

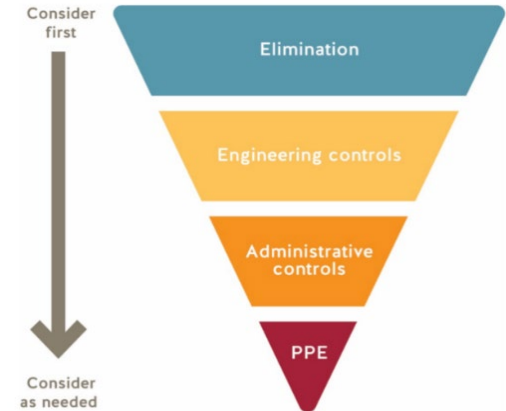


BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

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: | Steel Trades: Boilermaker, Ironworker, Metal Fabricator | | |
| Proportion of program offered on campus: | <i>Foundation x 3 = 40 courses approx. 75% on campus activities</i> <i>Apprenticeship x 4 = 11 programs = 66 courses approx. 75% on campus activities</i> | | |
| Start date: | December 1, 2020 Revised on April 14, 2021 | End date: | August 31, 2021 |
| # of students: | 8 students per cohort x 4 cohorts per shift x 2 shifts per day. 64 students. | # of employees: | 6 per shift x 2 shifts. 12 employees. |
| Completed by: | Name Mike McKoryk | Position Department Head | Date 18-NOV-2020 |
| Replaces RTC #: | 46 | Replaces GFP #: | 33 |



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 - NE12 | 101 | Temporary Instructor Office | 2 Staff |
| Burnaby - NE12 | 102 | Temporary Instructor Office | 2 Staff |
| Burnaby - NE12 | 115 | Main shop space | 40 (32 students + 8 staff typically) |
| Burnaby - NE12 | 119 & 119A | Welding area | 12 (8 students + 4 staff) |
| Burnaby - NE12 | 120 | Weld prep area | 10 (8 students + 2 staff) |
| Burnaby - NE12 – Outdoor space | Yard (within fences) | Simulated construction area | 40 (32 students + 8 staff typically) |
| Burnaby - NE12 | 103 | Breakout classroom space | 8 (7 students + 1 staff) |
| Burnaby - NE12 | 109 | Tool room | 2 staff |
| Burnaby - NE12 | 111 | Shop office | 2 with specific entry and exit procedure |
| Burnaby - NE12 | 115A | Drafting lab | 10 (8 students + 2 staff) |

COVID-19 SAFETY PLAN ACADEMIC SPACES

| | | | |
|---------------------------------------|--------------------|-----------------------------------|--|
| <i>Burnaby - NE12</i> | 120A | Grinding room | 2 |
| <i>Burnaby - NE12</i> | 106 | Female washroom | 1 |
| <i>Burnaby - NE12</i> | 107 & 107C | Male washroom | 2 |
| <i>Burnaby - NE12</i> | 107B | Hand wash area | 2 (1 at wash station + 1 access or waiting) |
| <i>Burnaby - NE12</i> | 118 | Electrode storage | 1 |
| <i>Burnaby - NE12</i> | 123 | Material storage room | 2 with specific entry and exit procedure |
| <i>Burnaby - NE12</i> | 124 & 125 | Welding gas manifold and storage | 2 with specific entry and exit procedure |
| <i>Burnaby - NE12</i> | 117 | Washroom | 1 |
| <i>Burnaby - NE12</i> | 200 & 200A | Office | 6 (Max 4 in cubicles working) |
| <i>Burnaby - NE12</i> | 201 | Computer lab | 9 (8 students + 1 staff) |
| <i>Burnaby - NE12</i> | 202 | Temporary Instructor Office | 2 Staff |
| <i>Burnaby - NE12</i> | 203 | Temporary Instructor Office | 2 Staff |
| <i>Burnaby - NE12</i> | 204 | Temporary Instructor Office | 2 Staff |
| <i>Burnaby - NE12</i> | 206 | Meeting room | 2 with specific entry and exit procedure |
| <i>Burnaby - NE12</i> | 216 | Breakout classroom space | 9 (8 students + 1 staff) |
| <i>Burnaby - NE12</i> | 215 | Drafting lab | 10 (8 students + 2 staff) |
| <i>Burnaby - NE12 – Outdoor space</i> | Boilermaker tower | Simulated construction area | 10 (8 students + 2 staff) |
| <i>Burnaby - NE12 – Outdoor space</i> | Rebar yard | Simulated construction area | 10 (8 students + 2 staff) |
| <i>Burnaby - NE12 – Outdoor space</i> | Structural yard | Simulated construction area | 10 (8 students + 2 staff) |
| <i>Burnaby - NE12 – Outdoor space</i> | Tank erection | Simulated construction area | 10 (8 students + 2 staff) |
| <i>Burnaby - NE12 – in yard space</i> | Rigging shacks x 2 | Tool and material storage | 2 with specific entry and exit procedure |
| <i>Burnaby - NE10</i> | 121 | Workshop space | 10 (8 students + 2 staff) |
| <i>Boilermakers Lodge - Langley</i> | 120 | Cleanup/wash up and washroom area | 4 |
| <i>Boilermakers Lodge - Langley</i> | 121 | Classroom and drafting lab | 9 (8 students + 1 staff) |
| <i>Boilermakers Lodge - Langley</i> | 122 | Workshop | 14 (8 students + 6 staff) |

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 trade group provides program graduates at various levels with the practical skills necessary to enter or continue their careers in the Metal Fabricator, Ironworker, and Boilermaker trades. Each trade carries a different set of skills required to plan, fabricate, assemble, or commission steel, concrete, or other materials structures and assemblies. These workers may work in a variety of settings from residential, commercial, and industrial construction projects, to industrial manufacturing, and ship building.

These programs provide a hands-on approach to training, where experience gained in the shop and work yards are focused on the best practice of our industry stakeholders with the goal of ensuring our students have foundational hands-on knowledge and job-ready employment skills. As the scale and scope of this type of work often involves large teamwork oriented projects (construction of a building) and machinery (such as cranes, forklifts, welding machines) that are not available on a scale to be able to make at home learning possible while maintaining the integrity of the training and the reputation of the graduates.

CONTROL MEASURES

COVID-19 SAFETY PLAN: CONTROL MEASURES CHECKLIST

Directions for completing a Safety Plan:

1. First step of this process is to review the [BCIT COVID-19 Go-Forward Plan](#) as the overall planning document for this process.
2. Use this checklist as a tool to assess COVID-19 control measure preparedness for students and employees and the spaces they will be using. Refer to the [BCIT COVID-19 Go-Forward Plan](#) for standardized safety guidelines and procedures.
3. For each control measure, state the details. If the control measure is a 'No' or 'NA', please provide a brief explanation.
4. The manager requests all PPE requirements by submitting this draft Safety Plan to the PPE@bcit.ca.
5. Implement all the safety measures in this Safety Plan.
6. The manager completes a site visit to ensure all control measures and safety supplies are in place.
7. The manager signs the completed Safety Plan and submits it to returntocampus@bcit.ca for approval.
8. Once approved, the COVID-19 Safety Plan is posted in all work areas identified within this plan.

Note: The workspaces cannot be used until all applicable control measures are in place and Safety Plan is approved. For additional resources the [Risk Assessment Controls Guidance and Hierarchy of Controls](#). For assistance email ssemohs@bcit.ca.

COVID-19 SAFETY PLAN ACADEMIC SPACES

| # | Control Measure | Yes | No | NA | Details (as per Directions) |
|-------------------------------------|---|-------------------------------------|--------------------------|--------------------------|--|
| ELIMINATION | | | | | |
| 1. | Room(s) set up to allow for 2 metres physical distancing during instruction and practice. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All rooms will rely on individually assigned tables and workstations and are marked with access lines to help students navigate the spaces. |
| 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"/> | Demonstration areas will utilize transparent physical barriers to allow students to get closer to detailed work needing to be shown when required. |
| 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"/> | Marking and signage on the exterior of the building leading to the wash in area prior to accessing classroom or shop areas. |
| 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"/> | Cohorts have been reduced to 8 students each and a maximum of 4 cohorts will be running on any given shift for a maximum of 32 students max will be working per shift at any location. |
| 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"/> | Floor markers are used in some large areas and access plans in others. |
| 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 on the walls and arrows on the floor identifying directions and distance intervals of 2 metres. |
| 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"/> | Filling station/fountain has been covered and access is restricted by barriers. |
| 8. | Mobile fans have been removed or put out of service. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7. | Washrooms have been identified. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | NE12 Washroom occupancy limit <u>1</u> per washroom – 3 washrooms overall - 11:1 ratio Langley Washroom occupancy limit <u>1</u> per washroom – 2 washrooms overall - 4:1 ratio |
| 8. | Break area(s) for student use have been identified. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | NE12 Students have assigned seating and table space in the classroom 103, 216, and labs Occupancy Limit <u>8</u> If there is an occupancy limit, is sign posted? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Langley Students have assigned seating and table space in the classroom 121 Occupancy Limit <u>9</u> If there is an occupancy limit, is sign posted? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> |
| 9. | Break areas for employee use have been identified. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Staff have assigned seating and wash in/wash out procedures. Occupancy Limit <u>2</u> If there is an occupancy limit, is sign posted? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> |
| 10. | Staff Office – NE12 200 & 200L – will have a maximum of 4 Staff working in 4 separate zones at any given time. All remaining Staff to be relocated to alternate work areas in classroom spaces. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Staff have assigned work areas in either the office Maximum 4 or a classroom Maximum 2 per . In all situation SD will be maintained as a priority. If staff need access to an occupied area then the occupier will don the appropriate PPE and leave the area. |
| ENGINEERING CONTROL MEASURES | | | | | |
| 11. | <u>Barriers</u> are implemented to separate work areas or walk ways, when physical distancing not practical. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Demonstration areas, fitting booths, and welding booth aisles to allow students to access/egress their respective work areas without displacing others that are working. |
| 12. | Barriers are stable and do not introduce other safety hazards, e.g. tripping. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fire resistant barriers are affixed to the worktops, free standing on the floor or suspended by supporting structures. |

COVID-19 SAFETY PLAN ACADEMIC SPACES

| # | Control Measure | Yes | No | NA | Details (as per Directions) |
|--|---|-------------------------------------|--------------------------|-------------------------------------|--|
| 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"/> | <i>There has been no significant change in the intended use of these spaces with the exception of the drafting labs which represent an overall reduction in the potential of producing airborne particulates and vapors from welding and grinding.</i> |
| | 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> | | | | | |
| 13. | Posted: Physical distancing (2 m) sign(s) Item 1A | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Posted in various locations throughout work spaces.</i> |
| 14. | Posted: Hand washing sign(s) Item 29B | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Posted at every hand wash space.</i> |
| 15. | Posted: Health screen sign(s) Item 3C | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Posted at main entry to building and on OH&S board.</i> |
| 16. | Posted: Hand washing sink location sign(s) Item 14A | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Posted at every hand wash space and in wayfinding map.</i> |
| 17. | Posted: Hand sanitizing station location sign(s) Item 13A | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Posted in various locations throughout work spaces.</i> |
| 18. | Posted: Protect yourself sign(s) Item 21A | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Posted at main entry to building and on OH&S board.</i> |
| 19. | Posted: Occupancy limit of this room sign(s) Item 37A | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Posted in various locations throughout work spaces and on each room door.</i> |
| 20. | Posted: Other signs | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Enter only and Exit only signs. One way traffic signage. For access please contact signs. Out of service signs. Wayfinding signs.</i> |
| ORIENTATION AND TRAINING (ADMINISTRATIVE) | | | | | |
| 21. | Routine safety discussions held to review control measures and safety protocols. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Daily toolbox briefing completed by Instructors for all on campus days.</i> |
| 22. | All students have completed the online COVID-19 Pandemic On-Campus Guidelines training. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Administered through the Learning Hub and confirmed by instructor in first 2 days of training.</i> |
| 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 here. Student COVID-19 Orientation Checklist found here.</i> |
| 24. | All employees have completed the online BCIT Pandemic Exposure Control Plan Training . | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 25. | All employees have completed the online 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 New Employee Orientation course.</i> |
| 26. | Other: Safety plan is posted in the physical space. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Steel Trades specific plan and training also accessible on the students Learning Hub page for each program offering.</i> |
| RULES AND GUIDELINES (ADMINISTRATIVE) | | | | | |
| 27. | All unnecessary and self-serve items have been removed from the spaces. <i>e.g., pens, paper, etc.</i> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>All supplies asked for prior to class and stocked at each workspace.</i> |
| 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"/> | <i>Signs on each door. Enter only or Exit only.</i> |

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| # | Control Measure | Yes | No | NA | Details (as per Directions) |
|---|---|-------------------------------------|-------------------------------------|-------------------------------------|--|
| 29. | Handouts, papers, and items are not physically provided to students. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <i>Full scale blueprints, drafting materials, and necessary paper will all be individually assigned and prepared in advance as per written safe work procedure.</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"/> | <i>Majority of tools are assigned individually in each workstation.</i> |
| 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"/> | <i>Common use tools have been identified and written safe work procedures for their cleaning as well as hand cleaning is reviewed by all staff and students.</i> |
| 32. | Work spaces/stations are dedicated for an individual or group use and not shared with others. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Workstations and all assigned tools are numbered and assigned to the individual students.</i> |
| 33. | Single-use (disposable) products are used where feasible. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Hearing plugs and face masks.</i> |
| 34. | Measures are in place to accommodate student sick at home. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Accommodation can be easily made for some practical projects whereas others may be difficult to accommodate – course, topic, and progress specific.</i> |
| 35. | Procedures in place to screen students on a daily basis. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>The health screen poster is available for reference and is posted on building doors. Students and employees are expected to self assess daily, and the BCCDC self-assessment tool can be used to support this.</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 COVID-19 Pandemic Scenario Playbook for more information. If the person is reporting symptoms, ask them to avoid others and return home. If they require immediate medical attention, call First Aid and 911.</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 COVID-19 Pandemic Scenario Playbook for more information. Confirm if the person is aware of self-isolation requirements and protocols.</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"/> | <i>With exception of any individual accommodations resulting from health related absence the cohort remains intact for all coursework from the beginning to the end of a training.</i> |
| 39. | Other: | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| PERSONAL PROTECTIVE EQUIPMENT (PPE). Refer to the PPE Flowchart to determine what PPE is required for COVID-19 purposes. | | | | | |
| 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"/> | <i>Safety glasses, clear face shields, tinted face shields, welding shields, disposable ear plugs (individually packaged), fitting gloves, welding gloves, P100 respirator (for welding).</i> |
| 41. | Training is provided for the above PPE to students and employees. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 42. | Appropriate PPE for COVID-19 is available to be provided to students and employees. Supply requests emailed to ppe@bcit.ca . | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Based on circumstances allowed for in the BCIT COVID-19 Go-Forward Plan, Risk Assessment Matrix Summary. Instructor assigned washable reusable non-medical masks x 2, students will have access to disposable non-medical masks and surgical gloves.</i> |
| 43. | PPE safe donning, doffing, disposal, and disinfecting instructional materials are available for students and employees. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Post applicable signs in a visible location if ppe required. Use the Student Orientation checklist to assist orientation/training by instructors. Use the Employee Orientation checklist to assist orientation/training by their supervisors.</i> |

COVID-19 SAFETY PLAN ACADEMIC SPACES

| # | Control Measure | Yes | No | NA | Details (as per Directions) |
|---|--|-------------------------------------|--------------------------|-------------------------------------|--|
| 44. | Other: | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| CLEANING | | | | | |
| 45. | Facilities is aware of the cleaning needs for the area. Facilities work requests have been submitted. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Daily cleaning in NE12 is done under WR1441358, WR1441338, WR1441337, WR1441133 Daily cleaning is provided by third party contract at the Langley location.</i> |
| 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"/> | <i>Cleaning Standard Operating Procedures have been located here. What are the cleaning products/materials: Spray Nine, Oxiver wipes and spray. What ppe is required: Safety glasses, surgical gloves.</i> |
| 47. | Assessment of sufficient number of hand wash stations conducted, and an appropriate number of handwashing stations are available | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>The minimum amount of hand washing required is once before class starts, after class ends and before and after breaks assuming the student did not use the washroom or any common tools during their day. The student to hand wash ratio is 3:1 with the use of foot controlled "D" wash sinks, 1 x sink in each washroom, and 3 x temporary sinks at exterior of NE12.</i> |
| 48. | Handwashing station(s), stocked, easily accessed, and have been identified to students and employees. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Sink Location: <u>room 120(Langley) 106, 107, 117, 207</u> Stocked with soap Y <input checked="" type="checkbox"/> N <input type="checkbox"/> paper towel Y <input checked="" type="checkbox"/> N <input type="checkbox"/></i> |
| 49. | Hand sanitizing station(s), stocked, and have been identified to students and employees. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>ABHS (Alcohol-Based Hand Sanitizer): Location(s) <u>on table next to common use equipment</u> Will hand sanitizer be refilled by department: Y <input checked="" type="checkbox"/> N <input type="checkbox"/></i> |
| 50. | All Safety Data Sheets (SDS) and cleaning procedures used are found here . | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Common SDS are posted on OH&S board.</i> |
| 51. | The area(s) have been decluttered so that cleaning is simplified. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Completed where applicable.</i> |
| 52. | Barrier cleaning process has been arranged if the barrier(s) could become contaminated. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <i>Barriers separate individual work areas (single points of contact) and are not likely touch points due to the configuration of the space and the PPE requirements of that space.</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):</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: Students Where is the storage: individual assigned workstations</i> |
| 55. | Other: Cleaning materials for common use tools and equipment. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Distributed proximal to common use items and deployed when required in any temporary or intermittent use areas.</i> |
| AUDIT AND CONTINUOUS IMPROVEMENT | | | | | |
| 56. | There is a plan to conduct regular inspections of all control measures and safety protocols to ensure they are in place. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Ensure this COVID-19 Safety Plan is posted. Instructor will conduct daily assessments and a weekly inspection report and submit copies of these inspections to Department Head for review. Department Head to provide periodic inspections.</i> |
| 57. | Audits of inspections are planned to ensure that control measures continue to be effective. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Associate Dean will review summary of audits at monthly safety meetings.</i> |



COVID-19 SAFETY PLAN ACADEMIC SPACES

APPROVAL

| All COVID-19 risk control measures for this campus activity are in place. | | | |
|---|---------------------------|--------------------------|------------------------|
| Manager | Name James Cai | Position Associate Dean | Date November 19, 2020 |
| EOC | Name <i>Glen Magel</i> | Position EOC Director | Date April 24, 2021 |