

## COVID-19 EXPOSURE PREVENTION STUDENT/EMPLOYEE ACTIVITY RISK ASSESSMENT

<b>Assessment Date:</b>	December 29 2020	<b>Room(s):</b>		<b>Activity Type:</b>	Student Outreach/Support Activity
<b>Assessor(s):</b>	John Di Bella, Occupational Hygiene Coordinator			<b>Hand Washing Location(s):</b>	
<b>Use Description:</b>	Student Life Office wishes to put together care packages/gift bags for students at specialty campuses for January 2021 distribution. Packages will be safely put together by a single employee in Burnaby, shipped to campuses using BCIT Logistics, then distributed to students already attending classes, in a safe manner, coordinated by a staff person at the campus.				

### GENERAL TRANSMISSION PREVENTION GUIDELINES

<b>EDUCATION</b>	Post physical distancing posters (1A), health self assessment poster (3C) and any other applicable posters. Posters available on the BCIT <a href="#">online inventory</a> .
	Identify the nearest handwashing location to staff/students and ensure it is stocked with soap and paper towel/cloth towels.
	Remind staff/students to wash hands or hand sanitize before and after the event.
	Advise staff and students to stay home if sick. If a staff/student becomes sick during the movie, send them home or if serious call 9-911.
	Promote no sharing of food or beverages.
	Ensure all staff and students have completed their applicable online BCIT Pandemic Exposure Control Plan course.
<b>PHYSICAL DISTANCING</b>	Ensure that area is set up to allow 2-metre physical distancing between all occupants, unless controls in place.
	Determine and implement room/area capacities in order to maintain 2-metre physical distancing.
<b>CONTROLLING COMMON TOUCH POINTS</b>	Do not provide staff/students with physical handout papers/forms, pens, or other items
	Eliminate unnecessary common touch points, objects, or self-serve items.

## SECTION A: To be completed by assessors.

**Table 1 – Common Tasks/Situations**

**Directions for assessors:**

1. List and assess common tasks/situations encountered in the instructional setting.
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 such that the risk level with controls (With) is Low.
7. Use Appendix A to attach any relevant photos.

	Lists of potential tasks/situations during the activity.	Potential hazardous conditions associated with the task/situation.	Likelihood		Severity		Risk Level		Possible Controls
			W/out	With	W/out	With	W/out	With	
1.a	Preparing Care Packages	Attending campus (close prox.; common touch points, etc).	Li	U	Ma	Ma	High	Low	Follow and approved go-forward plan when attending campus, respecting occupancy limits, distancing, etc.
1.b		Common touch (package contents between packers and recipients; potentially between packers and packers).	Li	R	Ma	Ma	High	Low	Assign materials for packing to each staff member – do not shared between staff members. Packages to be left to sit for 72-hours prior to collection by students, or procedure to ensure clean hands when packing (wash hands before starting/frequently throughout).
2.	Delivering Care Packages	Students attending campus when not normally required.	Li	R	Ma	Ma	High	Low	Send packages directly to student's homes. Set up a location to pick up – but do not give students advanced notice (e.g. have instructors inform students present on the day of where to pick up packages).
3.a	Students picking up packages	Students congregating when picking up packages.	Li	R	Ma	Ma	High	Low	If having a pick-up location – ensure a distanced cue is set up for students. Ensure activity will not disrupt normal operations at locations. Ensure any pick-up locations have hand washing/sanitizing available Self-serve must be avoided.

4.	Staff members manning pick up locations.	Close proximity between staff/students	Li	R	Ma	Ma	High	Low	Staff will be needed to ensure that pick-up stations are not self serve. Ensure station set-up to ensure distance between staff/students (barrier may also be an option). Staff need procedure to set up station while ensuring items are clean (hand washing).
5.	Sending packages to student classes/exams to be distributed at desks.	Common touch points, potential for close proximity (instructor may have to distribute).	Li	R	Ma	Ma	High	Low	If done by SLO staff – ensure it is arranged with instructor and done while no students are in location. Procedures for clean distribution needed (hand-washing prior to handling; wipe down). If to be done by instructors, instructions provided on how to distribute (wash hands, wipe down possibly).

\*Note: Employees can access the Pandemic Exposure Control Plan course through the [Employee Learning Hub](#). Students can access their online COVID-19 Pandemic On-Campus Guidelines Tutorial through [D2L](#).

## SECTION B: To be completed by the department (must include front-line staff and supervisor/chief instructor/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
State control measure title.	Provide a brief description of what is the control measure.	List applicable task #s.	Yes	No	State how each item will be procured and by whom.
Preparing gift bags	All items contained in gift bags have been safely acquired and stored, with no access or contact for 72 hours prior to preparation. A single staff person (Shannon Greke) will put together all gift bags in SLO (SW1 #1303) following approved safety plan for this space, and will sanitize hands before and throughout prep process. Items will then be boxed and sealed for delivery to other campuses. 72 hours will pass between prep	1a/ 1b	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hand sanitizer is available in SW1 #1303. Mask not required as person will be working alone.



	and Logistics drop-off, and arrival/ opening at destination. Will mark exact time of box being sealed and state earliest time to open box.				
Distribution of gift bags	See details below for exact method of distribution by specialty campus staff.	2/ 3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Staff assisting with distribution at specialty campuses	BMC - A staff member will sanitize hands and place the gift bag on each student desk prior to the class start time.  AIC – a staff member will sanitize hands and place the gift bag on each student desk prior to the class start time.  ATC - we'll have them distributed to student work stations prior to their arrival one day. Hands will be sanitized before and after handling of the bags.  DTC – N/A as they have no students on campus	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sanitizer available at all campuses
N/A	No packages will be mailed to students	5	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

### Upon Assessment Completion: Supervisor/Manager

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](mailto:ssemohs@bcit.ca)).
3. Please submit a copy to BCIT OHS ([ssemohs@bcit.ca](mailto:ssemohs@bcit.ca)) for final approval.

Note: when you have completed implementing your controls, complete the Common Control Measures Checklist.

Supervisor/Manager  
Name:

Approval Date:

*Glen Magel*

EOC Director

January 16, 2021

## Appendix A Photographs
