

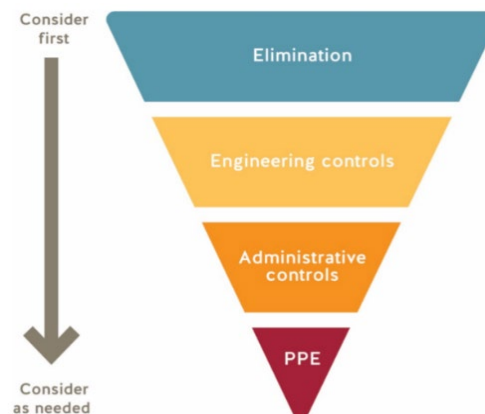


BCIT COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

The BCIT COVID-19 Go-Forward Plan outlines the risk assessments, control measures, and the organizational process for our safe return to campus. All re-turning programs/courses must adhere to this process. Please refer to the [BCIT COVID-19 Go-Forward Plan](#) for additional information.

CONTACT INFORMATION

| | | | |
|---|--|--|---------------------------|
| Department Name: | BCIT Student Association - Entrepreneurship | | |
| Anticipated # of employees on campus daily when scheduled: | 4 employees, 1 guest | What is the total # of employees: | 5 |
| Start date: | April 8, 2021 at 3pm | End date: | April 8 - 5pm |
| Completed by: | Name Trina Prince | Position Event Manager | Date February 11, 2021 |



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 |
| SE14 - 2nd Floor | Summit Centre Classroom - 213 | Open meeting room, 2 screens at the front, desk and chairs facing front, meeting set up, washrooms used are 202 & 204 | 6 people in Summit Centre |

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. |
|---|

COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

We have one specialized guest speaker, due to the nature of the topic would like to present in person. As this is not possible, we are doing our best to accommodate, by offering a classroom like space for them to present in. The space will remain empty except for the key staff.

- Laura Barreca – Entrepreneurship Manager
- Tania De Ridder – Entrepreneurship Specialist
- Marielle Corona – Creative Design Specialist (Videographer)
- Trina Prince – Event Manager (Equipment Set Up)
- Ogi Balaban – Guest Speaker from Ink LLP

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.

COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

| # | 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Exceptions allowed as per BCIT COVID-19 Go-Forward Plan , Risk Matrix Summary (explain): We will be able to physically distance the entire time. |
| 2. | Work stations are set-up to allow for 2 metres physical distancing. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Exceptions allowed as per BCIT COVID-19 Go-Forward Plan , Risk Matrix Summary (explain): Work stations will not be used during this meeting. |
| 3. | Work has been scheduled to minimize numbers of employees on campus at one time. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The employees present are minimal. Only what is needed for meeting. |
| 4. | 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"/> | See below regarding washroom use. We will ensure we are 2 metres apart in the Summit Centre. Staff will step out if not needed. |
| 5. | 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. |
| 6. | Washrooms have been identified. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If yes, Washroom occupancy limit 1 person at a time. |
| 7. | Water fountains are put out of use, and only touchless water bottle filling station available. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 8. | Mobile fans have removed or put out of service. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 9. | Break areas for employee use has been identified. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | If yes, what control measures are in place to maintain physical distancing? Occupancy limit_____ If there is an occupancy limit, is a sign posted? Y <input type="checkbox"/> N <input type="checkbox"/> We will not be using a breakout space. Only those needed will be on site. If staff are not needed they will return to their SA offices. |
| 10. | Other: | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |

COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

| # | Control Measure | Yes | No | NA | Details (as per Directions) |
|---|---|--------------------------|--------------------------|--------------------------|--|
| ENGINEERING CONTROL MEASURES | | | | | |
| 11. | Barriers are implemented to separate work areas or walk ways, when physical distancing not practical. | <input type="checkbox"/> | <input type="checkbox"/> | X | We are able to maintain the 2 metres. |
| 12. | Barriers are stable and do not introduce other safety hazards, e.g. tripping. | <input type="checkbox"/> | <input type="checkbox"/> | X | |
| 13. | The impact on ventilation requirements have been considered if there's been a significant use change for the space. | <input type="checkbox"/> | <input type="checkbox"/> | X | Complete a Facilities and Campus Development work requisition for assessment, as needed. |
| 14. | Other: | <input type="checkbox"/> | <input type="checkbox"/> | X | |
| SIGNAGE (ADMINISTRATIVE) Signage is available @ BCIT online Inventory . Guidelines for posting signs are available on ShareSpace . | | | | | |
| 15. | Posted: Physical distancing (2 m) sign(s) Item 1A | X | <input type="checkbox"/> | <input type="checkbox"/> | Already posted throughout the library. |
| 16. | Posted: Hand washing sign(s) Item 29B | X | <input type="checkbox"/> | <input type="checkbox"/> | Already posted throughout the library. |
| 17. | Posted: Health screen sign(s) Item 3C | X | <input type="checkbox"/> | <input type="checkbox"/> | Also sent in advance via email. Already posted throughout the library. |
| 18. | Posted: Hand washing sink location sign(s) Item 14A | X | <input type="checkbox"/> | <input type="checkbox"/> | Already posted throughout the library. |
| 19. | Posted: Hand sanitizing station location sign(s) Item 13A | X | <input type="checkbox"/> | <input type="checkbox"/> | Already posted throughout the library. |
| 20. | Posted: Protect yourself sign(s) Item 21A | X | <input type="checkbox"/> | <input type="checkbox"/> | Already posted throughout the library. |
| 21. | Posted: Occupancy limit of this room sign(s) Item 37A | X | <input type="checkbox"/> | <input type="checkbox"/> | Already posted throughout the library. |
| 22. | Posted: Other signs | <input type="checkbox"/> | <input type="checkbox"/> | X | Please list: |

COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

| # | Control Measure | Yes | No | NA | Details (as per Directions) |
|--|---|-------------------------------------|--------------------------|-------------------------------------|--|
| ORIENTATION AND TRAINING (ADMINISTRATIVE) | | | | | |
| 23. | Routine safety discussions held to review control measures and safety protocols. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Will be held in advance of meeting. Discussions with SA staff have already taken place. Please see attached SA Safety Plan as well. |
| 24. | All employees have completed the online BCIT Pandemic Exposure Control Plan Training . | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | We are not BCIT employees and do not have access to this. |
| 25. | All employees have completed the online OHS New Employee Orientation module . | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | New and Returning Employee Orientation Checklist found here . Each employee to save the checklist to their online OHS New Employee Orientation course. This course is required to be completed by new employees and by employees working on campus. We are not BCIT employees and do not have access to this. |
| 26. | Other: | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 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"/> | All items will be removed in advance of meeting, if not already done so. |
| 28. | Papers and items are not physically passed between employees. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If items are provided, they are cleaned between employee use or disposed, or other control measures are in place – Describe: |
| 29. | Employees have dedicated tools/equipment, e.g., items are not shared between employees. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The only item touched by two people will be the lapel mic. This will be cleaned and gloves will be used to hand to presenter. And cleaned upon return to handler (Event Manager) |
| 30. | 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"/> | No items will be shared. The presenter will be bringing all of their own tools, etc. Equipment needed to record will only be handled by videographer. All laptop equipment handled by Events Manager. As noted under Item 29, gloves will be used for one common touch item. |
| 31. | 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"/> | Yes, we will have booked out and reserved the entire summit centre. |

COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

| # | Control Measure | Yes | No | NA | Details (as per Directions) |
|---|--|-------------------------------------|--------------------------|-------------------------------------|---|
| 32. | Single-use (disposable) products are used where feasible. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 33. | Procedures in place to screen employees on a daily basis. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The health screen poster 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. Will be screened once before day of. We will all be screened on day of prior to access. This will also be clarified in emails prior to meeting. |
| 34. | There is a procedure in place if an employee becomes ill on campus. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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. All of these details will be provided to the 5 attendees. |
| 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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Refer to the Pandemic Scenario Response Plan for more information. Confirm if the person is aware of self-isolation requirements and protocols . All of these details will be provided to the 5 attendees. |
| 36. | Provisions made for employees to work in cohorts. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 37. | 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. | | | | | |
| 38. | Appropriate PPE for the hazards of employee tasks are available to be provided (non-COVID-19 related ppe). | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | List the ppe and tasks/activities it is required for and provide the quantity and unit of measure, if applicable (e.g. 2 boxes of 20 each box): 2 pairs of gloves will be needed for handling the lapel mic. 5 masks, 1 for each person present. |
| 39. | Training is provided for the above PPE to employees. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 40. | Appropriate PPE for COVID-19 is available to be provided to employees. Supply requests emailed to ppe@bcit.ca . | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 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): |

COVID-19 SAFETY PLAN

ADMINISTRATIVE SPACES

| # | Control Measure | Yes | No | NA | Details (as per Directions) |
|-----------------|---|--------------------------|--------------------------|--------------------------|--|
| 41. | PPE safe donning, doffing, disposal, and disinfecting in- structional materials are available for employees. | <input type="checkbox"/> | <input type="checkbox"/> | X | 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: | <input type="checkbox"/> | <input type="checkbox"/> | X | |
| CLEANING | | | | | |
| 43. | Facilities is aware of the cleaning needs for the area. Facilities work requests have been submitted. | X | <input type="checkbox"/> | <input type="checkbox"/> | Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s). Mei from BCIT Library will arrange for space to be cleaned prior to use and following use that evening. |
| 44. | Training will be provided to employees performing cleaning duties and cleaning materials have been provided. | X | <input type="checkbox"/> | <input type="checkbox"/> | Cleaning Standard Operating Procedures have been located here . What are the cleaning products/materials: What ppe is required: Cleaning staff will be cleaning space. |
| 45. | Assessment of sufficient number of hand wash stations conducted, and an appropriate number of handwashing stations are available. | X | <input type="checkbox"/> | <input type="checkbox"/> | Consider time it will take for hand washing to take place, to determine what is e.a. sufficient number of hand wash stations. Library washrooms are close to this area and will be used for hand washing. There are common hand washing stations in the library as well. |
| 46. | Handwashing station(s), stocked, easily accessed, and have been identified to employees. | X | <input type="checkbox"/> | <input type="checkbox"/> | Sink Location: <u>Library</u> Stocked with soap Y <input type="checkbox"/> N <input type="checkbox"/> paper towel Y <input type="checkbox"/> N Washrooms are close to space and will be used for hand washing. There are common hand washing stations in the library as well. |
| 47. | Hand sanitizing station(s), stocked, and have been identified to employees. | X | <input type="checkbox"/> | <input type="checkbox"/> | ABHS (Alcohol-Based Hand Sanitizer): Location(s) _____ Will hand sanitizer be refilled by department: Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If No, describe: Washrooms are close to space and will be used for hand washing. Directions for 5 employees will be provided upon arrival. There are common hand washing stations in the library as well. Hand sanitizer is available at the entry way to the Library. |

COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

| # | Control Measure | Yes | No | NA | Details (as per Directions) |
|---|--|--------------------------|--------------------------|--------------------------|--|
| 48. | All Safety Data Sheets (SDS) and cleaning procedures used are found here . | <input type="checkbox"/> | <input type="checkbox"/> | X | <i>If not, describe:</i> |
| 49. | The area(s) have been decluttered so that cleaning is simplified. | X | <input type="checkbox"/> | <input type="checkbox"/> | |
| 50. | Barrier cleaning process has been arranged if the barrier(s) could become contaminated. | <input type="checkbox"/> | <input type="checkbox"/> | X | <i>Barriers can become contaminate if they are a touch point or if the contaminated with drop-lets by e.g. coughing or sneezing.</i> |
| 51. | Common touch points and tools/equipment, that must be shared are identified and cleaned between employees. | X | <input type="checkbox"/> | <input type="checkbox"/> | Cleaning/sanitizing procedures for common touch points and shared items are available and signs posted e.g. shared machinery, multifunction devices, photocopiers, equipment, tools, microwaves, kettles, eating surfaces, etc. Identify who will clean and how often (e.g. employees or cleaning staff): Lapel mic will be used by the speaker only. However, the Event Manager will be handling it prior to providing it. The mic will be cleaned before hand off. Gloves and proper cleaning supplies will be used. And the mic will also be cleaned upon return to the Event Manager. |
| 52. | Storage space for personal articles have been identified and are cleaned regularly. | <input type="checkbox"/> | <input type="checkbox"/> | X | <i>Who will clean: Where is the storage:</i> |
| 53. | Other: | <input type="checkbox"/> | <input type="checkbox"/> | X | |
| 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. | X | <input type="checkbox"/> | <input type="checkbox"/> | <i>Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often?</i> The Event Manager will lead the safety protocols for the day of this meeting. |
| 55. | Audits of inspections are planned to ensure that control measures continue to be effective. | <input type="checkbox"/> | <input type="checkbox"/> | X | <i>Who conduct the audits and how often?</i> |

APPROVAL



COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

All COVID-19 risk control measures for this campus activity are in place.

| | | | |
|---------|---------------------------|--------------------------|-------------------------|
| Manager | Name: Trina Prince | Position: Event Manager | Date: February 23, 2021 |
| EOC | Name <i>Glen Magel</i> | Position EOC Director | Date March 26, 2021 |

REVISION APPROVAL *(if applicable)*

All COVID-19 risk control measures for this campus activity are in place.

| | | | |
|---------|------|----------|------|
| Manager | Name | Position | Date |
| EOC | Name | Position | Date |

Student Association Safety Plan - Student Services Meeting Safety Plan – April 8, 2021

Below is an outline of the safety protocol that will be followed for a one-time meeting on April 8, 2021. Please see Appendix A for the approved safety plan for the Summit Centre, where this event will take place.

- The meeting on April 8 will require approximately 2 hours of time on site between the hours of 3:00 and 5:00.
- There will be five people, total, involved with this meeting, four of whom are BCITSA staff members. There will only be one external guest (the speaker), and there will be no live audience.
 - The people attending will include:
 - Laura Barreca – Entrepreneurship Manager
 - Tania De Ridder – Entrepreneurship Specialist
 - Marielle Corona – Creative Design Specialist (Videographer)
 - Trina Prince – Event Manager
 - Ogi Balaban – Guest Speaker from Ink LLP
- We will ensure that the one external visitor, along with the four SA employees, follow all guidelines related to COVID-19 screening, and no one will come to campus if they do not pass the provincial health screening test.
- An email the day before will be sent out checking in and confirming the health of all individuals who will be on site.
- The speaker will only have access to the library and Summit Centre. An SA employee will meet them outside and guide them to the Centre.
- While on site, everyone will wear a face mask. The only exception will be when the speaker is presenting, during which time he will remove his face mask. The four SA employees will wear their face masks at all times.
- Physical distancing guidelines of 2+ meters between all involved will be met. This can easily be accomplished due to the large size of the Summit Centre classroom and having only five people on the premises.
- All safety procedures described in the Summit Centre Safety Plan (Appendix A) will be strictly adhered to, including physical distancing, hand washing, and facilities usage; including washrooms (ensuring only one person at a time in any washroom).
- Desks, chairs, and any other materials in the Summit Centre will be sanitized before and after use.

Appendix A

In addition to the BCITSA COVID-19 Policy, the following is applicable for the Summit Centre. This safety plan must be considered together with any safety measures put in place for the BCIT Library. Procedures may be reconsidered when the SA Centre and offices re-open and procedures may change as circumstances change.

SE14 – Summit Centre

- The Summit Centre will remain closed to students until further notice.
- At office entrances, signs will be posted advising employees or students who may have cold, influenza, or COVID-19 like symptoms to refrain from entering as a safety precaution and return home immediately.
- Wearing a face mask is mandatory in all common areas.
- A hand sanitizing station will be placed at the entrance/exit area and must be used prior to entry and when exiting the premises.
- Follow physical distancing protocols by keeping 2 metres apart from others; signage will be posted to remind students and staff to adhere to the 2 meters distancing requirements.
- If employees are unable to keep a 2-metre distance while walking through the Summit Centre, they must wait until it is empty to walk through.
- Meetings with students and with colleagues are to be held virtually.
- Signage will encourage students to connect virtually with services and will outline website and contact details for services; no in-person meetings are allowed at this time. Signage will be placed on the SA office doors (Rooms 212 and 214), and in the lounge area of the Summit Centre.
- Meeting with students and other employees in personal office space is not permitted. If an in-person meeting with a student is necessary, employees must use the Fishbowl (meeting room) in the SA Centre (SE02) or the Summit Centre classroom (room 213 in SE14) and maintain a 2 meters distance; all face-to-face meetings are to be kept as short as possible. Further information about the usage of this meeting room can be read in the *SA Centre Safety Plan*.
- Access other areas on campus only as needed. If employees need to go to another area on campus, they must notify their manager of their whereabouts (tracking sheet to be implemented).



COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

- If employees are invited into a BCIT space for a meeting, to provide a workshop or orientation, or to attend an event, please arrange for the meeting, workshop, or orientation to be conducted virtually whenever possible. If meetings or workshops cannot be conducted virtually and employees choose to attend BCIT events, please ensure BCIT COVID-19 safety and security procedures are followed.
- When employees are done for the day, they must wipe down all surfaces, door handles, and any other areas/equipment that was used. Cleaning supplies will be made available for each of the workstations.
- Ensure used tissues, paper towel, and safety equipment are properly disposed of in a lined waste receptacle.
- Everyone is expected to follow posted signage and pictographs (if applicable).

Washrooms:

- Practice safe hygiene and follow BCIT's COVID-19 safety and security procedures.
- When using washrooms avoid contact with surfaces, wash hands for 20 seconds, and maintain distance from others.

Employees and executives have the obligation to remind each other of the social distancing protocols when distancing requirements are not met. Wearing masks is mandatory in all common areas. Wearing a mask should be combined with other important preventative measures such as frequent hand washing and physical distancing. Using only a mask is not enough to prevent the spread of COVID-19.