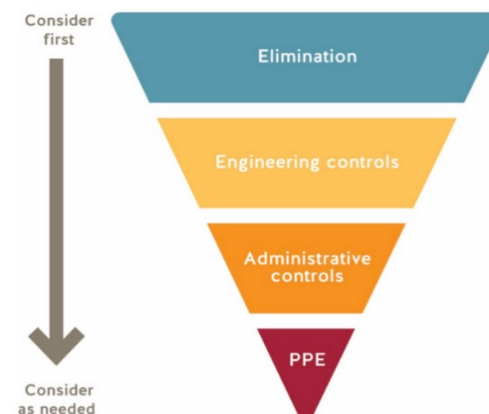# BCIT COVID-19 SAFETY PLAN
ADMINISTRATIVE SPACES

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

Department Name:	**AV Services – Learning Glass Studio**		
Anticipated # of employees on campus daily when scheduled:	2	*What is the total # of employees:*	—
Start date:	April 1, 2021	**End date:**	Ongoing
Completed by:	Name Brian Hosier	Position Director	Date March 12, 202
Replaces	**RTC Safety Plan #:**	n/a	
	GFP Safety Plan #:	n/a	

Consider first

Elimination

Engineering controls

Administrative controls

PPE

Consider as needed

ROOM INFORMATION

In this section, please identify all of the rooms that will be used by employees. NOTE: Common areas are covered by the BCIT COVID-19 Go-Forward Plan.

Campus/ Building	Room Number Floor Plans found here	Type of Space Include washrooms and meeting rooms	Capacity Current capacity due to COVID-19
Burnaby Campus SE12	101P	Learning Glass Studio	1
Burnaby Campus SE12	101Q	Waiting/ Observation Space	1

RATIONALE FOR ON-CAMPUS ACTIVITY

Please provide a short description explaining why you need employees on campus. Your narrative should be focused on the practical elements of what the employees will be doing.

The Learning Glass Studio is a new service being launched by the LTC to enable instructors to record and stream their lectures in a purpose-built room. This is especially important during the COVID-19 pandemic as instructors are challenged with teaching online, but will also be used post-pandemic as an innovative technology to support their teaching practice.

COVID-19 SAFETY PLAN
ADMINISTRATIVE SPACES

CONTROL MEASURES

COVID-19 SAFETY PLAN: CONTROL MEASURES CHECKLIST
Directions for completing this Safety Plan: 1. First step of this process is to review the BCIT COVID-19 Go-Forward Plan as the overall planning document for this process. 2. Use this checklist as a tool to assess COVID-19 control measure preparedness for employees and the spaces they will be using. Refer to the BCIT COVID-19 Go-Forward Plan for standardized safety guidelines and procedures. 3. For each control measure, state the details. If the control measure is a 'No' or 'NA', please provide a brief explanation. 4. The manager requests all PPE requirements by submitting this draft Safety Plan to the PPE@bcit.ca. 5. Implement all the safety measures in this Safety Plan. 6. The manager completes a site visit to ensure all control measures and safety supplies are in place. 7. The manager signs the completed Safety Plan and submits it to returntocampus@bcit.ca for approval. 8. Once approved, the COVID-19 Safety Plan is posted in all work areas identified within this plan. Note: The workspaces cannot be used until all applicable control measures are in place and Safety Plan is approved. For additional resources the Risk Assessment Controls Guidance and Hierarchy of Controls. For assistance email ssemohs@bcit.ca.

#	Control Measure	Yes	No	NA	Details (as per Directions)
ELIMINATION					
1.	Room(s) set up to allow for 2 metres physical distancing during work. **Note:** Contact returntocampus@bcit.ca for room capacity and layout if needed.	☒	☐	☐	*Exceptions allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary (explain):* Each room is restricted to a capacity of one occupant as there is insufficient space to provide the 2m clearances.
2.	Workstations are set-up to allow for 2 metres physical distancing.	☒	☐	☐	*Exceptions allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary (explain):* Only one individual per space.

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#	Control Measure	Yes	No	NA	Details (as per Directions)
3.	Work has been scheduled to minimize numbers of employees on campus at one time.	☒	☐	☐	Limiting space capacity to one occupant at a given time. Facilities request will be placed between occupants. To permit cleaning, bookings will be buffered by 1.5 hours for cleaning time. Service requests will be issued by the LTC Admin Supervisor, who monitors the booking system. Staff are required to use east building ground floor entrance to reduce access to other parts of building (see Appendix)
4.	In shared spaces, safety protocols have been put in place to reduce close contact between users.	☐	☐	☒	Only one individual permitted in room at one time.
5.	Movement within the room is identified, such as with directional arrows, for walkways and entrances/exits.	☐	☐	☒	*Signs or arrows on the floor identifying directions.* Arrows have been placed, in addition to signage to prohibit users from touching camera equipment. Barrier tape has been placed in SE12-101Q to limit access to parts of room that are not included in safety plan (see appendix).
6.	Washrooms have been identified.	☒	☐	☐	*If yes, Washroom occupancy limit _1____ (noted above)* Adjacent public washrooms
7.	Water fountains are put out of use, and only touchless water bottle filling station available.	☐	☐	☒	Water fountains are taped off.
8.	Mobile fans have removed or put out of service.	☐	☐	☒	No fan in space.
9.	Break areas for employee use has been identified.	☐	☒	☐	*If yes, what control measures are in place to maintain physical distancing? Occupancy limit_____ If there is an occupancy limit, is a sign posted? Y ☐ N ☒* If required staff must leave area to take breaks. Staff may take breaks at their normal office area, within common area break spaces, or at their office in accordance to their safety plan, if one exists.
10.	Other:	☐	☐	☒	

ENGINEERING CONTROL MEASURES

#	Control Measure	Yes	No	NA	Details (as per Directions)
11.	Barriers are implemented to separate work areas or walk ways, when physical distancing not practical.	☐	☐	☒	No barriers required as only one occupant per room.
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	☐	☐	☒	
13.	The impact on ventilation requirements have been considered if there's been a significant use change for the space.	☒	☐	☐	*Complete a Facilities and Campus Development work requisition for assessment, as needed.* Space use has not changed only capacity reduced.
14.	Other:	☐	☐	☒	

SIGNAGE (ADMINISTRATIVE) *Signage is available @ BCIT online Inventory. Guidelines for posting signs are available on ShareSpace.*

#	Control Measure	Yes	No	NA	Details (as per Directions)
15.	Posted: Physical distancing (2 m) sign(s) Item 1A	☐	☐	☒	Rooms are adjacent to common corridors with all appropriate signage posted.
16.	Posted: Hand washing sign(s) Item 29B	☐	☐	☒	
17.	Posted: Health screen sign(s) Item 3C	☐	☐	☒	

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#	Control Measure	Yes	No	NA	Details (as per Directions)
18.	Posted: Hand washing sink location sign(s) Item 14A	☐	☐	☒	
19.	Posted: Hand sanitizing station location sign(s) Item 13A	☐	☐	☒	
20.	Posted: Protect yourself sign(s) Item 21A	☐	☐	☒	
21.	Posted: Occupancy limit of this room sign(s) Item 37A	☒	☐	☐	Capacity of 1 per space.
22.	Posted: Other signs	☐	☐	☒	*Please list:*
ORIENTATION AND TRAINING (ADMINISTRATIVE)					
23.	Routine safety discussions held to review control measures and safety protocols.	☒	☐	☐	Safety discussions between the LTC Admin Supervisor and LTC Director will occur regularly as well as at bi-weekly AV Services team meetings.
24.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training.	☒	☐	☐	
25.	All employees have completed the online OHS New Employee Orientation module.	☒	☐	☐	*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.*
26.	Other:	☐	☐	☒	
RULES AND GUIDELINES (ADMINISTRATIVE)					
27.	All unnecessary and self-serve items have been removed from the spaces. *e.g., pens, paper, etc.*	☒	☐	☐	
28.	Papers and items are not physically passed between employees.	☒	☐	☐	*If items are provided, they are cleaned between employee use or disposed, or other control measures are in place – Describe:* Studio is set up to be fully automated, permitting users to access equipment without touching buttons or referencing special instructions.
29.	Employees have dedicated tools/equipment, e.g., items are not shared between employees.	☒	☐	☐	Users will utilize own.
30.	If cleaning common touch points or tools/equipment not practical, then it is identified when hands are washed/sanitized before and after use.	☒	☐	☐	*Explain:* Cleaning supplies are provided to clean common touch points such as light switch and door handle when entering and/or leaving the office. Sanitizing wipes have been provided in immediate area to enable users to sanitize dry erase markers and any other equipment that may be necessary to clean before and after use.
31.	Work spaces/stations are dedicated for an individual or group use and not shared with others.	☒	☐	☐	
32.	Single-use (disposable) products are used where feasible.	☒	☐	☐	Dry erase board cloths are available for users. A laundered and sanitized set of cloths will be provided prior to a user arriving. A laundry bin is provided below the cloths. After

#	Control Measure	Yes	No	NA	Details (as per Directions)
					exhausting a cloth, the user will place the cloth into the bin. The bin will then be taken away at end of day and laundered by FCD.
33.	Procedures in place to screen employees on a daily basis.	☒	☐	☐	*The health screen sign (Item 3C, BCIT online inventory, EOC approved signage) is available for reference and is posted on building doors. Employees are expected to self assess daily, and the BCCDC self-assessment tool can be used to support this.*
34.	There is a procedure in place if an employee becomes ill on campus.	☒	☐	☐	*Refer to the 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.*
35.	There are procedures in place if an employee travels before coming to campus, or has been in close contact with someone who has tested positive for COVID-19.	☒	☐	☐	*Refer to the Pandemic Scenario Response Plan for more information. Confirm if the person is aware of self-isolation requirements and protocols.*
36.	Provisions made for employees to work in cohorts.	☐	☐	☒	
37.	Other:	☐	☐	☒	
PERSONAL PROTECTIVE EQUIPMENT (PPE). Refer to the PPE Flowchart to determine what PPE is required for COVID-19 purposes.					
38.	Appropriate PPE for the hazards of employee tasks are available to be provided (non-COVID-19 related ppe).	☐	☐	☒	*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):* Hand Sanitizer, Sanitizing Wipes, Gloves for using Sanitizing Wipes, and additional face masks will be provided (ordered through ppe@bcit.ca). Face masks are provided for users who do not bring their own.
39.	Training is provided for the above PPE to employees.	☐	☐	☒	
40.	Appropriate PPE for COVID-19 is available to be provided to employees. Supply requests emailed to ppe@bcit.ca.	☒	☐	☐	*Based on circumstances allowed for in the BCIT COVID-19 Go-Forward Plan, Risk 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):* Disinfectant wipes and gloves available
41.	PPE safe donning, doffing, disposal, and disinfecting instructional materials are available for employees.	☒	☐	☐	*Post applicable signs in a visible location if ppe required.* *Use the OHS Employee Orientation checklist to assist orientation/training by their supervisors.*
42.	Other:	☐	☐	☒	
CLEANING					
43.	Facilities is aware of the cleaning needs for the area. Facilities work requests have been submitted.	☒	☐	☐	*Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s).* FCD work requests submitted between users and at end of day that staff utilize this space.
44.	Training will be provided to employees performing cleaning duties and cleaning materials have been provided.	☒	☐	☐	*Cleaning Standard Operating Procedures have been located here. What are the cleaning products/materials: If required* *What ppe is required:* Gloves will be available for using disinfectant wipes as required.

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#	Control Measure	Yes	No	NA	Details (as per Directions)
45.	Assessment of sufficient number of hand wash stations conducted, and an appropriate number of handwashing stations are available.	☒	☐	☐	*Consider time it will take for hand washing to take place, to determine what is e.a. sufficient number of hand wash stations.*
46.	Handwashing station(s), stocked, easily accessed, and have been identified to employees.	☒	☐	☐	*Sink Location:____ in the adjacent public washrooms noted above* *Stocked with soap Y ☒ N ☐ paper towel Y ☒ N ☐*
47.	Hand sanitizing station(s), stocked, and have been identified to employees.	☒	☐	☐	**ABHS** *(Alcohol-Based Hand Sanitizer): Location(s)_* Provided by main entrance doors and within offices *Will hand sanitizer be refilled by department:* Y ☐ N ☒ *If No, describe*: It is maintained by FCD
48.	All Safety Data Sheets (SDS) and cleaning procedures used are found here.	☒	☐	☐	*If not, describe:*
49.	The area(s) have been decluttered so that cleaning is simplified.	☒	☐	☐	
50.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	☐	☐	☒	*Barriers can become contaminate if they are a touch point or if the contaminated with droplets by e.g. coughing or sneezing.*
51.	Common touch points and tools/equipment, that must be shared are identified and cleaned between employees.	☒	☐	☐	Cleaning supplies have been provided for common touch points, i.e., door handles, light switch, and printer, etc.
52.	Storage space for personal articles have been identified and are cleaned regularly.	☒	☐	☐	*Who will clean:* FCD request between users will ensure that employee personal belonging drop-off location is cleaned between users. *Where is the storage:* Each employee will place their personal belongings in identified storage areas within SE12-101P/ Q that are cleaned following each use.
53.	Other:	☐	☐	☒	
AUDIT AND CONTINUOUS IMPROVEMENT					
54.	There is a plan to conduct regular inspections of all control measures and safety protocols to ensure they are in place.	☒	☐	☐	*Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often*? Staff will inspect area on days they are on campus to ensure all safety measures are in place.
55.	Audits of inspections are planned to ensure that control measures continue to be effective.	☒	☐	☐	*Who conduct the audits and how often?* LTC Admin Supervisor or LTC Director will audit monthly to ensure all safety measures and supplies are in place.

APPROVAL

	All COVID-19 risk control measures for this campus activity are in place.		
Manager	Name: Brian Hosier	Position: Director	Date: March 12, 2021

EOC	Name	Position	Date

REVISION APPROVAL *(if applicable)*

All COVID-19 risk control measures for this campus activity are in place.		
Manager	Name: Brian Hosier	Position: Director	Date: April 14, 2021
EOC	Name *Glen Magel*	Position EOC Director	Date May 4, 2021

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Appendix A: Location of SE12-101P Learning Glass Studio.

101P Learning Glass Studio:
Occupant 1

101P Space:
Occupant 1

Caution tape to restrict access
to rest of space, currently
being used as storage

N