

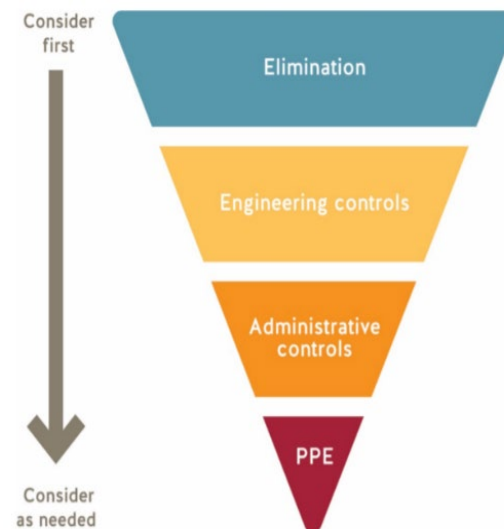


BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

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:	Nautical Sciences, Marine Engineering, Bridge Watch Rating and Upgraders		
Proportion of program offered on campus:	e.g., Program = total of 40 courses of which 7 courses have some 'on campus' activity		
Start date:	March 2021	End date:	Ongoing through 2021 with various intake dates
Total # of students in program:	130 – each class has up to 16 students	Total # of employees:	40
Anticipated # of students on campus daily when scheduled:	90	Anticipated # of employees on campus daily when scheduled	25
Completed by:	Name Emily Lacanilao Carl Marquardt Serhat Beyenir	Position JOHSC member/Administrative Manager JOHSC member/Department Head JOHSC member/Department Head	Date January 4, 2021
Reviewed by JOHSC members:	Philip McCarter Marc Soer Jeff Otto	JOHSC member/Associate Dean JOHSC member/Program Technician JOHSC member/Co-op Ed. Coordinator	
Replaces	RTC Safety Plan #:		
	GFP Safety Plan #:	W249, W132, W90	



COVID-19 SAFETY PLAN ACADEMIC SPACES

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
BMC	BMC-232 & BMC-234	Classroom	Max occupancy 13 people
BMC	BMC-132 & BMC-134	Classroom	Max occupancy 13 people
BMC	BMC-110	Conference Room	Max occupancy 17 people
BMC	150	Classroom	9
BMC	165	Classroom	13
BMC	250	Classroom	9
BMC	252	Classroom	9
BMC	255	Classroom	9
BMC	205	Classroom	9
BMC	223	Classroom	9
BMC	237	Classroom	9
BMC	131	Classroom	9
BMC	137	Classroom	9
BMC	138	Classroom	9
BMC	210	Cafeteria	16
BMC	350A	Staff Lounge	9
BMC	259, 113, 117, 161	Washrooms	1 person per washroom
BMC	111-M, 112-F, 216-F, 217-M	Washrooms	2 per washroom

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).
Academic spaces required for F2F instructional delivery and competency assessment of Nautical Sciences and Marine Engineering cadet programs, Bridge Watch Rating program, and block approved Upgrader courses. Transport Canada requires 100% synchronous delivery method in order to grant accreditation.

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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.
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.


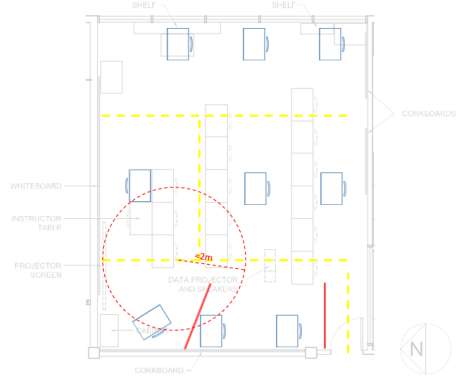
Note: The workspaces cannot be used until all applicable control measures are in place and Safety Plan is approved. For additional resources the [Risk Assessment Controls Guidance and Hierarchy of Controls](#). For assistance email ssemohs@bcit.ca.

#	Control Measure	Yes	No	NA	Provide 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"/>	<p>Exceptions allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary (explain):</p> <ul style="list-style-type: none"> Classroom tables and chairs set-up allows physical distancing of 2 metres. Barriers implemented where physical distancing is not practical. The wearing of face masks in classrooms is mandatory, except as per the PHO, 'The mask requirement does not apply to people unable to wear a mask or put on or remove a mask on their own.'

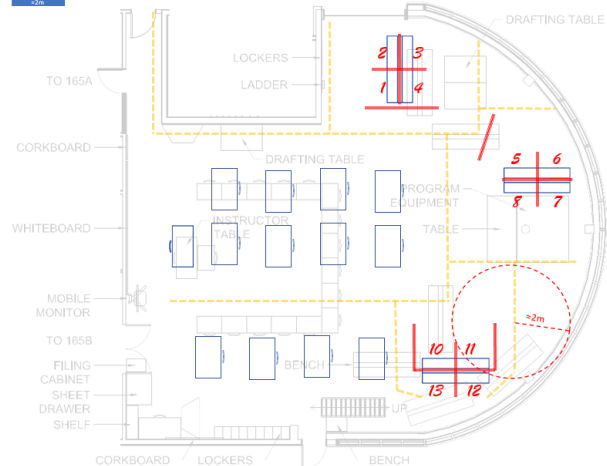

COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
					<p>BMC-232/BMC-234 and BMC-132/BMC-134 wall dividers removed to make space to accommodate 13 people with 2 m physical distancing and barriers.</p> <p>BMC-232 and BMC-234</p>  <p>BMC-132 and BMC-134</p> 



COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
					<p>BMC-110</p>  <p>BMC-150</p> <p>MC01-150</p> <p>Notes: This classroom can accommodate 8 physically distanced students with the addition of noted barriers.</p> <p>Legend:</p> <p>Barriers Walk Line</p> 

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#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
					<p>BMC-165</p> <p>MC01-165 – Seamanship Lab as a Lecture/Test Space or Practical Skills Space – Option 1</p> <p>Notes: This Seamanship lab can accommodate 12 physically student stations.</p> <p>Legend: — Barrier --- Recommended walk path 1.2m</p>  <p>BMC-250</p> 

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#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
					<p>BMC-252</p>  <p>BMC-255</p>  <p>See room layout for BMC-223, 237, 131, 137, 138, 205, 210, 350A in Appendix 1</p>
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 BCIT COVID-19 Go-Forward Plan , Risk Matrix Summary (explain):
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"/>	<ul style="list-style-type: none"> To avoid students congregating in corridors, students may enter directly into assigned classrooms. Keep face masks on at all times. In cases where students must wait, 2 m physically distanced ground/wall markings identify single-file waiting areas outside of the classroom/lab and students line up and enter as instructed by faculty.
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"/>	<ul style="list-style-type: none"> Schedule one group per day. If more than one group is scheduled in a day, additional sanitizing of the classrooms between two groups is arranged.

COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
					<ul style="list-style-type: none"> Faculty/students to strictly follow start and end time of class/examination to allow for adequate time for custodial cleaning and disinfecting. Staggered schedule (break, lunch, etc.) implemented to limit the traffic in the common use spaces. Department Heads to review centralized Instructor Schedules in ShareSpace daily to ensure compliance to safety plan and to communicate schedule changes to respective parties.
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"/>	Signs or arrows on the floor identifying directions. Walking lines implemented on floors to maintain physical distance when entering/exiting the classroom.
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"/>	
8.	Mobile fans have been removed or put out of service.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If yes, Washroom occupancy limit ____1
10.	Break area(s) for student use have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No break area at this point. Students are encouraged to vacate the classroom and go outside of the campus during breaks. No food or drink in classroom at any time.
11.	Break areas for employee use have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff to take breaks off campus or use approved offices/common areas.
12.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
ENGINEERING CONTROL MEASURES					
13.	Barriers are implemented to separate work areas or walk ways, when physical distancing not practical.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Faculty also use face shields or portable barriers during instructional delivery.
14.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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"/>	No significant use change for the instructional space.
16.	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 .					

COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
17.	Posted: Physical distancing (2 m) sign(s) Item 1A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Classrooms and hallways, on walls & A-frames
18.	Posted: Hand washing sign(s) Item 29B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage over sinks
19.	Posted: Health screen sign(s) Item 3C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>At the main entrance, posted on building doors.</i> Building entrance door on the 1 st floor.
20.	Posted: Hand washing sink location sign(s) Item 14A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Classrooms
21.	Posted: Hand sanitizing station location sign(s) Item 13A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Classrooms and hallways
22.	Posted: Protect yourself sign(s) Item 21A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Throughout the campus
23.	Posted: Occupancy limit of this room sign(s) Item 37A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	On classrooms doors
24.	Posted: Other signs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Please list:</i> BCIT Flu Poster 2020_self print Closed Sign for BMC-134 and BMC-234 doors Two Way Traffic Sign Masks are required to be worn in all indoor public spaces Please keep door open to minimize touch points
ORIENTATION AND TRAINING (ADMINISTRATIVE)					
25.	Routine safety discussions held to review control measures and safety protocols.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Safety discussions held during safety inspections, senior staff huddles, departmental team meetings, townhalls, Ops meetings and JOHSC meetings. Safety reminders provided by Management and Department Heads to staff and faculty, verbally and electronically.
26.	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:</i> All students will send certificate of course completion to the BMC Program Assistants. PAs will update Faculty member with the status on the course completion. On the first day of the course, Faculty member will require students who missed sending the confirmation to provide the certificate or complete the course prior to entering the classroom.
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"/>	<i>Procedure for orientation found here.</i> <i>Student COVID-19 Orientation Checklist found here.</i> Instructors will conduct the orientation onsite before class starts, scan a copy of the completed checklist to the Department Head, post it in the classroom and discard after course ends.

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#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
28.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29.	All employees have completed the online OHS New Employee Orientation module .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>New and Returning Employee Orientation Checklist 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>
30.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
RULES AND GUIDELINES (ADMINISTRATIVE)					
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 e.g. exam booklet, scrap paper</i>
32.	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 Keep door open to entrance/exit doors to minimize the number of frequently touched surfaces. BMC-134 and BMC-234 doors are to be kept locked. Signages posted on classroom doors.</i>
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: Items not physically provided to students. Required exam papers and other materials are distributed (face down), prior to students entering the classroom. Students will leave completed examination paper(s) in the open drop box at the exit door BMC-110, BMC-132, BMC-232, and BMC-210. Faculty member/Invigilator to pick up the exam paper for marking; gloves are available for PPE.</i>
34.	Students have dedicated tools/equipment, e.g., items are not shared between students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Explain:</i>
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"/>	
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: Department Head coordinates student accommodation.</i>
39.	Procedures in place to screen students on a daily basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The health screen 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 BCCDC self-assessment tool can be used to support this.</i>

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#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
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"/>	Refer to the COVID-19 Pandemic Scenario Response Plan 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.
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"/>	Refer to the COVID-19 Pandemic Scenario Response Plan for more information. Confirm if the person is aware of self-isolation requirements and protocols .
42.	Provisions made for students to maintain same lab/class cohort throughout the Term.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
43.	Other:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Communication tool sent to students prior to an exam: Faculty, please forward the communication below (in red), and the attachments, to your class prior to the exam:</p> <p>STUDENTS Hello, everyone! We count on your support to have a safe onsite exam. As a reminder: the exam takes place in [BMC-110/BMC-132/BMC-134].</p> <p>Please study the documents attached and instructions below:</p> <ul style="list-style-type: none"> • Stay home if you are feeling unwell (COVID19/cold/allergies. Symptoms: fever, coughing, sneezing, itchy eyes, etc.) Those students will be given the opportunity to write the exam at another available date. • Wash (min 20 sec)/sanitize hands before and after the exam. • Avoid touching your face. • Line up at the classroom entrance, maintain 2 m physical distancing, and follow the marked signs. Faculty/Invigilator will direct you to your seats. Wear your face masks at all times. • Have your own pen/pencil to write the exam. Spare pens/pencils will not be available. • Do NOT move any furniture, they are spaced out by 2 metres. • Leave unused papers on your desk • Leave the exam paper(s) in the box at the exit from [BMC-110, BMC-132, BMC-232]. <p>Thank you and all the best with the exam,</p>

COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
PERSONAL PROTECTIVE EQUIPMENT (PPE). Refer to the PPE Flowchart to determine what PPE is required for COVID-19 purposes.					
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 type="checkbox"/>	<input checked="" type="checkbox"/>	<p>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):</p> <p>No hazardous materials related to courses</p>
45.	Training is provided for the above PPE to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
46.	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"/>	<p>Based on circumstances allowed for in the BCIT COVID-19 Go-Forward Plan, Risk Assessment Matrix Summary.</p> <p>2 metre physical distancing is the primary control measure. Face mask and face shield available when 2 metre physical distancing cannot be maintained.</p> <p>WorkSafe infographic placed next to the PPE provides proper use of face mask.</p> <p>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):</p> <ul style="list-style-type: none"> • free-standing barriers, per layout plan • X1 box of Gloves – Size L, 1 box of Gloves – Size M, X1 Hand Sanitizer 500 ml bottle, X1 box of 50 Disposable Masks, X1 face shields 10-pack in each classroom. Supplies replenished, as needed.
47.	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"/>	<p>Post applicable signs in a visible location if ppe required.</p> <p>Use the Student Orientation checklist to assist orientation/training by instructors.</p> <p>Use the OHS Employee Orientation checklist to assist orientation/training by their supervisors.</p>
48.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
CLEANING					
49.	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"/>	<p>Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s).</p> <p>Best custodial is required to clean and sanitize equipment/surfaces (e.g. desk, chair, keyboard, mouse, charts) after the class but before the next class.</p> <p>Cleaning & disinfecting products should be chosen out of approved and listed on the Health Canada website.</p>

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#	Control Measure	Yes	No	NA	Provide Details (as per Directions)																						
					<p>Communication tool for custodial cleaning is posted on the classroom door.</p> <table border="1"> <tr> <td>BMC-</td><td></td></tr> <tr> <td>Course/Program</td><td></td></tr> <tr> <td>Instructor's name</td><td></td></tr> <tr> <td>Number of students</td><td></td></tr> <tr> <td>Disinfection required</td><td>before 8:30 am & after 4:00 pm</td></tr> <tr> <td>00/00/20 (initials)</td><td></td></tr> <tr> <td>00/00/20 (initials)</td><td></td></tr> <tr> <td>00/00/20 (initials)</td><td></td></tr> <tr> <td>00/00/20 (initials)</td><td></td></tr> <tr> <td>00/00/20 (initials)</td><td></td></tr> <tr> <td>Required washroom</td><td></td></tr> </table>	BMC-		Course/Program		Instructor's name		Number of students		Disinfection required	before 8:30 am & after 4:00 pm	00/00/20 (initials)		00/00/20 (initials)		00/00/20 (initials)		00/00/20 (initials)		00/00/20 (initials)		Required washroom	
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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"/>	<p>Cleaning Standard Operating Procedures have been located here. What are the cleaning products/materials: What ppe is required:</p> <p>Best custodial to perform cleaning duties. Refer to item 49.</p>																						
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"/>	<p>Consider time it will take for hand washing to take place, to determine what is e.a. sufficient number of hand wash stations. Some areas find a ratio of 8:1, students to sink, effective. The minimum amount of hand washing required is once before class starts, after class ends and before and after breaks.</p>																						
52.	Handwashing station(s), stocked, easily accessed, and have been identified to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Sink Location: _____ BMC-111, 112, 113, 117, 216, 217, 259 Stocked with soap Y <input checked="" type="checkbox"/> N <input type="checkbox"/> paper towel Y <input checked="" type="checkbox"/> N <input type="checkbox"/></p>																						
53.	Hand sanitizing station(s), stocked, and have been identified to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>ABHS (Alcohol-Based Hand Sanitizer): Location(s) _____ all classrooms/labs</p> <p>Will hand sanitizer be refilled by department: Y <input checked="" type="checkbox"/> N <input type="checkbox"/></p> <p>BEST custodial refills hand sanitizer bottles.</p>																						
54.	All Safety Data Sheets (SDS) and cleaning procedures used are found here .	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>If not, describe:</p>																						
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Barriers can become contaminate if they are a touch point or if the contaminated with droplets by e.g. coughing or sneezing.</p> <p>Best custodial to perform cleaning duties. Refer to item 49.</p>																						

COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
57.	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"/>	<p><i>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):</i></p> <ul style="list-style-type: none"> Best custodial to perform cleaning duties. Refer to item 49. Students sanitize their hands before and after use of their work stations.
58.	Storage space for personal articles have been identified and are cleaned regularly.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lockers will not be provided
59.	Other:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Approved GFP exp May 31 2021\Exam Writing Pandemic Procedure at BMC (2).docx</p> <p>Approved GFP exp May 31 2021\SOP – COVID 19 Exam Marking Procedure.docx</p>
AUDIT AND CONTINUOUS IMPROVEMENT					
60.	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"/>	<p><i>Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often?</i></p> <p>BMC management, faculty, and support staff will conduct regular inspections once a week.</p>
61.	Audits of inspections are planned to ensure that control measures continue to be effective.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>Who conduct the audits and how often?</i></p> <p>BMC JOSH members to conduct the audits periodically.</p>

APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Philip McCarter	Position Associate Dean	Date February 26, 2021
EOC	Name <i>Glen Magel</i>	Position EOC Director	Date March 30, 2021

REVISION APPROVAL (if applicable)

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name	Position	Date



COVID-19 SAFETY PLAN ACADEMIC SPACES

EOC	Name	Position	Date
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COVID-19 SAFETY PLAN ACADEMIC SPACES

Appendix 1

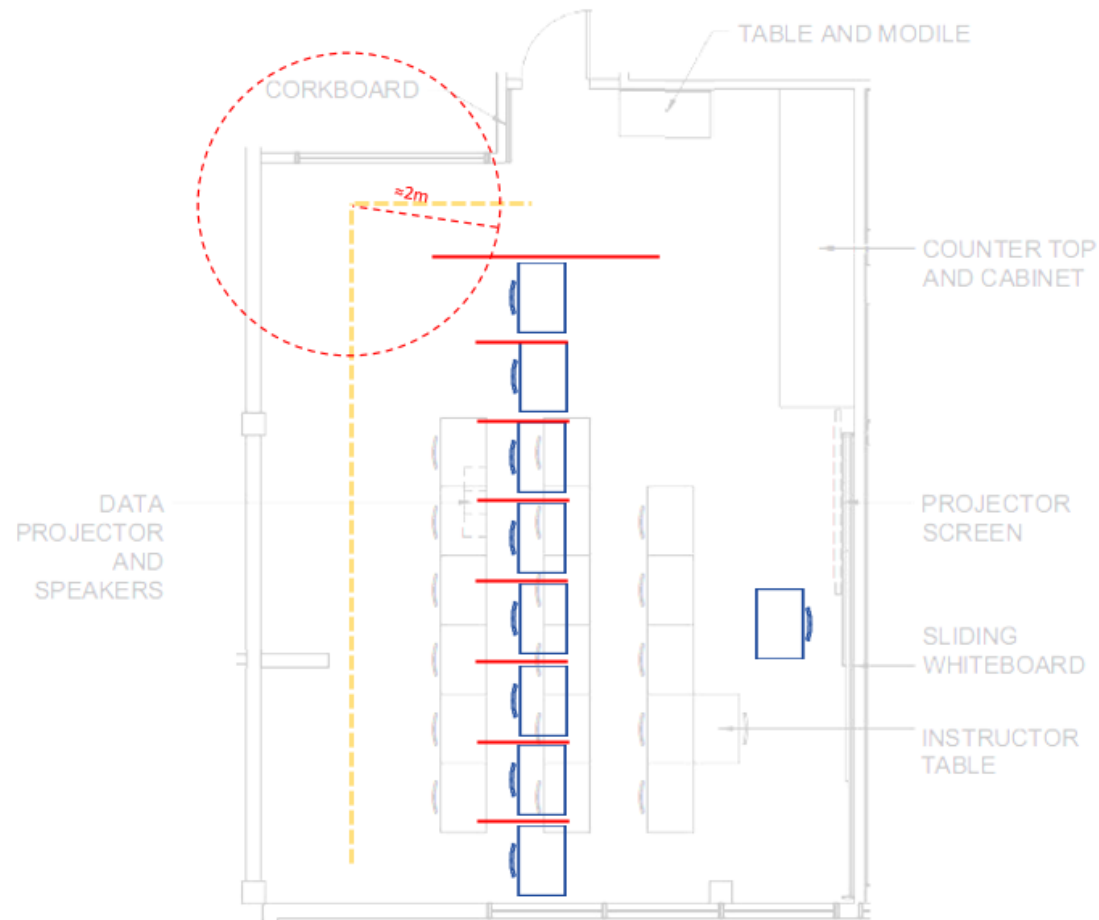
MC01-223 (capacity 8)

Notes: This classroom can accommodate 8 students plus one or more instructors.

Legend:

— Barrier

≈2m



Notes: This classroom can accommodate 8 physically distanced students with the addition of noted barriers. Instructor required to vacate seat when students enter or exit, or installation of barriers required (as noted). If furniture in room cannot be removed, it can be stored in situ.

— Barriers — Optional Barrier — Walk Line



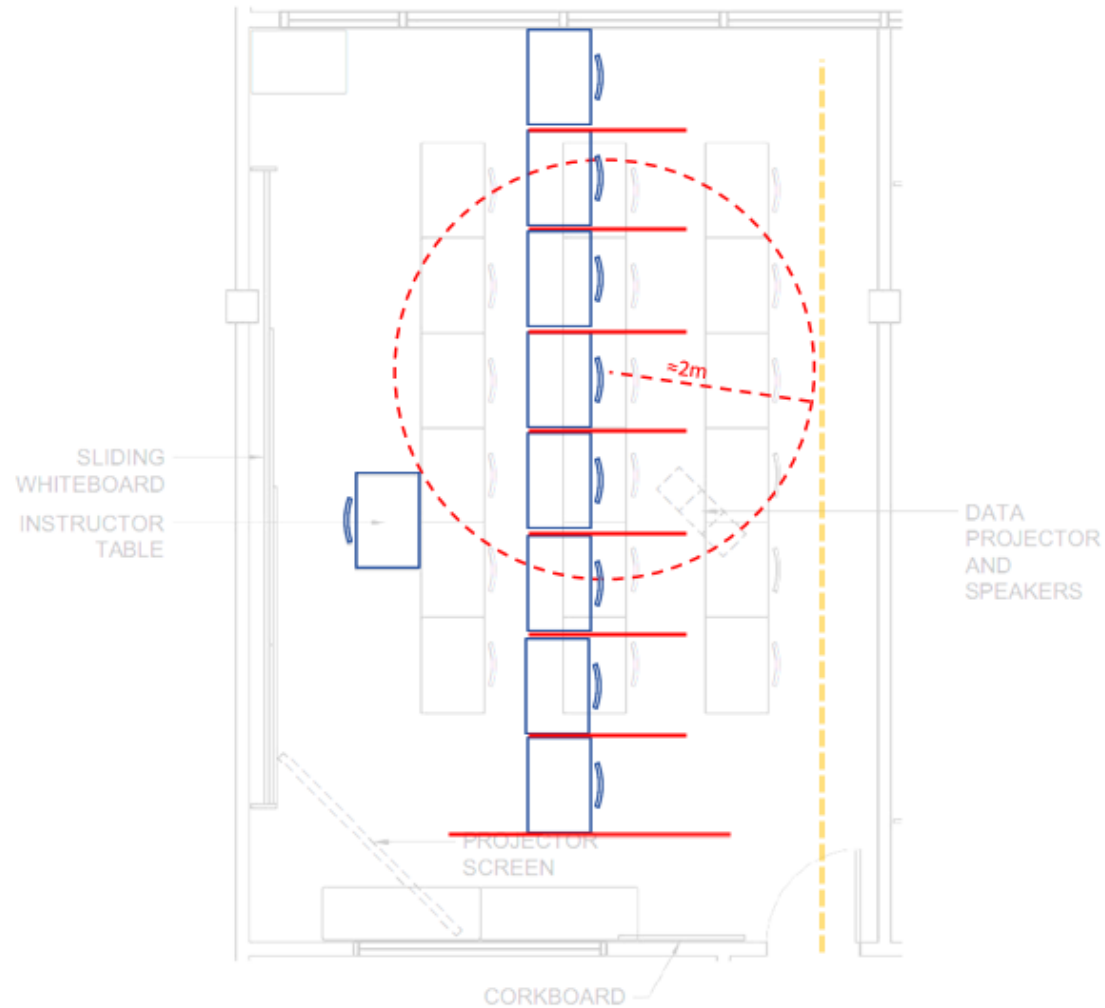
COVID-19 SAFETY PLAN ACADEMIC SPACES

MC01-131

Notes: This classroom can accommodate 8 students plus one instructor, provided barriers are installed where noted.

Legend:

- Barrier
- - - Recommended walk path
- ~2m



COVID-19 SAFETY PLAN ACADEMIC SPACES

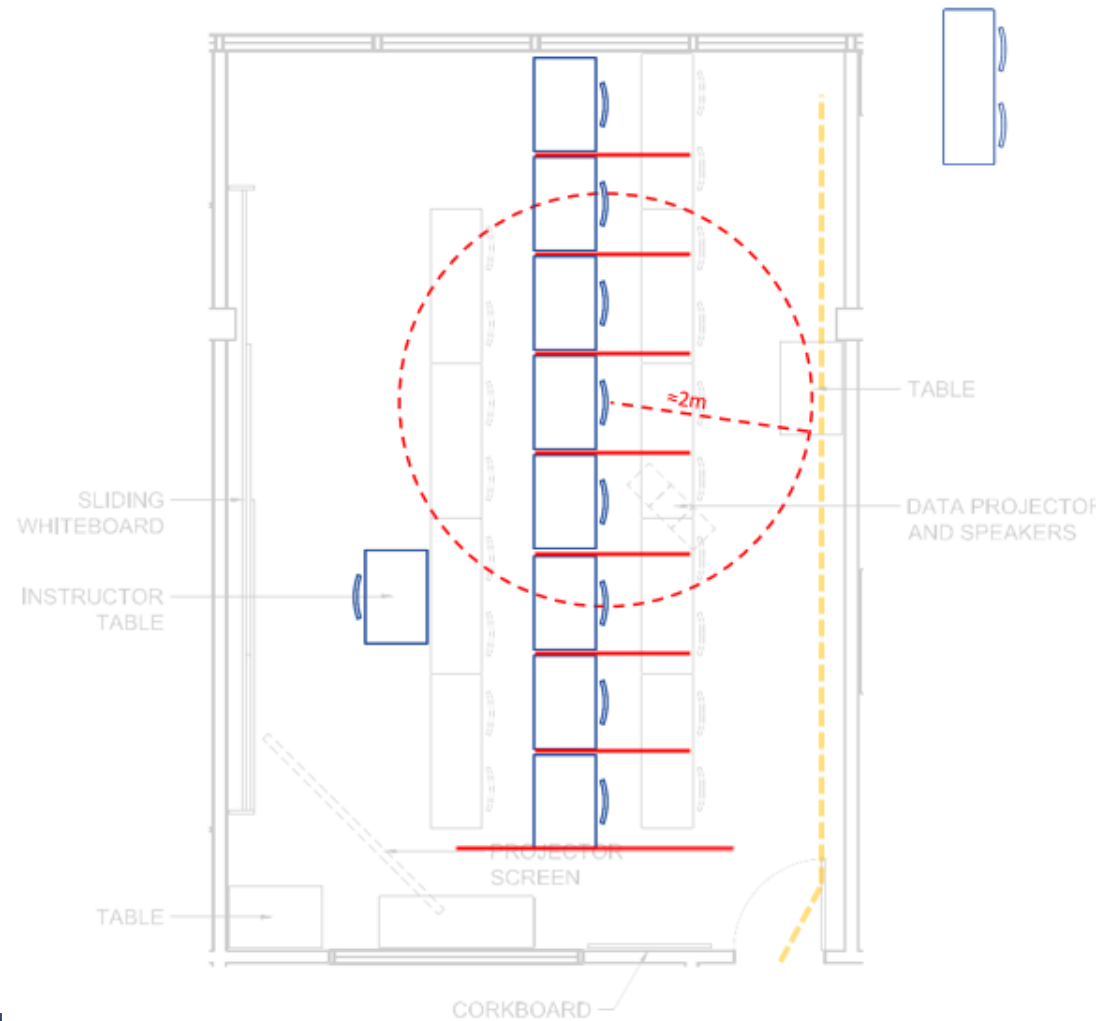
MC01-137

Notes: This classroom can accommodate 8 students plus one instructor, provided barriers are installed where noted. This layout requires swapping the predominant furniture style with single-seat desks, to enable barriers to be placed between stations.

Legend:

— Barrier

~2m

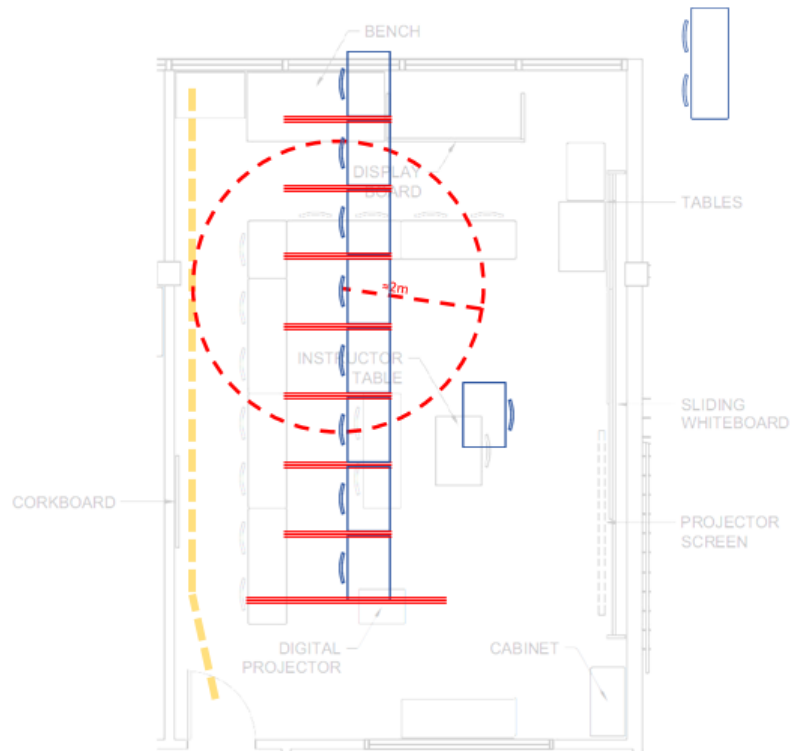


MC01-138

Notes: This classroom can accommodate 8 students plus one instructor, provided barriers are installed where noted. This layout requires swapping the predominant furniture style with single-seat desks, to enable barriers to be placed between stations.

Legend:

 Barrier

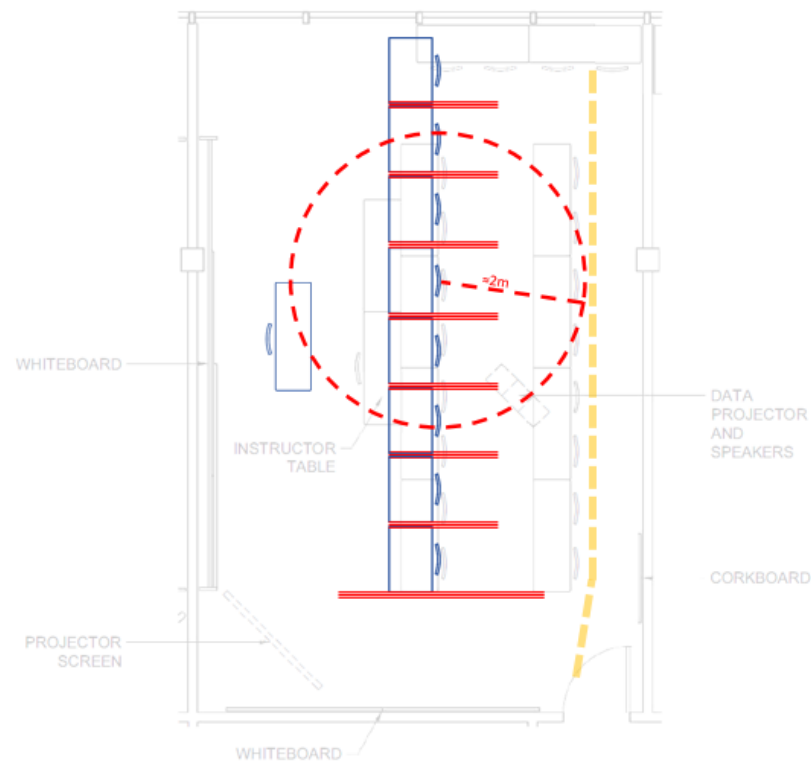


MC01-237

Notes: This classroom can accommodate 8 students plus one instructor, provided barriers are installed where noted. This layout requires swapping the predominant furniture style with single-seat desks, to enable barriers to be placed between stations.

Legend:

 Barrier 



COVID-19 SAFETY PLAN ACADEMIC SPACES

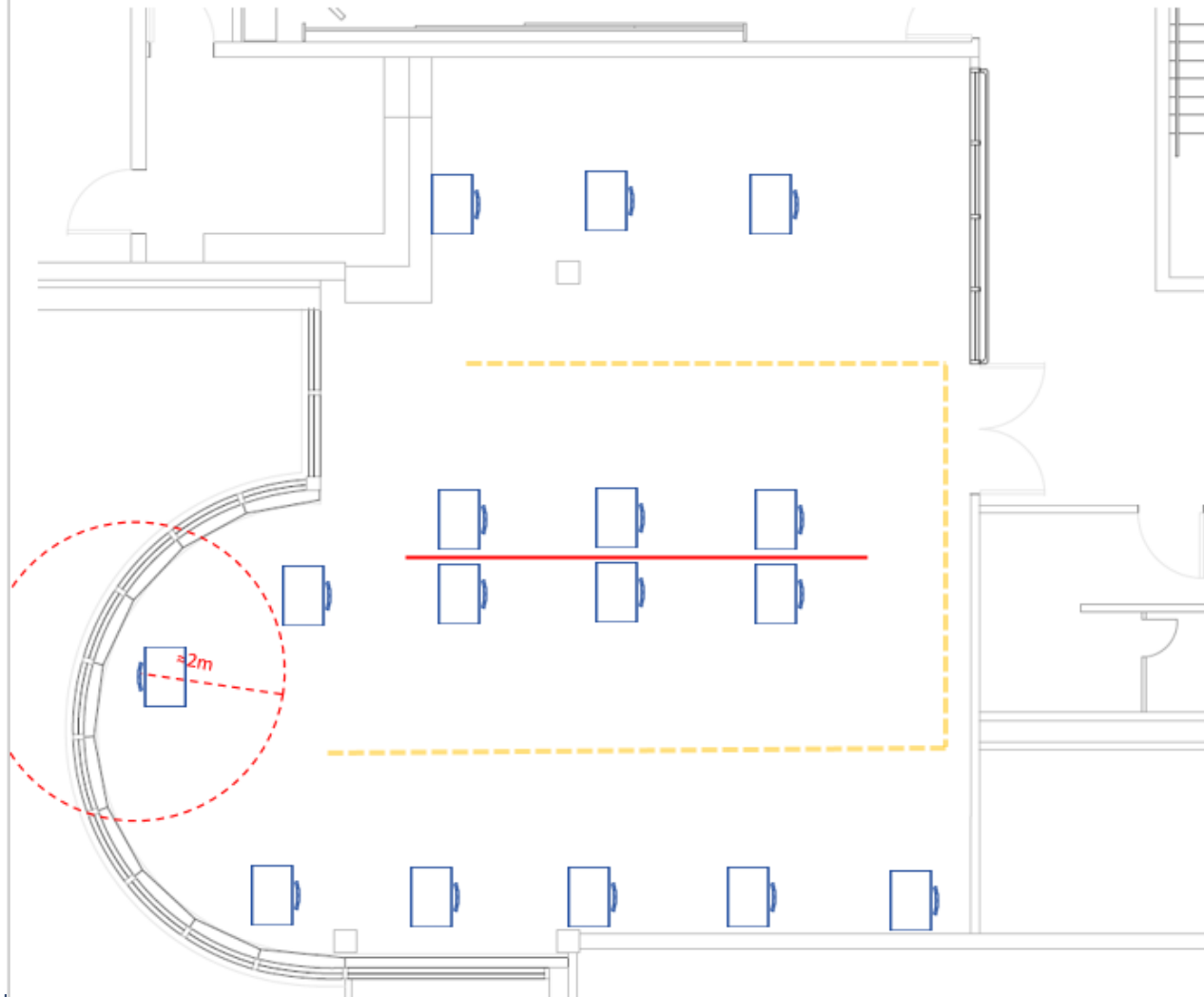
MC01-210 – Cafeteria as a Lecture/Test Space

Notes: This cafeteria converted into a lecture/ test space can accommodate 15 students plus one instructor. However, sightlines may be obscured depending where a presentation screen were installed.

Legend:

— Barrier

≈2m



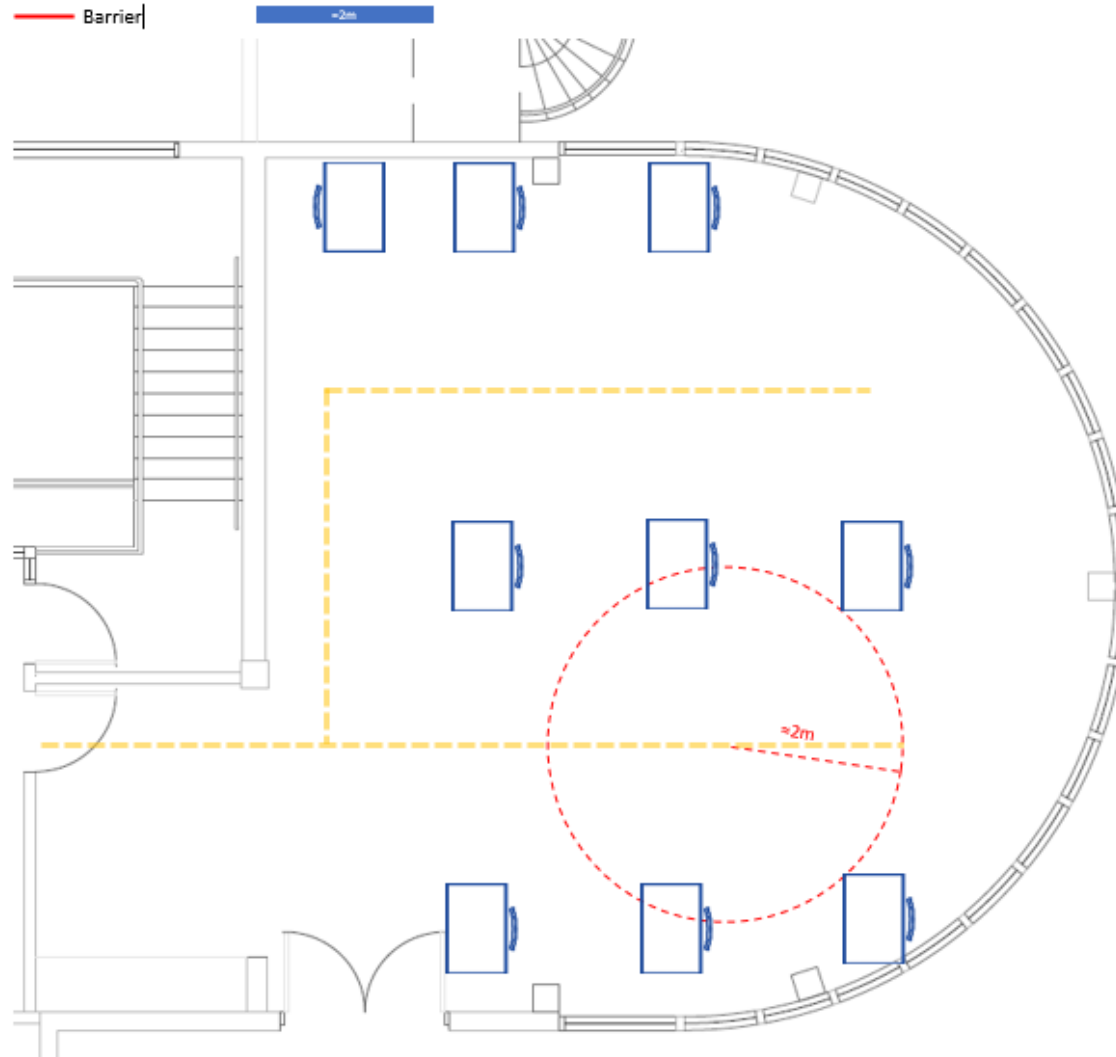
COVID-19 SAFETY PLAN ACADEMIC SPACES

MC01-223 – Staff Lounge as lunchroom for staff

Notes: This staff lounge can accommodate 9 staff. Double doors on bottom of layout lead exterior and are not expected to be utilized for this use.

Legend:

— Barrier





Include room layouts

BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES