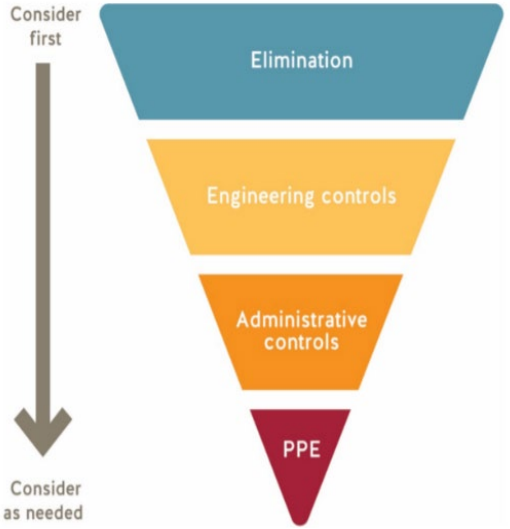
BCIT COVID-19 SAFETY PLAN
ACADEMIC SPACES

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:	**Program: Geomatics Engineering Technology Diploma – Summer Direct Entry** • **Geom 2110 - Pre-Entry Field Surveying** • **Geom 2120 - Pre-entry Survey Computations** • **Geom 2130 - Pre-entry CAD and Geospatial Software Applications**		
Proportion of program offered on campus:	This set of 3 courses is separate from the regular full-time programs in the Fall and Winter terms. However, they provide opportunities for students to enter 2nd year directly.		
Start date:	July 5	**End date:**	**Aug 19**
Total # of students in program:	7 (estimate)	**Total # of employees:**	**3**
Anticipated # of students on campus daily when scheduled:	7	**Anticipated # of employees on campus daily when scheduled**	**1-2**
Completed by:	Name Grant Shelest	Position Program Head	Date May 27, 2021
Replaces	**RTC Safety Plan #:**	RTC # 31 SoCE Geomatics - Summer DE 2020 (June)	
	GFP Safety Plan #:	Follows W38 – SoCE Geomatics	



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 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**
SE-04	118 (Survey Stores)	Equipment storage	3 One instructor and student(s)
SE-04	119	Computer download room. Occasionally requires student/interaction/communication	3 One instructor and student(s)

		within this space, while maintaining the 2m spacing. Room 119 is also interim storage space for returned equipment as used as access for cleaning some equipment by the inventory management coordinator.	Combination of instructor and student(s)
SE-06	206	Large regular classroom	Revised capacity - 11 students
SW-03	2770	CAD computer lab (Geomatics specific)	Revised capacity – 13 students
SW-03	2606	Washroom (women)	1
SW-03	2616	Washroom (men)	1
SE04	102	Washroom (Women)	1
SE04	103	Washroom (Men)	1
SE06	219	Washroom (Women)	1
SE06	220	Washroom (Men)	1

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).

This proposed Go-Forward plan complies with and follows the previous safety plan from Summer 2020 *(RTC # 31 SoCE Geomatics - Summer DE 2020)* as well as the Winter Go_Forward Plan for the Geomatics Program *(W38-SoCE Geomatics)*. Minor changes are included such as additional duties for instructors, where Facilities contactors are not allowed to clean, such as computer keyboards and mouse.

As with Summer 2020, the Geomatics program is running a Direct Entry program through the summer

- Geom 2110 - Pre-Entry Field Surveying
- Geom 2120 - Pre-entry Survey Computations
- Geom 2130 - Pre-entry CAD and Geospatial Software Applications

The Geomatics Program within the School of Construction and the Environment is proposing to run the Advanced Placement / Direct Entry to support 2nd year enrollment numbers. This program generally runs with a minimum of 7 students, and in the past has operated with a maximum of 14. In order to conform to physical distancing guidelines and the limitations of appropriate and available lecture rooms, enrollment will be capped at 11 students. This year is especially important to run Direct Entry because of the low enrollment from the current 1st year numbers. This included a dramatic drop off from the September 2020 intake largely due to Covid issues, such as limited face-to-face.

The Direct Entry program consists of 3 courses (listed above) to allow well-qualified students with related academic backgrounds to complete the equivalent of the surveying specific courses from the 1st year of the diploma.

Critical to these courses are the completion of unique field labs specifically designed to closely emulate field work that is typical to the surveying industry. This includes equipment calibrations, various data collecting procedures, and multiple real-world tasks intended to foster the job-ready, practical skills the BCIT Geomatics program has become widely known for. Field courses are foundational and fundamental to the Geomatics program and cannot be simulated in an online environment. The GEOM courses are an integral part of national accreditation requirements which allow our graduates inclusion into professional associations. In addition, the surveying profession has been designated an essential service and our graduates are in constant demand.

Students would attend one course per day only, limiting the students to one location per day, and one Instructor per day.

IMPORTANT: Because of unique program needs, with courses that depend on face-to-face field classes at various locations on the Burnaby campus, we are asking EOC to allow campus-wide (or sidewalk) roving clearance (in place of individual roving plans for each location) in this Safety Plan for instructors and students. This is necessary to reach outdoor lab locations. *(See map page 23)*

CONTROL MEASURES

COVID-19 SAFETY PLAN: CONTROL MEASURES CHECKLIST

Directions for completing this Safety Plan:

1. *Review 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, please provide a brief explanation as necessary to explain your answer and/or as indicated in the left-hand column.*
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. The Joint Occupational Health and Safety Committee (JOHSC) will be involved in the review of this Safety Plan, and may provide feedback to the manager.*

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.	☒	☐	☐	*Exceptions allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary (explain):* *Exceptions allowed as per Master Risk Assessment refer to Section 7.9.5 (explain):* To conduct field labs, students must enter the Survey Stores (survey equipment storage at SE04-118) area to collect their equipment for the day (total station, levels, GPS units). Stores is organized to allow only one member of a two-person student team at a time to gather equipment (first, the assistant followed by team leader) and exit before the other student member enters. The next student team will be called in only after one team has completed the picking up of their equipment and exited the room. If *social distancing* separation becomes not possible or not practical, proper face coverings must be worn by everyone under the minimum 2m separation. The Geomatics Department supplies disposable safety face masks for staff. Students are required to supply and carry at all times their own standard disposable 3-layered face mask.
2.	Demonstration, work and assessment stations are set-up to allow for 2 metres physical distancing.	☒	☐	☐	*Exception allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary (explain):* Pre-lab instructions are online. Demonstration are all outdoors for minimum 2m distancing
3.	Identified area(s) where students wait outside of teaching space until allowed inside by instructor.	☒	☐	☐	Waiting areas are identified prior to entering the Survey Stores
4.	Work has been scheduled to minimize numbers of individuals on campus at one time.	☒	☐	☐	
5.	In shared spaces, safety protocols have been put in place to reduce close contact between users.	☒	☐	☐	Directional arrows, waiting spots/areas, all approved signage is posted in multiple locations in and around Survey Stores as well as SE06 rm206. Daily instructions will remind everyone of the special circumstances we are now operating in and the constant care needed. To enforce safety protocols, instructors will remind students at the beginning of each field lab. As well, students will be made aware of consequences for not complying, which may result in being asked to leave campus and forfeiting lab marks. If similar behavior continues, disciplinary actions may be considered.

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
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.* All areas where students are asked to meet are to be labeled with approved Covid-19 signage. This includes official 2m distancing reminders (signage), washroom facilities and sanitizing stations, occupancy limits, entry and exit points, directional arrows for movement flow, waiting spots.
7.	Water fountains are put out of service, and only touchless water bottle filling station available.	☒	☐	☐	
8.	Mobile fans have been removed or put out of service.	☒	☐	☐	
9.	Washrooms have been identified.	☒	☐	☐	If yes, Washroom occupancy limit __1___ SE-04 rooms 102/103 (women/men) SE-06 rooms 219/220 (women/men) SW-03 room 2606/2616 (women/men)
10.	Break area(s) for student use have been identified.	☒	☐	☐	*If yes, what control measures are in place to maintain physical distancing?* For lunch breaks, students are encouraged to have their lunches prior to the start of field labs, which may run most of the day, or at the end. Students may opt for a break during the field class and this case we recommend resting locations (as per 7.9.2 in the Covid-19 Go Fwd Plan) outdoors or in SE02 Great Hall.
11.	Break area(s) for employee use have been identified.	☒	☐	☐	Instructors will return to their individual offices to take lunch and for breaks
12.	Other:	☐	☐	☒	
ENGINEERING CONTROL MEASURES					
13.	Barriers are implemented to separate work areas or walk ways, when physical distancing not practical.	☒	☐	☐	Survey Stores (survey equipment storage) in SE04, room 118, has a high-top physical plexi-glass barrier installed for protection during interaction between the equipment coordinator/instructor and student (one student at a time) while student team members collect their gear for the field lab. An additional high-top plexi-glass barrier is planned in SE04, 119 (the data download room), dividing download stations and equipment sanitizing area.
14.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	☒	☐	☐	A high-top plexi-glass barrier is secured atop the equipment bench within Stores to create protection between the equip coordinator and student lab team members
15.	The impact on ventilation requirements have been considered if there's been a significant use change for the instructional space.	☒	☐	☐	*Complete a Facilities and Campus Development work requisition for assessment, as needed.* *Refer to Facilities and Campus Development for assessment.* This is considered. Time spent in enclosed spaces are minimal.
16.	Other:	☐	☐	☒	

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
SIGNAGE (ADMINISTRATIVE) *Signage is available @ BCIT online Inventory. Guidelines for posting signs are available on ShareSpace.*					
17.	Posted: Physical distancing (2 m) sign(s) Item 1A	☒	☐	☐	BCIT approved Covid-19 signage to is in place
18.	Posted: Hand washing sign(s) Item 29B	☒	☐	☐	In place
19.	Posted: Health screen sign(s) Item 3C	☒	☐	☐	BCIT approved Covid-19 signage to is in place
20.	Posted: Hand washing sink location sign(s) Item 14A	☒	☐	☐	BCIT approved Covid-19 signage to is in place
21.	Posted: Hand sanitizing station location sign(s) Item 13A	☒	☐	☐	BCIT approved Covid-19 signage to is in place
22.	Posted: Protect yourself sign(s) Item 21A	☒	☐	☐	BCIT approved Covid-19 signage to is in place
23.	Posted: Occupancy limit of this room sign(s) Item 37A	☒	☐	☐	BCIT approved Covid-19 signage to is in place
24.	Posted: Other signs	☒	☐	☐	*Please list:* 10B "Entrance Only" in place 11B "Exit Only" in place 16E "One way" in place 6A "Do not use this equipment" in place where needed 19F "Please Wait Here" in place where needed.
ORIENTATION AND TRAINING (ADMINISTRATIVE)					
25.	Routine safety discussions are held to review control measures and safety protocols.	☒	☐	☐	Discussions around typical Job Hazards (common safety related discussion in the surveying & construction industry), and primarily Covid-19 transmission, are planned as regular part of field labs. Students will be reminded of safety concerns ahead of each field lab and will monitored by Instructors.
26.	All students have completed the online COVID-19 Pandemic On-Campus Guidelines course.	☐	☒	☐	*How will compliance be checked:* Incoming students for the Summer Program are to complete ahead of time and are expected to show proof of completion
27.	COVID-19 safety Site orientation for students has been developed and posted in the Learning Hub.	☒	☐	☐	*Procedure for orientation found here.* *Student COVID-19 Orientation Checklist found here.* https://www.bcit.ca/files/covid19/pdf/covid-19_student_orientation.pdf Geom Dept staff and students will adhere to the OHS Site-Orientation checklist and checked prior to field classes. They will be signed and filed at the end of each week. All safety guidelines will be posted to LH and students will be reminded to refer to regularly
28.	All employees have completed the online BCIT Pandemic Exposure Control Plan course.	☒	☐	☐	Geomatics staff have completed safety related training. Proof of completion is available

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
29.	All employees have completed the online OHS New and Returning Employee Orientation module and the OHS NEO checklist.	☒	☐	☐	*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.*
30.	Employees have been involved in the development of this Safety Plan.	☒	☐	☐	*If employees have not been involved or it is not applicable, explain:*
31.	There is a means of updating employees and students, as applicable, when the Safety Plan is revised.	☒	☐	☐	*Explain your response:* Plan will be posted in Survey Stores (SE04-118) and re-posted if/when revised. Emailing, verbal announcement, and posting to LH as needed
32.	Other:	☐	☐	☒	
RULES AND GUIDELINES (ADMINISTRATIVE)					
33.	All unnecessary and self-serve items have been removed from the spaces. *e.g., pens, paper, etc.*	☒	☐	☐	*All supplies asked for prior to class and stocked at each workspace* All unnecessary and self-serve items have been removed from the counter in SE 04 room 118 where the students collect their field equipment for class. Only equipment to be used to be placed on the counter.
34.	Doors that students are to use to enter and exit have been clearly identified.	☒	☐	☐	*Signs or arrows on the floor* Currently labeled COVID-19 approved signage.
35.	Handouts, papers, and items are not physically provided to students.	☒	☐	☐	*If items are provided, they are cleaned between student use or disposed, or other control measures are in place – Describe:* Lab instructions are delivered as softcopy and students are asked to supply their own print outs. If students forget to bring a copy, they are available on LH to access via smartphone. However, instructors are allowed minimal, limited use of paper handouts. When physical handouts are required, instructors and students will maintain physical distancing. For example, instructors can leave fresh non-contaminated copies on the equipment counter, and students can access as they pick up their equipment. Again, students are instructed to print off their own copy and bring to the lab, or access via smartphone.
36.	Students have dedicated tools/equipment, e.g., items are not shared between students.	☒	☐	☐	An important part of our course delivery is the complete elimination of equipment sharing or cross contamination. Students will maintain ownership of specific pieces of equipment for the duration of field labs, which may run three days. Equipment, specific to each team, is stored in a secure classroom and retrieved daily. Once field labs are complete, students clean the dirt, mud, etc. from the equipment and return it to Survey Stores for a full cleansing. Equipment is then held in isolation for four days.
37.	If cleaning common touch points or tools/equipment not practical, then it is identified when hands are washed/sanitized before and after use.	☒	☐	☐	Explain: Facilities currently has work requests in process for daily cleansing of Stores (SE04 rooms 118 & 119) WR1475976 & WR1475977 and SE06 rm206 WR1475972 throughout the Summer term. Computer Lab SW03-2770 WR 1475971 Washing facilities are identified and labeled with approved COVID_19 signage.

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
					Instructor cleans and sanitizes equipment based on manufacture and vendor recommendations together with WorkSafe BC guidelines. Equipment is then held in isolation for a minimum of two days after lab usage.
38.	Work spaces/stations are dedicated for an individual or group use and not shared with others.	☒	☐	☐	Survey Stores has a download room (SE04-119) to collect field data from the survey instruments used in field labs. This is a system of handling and exchanging equipment for data transfer to ensure minimum physical distancing and avoid cross contaminations. Instruments are passed from student to instructor, who wear protective gloves and sanitized wipes to prevent reciprocal x-contact. At the end of lab sessions, instruments are returned to Stores coordinator where it is set aside for cleansing and storage. Facilities is requested to clean the download room at the end of each day (WR1475977)
39.	Single-use (disposable) products are used where feasible.	☒	☐	☐	Gloves, wipes, paper towel are to be extensively used. Slim Jim garbage receptacles for waste disposal are currently in place through Facilities.
40.	Measures are in place to accommodate student sick at home.	☒	☐	☐	*Accommodation plan:* As laid out in the *students guide*, to reduce the burden on the medical system, medical documentation is not required in cases where students need to be absent from in-person course activities due to having to quarantine or self-isolate. Depending on symptom severity, students with COVID-19 may need an academic accommodation such as a deadline extension. As during the past academic year, the Geomatics dept is works with the Student Life Office to find ways to best support the student's academic progress and overall health.
41.	Student attendance is kept.	☒	☐	☐	*If No or NA, please explain:*
42.	Procedures are in place to conduct a COVID-19 screen for students 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 entrances. Students are required to self-assess daily before coming to campus, and the BCCDC self-assessment tool can be used to support this. Instructors are expected to check-in with their students at the beginning of the class to confirm that students have performed their self-assessment and to remind them if they are experiencing symptoms to report to their instructor as soon as possible.* Self-assessment techniques and the self assessment link (above) are to be widely distributed at the start of classes. At this point anyone coming on Campus must self-assess ahead of time, and inform instructors they are clear. The Geomatics dept has a no-contact temperature monitor and will ask students directly about their condition prior to class. Standard COVID-19 questions will include. (“Are you feeling unwell today?”; “Do you have a temperature?”;” Have you been travelling?”; etc.)

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
43.	Procedures are in place for employees to notify their supervisor that they have conducted their COVID-19 self-assessment, every time before they enter the workplace.	☒	☐	☐	*The health screen sign (Item 3C, BCIT online inventory, EOC approved signage) is available for reference and is posted on building entrances. Employees are required to self-assess before they enter the workplace, and the BCCDC self-assessment tool can be used to support this. Employees are required to notify their supervisor that they have performed their self-assessment.* Employees and students complete self assessment. Staff will inform the AD; students will inform the instructor ahead of time.
44.	There is a procedure in place if a student or employee becomes ill on campus.	☒	☐	☐	*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.* If someone reports symptoms, or has a temperature, we ask them to avoid others and return home. In addition, they must: • Refer the student to the BC Centre for Disease Control for additional information. • The student is requested to complete the COVID-19 self-assessment and follow instructions: https://bc.thrive health/covid19/ • Geomatics staff will prepare and submit an Early Assist referral and let the student know someone from SLO will reach out shortly. Ask the student for the best phone number to be reached. Include that information in the referral. If they require immediate medical attention, call First Aid and 911.
45.	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.	☒	☐	☐	*Refer to the COVID-19 Pandemic Scenario Response Plan for more information. Confirm if the person is aware of self-isolation requirements and protocols.* *As instructed by the BC Ministry of Health:* Anyone arriving from outside of Canada must self-isolate and monitor for symptoms for **14 days upon their arrival** and complete/register a self-isolation plan and complete the federal Arrive CAN application. https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/self-isolation-on-return#federal-plan Returning travellers that develop symptoms should get tested for COVID-19. They will also be required to self-isolate for at least 14 days from their arrival date in Canada or 10 days after onset of symptoms, whichever is longer.
46.	Provisions made for students to maintain same lab/class cohort throughout the Term.	☒	☐	☐	Yes, this is a small group. Less than ten students
47.	Other:	☐	☐	☒	

#	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.**					
48.	Appropriate PPE for the hazards of employee and student 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):* • Face masks when unable to maintain min 2m distancing for gathering survey gear at the start of field labs. • Disposable gloves if it becomes necessary to share basic material such as paper documents • Hand sanitizer to be stationed in multiple locations • Goggles and CSA approved safety glasses/goggles • Face shields supplied if do not have safety prescription glasses
49.	Training is provided for the above PPE to students and employees.	☒	☐	☐	Basic instruction will be provided based on *Cleaning Standard Operating Procedures* and posted to LH
50.	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.* *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 3ply face masks when unable to maintain min 2m distancing for gathering survey gear at the start of field labs. (currently stocked) • Disposable gloves if it becomes necessary to share basic material such as documents (currently stocked) • Hand sanitizer to be stationed in multiple locations (stocked) • Goggles and CSA approved safety glasses/goggles (well stocked) • Face shields to be supplied if do not have safety prescription glasses (in stock) **Also required:** * 70% Isopropyl Alcohol – 10 litres in bulk – not wipes * Blue Nitrile gloves - ''large'' only. **Not small** * 2 x 9-volt batteries for infrared thermometer * 2 4x4 protective plexiglass screen
51.	PPE safe donning, doffing, disposal, and disinfecting instructional materials are available for students and employees.	☒	☐	☐	*Post applicable signs in a visible location if ppe required.* *Use the Student Orientation checklist to assist orientation/training by instructors.* *Use the OHS Employee Orientation checklist to assist orientation/training by their supervisors.* A link is provided to instruct on the safe donning, usage, and disposing of PPE. At this

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
					point PPE is limited to face masks, goggles, gloves, and hand sanitizer. We will contact Facilities to request our work areas have Slim Jim garbage containers and that they be emptied each day as part of routine cleaning for Stores and other designated work spaces.
52.	Other:	☐	☐	☒	
CLEANING					
53.	Facilities is aware of the cleaning needs for the area. Facilities work requests have been submitted.	☒	☐	☐	Explain: Facilities currently has work requests in process for daily cleansing of Stores (SE04 rooms 118 & 119) WR1475976 & WR1475977 and SE06 rm206 WR1475972 throughout the Summer term. Computer Lab SW03-2770 WR 1475971 Washing facilities are identified and labeled with approved COVID_19 signage. Instructor cleans and sanitizes equipment based on manufacture and vendor recommendations together with WorkSafe BC guidelines. Equipment is then held in isolation for a minimum of two days after lab usage.
54.	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:* *What ppe is required:* • Face masks when unable to maintain min 2m distancing for gathering survey gear at the start of field labs. • Disposable gloves when necessary to share basic material such as paper documents • Hand sanitizer to be stationed in multiple locations • Goggles and CSA approved safety glasses/goggles Face shields if no safety prescription glasses
55.	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.g. 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.* Hand washing is provided at washrooms in SE04, adjacent to Stores. And bldg SE06 on the 2nd floor, and SW03
56.	Handwashing station(s), stocked, easily accessed, and have been identified to students and employees.	☒	☐	☐	*Sink Location:*_____ SE04 rms 102 & 103 for all field classes. These are adjacent to Survey Stores in room 118 and accessible at the start and completion of all field labs. SE06 2nd floor washrooms room 219, 220

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
					SW03 – for CAD lab 2770, washrooms 2616, 2606 Hand washing is provided at washrooms in SE04, adjacent to Stores. And bldg SE06 on the 2nd floor. Facilities requested to stock designated washrooms with soap and towels as part of routine cleaning. *Stocked with soap Y ☒ N ☐ paper towel Y ☒ N ☐*
57.	Hand sanitizing station(s), stocked, and have been identified to students and employees.	☒	☐	☐	***ABHS** (Alcohol-Based Hand Sanitizer): Location(s)*_____ Our hand sanitizing needs are included in the list for bulk purchases through ppe@bcit.ca Hand sanitizing stations are provided at the entrance and exits of SE04 Survey Stores room 118, and the SE06 room 206 (secure equipment storage classroom). Students are instructed to sanitize as the enter and exit these spaces. *Will hand sanitizer be refilled by department: Y ☐ N ☒* *If No, describe:*
58.	All Safety Data Sheets (SDS) and cleaning procedures used are found here.	☒	☐	☐	*If not, describe:* cleaning products to follow safe cleaning guidelines provided, as per link provided.
59.	The area(s) have been decluttered so that cleaning is simplified.	☒	☐	☐	Instructors to keep all areas free of clutter, and trained on the proper care and cleaning of survey instrumentation (advised through dealer and manufacturer recommendations) following each lab session.
60.	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.* Barriers to be cleansed by instructors
61.	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):* Facilities requested to clean SE04 rms 118 & 119 (Survey Stores) and SE06 rm 206 each day these rooms are used. Facilities are requested to ensure common touch areas are sanitized daily in SE04, rooms 118 & 119 at the end of each day in use. Instructors will sanitize equipment at the end of lab sessions including common touch areas along the equipment bench where students sign in and sign out equipment between each team. This includes keyboard and mouse on any computer stations
62.	Storage space for personal articles have been identified and are cleaned regularly.	☒	☐	☐	*Who will clean:* Facilities are requested to clean SE04 rooms 118/119 (Stores) each day after students have left for the day. For SE06 – 206 and SW03-2770 at the end of each scheduled day.

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
63.	Other:	☐	☐	☒	
AUDIT AND CONTINUOUS IMPROVEMENT					
64.	There is a plan to conduct regular inspections of all control measures and safety protocols to ensure they are in place.	☒	☐	☐	Geomatics dept will routinely ensure control measures are followed by using items in this plan to prepare a checklist (of control measures) to aid in a complete inspection and regular monitoring.
65.	Audits of inspections are planned to ensure that control measures continue to be effective.	☒	☐	☐	Instructional teams are to monitor field classes daily and provide weekly reports to PH. Reporting considers the itemized checklist and how well the measures are met. To be filed with PH. PH to inform and brief AD regularly.

APPROVAL

All COVID-19 risk control measures for this campus activity are in place and all components of the Safety Plan are complete and correct.			
Manager	Name Steven Kuan	Position Associate Dean, Engineering and Geospatial Technologies, SOCE	Date June 14, 2021
EOC	Name *Glen Magel*	Position EOC Director	Date June 14, 2021

REVISION APPROVAL *(if applicable)*

All COVID-19 risk control measures for this campus activity are in place and all components of the Safety Plan are complete and correct.			
Manager	Name	Position	Date
EOC	Name	Position	Date

BCIT COVID-19 SAFETY PLAN
ACADEMIC SPACES

Appendix A: PPE Order Form: found on ShareSpace

Safety supplies are currently sufficient quantities

COVID-19 EOC-Approved PPE Order Form

Visit https://inventory.bcit.ca/collections/eoc-approved-ppe to see what can be purchased on your behalf.

This form is mandatory for any area wishing to work on campus that requires COVID-19 related PPE. **Please base your numbers on your needs for the next four months (until ~30-APR-2020).**

- Download, fill out, and save this form on your computer.
- Attach this form with your mandatory Return to Campus Safety Plan, along with your barrier requests and/or sink requests, and email them to PPE@bcit.ca. The COVID Triage Team will respond to your inquiry as soon as possible.

SCHOOL OF:		CONTACT NAME:	
DEPARTMENT/AREA:		EMAIL:	
DELIVERY ADDRESS:		PHONE:	

COVID-19 PPE Inventory

ITEM	QUANTITY	MISC. NOTES
Gloves - Size S *(100 per box)*		
Gloves - Size M *(100 per box)*		
Gloves - Size L *(100 per box)*		
Gloves - Size XL *(100 per box)*		
Gloves 5 mm RONCO - size S *(100 per box)*		
Oxivir TB - Disinfectant Wipes *(160 wipes per canister)* *General disinfectant for electronics*		
Isopropyl Alcohol Wipes (*99.9% alcohol, 50 per pack*) *Specifically for sensitive electronics/equipment and reusable respirators*		
Oxivir TB - Disinfectant Spray *(946 ml)* *General disinfectant for hard surfaces, primarily in office spaces. Retain spray bottle nozzles – reorders may not include a nozzle.*		
Spray Nine - Disinfectant Spray *(946 ml)* *Heavy duty degreaser/disinfectant primarily used in Trades. Retain spray bottle nozzles – reorders may not include a nozzle.*		
Hand Sanitizer *(500 ml bottle)*		
Hand Sanitizer (3.78 L jugs, 4-pack with 1 dispenser) *Retain dispenser for reuse with future orders*		
Disposable Masks *(50 per box)*		
N95 Masks *(20 per box, single use)*		
Face Shields *(pack of 10)*		
Plexi Barriers - 48x32 with cut-out *(single unit)*		
Plexi Barriers - 48x32 without cut-out *(single unit)*		
Respirator Masks – reusable *(single unit)*		
P100 Respirator Mask Cartridges – reusable *(2 per pack)*		
Gowns - Size S/M *(1 per pack)*		
Gowns - Size L *(pack of 10)*		
Safety Glasses *(single unit)*		
Safety Goggles *(single unit)*		

Updated 12-NOV-2020

Direct Entry Schedule - Summer 2021

July				
Monday	Tuesday	Wednesday	Thursday	Friday
July 5 GEOM 2120 Computations SE6-206 Instr: Rob Scott	July 6 GEOM 2120 Computations SE6-206 Instr: Rob Scott	July 7 GEOM 2130 CAD SW3-2770 Instr: Chris Griffith	July 8 GEOM 2110 Field Survey SE6-206 Instr: Darryl Dube	July 9 GEOM 2110 Field Survey SE6-206 Instr: Darryl Dube
July 12 GEOM 2120 Computations SE6-206 Instr: Rob Scott	July 13 GEOM 2130 CAD SW3-2770 Instr: Chris Griffith	July 14 GEOM 2130 CAD SW3-2770 Instr: Chris Griffith	July 15 GEOM 2110 Field Survey SE6-206 Instr: Darryl Dube	July 16 GEOM 2110 Field Survey SE6-206 Instr: Darryl Dube
July 19 GEOM 2120 Computations SE6-206 Instr: Rob Scott	July 20 GEOM 2130 CAD SW3-2770 Instr: Chris Griffith	July 21 GEOM 2120 Computations SE6-206 Instr: Rob Scott	July 22 GEOM 2110 Field Survey SE6-206 Instr: Darryl Dube	July 23 GEOM 2110 Field Survey SE6-206 Instr: Darryl Dube
July 26 GEOM 2120 Computations SE6-206 Instr: Rob Scott	July 27 GEOM 2130 CAD SW3-2770 Instr: Chris Griffith	July 28 GEOM 2120 Computations SE6-206 Instr: Rob Scott	July 29 GEOM 2110 Field Survey SE6-206 Instr: Darryl Dube	July 30 GEOM 2110 Field Survey SE6-206 Instr: Darryl Dube
August				
Aug 2 BC Day Campus Closed	Aug 3 GEOM 2130 Geospatial Apps SW3-2770 Instr: Chris Griffith	Aug 4 GEOM 2130 Geospatial Apps SW3-2770 Instr: Chris Griffith	Aug 5 GEOM 2110 Field Survey SE6-206 Instr: Darryl Dube	Aug 6 GEOM 2110 Field Survey SE6-206 Instr: Darryl Dube
Aug 9 GEOM 2130 Geospatial Apps SW3-2770 Instr: Chris Griffith	Aug 10 GEOM 2120 Computations SE6-206 Instr: Rob Scott	Aug 11 GEOM 2130 Geospatial Apps SW3-2770 Instr: Chris Griffith	Aug 12 GEOM 2120 Computations SE6-206 Instr: Rob Scott	Aug 13 GEOM 2110 Field Survey SE6-206 Instr: Darryl Dube
Aug 16 GEOM 2120 Computations SE6-206 Instr: Rob Scott	Aug 17 GEOM 2130 Geospatial Apps SW3-2770 Instr: Chris Griffith	Aug 18 GEOM 2110 Field Survey SE6-206 Instr: Darryl Dube	Aug 19 GEOM 2120 Computations SE6-206 Instr: Rob Scott	

Floorplan: Computer Lab – SW03 -2770

A) The Computer Laboratory Setting:

- Proposed room SW03-2770 has a normal capacity of 26 students, and, according to Campus Planning and Development, a Covid-19 revised capacity of 13. (See room plan SW03-2770, pg.8)

- SW03-2770 will be used exclusively for GEOM 2130 – Pre-Entry CAD and Geospatial Software Applications due to the nature of the custom software applications.

- Enrollment will be capped at 11 direct entry students due to minimum required physical distancing limitations presented in the lecture room associated with this program in SE06-206.

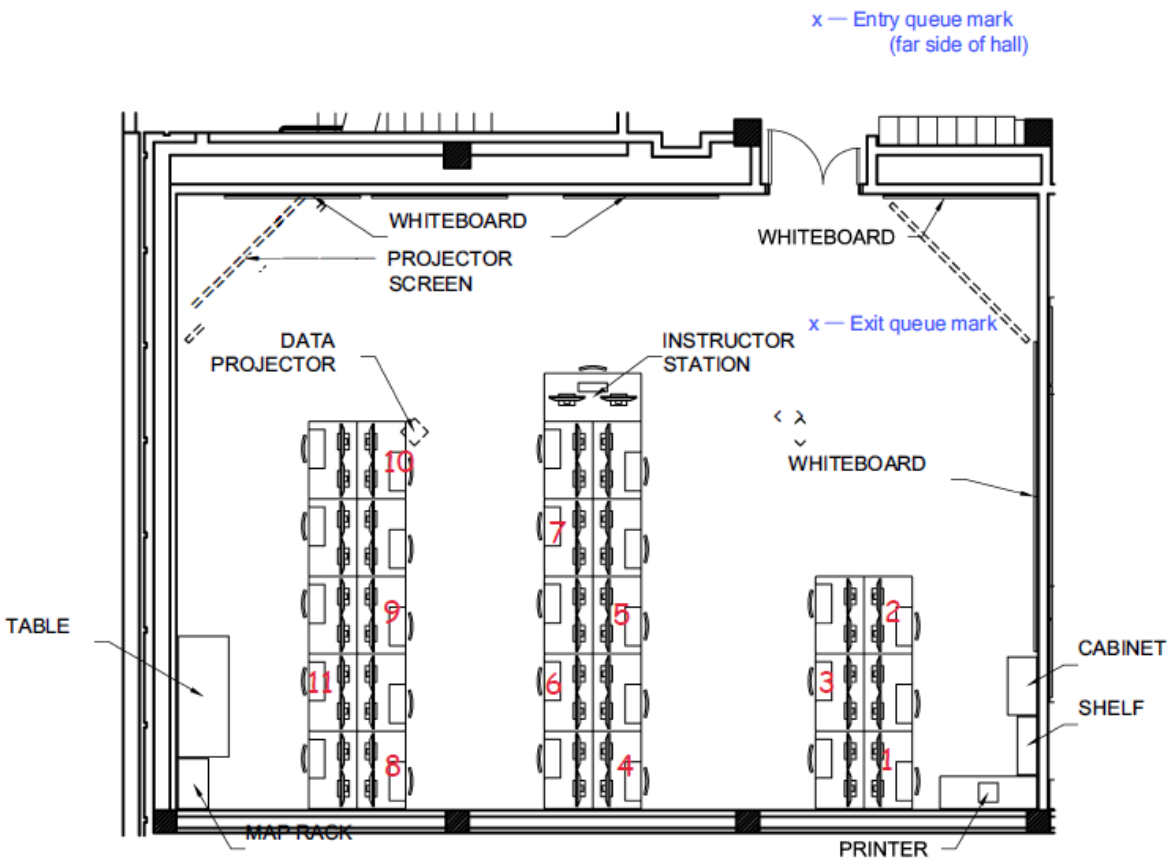
- The room is card-lock access restricted for the exclusive use of Geomatics students. Access permissions will be restricted to exclusively allow only staff and registered direct entry students access to these rooms for the duration of the program. Doors will remain in a fixed open position during instructional hours to minimize common contact point cross contamination with door handles and card locks, and card-locked when vacating.

- Students will be assigned a specific pre-sanitized computer that they, and only they, will be in contact for the duration of the program. Remote proctoring / monitoring from the Instructor computer station in the same room will allow individual student to receive Instructor assistance without breaching physical distancing limits.

- Queuing to enter / exit will be required with markings clearly established on the floor/hallway. If both entry and exit queues are occupied, egressing persons will always have right-of-way at the entrance, and the entry queue will wait until egressing individual is at least two metres away from entrance. This procedure will mitigate the effects of limited visibility along the entry axis.

- Students and instructors will be required to wash their hands prior to entry to the room.

- Instructional staff to disinfect card lock, door handles and light switches at the end of each day in preparation for the following class. Facilities will be requested to disinfect all computers, workstation desktop and chairs daily.



BCIT

revised capacity 13
(Campus Development and Facilities)

BUILDING:	ROOM:	CAPACITY:
SW03	2770	26 Student Stations

PLEASE RETURN THE ROOM TO THIS STANDARD CONFIGURATION AND LEAVE THE SPACE CLEAN AND ORDERLY FOR THE NEXT USER.

TABLES:	CHAIRS:	AREA:	SCALE:	DATE:
26	26	1417 sq ft (132 sq m)	1/8" = 1'-0"	January 24 / 2018

B) The Lecture Room Setting:

- Proposed room SE06-206 has a normal capacity of 62 students, and a Covid-19 revised capacity of 11.

(See room plan SE06-206 following page)

- SE06-206 would be used for both GEOM 2110 – Pre-Entry Field Surveying, and GEOM 2120 – Pre-Entry Survey Computations.

- The room is card-lock protectable. If dedicated exclusively to this program for the duration of the study period, cross contamination would be minimized. If so, similar procedures to SW03-2770 will be implemented.

- Students will be assigned a specific seating location for the duration of the program in a fashion that respects physical distancing, and provides exit and entry pathways that are a minimum of two metres away from any other assigned seating / working location in the room.

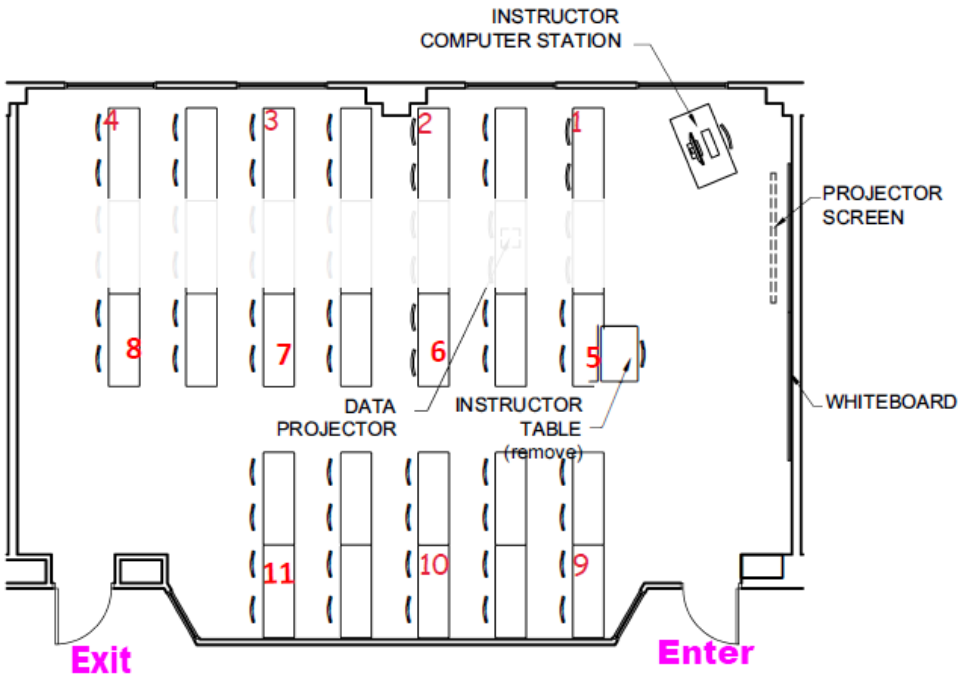
- A two metre plus allowance for Instructor will be marked off directly on the ground at the front of the room that allows the Instructor to invite students to the whiteboard for additional assistance without breaching student or Instructors physical distancing minimums.

- The easterly doorway will be dedicated for and posted 'ENTRY ONLY', the westerly doorway will be dedicated for and posted 'EXIT ONLY'. Both doors should remain fixed open during instructional sessions, and card-locked when vacating.

- Students and instructors will be required to wash their hands prior to entry to the room.

- Instructional staff to disinfect card lock, door handles and light switches at the end of each day in preparation for the following class. Facilities will be requested to disinfect desks and chairs daily.

Floorplan: Lecture Room – SE06-206



BCIT

revised capacity: 11 students
(Campus Development and Facilities)

N

BUILDING:	ROOM:	CAPACITY:
SE06	206	62 Student Stations

PLEASE RETURN THE ROOM TO THIS STANDARD CONFIGURATION AND LEAVE THE SPACE CLEAN AND ORDERLY FOR THE NEXT USER.

TABLES:	CHAIRS:	AREA:	SCALE:	DATE:
31	62	1167 sq ft (108 sq m)	1/8" = 1'-0"	August 1 / 2017

C) The Field Lab Setting:

i) Picking up the required field equipment / Survey Stores Setting:

Typically, students have arrived at SE04-118, also known as Survey Stores, and proceeded as a two or three-person team through a one-way corridor to pick up and sign-out equipment for that specific day's field lab. Normally team members share equipment through the lab period, alternating roles of Party Chief, or crew lead, and Assistant so that each individual student acquired all of the necessary data for their own independent survey. At the end of the lab period, the team returned and dropped off the borrowed equipment at the same location.

Sharing equipment will not be permitted under the current Covid19 scenario. At the start of each lab period, the team member acting as Party Chief, will pick up from their unique assigned equipment 'kit' only what is required to perform the Party Chief role (instrument, tripod, traffic cones, data collector etc.…). The partner acting as Assistant will pick up from their unique assigned equipment 'kit' only what is required to perform the Assistant role (prism pole, level rod, bubble, steady sticks, etc.…). Since each team member is expected to perform both roles, upon completion of the first partner's survey, both partners will drop-off their equipment to SE04-119, and pick-up the equipment to perform the alternate role, each from their own unique complete 'kits'. This procedure eliminates the sharing of equipment directly in the field, and assures only one student is ever touching any specific piece of equipment for the duration of the program. At all times, students will only handle or move the equipment, which has been specifically assigned to only them.

Team sizes proposed for the Advanced Placement program 2021 will depend on the number of registered students. If even numbers register, which is preferred, teams will consist of two persons. If an odd number register, then every week one team will be made up of three persons.

The approach for equipment management will be as follows:

- Each student will each be assigned a complete 'kit' comprised of all the equipment they will need throughout the program, and only that specific student will be in contact with their specific assigned equipment.

A 'kit' will consist of:

Instruments:	Total Station
	Tripod
	Engineers Tape
	Prism poles, standard and 'mini'
	Steady sticks
	Data collector & cradle
	Automatic Level
	Collapsible wooden rod
	Hand-held GPS receiver
Hand tools:	Pocket tape
	Hammer
	Field book
BCIT issued PPE:	Safety Vest
	Safety goggles
	Hard hat

- Complete ‘kits’ will be compiled and stored in the adjacent card-lock controlled room SE04-119 maintaining minimum two metre separation between ‘kits’

- Each team will take turns entering the ‘Kit’ storage area in SE04-119 to pick up their individual equipment while each team member maintains minimum physical distancing. No other teams will be allowed into the ‘kit’ area until the prior team is clear of the area.

- Students will drop off rechargeable batteries at a fixed location with SE04-119. Instructors will sanitize and then place the batteries on charge. Recharged and re-sanitized batteries will be, in advance of the next lab be placed at each ‘kit’ location area.

- Students and instructors will be required to wash their hands prior to entry to the room.

ii) Performing the lab / Outdoor Field Lab Setting:

- Field labs are designed to maintain minimum separation between all parties involved. Ample outdoor survey spaces exist on campus where this can easily be achieved with such a small group and no other academic activities present.

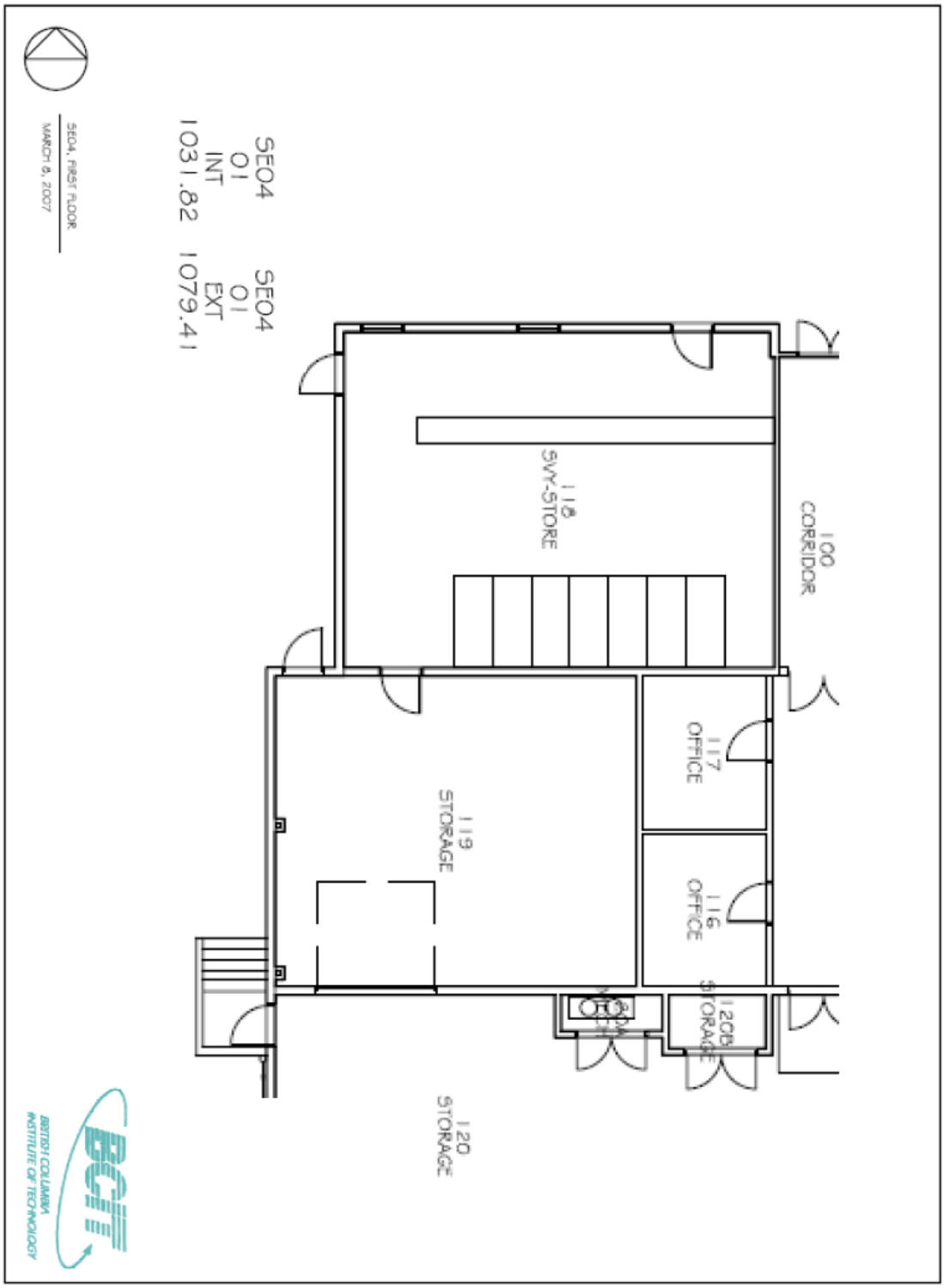
- Students and Instructors will be required to carry and use a ‘FaceTime’ or similar video conferencing software on a cellular phone to request and receive assistance in the field.

- No student shall be permitted to share any other student’s equipment. Instructors will not be permitted to demonstrate anything with the students Instrumentation or equipment.

- In the field, teams will be assigned discrete survey areas that maintain distances between teams (overlapping surveys and common points of interest will not be permitted)

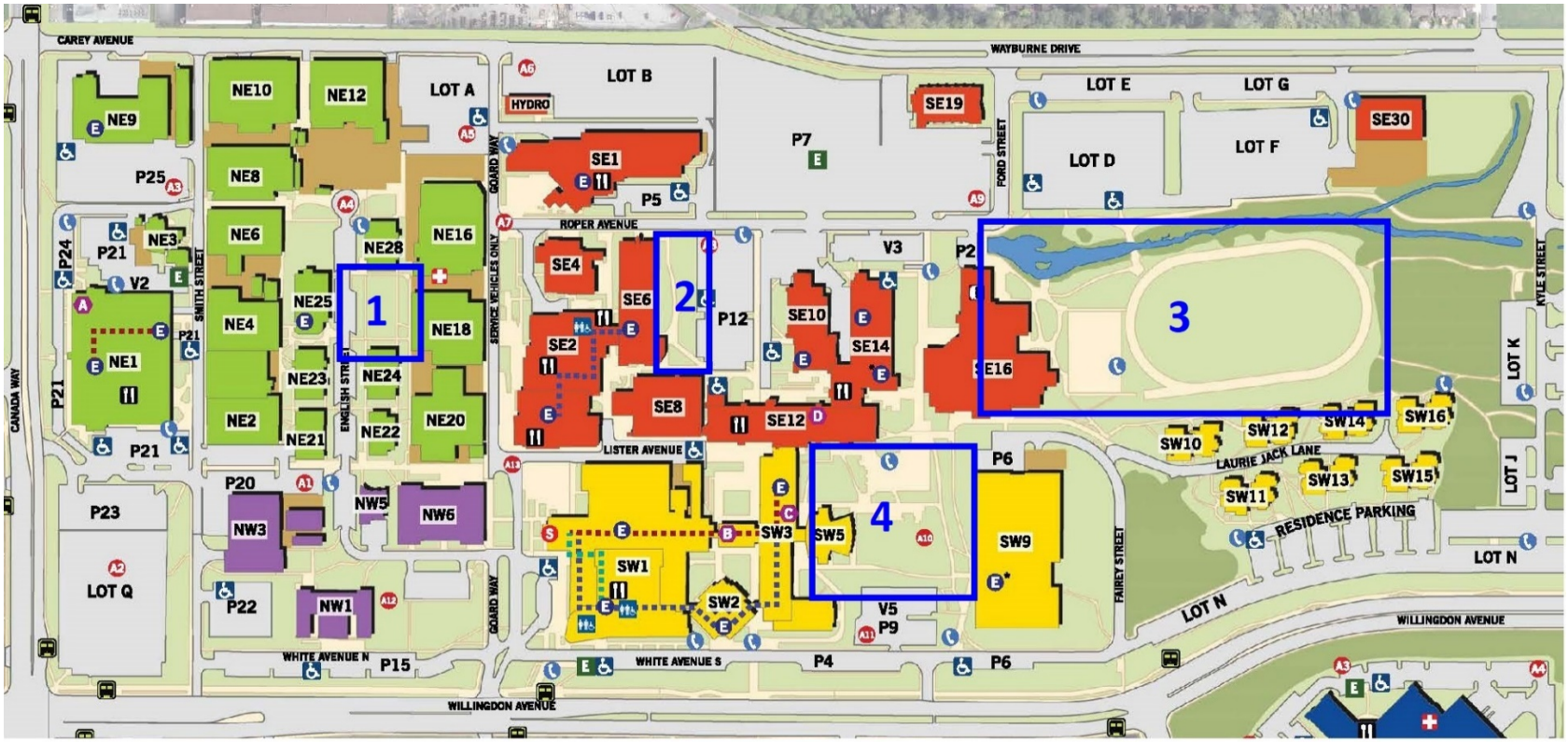
- In the field, team members and Instructors will be required to maintain minimum physical distancing at all times. The role each member plays typically forces them to be separated, often at significant distance, but when an in-field consultation is required between team members, they will do so no closer than 2 meters.

Floorplan: Survey Stores SE04-118 & 'Kit' Storage SE04-119



BCIT COVID-19 SAFETY PLAN
ACADEMIC SPACES

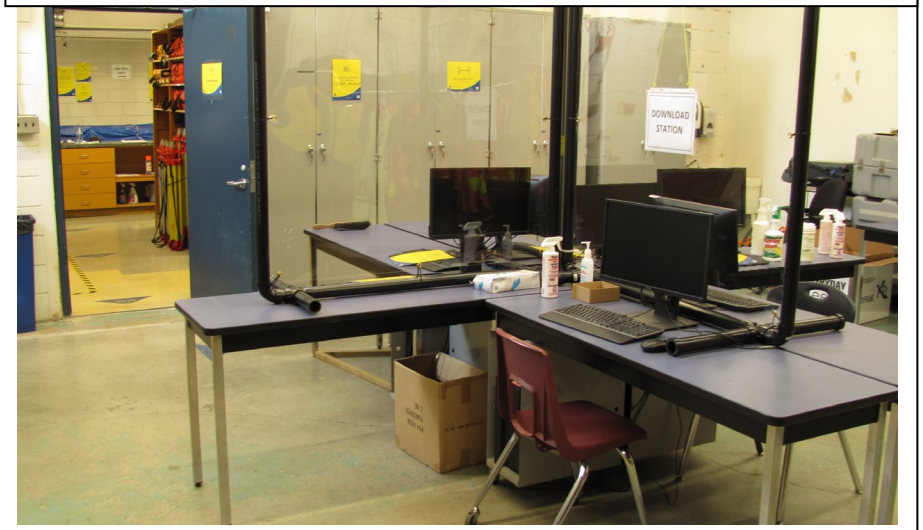
Four Geomatics DE (direct entry) field survey lab locations on Burnaby Campus (blue rectangles)



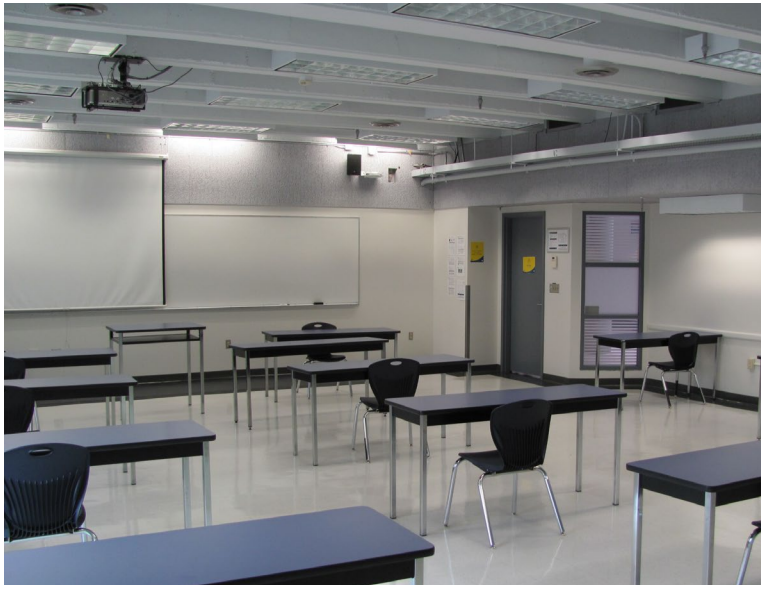
SURV 2110 field lab locations

SE04 Survey Stores Above rm 118 Download Room 119 below

SE04 Survey Stores Above rm 118 Download Room 119 below



Classroom SE06-206



Computer Lab SW03 – 2770