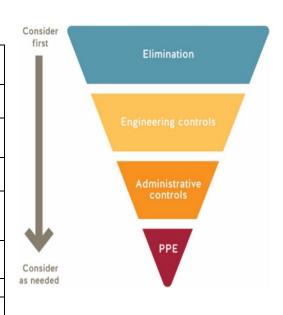


The BCIT COVID-19 Go-Forward Plan outlines the risk assessments, control measures, and the organizational process for our safe return to campus. All returning programs/courses must adhere to this process. Please refer to the <u>BCIT COVID-19 Go-Forward Plan</u> for additional information.

CONTACT INFORMATION

Comment / Durantum Name								
Course/Program Name:	CNC Machinist Technician Le	CNC Machinist Technician Level 3 Afternoon Class 1:30-7pm						
Proportion of program	Program total of 9 courses of which 7 c	ourses have some 'on campus' acti	vity					
offered on campus:								
Start date:	03 May 2021	End date:	3 Dec 2021					
	,							
Total # of students in	12	# of employees:	3					
program:								
Anticipated # of	12	Anticipated # of	2					
students on campus		employees on campus						
daily when scheduled:		daily when scheduled						
Completed by:	Name	Position	Date					
	Stefano Pettenon	Department Head	25 Mar 2021					
Replaces	RTC Safety Plan #:	18 (same as plan#297 except afternoon)						
	GFP Safety Plan #:							



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 / NW06	100	Machine shop	40
Burnaby / NW06	204,209	Washrooms	1
Burnaby / NW06	112	Simulator Lab	8 (7 students + 1 instructor)
Burnaby / NW06	114	Computer Lab	4
Burnaby / NW06	213	Simulator/Computer Lab	5 (4 students + 1 instructor)
Burnaby / NW06	216	Computer Lab	4
Burnaby / NW06	116	Measuring Lab	4

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).

Some of the courses require practical projects performed on equipment only available in the BCIT machine shop. These practical projects are needed to evaluate our students learning objectives. These learning objectives cannot be adequately simulated in a virtual 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)
EL	IMINATION				

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#	Control Measure	Yes	No	NA	Details (as per Directions)
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): Please see individual room plans for barriers where 2m distancing cannot be maintained.
2.	Demonstration, work and assessment stations are set-up to allow for 2 metres physical distancing.				Exception allowed as per <u>BCIT COVID-19 Go-Forward Plan</u> , Risk Matrix Summary (explain): Work and assessment stations are set-up to allow 2-meter distancing. Due to the type of demonstrations 2 meters is not practical. Clear barriers will be used where possible or BCIT approved, disposable 3-layer masks, and safety glasses will be worn by everyone involved
3.	Identified area(s) where students wait outside of teaching space until allowed inside by instructor.				Student go directly to their assigned workstations
4.	Work has been scheduled to minimize numbers of individuals on campus at one time.	\boxtimes			Program is offered in a blended learning environment to reduce the number of programs using the building concurrently to 2. The 2 classes are on opposite sides of the shop and use separate washrooms, and entry exit doors.
5.	In shared spaces, safety protocols have been put in place to reduce close contact between users.	\boxtimes			Please see individual room plans for more detail.
6.	Movement within the room is identified, such as with directional arrows, for walkways and entrances/exits.				Signs or arrows on the floor identifying directions. Depending on the space, markings will be placed or walkways will be obvious due to position of barriers. In some spaces, students will be called into room in order so they can proceed to their workstations while maintaining social distance from other students. Students will be required to exit in sequential order to maintain social distance.
7.	Water fountains are put out of service, and only touchless water bottle filling station available.	\boxtimes			
8.	Mobile fans have been removed or put out of service.	\boxtimes			
7.	Washrooms have been identified.	\boxtimes			If yes, Washroom occupancy limit: 1, identified in plan
8.	Break area(s) for student use have been identified.				If yes, what control measures are in place to maintain physical distancing? Occupancy Limit If there is an occupancy limit, is sign posted? Y \(\sqrt{N} \) \(\sqrt{N} \) Breaks are taken at their workstations or outside of NW06
9.	Break areas for employee use have been identified.				If yes, what control measures are in place to maintain physical distancing? Faculty will take breaks at their workspaces. These areas are covered under the Administrative Safety Plan. Occupancy Limit 4 If there is an occupancy limit, is sign posted? Y N \(\)
10.	Other:				
FNG	INFERING 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,	\boxtimes			Please see individual room plans for barriers where 2m distancing cannot be	
	when physical distancing not practical.				maintained.	
12.	Barriers are stable and do not introduce other safety hazards,	\boxtimes				
	e.g. tripping.					
13.	The impact on ventilation requirements have been considered if	\boxtimes			Complete a <u>Facilities and Campus Development work requisition</u> for assessment, as	
	there's been a significant use change for the instructional space.				needed. The usage has not changed for any of the spaces.	
	Other:			\boxtimes	The usage has not changed for any of the spaces.	
	- Curieri					
SIGN	IAGE (ADMINISTRATIVE) Signage is available @ BCIT onlin	ne Inve	ntory.	Guid	elines for posting signs are available on <u>ShareSpace</u> .	
13.	Posted: Physical distancing (2 m) sign(s) Item 1A	\boxtimes			Posted	
14.	Posted: Hand washing sign(s) Item 29B	\boxtimes			Posted	
15.	Posted: Health screen sign(s) Item 3C	\boxtimes			Posted	
16.	Posted: Hand washing sink location sign(s) Item 14A	\boxtimes			Posted	
17.	Posted: Hand sanitizing station location sign(s) Item 13A	\boxtimes			Posted	
18.	Posted: Protect yourself sign(s) Item 21A	\boxtimes			Posted	
19.	Posted: Occupancy limit of this room sign(s) Item 37A	\boxtimes			Posted	
20.	Posted: Other signs			\boxtimes	Please list:	
ODIE	CALTATION AND TRAINING (ADMINISTRATIVE)					
	ENTATION AND TRAINING (ADMINISTRATIVE)					
21.	Routine safety discussions held to review control measures and				Safety protocols will be reviewed with students at their hands-on lab session.	
22	safety protocols.				Protocols reviewed bi-weekly.	
22.	All students have completed the online <u>COVID-19 Pandemic On-</u> <u>Campus Guidelines</u> training.	\boxtimes			How will compliance be checked: Reporting tool in the Employee Learning Hub. Instructor will check each student in the cohort prior to first lab period for that	
	<u>Campus Guidennes</u> tranning.				cohort using the Student OHS Site-Orientation Checklist	
23.	COVID-19 safety Site orientation for students has been	\boxtimes			Procedure for orientation found here.	
	developed and posted in the Learning Hub.	<u> </u>			Student COVID-19 Orientation Checklist found <u>here</u> .	
24.	All employees have completed the online BCIT Pandemic	\boxtimes			All regular faculty have completed the course. If temporary hires are required,	
	Exposure Control Plan Training.				their completion will be checked.	
25.	All employees have completed the online OHS New Employee	\boxtimes			New and Returning Employee Orientation Checklist found <u>here</u> . Each employee to save	
	Orientation module.				the checklist to their online OHS New Employee Orientation course. This course is	
		1			required to be completed by new employees and by employees working on campus.	

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#	Control Measure	Yes	No	NA	Details (as per Directions)
26.	Other:			\boxtimes	
RUL	ES AND GUIDELINES (ADMINISTRATIVE)				
27.	All unnecessary and self-serve items have been removed from	\boxtimes			All supplies asked for prior to class and stocked at each workspace
	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.				
29.	Handouts, papers, and items are not physically provided to		\boxtimes		If items are provided, they are cleaned between student use or disposed, or other control
	students.				measures are in place – Describe: Sealed in plastic bag and put aside for min. of 3
					days. Hand sanitizing protocol prior to and after handling.
30.	Students have dedicated tools/equipment, e.g., items are not	\boxtimes			Students have personal and assigned toolboxes with small tools. No sharing
	shared between students.				during a class session. For larger and/or more expensive equipment, students
					will be instructed to sanitize hands before and after use where cleaning is
					impractical between use.
31.	If cleaning common touch points or tools/equipment not	\boxtimes			Explain: Signs displayed with hands washed/sanitized before and after use.
	practical, then it is identified when hands are washed/sanitized				
22	before and after use.				No short and other and a second for the second for
32.	Work spaces/stations are dedicated for an individual or group use and not shared with others.				No sharing during a class session. All equipment to be cleaned between sessions where practical or students will be instructed to sanitize before and after use.
	use and not shared with others.				where practical or students will be instructed to samitize before and after use.
33.	Single-use (disposable) products are used where feasible.	\boxtimes			Gloves will be single use. None of the equipment is single use/disposable.
33.	Single-use (disposable) products are used where reasible.				dioves will be single use. None of the equipment is single use, disposable.
34.	Measures are in place to accommodate student sick at home.	\boxtimes			Accommodation plan: Students who miss a lab will be given an alternate
"	measures are in place to accommodate stadent sick at nome.				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.
33.	Troccaures in place to sorcein statemes on a daily susis.				Students and employees are expected to self assess daily, and the <u>BCCDC self-assessment</u>
					tool can be used to support this.
36.	There is a procedure in place if a student or employee becomes	\boxtimes			Refer to the <u>COVID-19 Pandemic Scenario Response Plan</u> for more information. If the
	ill on campus.				person is reporting symptoms, ask them to avoid others and return home. If they require
					immediate medical attention, call First Aid and 911.
37.	There are procedures in place if a student or employee travels	\boxtimes			Refer to the <u>COVID-19 Pandemic Scenario Response Plan</u> for more information. Confirm
	before coming to campus, or has been in close contact with				if the 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			Programs consist of a single cohort.
	throughout the Term.				
39.	Other:			\boxtimes	



#	Control Measure	Yes	No	NA	Details (as per Directions)
PERS	SONAL PROTECTIVE EQUIPMENT (PPE). Refer to the PPE F	lowcha	rt to d	eterm	ine 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). Training is provided for the above PPE to students and				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): Appropriate non-COVID PPE for the lab spaces and activities are unchanged from pre-COVID PPE requirements. Donning and Doffing poster posted in the shop
1	employees.				· · · · · · · · · · · · · · · · · ·
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 BCIT COVID-19 Go-Forward Plan, Risk Assessment Matrix Summary. (10 weeks on campus, 12 students) Nitrile gloves-24 boxes (100 per box) 3-layer disposable mask- 24 boxes (50 per box) Spray Nine 2 bottles Oxivir Wipes- 12 canisters Oxivir Spray- 6 bottles Hand Sanitizer 1 (3.78L jugs, 4pack) Most of the COVID-related PPE consists of hand sanitizer and/or sanitizing wipes near or at shared equipment. This has been ordered. Gloves and masks have been ordered to supply the rooms identified that will need them.
43.	PPE safe <u>donning</u> , <u>doffing</u> , <u>disposal</u> , <u>and disinfecting instructional</u> materials are available for students and employees.				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.
44.	Other:			\boxtimes	
CLEA	NING				
45.	Facilities is aware of the cleaning needs for the area. Facilities work requests have been submitted.	\boxtimes			Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s). Work request 1456563 for CLEANING - NW06-01- has been submitted
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 here . What are the cleaning products/materials: Oxivir spray and wipes, Spray Nine, EP66 and Isopropanol Alcohol min 70% What ppe is required: Safety glasses, Nitrile gloves
47.	Assessment of sufficient number of hand wash stations conducted, and an appropriate number of handwashing stations are available				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.

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#	Control Measure	Yes	No	NA	Details (as per Directions)
48.	Handwashing station(s), stocked, easily accessed, and have been identified to students and employees.	\boxtimes			Sink Location: See individual room plans Stocked with soap $Y \boxtimes N \square$ paper towel $Y \boxtimes N \square$
49.	Hand sanitizing station(s), stocked, and have been identified to students and employees.				ABHS (Alcohol-Based Hand Sanitizer): Location(s) Hand sanitizer will be available in all spaces, even when sinks are present, in order to minimize student travel through the space. Hand sanitizer will be available at or near all shared equipment. Where students are working at individual stations, sanitizer will be made available at each station where students and instructors may need to sanitize before and after touching shared equipment e.g. when the instructor has to touch student work or tools to demonstrate technique Will hand sanitizer be refilled by department: Y \(\subseteq N \otimes \) If No, describe: Hand pumps will be used and replenished with either new bottles or refilled when empty. Usage will be monitored so supplies can be replenished as needed.
50.	All Safety Data Sheets (SDS) and cleaning procedures used are found here .	\boxtimes			If not, describe:
51.	The area(s) have been decluttered so that cleaning is simplified.				
52.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.				Barriers can become contaminate if they are a touch point or if the contaminated with droplets by e.g. coughing or sneezing. Our barriers are not high touch points
53.	Common touch points and tools/equipment that must be shared are identified and cleaned between students and classes.				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): Varies by space. In some cases, students will clean benches or shared equipment. In other spaces, facilities work requests have been submitted for between-class cleaning. Due to the quantity and variety of large, fixed equipment, it is impractical to clean the equipment between students so students will be required to sanitize before and after using the equipment. In some situations, students will be required to wipe down the equipment before and after use using provided disinfecting wipes
54.	Storage space for personal articles have been identified and are cleaned regularly.			×	Who will clean: Students will clean and disinfect area if shared between classes Where is the storage: In the lab areas, the students will be assigned a bench for their own use and there will be space available at the bench for storage of their personal equipment.

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#	Control Measure	Yes	No	NA	Details (as per Directions)
55.	Other:			\boxtimes	
AUD	IT AND CONTINUOUS IMPROVEMENT				
56.	There is a plan to conduct <u>regular inspections</u> of all control	\boxtimes			Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how
	measures and safety protocols to ensure they are in place.				often?
					Department head or delegate to conduct weekly
57.	Audits of inspections are planned to ensure that control	\boxtimes			Who conduct the audits and how often?
	measures continue to be effective.				Associate dean or delegate to conduct monthly

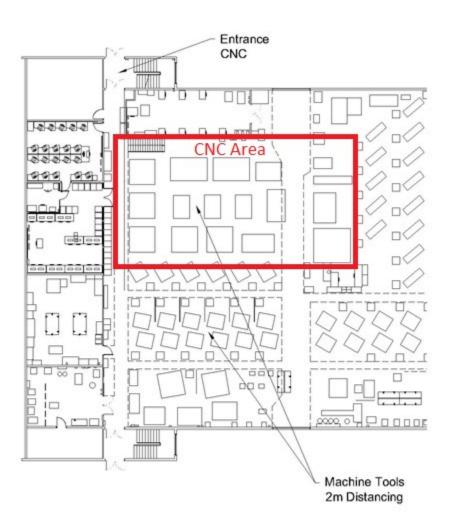
APPROVAL

All COVID-19	All COVID-19 risk control measures for this campus activity are in place.							
Manager	Name	Position	Date					
	Paul Morrison	Associate Dean	2021/03/25					
EOC	Name	Position	Date					
	Glen Magel	EOC Director	April 14, 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				









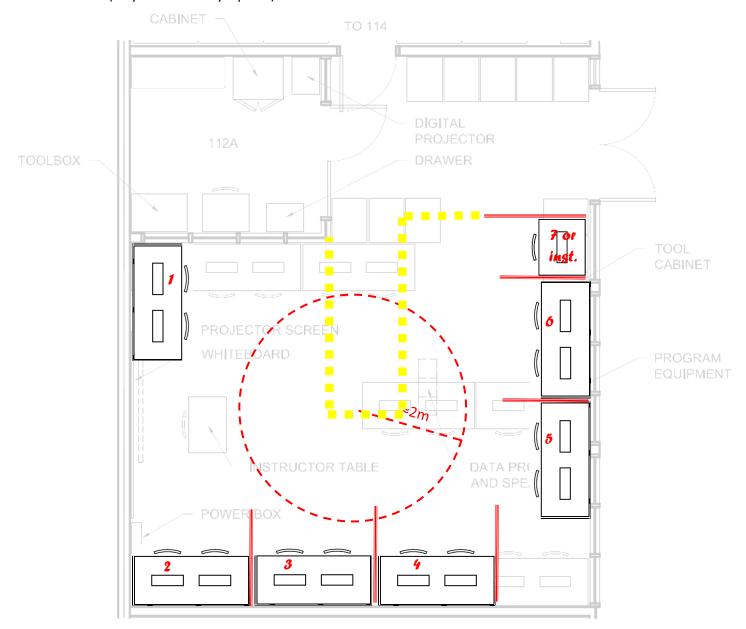
Machinist: NW06-112 (Alternate Layout)

The Simulator Lab has been reconfigured to accommodate up to 6 students plus one instructor, or 7 students without instructor station, with physical distancing augmented with the installation of barriers. This layout also includes a demarcated floor pathway which inidicates a physical distance from all seated users.

Room Occupancy 8

Legend:

Barrier (acrylic or other style panel)





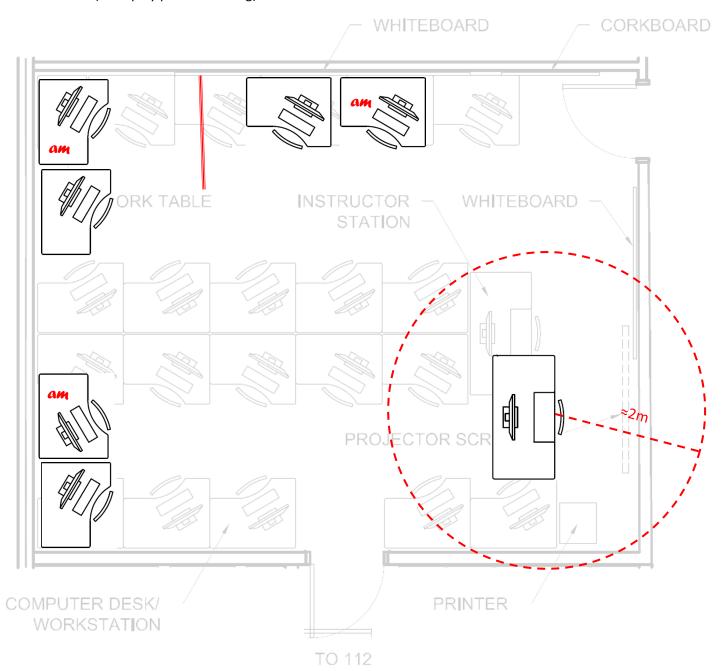
Machinist: NW06-114

3 students plus 1 instructor, AM students and PM students do not overlap

Room Occupancy 4

Legend:

Barrier (clear poly plastic sheeting)





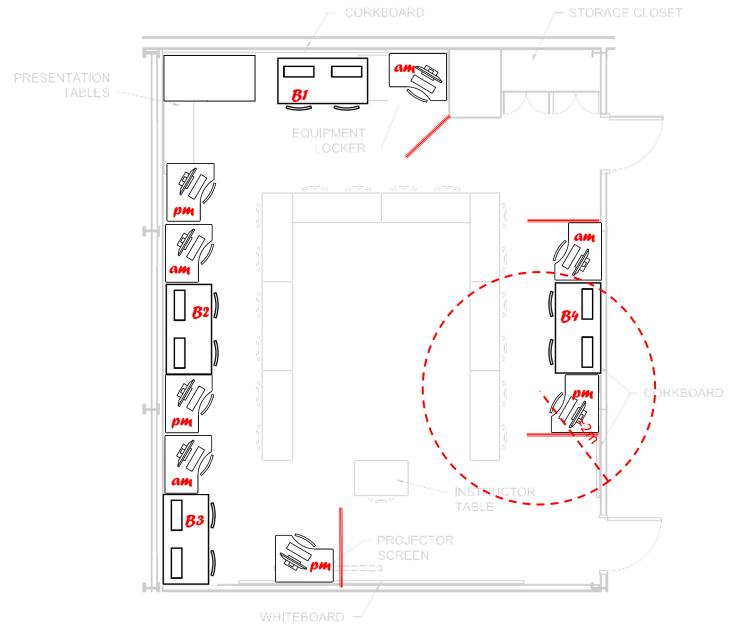
Machinist: NW06-213

This previous standard lecture style classroom has been reconfigured to a dual-purpose lab. The bench lab capacity is 4 benches (indicated by B1-B4), in a physically distanced configuration. The computer lab capacity is 8 computer stations, to be used by 4 students in the AM, and 4 students in the PM. The AM and PM classes do not overlap

Room Occupancy 5

Legend:

Barrier (welding curtain)



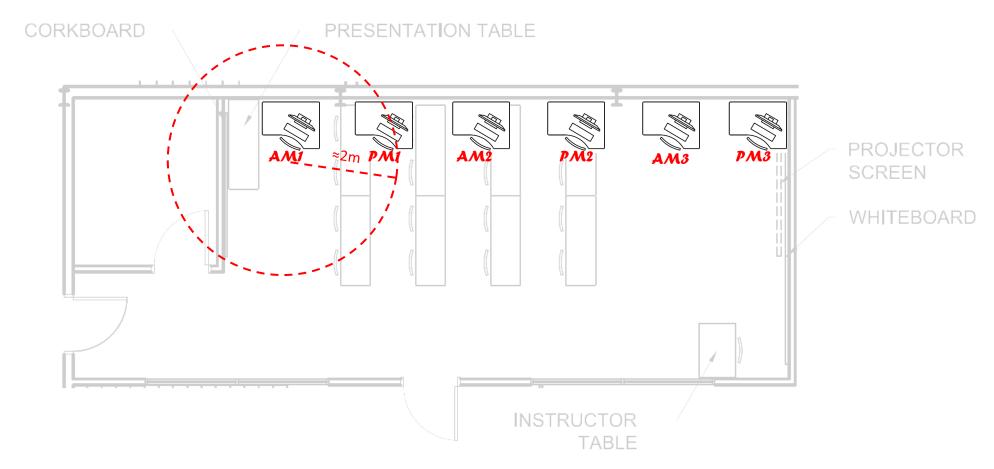


Machinist: NW06-216 Room Occupancy 4

This classroom will be converted to a computer lab, which can accommodate a capacity of 6 students, provided barriers are installed between computer stations. However, the program will only use every second computer station for the AM shift of students, and every second computer for the PM shift of students – there will not be overlap between these two student groups, thus negating the need for barrier installations. If this concept changes, barriers would be required. With the current configuration (without barriers), the capacity of this space is 3 students + 1 instructor.

Legend:

Barrier (acrylic or similar)



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