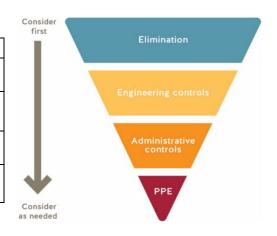


The BCIT COVID-19 Go-Forward Plan outlines the risk assessments, control measures, and the organizational process for our safe return to campus. All returning programs/courses must adhere to this process. Please refer to the <u>BCIT COVID-19 Go-Forward Plan</u> for additional information.

CONTACT INFORMATION

Course/Program Name:	Industrial Network Cybersecurity						
Proportion of program	total of 20courses of which 4 courses he	campus' activities					
offered on campus:							
Start date:			End date:				
	April 1, 2021		May 28, 2021				
# of students:	40		# of employees:	6			
Completed by:	Name	Position		Date			
	Roger Gale	Program	Head	March 19, 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	Type of Space	Capacity		
F. 1. 1. 8	Floor Plans found <u>here</u>	Include washrooms and breakout rooms	Current capacity due to COVID-19		
Burnaby/SW01	3550/3560/3570	Lab (three rooms are now combined in one	10 people		
		space)			
Burnaby/SW01	2019	Student break room (if required)	15 people		



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).

Students will be engaged in active learning utilizing the on-site equipment that cannot be replicated through simulation or remote access. This includes physical wiring of control networks to devices, console connection to devices and controllers, physical installation of devices as well as the configuration, maintenance and troubleshooting of control networks and device configurations. The devices and controllers are costly and bulky, and for the most part permanently mounted in an equipment rack, making it impossible to provide physical access in a home environment.

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 <u>BCIT COVID-19 Go-Forward Plan</u> 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> Assessment Controls Guidance and Hierarchy of Controls. For assistance email ssemohs@bcit.ca.



#	Control Measure	Yes	No	NA	Details (as per Directions)
ELIN	IINATION				
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.				Exceptions allowed as per <u>BCIT COVID-19 Go-Forward Plan</u> , Risk Matrix Summary (explain): We are following the new layout of the room as attached to this plan. David Pereira has reviewed the plan and confirmed the capacity.
2.	Demonstration, work and assessment stations are set-up to allow for 2 metres physical distancing.	\boxtimes			Exception allowed as per <u>BCIT COVID-19 Go-Forward Plan</u> , Risk Matrix Summary (explain): Please see the attached floor plan.
3.	Identified area(s) where students wait outside of teaching space until allowed inside by instructor.				The floor outside the lab is marked for the students to stand on and maintain their physical distance while they are waiting to be allowed in. The instructor will open the lab 5 minutes before the start of the lab to avoid line up in the hallway.
4.	Work has been scheduled to minimize numbers of individuals on campus at one time.				Maximum of 9 students per lab session instead of 16.
5.	In shared spaces, safety protocols have been put in place to reduce close contact between users.				There are no shared spaces. The use of lab is restricted to only one student per station per day that simplifies the cleaning procedures.
6.	Movement within the room is identified, such as with directional arrows, for walkways and entrances/exits.	\boxtimes			Signs or arrows on the floor identifying directions. Markings will be placed. The room has two doors and one will be identified as entrance and the other as exit as shown in the floor plan.
7.	Water fountains are put out of service, and only touchless water bottle filling station available.				No water fountains
8.	Mobile fans have been removed or put out of service.			\boxtimes	No fans
7.	Washrooms have been identified.			\boxtimes	The nearest Washroom is RM 3220/RM 3420. This is a public washroom managed by facilities.
8.	Break area(s) for student use have been identified.			\boxtimes	No need for break
9.	Break areas for employee use have been identified.			\boxtimes	No need for break
10.	Other:				
ENG	INEERING CONTROL MEASURES				
11.	<u>Barriers</u> are implemented to separate work areas or walk ways, when physical distancing not practical.	\boxtimes			



#	Control Measure	Yes	No	NA	Details (as per Directions)
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	\boxtimes			
13.	The impact on ventilation requirements have been considered if there's been a significant use change for the instructional space.			\boxtimes	Complete a <u>Facilities and Campus Development work requisition</u> for assessment, as needed.
	Other:			\boxtimes	
SIGN	IAGE (ADMINISTRATIVE) Signage is available @ <u>BCIT onlin</u>	ne Inve	ntory.	Guide	elines for posting signs are available on <u>ShareSpace</u> .
13.	Posted: Physical distancing (2 m) sign(s) Item 1A	\boxtimes			
14.	Posted: Hand washing sign(s) Item 29B			\boxtimes	No handwashing facility
15.	Posted: Health screen sign(s) Item 3C	\boxtimes			
16.	Posted: Hand washing sink location sign(s) Item 14A			\boxtimes	No handwashing facility
17.	Posted: Hand sanitizing station location sign(s) Item 13A	\boxtimes			
18.	Posted: Protect yourself sign(s) Item 21A	\boxtimes			
19.	Posted: Occupancy limit of this room sign(s) Item 37A	\boxtimes			
20.	Posted: Other signs			\boxtimes	Please list:
ORIE	NTATION AND TRAINING (ADMINISTRATIVE)				
21.	Routine safety discussions held to review control measures and safety protocols.				
22.	All students have completed the online COVID-19 Pandemic On- Campus Guidelines training.	\boxtimes			Instructors will check prior to the first lab session.
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:			\boxtimes	
RULI	ES AND GUIDELINES (ADMINISTRATIVE)				



#	Control Measure	Yes	No	NA	Details (as per Directions)
27.	All unnecessary and self-serve items have been removed from	\boxtimes			
	the spaces. e.g., pens, paper, etc.				
28.	Doors that students are to use to enter and exit have been	\boxtimes			Signs or arrows on the floor
	clearly identified.	<u> </u>			
29.	Handouts, papers, and items are not physically provided to				If items are provided, they are cleaned between student use or disposed, or other control measures are in place – Describe:
	students.				Theusures are in place – Describe.
30.	Students have dedicated tools/equipment, e.g., items are not	\boxtimes			
	shared between students.				
31.	If cleaning common touch points or tools/equipment not	\boxtimes			The common touch points are the doorknob and light switches. Students will be required
	practical, then it is identified when hands are washed/sanitized				to wash their hands before entering the room.
	before and after use.				Facility work requested to sanitize the room at the end of the day.
32.	Work spaces/stations are dedicated for an individual or group	\boxtimes			
	use and not shared with others.				
33.	Single-use (disposable) products are used where feasible.	\boxtimes			
33.	Single-use (disposable) products are used where reasible.				
34.	Measures are in place to accommodate student sick at home.	\boxtimes			Accommodation plan: Students who miss a lab will be given an alternate assignment or
					allowed to make up the lab at a later date
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>
36.	There is a procedure in place if a student or employee becomes	\boxtimes			tool can be used to support this. Refer to the <u>COVID-19 Pandemic Scenario Playbook</u> for more information. If the person is
30.	ill on campus.				reporting symptoms, ask them to avoid others and return home. If they require
	in on cumpus.				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			Standard cohort of 20 students will be subdivided into smaller groups of maximum 9
	throughout the Term.				students to ensure physical distancing. Students will stay within their smaller group for
39.	Other:			\boxtimes	this course for the term.
39.	ouier.				
PERS	ONAL PROTECTIVE EQUIPMENT (PPE). Refer to the PPE F	lowcha	rt to d	eterm	ine what PPE is required for COVID-19 purposes.



#	Control Measure	Yes	No	NA	Details (as per Directions)
40.	Appropriate PPE for the hazards of employee and student tasks are available to be provided (non-COVID-19 related ppe).			\boxtimes	The use of the room does not require any PPE.
41.	Training is provided for the above PPE to students and employees.			\boxtimes	
42.	Appropriate PPE for COVID-19 is available to be provided to students and employees. Supply requests emailed to ppe@bcit.ca.				Based on circumstances allowed for in the <u>BCIT COVID-19 Go-Forward Plan</u> , 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):
43.	PPE safe <u>donning</u> , <u>doffing</u> , <u>disposal</u> , <u>and disinfecting instructional</u> materials are available for students and employees.			\boxtimes	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>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 work requests have been submitted.	\boxtimes			The room needs to be cleaned and sanitized at the end of the day: Work request will be submitted. Facilities request number will be provided upon request.
46.	Training will be provided to faculty and students performing cleaning duties and cleaning materials have been provided.				Cleaning Standard Operating Procedures have been located <u>here</u> . What are the cleaning products/materials: What ppe is required:
					Cleaning is not required by staff and students
47.	Assessment of sufficient number of hand wash stations conducted, and an appropriate number of handwashing stations are available			\boxtimes	No sink in the classroom.
48.	Handwashing station(s), stocked, easily accessed, and have been identified to students and employees.				Sink Location:_Public washrooms in SW01 maintained by FCD/BESTStocked 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 the instructor desk
50.	All Safety Data Sheets (SDS) and cleaning procedures used are found here .	\boxtimes			No chemicals in the room



#	Control Measure	Yes	No	NA	Details (as per Directions)
51.	The area(s) have been decluttered so that cleaning is simplified.			\boxtimes	New COVID layout as attached
52.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.				Barriers are in non-touch locations
53.	Common touch points and tools/equipment that must be shared are identified and cleaned between students and classes.				Cables used by students will be picked up from a clean repository and deposited in a "dirty" repository. Faculty will clean at the end of the lab session.
54.	Storage space for personal articles have been identified and are cleaned regularly.				Who will clean: FCD/BEST at the end of the day Where is the storage: area adjacent to each table
55.	Other:				
AUD	IT 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.				Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often? Faculty will perform inspection on a weekly basis.
57.	<u>Audits of inspections</u> are planned to ensure that control measures continue to be effective.				Who conduct the audits and how often? Program Head - Monthly

APPROVAL

All COVID-19 risk control measures for this campus activity are in place.							
Manager	Name	Position	Date				
	Amir Yousefi	Associate Dean	March 26, 2021				
EOC	Name	Position	Date				
	Roger Gale	Program Head	March 19, 2021				

Glen Wagel EOC Director April 14, 2021





SOE - ECET/INC

Go-Forward-Plan

1. Description

The Industrial Networking program faculty have identified the practical laboratory sessions that are required, at a minimum, to fulfill the academic requirements for successful completion of the following courses:

Term 1 INC Courses	Term 4 INC Courses	Service Courses
• INCS 1110	 INCS 4310 INCS 4810	• ELEX 1610

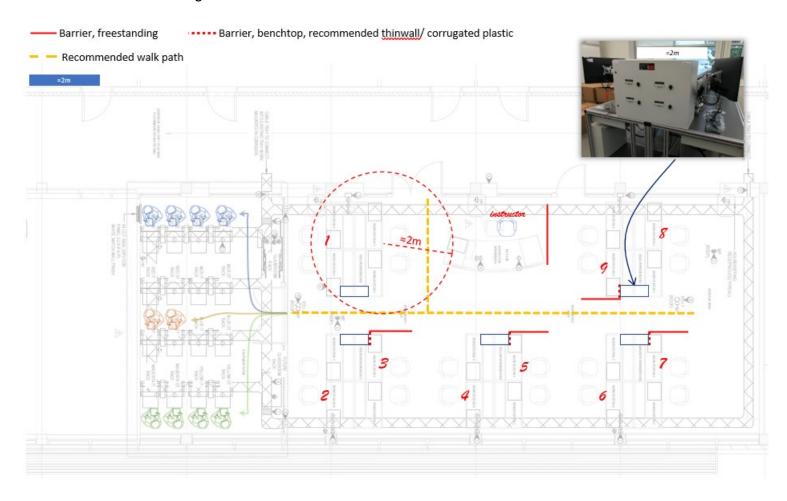
Labs to be conducted so as to minimize the cleaning required for the shared use equipment while maximizing the efficiency and safety of the lab experience for the students. Accomplished by scheduling labs for students on one day per week over all terms.

SW01-2019 study room

- > The purpose of this space is to provide students with a space for study/lunch between their in-person labs. The use of this space is restricted to only one student per table per day.
- > Cleaning will be requested from facility after each day of use.
- > A COVID-monitor will be assigned (Set rep) for each cohort to remind students of the protocols and prevent rearrangement of the tables and chairs by the students.



2. Floor Plan with work areas designated:





- 3. Written Instructions for Students (COVID-19 Safety Protocol for ECET students)
- 1. Students exhibiting symptoms of COVID-19 or feeling unwell must not come to BCIT's Burnaby campus. Please do not attend scheduled on-campus lab sessions if:
 - you have any of the following symptoms:
 - o Fever and/or chills
 - Cough and/or shortness of breath
 - Sore throat and painful swallowing
 - Stuffy or runny nose
 - Loss of sense of smell
 - Headache and/or muscle aches
 - o Fatigue
 - Loss of appetite;
 - you have travelled outside of Canada within the last 14 days;
 - are, or have recently been, in close contact with a person who tested positive for COVID-19.
- 2. Students must inform by email the appropriate course instructor, their Program Head and the ECET Program Assistant (Gundi Minato, gundi_minato@bcit.ca) when any of the conditions listed in point one above apply to themselves. Please include the on-campus lab(s) that will be missed in the email.
 - Students who have missed a scheduled, on-campus lab will be accommodated at a later date. Students who have missed an on-campus lab due to any of the conditions listed in item one above must ensure they are no longer required to self-isolate and may be asked to produce evidence from a medical practitioner to this effect before being allowed to attend labs on campus.
- 3. Students must have successfully completed the Student COVID and Pandemic Training educational module on the Learning Hub **before** attending any on-campus lab.
 - Students arriving on-campus to attend a scheduled lab must adhere to the following protocol. Follow instructions provided by your course instructor for gaining access to the lab. You will either be directed to:
 - o line up in the hallway outside the lab ensuring you maintain a 2-metre physical distance at all times until directed to enter the lab by your instructor,



- arrive at the lab entrance at the exact time you have been assigned. Do not enter the lab room until invited to do so by your instructor. Use the cellular phone system's time as your time reference. DO NOT ARRIVE EARLY! If you arrive late you will be asked to leave and return at a later time once all other students have arrived and are at their lab workstation.
- 4. When on campus read and obey all signage and directional indicators. These have been placed to help ensure the safety of yourself and others.
- 5. Before entering the lab please use the hand sanitizer provided to clean your hands.
- 6. When entering the lab, you will be directed to a location to store personal belongings not needed at your workstation. Store your outerwear, backpack and other items in the space provided and take only your calculator, smart phone, tablet/laptop and other personal items required to conduct the lab activity.
- 7. Read and obey all signage in the lab room at all times.
- 8. When in the lab remain at your assigned workspace area (it will be clearly marked). All required equipment and materials are available at your workstation. If you need to leave your workspace for any reason please ask your instructor for permission to do so first. Clean your hands with the hand sanitizer provided at your workstation and then exit the lab quickly as directed by your instructor. When entering or exiting from your workspace, and while away from the lab space, ensure that you maintain a 2-metre physical distance from others at all times. When using the washroom ensure you wash your hands thoroughly with soap and dry them completely before leaving the washroom. Be mindful of contacting door handles and other common touch points. Use paper towel or tissue to avoid direct contact with common surface touch points. Before re-entering the lab clean your hands with hand sanitizer at the lab entrance and await permission from your instructor to re-enter.
- 9. You are discouraged from leaving the lab room for snacks or lunch. On campus facilities for food services will not be available or will be significantly reduced. There will not be a location designated for you to have lunch outside of the lab room.
- 10. When you are finished the lab exercises assigned for the day, wipe your personal belongs at the workspace with the Lysol (or similar) disinfectant and wipe the keyboard, mouse, computer monitor, valve handles and other touch points you used to conduct the day's lab activities. Clean your hands with the hand sanitizer provided at your workstation.
- 11. When you have received permission from your instructor, proceed to the location where your personal belongings were stored, collect your personal belongings and exit the lab ensuring you maintain a 2-metre physical distance from others.



4. COVID-19 Signage for Labs









2M Distance Sign

Exit Only Sign

Building Entrance Screening Sign

Entrance Only Sign









Washroom Handwashing Sign

Two Way Traffic Sign

BCCDC Hand Washing Sign

Please Stand Here Decal







(3) Protect Yourself.





Washroom Occupancy Sign

Protect Yourself Sign

Please Wait Here Decal

Please Sit Here Decal



Area Closed Sign



Do Not Leave Food in Fridge Overnight Sign



Occupancy Limit Sign



Closed Sign



Clean Regular Touched Items Sign



One Way Traffic Decal



Please Do Not Sit Here Sign



Hand Sanitizing Location Sign



5. List of supplies and PPEs needed

Nr.	Item	Quantity	Note
1	Isopropyl Alcohol wipes	2	
2	Hand sanitizers	2	
3	Garbage receptacles and garbage bags.	1	New garbage container needed
4	Paper towels		
5	Barriers (sheet plastic)	5 freestanding 4 benchtop	

REFERENCES:

BCIT Pandemic Program – Documents and Templates https://sharespace.bcit.ca/sites/sas/Exposure%20Control%20Plan/Forms/AllItems.aspx

Clorox Total 360 Disinfecting System https://sharespace.bcit.ca/sites/sas/Exposure%20Control%20Plan/SDS%20-Clorox-Total-360-Disinfectant-Cleaner%202016-2019.pdf

MSDS - Clorox Anywhere Hard Surface Sanitizing Spray https://www.thecloroxcompany.com/wp-content/uploads/2019/09/Clorox-Commercial-Solutions-Clorox-Anywhere-Hard-Surface-Sanitizing-Spray.pdf

MSDS - Clorox Total 360 Disinfectant Cleaner https://www.thecloroxcompany.com/wp-content/uploads/2019/09/Clorox-Commercial-Solutions%C2%AE-Clorox%C2%AE-Disinfectant-Cleaner1.pdf