

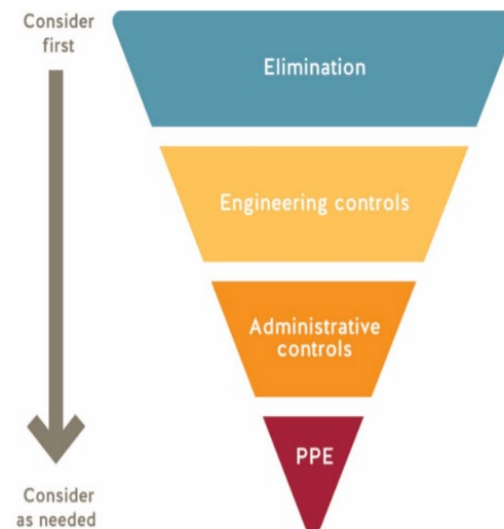


## BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

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:	<b>FNAM 4400 Community Resource Management Planning; FNAM 4670 Wildland and Community Fire Management</b>		
Proportion of program offered on campus:	<i>This is not an on-campus location, however this form is the one I was directed to use. This form is for only 1 of 15 weeks in the term. The rest of the course is being offered online or in other off-campus locations as per approved GFP #W84</i>		
Start date:	March 23, 2021	End date:	<b>March 23, 2021</b>
Total # of students in program:	13	Total # of employees:	<b>2</b>
Anticipated # of students on campus daily when scheduled:	13	Anticipated # of employees on campus daily when scheduled:	<b>2</b>
Completed by:	Name Stacey Auld	Position Instructor	Date Feb 28, 2021
Replaces	RTC Safety Plan #:		
	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 <a href="#">here</a></small>	Type of Space <small>Include washrooms and breakout rooms</small>	Capacity <small>Current capacity due to COVID-19</small>
Not on campus; Cape Roger Curtis	n/a	Outdoor forested space and trails near Cape Roger Curtis; public single-occupant washrooms in Crippen Park.	Not restricted; outdoors: Maximum 15 individuals total (13 students, 2 instructors)

## COVID-19 SAFETY PLAN ACADEMIC SPACES

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### 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 is not on-campus, but rather a field activity whose site was not included in our initial risk assessment process for the program and this form is the one I was directed to use.

The site being visited is the location of a recent and ongoing sustainable redevelopment project that provides a valuable capstone opportunity for our students to apply their skills and innovation where they can have a real impact on future progress. The site is complex and needs to be measured and evaluated in person.

### 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](mailto: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](mailto: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](mailto:ssemohs@bcit.ca).

## COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
<b>ELIMINATION</b>					
1.	Room(s) set up to allow for 2 metres physical distancing during instruction and practice. <b>Note:</b> Contact <a href="mailto:returntocampus@bcit.ca">returntocampus@bcit.ca</a> for room capacity and layout if needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exceptions allowed as per <a href="#">BCIT COVID-19 Go-Forward Plan</a> , Risk Matrix Summary (explain): Space is outdoors in parks and public forest land, no limit on capacity.
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 <a href="#">BCIT COVID-19 Go-Forward Plan</a> , Risk Matrix Summary (explain): Stations for measurements are all outdoors in forest landscapes, spread apart through a large undeveloped forest area. Students will be arriving on site in their own vehicles or with a carpool of one or two others that have been kept the same for the entire term.
3.	Identified area(s) where students wait outside of teaching space until allowed inside by instructor.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There is no "inside" teaching space for this trip.
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"/>	Half-cohort only, one visit only.
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"/>	Shared spaces are all open and outdoors with more than adequate space to allow all participants to maintain recommended spacing.
6.	Movement within the room is identified, such as with directional arrows, for walkways and entrances/exits.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Signs or arrows on the floor identifying directions. All sites are outdoors.
7.	Water fountains are put out of service, and only touchless water bottle filling station available.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No fountains on trip, personal water bottles only.
8.	Mobile fans have been removed or put out of service.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Outdoor space, no fans present.
9.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If yes, Washroom occupancy limit <u>1</u>
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? Lunch break will be held at outdoor group-use site with spaced picnic tables. 1 person per table.
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? Lunch break will be held at outdoor group-use site with spaced picnic tables. 1 person per table.
12.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>ENGINEERING CONTROL MEASURES</b>					
13.	<a href="#">Barriers</a> are implemented to separate work areas or walk ways, when physical distancing not practical.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Physical distancing will be easily followed for the entirety of the trip.
14.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There are no barriers needed.

## COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
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 <a href="#">Facilities and Campus Development work requisition</a> for assessment, as needed. No ventilation needed as space is outdoors.
16.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>SIGNAGE (ADMINISTRATIVE)</b> Signage is available @ <a href="#">BCIT online Inventory</a> . Guidelines for posting signs are available on <a href="#">ShareSpace</a> .					
17.	Posted: Physical distancing (2 m) sign(s) Item 1A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site is outdoors (not a room). Fieldwork sandwich board signs reminding students and public to physical distance, maintain all required PPE, and be mindful of practices will be brought and set up upon arrival at field measurement/observation location and at lunch break location.
18.	Posted: Hand washing sign(s) Item 29B	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Students will be required to bring their own hand sanitizer.
19.	Posted: Health screen sign(s) Item 3C	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Students will be required to pre-screen before attending field trip day.
20.	Posted: Hand washing sink location sign(s) Item 14A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No sink available for field site, only hand sanitizing supplies for which refills will be provided.
21.	Posted: Hand sanitizing station location sign(s) Item 13A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage maintained by Municipality at washroom facility.
22.	Posted: Protect yourself sign(s) Item 21A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage maintained by Municipality at washroom facility.
23.	Posted: Occupancy limit of this room sign(s) Item 37A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage maintained by Municipality at washroom facility.
24.	Posted: Other signs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Please list:
<b>ORIENTATION AND TRAINING (ADMINISTRATIVE)</b>					
25.	Routine safety discussions held to review control measures and safety protocols.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26.	All students have completed the online <a href="#">COVID-19 Pandemic On-Campus Guidelines</a> training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	How will compliance be checked: Program Head has verified student completion at start of this class.
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"/>	Procedure for orientation found <a href="#">here</a> . Student COVID-19 Orientation Checklist found <a href="#">here</a> .
28.	All employees have completed the online <a href="#">BCIT Pandemic Exposure Control Plan Training</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29.	All employees have completed the online <a href="#">OHS New Employee Orientation module</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	New and Returning Employee Orientation Checklist found <a href="#">here</a> . 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.
30.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>RULES AND GUIDELINES (ADMINISTRATIVE)</b>					

## COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	As the space is outdoors there are no doors/floor.
33.	Handouts, papers, and items are not physically provided to students.	<input checked="" type="checkbox"/>	<input 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:</i> All required written materials are emailed to students and available digitally on the Learning Hub, so all can have their own copy on their own device.
34.	Students have dedicated tools/equipment, e.g., items are not shared between students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All students have their own field books and gear.
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Explain:</i> No common touch-points at field sites.
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"/>	Student groups will be given separate areas of the site to measure.
37.	Single-use (disposable) products are used where feasible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
38.	Measures are in place to accommodate student sick at home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Accommodation plan:</i> Measurement processes and field demonstrations will be recorded for any student unable to attend in-person session. Measurements taken by student groups will be collated and provided to the absent student.
39.	Procedures in place to screen students on a daily basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The <a href="#">health screen</a> 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 <a href="#">BCCDC self-assessment</a> tool can be used to support this.</i>
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"/>	<i>Refer to the <a href="#">COVID-19 Pandemic Scenario Response Plan</a> 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>
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"/>	<i>Refer to the <a href="#">COVID-19 Pandemic Scenario Response Plan</a> for more information. Confirm if the person is aware of self-isolation <a href="#">requirements</a> and <a href="#">protocols</a>.</i>
42.	Provisions made for students to maintain same lab/class cohort throughout the Term.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students have been assigned groups to keep for the entire term to limit contact.
43.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>PERSONAL PROTECTIVE EQUIPMENT (PPE).</b> Refer to the <a href="#">PPE Flowchart</a> to determine what PPE is required for COVID-19 purposes.					

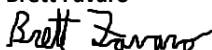
## COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<i>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):</i> Students are to bring their own PPE (high-vis vest, hardhat, boots, eye protection, appropriate clothing for fieldwork). These items have been supplied for purchase at the start of the program and verified to have been obtained by all participants already in term, so they will not be provided again.
45.	Training is provided for the above PPE to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
46.	<a href="#">Appropriate PPE for COVID-19</a> is available to be provided to students and employees. Supply requests emailed to <a href="mailto:ppe@bcit.ca">ppe@bcit.ca</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Based on circumstances allowed for in the <a href="#">BCIT COVID-19 Go-Forward Plan</a>, Risk Assessment Matrix Summary.</i> <i>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):</i> 1 box of disposable masks will be distributed. Students have own reusable safety glasses purchased at start of the year.
47.	PPE safe <a href="#">donning, doffing, disposal, and disinfecting instructional</a> 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.</i> <i>Use the <a href="#">Student Orientation checklist</a> to assist orientation/training by instructors.</i> <i>Use the <a href="#">OHS Employee Orientation checklist</a> to assist orientation/training by their supervisors.</i>
48.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>CLEANING</b>					
49.	Facilities is aware of the cleaning needs for the area. Facilities work requests have been submitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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).</i> Location is not on campus.
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"/>	<i>Cleaning Standard Operating Procedures have been located <a href="#">here</a>. What are the cleaning products/materials:</i> Provided cleaning materials (spray nine, paper towel) are in kit in vehicle.  <i>What ppe is required:</i> Disposable gloves (provided in vehicle), safety glasses
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"/>	At the start of semester all of our students were given personal bottles of hand sanitizer to bring to all field sessions as part of their standard PPE. The department has large refill bottles, and instructors are to bring one along to each field session to refill anyone's personal supply if it runs out. Thus each person has a stocked hand cleaning station on them at all times and is able to clean their hands whenever needed.
52.	Handwashing station(s), stocked, easily accessed, and have been identified to students and employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Sink Location:</i> no sinks at field site; see item #51 <i>Stocked with soap</i> Y <input type="checkbox"/> N <input type="checkbox"/> <i>paper towel</i> Y <input type="checkbox"/> N <input type="checkbox"/>

## COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
53.	Hand sanitizing station(s), stocked, and have been identified to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>ABHS (Alcohol-Based Hand Sanitizer):</b> Location(s)_ All students given their own bottle for personal use, see above item #51  Will hand sanitizer be refilled by department: Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If No, describe:
54.	All Safety Data Sheets (SDS) and cleaning procedures used are found <a href="#">here</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If not, describe:
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Barriers can become contaminate if they are a touch point or if the contaminated with droplets by e.g. coughing or sneezing.
57.	Common touch points and tools/equipment that must be shared are identified and cleaned between students and classes.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	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): Only one class involved on one day, in outdoor setting.
58.	Storage space for personal articles have been identified and are cleaned regularly.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Who will clean:  Where is the storage: Students will maintain their own belongings in personal vehicles and on their person; no storage required.
59.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>AUDIT AND CONTINUOUS IMPROVEMENT</b>					
60.	There is a plan to conduct <a href="#">regular inspections</a> of all control measures and safety protocols to ensure they are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often? Both instructors will be continuously monitoring students throughout the day.
61.	<a href="#">Audits of inspections</a> are planned to ensure that control measures continue to be effective.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Who conduct the audits and how often? Audit will be conducted in morning of field trip day.

### APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Brett Favaro 	Position Associate Dean, Natural Resources and the Environment	Date March 2, 2021



## COVID-19 SAFETY PLAN ACADEMIC SPACES

EOC	Name <i>Glen Magel</i>	Position EOC Director	Date March 19, 2021
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### 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





## BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

# Bowen Island Municipality FNAM Field Training Day

### Objectives

- Collect observations at capstone project site at Cape Roger Curtis
- Collect forest measurements at provincial forest land around Fairy Fen ecological reserve to evaluate potential for wildland fire mitigation project

### Participants

- 13 FNAM second-year students
- 2 instructors

### Proposed Itinerary

8:45am	Students (13 total) and instructors meet at Horseshoe Bay Ferry Terminal in own vehicles
9:05-9:25am	Ferry to Snug Cove; all passengers to follow BC Ferries Covid-19 safety protocols
9:30am	Crippen Park: island orientation, safety meeting, and washroom break. Possible guest speaker Carla Skuce from Bowen Island Municipality to join and present.
10:00-10:20am	Depart Crippen Park and drive across island to The Cape development. Parking is dispersed among trailhead parking lots.
10:20am-12pm	Student pairs collect observations along trails network around Cape Roger Curtis
12-12:30pm	Wildfire orientation presentation with second instructor.
12:30-3:00pm	Students collect measurements in forested provincial crown land around Fairy Fen ecological reserve.
3:00-3:15pm	Closing remarks, data verification, begin return trip to ferry terminal.
4:00pm	Ferry departure from Snug Cove to Horseshoe Bay, all passengers to follow BC Ferries Covid-19 safety protocols. End of trip.