

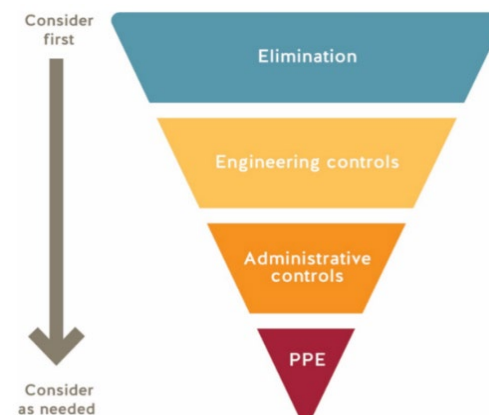


BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

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:	Academic Paper-based exams for Blended programs		
Proportion of program offered on campus:	NA		
Start date:	March 1, 2021	End date:	Ongoing
# of students:	Up to 24 students in SE02-212A/B (Town Squares), and up to 91 students in SE16-148 (Gymnasium) per sitting	# of employees:	Up to 2 invigilators per exam plus up to two cleaners
Completed by:	Name Janice Baldry	Position Director Ed Support	Date February 19, 2021



ROOM INFORMATION

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>
Burnaby	SE02-212A/B aka Townsquare A & B	Pre-arranged use for paper-based exams 3 hour exam block	26 capacity (24 students + 2 invigilators)
Burnaby	148 Gymnasium	Dedicated use for paper-based exams 2 hour exam blocks – maximum 3 concurrent exams at one time	97 capacity (91 students + 2 invigilators seated & 2 roving invigilators + up to 2 cleaners)
Burnaby	190 Lounge	Dedicated queuing space prior to entry into gymnasium	43 capacity (for queue, includes one supervisor to monitor entry)
Burnaby	101 Lobby	Main exit from gymnasium or re-entry from washroom	3 (1 check in person; 1 washroom escort person)
Burnaby	139	Washroom, Female	2
Burnaby	141	Washroom, Male	2
Burnaby	SE16 north grounds/ SE14 south exterior grounds	Overflow queueing space only required if inside queue exceeds 43 students	48



COVID-19 SAFETY PLAN ACADEMIC SPACES

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).

To provide physically distanced spaces where exam integrity may otherwise be compromised by alternative online methods. The use of this facility will be primarily for approved blended programs (online/on-campus), exams leading to accreditation, and possibly on a case-by-case basis courses in which online methods have been compromised, and suitable accommodation is available for those students who cannot come onto campus.

CONTROL MEASURES

COVID-19 SAFETY PLAN: CONTROL MEASURES CHECKLIST

Directions for completing a Safety Plan:

1. First step of this process is to review the [BCIT COVID-19 Go-Forward Plan](#) as the overall planning document for this process.
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.

#	Control Measure	Yes	No	NA	Details (as per Directions)
ELIMINATION					

COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
1.	Room(s) set up to allow for 2 metres physical distancing during instruction and practice. Note: Contact returmtocampus@bcit.ca for room capacity and layout if needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All desks are a minimum 2m apart and walkway between seated students is a minimum 4m. Invigilator desks also have a barrier installed to enable students to approach to verify their photo identification and/or ask exam questions.
2.	Demonstration, work and assessment stations are set-up to allow for 2 metres physical distancing.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not applicable during exams.
3.	Identified area(s) where students wait outside of teaching space until allowed inside by instructor.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Students are encouraged to enter space immediately without queuing. For SE02-212A/B Town Squares, students will enter and sit at an available exam desk. For the gymnasium, there is a dedicated space in the adjacent corridor for 43 students to queue, and overflow (if required) is in the adjacent outdoor space. Within this space, a Supervisor will be available onsite to facilitate students entering safely in to the gymnasium.
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"/>	Students will be asked to leave campus immediately after writing their exam(s). The gymnasium layout enables students to exit the building immediately upon completing their exam.
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"/>	Both rooms layouts aligns with 2 m and 4 m physical distancing requirements
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"/>	For the gymnasium 'Wait Here' markers in the lounge immediately outside will indicate physically distanced queuing locations, and directional arrows on floor will indicate assigned pathways. Upon completion of the exam, students will be asked to exit the gymnasium in an orderly manner to ensure physical distancing is maintained.
7.	Water fountains are put out of service, and only touchless water bottle filling station available.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No water fountains within these rooms.
8.	Mobile fans have been removed or put out of service.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No fans within these rooms.
7.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students have access to the public washrooms within the buildings. Invigilators will identify washroom locations as part of typical testing procedure, and provide escorted access for students during exams.
8.	Break area(s) for student use have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tests are a maximum 2-3 hours therefore break periods are not required.
9.	Break areas for employee use have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If staff require a break they can take it at their regular workspace.
10.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

ENGINEERING CONTROL MEASURES

COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
11.	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"/>	Sufficient clearances are provided in all spaces to provide for standing locations, as well as travel. Barriers are only required near invigilator stations where it may be necessary for students to present photo identification and/or ask exam questions.
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Barriers will be stable and self-supporting.
13.	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 Facilities and Campus Development work requisition for assessment, as needed. Overall exam capacity reduced from 500 students to 91 students.
	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
SIGNAGE (ADMINISTRATIVE) Signage is available @ BCIT online Inventory . Guidelines for posting signs are available on ShareSpace .					
13.	Posted: Physical distancing (2 m) sign(s) Item 1A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To be posted by FCD/SSEM in all common areas as per Pinchin/FCD.
14.	Posted: Hand washing sign(s) Item 29B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To be posted by FCD/SSEM in all public washrooms.
15.	Posted: Health screen sign(s) Item 3C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To be posted by FCD/SSEM in all building entry points.
16.	Posted: Hand washing sink location sign(s) Item 14A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
17.	Posted: Hand sanitizing station location sign(s) Item 13A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	To be posted by FCD/SSEM.
18.	Posted: Protect yourself sign(s) Item 21A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To be posted by FCD/SSEM.
19.	Posted: Occupancy limit of this room sign(s) Item 37A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	To be posted at the main entrance of each location.
20.	Posted: Other signs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Please list: Please stand here; additional exam signage</i>
ORIENTATION AND TRAINING (ADMINISTRATIVE)					
21.	Routine safety discussions held to review control measures and safety protocols.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Orientation to be provided to all invigilators utilizing this space.
22.	All students have completed the online Pandemic Exposure Control Plan training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All blended (on campus/online) students will have been required to complete this before attending their program. For all other students, they will be required to take this course and provide verification to their program area prior to coming onto campus.
23.	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"/>	Invigilator(s) will action for each course.
24.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff that have not yet come onto campus during the pandemic will be required to complete this training prior to attending campus.

COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
25.	All employees have completed the online New Employee Orientation module.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff that have not yet come onto campus during the pandemic will be required to complete this training prior to attending campus.
26.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
RULES AND GUIDELINES (ADMINISTRATIVE)					
27.	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"/>	All exam table surfaces will be clear between exam sittings. A desktop surface with additional exam supplies will be clearly marked, and accessible only by students and invigilator if required. Hand sanitizer will be provided at this station.
28.	Doors that students are to use to enter and exit have been clearly identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As per diagram
29.	Handouts, papers, and items are not physically provided to students.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Students are required to supply their own writing utensils and calculators, etc. If a student forgets their writing utensils then a supply will be available. The invigilator will sanitize their hands prior to providing to the writing utensil to the student. Students will keep writing utensils, but must return calculators into a drop box provided. The calculators will be quarantined for 3 days prior to being returned to use.</p> <p>The invigilator will print all the exams and handle them only after washing or sanitizing their hands. The invigilator will distribute the exams on the designated exam tables prior to the students entering the gymnasium. Once students have completed their exam, they will be asked to leave it on the exam desk and exit the gymnasium. The invigilators will subsequently remove the exams by placing them into a drop box. The exams will be marked in accordance of the Exam/ Paper Marking Safe Operating Procedure (refer to Appendix B) or by leaving the exams for 72 hours prior to marking. The invigilators will sanitize their hands prior to and after touching the exams.</p>
30.	Students have dedicated tools/equipment, e.g., items are not shared between students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students are asked to bring their own writing utensils.
31.	If cleaning common touch points or tools/equipment not practical, then it is identified when hands are washed/sanitized before and after use.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Students assigned individual exam desk so there are no common touch points during exams. After each exam sitting a FCD cleaner will sanitize every exam station both the table and chair. If there is only one student seated at a desk in a given day, the station will be cleaned during the evening.
32.	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"/>	Individual student is assigned their own desk for each exam.

COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
33.	Single-use (disposable) products are used where feasible.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
34.	Measures are in place to accommodate student sick at home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Programs will be responsible for rescheduling tests if a student has identified that they are sick. Any student showing signs of illness will not be permitted in the testing facility.
35.	Procedures in place to screen students on a daily basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The health screen poster 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.
36.	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 COVID-19 Pandemic Scenario Playbook 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.
37.	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 COVID-19 Pandemic Scenario Playbook for more information. Confirm if the person is aware of self-isolation requirements and protocols .
38.	Provisions made for students to maintain same lab/class cohort throughout the Term.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Programs will seek to ensure that same cohorts take exams together.
39.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
PERSONAL PROTECTIVE EQUIPMENT (PPE)					
40.	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"/>	
41.	Training is provided for the above PPE to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
42.	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"/>	Students are required to provide and wear nonmedical facemasks when they are in all common spaces while on campus. Additional face masks will be available for students that fail to bring their own to the exam location.
43.	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"/>	Post applicable signs in a visible location if ppe required. Use the Student Orientation checklist to assist orientation/training by instructors. Use the Employee Orientation checklist to assist orientation/training by their supervisors.
44.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
CLEANING					
45.	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"/>	For exam weeks, cleaning staff will be assigned to each location to clean exam furniture between each exam sitting. For non-exam weeks the invigilator will

COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
					submit a FCD work request to have the exam furniture cleaned prior to and after each exam sitting.
46.	Training will be provided to faculty and students performing cleaning duties and cleaning materials have been provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Cleaning Standard Operating Procedures have been located here. What are the cleaning products/materials: as provided by BEST What ppe is required: as provided by BEST</i>
47.	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"/>	Students that arrive for the exam can apply hand sanitizer or access public washrooms when entering and/or exiting the building. Hand sanitizer stations provided at exam room entry and exit points.
48.	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: Public washrooms in SE16 and SE02 or SE06 Stocked with soap Y <input checked="" type="checkbox"/> N <input type="checkbox"/> paper towel Y <input checked="" type="checkbox"/> N <input type="checkbox"/></i>
49.	Hand sanitizing station(s), stocked, and have been identified to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ABHS (Alcohol-Based Hand Sanitizer): Location: Hand sanitizer is available at all building entry points maintained by FCD, and provided within the testing facility. <i>Will hand sanitizer be refilled by department: Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/></i> <i>If No, describe FCD responsible for maintaining supplies. Invigilator will provide small hand pump bottles for use in the exam areas.</i>
50.	All Safety Data Sheets (SDS) and cleaning procedures used are found here .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If not, describe:</i>
51.	The area(s) have been decluttered so that cleaning is simplified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All excess furniture removed from areas.
52.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FCD cleaner will clean barrier in gymnasium if contamination occurs.
53.	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"/>	For exam weeks, cleaning staff will be assigned to each location to clean exam furniture between each exam sitting. For non-exam weeks the invigilator will submit a FCD work request to have the exam furniture cleaned prior to and after each exam sitting.
54.	Storage space for personal articles have been identified and are cleaned regularly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Who will clean:</i> FCD will clean furniture after each exam. <i>Where is the storage:</i> Students will be discouraged from bringing excess personal belongings, but if required, these items will be stored under the student's exam table.
55.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

AUDIT AND CONTINUOUS IMPROVEMENT



COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
56.	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>Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often? Representative from the VP Academic Office with inspect bi-weekly</i>
57.	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>Who conduct the audits and how often? JOH&S committee will audit as per their schedule</i>

APPROVAL

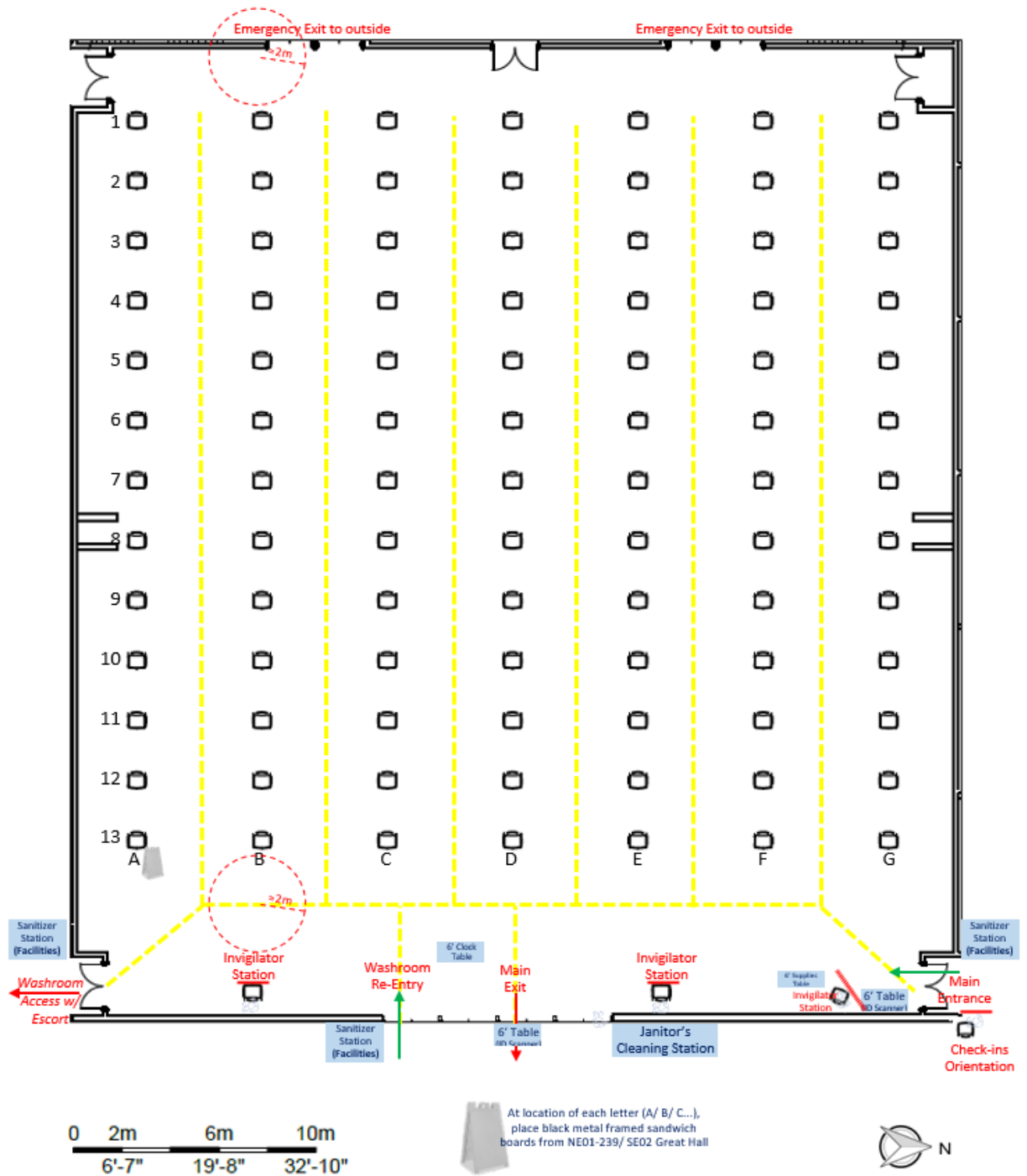
All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Janice Baldry	Position Director Ed Support	Date February 17, 2021
EOC	Name <i>Glen Magel</i>	Position EOC Director	Date March 3, 2021

COVID-19 SAFETY PLAN ACADEMIC SPACES

Appendix A: Diagrams

SE16-148 – Gymnasium as Test Facility (91 capacity)

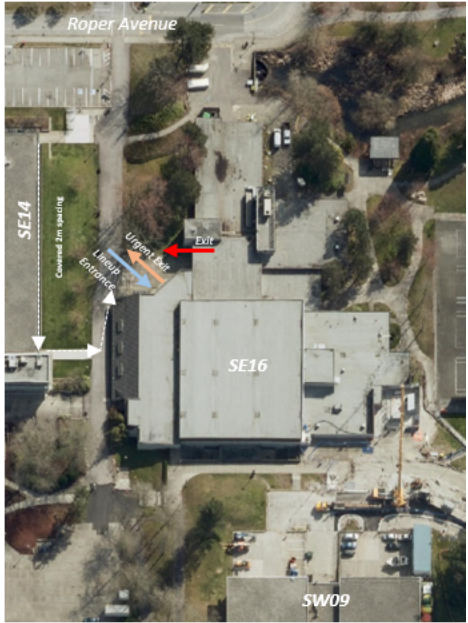
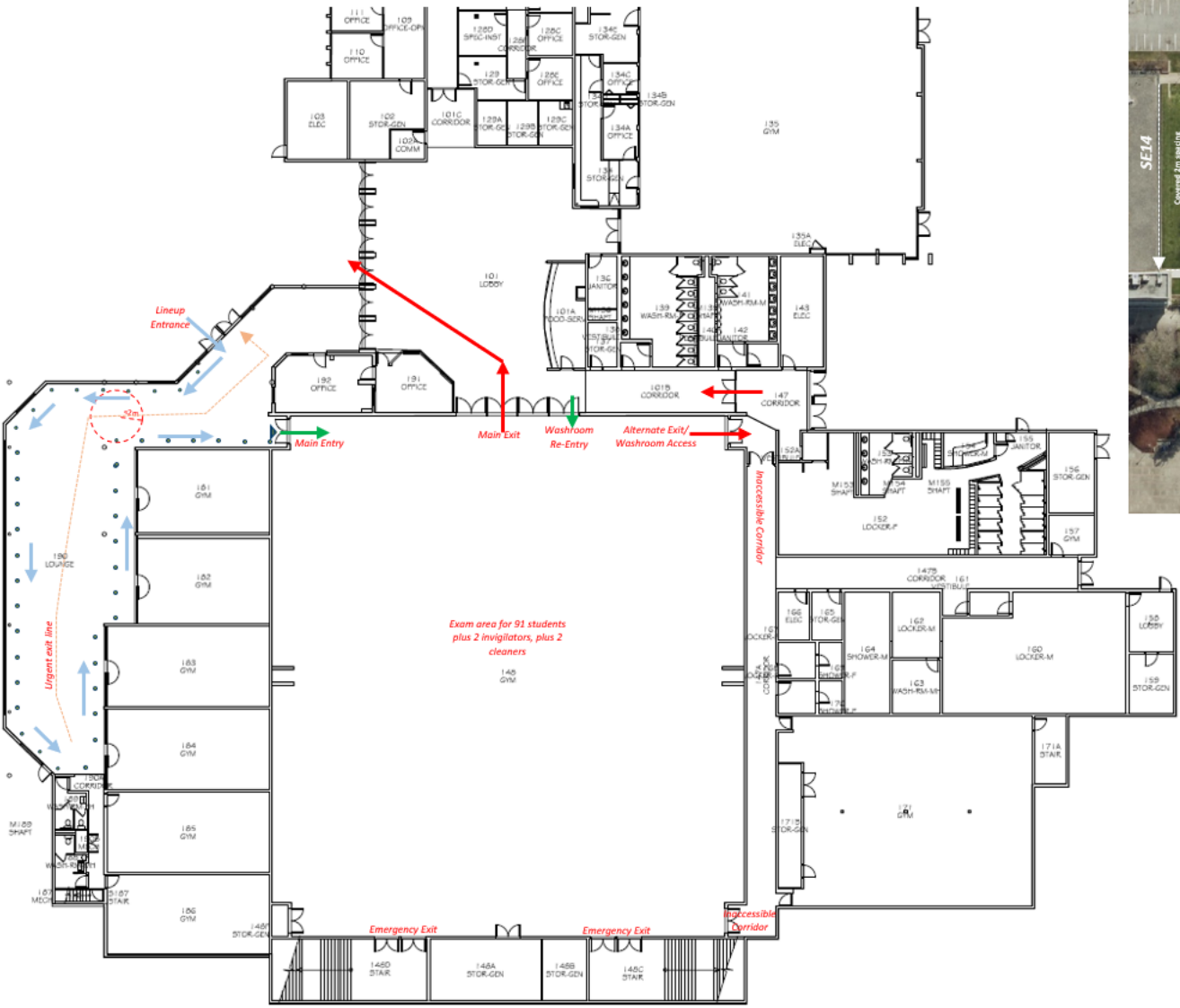
Notes: Suggested capacity of up to 91 in 13 rows/ 7 columns, plus seating for 2 invigilators and accommodation for 2 cleaners. See following page for building entry/ egress. Barriers (—) provided for close proximity (i.e. ID verification).



COVID-19 SAFETY PLAN ACADEMIC SPACES

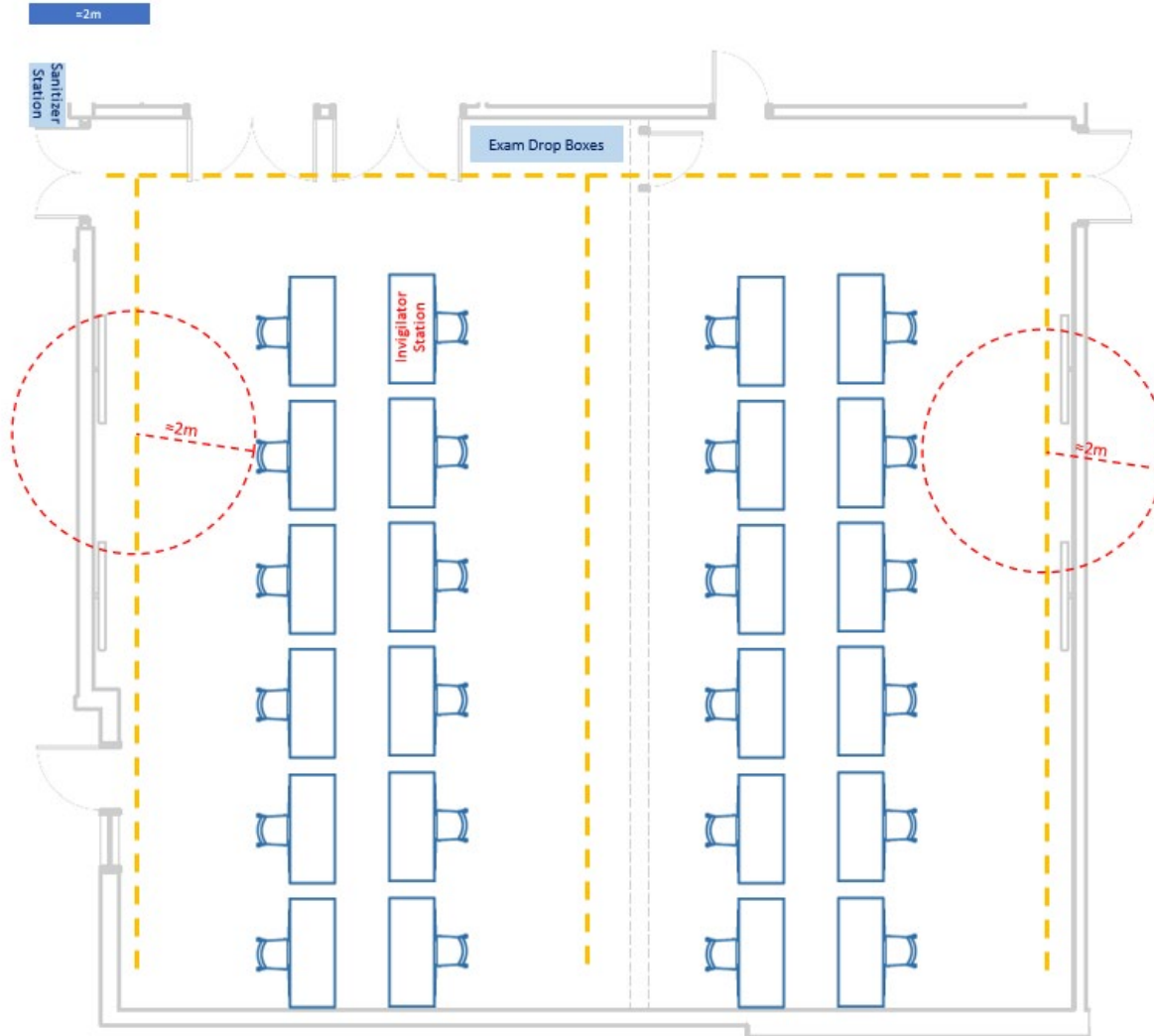
Entry/ Egress and lineup accomodation for up to 43 students within the building; additional on grounds.

≈2m



COVID-19 SAFETY PLAN ACADEMIC SPACES

SE02-212A, -212B – Townsquare A/B



Appendix B: Room Loading/ Exiting Procedures & Additional Protocols**Gymnasium Exam and Cleaning Schedule**

- A cleaner will be dedicated during the following dates:
 - March 8-12
 - April 19-23
 - May 20-28
- Cleaning protocol will include cleaning floor beside students to avoid cross-contamination of personal belongings left on ground.
- Cleaning request submitted for dates outside of above dates. Prior determinations will be made to assess how many cleaners are required to do a full clean of 91 desks plus cleaning.

Gymnasium – 2 hour exam blocks

- Exam/ preparation windows during identified exam weeks:
 - 8:30-10:30am exam sitting 1
 - 10:30-12:00pm exam pickup/ cleaning/ exam placement
 - 12:00-2:00pm exam sitting 2
 - 2:00-3:30pm exam pickup/ cleaning/ exam placement
 - 3:30-5:30pm exam sitting 3
- To reduce number of invigilators, there will be a limit of 3 programs permitted to administer exams at the same time
- Invigilators will utilize a PA system to broadcast their voice
Prior to coming onto campus, students will be notified that only coats are permitted on campus – there will be no temporary storage location. For incidents where additional belongings are brought, they will be placed on the ground near the student.
- If questions cannot be addressed quickly using the 2m distancing protocol, Students with questions during the exam must approach the invigilator seated at the front of the room behind a barrier.

Gymnasium Exams Check in/out protocols

- Students will be required to swipe in and out of the exam space (gymnasium) using their Student ID card.

Gymnasium Exams Bathroom Protocol

- Pre-COVID bathroom cheating avoidance protocols will be followed.
- Bathroom escort will be assigned per bathroom user. Students must wait until an escort is available the assigned area before leaving their seat to use the bathroom.


Town Squares A&B – 3 hour exam blocks

- Exams in Town Square A&B may feature elements of each of protocols indicated above.

Appendix C: Exam/ Paper Marking Safe Operating Procedure

Also available through ShareSpace here:

<https://sharespace.bcit.ca/sites/sas/Exposure%20Control%20Plan/SOP%20-%20COVID%2019%20Exam%20Marking%20Procedure%20May%208%202020.docx>

	BCIT SAFE OPERATING PROCEDURE	Instructors – Exam/Paper Marking
	Date Issued: 2020/05/08	By: John Di Bella, OHS Coordinator
	Version Date: 2020/05/08	Version 1.0

BACKGROUND

As of March 11, 2020, the World Health Organization has declared the ongoing COVID-19 outbreak a pandemic. In response, BCIT has worked to move teaching and instruction activities to be done remotely, to reduce the number of staff and students on campus and help prevent transmission of the virus within our community. However at this time, several programs at BCIT require in-person attendance of staff and student, such taking and marking exams.

PURPOSE

As COVID-19 spreads through direct (coughing/sneezing) or indirect contact (touching contaminated surfaces then touching your face) with water droplets produced by an infected individual, this procedure focuses on measures to prevent transmission through this method. The procedure outlines practices for instructors to reduce the risk of COVID-19 exposure when marking exams or papers that were physically written by a student.

RESPONSIBILITIES

Employer

- The employer is responsible for providing the equipment, tools, education, and training necessary for their staff to be able to perform their job duties safely, as outlined by this procedure.

Supervisor

- The supervisor is responsible for reviewing this safe work procedures and practices with their employees.
- The supervisor is responsible for investigating unsafe work conditions and work refusals with their employees.

Employee

- Follow the safety and exposure provisions outlined by this procedure.
- Do not perform job if they cannot be performed as outlined by this procedure.
- Report unsafe conditions, work refusals, and incidents to your supervisor.

BCIT Facilities

- Provide or advise on which disinfecting products to use.
- Provide instructions on how to correctly use any disinfecting products provided to BCIT staff.

BCIT Occupational Health and Safety (ssemohs@bcit.ca)

- Act as a resource for workplace health and safety concerns and investigations.

TRAINING AND EDUCATION

- [BCIT Pandemic Exposure Control Plan Training](#)

EQUIPMENT

<i>Below are the minimum supplies required to follow this procedure</i>			
Disinfecting Product*(wipe/spray)		Garbage Bin with Garbage Bag	Hand washing facility**
Hand Sanitizer**		Exposure Control Posters	

* Only use disinfecting products provided by BCIT Facilities or with the approval of BCIT OHS. Disinfecting products should be selected by either:

- Being a product listed on the [Health Canada List of Effective Hard-Surface Disinfectants](#), or,
- As per the [BCCDC](#), be a product containing:
 - o 550 ppm bleach (sodium hypochlorite 5.25%) solution [50 mL bleach, 950 mL water]
 - o 0.5% Accelerated Hydrogen Peroxide
 - o Quaternary Ammonium Compounds

** Hand washing with soap and water should be the primary method of hand disinfection. If soap and water are not easily available, hand sanitizer can also be used on unsoiled hands.

PROCEDURE

1. Arrange for the collection of the items to be marked at a drop-off location; do not directly accept items in person.
2. Do the marking on a single work surface (i.e. desk) or in a low traffic room (i.e. empty classroom).
3. Wash hands with soap and water prior to marking.
4. Avoid touching your face while marking.
5. After marking:
 - a. If not reusing the pen, dispose of it.
 - b. If reusing the pen, sanitize it with a household sanitizing product provided by your supervisor.***
6. Sanitize the work surfaces used when handling exams with a household sanitizing product provided by your supervisor (list of approved products found on the BCIT Health and Safety Sharespace).***
7. Wash or sanitize your hands after marking and handling exams.
8. If providing students with the physical copy of the exam, wait at least a week before sending the physical copy of the exam to the student.

*** If marking exams at home, use a household cleaning/sanitizing product available to you. Use subheadings to separate different procedures or major steps – however it makes sense to organize.

COVID-19 SAFETY PLAN ACADEMIC SPACES

REFERENCES

- [Health Canada, COVID-19 Hard Surface Disinfectant and Cleaning Information](#)
- [BCCDC, COVID 19 Infection Control Information](#)
- [BCIT Occupational Health and Safety Sharespace](#)

REVISION HISTORY

DATE	Version	Description	Author
2020/05/08	1.0	Procedure Issued	John Di Bella, OHS Coordinator.