

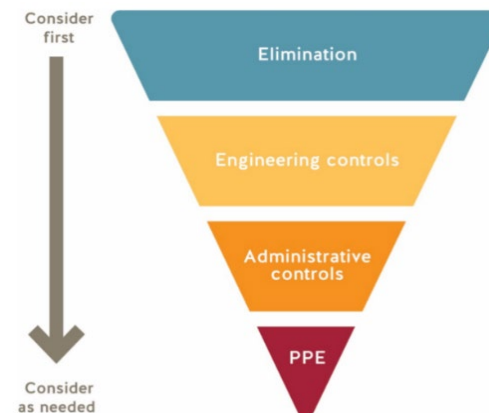


BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

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:	MINE 2109-CAD Mining		
Proportion of program offered on campus:	<i>This is an advance mining design course where students implement different techniques regarding the design, optimization, planning, scheduling, simulation and project management of surface mines</i>		
Start date:	Exact date TBD (b/w March 22 to April 12, 2021) Activity will take place on only 1 day	End date:	Same day
# of students:	14	# of employees:	1
Completed by:	Name Shawna Waberi	Position Faculty	Date February 17, 2021



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 Floor Plans found here	Type of Space Include washrooms and breakout rooms	Capacity Current capacity due to COVID-19
Burnaby, Outdoors across much of campus		Outdoors	N/A
Burnaby, SW01	SW01- 1186	Washrooms - Male	1
	SW01-1187	Washrooms - Female	1

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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).

One of the key CLO for this course requires students complete layouts and plans for surface and underground mines using AutoCAD software. For this activity, students will be required to work with a printed CAD drawing of the Burnaby campus, compass, and protractor to navigate around the campus. By working with a CAD drawing in real-world space, they will gain a better understanding of the detail and information that a CAD drawing imparts on the user. In this activity students will learn how to: appropriately use a compass for navigation; appropriately work with a map, calculate map scales, etc.

It is not possible to execute this activity online, as the students need to be able to use the compass in a fixed area, to navigate using landmarks and the maps provided. This activity helps students better understand how to interpret and work with maps and navigate with a compass. Students will work in groups of 3 to 4. We are requesting campus-wide (or sidewalk) roving clearance in this Safety Plan for the instructor and students. This is necessary to complete the learning activity. The only building access required will be SW01 for the use of washroom facilities before and after class.

A map of the campus is attached, showing the path of travel (in blue) and starting locations for each group (A, B, C, D, E).

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.

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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.

#	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. Note: Contact returntocampus@bcit.ca for room capacity and layout if needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Exceptions allowed as per BCIT COVID-19 Go-Forward Plan , Risk Matrix Summary (explain): The activity will be entirely outdoors. Groups and students within each group will be expected and would be able to maintain safe physical distancing of at least 2 m for the duration of the activity.
2.	Demonstration, work and assessment stations are set-up to allow for 2 metres physical distancing.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Exception allowed as per BCIT COVID-19 Go-Forward Plan , Risk Matrix Summary (explain): Students will meet with the instructor outside SW01 (West Main Entrance) at the beginning of the class for a short review of the requirements for the activity. They will then disperse and go to their respective starting points to start their map traverse. The starting points are at different locations around campus in order to maintain physical distancing and to prevent congregating. The traverses will not require students to cross each other.
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"/>	Students will be instructed to meet the instructor outside SW01 (W main entrance) before class.
4.	Work has been scheduled to minimize numbers of individuals on campus at one time.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Class size of 15, groups of 3-4. It is not feasible to reduce the cohort size to complete the work outside
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"/>	Students will adhere to occupancy limits for washroom access.
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 to follow to washrooms.
7.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Washroom occupancy limit 2 (one for female and another one for male students)
8.	Break area(s) for student use have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9.	Break areas for employee use have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The instructor will remain outside for the duration of the activity.
10.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ENGINEERING CONTROL MEASURES					

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#	Control Measure	Yes	No	NA	Details (as per Directions)
11.	Barriers are implemented to separate work areas or walk ways, when physical distancing not practical.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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"/>	
	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
SIGNAGE (ADMINISTRATIVE) Signage is available @ BCIT online Inventory . Guidelines for posting signs are available on ShareSpace .					
13.	Posted: Physical distancing (2 m) sign(s) Item 1A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.	Posted: Hand washing sign(s) Item 29B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.	Posted: Health screen sign(s) Item 3C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16.	Posted: Hand washing sink location sign(s) Item 14A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.	Posted: Hand sanitizing station location sign(s) Item 13A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.	Posted: Protect yourself sign(s) Item 21A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19.	Posted: Occupancy limit of this room sign(s) Item 37A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
20.	Posted: Other signs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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"/>	<p>Safety discussions will conducted between instructor, department and manager. Safety discussions will continuously be held regularly (at least weekly) to the activity.</p> <p>The course has lecture and workshop components which will be delivered exclusively online.</p> <p>During these virtual classes (via LH virtual classroom) all the plan and procedures about the activity will be communicated in detail to the students. The students will be instructed to not to come to campus if they are sick, an alternative activity will be arranged if required.</p> <p>The students will receive all the theoretical and safety related knowledge well in advance of the activity via learning Hub.</p>
22.	All students have completed the online COVID-19 Pandemic On-Campus Guidelines training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students must produce proof of completion of the Covid-19 Pandemic On campus Guidelines training ahead of any participation in the activity.

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#	Control Measure	Yes	No	NA	Details (as per Directions)
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"/>	<p>Procedure for orientation found here. Student COVID-19 Orientation Checklist found here. https://www.bcit.ca/files/covid19/pdf/covid-19_student_orientation.pdf</p> <p>The department has the OHS Site-Orientation Checklist as a guide while developing Safety Site Orientation. Staff and students will adhere to the checklist and checked prior to and during the activity.</p>
24.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, the Instructor has completed the online training; confirmation/proof of completion has been presented/sent to the manager.
25.	All employees have completed the online New Employee Orientation module .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>New and Returning Employee Orientation Checklist found here. Each employee to save the checklist to their online New Employee Orientation course</p> <p>Yes, the Instructor has completed the online training; confirmation/proof of completion has been presented.</p>
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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"/>	Signs are in place on both sides of the entrance doors to SW01.
29.	Handouts, papers, and items are not physically provided to students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Each student will use their own equipment (pens/pencils, compass, ruler, protractor). They will print out their own copy of the activity, before they come to campus.</p> <p>No paper submission will be required nor accepted. All the work will be electronically submitted after the activity is completed.</p>
30.	Students have dedicated tools/equipment, e.g., items are not shared between students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	They will complete the activity on their own printed maps, but may discuss with each other to complete the activity. There is no need or requirement for students to share equipment or supplies.
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Students and instructor will be asked to sanitize the hands at the start and end of the activity.
32.	Workspaces/stations are dedicated for an individual or group use and not shared with others.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
33.	Single-use (disposable) products are used where feasible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand sanitizer, wipes, paper towel are available.

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#	Control Measure	Yes	No	NA	Details (as per Directions)
34.	Measures are in place to accommodate student sick at home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As laid out in the <i>students guide</i> , to reduce the burden on the medical system, medical documentation is not required in cases where students need to be absent from in-person course activities due to having to quarantine or self-isolate. Depending on symptom severity, students with COVID-19 may need an academic accommodation such as a deadline extension. The instructor and the department will work with the Student Life Office to find ways to best support the student's academic progress and overall health.
35.	Procedures in place to screen students 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. Students and employees are expected to self assess daily, and the BCCDC self-assessment tool can be used to support this. Self-assessment techniques and the self assessment link (above) are to be widely distributed at the start of classes. Standard COVID-19 questions will include. ("Are you feeling unwell today?"; "Do you have a temperature?" "Have you been travelling?" etc.)
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"/>	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. If someone is reporting symptoms, or has a temperature, ask them to avoid others and return home. In addition, have them: <ul style="list-style-type: none"> Refer the student to the BC Centre for Disease Control for additional information. Encourage the student to complete the COVID-19 self- assessment and instructions: https://bc.thrive health/covid19/ Submit an Early Assist referral and let the student know someone from SLO will reach out shortly. Ask the student for the best phone number to be reached. Include that information in the referral. If they require immediate medical attention, call First Aid and/or 911.
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"/>	Refer to the COVID-19 Pandemic Scenario Playbook for more information. Confirm if the person is aware of self-isolation requirements and protocols . As instructed by the BC Ministry of Health: Anyone arriving from outside of Canada must follow the required quarantine and self-isolation as dictated by requirements at the time of the activity, and monitor for symptoms for 14 days upon their arrival and complete/register a self-isolation plan and complete the federal Arrive CAN application. https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-

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#	Control Measure	Yes	No	NA	Details (as per Directions)
					response-recovery/covid-19-provincial-support/self-isolation-on-return#federal-plan Returning travellers that develop symptoms should get tested for COVID-19. They will also be required to self-isolate for at least 14 days from their arrival date in Canada or 10 days after onset of symptoms, whichever is longer.
38.	Provisions made for students to maintain same lab/class cohort throughout the Term.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This is a one-time activity, not required.
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"/>	Face masks will be used all the time during the activity. Hand sanitizer to be available at the front entrance of SW01 at the start and end of the activity. Students are required to wear a high visibility reflective vest for the duration of the activity.
41.	Training is provided for the above PPE to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Training <u>is available and will be</u> provided for the above PPE to students and employees. Basic instruction will be provided based on <i>Cleaning Standard Operating Procedures</i>
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"/>	Based on circumstances allowed for in the BCIT COVID-19 Go-Forward Plan , Risk Assessment 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): The above mentioned PPE and materials are available to the students
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"/>	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.
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Outdoor activity, not required.
46.	Training will be provided to faculty and students performing cleaning duties and cleaning materials have been provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Cleaning Standard Operating Procedures have been located here. What are the cleaning products/materials:</i>

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#	Control Measure	Yes	No	NA	Details (as per Directions)
47.	Assessment of sufficient number of hand wash stations conducted, and an appropriate number of handwashing stations are available	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
48.	Handwashing station(s), stocked, easily accessed, and have been identified to students and employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Stocked with soap Y <input checked="" type="checkbox"/> N <input type="checkbox"/> paper towel Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
49.	Hand sanitizing station(s), stocked, and have been identified to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ABHS (Alcohol-Based Hand Sanitizer): Location(s) <u>inside entrance of SW01</u> . Hand sanitizer to be available at the front entrance of SW01 at the start and end of the activity. Will hand sanitizer be refilled by department: Y <input type="checkbox"/> N <input checked="" type="checkbox"/>
50.	All Safety Data Sheets (SDS) and cleaning procedures used are found here .	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If not, describe:
51.	The area(s) have been decluttered so that cleaning is simplified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
52.	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.
53.	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): There will be no common/shared tools/equipment.
54.	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:
55.	Other:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often? This is a single-day/class activity. Students will be advised of the COVID-19 Safety plan before coming to campus for the activity. The instructor will walk around campus to check in with the groups to ensure that the control measures are in place and safety protocols are being adhered to.
57.	Audits of inspections are planned to ensure that control measures continue to be effective.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Who conduct the audits and how often? This is a single-day/class activity.

APPROVAL

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



COVID-19 SAFETY PLAN ACADEMIC SPACES

Manager	Name Steven Kuan	Position Associate Dean, Engineering and Geospatial Technologies School of Construction and the Environment	Date March 4, 2021
EOC	Name <i>Glen Magel</i>	Position EOC Director	Date March 19, 2021

