

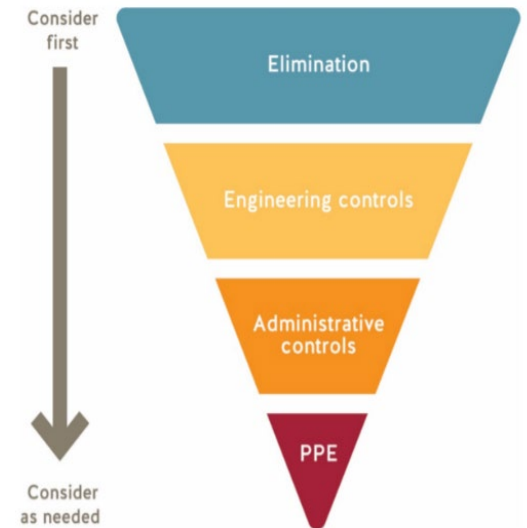


## BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

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

<b>Course/Program Name:</b>	<b>School of Business &amp; Media Industry Project Courses</b> BSYS4905, HRMG4900, BUSA4900, MKTG4416, MKTG4418 TOUR4499, OPMT4449, TDMT4411		
<b>Proportion of program offered on campus:</b>	<i>e.g., Program = total of 40 courses of which 7 courses have some 'on campus' activity Business Management, HR Management, Operations Management, International Business and Marketing Management</i>		
<b>Start date:</b>	January 8, 2021	<b>End date:</b>	May 28, 2021
<b>Total # of students in program:</b>	475	<b>Total # of employees:</b>	85
<b>Anticipated # of students on campus daily when scheduled:</b>	80	<b>Anticipated # of employees on campus daily when scheduled:</b>	12
<b>Completed by:</b>	Name Kevin Wainwright	Position Associate Dean, Broadcast	Date December 21, 2020
<b>Replaces</b>	<b>RTC Safety Plan #:</b>	n/a	
	<b>GFP Safety Plan #:</b>		



### ROOM INFORMATION

In this section, please identify all of the rooms that will be used by this returning program/course. <b>NOTE: Common areas are covered by the BCIT COVID-19 Go-Forward Plan.</b>			
Campus/ Building	Room Number <small>Floor Plans found <a href="#">here</a></small>	Type of Space <small>Include washrooms and breakout rooms</small>	Capacity <small>Current capacity due to COVID-19</small>
Burnaby / SE06 (or other Generally Timetabled classrooms or theatres if these ones are not available on the dates/times required)	205	Classroom	13
	206	Classroom	13
	207	Classroom	13
	219	Washroom	2



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	220	Washroom	2
Burnaby / SW01	1021	Lecture Hall	8
	1025	Lecture Hall	8
	2020	Classroom	8
	1203	Washroom	2
	1210	Washroom	1
	2220	Washroom	1
	2420	Washroom	1
Burnaby / SW03	1710	Lecture Hall	11
	1750	Lecture Hall	11
	1612	Washroom	1
	1622	Washroom	1
Burnaby / SW09	206	Classroom	12
	112	Washroom	1
	204	Washroom	1
	210	Washroom	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).

The only students coming to campus under this plan are those who are in level 4 and are doing the final project to graduate. There are up to 475 students who will work in teams that will rotate. There will be a single ½ day seminar meeting/workshop/presentation with faculty each week. However, the student groups will rotate such that a different group of students will come on to campus each week. Any given group of students will come on campus only two or three times during the winter semester (20 weeks). Depending on the projects, there will be a certain amount of “hands on” requirements and/or presentation with equipment requiring students to come onto campus.

The students will only be on campus for this one course. Further, only students in their last semester will be participating. To note this activity is optional, and accommodations will be available for those students who cannot come on to campus.



## COVID-19 SAFETY PLAN ACADEMIC SPACES

### 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](mailto: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](mailto: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](mailto:ssemohs@bcit.ca).*

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
<b>ELIMINATION</b>					
1.	Room(s) set up to allow for 2 metres physical distancing during instruction and practice. <b>Note:</b> Contact <a href="mailto:returntocampus@bcit.ca">returntocampus@bcit.ca</a> for room capacity and layout if needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exceptions allowed as per <a href="#">BCIT COVID-19 Go-Forward Plan</a> , Risk Matrix Summary (explain):  All available generally timetabled classrooms are set up for the 2m distancing.
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"/>	Exception allowed as per <a href="#">BCIT COVID-19 Go-Forward Plan</a> , Risk Matrix Summary (explain):
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"/>	Instructors to coordinate with students where they are to wait before entering the classroom.
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"/>	



## COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
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"/>	Seating in common areas have been removed.
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"/>	Signs or arrows on the floor identifying directions.
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"/>	
8.	Mobile fans have been removed or put out of service.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If yes, Washroom occupancy limit 1 or 2 (depending on building.)
10.	Break area(s) for student use have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, what control measures are in place to maintain physical distancing? Occupancy Limit _____ If there is an occupancy limit, is sign posted? Y <input type="checkbox"/> N <input type="checkbox"/>
11.	Break areas for employee use have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If yes, what control measures are in place to maintain physical distancing? Faculty may use their approved spaces as per GFP #W254 SE06 Administrative Spaces Safety Plan. In SE06-349, access to chairs and tables have been restricted. Occupancy limit signs posted at both entrances. Distance markers on the floor. Occupancy Limit <u>2</u> If there is an occupancy limit, is sign posted? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
12.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>ENGINEERING CONTROL MEASURES</b>					
13.	<u>Barriers</u> are implemented to separate work areas or walk ways, when physical distancing not practical.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Rooms set up for 2m physical distancing
14.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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"/>	Complete a <a href="#">Facilities and Campus Development work requisition</a> for assessment, as needed.
16.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>SIGNAGE (ADMINISTRATIVE)</b> Signage is available @ <a href="#">BCIT online Inventory</a> . Guidelines for posting signs are available on <a href="#">ShareSpace</a> .					
17.	Posted: Physical distancing (2 m) sign(s) Item 1A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.	Posted: Hand washing sign(s) Item 29B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19.	Posted: Health screen sign(s) Item 3C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20.	Posted: Hand washing sink location sign(s) Item 14A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21.	Posted: Hand sanitizing station location sign(s) Item 13A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



## COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
22.	Posted: Protect yourself sign(s) Item 21A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23.	Posted: Occupancy limit of this room sign(s) Item 37A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24.	Posted: Other signs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Please list: Entrance, Exit, Clean Regular Touched Items</i>
<b>ORIENTATION AND TRAINING (ADMINISTRATIVE)</b>					
25.	Routine safety discussions held to review control measures and safety protocols.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26.	All students have completed the online <a href="#">COVID-19 Pandemic On-Campus Guidelines</a> training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>How will compliance be checked: Instructors to track completion.</i>
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"/>	<i>Procedure for orientation found <a href="#">here</a>. Student COVID-19 Orientation Checklist found <a href="#">here</a>.</i>
28.	All employees have completed the online <a href="#">BCIT Pandemic Exposure Control Plan Training</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dean's Office Assistant to track completion.
29.	All employees have completed the online <a href="#">OHS New Employee Orientation module</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>New and Returning Employee Orientation Checklist found <a href="#">here</a>. Each employee to save the checklist to their online OHS New Employee Orientation course. This course is required to be completed by new employees and by employees working on campus.</i> Dean's Office Assistant to track completion.
30.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>RULES AND GUIDELINES (ADMINISTRATIVE)</b>					
31.	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>
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"/>	<i>Signs or arrows on the floor</i>
33.	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: Provided electronically</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"/>	
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>Explain:</i> Cleaning supplies provided for students to clean any shared equipment before and after each use
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"/>	
37.	Single-use (disposable) products are used where feasible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
38.	Measures are in place to accommodate student sick at home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>Accommodation plan:</i></p> <ul style="list-style-type: none"> <li>Refer the student to the BC Centre for Disease Control.</li> <li>Encourage the student to complete the COVID-19 self assessment and instructions: <a href="https://bc.thrive.health/covid19/">https://bc.thrive.health/covid19/</a>.</li> <li>Submit an Early Assist referral and let the student know someone from SLO will reach out shortly.</li> </ul> <p>Instructor to discuss academic accommodations (such as extensions, etc.)</p>
39.	Procedures in place to screen students on a daily basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The <a href="#">health screen</a> sign (Item 3C, BCIT online inventory, EOC approved signage) is available for reference and is posted on building doors. Students and employees are expected to self assess daily, and the <a href="#">BCCDC self-assessment</a> tool can be used to support this.
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"/>	Refer to the <a href="#">COVID-19 Pandemic Scenario Response Plan</a> 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.
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"/>	Refer to the <a href="#">COVID-19 Pandemic Scenario Response Plan</a> for more information. Confirm if the person is aware of self-isolation <a href="#">requirements</a> and <a href="#">protocols</a> .
42.	Provisions made for students to maintain same lab/class cohort throughout the Term.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Program is structured in a cohort model.
43.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>PERSONAL PROTECTIVE EQUIPMENT (PPE). Refer to the <a href="#">PPE Flowchart</a> to determine what PPE is required for COVID-19 purposes.</b>					
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"/>	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):
45.	Training is provided for the above PPE to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As required
46.	<a href="#">Appropriate PPE for COVID-19</a> is available to be provided to students and employees. Supply requests emailed to <a href="mailto:ppe@bcit.ca">ppe@bcit.ca</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Based on circumstances allowed for in the <a href="#">BCIT COVID-19 Go-Forward Plan</a>, Risk Assessment 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>Supply of masks will be available in each of the classrooms on the day of scheduled activity.</p>
47.	PPE safe <a href="#">donning, doffing, disposal, and disinfecting instructional</a> materials are available for students and 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 <a href="#">Student Orientation checklist</a> to assist orientation/training by instructors.</p> <p>Use the <a href="#">OHS Employee Orientation checklist</a> to assist orientation/training by their supervisors.</p>
48.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	



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#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
<b>CLEANING</b>					
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). 1460164, 1460165 1460166, 1460167, 1460168, 1460169, 1460170, 1460171, 1460172.</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>Cleaning Standard Operating Procedures have been located <a href="#">here</a>. What are the cleaning products/materials: General cleaning products:  <ul style="list-style-type: none"> <li>• Approved hand sanitizers</li> <li>• Diversey Oxivir Tb Wipes</li> </ul>           What ppe is required: n/a</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>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.</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: SE06: 219, 220; SW01: 1203, 1210, 2220, 2420; SW03: 1612, 1622; SW09: 112, 204, 210 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"/>	<b>ABHS (Alcohol-Based Hand Sanitizer):</b> Location(s) At entrance of all buildings.  <i>Will hand sanitizer be refilled by department: Y <input type="checkbox"/> N <input checked="" type="checkbox"/></i> <i>If No, describe: Maintained by FCD</i>
54.	All Safety Data Sheets (SDS) and cleaning procedures used are found <a href="#">here</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If not, describe:</i>
55.	The area(s) have been decluttered so that cleaning is simplified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All extra furniture has been removed wherever possible
56.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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.</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>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): Students are responsible for wiping down the area they use, supervised by the instructor.</i>
58.	Storage space for personal articles have been identified and are cleaned regularly.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Who will clean: Where is the storage:</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"/>	
<b>AUDIT AND CONTINUOUS IMPROVEMENT</b>					
60.	There is a plan to conduct <a href="#">regular inspections</a> of all control measures and safety protocols to ensure they are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often?</i></p> <p>SOB+M Coordinator will conduct an inspection on the day(s) of scheduled activity.</p>
61.	<a href="#">Audits of inspections</a> are planned to ensure that control measures continue to be effective.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>Who conduct the audits and how often?</i></p> <p>Associate Director to conduct monthly audits.</p>

### APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name <i>Kevin Wainwright</i>	Position Associate Dean, Broadcast	Date December 21, 2020
EOC	Name <i>Glen Magel</i>	Position EOC Director	Date January 16, 2021

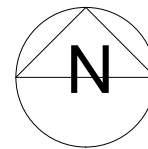
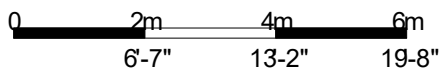
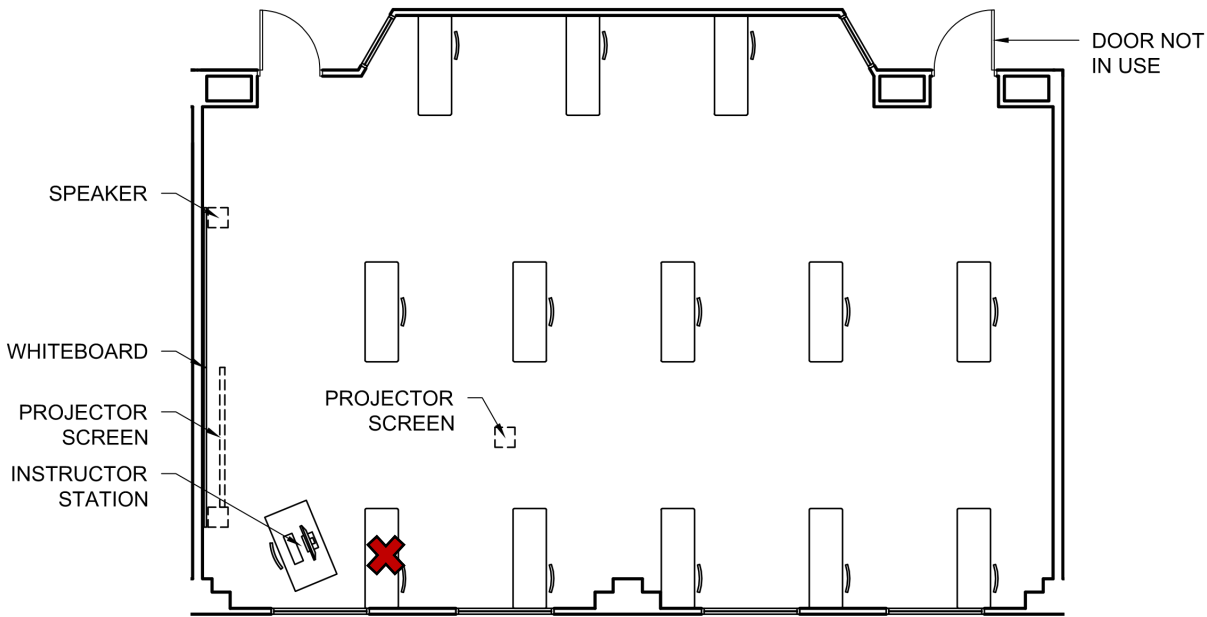
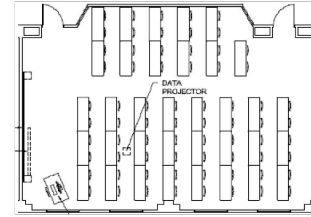
### REVISION APPROVAL *(if applicable)*

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name	Position	Date
EOC	Name	Position	Date



# COVID-19 SAFETY PLAN ACADEMIC SPACES

Typical Layout



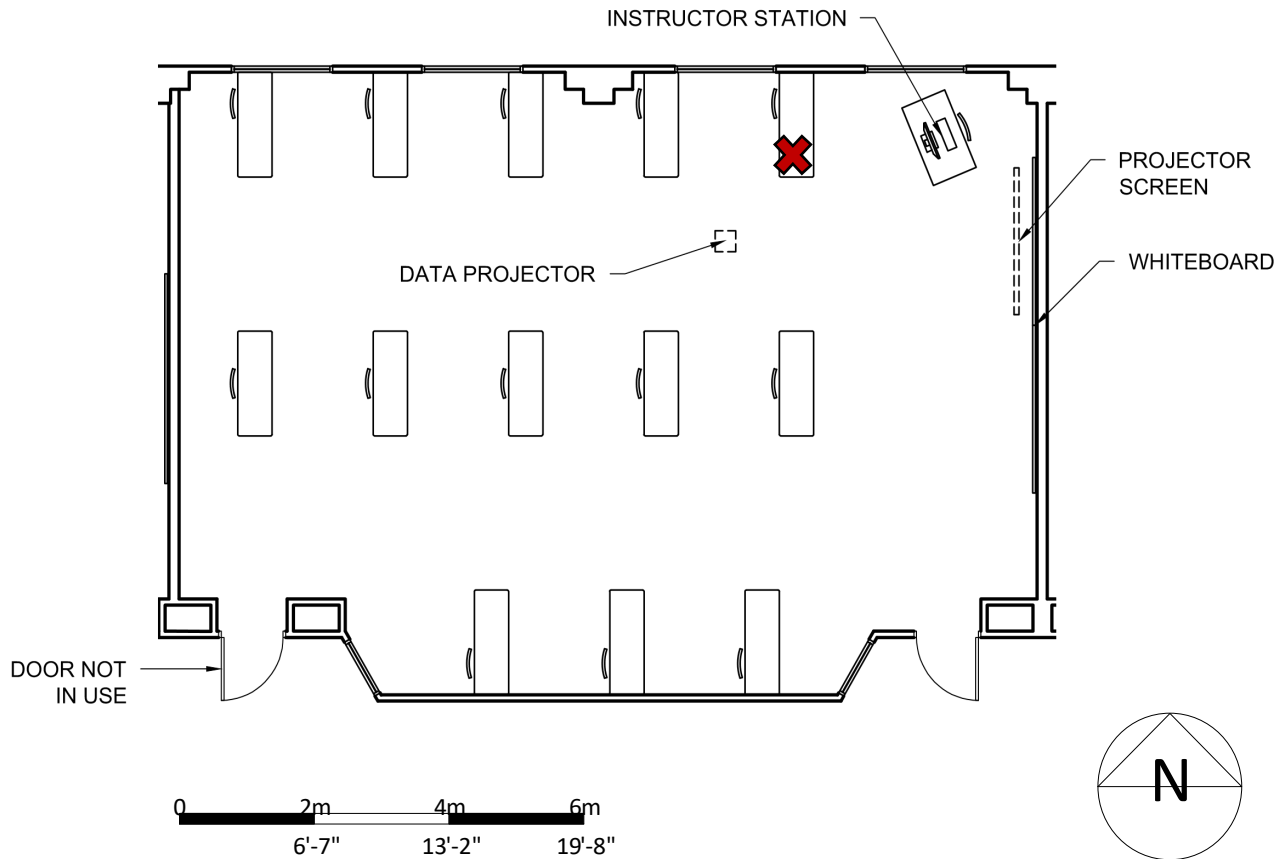
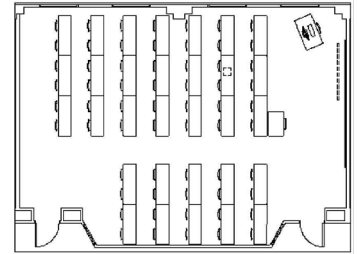
Building	Room	Typical Capacity	Physical Distance Capacity
<b>SE06</b>	<b>205</b>	<b>70</b>	<b>13</b>

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
<b>N/A</b>	<b>N/A</b>	<b>1190</b>	<b>111</b>	<b>1/8" = 1'-0"</b>	<b>October 20, 2020</b>

## COVID-19 SAFETY PLAN ACADEMIC SPACES

Typical Layout

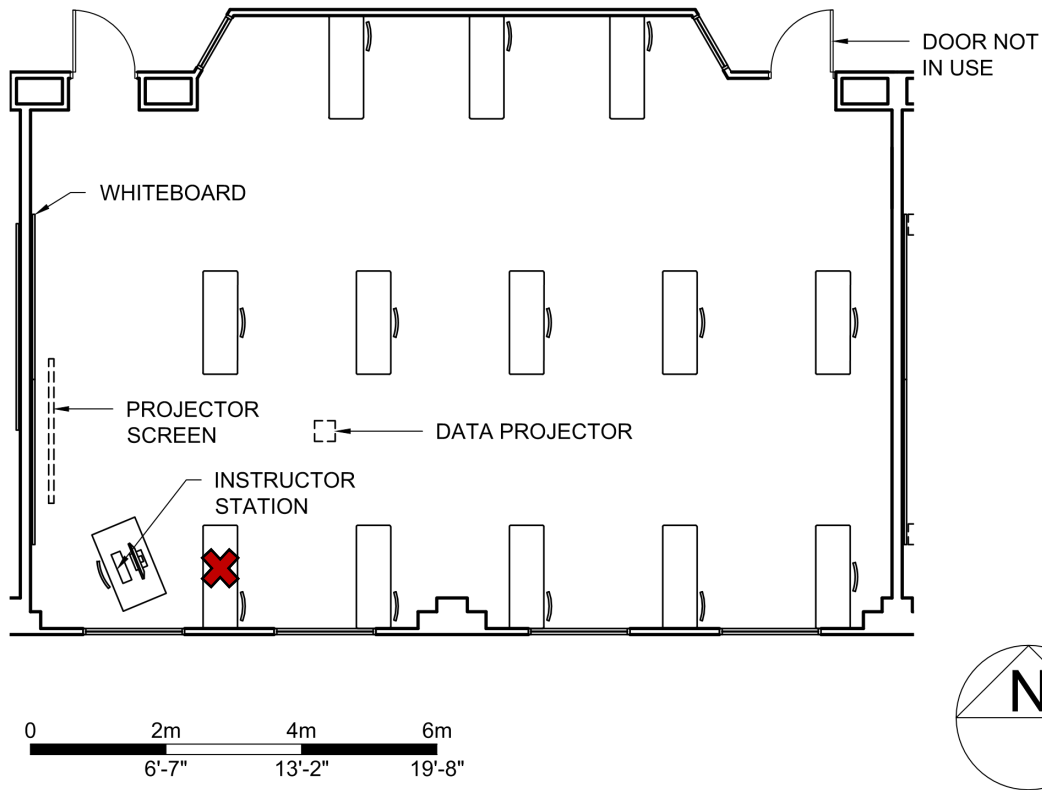
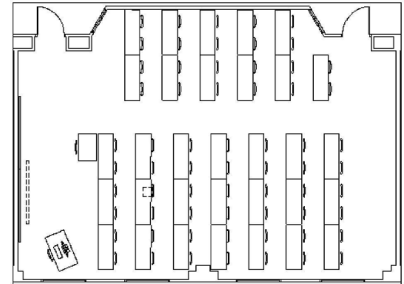


Building	Room	Typical Capacity	Physical Distance Capacity
SE06	206	70	13

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

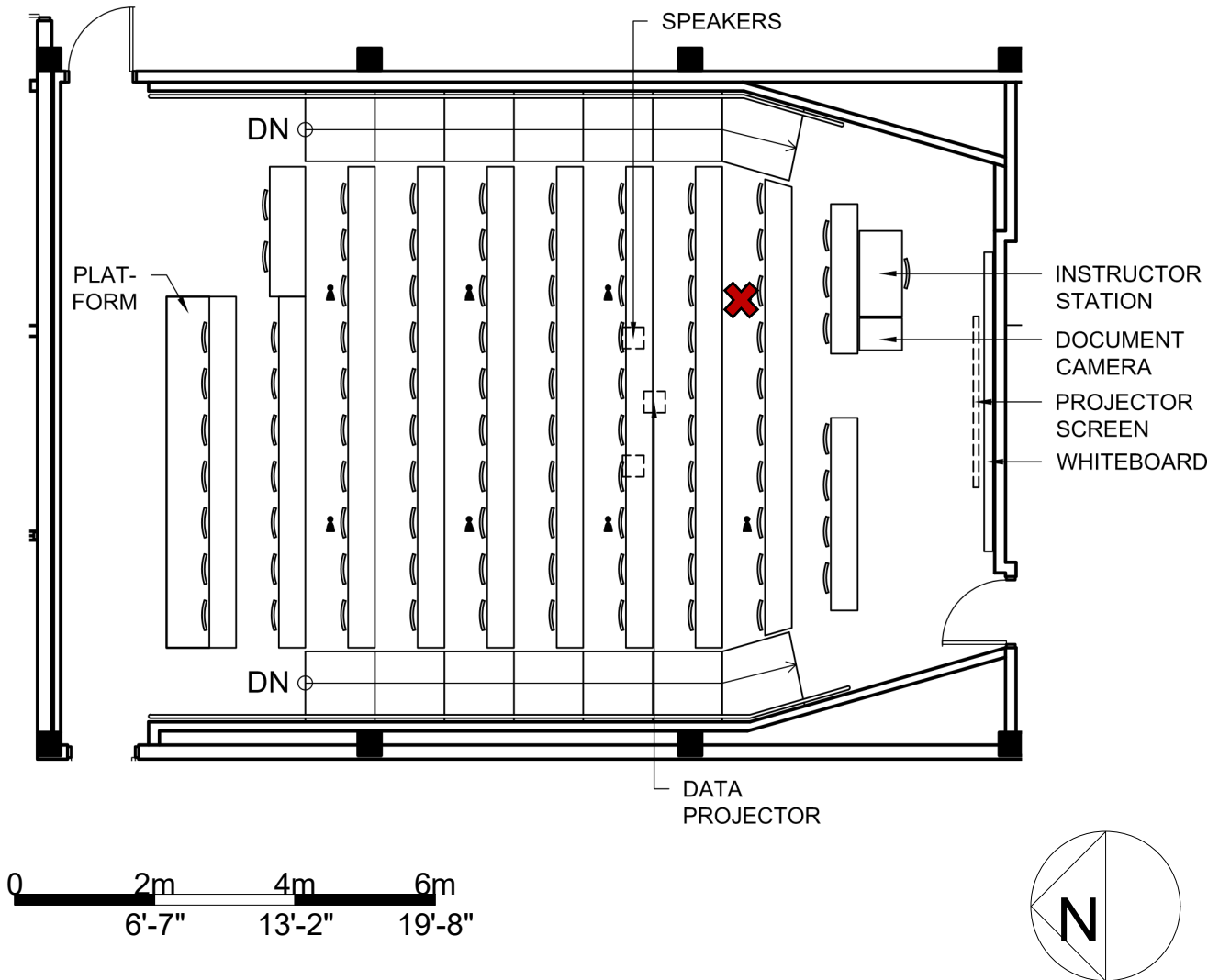
Tables	Chairs	Area Sq. feet	Sq. meters	Scale	Date
N/A	N/A	1190	111	1/8" = 1'-0"	October 20, 2020

Typical Layout



Building		Room		Typical Capacity	Physical Distance Capacity
<b>SE06</b>		<b>207</b>		<b>70</b>	<b>13</b>
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
<b>N/A</b>	<b>N/A</b>	<b>1190</b>	<b>111</b>	<b>1/8" = 1'-0"</b>	<b>October 20, 2020</b>

## COVID-19 SAFETY PLAN ACADEMIC SPACES

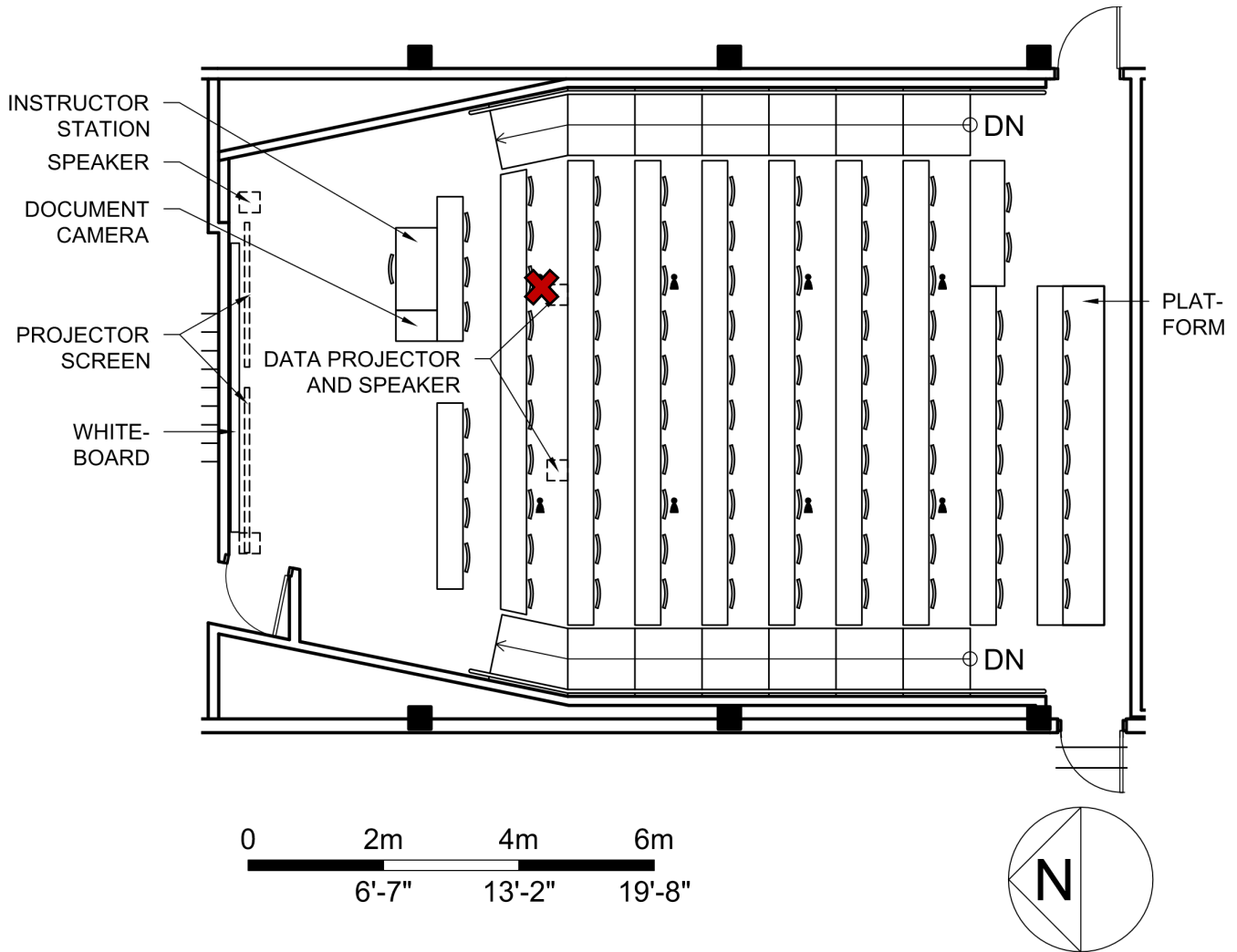


Building	Room	Typical Capacity	Physical Distance Capacity
<b>SW01</b>	<b>1021</b>	<b>93</b>	<b>8</b>

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
<b>12</b>	<b>93</b>	<b>1242</b>	<b>115</b>	<b>1/8" = 1'-0"</b>	<b>August 17, 2020</b>

## COVID-19 SAFETY PLAN ACADEMIC SPACES

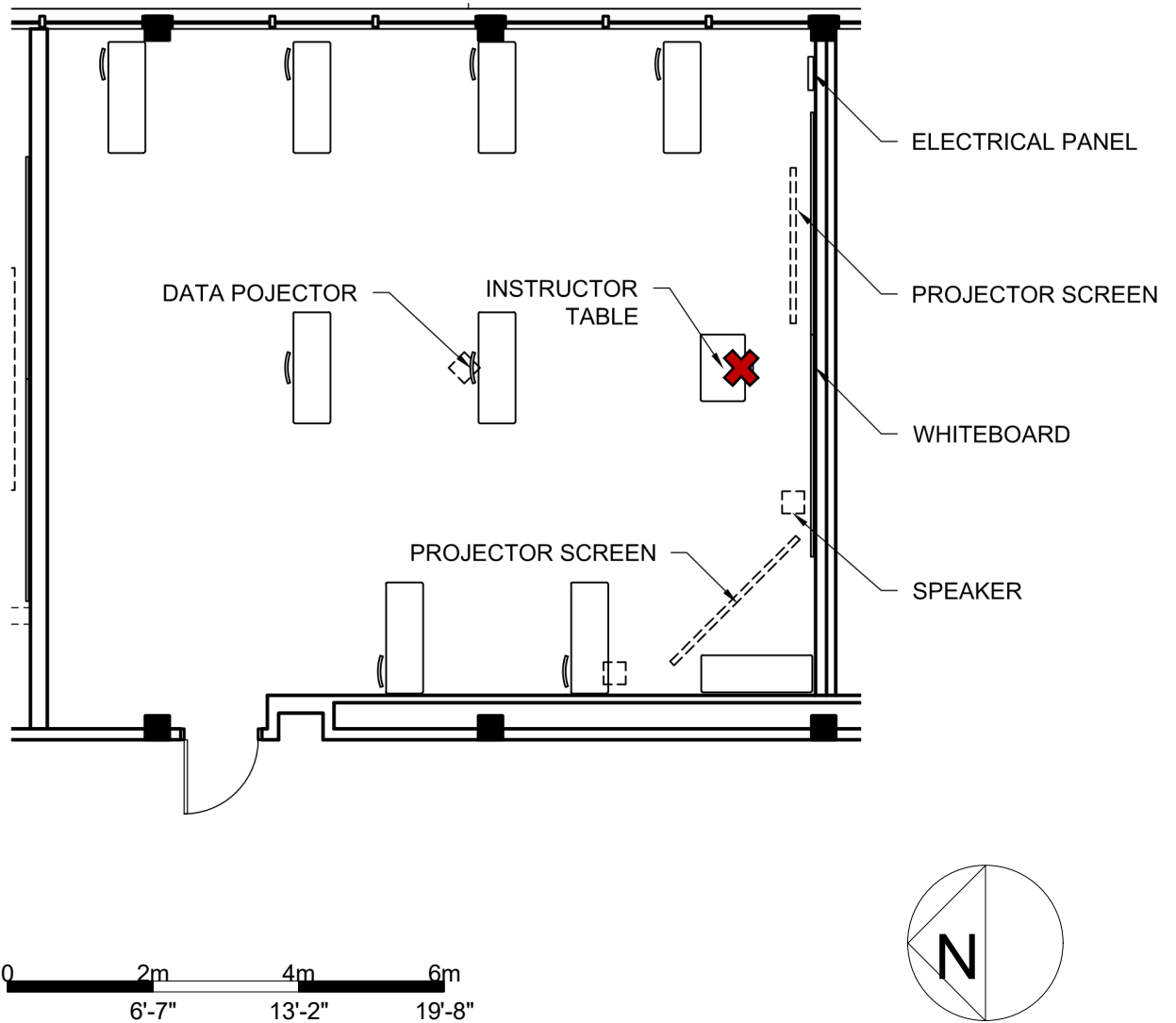


Building <b>SW01</b>	Room <b>1025</b>	Typical Capacity <b>93</b>	Physical Distance Capacity <b>8</b>
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Capacity does not include instructor.  
Please return the room to this standard configuration  
and leave the space clean and orderly for the next user.

Tables	Chairs	Area Sq. feet	Sq. meters	Scale	Date
<b>12</b>	<b>93</b>	<b>1242</b>	<b>115</b>	<b>1/8" = 1'-0"</b>	<b>August 17, 2020</b>

## COVID-19 SAFETY PLAN ACADEMIC SPACES



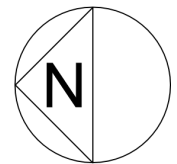
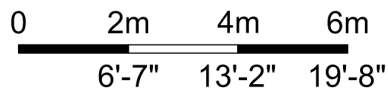
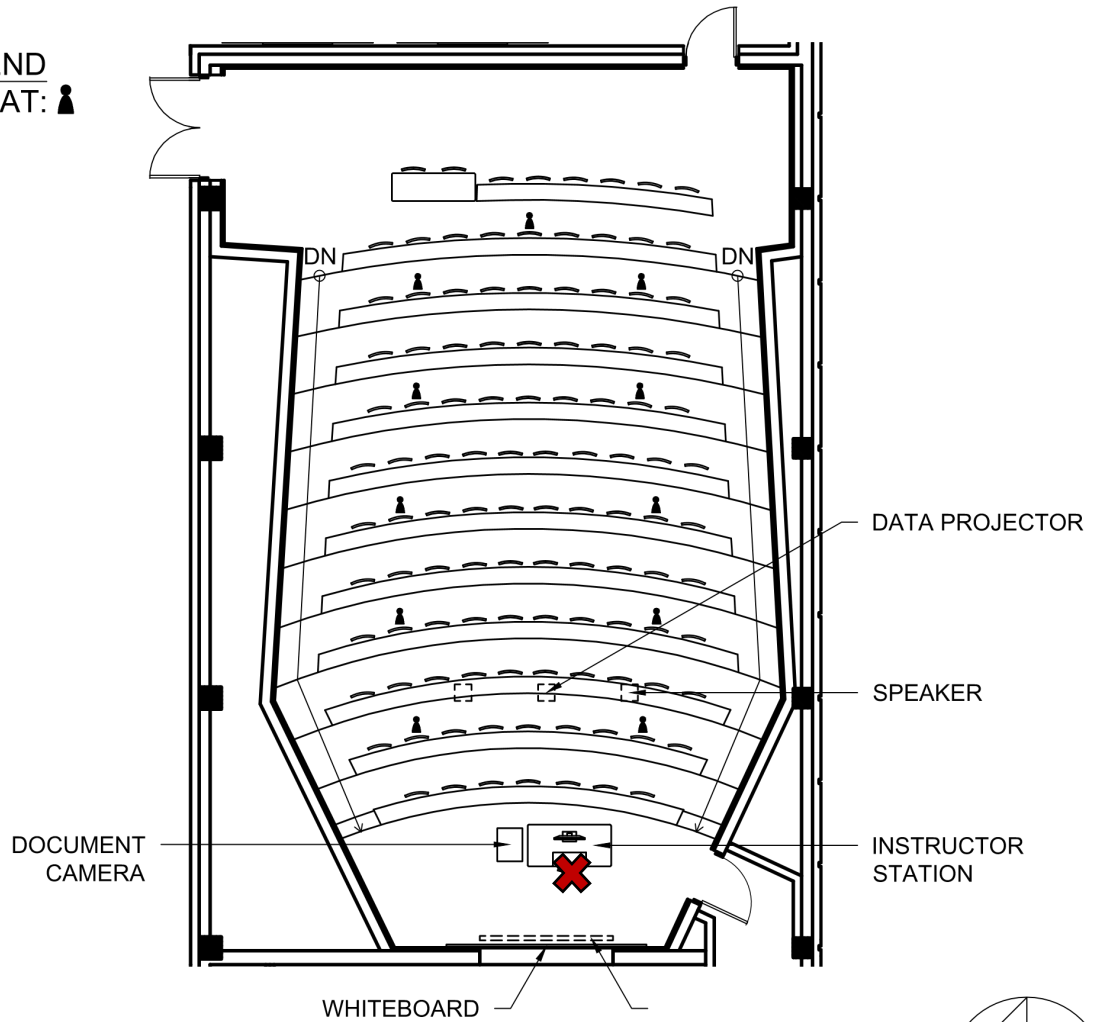
Building	Room	Typical Capacity	Physical Distance Capacity
<b>SW01</b>	<b>2020</b>	<b>60</b>	<b>8</b>

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
<b>9</b>	<b>9</b>	<b>1051</b>	<b>98</b>	<b>1/8" = 1'-0"</b>	<b>August 20, 2020</b>

## COVID-19 SAFETY PLAN ACADEMIC SPACES

**LEGEND**  
STUDENT SEAT:

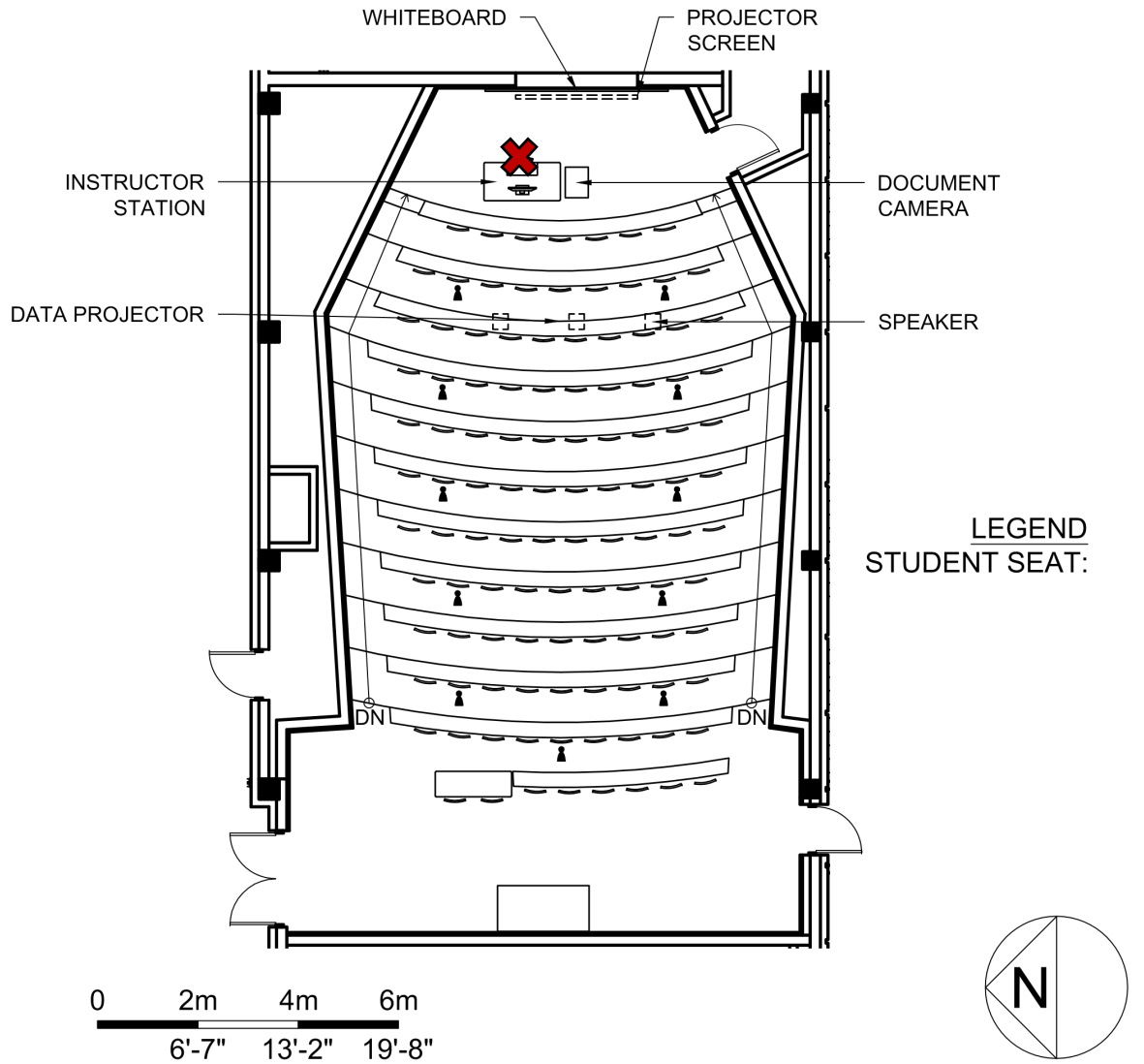


Building	Room	Typical Capacity	Physical Distance Capacity
<b>SW03</b>	<b>1710</b>	<b>110</b>	<b>11</b>

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
<b>13</b>	<b>110</b>	<b>1099</b>	<b>102</b>	<b>3/32" = 1'-0"</b>	<b>August 19, 2020</b>

## COVID-19 SAFETY PLAN ACADEMIC SPACES

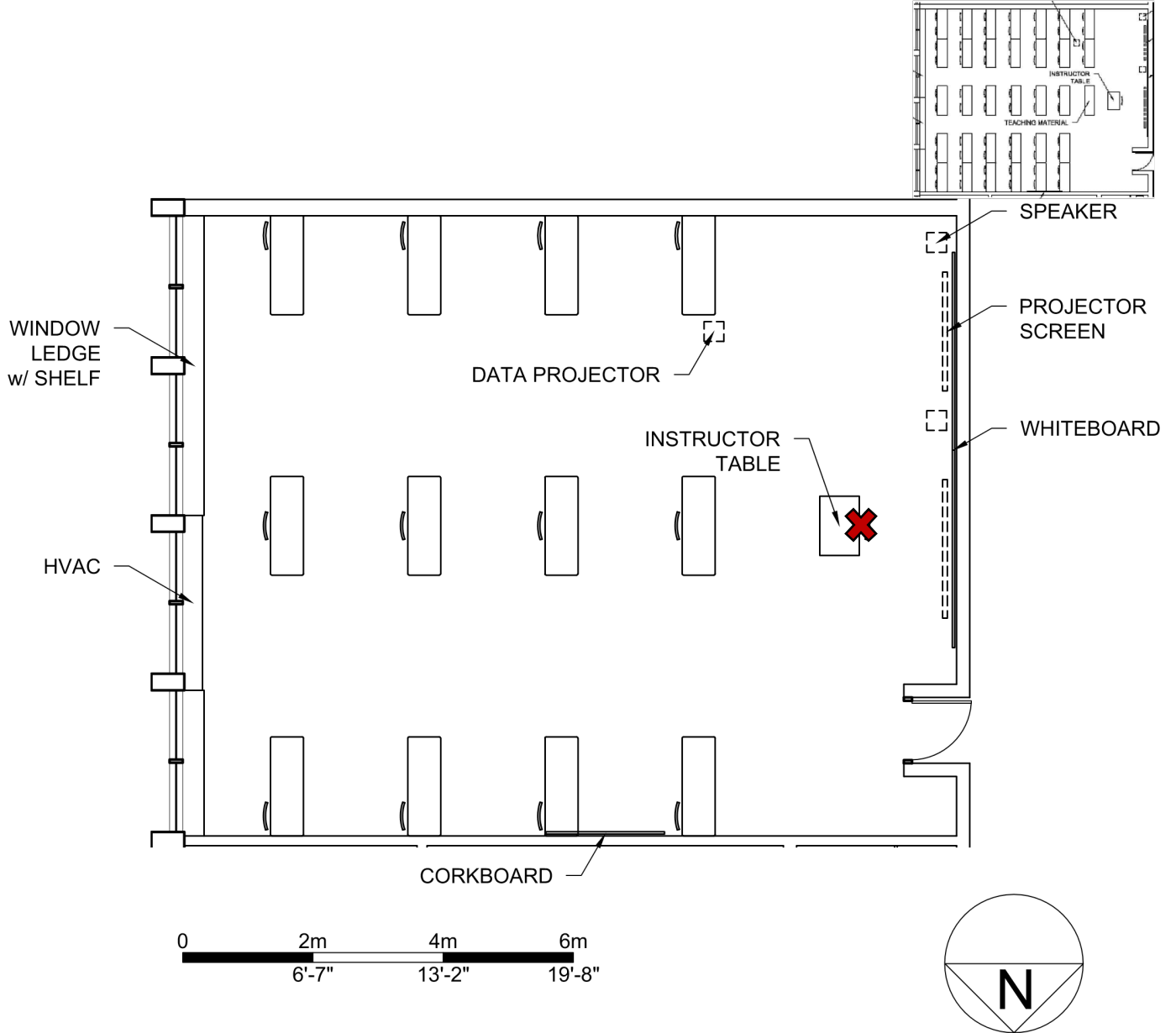


Building		Room		Typical Capacity	Physical Distance Capacity
<b>SW03</b>		<b>1750</b>		<b>110</b>	<b>11</b>
<p>Capacity does not include instructor. Please return the room to this standard configuration and leave the space clean and orderly for the next user.</p>					
Tables	Chairs	Area Sq. feet	Sq. meters	Scale	Date
<b>13</b>	<b>110</b>	<b>1099</b>	<b>102</b>	<b>3/32" = 1'-0"</b>	<b>August 19, 2020</b>



# COVID-19 SAFETY PLAN ACADEMIC SPACES

Typical Layout



Building <b>SW09</b>	Room <b>206</b>	Typical Capacity <b>64</b>	Physical Distance Capacity <b>12</b>
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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
<b>N/A</b>	<b>N/A</b>	<b>1215</b>	<b>113</b>	<b>1/8" = 1'-0"</b>	<b>October 16, 2020</b>