

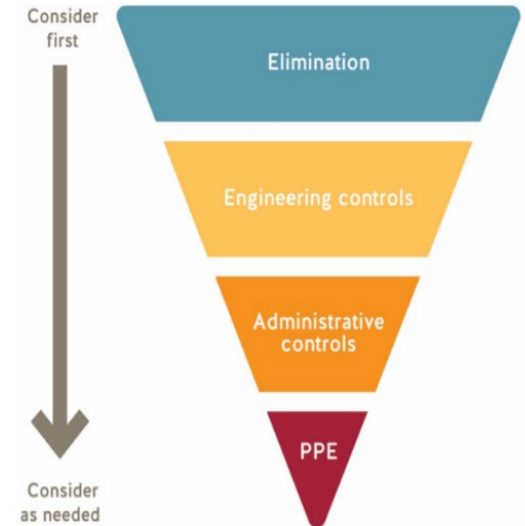


BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

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:	Broadcast & Media Communications Summer Camps		
Proportion of program offered on campus:	90% of the program will have some on campus activity		
Start date:	July 5, 2021	End date:	August 27, 2021
Total # of students in program:	100	Total # of employees:	20
Anticipated # of students on campus daily when scheduled:	20	Anticipated # of employees on campus daily when scheduled:	7
Completed by:	Name Stephanie Yip	Position Coordinator	Date February 12, 2021 Revised April 22, 2021
Replaces	RTC Safety Plan #:	32	
	GFP Safety Plan #:		



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>	Capacity <small>Current capacity due to COVID-19</small>
Burnaby / SE10	130 A-G	Lab-Media	1 for each booth
	131 B-G	Lab-Media	1 for each booth
	132	Control E	2 with barriers
	135	Classroom	8
	141	Control A	2 with barriers
	143	Studio A	1



COVID-19 SAFETY PLAN ACADEMIC SPACES

	145	Control B	1
	161 Studio 1	Lab-Media	12
	162 Studio 2	Lab-Media	11
	167	Wash Station	1
	137	Washroom	1
	138	Washroom	1
	169	Washroom	1
	176	Washroom	1
	159	Equipment Storage/Office	2
	160	Equipment Front Desk	3 with barriers
	178A	Coffee Room/Mail Room	1
	200	Computer Lab	17 with barriers
	234	Computer Lab	9 with barriers
	240	Edit Suites	4 with barriers
	241 A/B	Audio 2	1 per room
	243	TV Control 2	5 with barriers
	244	Computer Lab	6 with barriers
	246	Filming Space Small	2
	247	TV Control 1	5 with barriers
	249 A/B	Audio 1	1 per room
	250	Computer Lab	13 with barriers
	236	Washroom	1
	237	Washroom	1
	253	Washroom	1
	254	Washroom	1
South Side of Campus		Exterior	
CARI	1107	Lab-Media	15 with barriers, 11 with distancing
	1049	Washroom	1
	1050	Washroom	1
SE02	TSQ A/B	Classroom	12
	209	Washroom	1
	210	Washroom	1
SE06	205	Classroom	13
	206	Classroom	13

COVID-19 SAFETY PLAN ACADEMIC SPACES

	219	Washroom	2
	220	Washroom	2

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).

The Broadcast & Media summer camps is an educational program that allows students, age 8 to 17, to attend week long in person or online camps. In person camps are where students will learn to use camera or audio equipment. The summer camps require the use of control rooms and specialized studios maintained by Broadcast. Teen camps to utilize specialized software in the computer labs. Filming, recording and activities will also take place outside.

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.

COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
ELIMINATION					
1.	Room(s) set up to allow for 2 metres physical distancing during instruction and practice. Note: Contact returntocampus@bcit.ca for room capacity and layout if needed.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Exceptions allowed as per BCIT COVID-19 Go-Forward Plan , Risk Matrix Summary (explain): Computer, edit suites and control labs will use barriers. Computers are placed along the perimeter of the room to allow for 2 metre physical distancing when entering/exiting the lab. Studio floor plans show capacity with and without barriers. Vests with pool noodles to aid in physical distancing.
2.	Demonstration, work and assessment stations are set-up to allow for 2 metres physical distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exception allowed as per BCIT COVID-19 Go-Forward Plan , Risk Matrix Summary (explain): Talent may take off their mask while on camera, only when directed by the Instructor.
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"/>	Distancing markers placed outside the building and room entrances.
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"/>	Capacity is limited to 10 students per camp. When more than 1 camp is taking place at the same time, it will take place in a different part of the building, start/end times will be staggered and additional rooms in SE02 & SE06 will be utilized. Parents/guardians will not be allowed access into the buildings.
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"/>	Occupancy limits posted, barriers installed, common areas seating is closed.
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"/>	Signs or arrows on the floor identifying directions.
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If yes, Washroom occupancy limit __1__
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? See floor plans. If there is an occupancy limit, is sign posted? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> We will have the students eat in a room or location that is different than their workstation room. Outside location can include the field or areas that allow for physical distancing and inside locations are as follows: Occupancy Limit SE02 Townsquare A/B is 12; SE06:205, 206 is 13.
11.	Break areas for employee 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? Employees can eat in their individual office or will eat with the students. Occupancy Limit __1__ If there is an occupancy limit, is sign posted? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>

COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See floor plans.
14.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hallway barriers are ceiling mounted; no tripping hazards. Work stations have countertop mounted barriers. Mobile barriers are stable.
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.
16.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
SIGNAGE (ADMINISTRATIVE) <i>Signage is available @ BCIT online Inventory. Guidelines for posting signs are available on ShareSpace.</i>					
17.	Posted: Physical distancing (2 m) sign(s) Item 1A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.	Posted: Hand washing sign(s) Item 29B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19.	Posted: Health screen sign(s) Item 3C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20.	Posted: Hand washing sink location sign(s) Item 14A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21.	Posted: Hand sanitizing station location sign(s) Item 13A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22.	Posted: Protect yourself sign(s) Item 21A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23.	Posted: Occupancy limit of this room sign(s) Item 37A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24.	Posted: Other signs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Please list: "Wait here" floor decals outside washrooms and labs. Directional signage, wear a mask.</i>
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"/>	Broadcast Centre specific COVID-19 safety video played on the lobby TVs on a loop.
26.	All students have completed the online COVID-19 Pandemic On-Campus Guidelines training.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>How will compliance be checked:</i> Summer camp participants will not have A#s. An email outlining COVID-19 requirements will be sent to the parents/guardians prior to the start of camp. See Appendix B. Protocols will also be reviewed on the first day of camp.
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"/>	<i>Procedure for orientation found here. Student COVID-19 Orientation Checklist found here.</i>

COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
					Also, information about protocols will be emailed to the parents/guardians prior to the start of camp.
28.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completion tracked by Administrative Assistant.
29.	All employees have completed the online OHS New Employee Orientation module .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>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.</i>
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Signs or arrows on the floor</i>
33.	Handouts, papers, and items are not physically provided to students.	<input type="checkbox"/>	<input checked="" 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: Students will use paper to draw pictures about protocols and explain to the class to solidify understanding. Supplies for all activities to be sanitized before and after use.</i>
34.	Students have dedicated tools/equipment, e.g., items are not shared between students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Each student will be assigned their own equipment or audio booth which only they will use during the week long session.
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Explain:</i> Hands will be washed immediately upon entering the building as well as before/after eating food. Instructors to carry hand sanitizer when outside.
36.	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"/>	During class, workstations will be dedicated to an individual. Everyday prior to arrival and during breaks, work surfaces will be cleaned by staff using wipes and/or UV lights.
37.	Single-use (disposable) products are used where feasible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wipes are available throughout the building. Gloves, safety glasses and masks are available.
38.	Measures are in place to accommodate student sick at home.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Accommodation plan:</i>
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. Prior to entering SE10, verbal screening of all students by asking the following questions: I. Do you or a member of your household have any of the following symptoms within the last 14 days:</i>

COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
					<p>a. Fever, chills, new/worsening cough, shortness of breath, new muscle aches/headaches or a sore throat?</p> <p>II. Have you or a member of your household been in close contact of a person who tested positive for COVID-19 or has been instructed to self-isolate within the last 14 days?</p> <p>III. Have you or a member of your household travelled outside of Canada within the last 14 days?</p> <p>If “yes” for any of the above, entrance to the facility will not be permitted and the Instructor and Camp Director must be informed. Any staff or student who are displaying symptoms must report to first aid and leave the campus. Health screen also emailed to the parents/guardians prior to the camp start date.</p>
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"/>	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.
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"/>	Refer to the COVID-19 Pandemic Scenario Response Plan for more information. Confirm if the person is aware of self-isolation requirements and protocols .
42.	Provisions made for students to maintain same lab/class cohort throughout the Term.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Programs already structured in a cohort model.
43.	Other:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As activities will take place outside, students with severe allergies to the outdoor environment will not be permitted to participate in the program.
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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):
45.	Training is provided for the above PPE to students and employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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): Masks are required in all public indoor spaces. SE10 has a supply of masks, face shields, safety glasses and gloves. PPE is available upon request.
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.

COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
48.	Other:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	With changing Public Health Office requirements, masks protocols will follow the requirements that are in effect during camp dates.
CLEANING					
49.	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"/>	<i>Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s). WR# 1464245, 1464246, 1464247, 1464248, 1464249.</i>
50.	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 here. What are the cleaning products/materials:</i></p> <p>HealthCare Plus/Pro-Medix - Alcohol Swab Isopropyl Alcohol 70% MG Chemicals - 99.9% Isopropyl Alcohol Wipe Safe Cross - 70% Isopropyl Rubbing Alcohol Zogics - Wellness Center Wipes Avmor - EP66 Spray Disinfectant and Sanitizer SteriWipes - Virucidal Wipes</p> <p><i>What ppe is required:</i> Details on SharePoint. PPE in stock in SE10.</p>
51.	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"/>	<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.</i>
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"/>	<p><i>Sink Location: SE10: 137, 138, 167, 169, 176, 236, 237, 253, 254. CARI: 1049, 1050. SE02: 209, 210. SE06: 219, 220.</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>
53.	Hand sanitizing station(s), stocked, and have been identified to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>ABHS (Alcohol-Based Hand Sanitizer): Location(s) At front entrance and top of stairs and in all utilized spaces.</p> <p><i>Will hand sanitizer be refilled by department: Y <input checked="" type="checkbox"/> N <input type="checkbox"/></i></p> <p><i>If No, describe:</i></p>
54.	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>
55.	The area(s) have been decluttered so that cleaning is simplified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
56.	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.</i>
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"/>	<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):</i>



COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
58.	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> Employees are responsible for cleaning their own personal items. <i>Where is the storage:</i> Employees will use their offices and students will use their work spaces.
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 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?</i> COVID-19 Safety Plan is posted in room 100. Associate Dean will conduct inspections once a week.
61.	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?</i> Coordinator to conduct the Audit daily.

APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name <i>Kevin Wainwright</i>	Position Associate Dean	Date February 16, 2021
EOC	Name <i>Glen Magel</i>	Position EOC Director	Date April 23, 2021

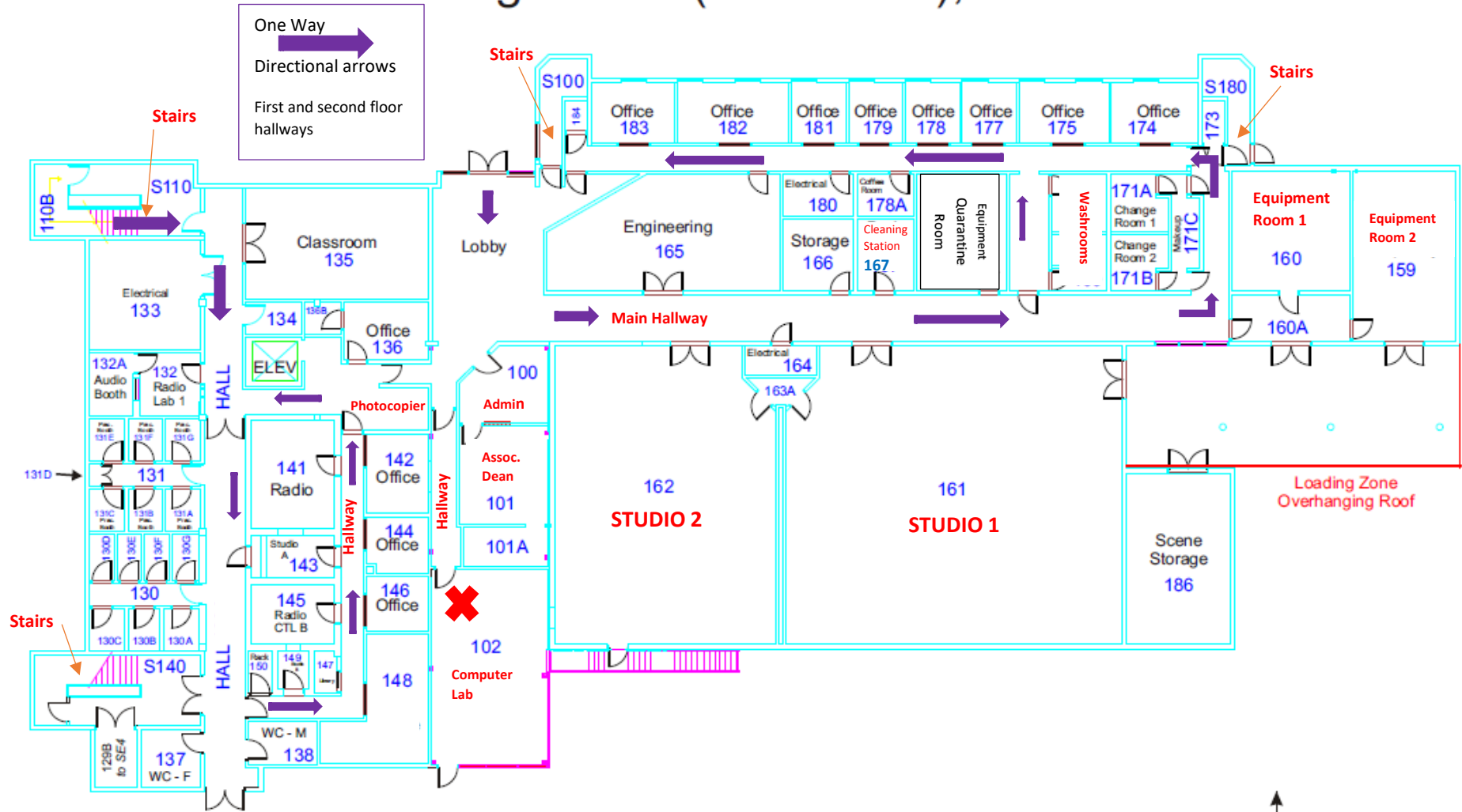
REVISION APPROVAL *(if applicable)*

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name <i>Kevin Wainwright</i>	Position Associate Dean	Date April 22, 2021
EOC	Name	Position	Date

COVID-19 SAFETY PLAN ACADEMIC SPACES

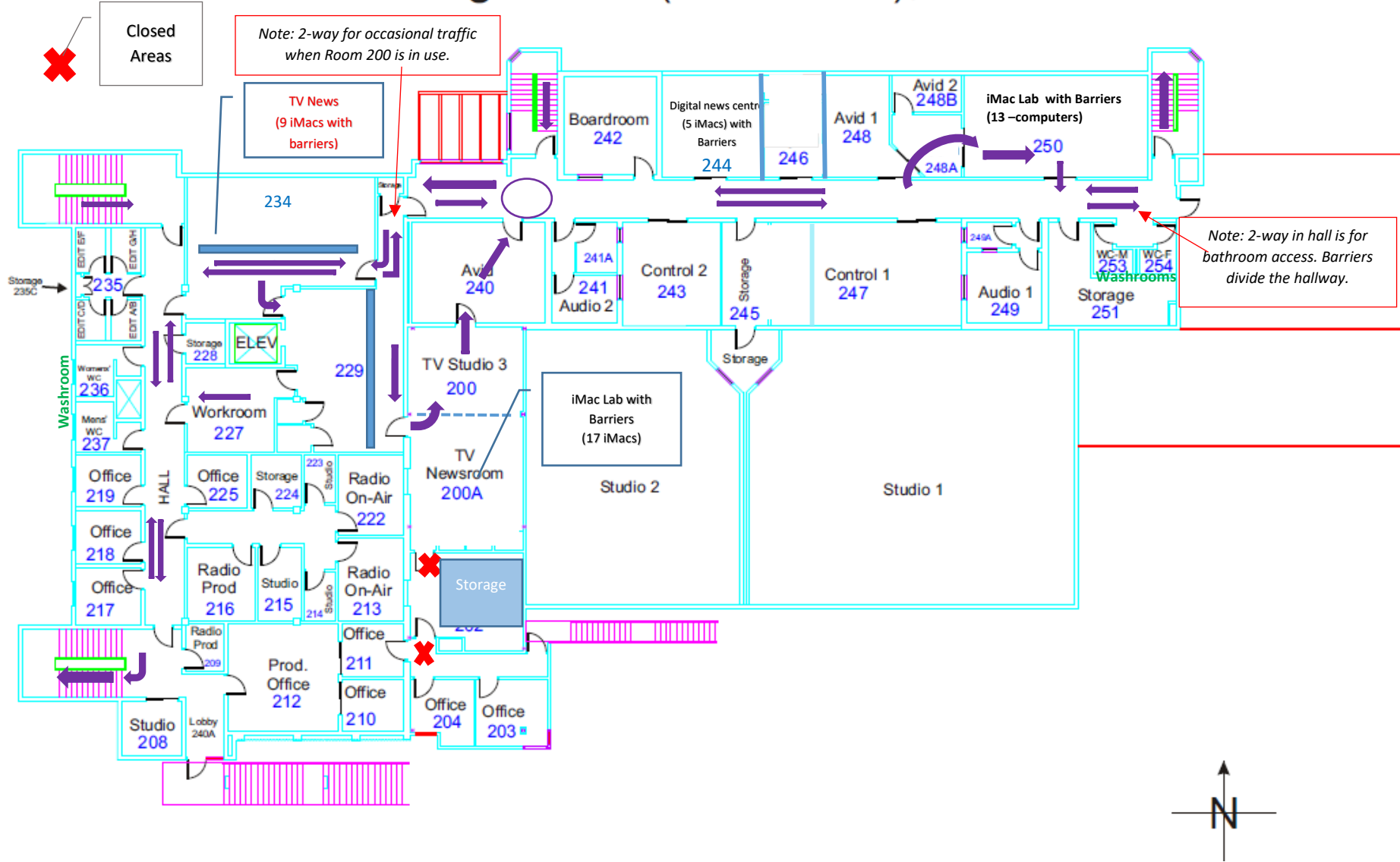
Appendix A: Floor Plans

BCIT Building SE-10 (Broadcast), Ground Floor

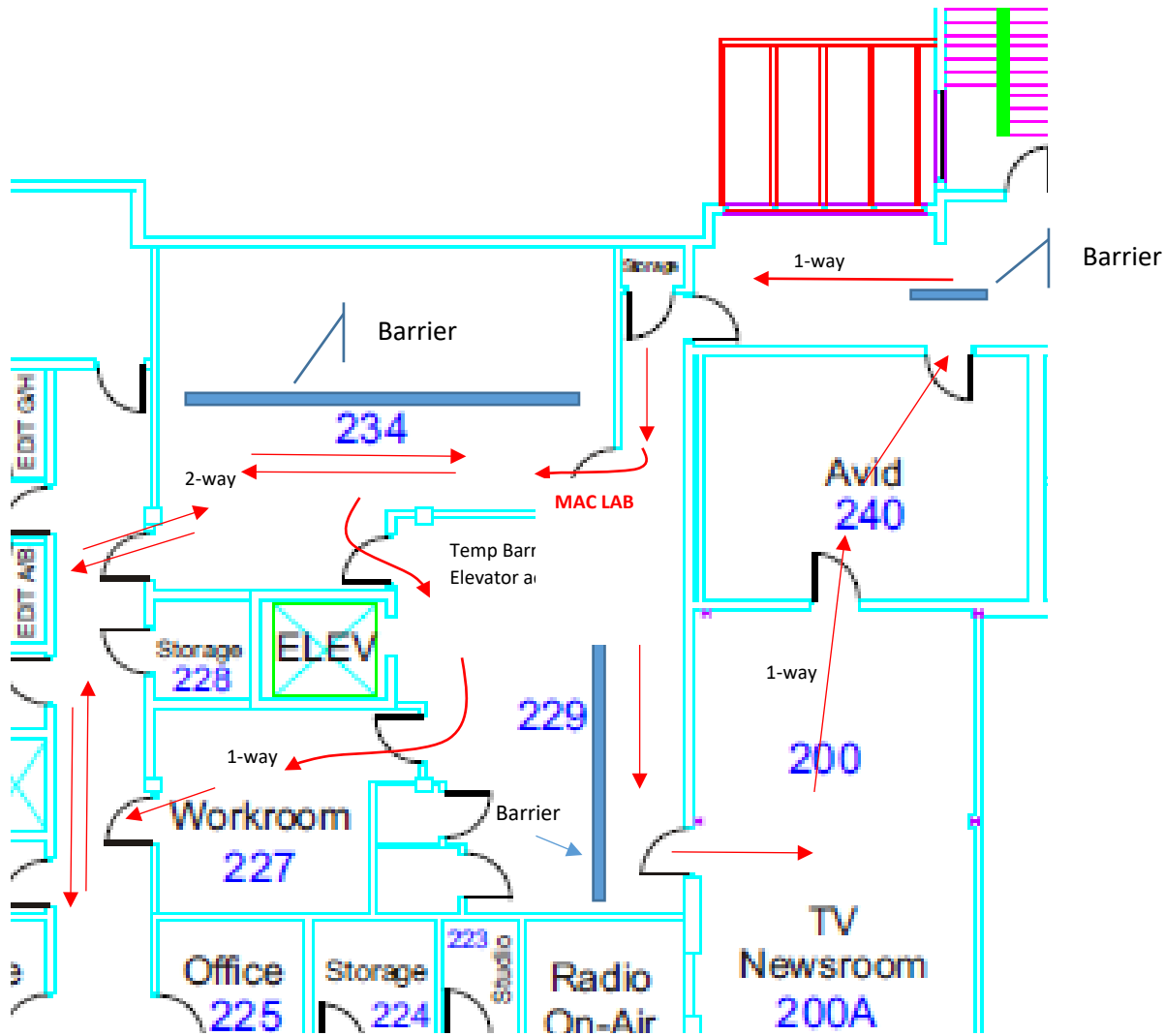


COVID-19 SAFETY PLAN ACADEMIC SPACES

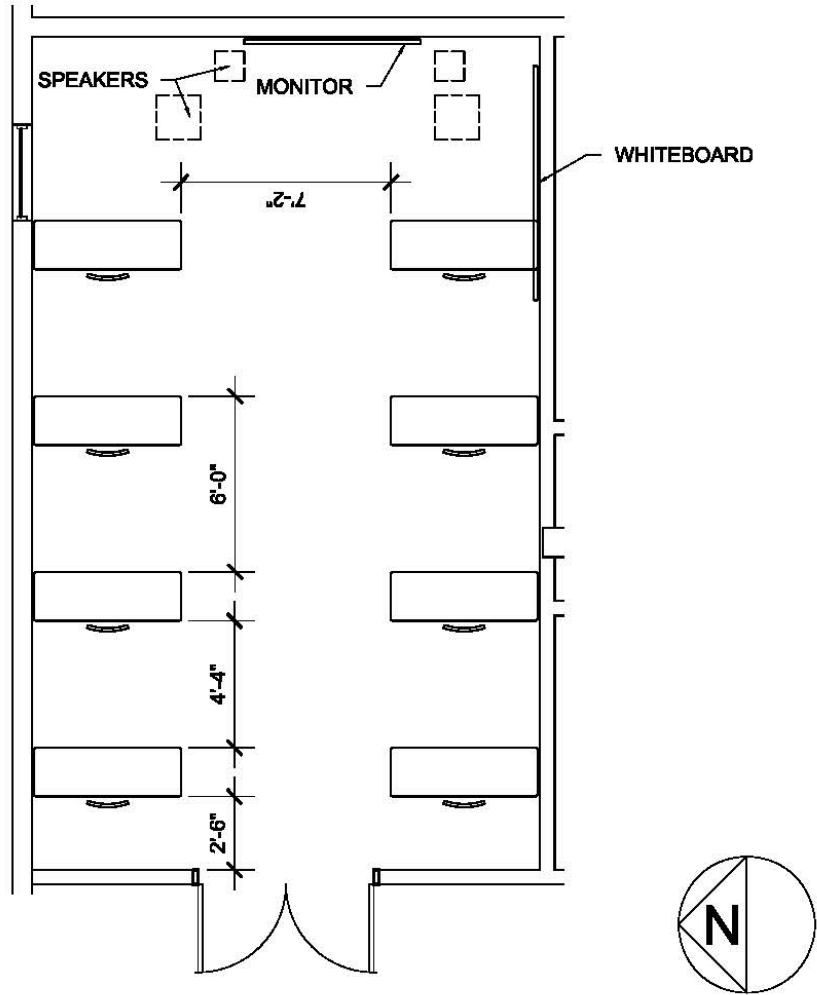
BCIT Building SE-10 (Broadcast), Second Floor



COVID-19 SAFETY PLAN ACADEMIC SPACES



SE10-135



Building SE10	Room 135	Capacity 8
--------------------------------	---------------------------	-----------------------------

Please return the room to this standard configuration
and leave the space clean and orderly for the next user.

Tables	Chairs	Area Sq. feet	Sq. meters	Scale	Date
N/A	N/A	493	46	3/16" = 1'-0"	May 21, 2020

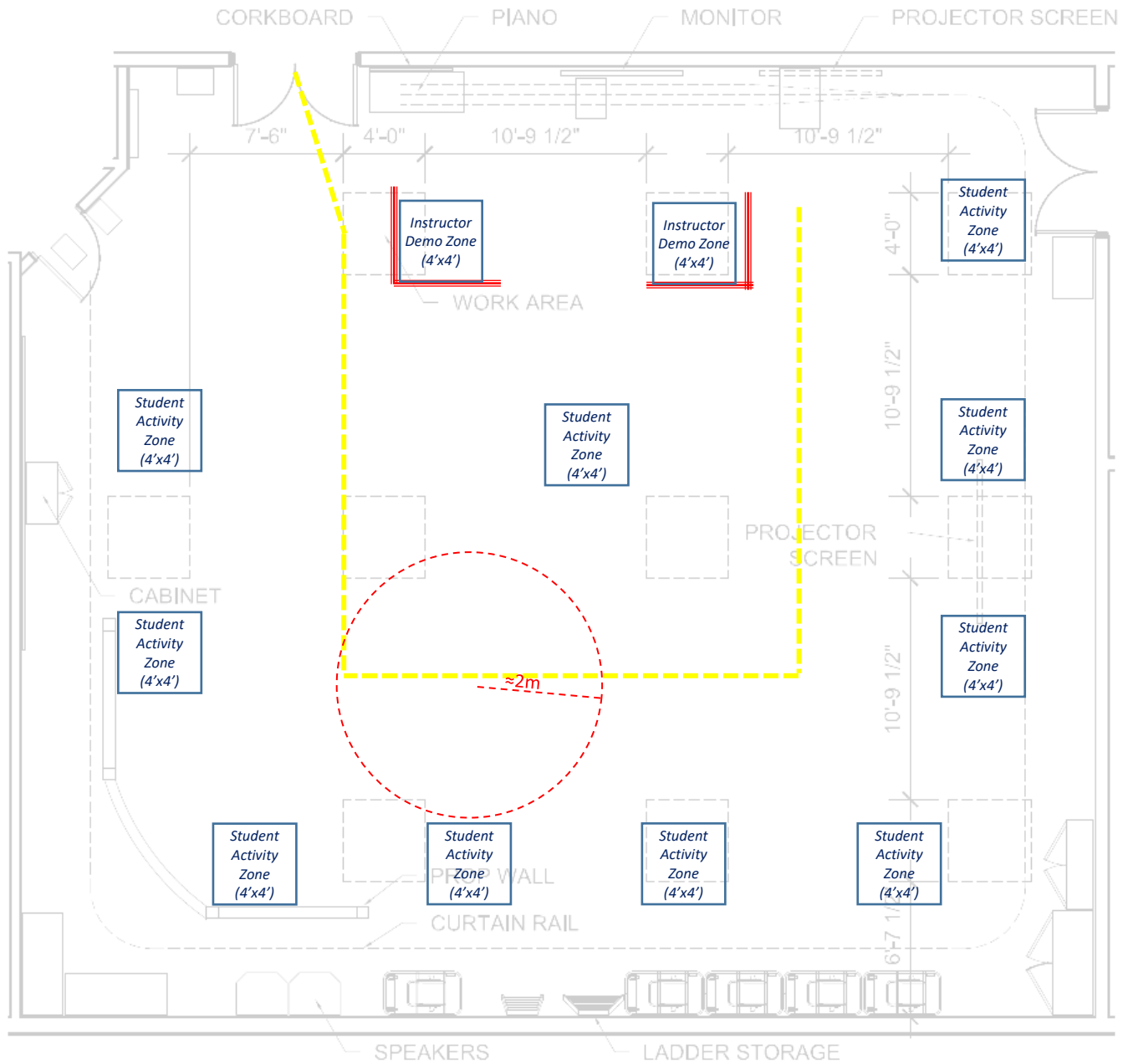
COVID-19 SAFETY PLAN ACADEMIC SPACES

SE10-163 (aka 161) Studio 1

Notes: This lab could accommodate 10 students and 2 instructors.

Legend:

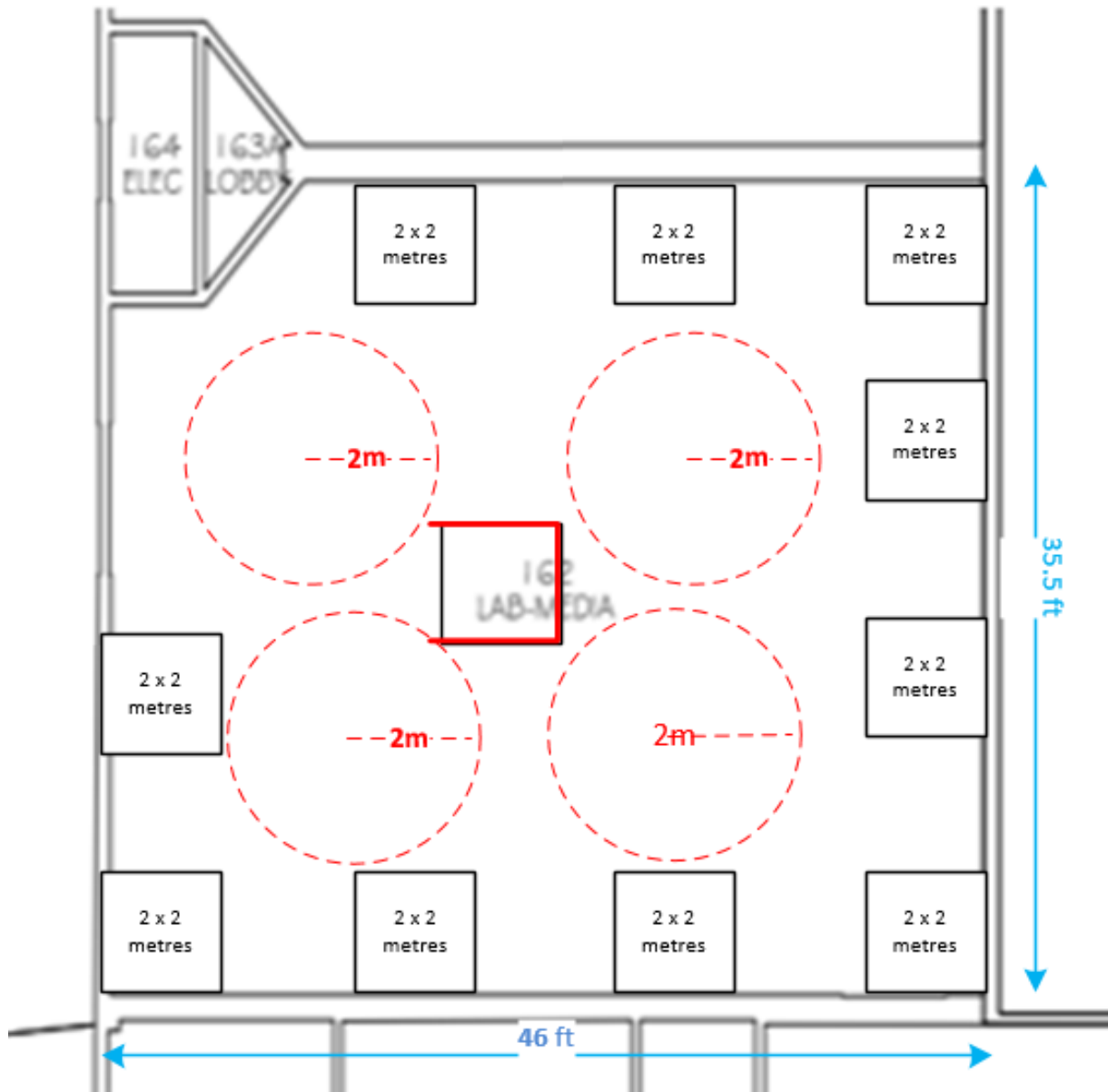
Barrier ≈2m



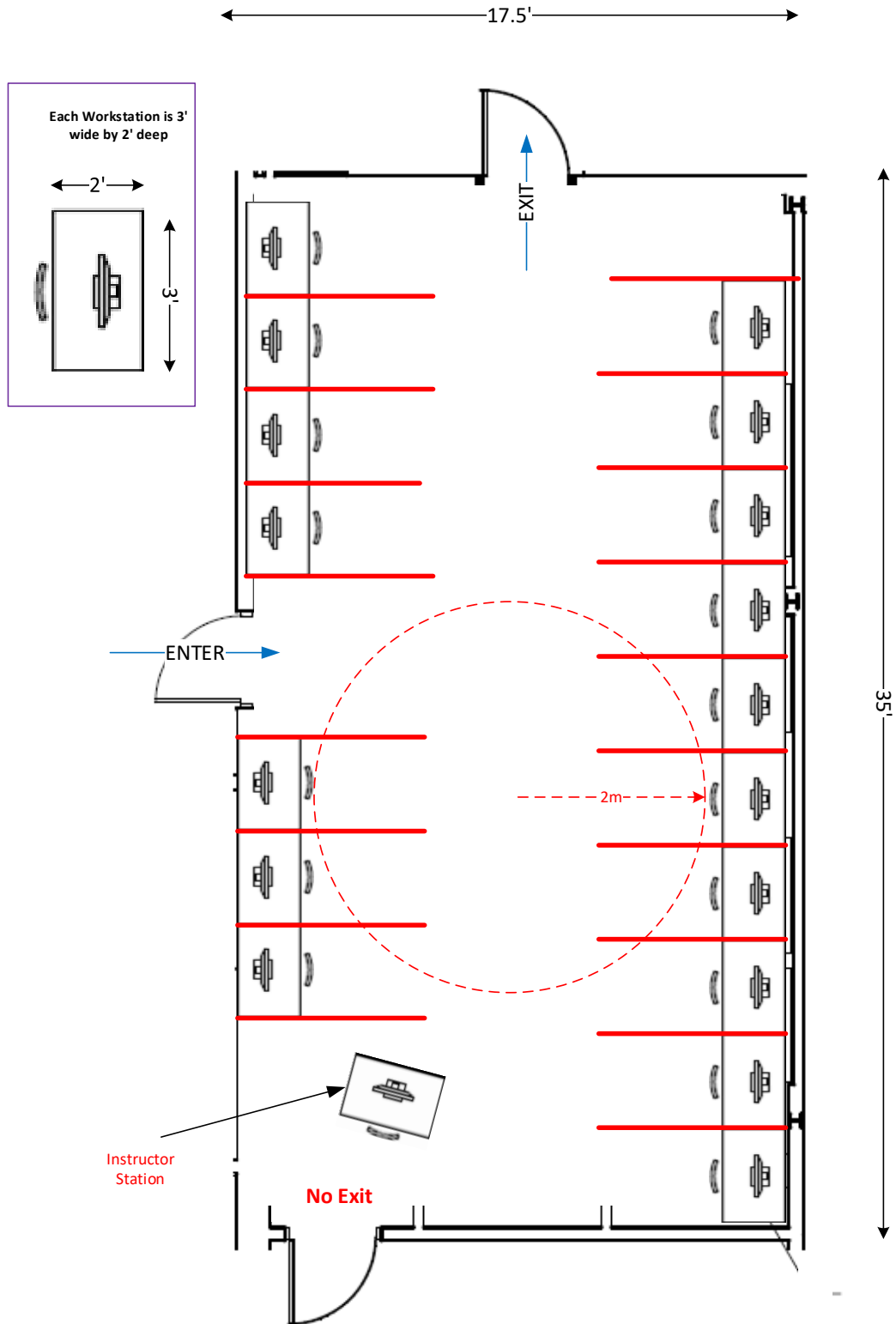
SE10-162 (Studio 2)

Capacity: 11
(10 students, 1 instructor)

45.94' x 35.47'
Room 162 (Studio 2)

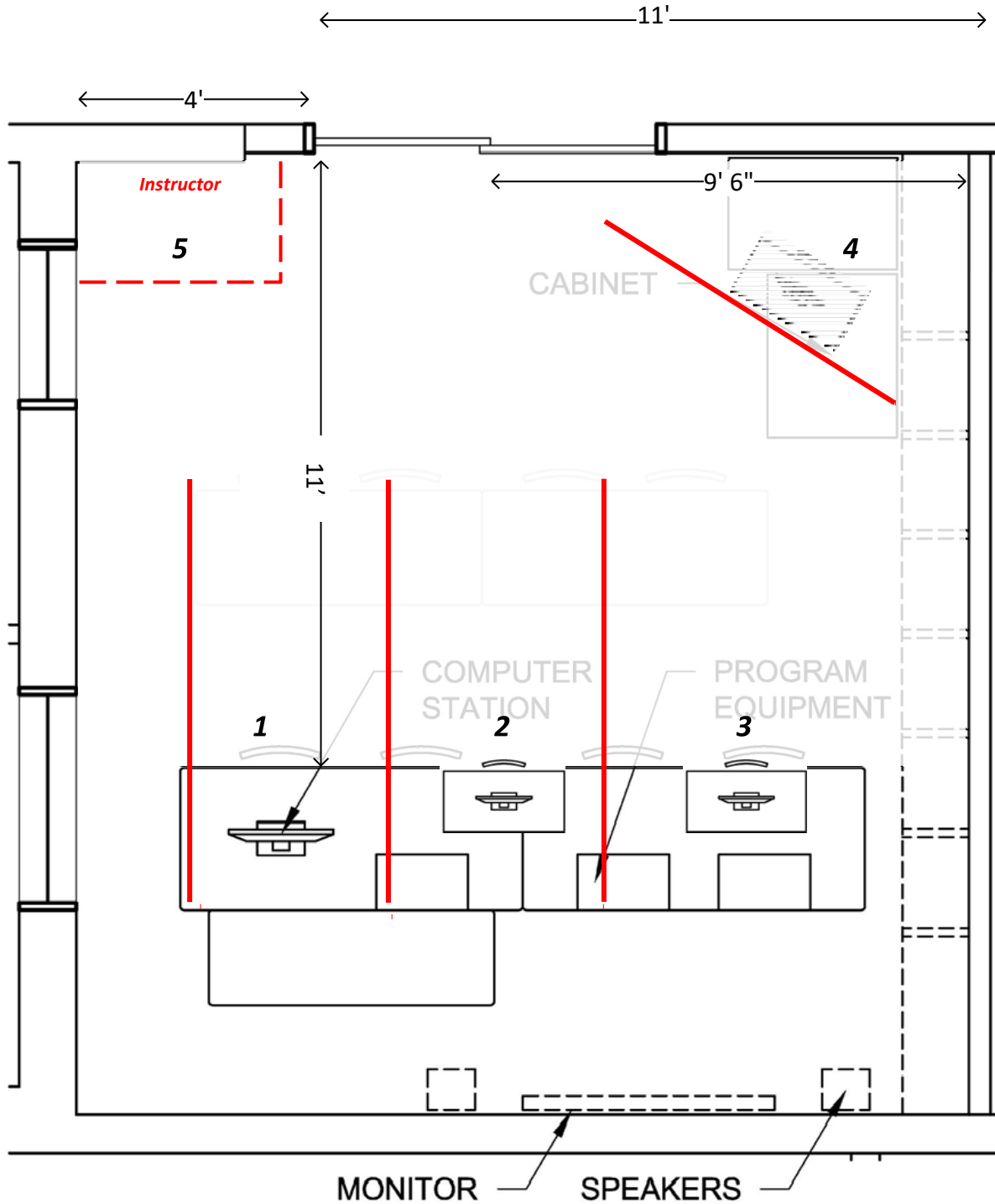


SE10-200



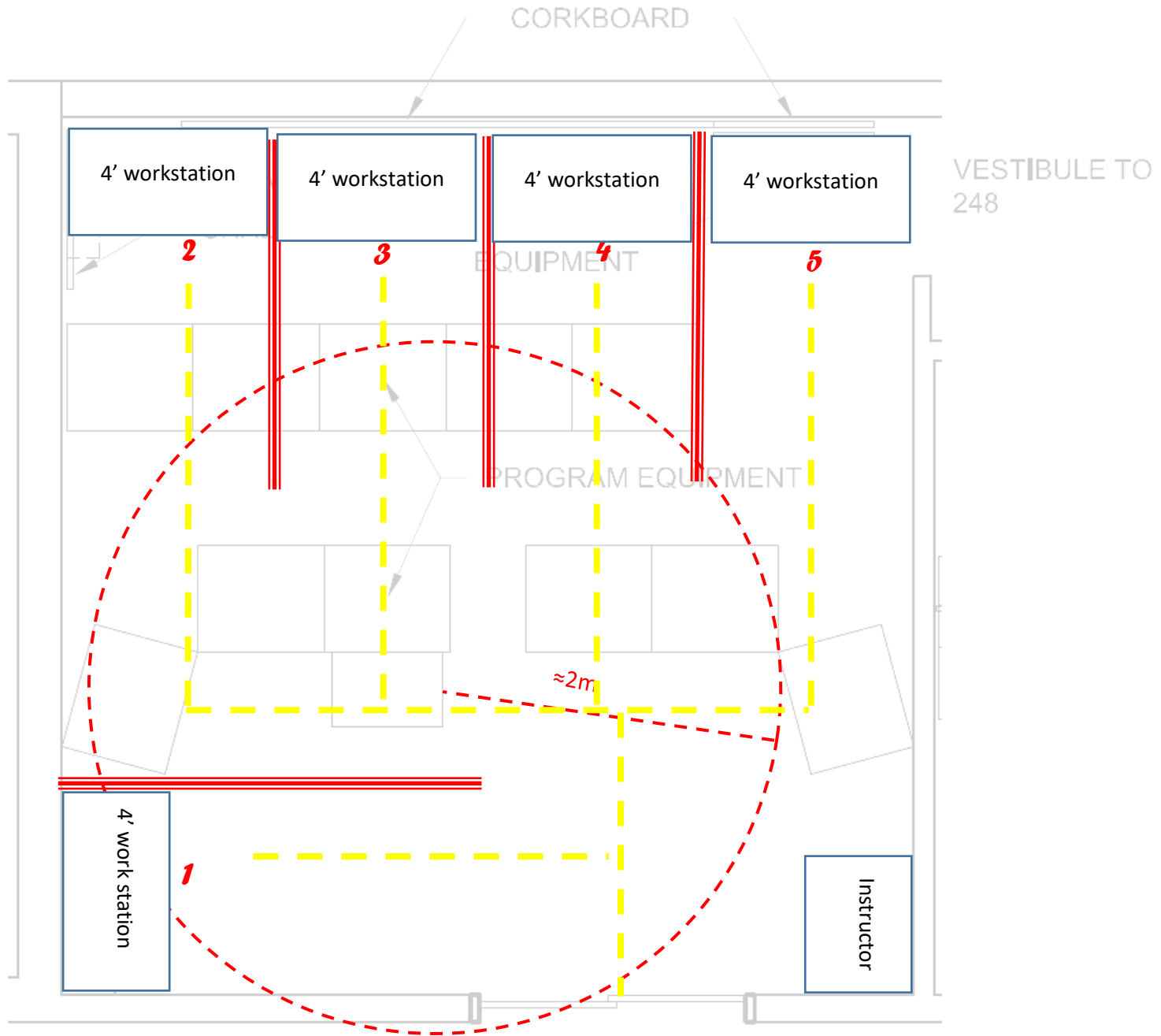
SE10-243: Control Room 2

Capacity: 5



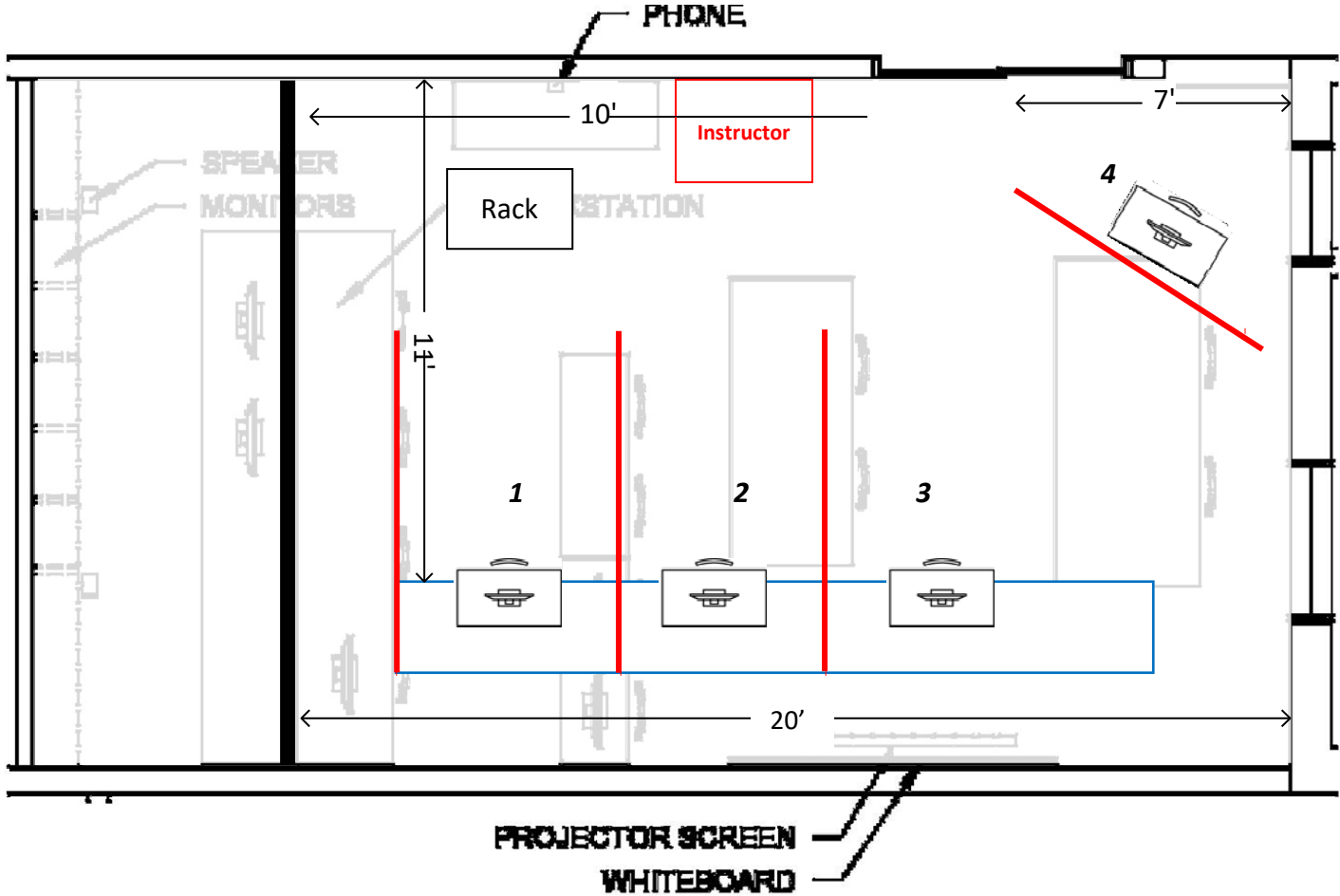
Notes: This media studio server space converted into a computer lab may be able to accommodate 5 workstations plus an instructor who enters the room last and exits first as configured below.

Legend:



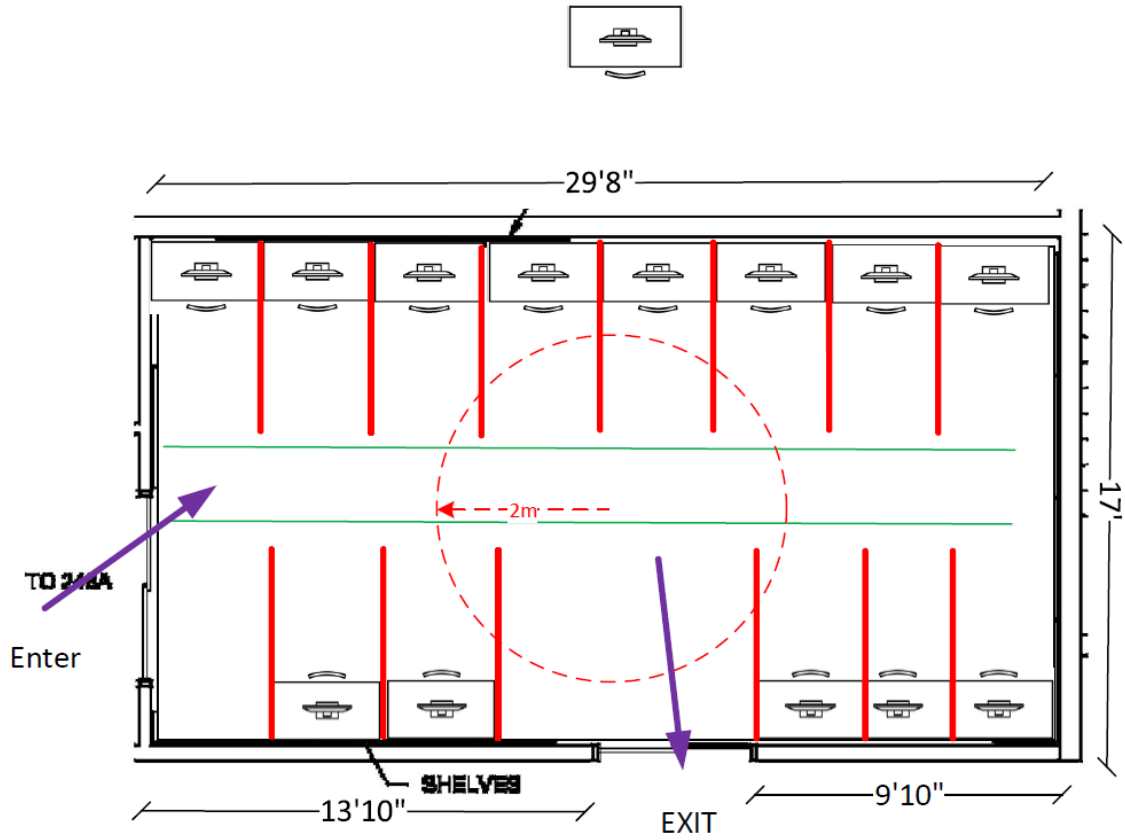
SE10-247: Control Room 1

Capacity: 5



SE10-250

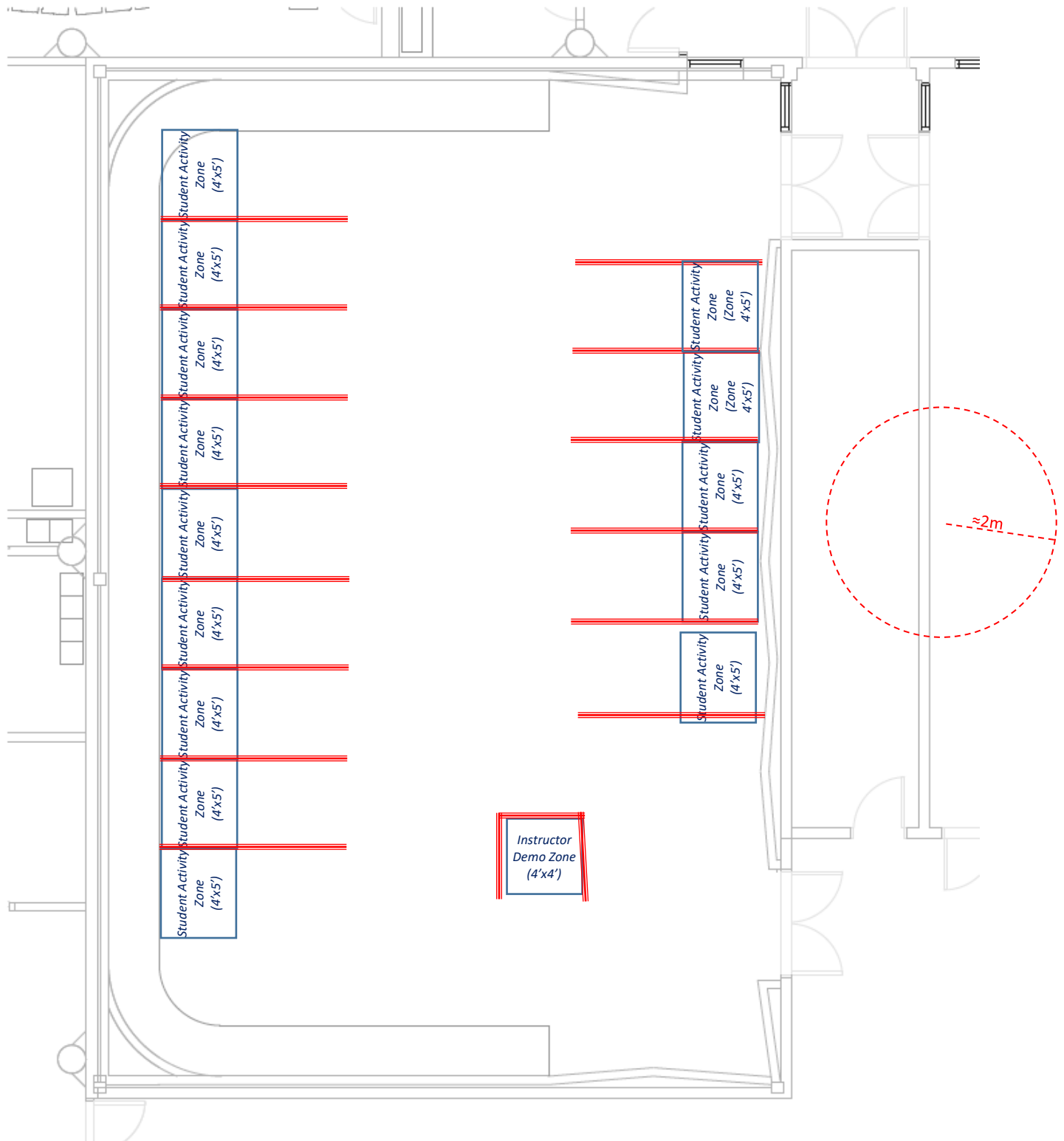
Capacity: 13



CARI-1107 Green Studio

Notes: With introduction of barriers, this lab could accommodate 14 students.

Legend: Barrier ≈2m



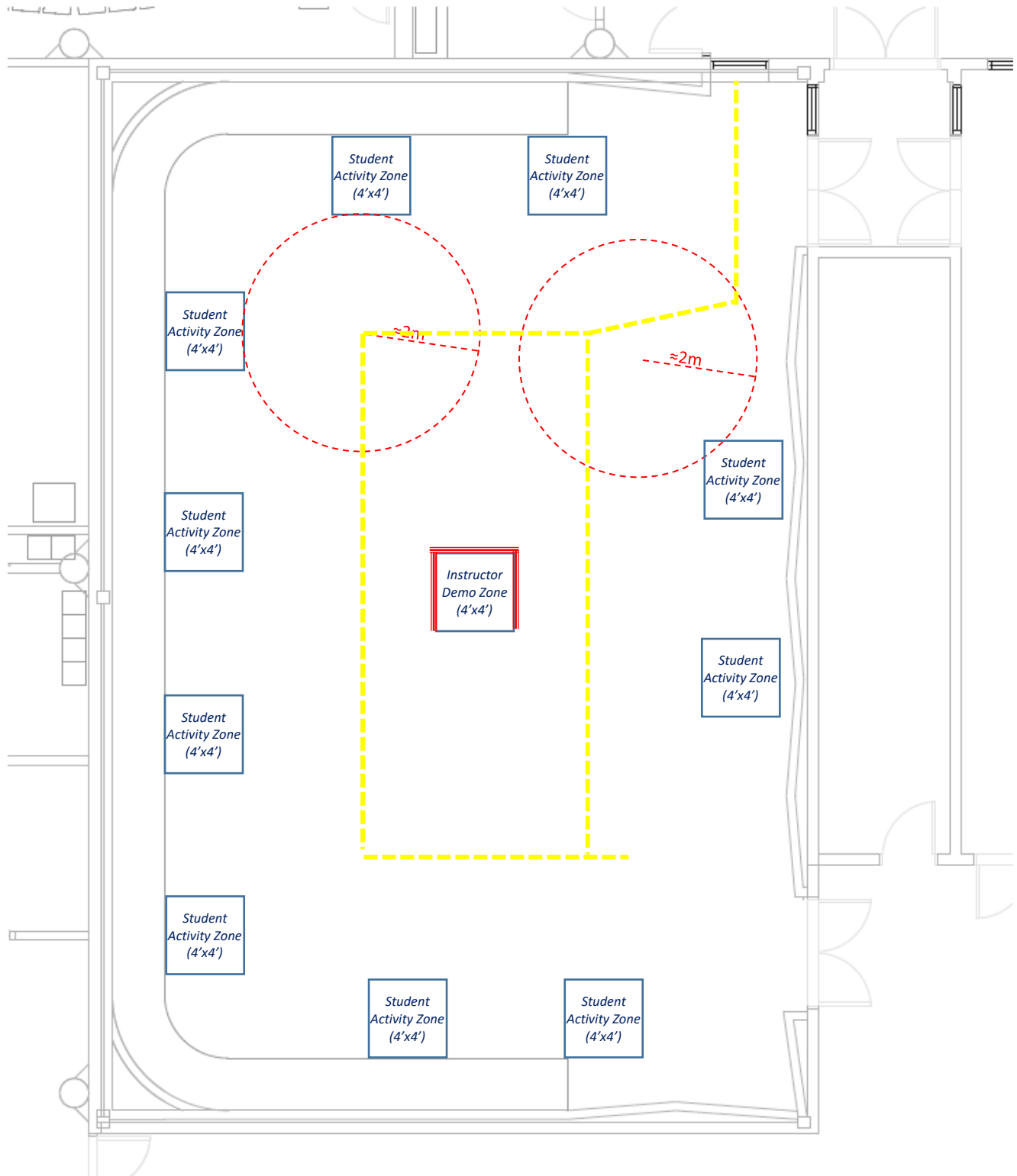
COVID-19 SAFETY PLAN ACADEMIC SPACES

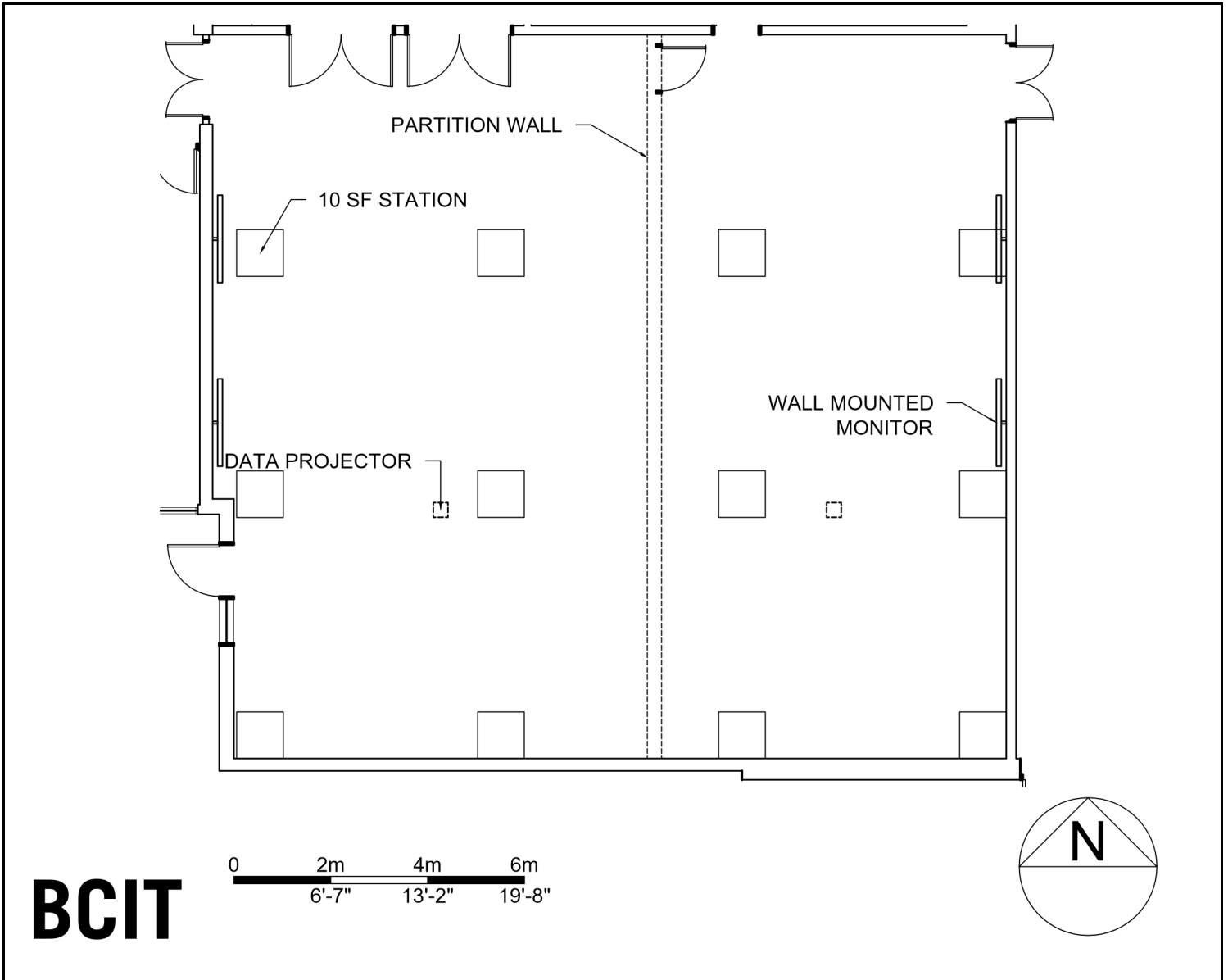
CARI-1107 Green Studio Alternative

Notes: Without barriers between students, this lab could accommodate 10 students.

Legend:

Barrier ≈2m





BCIT

BUILDING: SE02	ROOM: 212A/212B	CAPACITY: 12
--------------------------	---------------------------	------------------------

PLEASE RETURN THE ROOM TO THIS STANDARD CONFIGURATION AND LEAVE THE SPACE CLEAN AND ORDERLY FOR THE NEXT USER.

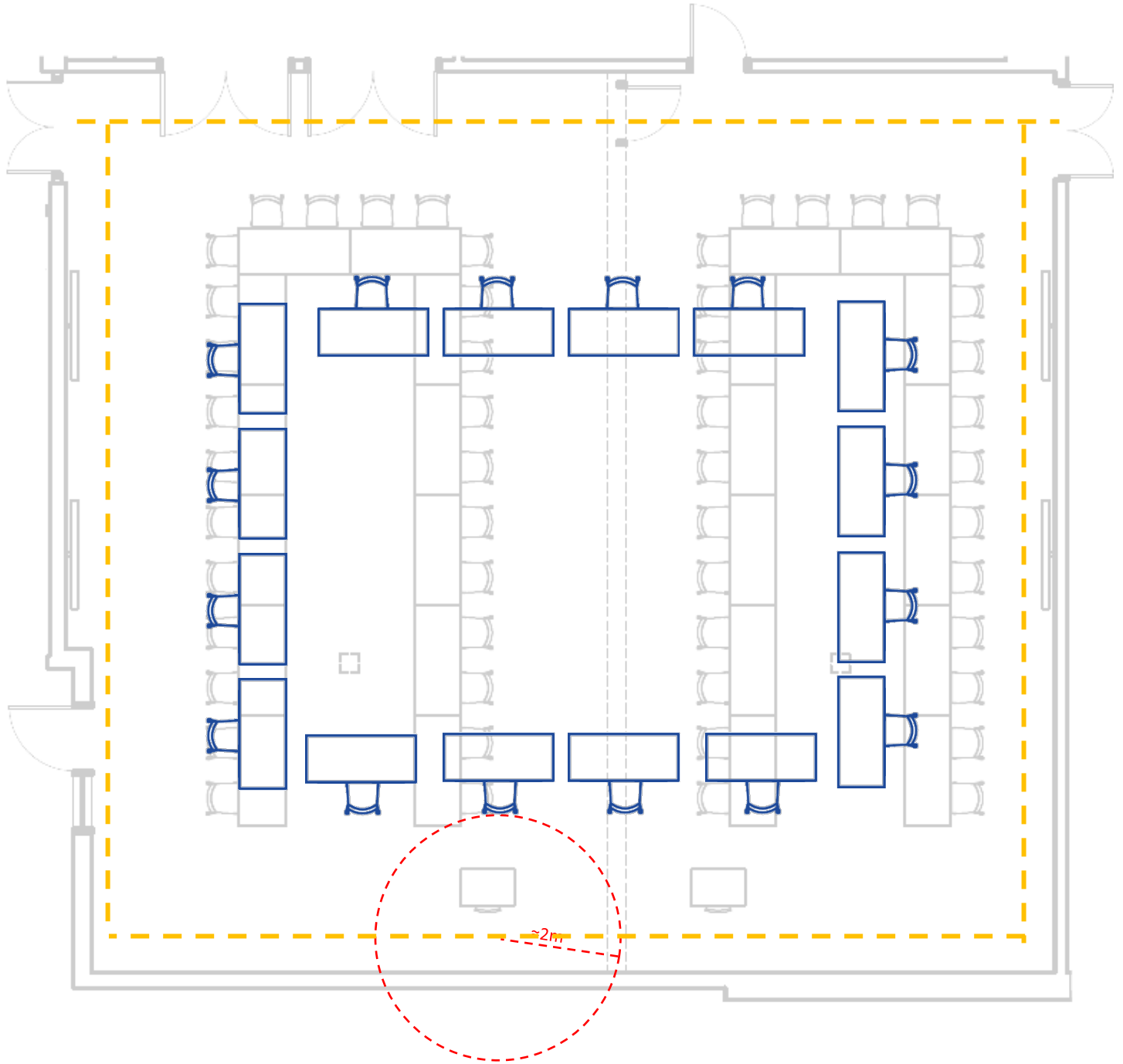
TABLES: N/A	CHAIRS: N/A	AREA: 2611 sq ft (243 sq m)	SCALE: 3/32"=1'-0"	DATE: July 23, 2020
----------------	----------------	--------------------------------	-----------------------	------------------------

**COVID-19 SAFETY PLAN
ACADEMIC SPACES**

SE02-212A, -212B – Townsquare A/B – ‘Hollow Square’

Notes: Suggested capacity of 16 in hollow square configuration. Recommend using [Gaffer's tape](#) for walk path (---).

≈2m

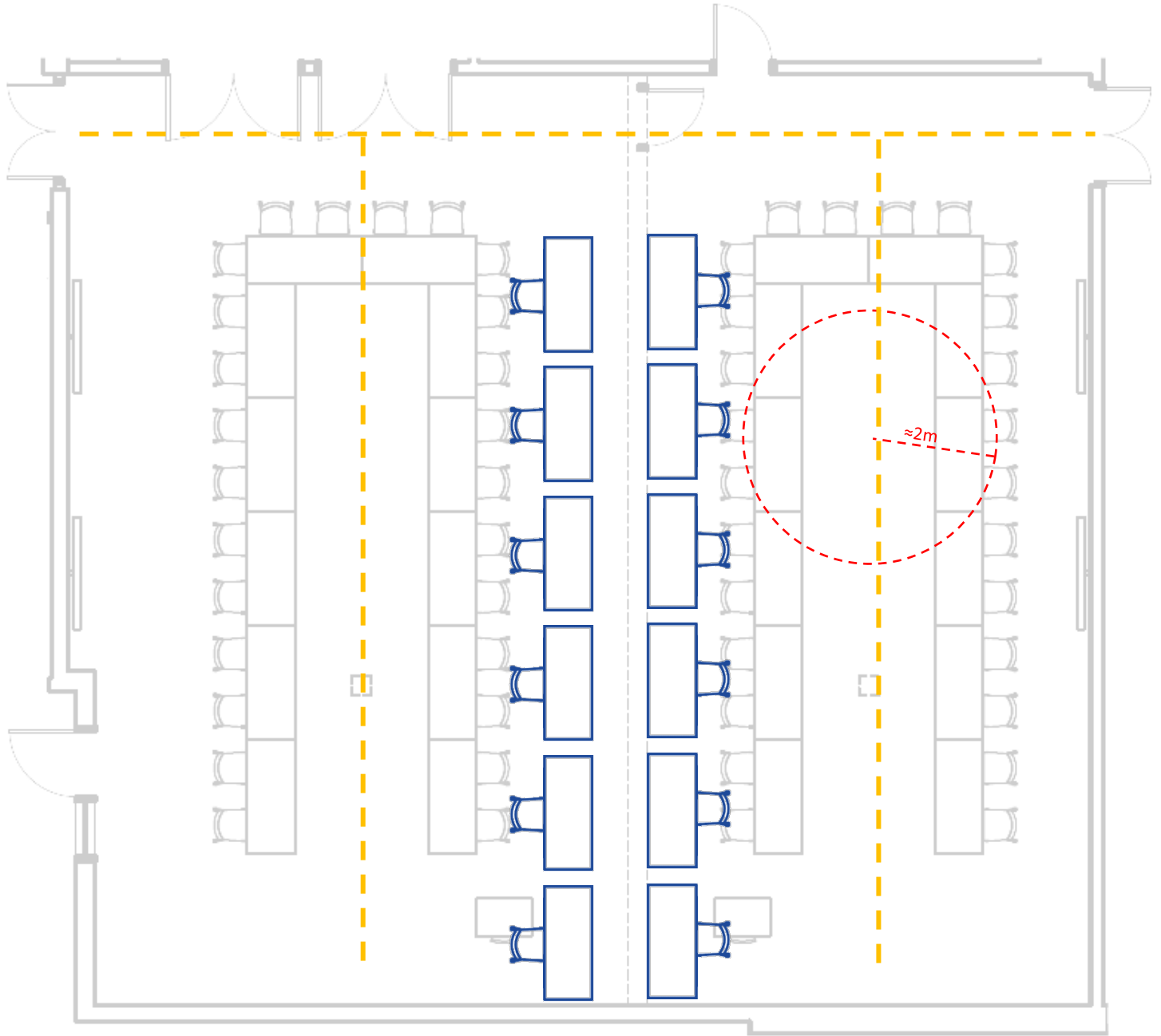


**COVID-19 SAFETY PLAN
ACADEMIC SPACES**

SE02-212A, -212B – Townsquare A/B – ‘Boardroom Style 2’

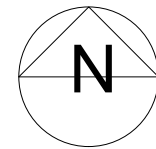
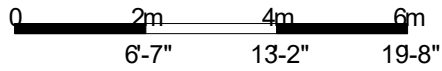
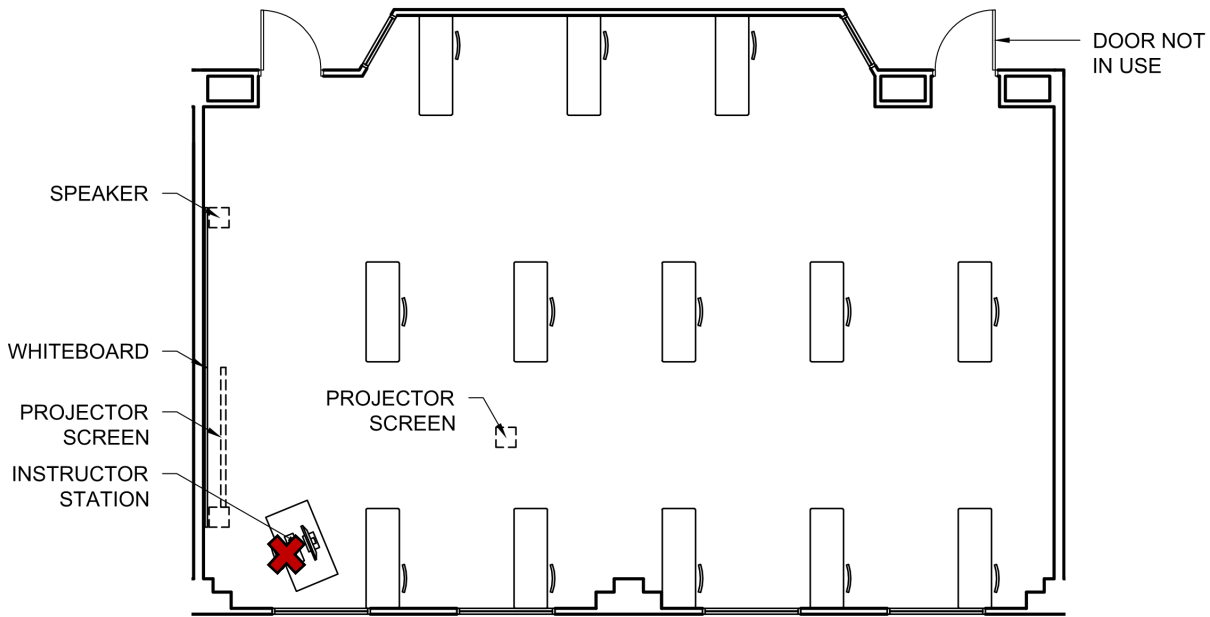
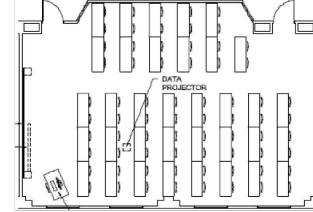
Notes: Suggested capacity of 12 in boardroom configuration where a head table is not required. Recommend using [Gaffer’s tape](#) for walk path (---).

≈2m



COVID-19 SAFETY PLAN ACADEMIC SPACES

Typical Layout

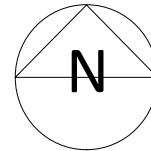
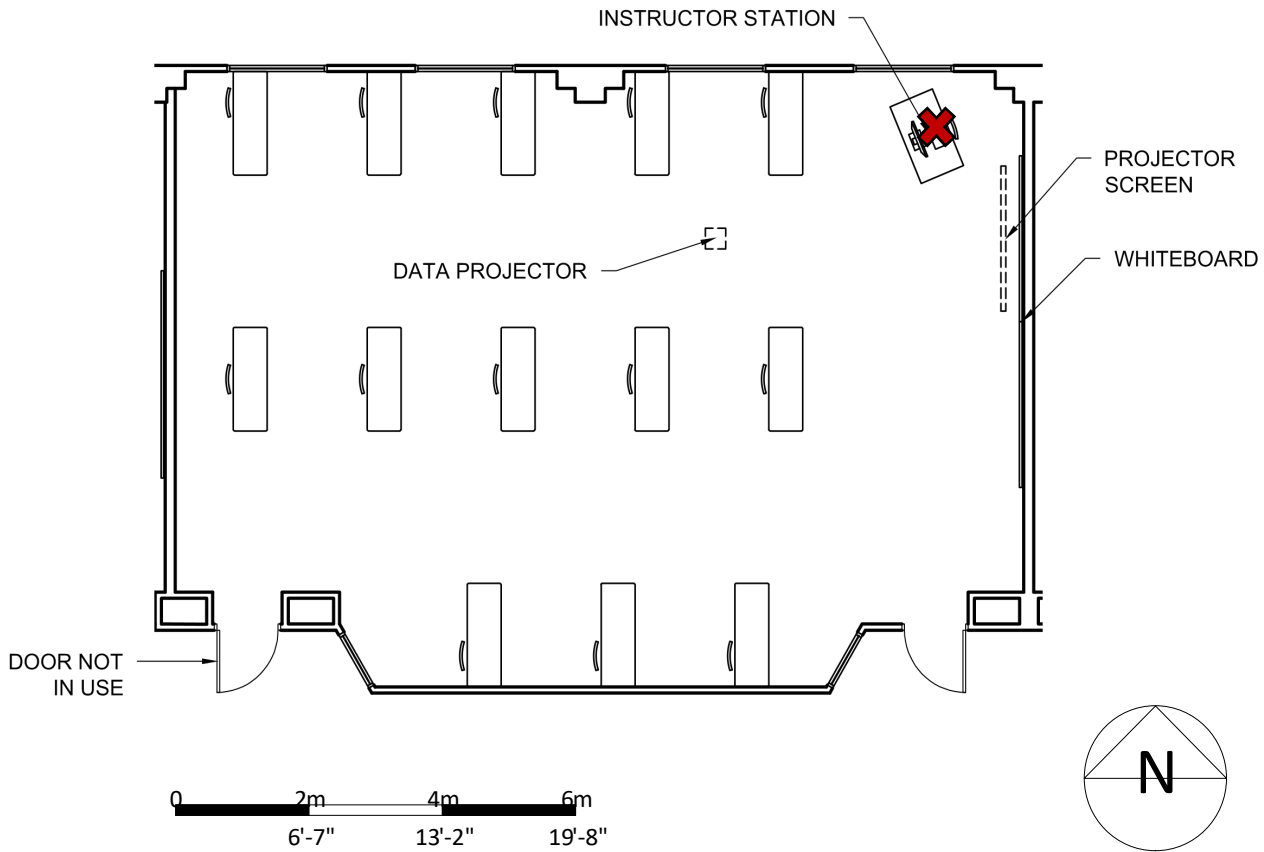
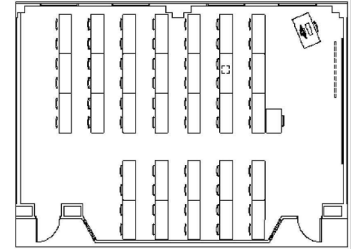


Building	Room	Typical Capacity	Physical Distance Capacity
SE06	205	70	13

Capacity does not include instructor.
Please return the room to this standard configuration
and leave the space clean and orderly for the next user.

Tables	Chairs	Area Sq. feet	Sq. meters	Scale	Date
N/A	N/A	1190	111	1/8" = 1'-0"	October 20, 2020

COVID-19 SAFETY PLAN ACADEMIC SPACES



Building	Room	Typical Capacity	Physical Distance Capacity
SE06	206	70	13

Capacity does not include instructor.
Please return the room to this standard configuration
and leave the space clean and orderly for the next user.

Tables	Chairs	Area Sq. feet	Sq. meters	Scale	Date
N/A	N/A	1190	111	1/8" = 1'-0"	October 20, 2020



COVID-19 SAFETY PLAN ACADEMIC SPACES

Appendix B: E-mail to Parents/Guardians

Thank you for registering in the {Date} {Camp} at BCIT Burnaby. This camp is scheduled to go ahead and with health and safety as our top priority, the camps will follow a COVID-19 Safety Plan that outlines the policies, guidelines, and procedures put in place to reduce the risk of COVID-19 transmission.

Please note the following:

- Attached is the Parent Letter for your information.
- Check in will be at the entrance of the Broadcast Centre - Building SE10. This is also where the authorized person you have designated will pick up your child each day (please bring ID.) For directions, please see attached map.
- There is free parking available during pick up/drop off times in any unreserved parking space in Lot 7 (P7).
- The camp hours are {Start Time} to {End Time}.
- We have limited capacity to allow for 2 metre physical distancing and ask that all parents wait outside, while maintaining 2 metre distancing.
- Participants 12 years and older are required to wear a mask in all indoor common areas on campus except during physical activity and meal times or for those who have health conditions and are unable to wear one.
- Prior to camp participants entering the Broadcast Centre, this verbal screening will take place:
 1. Do you or a member of your household have any of the following symptoms within the last 14 days: Fever, chills, new/worsening cough, shortness of breath, new muscle aches/headaches or a sore throat?
 2. Have you or a member of your household travelled outside of Canada within the last 14 days?
 3. Have you or a member of your household been in close contact of a person who tested positive for COVID-19 or are otherwise required to self-isolate?
 - If “yes” for any of the above 3 questions, to ensure the safety of others, entrance to the facility will not be permitted.
- Anyone entering/exiting the building will be asked to wash their hands or sanitize.
- In addition to frequent cleaning and sanitizing of equipment and rooms, each participant is assigned their own equipment, supplies and workstation for the week.
- Ensure that your youth has packed snacks/lunch/drinks for the day that do not require a fridge or microwave
- Activities will take place inside and outside. If your child has any severe outdoor related allergies, please advise.

If you have any questions, please do not hesitate to ask. We look forward to welcoming you to our summer camps!

Warm Regards,
BCIT Summer Camps Team