safe they are scheduled for the on-campus exam.</i>
40.	There is a procedure in place if a student or employee becomes ill on campus.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Refer to the COVID-19 Pandemic Scenario Response Plan 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>
41.	There are procedures in place if a student or employee travels before coming to campus, or has been in close contact with someone who has tested positive for COVID-19.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Monitor and support the student or the employee, inform them of remote working protocols and work/study assignments.</i>
42.	Provisions made for students to maintain same lab/class cohort throughout the Term.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Students are divided in study groups and scheduled for on-campus activities within their groups. Instructors monitor students' attendance and no transfer between groups is allowed.</i>
43.	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.					
44.	Appropriate PPE for the hazards of employee and student tasks are available to be provided (non-COVID-19 related ppe).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>For the purpose of examination students are not required to use PPE. Surgical style masks will be mandatory in common areas and a stock of masks will be kept available for students.</i>
45.	Training is provided for the above PPE to students and employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Items from #40 do not require training</i>

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#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
46.	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>Nitrile glove 5 daily, hand sanitizer ¼ L daily, wipes with at least 70% alcohol 20 sheets daily. A list of PPE has been formulated and the request has been forwarded to ppe@bcit.ca</i>
47.	PPE safe donning, doffing, disposal, and disinfecting instructional materials are available for students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Applicable signs are posted in visible locations. Orientation and training is provided by instructors. Use the OHS Employee Orientation checklist to assist orientation/training by their supervisors.</i>
48.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
CLEANING					
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 by custodial services will be done after the last test session, as per usual contract.</i>
50.	Training will be provided to faculty and students performing cleaning duties and cleaning materials have been provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Instructors have been provided training, students are not required to clean the examination work space.</i>
51.	Assessment of sufficient number of hand wash stations conducted, and an appropriate number of handwashing stations are available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>There are 2 hand wash station in the washrooms, adequate for 3 students taking exams. Access is limited to one student at a time.</i>
52.	Handwashing station(s), stocked, easily accessed, and have been identified to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Sink Location: _____ 206A, 206E _____ Stocked with soap Y <input checked="" type="checkbox"/> N <input type="checkbox"/> paper towel Y <input checked="" type="checkbox"/> N <input type="checkbox"/></i>
53.	Hand sanitizing station(s), stocked, and have been identified to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>ABHS (Alcohol-Based Hand Sanitizer): Location(s) _____ 210G _____ Will hand sanitizer be refilled by department: Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/> If No, describe:</i>
54.	All Safety Data Sheets (SDS) and cleaning procedures used are found here .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>SDS sheets and cleaning procedures are posted at each location</i>
55.	The area(s) have been decluttered so that cleaning is simplified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
56.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Workstations are separated by physical barriers, cleaned after each use by invigilator.</i>
57.	Common touch points and tools/equipment that must be shared are identified and cleaned between students and classes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Common touch points are cleaned by instructor.</i>
58.	Storage space for personal articles have been identified and are cleaned regularly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Students are designated an individual storage space for the duration of the exam. This is cleaned by instructor after each exam.</i>



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#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
59.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
AUDIT AND CONTINUOUS IMPROVEMENT					
60.	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>The COVID-19 Safety Plan is posted in each lab. Audit will be done by Chief Instructor will do inspections bi weekly until satisfied that the plan is moving accordingly. Inspections will move to monthly once comfortable. Associate Dean will do random inspections.</i>
61.	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>Department Head will audit monthly due to the intermittent nature of exams being held in this space. Exam invigilator will be present at all times during exams</i>

APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Brian Buckley	Position Associate Dean	Date December 29, 2020
EOC	Name <i>Glen Magel</i>	Position EOC Director	Date December 30, 2020

REVISION APPROVAL *(if applicable)*

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Brian Buckley	Position Associate Dean	Date December 29, 2020
EOC	Name	Position	Date

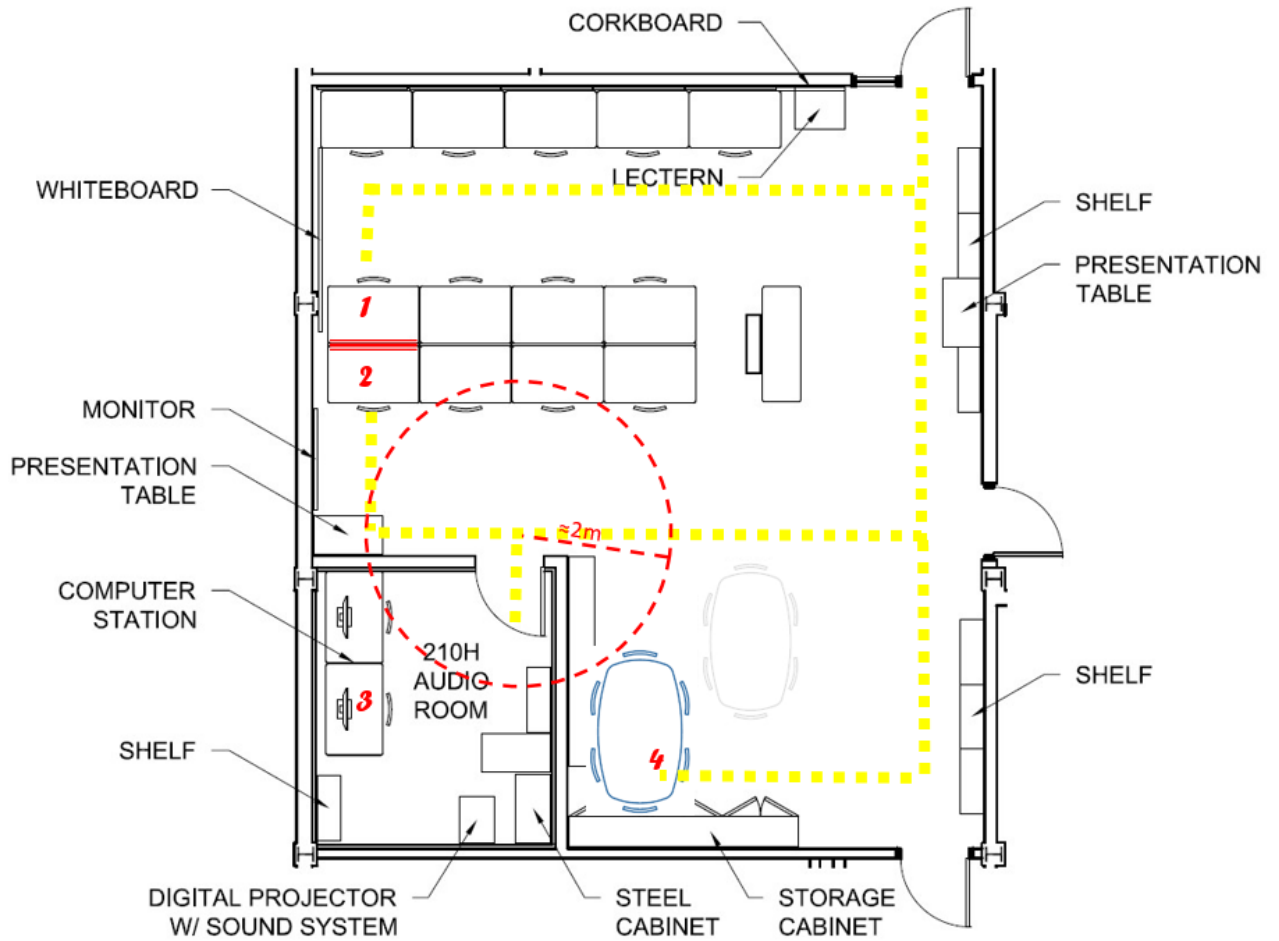
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Room layout

SE08-210G

Notes: Suggested capacity of 4 can be achieved by shifting bottom large table left, and installation of a (taller) barrier between seats 1 and 2 (indicated by).

≈2m



Appendix A Photographs

Room 210G Designated stations for exams. Number each station, stagger student entrance times by 1 hour. Students will sign in using computer. Place signs corresponding with student examination station at designated desk for students' belongings.

