

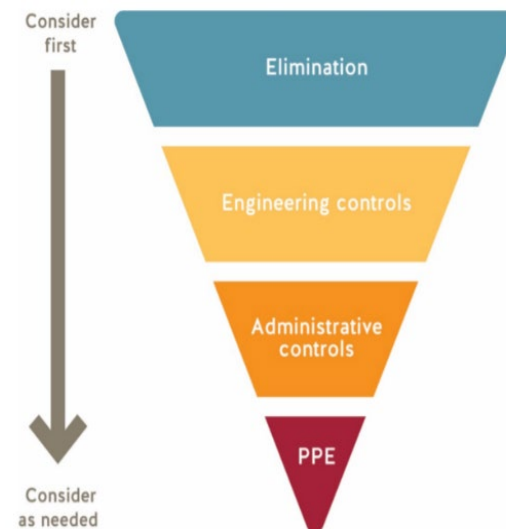


BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

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:	Trades Discovery programs (General and for Women)		
Proportion of program offered on campus:	Up to 80%		
Start date:	February 8, 2021 (first day on campus Feb 23, 2021)	End date:	August 20, 2021
Total # of students in program:	16 (two cohorts of 8 students)	Total # of employees:	17 (this total includes both TD faculty and also faculty/staff from 12 program/service areas already accounted for under other approved Safety plans)
Anticipated # of students on campus daily when scheduled:	Up to 16	Anticipated # of employees on campus daily when scheduled	5 (up to three TD faculty and two faculty and staff from other program/service areas)
Completed by:	Name Tamara Pongracz Denise Berg	Position Department Head Faculty	Date February 5 2021
Replaces	RTC Safety Plan #:	n/a	
	GFP Safety Plan #:	n/a	



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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 <small>Floor Plans found here</small>	Type of Space <small>Include washrooms and breakout rooms</small>	Go Forward Plan
NE01 – Millwright & Sheet Metal	Offices 338A, 338B 344,342, shops 142, 150	TD faculty offices and Shops	GFP #W121, GFP #W231, GFP #W6
NE02 – Joinery	101,103,104	Shop, washrooms	GFP #W232
NE06 – Piping	101A/101D 205/206 103A	Shop, washrooms	GFP #W233
NE08 – Welding	Shop 103,104,105	Shop, student lunch room, washrooms	GFP #W225
NE10 – Auto Collision	121, 100, 101,102	Shops and paint booth	GFP #120 and GFP #W24
NE12 – Steel Trades	115, 120A,118, 117,106,107,107C	Shop, electrode storage, grinding room, washrooms	GFP #W33
NE16 – Automotive	100,101,102	Shop, washroom	GFP #W259
NE20 – Automotive	101C,107,108	Shop, washrooms	GFP #W261
NW6 – Machinist	100,110,106,107,203,204	Shop, heat treatment lab, washrooms	GFP #W298
SE06	102,103	Test Centre (computer lab)	GFP #W268
Annacis Island – Heavy Equipment Group	1900,1500	Shop and Mobile Equipment Ramp	GFP #W66
ATC - Aerospace	141	Shop	GFP #W202

RATIONALE FOR ON-CAMPUS ACTIVITY

<p>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).</p> <p>Trades Discovery (TD) is a hands-on-in-the-shop career exploration program that has been on hold since the beginning of COVID-19. As other Trades programs have successfully returned to campus with safety control measures and approved Safety plans in place, we are now able to plan the return of the TD students. This program is unique, in that, all the practical work is delivered by other programs in their own shop and/or lab spaces.</p> <p>This safety plan covers TD faculty and students as they transition through each of the listed program areas. Faculty and students will be required to follow the safety protocols as outlined in this safety plan, as well as the approved safety plan for each of the Trades areas.</p> <p>All shop and lab capacities will be maintained as per each program's approved Safety plan.</p>
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TD students will be asked to report directly to a pre-determined location for each program area, at a scheduled date and time.

Trades Access faculty will ensure that all TD students have completed the Student Pandemic Control training prior to attending campus. That a mandatory shop/program area safety orientation conducted at the beginning of each new session that the checklist completed, and audited by TD faculty. The TD faculty will also be available at all times during these sessions for the TD student and/or program area to address any concerns.

There will be two cohorts of 8 students each and three to five faculty (two shop faculty and up to three TD faculty for liaison). See *appendix COVID 19 Shop Safety Student Orientation Check List*.

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.

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

COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Provide 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Exceptions allowed as per BCIT COVID-19 Go-Forward Plan , Risk Matrix Summary (explain): Labs and Shops will be set up and operating as per their approved Safety Plan and followed by TD students and faculty.
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"/>	Exception allowed as per BCIT COVID-19 Go-Forward Plan , Risk Matrix Summary (explain): Labs and Shops will be set up and operating as per their approved Safety Plan and followed by TD students and faculty.
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"/>	These locations will be identified by the specific programs and communicated to the TD students prior to coming onto campus.
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"/>	Yes, TD students are scheduled for in shop sessions only when there is space available to ensure approved lab/shop capacities are not exceeded.
5.	In shared spaces, safety protocols have been put in place to reduce close contact between users.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	In these situations TD students and faculty will follow the safety protocols that have been put in place by the program area.
6.	Movement within the room is identified, such as with directional arrows, for walkways and entrances/exits.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Signs or arrows on the floor identifying directions. As per the program's approved safety plan.
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"/>	As per Pinchin/FCD
8.	Mobile fans have been removed or put out of service.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As per each program area safety plan
9.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If yes, Washroom occupancy limit ____ As per each program area's safety plan
10.	Break area(s) for student 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? Occupancy Limit ____ If there is an occupancy limit, is sign posted? Y <input type="checkbox"/> N <input type="checkbox"/> As per each program area GFP; and common break spaces in SE02 (Great Hall) and NE01 adjacent to the cafeteria.
11.	Break areas for employee 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"/> TD faculty can eat at their assigned work space if required.
12.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
ENGINEERING CONTROL MEASURES					
13.	Barriers are implemented to separate work areas or walk ways, when physical distancing not practical.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	As per each program area safety plan
14.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	As per each program area safety plan

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#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
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 Facilities and Campus Development work requisition for assessment, as needed. Overall, no significant change to shop use and capacity has been reduced.
16.	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 .					
17.	Posted: Physical distancing (2 m) sign(s) Item 1A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	As per each program area safety plan
18.	Posted: Hand washing sign(s) Item 29B	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	As per each program area safety plan
19.	Posted: Health screen sign(s) Item 3C	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	As per each program area safety plan
20.	Posted: Hand washing sink location sign(s) Item 14A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	As per each program area safety plan
21.	Posted: Hand sanitizing station location sign(s) Item 13A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	As per each program area safety plan
22.	Posted: Protect yourself sign(s) Item 21A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	As per each program area safety plan
23.	Posted: Occupancy limit of this room sign(s) Item 37A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	As per each program area safety plan
24.	Posted: Other signs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Please list: As per each program area safety plan
ORIENTATION AND TRAINING (ADMINISTRATIVE)					
25.	Routine safety discussions held to review control measures and safety protocols.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TD Faculty will meet each TD cohort before their scheduled training commences in the various trades disciplines (shop sessions). Tool Box meetings and Orientation to each shop with checklist will be conducted. See Appendix A.
26.	All students have completed the online COVID-19 Pandemic On-Campus Guidelines training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	How will compliance be checked: TD faculty and TD Department Head Tamara Pongracz will ensure all students have completed the online training prior to attending campus.
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"/>	Procedure for orientation found here . Student COVID-19 Orientation Checklist found here . Site safety orientation is mandatory and will be conducted for each program area.
28.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All TD Faculty
29.	All employees have completed the online OHS New Employee Orientation module .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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. All TD Faculty

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#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
30.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
RULES AND GUIDELINES (ADMINISTRATIVE)					
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Signs or arrows on the floor</i> As per each program area Safety Plan
33.	Handouts, papers, and items are not physically provided to students.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>If items are provided, they are cleaned between student use or disposed, or other control measures are in place – Describe:</i> As per each program area safety plan
34.	Students have dedicated tools/equipment, e.g., items are not shared between students.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	As per each program area safety plan
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Explain:</i> As per each program areas safety plan
36.	Work spaces/stations are dedicated for an individual or group use and not shared with others.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	As per each program area safety plan
37.	Single-use (disposable) products are used where feasible.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	As per each program area safety plan
38.	Measures are in place to accommodate student sick at home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Accommodation plan:</i> Students will be able to make up assignments, and/or deadlines extended.
39.	Procedures in place to screen students on a daily basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>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.</i>
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"/>	<i>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.</i>
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"/>	<i>Refer to the COVID-19 Pandemic Scenario Response Plan for more information. Confirm if the person is aware of self-isolation requirements and protocols. As per each program area GFP. All students are in same cohort – attendance is recorded and every shop session is scheduled.</i>
42.	Provisions made for students to maintain same lab/class cohort throughout the Term.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
43.	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)
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).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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): As per each program area safety plan Students have been advised to have 100% cotton face mask for Welding sessions
45.	Training is provided for the above PPE to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As per each program area safety plan, and covered under their safety orientation if required.
46.	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"/>	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): As per each program area safety plan Additionally, Trades Access has a supply of masks, gloves and hand sanitizer on hand 2 boxes of 50 masks 2 boxes of 50 gloves Students are encouraged supply their own reusable cloth masks
47.	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 OHS Employee Orientation checklist to assist orientation/training by their supervisors. As per each program area safety plan
48.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
CLEANING					
49.	Facilities is aware of the cleaning needs for the area. Facilities work requests have been submitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s). No additional spaces As per each program area safety plan – no additional muster areas
50.	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"/>	Cleaning Standard Operating Procedures have been located here . What are the cleaning products/materials: As per each program area safety plan What ppe is required:
51.	Assessment of sufficient number of hand wash stations conducted, and an appropriate number of handwashing stations are available	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	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,



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#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
					effective. The minimum amount of hand washing required is once before class starts, after class ends and before and after breaks. As per each program area safety plan
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"/>	Sink Location: _____ As per each program area safety plan Stocked with soap Y <input type="checkbox"/> N <input type="checkbox"/> paper towel Y <input type="checkbox"/> N <input type="checkbox"/>
53.	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(s) _____ At every building entrance As per each program area safety plan Will hand sanitizer be refilled by department: Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If No, describe: FCD/BEST are responsible to refill
54.	All Safety Data Sheets (SDS) and cleaning procedures used are found here .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If not, describe:
55.	The area(s) have been decluttered so that cleaning is simplified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As per each program area safety plan
56.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Barriers can become contaminate if they are a touch point or if the contaminated with droplets by e.g. coughing or sneezing. As per each program area safety plan
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"/>	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): As per each program area safety plan and see Orientation checklist appendix A
58.	Storage space for personal articles have been identified and are cleaned regularly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Who will clean: As per each program area safety plan Students will be discouraged from bringing any unnecessary personal items to campus – no lockers or storage will be assigned Where is the storage:
59.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often? As per each program area's safety plan and TD faculty will observe
61.	Audits of inspections are planned to ensure that control measures continue to be effective.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Who conduct the audits and how often? As per each program area's safety plan and TD faculty will observe



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APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name	Position	Date
	Mubasher Faruki 	Associate Dean	February 8 th , 2021
EOC	Name	Position	Date
	Glen Magel 	EOC Director	February 20, 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 Shop Safety Student Orientation Checklist

Instructions:

1. Instructors are to complete this checklist onsite before beginning class, lab and shop activities on campus,
2. After all topics have been reviewed and are clearly communicated, sign and date at the bottom of the form,
3. Only one form needs to be completed weekly per class/cohort,
4. Encourage students to ask questions,
5. Ensure all blank areas are completed with a "✓" indicating completed or "NA" for Not Applicable,
6. After completing this orientation checklist, sign and date the bottom then scan or send photo to your Department Head.

Prerequisite to Attending On-Campus Activities

All students in the cohort must have completed the online [COVID-19 Pandemic On-Campus Guidelines](#) training.

X All students have completed required online training course: verified by faculty member – Tamara Pongracz

Self-Assessment

- ☐ Explain: For the health of the BCIT staff, students and the community, all students and staff must self-assess daily for symptoms and risks pertaining to COVID-19 prior to arriving on campus,
- ☐ Identify and Review: "Stay home if you are feeling unwell" signage on entry doors
Sign reads: "Do not enter the building if:
 - You have any of the following symptoms: fever, chills, new or worsening cough, shortness of breath, new muscle aches or headaches, sore throat.
 - You have travelled outside Canada in the last 14 days.
 - You are self-isolating."
- ☐ Direct students to BC COVID-19 Self-Assessment Tool: <https://bc.thrive.health/covid19/en>
- ☐ Explain that accommodations will be made for activities missed due to COVID Risk Related Absence. Contact Department Head should this situation arise,
- ☐ Explain that BCIT supports all students in self-isolation due to exposure or COVID positive test results through the Early ASSIT program.

Social Distancing:

- ☐ Explain that all staff and student are responsible for maintaining at least 2 meters of separation at all times while on campus including all BCIT interior and exterior spaces, before, during and after class times and during coffee and lunch breaks,
- ☐ Explain "do your part to help keep us apart" speak up if anyone encroaches on your space, watch out for high traffic areas and actively avoid one another in walkways and lab spaces,
- ☐ Demonstrate how barriers that can be used to safely reduce physical distancing,
- ☐ Explain that situations requiring less than 2 meters without using a barrier should be avoided as this is the riskiest behaviour, should it be necessary, after consulting with your instructor, medical grade face coverings will be required following proper donning & doffing procedures.

Sanitation:

Hand Washing –

- ☐ Identify shop sink areas and occupancy limits,
- ☐ Explain that soap and water hand washing is required: upon arrival to the building, before and after each shop activity, before exiting the building,
- ☐ Identify that each sink area has a Hand Hygiene sign indicating hand sanitization procedures,
- ☐ Remind students that not all shop workstations can be sanitized so washing hands before and after and not touching your face is the first and best line of defence,
- ☐ Remind students that alcohol sanitizer does not work as well on dirty or greasy hands, washing hands is best.

Tools & Equipment –

- ☐ Identify tool and equipment disinfectant (Spray Nine),
- ☐ Demonstrate sanitation procedure: wear gloves, spray disinfectant on bench, wait 45 seconds, wipe off with shop towel, dispose shop towel in garbage,
- ☐ Explain that students are responsible for disinfecting workspaces and equipment before and after completing activities.
- ☐ Explain process for cleaning shared hand tools: Used tools go in the designated "Dirty Tool" area, only retrieve tools from the "Clean Tool" area.

Personal Protective Equipment (PPE):

- ☐ Reminder: CSA boots & Safety Glasses are required at all times when working in the shop and additional Non COVID-19 PPE such as hearing, respiratory and chemical gloves are provided/accessible when needed,
- ☐ Explain that BCIT requires face coverings at all times,
- ☐ Explain that nitrile gloves, commonly worn in industry are also in protecting against COVID, gloves still can become contaminated but you are less likely to touch your face. Additionally, nitrile gloves should be worn when using shop disinfectant.
- ☐ Remind that all PPE must be properly worn to provide expected protection.

Entry, Exit, Breaks and Personal Items:

- ☐ Explain Entry Procedure: Arrive on time, wait outside socially distanced, when all clear to proceed through entry door/pathway to a hand washing station before going to desk/workstation / demonstration area,
- ☐ Explain Exit Procedure: During breaks or between activities, wash hands, depart using identified exit pathway/door,
- ☐ Reminder; During breaks practice social distancing outside shop areas, in cafeterias and other BCIT spaces,
- ☐ Identify defined walkways and corridors through the shop space, directional arrows and common high traffic areas where extra caution and common sense must be employed (bathroom, sinks, etc.)
- ☐ Identify where students can store their personal items such as bags and jackets. Lockers are not available, students must use the disinfectant before storing and after removing their personal items.

Consequences

- ☐ Remind that these measures are in place for the safety of students, staff and the community, the most significant consequence of risky behaviour is causing an outbreak that could result in a direct or indirect hospitalization or fatality.
- ☐ Explain that the ability for the department to provide shop activities is contingent on staff and students following COVID safety protocols –if these procedures are not being followed, shop access could be restricted or suspended,
- ☐ Explain: Instructors already have a lot to do and cannot be continuously reminding individuals to follow the COVID Shop Safety Procedures. Instructors have the ability to evict students from the shop for the remainder of the day when they are exhibiting risky behaviour. Ongoing behaviour that affects the safety of others will be considered a violation of the 5102 BCIT Student Code of Conduct Policy which could result in denial of access to required shop activities,

Sign Off

Program, Course, Cohort Identification: _____

Notes/ Comments:

Checklist completed by: _____

Date: _____

Email a scan or photo of completed checklist to Trades_Discovery@bcit.ca within 12 hours of completion