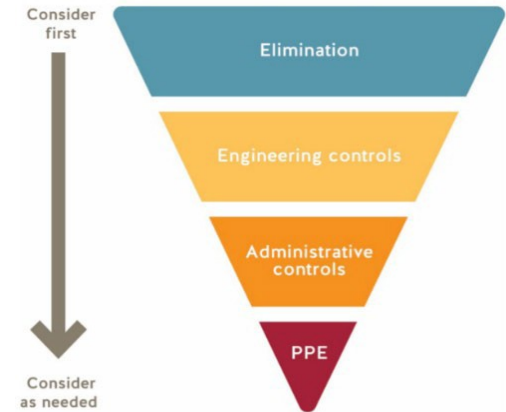# BCIT COVID-19 SAFETY PLAN
ADMINISTRATIVE SPACES

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

Department Name:	**School of Business + Media**		
Anticipated # of employees on campus daily when scheduled:	4	*What is the total # of employees:*	12
Start date:	April 23, 2020	**End date:**	August 31, 2021
Completed by:	Name Chandan Johal	Position Associate Director	Date April 23, 2020
Replaces	**RTC Safety Plan #:**		
	GFP Safety Plan #:		

Consider first → Elimination → Engineering controls → Administrative controls → PPE → Consider as needed

ROOM INFORMATION

In this section, please identify all of the rooms that will be used by employees.
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 meeting rooms	Capacity Current capacity due to COVID-19
Burnaby / CARI	2015	Office	1
	2015A	Office	1
	2015B	Resource room	1
	2017A	Office	1
	2018A	Computer Lab	1
	2018B	Computer Lab	1
	2018C	Computer Lab	1
	2018D	Computer Lab	1
	2025	Break Room	2
	2027	Office	1
	2022	Washroom	1
	2022	Washroom	1
	2022	Washroom	1

BCIT COVID-19 SAFETY PLAN
ADMINISTRATIVE SPACES

2022	Washroom	1
2023	Accessible Washroom	1

RATIONALE FOR ON-CAMPUS ACTIVITY

Please provide a short description explaining why you need employees on campus. Your narrative should be focused on the practical elements of what the employees will be doing.
Faculty and staff are working remotely. There is an occasional need to access resources and educational materials, and conduct work related tasks.

CONTROL MEASURES

COVID-19 SAFETY PLAN: CONTROL MEASURES CHECKLIST

Directions for completing this 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 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 work. **Note:** Contact returntocampus@bcit.ca for room capacity and layout if needed.	☒	☐	☐	*Exceptions allowed as per* [BCIT COVID-19 Go-Forward Plan](#)*, Risk Matrix Summary (explain):*
2.	Work stations are set-up to allow for 2 metres physical distancing.	☒	☐	☐	*Exceptions allowed as per* [BCIT COVID-19 Go-Forward Plan](#)*, Risk Matrix Summary (explain):*
3.	Work has been scheduled to minimize numbers of employees on campus at one time.	☒	☐	☐	All employees are working remotely and will limit their time on campus.
4.	In shared spaces, safety protocols have been put in place to reduce close contact between users.	☒	☐	☐	

#	Control Measure	Yes	No	NA	Details (as per Directions)
5.	Movement within the room is identified, such as with directional arrows, for walkways and entrances/exits.	☒	☐	☐	*Signs or arrows on the floor identifying directions.*
6.	Washrooms have been identified.	☒	☐	☐	*If yes, Washroom occupancy limit_1_*
7.	Water fountains are put out of use, and only touchless water bottle filling station available.	☒	☐	☐	
8.	Mobile fans have removed or put out of service.	☒	☐	☐	
9.	Break areas for employee use has been identified.	☒	☐	☐	*If yes, what control measures are in place to maintain physical distancing?* Access to chairs and tables have been restricted. Occupancy limit signs posted at both entrances. Distance markers on the floor. *Occupancy limit___2____If there is an occupancy limit, is a sign posted? Y* ☒ *N* ☐
10.	Other:	☐	☐	☒	

ENGINEERING CONTROL MEASURES					
11.	Barriers are implemented to separate work areas or walk ways, when physical distancing not practical.	☐	☐	☒	
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	☐	☐	☒	
13.	The impact on ventilation requirements have been considered if there's been a significant use change for the space.	☐	☐	☒	*Complete a Facilities and Campus Development work requisition for assessment, as needed.*
14.	Other:	☐	☐	☒	

SIGNAGE (ADMINISTRATIVE) *Signage is available @ BCIT online Inventory. Guidelines for posting signs are available on ShareSpace.*					
15.	Posted: Physical distancing (2 m) sign(s) Item 1A	☒	☐	☐	
16.	Posted: Hand washing sign(s) Item 29B	☒	☐	☐	
17.	Posted: Health screen sign(s) Item 3C	☒	☐	☐	
18.	Posted: Hand washing sink location sign(s) Item 14A	☒	☐	☐	
19.	Posted: Hand sanitizing station location sign(s) Item 13A	☒	☐	☐	
20.	Posted: Protect yourself sign(s) Item 21A	☒	☐	☐	
21.	Posted: Occupancy limit of this room sign(s) Item 37A	☒	☐	☐	
22.	Posted: Other signs	☒	☐	☐	*Please list:* *Wear a mask, wipe surfaces before/after use*

#	Control Measure	Yes	No	NA	Details (as per Directions)
ORIENTATION AND TRAINING (ADMINISTRATIVE)					
23.	Routine safety discussions held to review control measures and safety protocols.	☒	☐	☐	Safety discussions will be conducted by administrative manager to administrative assistant and associate dean. Communication will be done every other week via email (or Zoom), but if there is something urgent then it will be addressed immediately.
24.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training.	☒	☐	☐	Dean's Office Assistant to track completion.
25.	All employees have completed the online OHS New Employee Orientation module.	☒	☐	☐	*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.* Dean's Office Assistant to track completion.
26.	Other:	☐	☐	☒	
RULES AND GUIDELINES (ADMINISTRATIVE)					
27.	All unnecessary and self-serve items have been removed from the spaces. *e.g., pens, paper, etc.*	☒	☐	☐	
28.	Papers and items are not physically passed between employees.	☒	☐	☐	*If items are provided, they are cleaned between employee use or disposed, or other control measures are in place – Describe:*
29.	Employees have dedicated tools/equipment, e.g., items are not shared between employees.	☒	☐	☐	
30.	If cleaning common touch points or tools/equipment not practical, then it is identified when hands are washed/sanitized before and after use.	☐	☐	☒	*Explain:*
31.	Work spaces/stations are dedicated for an individual or group use and not shared with others.	☒	☐	☐	
32.	Single-use (disposable) products are used where feasible.	☒	☐	☐	
33.	Procedures in place to screen employees on a daily basis.	☒	☐	☐	*The health screen sign (Item 3C, BCIT online inventory, EOC approved signage) is available for reference and is posted on building doors. Employees are expected to self assess daily, and the BCCDC self-assessment tool can be used to support this.*
34.	There is a procedure in place if an employee becomes ill on campus.	☒	☐	☐	*Refer to the 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.*
35.	There are procedures in place if an employee travels before coming to campus, or has been in close contact with someone who has tested positive for COVID-19.	☒	☐	☐	*Refer to the Pandemic Scenario Response Plan for more information. Confirm if the person is aware of self-isolation requirements and protocols.*
36.	Provisions made for employees to work in cohorts.	☐	☐	☒	

#	Control Measure	Yes	No	NA	Details (as per Directions)
37.	Other:	☐	☐	☒	

PERSONAL PROTECTIVE EQUIPMENT (PPE). Refer to the PPE Flowchart to determine what PPE is required for COVID-19 purposes.					
38.	Appropriate PPE for the hazards of employee tasks are available to be provided (non-COVID-19 related ppe).	☐	☐	☒	*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):*
39.	Training is provided for the above PPE to employees.	☐	☐	☒	
40.	Appropriate PPE for COVID-19 is available to be provided to employees. Supply requests emailed to ppe@bcit.ca.	☒	☐	☐	*Based on circumstances allowed for in the BCIT COVID-19 Go-Forward Plan, Risk 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):* • Disposable Face Masks (3 boxes x 50 each box)
41.	PPE safe donning, doffing, disposal, and disinfecting instructional materials are available for employees.	☒	☐	☐	*Post applicable signs in a visible location if ppe required.* *Use the OHS Employee Orientation checklist to assist orientation/training by their supervisors.*
42.	Other:	☐	☐	☒	

CLEANING					
43.	Facilities is aware of the cleaning needs for the area. Facilities work requests have been submitted.	☒	☐	☐	*Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s).* *1472783.*
44.	Training will be provided to employees performing cleaning duties and cleaning materials have been provided.	☒	☐	☐	*Cleaning Standard Operating Procedures have been located here. What are the cleaning products/materials:* • Oxivir TV Disinfectant Wipes (10 canisters x 160 each canister) • Hand Sanitizer (9 x 500mL bottles) *What ppe is required:* *n/a*
45.	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.*
46.	Handwashing station(s), stocked, easily accessed, and have been identified to employees.	☒	☐	☐	*Sink Location: 216, 217, 219, 220, 349, 355, 357.* *Stocked with soap Y ☒ N ☐ paper towel Y ☒ N ☐*
47.	Hand sanitizing station(s), stocked, and have been identified to employees.	☒	☐	☐	***ABHS*** *(Alcohol-Based Hand Sanitizer): Location(s) Main SE06 entrance and by 234 corridor entrance.*

#	Control Measure	Yes	No	NA	Details (as per Directions)
					Will hand sanitizer be refilled by department: yes *If No, describe:*
48.	All Safety Data Sheets (SDS) and cleaning procedures used are found here.	☒	☐	☐	*If not, describe:*
49.	The area(s) have been decluttered so that cleaning is simplified.	☒	☐	☐	
50.	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.*
51.	Common touch points and tools/equipment, that must be shared are identified and cleaned between employees.	☒	☐	☐	*Cleaning/sanitizing procedures for common touch points and shared items are available and signs posted e.g. shared machinery, multifunction devices, photocopiers, equipment, tools, microwaves, kettles, eating surfaces, etc. Identify who will clean and how often (e.g. employees or cleaning staff):* Signs posted to inform employees to wipe down shared equipment/kitchen appliances.
52.	Storage space for personal articles have been identified and are cleaned regularly.	☒	☐	☐	*Who will clean:* Employees are responsible for cleaning their own personal items. This includes keyboards, mobile and landline phones, printers/scanners, and items on office desks and in cabinets *Where is the storage:* Hand sanitizers, disinfectant wipes are provided at various locations. If supplies run low, staff are directed to contact department administrative assistant who will let administrative manager know to restock item(s).
53.	Other:	☐	☐	☒	
AUDIT AND CONTINUOUS IMPROVEMENT					
54.	There is a plan to conduct regular inspections 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?* SOB+M management will conduct monthly inspections.
55.	Audits of inspections are planned to ensure that control measures continue to be effective.	☒	☐	☐	*Who conduct the audits and how often?* Associate Director of Operations or Administrative Manager to conduct monthly audits.

APPROVAL

	All COVID-19 risk control measures for this campus activity are in place.		
Manager	Name *Chandan Johal*	Position Associate Director	Date April 23, 2021
EOC	Name *Glen Magel*	Position EOC Director	Date May 7, 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

CARI-2018 Wing (Digital Arts)

Notes: This multi-use academic and administrative wing can accommodate usres as indicated.

Legend:

Barrier ≈2m