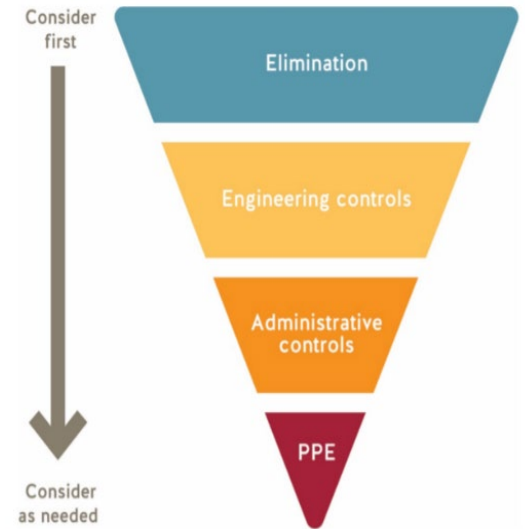# BCIT COVID-19 SAFETY PLAN
ACADEMIC SPACES

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:	**MDIA 3140 New Technologies** **New Media Design and Web Development Diploma**
Proportion of program offered on campus:	One 3-credit course in Level 3, out of a total diploma of 114 credits

Start date:	January 4, 2021	End date:	August 31, 2021
Total # of students in program:	*24*	Total # of employees:	*2*
Anticipated # of students on campus daily when scheduled:	*10*	Anticipated # of employees on campus daily when scheduled	*2*

Completed by:	Name Edward Fajardo	Position Program Head	Date December 21, 2020
Replaces	RTC Safety Plan #:	n/a	
	GFP Safety Plan #:		

Consider first

Elimination

Engineering controls

Administrative controls

PPE

Consider as needed

ROOM INFORMATION

In this section, please identify all of the rooms that will be used by this returning program/course.
NOTE: Common areas are covered by the BCIT COVID-19 Go-Forward Plan.

Campus/ Building	Room Number Floor Plans found here	Type of Space Include washrooms and breakout rooms	Capacity Current capacity due to COVID-19
Burnaby	n/a	Outdoor Field	
Burnaby / SE02 (or Generally timetabled classroom if available)	TSQ A/B	Classroom	12
	209	Washroom	1
	210	Washroom	1

RATIONALE FOR ON-CAMPUS ACTIVITY

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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 majority of instruction for the diploma is taking place online, however for one specific course – MDIA 3140 New Technologies - students are expected to complete hands-on training, such as flying drones, on campus under the supervision of instructors. Students are learning to be 'storytellers' and work with a variety of equipment to capture material that they can use in future courses and/or learn to use equipment, under supervision, that they can then use for future courses. Activity will take place on campus around March 2021. As noted in the course description: Students will learn about aerial and aquatic filming and photography. This course will help first-time storytellers to explore new tools, devices and technologies to capture video, audio and still images to enhance their storytelling capabilities. Students will safely learn to fly and capture images from the air and underwater. This course will be delivered by certified BCIT instructors in compliance with City traffic by-laws and Transport Canada's current regulations.   This activity is optional and accommodations will be available for those students who cannot go to campus.

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
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#	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.	☒	☐	☐	*Exceptions allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary (explain):*
2.	Demonstration, work and assessment stations are set-up to allow for 2 metres physical distancing.	☒	☐	☐	*Exception allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary (explain):* The field is approximately 100,000 square feet and allows space for physical distancing.
3.	Identified area(s) where students wait outside of teaching space until allowed inside by instructor.	☒	☐	☐	
4.	Work has been scheduled to minimize numbers of individuals on campus at one time.	☒	☐	☐	
5.	In shared spaces, safety protocols have been put in place to reduce close contact between users.	☒	☐	☐	Available space is sufficient to provide 2m clearance
6.	Movement within the room is identified, such as with directional arrows, for walkways and entrances/exits.	☒	☐	☐	*Signs or arrows on the floor identifying directions.*
7.	Water fountains are put out of service, and only touchless water bottle filling station available.	☒	☐	☐	
8.	Mobile fans have been removed or put out of service.	☐	☐	☒	
9.	Washrooms have been identified.	☒	☐	☐	*If yes, Washroom occupancy limit __1___*
10.	Break area(s) for student use have been identified.	☐	☐	☒	*If yes, what control measures are in place to maintain physical distancing? Occupancy Limit_____ If there is an occupancy limit, is sign posted? Y ☐ N ☐*
11.	Break areas for employee use have been identified.	☐	☐	☒	*If yes, what control measures are in place to maintain physical distancing? Occupancy Limit_____ If there is an occupancy limit, is sign posted? Y ☐ N ☐*
12.	Other:	☐	☐	☒	
ENGINEERING CONTROL MEASURES					
13.	Barriers are implemented to separate work areas or walk ways, when physical distancing not practical.	☐	☐	☒	
14.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	☐	☐	☒	
15.	The impact on ventilation requirements have been considered if there's been a significant use change for the instructional space.	☐	☐	☒	*Complete a Facilities and Campus Development work requisition for assessment, as needed.*
16.	Other:	☐	☐	☒	

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#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
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	☒	☐	☐	
18.	Posted: Hand washing sign(s) Item 29B	☒	☐	☐	
19.	Posted: Health screen sign(s) Item 3C	☒	☐	☐	
20.	Posted: Hand washing sink location sign(s) Item 14A	☒	☐	☐	
21.	Posted: Hand sanitizing station location sign(s) Item 13A	☒	☐	☐	
22.	Posted: Protect yourself sign(s) Item 21A	☒	☐	☐	
23.	Posted: Occupancy limit of this room sign(s) Item 37A	☒	☐	☐	
24.	Posted: Other signs	☒	☐	☐	*Please list:* Wear a mask, wash or sanitize hands before and after using shared equipment.
ORIENTATION AND TRAINING (ADMINISTRATIVE)					
25.	Routine safety discussions held to review control measures and safety protocols.	☒	☐	☐	
26.	All students have completed the online COVID-19 Pandemic On-Campus Guidelines training.	☒	☐	☐	*How will compliance be checked:* Completion tracked by Program Head.
27.	COVID-19 safety Site orientation for students has been developed and posted in the Learning Hub.	☒	☐	☐	*Procedure for orientation found here.* *Student COVID-19 Orientation Checklist found here.*
28.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training.	☒	☐	☐	Completion tracked by Office Assistant.
29.	All employees have completed the online OHS New Employee Orientation module.	☒	☐	☐	*New and Returning Employee Orientation Checklist found here. 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.* Completion tracked by Office Assistant.
30.	Other:	☐	☐	☒	
RULES AND GUIDELINES (ADMINISTRATIVE)					
31.	All unnecessary and self-serve items have been removed from the spaces. *e.g., pens, paper, etc.*	☒	☐	☐	*All supplies asked for prior to class and stocked at each workspace*
32.	Doors that students are to use to enter and exit have been clearly identified.	☒	☐	☐	*Signs or arrows on the floor*
33.	Handouts, papers, and items are not physically provided to students.	☒	☐	☐	*If items are provided, they are cleaned between student use or disposed, or other control measures are in place – Describe:*

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
34.	Students have dedicated tools/equipment, e.g., items are not shared between students.	☐	☒	☐	During lab times, equipment will be wiped down between student usage. Software utilized to book equipment. After use, equipment used by SOB+M students/employees is returned to SE10 and cleaned by staff before it is signed out again.
35.	If cleaning common touch points or tools/equipment not practical, then it is identified when hands are washed/sanitized before and after use.	☒	☐	☐	*Explain:* Additional signage and training to wash or sanitize hands before and after using shared equipment. Hand sanitizer and wipes brought to the demonstration areas by the instructor for student use.
36.	Work spaces/stations are dedicated for an individual or group use and not shared with others.	☒	☐	☐	
37.	Single-use (disposable) products are used where feasible.	☒	☐	☐	
38.	Measures are in place to accommodate student sick at home.	☒	☐	☐	*Accommodation plan:* • Refer the student to the BC Centre for Disease Control. • Encourage the student to complete the COVID-19 self assessment and instructions: https://bc.thrive.health/covid19/. • Submit an Early Assist referral and let the student know someone from SLO will reach out shortly. Instructor to discuss academic accommodations (such as extensions, etc.)
39.	Procedures in place to screen students on a daily basis.	☒	☐	☐	*The health screen 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 BCCDC self-assessment tool can be used to support this.*
40.	There is a procedure in place if a student or employee becomes ill on campus.	☒	☐	☐	*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.*
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.	☒	☐	☐	*Refer to the COVID-19 Pandemic Scenario Response Plan for more information. Confirm if the person is aware of self-isolation requirements and protocols.*
42.	Provisions made for students to maintain same lab/class cohort throughout the Term.	☒	☐	☐	Programs already structured in a cohort model.
43.	Other:	☐	☐	☒	
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).	☐	☐	☒	*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.	☐	☐	☒	

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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.	☒	☐	☐	*Based on circumstances allowed for in the BCIT COVID-19 Go-Forward Plan, Risk Assessment Matrix Summary.* *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):* SE06 has a supply of masks, face shields, safety glasses and gloves available upon request.
47.	PPE safe donning, doffing, disposal, and disinfecting instructional materials are available for students and employees.	☒	☐	☐	*Post applicable signs in a visible location if ppe required.* *Use the Student Orientation checklist to assist orientation/training by instructors.* *Use the OHS Employee Orientation checklist to assist orientation/training by their supervisors.*
48.	Other:	☐	☐	☒	

CLEANING

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
49.	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). Work Request # 1460191.*
50.	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:* • HealthCare Plus/Pro-Medix – Alcohol Swab Isopropyl 70% • Diversey Oxivir Tb Wipes *What ppe is required:* Details on ShareSpace.
51.	Assessment of sufficient number of hand wash stations conducted, and an appropriate number of handwashing stations are available	☒	☐	☐	*Consider time it will take for hand washing to take place, to determine what is 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.*
52.	Handwashing station(s), stocked, easily accessed, and have been identified to students and employees.	☒	☐	☐	*Sink Location: SE02: 209, 210.* *Stocked with soap Y ☒ N ☐ paper towel Y ☒ N ☐*
53.	Hand sanitizing station(s), stocked, and have been identified to students and employees.	☒	☐	☐	***ABHS** (Alcohol-Based Hand Sanitizer): Location(s) At entrance.* *Will hand sanitizer be refilled by department: Y ☐ N ☒* *If No, describe: Maintained by FCD*
54.	All Safety Data Sheets (SDS) and cleaning procedures used are found here.	☒	☐	☐	*If not, describe:*
55.	The area(s) have been decluttered so that cleaning is simplified.	☒	☐	☐	

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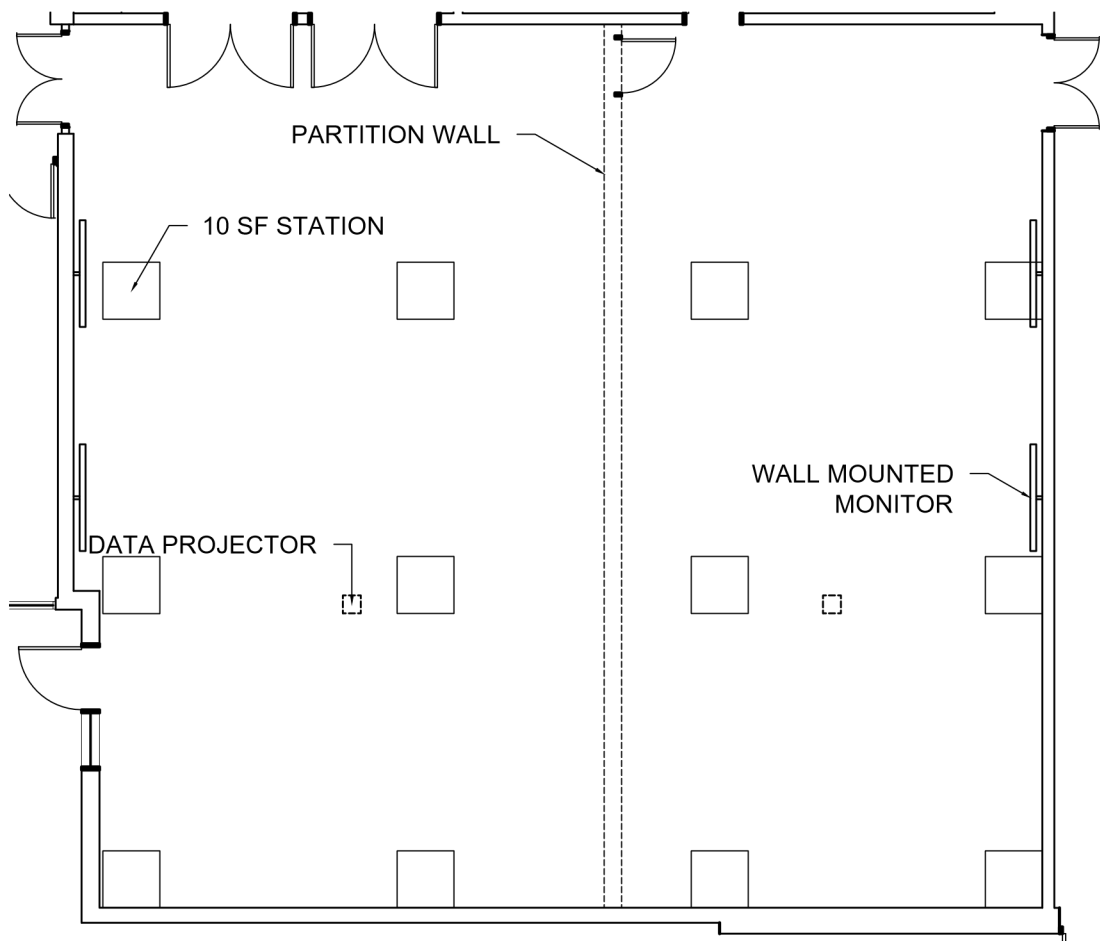| #	Control Measure	Yes	No	NA	Provide Details (as per Directions)
56.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	☐	☐	☒	*Barriers can become contaminate if they are a touch point or if the contaminated with droplets by e.g. coughing or sneezing.*
57.	Common 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):* Students to clean equipment between usage, supervised by the instructor.
58.	Storage space for personal articles have been identified and are cleaned regularly.	☐	☐	☒	*Who will clean:*
59.	Other:	☐	☐	☒	
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.	☒	☐	☐	*Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often?* Program Head will conduct inspections when classes are on site.
61.	Audits of inspections are planned to ensure that control measures continue to be effective.	☒	☐	☐	*Who conduct the audits and how often?* Associate Dean to conduct monthly audits.

APPROVAL

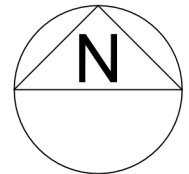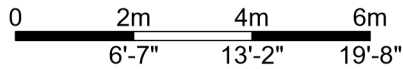| All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name *Susan Burgess*	Position Associate Dean	Date December 22, 2020
EOC	Name *Glen Magel*	Position EOC Director	Date January 15, 2021

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

BCIT

PARTITION WALL

10 SF STATION

DATA PROJECTOR

WALL MOUNTED MONITOR

BCIT

0	2m	4m	6m
	6'-7"	13'-2"	19'-8"

N

BUILDING:	ROOM:	CAPACITY:
SE02	212A/212B	12

PLEASE RETURN THE ROOM TO THIS STANDARD CONFIGURATION AND LEAVE THE SPACE CLEAN AND ORDERLY FOR THE NEXT USER.

TABLES:	CHAIRS:	AREA:	SCALE:	DATE:
N/A	N/A	2611 sq ft (243 sq m)	3/32"=1'-0"	July 23, 2020