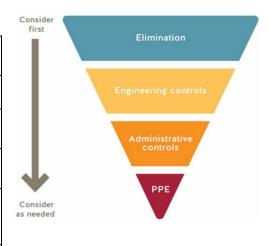


The BCIT COVID-19 Go-Forward Plan outlines the risk assessments, control measures, and the organizational process for our safe return to campus. All returning programs/courses must adhere to this process. Please refer to the <u>BCIT COVID-19 Go-Forward Plan</u> for additional information.

CONTACT INFORMATION

Course/Program Name:									
	Steel Trades: Boilermaker, Ironworker, Metal Fabricator								
Proportion of program offered on campus:	Foundation x 3 = 40 courses approx. 75% on campus activities Apprenticeship x 4 = 11 programs = 66 courses approx. 75% on campus activities								
Start date:	December 1, 2020		End date:	August 31, 2021					
# of students:	8 students per cohort x 4 coh	orts per	# of employees:	6 per shift x 2 shifts.					
	shift x 2 shifts per day. 64 stu	dents.		12 employees.					
Completed by:	Name	Position		Date					
	Mike McKoryk	Departm	ent Head	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.

NOTE. Common areas are covered by the Berr Covid-15 do-16 ward Flam.									
Campus/ Building Room Number Floor Plans found her		Type of Space Include washrooms and breakout rooms	Capacity Current capacity due to COVID-19						
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)						
Burnaby - NE12	120A	Grinding room	2						
Burnaby - NE12	106	Female washroom	1						



Burnaby - NE12	107 & 107C	Male washroom	2
Burnaby - NE12	107B	Hand wash area	2 (1 at wash station + 1 access or waiting)
Burnaby - NE12	118	Electrode storage	1
Burnaby - NE12	123	Material storage room	2 with specific entry and exit procedure
Burnaby - NE12	124 & 125	Welding gas manifold and storage	2 with specific entry and exit procedure
Burnaby - NE12	117	Washroom	1
Burnaby - NE12	200 & 200A	Office	8 with specific entry and exit procedure
Burnaby - NE12	201	Computer lab	9 (8 students + 1 staff)
Burnaby - NE12	206	Meeting room	2 with specific entry and exit procedure
Burnaby - NE12	216	Breakout classroom space	9 (8 students + 1 staff)
Burnaby - NE12	215	Drafting lab	10 (8 students + 2 staff)
Burnaby - NE12 — Outdoor space	Boilermaker tower	Simulated construction area	10 (8 students + 2 staff)
Burnaby - NE12 — Outdoor space	Rebar yard	Simulated construction area	10 (8 students + 2 staff)
Burnaby - NE12 — Outdoor space	Structural yard	Simulated construction area	10 (8 students + 2 staff)
Burnaby - NE12 — Outdoor space	Tank erection	Simulated construction area	10 (8 students + 2 staff)
Burnaby - NE12 — in yard space	Rigging shacks x 2	Tool and material storage	2 with specific entry and exit procedure
Burnaby - NE10	121	Workshop space	10 (8 students + 2 staff)
Boilermakers Lodge - Langley	120	Cleanup/wash up and washroom area	4
Boilermakers Lodge - Langley	121	Classroom and drafting lab	9 (8 students + 1 staff)
Boilermakers Lodge - Langley	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 <u>Risk</u> <u>Assessment Controls Guidance and Hierarchy of Controls.</u> For assistance email <u>ssemohs@bcit.ca</u>.

#	Control Measure	Yes	No	NA	Details (as per Directions)			
ELIN	ELIMINATION							
1.	Room(s) set up to allow for 2 metres physical distancing during instruction and practice.	\boxtimes			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.	\boxtimes			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.	\boxtimes			Marking and signage on the exterior of the building leading to the wash in area prior to accessing classroom or shop areas.			



#	Control Measure	Yes	No	NA	Details (as per Directions)
4.	Work has been scheduled to minimize numbers of individuals on campus at one time.	\boxtimes			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
5.	In shared spaces, safety protocols have been put in place to	\boxtimes			any location. Floor markers are used in some large areas and access plans in others.
	reduce close contact between users.				
6.	Movement within the room is identified, such as with directional	\boxtimes			Signs on the walls and arrows on the floor identifying directions and distance intervals of 2 meters.
7.	arrows, for walkways and entrances/exits. Water fountains are put out of service, and only touchless water	\boxtimes			Filling station/fountain has been covered and access is restricted by barriers.
7.	bottle filling station available.				Timing station, journal in has seen covered and decess is restricted by surners.
8.	Mobile fans have been removed or put out of service.				
7.	Washrooms have been identified.	\boxtimes			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.	\boxtimes			NE12 Students have assigned seating and table space in the classroom 103, 216, and labs
					Occupancy Limit_8_ If there is an occupancy limit, is sign posted? Y \bowtie N \square Langley Students have assigned seating and table space in the classroom 121
					Occupancy Limit $\underline{9}$ If there is an occupancy limit, is sign posted? Y \boxtimes N \square
9.	Break areas for employee use have been identified.	\boxtimes			Staff have assigned seating and wash in/wash out procedures.
					Occupancy Limit_2_ If there is an occupancy limit, is sign posted? Y \boxtimes N \Box
10.	Other:				
ENG	INEERING CONTROL MEASURES				
11.	Barriers are implemented to separate work areas or walk ways,	\boxtimes			Demonstration areas, fitting booths, and welding booth aisles to allow students to
	when physical distancing not practical.				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.	\boxtimes			Fire resistant barriers are affixed to the worktops, free standing on the floor or suspended by supporting structures.
13.	The impact on ventilation requirements have been considered if			\boxtimes	There has been no significant change in the intended use of these spaces with the
13.	there's been a significant use change for the instructional space.				exception of the drafting labs which represent an overall reduction in the potential of producing airborne particulates and vapors from welding and grinding.
	Other:			\boxtimes	
SIGN	IAGE (ADMINISTRATIVE) Signage is available @ BCIT onlin	ne Inve	ntory.	Guid	elines for posting signs are available on <u>ShareSpace</u> .
13.	Posted: Physical distancing (2 m) sign(s) Item 1A	\boxtimes			Posted in various locations throughout work spaces.
14.	Posted: Hand washing sign(s) Item 29B	\boxtimes			Posted at every hand wash space.
15.	Posted: Health screen sign(s) Item 3C	\boxtimes			Posted at main entry to building and on OH&S board.
16.	Posted: Hand washing sink location sign(s) Item 14A	\boxtimes			Posted at every hand wash space and in wayfinding map.

SSEM, OHS Division COVID-19 Safety Plan Date: July 21, 2020 Page 4 of 7



#	Control Measure	Yes	No	NA	Details (as per Directions)
17.	Posted: Hand sanitizing station location sign(s) Item 13A	\boxtimes			Posted in various locations throughout work spaces.
18.	Posted: Protect yourself sign(s) Item 21A	\boxtimes			Posted at main entry to building and on OH&S board.
19.	Posted: Occupancy limit of this room sign(s) Item 37A	\boxtimes			Posted in various locations throughout work spaces and on each room door.
20.	Posted: Other signs	\boxtimes			Enter only and Exit only signs. One way traffic signage. For access please contact signs. Out of service signs. Wayfinding signs.
ORIE	INTATION AND TRAINING (ADMINISTRATIVE)				
21.	Routine safety discussions held to review control measures and safety protocols.	\boxtimes			Daily toolbox briefing completed by Instructors for all on campus days.
22.	All students have completed the online COVID-19 Pandemic On- Campus Guidelines training.	\boxtimes			Administered through the Learning Hub and confirmed by instructor in first 2 days of training.
23.	COVID-19 safety Site orientation for students has been developed and posted in the Learning Hub.	\boxtimes			Procedure for orientation found <u>here</u> . Student COVID-19 Orientation Checklist found <u>here</u> .
24.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training.	\boxtimes			
25.	All employees have completed the online New Employee Orientation module.	\boxtimes			New and Returning Employee Orientation Checklist found <u>here</u> . Each employee to save the checklist to their online New Employee Orientation course.
26.	Other: Safety plan is posted in the physical space.	\boxtimes			Steel Trades specific plan and training also accessible on the students Learning Hub page for each program offering.
RULI	ES AND GUIDELINES (ADMINISTRATIVE)				
27.	All unnecessary and self-serve items have been removed from the spaces. e.g., pens, paper, etc.	\boxtimes			All supplies asked for prior to class and stocked at each workspace.
28.	Doors that students are to use to enter and exit have been clearly identified.	\boxtimes			Signs on each door. Enter only or Exit only.
29.	Handouts, papers, and items are not physically provided to students.				Full scale blueprints, drafting materials, and necessary paper will all be individually assigned and prepared in advance as per written safe work procedure.
30.	Students have dedicated tools/equipment, e.g., items are not shared between students.				Majority of tools are assigned individually in each workstation.
31.	If cleaning common touch points or tools/equipment not practical, then it is identified when hands are washed/sanitized before and after use.	\boxtimes			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.
32.	Work spaces/stations are dedicated for an individual or group use and not shared with others.	\boxtimes			Workstations and all assigned tools are numbered and assigned to the individual students.
33.	Single-use (disposable) products are used where feasible.	\boxtimes			Hearing plugs and face masks.

SSEM, OHS Division COVID-19 Safety Plan Date: July 21, 2020 Page 5 of 7



#	Control Measure	Yes	No	NA	Details (as per Directions)
34.	Measures are in place to accommodate student sick at home.	\boxtimes			Accommodation can be easily made for some practical projects whereas others may be
	·				difficult to accommodate – course, topic, and progress specific.
35.	Procedures in place to screen students on a daily basis.	\boxtimes			The <u>health screen</u> poster is available for reference and is posted on building doors.
					Students and employees are expected to self assess daily, and the <u>BCCDC self-assessment</u>
					tool can be used to support this.
36.	There is a procedure in place if a student or employee becomes	\boxtimes			Refer to the <u>COVID-19 Pandemic Scenario Playbook</u> for more information. If the person is
	ill on campus.				reporting symptoms, ask them to avoid others and return home. If they require
					immediate medical attention, call First Aid and 911.
37.	There are procedures in place if a student or employee travels	\boxtimes			Refer to the <u>COVID-19 Pandemic Scenario Playbook</u> for more information. Confirm if the
	before coming to campus, or has been in close contact with				person is aware of self-isolation <u>requirements</u> and <u>protocols</u> .
	someone who has tested positive for COVID-19.				
38.	Provisions made for students to maintain same lab/class cohort	\boxtimes			With exception of any individual accommodations resulting from health related absence
	throughout the Term.				the cohort remains intact for all coursework from the beginning to the end of a training.
39.	Other:			\boxtimes	
PERS	SONAL PROTECTIVE EQUIPMENT (PPE). Refer to the PPE F	lowcha	ert to d	leterm	ine what PPE is required for COVID-19 purposes.
40.	Appropriate PPE for the hazards of employee and student tasks	\boxtimes			Safety glasses, clear face shields, tinted face shields, welding shields, disposable ear plugs
	are available to be provided (non-COVID-19 related ppe).				(individually packaged), fitting gloves, welding gloves, P100 respirator (for welding).
41.	Training is provided for the above PPE to students and	\boxtimes			
	employees.				
42.	Appropriate PPE for COVID-19 is available to be provided to	\boxtimes			Based on circumstances allowed for in the <u>BCIT COVID-19 Go-Forward Plan</u> , Risk
	students and employees. Supply requests emailed to				Assessment Matrix Summary.
	ppe@bcit.ca.				Instructor assigned washable reusable non-medical masks x 2, students will have access
					to disposable non-medical masks and surgical gloves.
43.	PPE safe donning, doffing, disposal, and disinfecting instructional	\boxtimes			Post applicable signs in a visible location if ppe required.
	materials are available for students and employees.				Use the <u>Student Orientation checklist</u> to assist orientation/training by instructors.
					Use the <u>Employee Orientation checklist</u> to assist orientation/training by their supervisors.
44.	Other:			\boxtimes	
CLEA	ANING				
45.	Facilities is aware of the cleaning needs for the area. Facilities	\boxtimes			Cleaning includes common touch points and appropriate frequency for the area. This
	work requests have been submitted.				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.
46.	Training will be provided to faculty and students performing	\boxtimes			Cleaning Standard Operating Procedures have been located <u>here</u> . What are the cleaning
	cleaning duties and cleaning materials have been provided.				products/materials: Spray Nine, Oxiver wipes and spray.
47	Assessment of sufficient woman of heard words at 12				What ppe is required: Safety glasses, surgical gloves. The minimum amount of hand washing required is once before class starts, after class
47.	Assessment of sufficient number of hand wash stations	\boxtimes			ends and before and after breaks assuming the student did not use the washroom or any
	conducted, and an appropriate number of handwashing stations				common tools during their day. The student to hand wash ratio is 3:1 with the use of foot
	are available				Common tools during their day. The student to hand wash ratio is 5.1 with the ase of foot

SSEM, OHS Division COVID-19 Safety Plan Date: July 21, 2020 Page 6 of 7



#	Control Measure	Yes	No	NA	Details (as per Directions)		
					controlled "D" wash sinks, 1 x sink in each washroom, and 3 x temporary sinks at exterior of NE12.		
48.	Handwashing station(s), stocked, easily accessed, and have been identified to students and employees.	\boxtimes			Sink Location: room 120(Langley) 106, 107, 117, 207 Stocked with soap Y \boxtimes N \square paper towel Y \boxtimes N \square		
49.	Hand sanitizing station(s), stocked, and have been identified to students and employees.	\boxtimes			ABHS (Alcohol-Based Hand Sanitizer): Location(s) on table next to common use equipment Will hand sanitizer be refilled by department: $Y \boxtimes N \square$		
50.	All Safety Data Sheets (SDS) and cleaning procedures used are found here .	\boxtimes			Common SDS are posted on OH&S board.		
51.	The area(s) have been decluttered so that cleaning is simplified.	\boxtimes			Completed where applicable.		
52.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.				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.		
53.	Common touch points and tools/equipment that must be shared are identified and cleaned between students and classes.	\boxtimes			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):		
54.	Storage space for personal articles have been identified and are cleaned regularly.	\boxtimes			Who will clean: Students Where is the storage: individual assigned workstations		
55.	Other: Cleaning materials for common use tools and equipment.	\boxtimes			Distributed proximal to common use items and deployed when required in any temporary or intermittent use areas.		
AUD	AUDIT AND CONTINUOUS IMPROVEMENT						
56.	There is a plan to conduct <u>regular inspections</u> of all control measures and safety protocols to ensure they are in place.	\boxtimes			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.		
57.	Audits of inspections are planned to ensure that control measures continue to be effective.	\boxtimes			Associate Dean will review summary of audits at monthly safety meetings.		

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 Glen Magel	Position EOC Director	Date December 8, 2020						