



COVID-19 EXPOSURE PREVENTION STUDENT/EMPLOYEE ACTIVITY RISK ASSESSMENT			
<b>Assessment Date:</b>	November 20, 2020	<b>Room(s):</b>	
		<b>Class Type:</b>	<input type="checkbox"/> Classroom <input type="checkbox"/> Lecture Hall <input type="checkbox"/> Laboratory <input type="checkbox"/> Shop Floor <b>A designated room for this visiting activity where physical distancing can be maintained.</b>
<b>Assessor(s):</b>	Rebecca Chen, OHS Coordinator		<b>Hand Washing Location(s):</b> BCIT contact inform Career Coordinators/Educators the locations of available washrooms in applicable buildings.
<b>Use Description:</b>	High school Career Coordinators/Educators visiting dual credits students on BCIT campuses. Mostly in BBY, ATC, AIC.  Check if online meeting is feasible. If so, it's recommended to conduct online meetings as primary solution.  The following control measures are in place to prevent COVID-19 exposure when in-person meeting is required.		

GENERAL TRANSMISSION PREVENTION GUIDELINES	
<b>EDUCATION</b>	Post physical distancing posters (1A), health self assessment poster (3C) and any other applicable posters. Posters available on the BCIT <a href="#">online inventory</a> .
	Identify the nearest handwashing location to staff/students and ensure it is stocked with soap and paper towel/cloth towels.
	Remind staff/students to wash hands or hand sanitize before and after the event.
	Advise staff and students to stay home if sick. If a staff/student becomes sick during the movie, send them home or if serious call 9-911.
	Promote no sharing of food or beverages.
<b>PHYSICAL DISTANCING</b>	Ensure all staff and students have completed their applicable online BCIT Pandemic Exposure Control Plan course.
	Ensure that area is set up to allow 2-metre physical distancing between all occupants, unless controls in place.
	Determine and implement room/area capacities in order to maintain 2-metre physical distancing.
<b>CONTROLLING COMMON TOUCH POINTS</b>	Do not provide staff/students with physical handout papers/forms, pens, or other items
	Eliminate unnecessary common touch points, objects, or self-serve items.



**SECTION A: To be completed by assessors.**

**Table 1 – Common Tasks/Situations**

**Directions for assessors:**

1. List and assess common tasks/situations encountered in the instructional setting.
2. Identify potential hazardous conditions taking into account modes of transmission: **a.** Droplet (if within 2 metres), generally from coughing or sneezing, contacting eyes, nose and mouth **b.** Indirect contact: through touching contaminated surfaces, then touching eyes, nose, or mouth before washing/sanitizing hands. **c.** Direct contact: skin to skin touching, such as shaking hands, then touching eyes, nose or mouth before washing/sanitizing hands.
3. Refer to the [BCIT Risk Assessment Matrix](#) for further instructions.
4. Assign Exposure Likelihood (**Rare, Unlikely, Possible, Likely, Very Likely**), Severity (**Catastrophic, Major, Moderate, Minor, Insignificant**) and Risk Level (**Extreme, High, Medium, Low**) for the task/situation without controls (W/out) and with controls (With). In reference to COVID-19, the Severity has been assessed as **Major**.
5. State possible control measures for the task/situation in the final column.
6. Controls must be implemented for such that the risk level with controls (With) is Low.
7. Use Appendix A to attach any relevant photos.

	Lists of potential tasks/situations during the activity.	Potential hazardous conditions associated with the task/situation.	Likelihood		Severity		Risk Level		Possible Controls <i>See Table 2 for implemented control measures.</i>
			W/out	With	W/out	With	W/out	With	
1.	High School Career Coordinators/Educators travel to BCIT campuses.	COVID-19 exposure	likely	rare	major	major	high	Low	<ul style="list-style-type: none"> <li>• High School Career Coordinators/Educators follows their schools' safety protocol regarding travelling to visit students and follow the BC <a href="#">PHO's Travel restrictions</a>.</li> <li>• Follow BC PHO Order and Province-wide Restrictions, prior to attending BCIT, High School Career Coordinators/Educators to complete the daily <a href="#">BC Self-Assessment Tool</a> and confirm with their BCIT contact no symptoms of COVID-19.</li> <li>• Visit must be pre-arranged with date, time, and location so that the respective BCIT Program areas including the chief instructors and Associate Deans agree and approve in advance. Associate Deans should also be included in these arrangements in particular at the satellite campuses.</li> <li>• BCIT Contact to follow the Visitor Safety protocols outlined on website: <a href="https://www.bcit.ca/safety-security/health-safety/visitor-safety/">https://www.bcit.ca/safety-security/health-safety/visitor-safety/</a></li> </ul>



									<ul style="list-style-type: none"> <li>BCIT Contact share a copy of <a href="#">BCIT COVID-19 Information for Visitors</a> Handout with High School Career Coordinators/Educators prior to their attending on BCIT campuses.</li> </ul>
2.	Meeting with students.	Contacting contaminated surfaces and touched face; Getting within 2m	likely	rare	major	major	high	Low	<ul style="list-style-type: none"> <li>The meeting room is booked for this purpose so that during meeting other personnel are not impacted.</li> <li>Seats are arranged where 2m physical distancing can be maintained, including communal pathways.</li> <li>Occupancy limits for the room must be followed. One High School Career Coordinator meet with one student at a time.</li> <li>Wash or sanitize hands before entering. Hand sanitizer stations are located at the entrances to this room as well as the washrooms.</li> <li>High School Career Coordinators/Educators and students to wear face masks and follow the applicable BCIT's Safety Plan for that Program.</li> <li>Not to touch face before washing hands.</li> <li>Not to share any tools or items.</li> <li>Wipe clean public high-touch surfaces, shared items before and after each use, if applicable.</li> <li>Not share food and drink.</li> </ul>
3.	After visit.	Contacting contaminated surfaces	likely	rare	major	major	high	Low	<ul style="list-style-type: none"> <li>Program to arrange FCD custodial cleaning for the meeting room after each visit. <a href="#">FCD Work Request</a>.</li> </ul>

\*Note: Employees can access the Pandemic Exposure Control Plan course through the [Employee Learning Hub](#). Students can access their online COVID-19 Pandemic On-Campus Guidelines Tutorial through [D2L](#).

**SECTION B: To be completed by the department (must include front-line staff and supervisor/chief instructor/manager).**

**Table 2 – Implementing Control Measures**

**Directions:**

1. Refer to the General Transmission Prevention Guidelines above for standard pandemic control measures.
2. List each control measure implemented, a description on how the control measure is being implemented, and state each applicable task number for the listed control.
3. Indicate if a control requires the use of Personal Protective Equipment (PPE).
4. If applicable, state how any materials needed to implement the control will be procured.

**NOTE: Supplies such as PPE (gloves, face masks, N95 respirators) and sanitizing products (hand sanitizer) are in short supply and high demand, with most being sent to healthcare settings. Please keep that in consideration when implementing control measures.**



Control Measure	Control Description	Tasks Controlled	PPE?		Material Procurement Details
			Yes	No	
<i>State control measure title.</i>	<i>Provide a brief description of what is the control measure.</i>	<i>List applicable task #s.</i>			<i>State how each item will be procured and by whom.</i>
Training and education	Ensure students completed the pandemic exposure control training.	1, 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Pre-arrangement of visit	High School coordinator to inform planned visit to BCIT instructor and respective Department Head to obtain approval.	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Communication/request send to Instructor and Department Head and Associate Deans for authorization. Once approved instructor can make the appropriate arrangements of date, time, and space for these meetings to occur within our work environments. All identified controls must be implemented prior to visits. Associate Deans should also be included in these arrangements in particular at the satellite campuses.</li> </ul>
High School Career Coordinators/Educators have reviewed BCIT safety protocols, including BCIT COVID-19 Information for Visitors Handout, or applicable Safety Plans and risk assessments.	N/A	1, 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<p>The High School Career Coordinator/Educator and student will stay 2 metres from each other, and will be wearing face masks, and will have access to hand sanitizer.</p> <p>The High School Career Coordinator/Educator and student will wash his hands when visit finished. High School Career Coordinator/Educator and student not to touch his face before washing hands.</p>	General COVID-19 prevention protocols	1, 2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>High School Career Coordinator/Educators are required to supply their own face masks but BCIT programs will have disposable, 3-layer face masks available if needed.</p> <p>Disposable, 3-layer masks are available to students on campus as part of program-specific Safety Plans and one reusable, non-medical mask is available to all staff, faculty, and students at no cost. Masks are available at SSEM at all campus locations. Program will also have disposable, 3-layer face masks available for students when needed.</p>
High School Career Coordinator/Educator will not attend for visiting if reports	N/A	All	<input type="checkbox"/>	<input checked="" type="checkbox"/>	



COVID-19 symptoms or have been in close contact with someone with COVID-19.					
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**Upon Assessment Completion: Supervisor/Manager**

<ol style="list-style-type: none"> <li>1. Upon the completion of Tables 1 and 2, the approving supervisor/manager signs or types name in the adjacent space.</li> <li>2. If you need any assistance to complete this assessment, contact BCIT OHS (<a href="mailto:ssemohs@bcit.ca">ssemohs@bcit.ca</a>).</li> <li>3. Please submit a copy to BCIT OHS (<a href="mailto:ssemohs@bcit.ca">ssemohs@bcit.ca</a>) for final approval.</li> </ol> <p>Note: when you have completed implementing your controls, complete the Common Control Measures Checklist.</p>	<b>Supervisor/Manager Name:</b>	James Cai, Jan 25, 2021 James Rout, Brian Buckley, Paul Morrison, Steve Perry, Mubasher Faruki, Sanja Boskovic
	<b>Approval Date:</b>	January 14, 2021 Feb 4, 2021

*Glen Magel*

EOC Director

March 7, 2021