

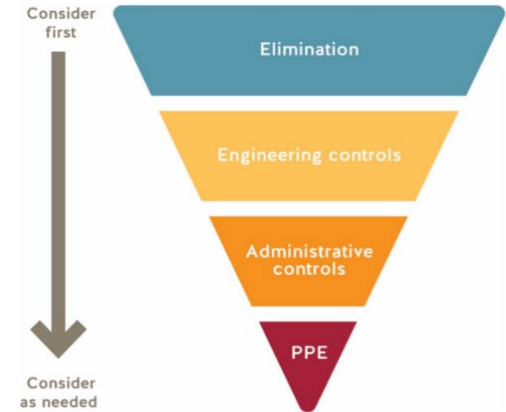


## BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

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

<b>Course/Program Name:</b>	<b>Programs:</b> <b>Aviation Explorer (Surrey School District)</b> <b>Career Programs (Burnaby School District)</b>		
<b>Proportion of program offered on campus:</b>	<b>Surrey School District: five weeks practical on campus, two weeks online</b> <b>Burnaby School District: 100% on campus</b>		
<b>Start date:</b>	<b>Surrey School District: Mar 29<sup>th</sup>, 2021</b>	<b>End date:</b>	<b>April 16<sup>th</sup>, 2021</b>
<b># of students:</b>	<b>Surrey School District: 22</b> <b>Burnaby School District: 4</b>	<b># of employees:</b>	<b>Up to 3 instructors</b>
<b>Completed by:</b>	<b>Name</b> Ed Gunn Scott Paterson Oxana Klemin Sanja Boskovic Nataliia Golovachova	<b>Position</b> Department head, ATC Department head, ATC Quality assurance, ATC Associate Dean, ATC Administrative Manager, SoT	<b>Date</b> February 5 <sup>th</sup> , 2021
<b>Reviewed by:</b>	ATC JOH&S committee		
<b>Replaces RTC #:</b>			
<b>Replaces GFP #:</b>			
<b>Updated GFP#:</b>			



### ROOM INFORMATION



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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 <a href="#">here</a></small>	Type of Space <small>Include washrooms and breakout rooms</small>	Capacity <small>Current capacity due to COVID-19</small>
ATC	130H & 130K	Shop/Lab	18
ATC	130F	Shop/Lab	1
ATC	130J	Shop/Lab	9
ATC	254	Shop/Lab	17
ATC	330	Shop/Lab	16
ATC	Hangar	Shop/Lab	50
ATC	115-M, 116-F, 173-F, 174-M, 215-M, 216-F 315-M, 316-F	Washroom	2 for men, 2 for women as per Pinchin

### 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).

This Safety Plan covers academic teaching spaces utilized by the programs for the external schools, Surrey School District and Burnaby School District, to deliver practical outcomes for students who explore further career path in Aviation Industry.

This plan covers the practical portion of these programs and the assessment of competency, which requires access to specialized equipment and/or tools, training aids, etc., which cannot be replicated with online learning.

### 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.

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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](mailto: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](mailto:ssemohs@bcit.ca).

#	Control Measure	Yes	No	NA	Details (as per Directions)
<b>ELIMINATION</b>					
1.	Room(s) set up to allow for 2 metres physical distancing during instruction and practice. <b>Note:</b> Contact returntocampus@bcit.ca for room capacity and layout if needed.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Exceptions allowed as per <a href="#">BCIT COVID-19 Go-Forward Plan</a>, Risk Matrix Summary (explain):</p> <ul style="list-style-type: none"> <li>Social distancing engineered for the shop/lab <b>ATC-130H&amp;K, ATC-130J, ATC-254, ATC-330</b>: workbenches are set up in 2 m distance and/or barriers are in place.</li> <li>Students work on individual workbenches.</li> <li>For assignments that require students working in teams i.e., to carry a heavy/cumbersome training aid or equipment, PPE (facemasks and safety glasses/face shields) are mandatory.</li> <li><b>ATC-130F</b> is used by one person at a time to access the drill equipment following posted safety protocols.</li> <li>For activities in the <b>hangar</b>, <i>facemasks and safety glasses/face shields are mandatory</i> at all the times.</li> </ul>

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#	Control Measure	Yes	No	NA	Details (as per Directions)
2.	Demonstration, work and assessment stations are set-up to allow for 2 metres physical distancing.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Exception allowed as per <a href="#">BCIT COVID-19 Go-Forward Plan</a> , Risk Matrix Summary (explain): See item #1
3.	Identified area(s) where students wait outside of teaching space until allowed inside by instructor.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>To avoid students congregating in corridors, students will be allowed directly into assigned labs.</li> <li>In cases where students must wait, physically distanced ground/ wall markings identify single-file waiting areas.</li> </ul>
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"/>	
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"/>	<ul style="list-style-type: none"> <li>Barriers have been implemented where 2m physical distancing cannot otherwise be achieved.</li> </ul>
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"/>	<ul style="list-style-type: none"> <li>Signs or arrows on the floor identifying directions.</li> </ul>
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"/>	
8.	Mobile fans have been removed or put out of service.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Each washroom on campus has a posted occupancy limit on their door ( <i>2 men and 2 women per each washroom</i> ). <ul style="list-style-type: none"> <li>Pinchin report has identified washroom capacities; signage has been posted.</li> </ul>
8.	Break area(s) for student use have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Occupancy Limit of the break area for students is 34. If there is an occupancy limit, is sign posted? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> <ul style="list-style-type: none"> <li>Break area safety plan (GFP #147) has been implemented.</li> </ul>
9.	Break areas for employee use have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Occupancy Limit in Room 270-A is 8. If there is an occupancy limit, is sign posted? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> <ul style="list-style-type: none"> <li>Pinchin report has break room areas; signage has been posted.</li> </ul>
10.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>ENGINEERING CONTROL MEASURES</b>					
11.	<a href="#">Barriers</a> are implemented to separate work areas or walk ways, when physical distancing not practical.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Barriers are in place where distancing may be an issue to maintain physical distancing. Faculty also use portable barriers for the purpose of lab demonstrations.
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	No significant use change for the instructional space.

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#	Control Measure	Yes	No	NA	Details (as per Directions)
	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>SIGNAGE (ADMINISTRATIVE)</b> Signage is available @ <a href="#">BCIT online Inventory</a> . Guidelines for posting signs are available on <a href="#">ShareSpace</a> .					
13.	Posted: Physical distancing (2 m) sign(s) Item 1A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Signage has been posted per Pinchin report
14.	Posted: Hand washing sign(s) Item 29B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Signage has been posted per Pinchin report
15.	Posted: Health screen sign(s) Item 3C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Signage has been posted per Pinchin report
16.	Posted: Hand washing sink location sign(s) Item 14A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Signage has been posted per Pinchin report
17.	Posted: Hand sanitizing station location sign(s) Item 13A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Signage has been posted per Pinchin report
18.	Posted: Protect yourself sign(s) Item 21A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Signage has been posted per Pinchin report
19.	Posted: Occupancy limit of this room sign(s) Item 37A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Signage has been posted per Pinchin report
20.	Posted: Other signs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Please list:</i> Additional distancing signage on the floors, walls and on mobile “A” frames have all been put in place.
<b>ORIENTATION AND TRAINING (ADMINISTRATIVE)</b>					
21.	Routine safety discussions held to review control measures and safety protocols.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>On-going reminders (electronic/verbal) are held by Department head, AD, or Admin Manager.</li> <li>Every Tuesday and Thursday, the ATC Emergency Response Committee (ERC) meets to review all safety protocols, and address any Institute-wide updates. Meetings are minuted.</li> <li>Monthly operations meetings, monthly JOH&amp;S committee meetings held for ATC campus.</li> </ul>
22.	All students have completed the <a href="#">online Pandemic Exposure Control Plan</a> training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>How will compliance be checked:</i> <ul style="list-style-type: none"> <li>Using Learning Hub, all ATC students are required complete the mandatory pandemic course prior to entry to campus.</li> <li>ATC Program Assistants and Faculty are responsible for monitoring online course completions.</li> </ul>
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"/>	<i>Procedure for orientation found <a href="#">here</a>. Student COVID-19 Orientation Checklist found <a href="#">here</a>.</i>
24.	All employees have completed the online <a href="#">BCIT Pandemic Exposure Control Plan Training</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Verified by AD prior to working on campus.
25.	All employees have completed the online <a href="#">New Employee Orientation module</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>New and Returning Employee Orientation Checklist found <a href="#">here</a>.</i> Verified by AD
26.	Other: ATC ERC (Emergency Response Committee) meetings (zoom) to review protocols	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Per item 21., ATC ERC meetings are held to review and discuss campus operations and compliance to documentation. These meetings also provide an

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#	Control Measure	Yes	No	NA	Details (as per Directions)
					opportunity to ensure open communication and respond to any concerns in a prompt manner.
<b>RULES AND GUIDELINES (ADMINISTRATIVE)</b>					
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"/>	
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"/>	
29.	Handouts, papers, and items are not physically provided to students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If items are provided, they are cleaned between student use or disposed, or other control measures are in place – Describe:</i>
30.	Students have dedicated tools/equipment, e.g., items are not shared between students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Whenever possible, students use a set of dedicated tools/equipment.
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32.	Workspaces/stations are dedicated for an individual or group use and not shared with others.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Each group assigned to a dedicated workspace/station, whenever possible, and it is sanitized at the end of each day.</li> <li>If more than, one group is required to use the same space in a given day then an hour-long break scheduled between each group to enable custodial staff sufficient time to sanitize spaces as per safety protocols.</li> <li>Based on a weekly schedule AM or designate will submit a work request for cleaning.</li> </ul>
33.	Single-use (disposable) products are used where feasible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34.	Measures are in place to accommodate student sick at home.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There's no academic accommodation planned to arrange a catch-up session.
35.	Procedures in place to screen students on a daily basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The <a href="#">health screen</a> poster is available for reference and is posted on building doors. Students and employees are expected to self assess daily, and the <a href="#">BCCDC self-assessment tool</a> can be used to support this.</i>
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"/>	<i>Refer to the <a href="#">COVID-19 Pandemic Scenario Playbook</a> 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>
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"/>	<i>Refer to the <a href="#">COVID-19 Pandemic Scenario Playbook</a> for more information. Confirm if the person is aware of self-isolation <a href="#">requirements</a> and <a href="#">protocols</a>.</i>
38.	Provisions made for students to maintain same lab/class cohort throughout the Term.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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39.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>PERSONAL PROTECTIVE EQUIPMENT (PPE)</b>					
40.	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"/>	<ul style="list-style-type: none"> <li>Students purchase their own set of coveralls, safety boots, safety glasses (if required); faculty are provided with a personal set of smocks.</li> <li>Disposable gloves are available if needed.</li> </ul>
41.	Training is provided for the above PPE to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Instruction on how to put on/take off gloves is provided with PPE.
42.	Appropriate PPE for COVID-19 is available to be provided to students and employees. Supply requests emailed to <a href="mailto:ppe@bcit.ca">ppe@bcit.ca</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>Based on circumstances allowed for in the <a href="#">BCIT COVID-19 Go-Forward Plan</a>, Risk Assessment Matrix Summary.</i></p> <ul style="list-style-type: none"> <li>The stock will be replenished on “as needed” basis.</li> <li>List of PPE in use:               <ul style="list-style-type: none"> <li>non-medical masks</li> <li>safety glasses/face shields</li> <li>gloves</li> <li>hand sanitizers</li> <li>disinfectant spray and wipes</li> </ul> </li> </ul>
43.	PPE safe <a href="#">donning, doffing, disposal, and disinfecting instructional</a> materials are available for students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>Post applicable signs in a visible location if ppe required.</i></p> <p><i>Use the <a href="#">Student Orientation checklist</a> to assist orientation/training by instructors.</i></p> <p><i>Use the <a href="#">Employee Orientation checklist</a> to assist orientation/training by their supervisors.</i></p>
44.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>CLEANING</b>					
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"/>	<ul style="list-style-type: none"> <li>Cleaning includes common touch points and appropriate frequency for the area. This includes frequently touched surfaces.</li> <li>Provide FCD work request number(s): Work requests to ATC facility cleaners is submitted by Department representative on an ‘as needed’ basis.</li> </ul>
46.	Training will be provided to faculty and students performing cleaning duties and cleaning materials have been provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>Cleaning Standard Operating Procedures have been located <a href="#">here</a>. What are the cleaning products/materials:</i></p> <p>Cleaning/disinfecting materials are provided from the list of EOC approved items. Faculty and students follow the instructions on labels.</p>
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"/>	<p><i>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. As per Pinchin</i></p>
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"/>	<p><i>Sink Location: located in each shop area adjacent to work areas. Maintained by BEST.</i></p> <p><i>Stocked with soap Y <input checked="" type="checkbox"/> N <input type="checkbox"/> paper towel Y <input checked="" type="checkbox"/> N <input type="checkbox"/></i></p>

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#	Control Measure	Yes	No	NA	Details (as per Directions)
49.	Hand sanitizing station(s), stocked, and have been identified to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>ABHS (Alcohol-Based Hand Sanitizer): Location(s) There are over 12 stations located in high traffic areas of AIC.  Will hand sanitizer be refilled by department: Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If No, describe: Facilities is maintaining this stock level</i>
50.	All Safety Data Sheets (SDS) and cleaning procedures used are found <a href="#">here</a> .	<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"/>	
52.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Barriers can become contaminate if they are a touch point or if the contaminated with droplets by e.g. coughing or sneezing. Work request submitted for BEST to clean the barriers as per safety protocols.</i>
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"/>	<i>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 clean all tools and equipment after use, following the posted procedures, using the supplied sanitizer and wipes.</i>
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: Faculty and staff store personal items at the workspaces and must clean their own work areas where personal articles are stored. Where is the storage: When faculty are not in their personal offices and in a lab, they will utilize storage provided at their workstation.</i>
55.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>AUDIT AND CONTINUOUS IMPROVEMENT</b>					
56.	There is a plan to conduct <a href="#">regular inspections</a> 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? AD and/or AM or designate will inspect campus on a weekly basis with a weekly discussion with ATC ERC (Emergency Response Committee).</i>
57.	<a href="#">Audits of inspections</a> 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? Audit is done by ATC JOH&amp;S committee on a monthly basis.</i>

### APPROVAL





## COVID-19 SAFETY PLAN ACADEMIC SPACES

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Sanja Boskovic	Position Associate Dean	Date February 5 <sup>th</sup> , 2020
EOC	Name <i>Glen Magel</i>	Position EOC Director	Date February 26, 2021