

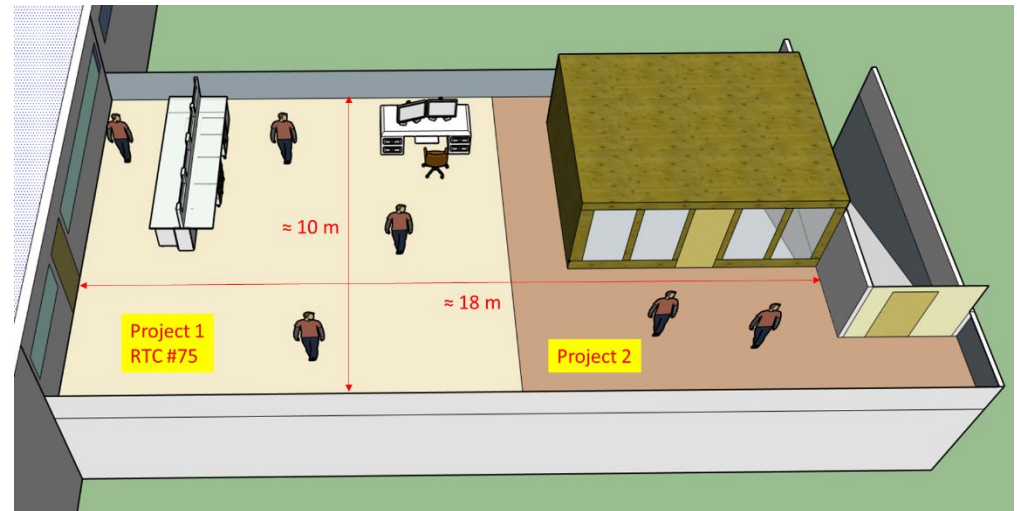
RATIONALE FOR ON-CAMPUS ACTIVITY

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).

The space is to be used by Master students from the Building Science Graduate Program to conduct their research projects in order to be able to graduate. The students are engaged in two hands-on projects involving measurements, each project will use a section of the lab space and use a separate access door:

Project 1: ongoing, approved RTC #75 by OHS and ongoing

- Is an outdoor project: outdoor measurements are taken.
- The room is used only for equipment preparation and storage.
- The room is being used in this project during one week per season, only three days of per week, and only about two hours per day for equipment preparation and storage.
- People accessing the room zone will be 3 students and 1 faculty
- Other project team members will help receive the equipment outside of the room, and transport help transport it to the field.
- At the field, all team members will take measurements while keeping the safety precautions/requirements approved by BCIT OHS (RTC #75)
- The entire rooms is approved to be used by 4 people. However, only the left section of the room is being used by Project 1. As verified by the OHS, the zone gives plenty of room for 2-metre physical distancing.



Project 2: for approval, set to start on February 15, 2021

- This is an entirely indoor project.
- 1 student will set up experiments in the 20' by 16' chamber.
- 1 faculty will be there to guide the student.
- The student will be the only person accessing the chamber.
- The student will be in the chamber only to set up experiments, for periods between 30 minutes and 1 hour.
- Aside from setting up the tests, the student will not stay in the chamber during the experiments.
- The chamber has proper mechanical ventilation.
- A line on the floor will clearly indicate the separation between these two zones.

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 [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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work space and responsibilities allow for everyone to be 2 meter apart all the time
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"/>	Desks and work modules are set up more than 2 meter apart
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"/>	

COVID-19 SAFETY PLAN ACADEMIC SPACES

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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"/>	
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"/>	
6.	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"/>	<i>Entrance / exit signs will be in place. Necessary blockage will also be in place</i>
7.	Water fountains are put out of service, and only touchless water bottle filling station available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Washrooms and hand washing station are accessed via the corridor just in front of the laboratory.</i>
8.	Mobile fans have been removed or put out of service.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>All portable fans are locked out</i>
7.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If yes, Washroom occupancy limit 1 (NW3) or 2 (NE1 and SE42)</i>
8.	Break area(s) for student use have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Breaks are taken outside (2 m distance enforced) in cafeterias. Occupancy Limit ____ NE01 - 22 seating ____ If there is an occupancy limit, is sign posted? Y <input checked="" type="checkbox"/> N <input type="checkbox"/></i>
9.	Break areas for employee use have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Their existing office (limit 1) and cafeteria. Occupancy Limit ____ NE01 - 22 seating ____ If there is an occupancy limit, is sign posted? Y <input checked="" type="checkbox"/> N <input type="checkbox"/></i>
10.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
ENGINEERING CONTROL MEASURES					
11.	<u>Barriers</u> 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The laboratory is an open space that is connected to the entire NW3 warehouse space. The experimental chamber in the lab has its own code-compliant mechanical ventilation.</i>
	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"/>	<i>Washroom in corridor in front of the laboratory</i>
15.	Posted: Health screen sign(s) Item 3C	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
16.	Posted: Hand washing sink location sign(s) Item 14A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20.	Posted: Other signs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Please list: Please list: sign on East door confirming no access, see photo on p7</i>
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"/>	Review of the control measures and safety protocols will be held at the start of each work session
22.	All students have completed the online COVID-19 Pandemic On-Campus Guidelines training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>How will compliance be checked: by Rodrigo Mora</i>
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"/>	<i>Procedure for orientation found here. Student COVID-19 Orientation Checklist found here. There is no Learning Hub access to these research projects, therefore this material will be communicated to students via email.</i>
24.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25.	All employees have completed the online OHS New Employee Orientation module .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Course by myself and checklist with supervisor New and Returning Employee Orientation Checklist with supervisor 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.</i>
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"/>	<i>All supplies asked for prior to class and stocked at each workspace</i>
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"/>	<i>Signs or arrows on the floor</i>
29.	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>
30.	Students have dedicated tools/equipment, e.g., items are not shared between students.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>For approved project 1 students will need to share equipment. Hand sanitizer and alcohol wipes are being provided and are to be used between each use. For project 2, the student will have his own tools and equipment.</i>
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Explain: For the equipment, students/staff will wash /sanitize their hands before and after use them. Also the equipment handles will be disinfected before and after use.</i>

COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
					<i>There are sanitized and disinfecting spray / wiper will be located at entrance of room and near the equipment.</i>
32.	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"/>	
33.	Single-use (disposable) products are used where feasible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34.	Measures are in place to accommodate student sick at home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Accommodation plan: self-assessment at home before going to campus</i>
35.	Procedures in place to screen students on a daily basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The <u>health screen poster</u> 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 tool</u> can be used to support this.</i>
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"/>	<i>Refer to the <u>COVID-19 Pandemic Scenario Response Plan</u> 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> <i>https://www.bcit.ca/covid-19/information-for-faculty-staff/FAQ</i>
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"/>	<i>Refer to the <u>COVID-19 Pandemic Scenario Response Plan</u> for more information. Confirm if the person is aware of self-isolation <u>requirements</u> and <u>protocols</u>.</i>
38.	Provisions made for students to maintain same lab/class cohort throughout the Term.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
39.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
PERSONAL PROTECTIVE EQUIPMENT (PPE). Refer to the <u>PPE Flowchart</u> 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"/>	<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>
41.	Training is provided for the above PPE to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
42.	<u>Appropriate PPE for COVID-19</u> 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"/>	<i>Based on circumstances allowed for in the <u>BCIT COVID-19 Go-Forward Plan</u>, Risk Assessment Matrix Summary. PPE List for each section of the lab: 2 boxes of masks (onetime use) 1 box of gloves (onetime use) 2 bottles of spray disinfectant 2 container of wiper</i>

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#	Control Measure	Yes	No	NA	Details (as per Directions)
43.	PPE safe <u>donning, doffing, disposal, and disinfecting instructional materials</u> 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. Use the <u>Student Orientation checklist</u> to assist orientation/training by instructors. Use the <u>OHS Employee Orientation checklist</u> to assist orientation/training by their supervisors.</i>
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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>
46.	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 <u>here</u>. What are the cleaning products/materials: gloves, cleaning and disinfecting wipes, spray cleaning and disinfecting wipes</i>
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"/>	<i>There are hand-washing stations right across the corridor in front of the lab.</i>
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"/>	<i>Sink Location: _____ public washroom _____ Stocked with soap Y <input checked="" type="checkbox"/> N <input type="checkbox"/> paper towel Y <input type="checkbox"/> N <input type="checkbox"/></i>
49.	Hand sanitizing station(s), stocked, and have been identified to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>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: Maintained by FCD</i>
50.	All Safety Data Sheets (SDS) and cleaning procedures used are found <u>here</u> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If not, describe:</i>
51.	The area(s) have been decluttered so that cleaning is simplified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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"/>	<i>Barriers can become contaminate if they are a touch point or if the contaminated with droplets by e.g. coughing or sneezing.</i>
53.	Common touch points and tools/equipment that must be shared are identified and cleaned between students and classes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The students and instructor in charge will be responsible for cleaning the equipment and tools right before and after use.</i>
54.	Storage space for personal articles have been identified and are cleaned regularly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>No personal articles will be stored in the space</i>
55.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
AUDIT AND CONTINUOUS IMPROVEMENT					



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#	Control Measure	Yes	No	NA	Details (as per Directions)
56.	There is a plan to conduct regular inspections of all control measures and safety protocols to ensure they are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often? Rodrigo Mora will conduct the inspection periodically</i>
57.	Audits of inspections are planned to ensure that control measures continue to be effective.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Who conduct the audits and how often? Rodrigo Mora will conduct the audit periodically</i>

APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Fitsum Tariku	Position Director	Date March 4, 2021
EOC	Name <i>Glen Magel</i>	Position EOC Director	Date April 3, 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