



COVID-19 EXPOSURE PREVENTION EMPLOYEES RETURNING TO CAMPUS RISK ASSESSMENT

Assessment Date:	January 13, 2021	Task Description:	Marketing & Communications Department: Two employees, a videographer and photographer, work at various locations, which could include all campuses or off campus, depending on the work. These employees may work together or singularly, and take images portraying BCIT's Academics, employees, or community involvement.
Assessor(s):	Jocelyne Leszczynski, Manager, Communications, Marketing & Communications; Anna Matheson, Manager, OHS		

GENERAL TRANSMISSION PREVENTION GUIDELINES

EDUCATION	Ensure all staff complete the online BCIT Pandemic Exposure Control Plan Training .
	Frequently remind staff to avoid face touching during class and to wash hands before and after a job/task. <i>Download printable physical distancing poster here.</i>
	Advise staff to stay home if sick.
PREPARATION	When possible, schedule/time work so that the work area is unoccupied and can be isolated for the work.
	Identify potential job/task requirements to work within 2 metres or share tools/equipment.
	Identify the nearest handwashing location for the job/task.
	Make arrangements for work area cleaning/disinfecting after work completion (<i>ex. arranging through facilities, disinfecting surfaces</i>).
PHYSICAL DISTANCING	When possible, ensure work areas are set up to allow 2 metres physical distancing.
	Only work within 2-metres when it is unsafe or impossible to perform a job task; such situation require a face mask at minimum.
CONTROLLING COMMON TOUCH POINTS	When possible, avoid sharing equipment and each worker use their own dedicated items.
	Identify all tools/equipment that must be shared.
	Review tool/equipment cleaning/disinfecting procedures at end of job/task.
	Assess whether the space needs to be cleaned/disinfect after the work.
	Notify space occupants of when work was completed and if any cleaning/disinfect measures were taken. <i>Work with facilities management to determine specific practices.</i>
	Use cleaning supplies as per the manufacturers instructions and is appropriate for the items being cleaned.
PERSONAL PROTECTIVE EQUIPEMENT (PPE)	Ensure all staff in a work area used required PPE as per relevant safe operating procedures (SOPs).
	Ensure all staff are aware of how to best and safely use PPE.
	Don PPE outside of the work area; for respiratory protection, do not adjust or touch the mask while on your face without first washing your hands.

SECTION A: To be completed by job/task workers.

Table 1 – Common Tasks/Situations

Directions for assessors:

1. List job/task steps, from start to finish, and identify potential hazards at each step.
2. Identify potential hazardous conditions taking into account modes of transmission: **a.** Droplet (if within 2 metres), generally from coughing or sneezing, contacting eyes, nose and mouth **b.** Indirect contact: through touching contaminated surfaces, then touching eyes, nose, or mouth before washing/sanitizing hands. **c.** Direct contact: skin to skin touching, such as shaking hands, then touching eyes, nose or mouth before washing/sanitizing hands.
3. Refer to the [BCIT Risk Assessment Matrix](#) for further instructions.
4. Assign Exposure Likelihood (**Rare, Unlikely, Possible, Likely, Very Likely**), Severity (**Catastrophic, Major, Moderate, Minor, Insignificant**) and Risk Level (**Extreme, High, Medium, Low**) for the task/situation without controls (**W/out**) and with controls (**With**). In reference to COVID-19, the Severity has been assessed as **Major**.
5. State possible control measures for the task/situation in the final column.
6. Controls must be implemented for items where the risk level is moderate or higher without control measures.
7. Use Appendix A to attach any relevant photos.

	List job/task steps.	Potential hazardous conditions associated with job/task steps.	Likelihood		Severity		Risk Level		Possible Controls
			W/out	With	W/out	With	W/out	With	See above Guideline for standard control measures.
1.	Employee travelling to work locations off campus.	Within to 2 metres of another person in a vehicle, e.g. air travel, taxi, public transit, ferry	Li	R	Ma	Ma	H	L	Employees will travel in their own vehicle to off campus locations, alone. If air, public transit or ferry travel, then the employee maintains 2 metre physical distance where feasible.
2.	Employee travelling to work locations off campus.	Within to 2 metres of another person in public or shared transit, e.g. air travel, taxi, public transit, ferry	Li	R	Ma	Ma	H	L	Employees to follow safety requirements of the transit system they are using for air travel, taxi, public transit, ferry. Employee to determine before travel what the specific safety requirements are and comply.
3.	Employee comes to work ill.	Employee exposing others to illness.	Li	R	Ma	Ma	H	L	Employees take the Pandemic Exposure Control Plan training. Provide link to employees for BCIT web page: COVID-19 Prevention and COVID-19 Orientation Handout. Employees to not come to work ill, and if become ill at work with mild symptoms leave work location or with severe symptoms, report to first aid where available.
4.	Employee using shared equipment.	Common touch points.	P	R	Ma	Ma	H	L	Employees have their own dedicated equipment and do not share with others. If equipment (lighting, stands, etc) needs to be shared in future, it will be booked using MarComm space-booking sheet and thoroughly wiped down before and after use by the employee.
5.	Employee touching surfaces.	Common touch points.	P	R	Ma	Ma	H	L	Hand wash or hand sanitize before and after work, and before and after breaks, at a minimum, and avoid touching their face. Provide COVID-19 Orientation handout. Wipe down shared equipment after use.

	List job/task steps.	Potential hazardous conditions associated with job/task steps.	Likelihood		Severity		Risk Level		Possible Controls
			W/out	With	W/out	With	W/out	With	
									<i>See above Guideline for standard control measures.</i>
									Provide approved wipes*, safety data sheet**, and cleaning procedure***.
6.	Employee taking a break while travelling or on location.	Common touch points.	P	R	Ma	Ma	H	L	Hand wash or hand sanitize before and after work, and before and after breaks, at a minimum, and avoid touching their face. Provide COVID-19 Orientation handout.
7.	Employee taking a break while travelling or on location.	Within 2 metres of another person	Li	R	Ma	Ma	H	L	Employees to maintain 2 metre distance to others. Provide COVID-19 Orientation handout.
8.	Employee videotaping and photographing others	Within 2 metres of another person.	Li	R	Ma	Ma	H	L	Employees to maintain 2 metre distance to others. Provide COVID-19 Orientation handout.
9.	Travel Restrictions Will be Followed	Transmission from outside BC	P	r	ma	ma	H	L	No participation of individuals who have traveled outside BC in the past 14 days,
10.	Ensure face masks are worn at all times if 2m distancing cannot be maintained.	Employee exposing others to illness.	Li	R	ma	ma	h	L	Provide disposable masks
11.	Daily Screening via 'BC COVID-19 Self Assessment Tool'		Li	R	ma	ma	H	L	Provide the screening document prior to filming

* **Note:** Approved wipe or cleaning product – identified on [Health Canada hard surface disinfectant cleaner list](#) or contains ingredients found to be effective against coronavirus identified on the [BCCDC \(BC Centre for Disease Control\) website](#) with [procedures](#) for safe use.

****Note:** Refer to [ShareSpace](#) for Safety Data Sheets.

*****Note:** Refer to [ShareSpace](#) for cleaning safe work procedures.

SECTION B: To be completed by job/task workers and supervisor/manager.

Table 2 – Implementing Control Measures

Directions:

1. Refer to the General Transmission Prevention Guidelines above for standard pandemic control measures.
2. List each control measure implemented, a description on how the control measure is being implemented, and state each applicable task number for the listed control.
3. Indicate if a control requires the use of Personal Protective Equipment (PPE).
4. If applicable, state how any materials needed to implement the control will be procured.

NOTE: Supplies such as PPE (gloves, face masks, N95 respirators) and sanitizing products (hand sanitizer) are in short supply and high demand, with most being sent to healthcare settings. Please keep that in consideration when implementing control measures.



Control Measure	Control Description	Tasks Controlled	PPE?		Material Procurement Details
			Yes	No	
<i>State control measure title.</i>	<i>Provide a brief description of what is the control measure.</i>	<i>List applicable task #s.</i>			<i>State how each item will be procured and by whom.</i>
Education	Provide Employee COVID-19 Orientation handout. Employees take online Pandemic Exposure Control Plan training.	3,5,6,7,8	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Hand washing/hand sanitizing	Use of wipes, hand sanitizer and washing of hands if facilities are available at location.	5,6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hand sanitizer and wipes supplied through Managers by emailing ppe@bcit.ca
Cleaning	Clean equipment after each use; clean surfaces contacted while doing photography/video	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hand sanitizer and wipes supplied through Managers by emailing ppe@bcit.ca
Physical distance	Provide Employee COVID-19 Orientation handout.	1,2,7,8	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Upon Assessment Completion: Supervisor/Manager

<ol style="list-style-type: none"> 1. Upon the completion of Tables 1 and 2, the approving supervisor/manager signs or types name in the adjacent space. 2. If you need any assistance to complete this assessment, contact BCIT OHS (ssemohs@bcit.ca). 3. Please submit a copy to BCIT OHS (ssemohs@bcit.ca) for record keeping. 	Supervisor/Manager Name:	Jocelyne Leszczynski
	Approval Date:	January 13, 2021

Glen Magel

EOC Director

January 16, 2021