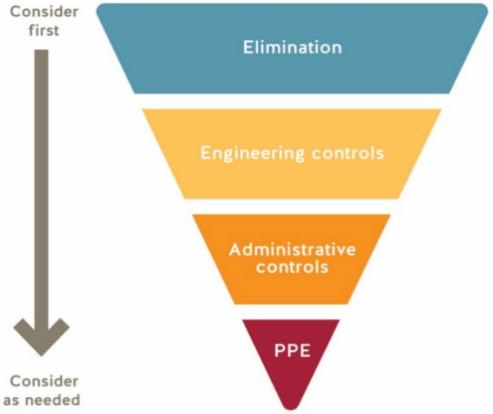
BCIT COVID-19 SAFETY PLAN
ACADEMIC SPACES

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:	**Critical Care Specialty Nursing Program**		
Proportion of program offered on campus:	*Only Simulation days in the Critical care, full time programs offered on campus. Within one compressed timeframe program (13 weeks), this means 5 class days of F2F Simulation. Courses involve NSCC 7120, NSCC 7220, NSCC 73200, NSCC 7520*		
Start date:	April 1, 2021	**End date:**	**ONGOING**
# of students:	14 in one student cohort- PACU 50 in another student cohort- CC	**# of employees:**	**3 for one cohort** **7 for other cohort**
Completed by:	Name Lara parker	Position Program head	Date Feb 21, 2021 accepted, updated for additional room April 7, 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 Floor Plans found here	Type of Space Include washrooms and breakout rooms	Capacity Current capacity due to COVID-19
SE 12	413 A-C	• **Simulation lab** for simulation labs • Washroom near sim lab • No need for breakout rooms • No need for break areas – student come to campus for sim and then leave • Specific dates needed, All from 830am – 430pm	

SE 12	412	• **Simulation Lab**	
SE 12	307	• **Empty debrief space** • To be utilized for #54- storage bins for jackets.	
SE 12	303	• **Empty debrief space** • To be utilized for #54- storage bins for jackets.	
SW 3	2605	• **Classroom** being utilized For extra SIM space to accommodate larger student cohort of 50, will utilize SIM lab and also SW 3 2605 to divide 50 student up into small groups of am and PM • Washroom near classroom • No need for breakout rooms • No need for break areas – student come to campus for sim and then leave • Specific dates needed, All from 830am – 430pm • Lunch space for faculty –	
SW 01	4076	• **classroom**	
		Dates – rooms above will be used • 5 days in 202120, 202125, 202130 term. • 50 student cohort, CC CTF = April, July, Sept term 2021 • 13 student cohort, PACU CC CTF = Feb 2- June 2, 2021 April CTF - SIM • April 12 (7320 #1) • April 19 (7320 #2) • May 27 (7520) -CAM SIM a. **June 1** • **June 2**	

		July CTF SIM • July 12 (7320 #1) • July19 (7320 #2) • Aug 26 (7520) -CAM SIM a. **Aug 31** b. **Sept 1** Sept CTF - SIM • Oct 1 (7320 #1) • Oct 8 (7320 #2) • Nov 18 (7520) -CAM SIM • **Nov 23** • **Nov 24**	

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).
The Critical Care Nursing program, in the 4 courses identified above, NSCC 7120, NSCC 7220, NSCC 730 and NSCC 7520 have significant simulation labs that **supports the learning outcomes/intentions of the course**. The nature of the activities in order to meet the learning outcomes requires the students to work together in a team. The nature of this activity will exceed the physical distance boundaries and require the students to wear PPE. The hands on experience, with **the application of knowledge via skill development through hands on experience is vital to the student's success.** A student can read about a certain skill utilized at the beside, such as an arterial pressure monitoring system used in the critically ill patient population in intensive care units in BC**, however the hands on connection and skills application in a safe team learning environment of the Simulation lab is vital prior to providing direct patient care with the skill.**

COVID-19 SAFETY PLAN
ACADEMIC SPACES

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 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 students and employees and the spaces they will be using. Refer to the BCIT COVID-19 Go-Forward Plan for standardized safety guidelines and procedures.*
3. *For each control measure, state the details. If the control measure is a 'No' or 'NA', please provide a brief explanation.*
4. *The manager requests all PPE requirements by submitting this draft Safety Plan to the PPE@bcit.ca.*
5. *Implement all the safety measures in this Safety Plan.*
6. *The manager completes a site visit to ensure all control measures and safety supplies are in place.*
7. *The manager signs the completed Safety Plan and submits it to returntocampus@bcit.ca for approval.*
8. *Once approved, the COVID-19 Safety Plan is posted in all work areas identified within this plan.*

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

#	Control Measure	Yes	No	NA	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):* Stations are placed 2 metres from each other with physical barriers. When physical distancing cannot be achieved, students will have PPE . ** by nature of the learning outcomes, our students are required to exceed the physical distance barriers in order to work in a team approach to meet the learning outcomes. Occupational health has reviewed the usage of PPE in the specialty nursing lab previously in order to ensure we can safely meet our learning outcomes in a team environment.

#	Control Measure	Yes	No	NA	Details (as per Directions)
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):* Stations are placed 2 metres from each other with physical barriers. When physical distancing cannot be achieved, students will have PPE. ** by nature of the learning outcomes, our students are required to exceed the physical distance barriers in order to work in a team approach to meet the learning outcomes. Occupational health has reviewed the usage of PPE in the specialty nursing lab previously in order to ensure we can safely meet our learning outcomes in a team environment.
3.	Identified area(s) where students wait outside of teaching space until allowed inside by instructor.	☒	☐	☐	Space identified as courtyard outside of SE12 building. Students will maintain 2 metres distance while waiting outside. Students will be met by faculty and provided hand sanitizer, complete attendance, perform wellness check, and receive mask at this meeting spot outside, then walk to sim lab and/or classroom space being used as SIM space, use appropriate entry and exit doors all the while maintaining physical distancing. No waiting or lining up in hallways.
4.	Work has been scheduled to minimize numbers of individuals on campus at one time.	☒	☐	☐	Strong effort has been made to reduce/minimize number of individuals on campus at one time. Large cohort of 50 students, has been split in half, (25 in am and 25 in pm) and then further reduced/split between two lab areas, 16 in one area (SIM lab, SE 12 413, SE 12 412) and 9 in another (SW3 2605). SIM lab class size has been capped at 16 students with 4 instructors. No other activity is planned during the time of the SIM sessions. **By nature of the learning outcomes, faculty are required to exceed the physical distance barriers in order to work in a team approach to meet the learning outcomes. In some cases, 4-5 students wearing PPE will be assigned to a lab learning space with 1 assigned faculty instructor also in PPE. Each lab session will be over 2-3 hours. Learning days have been modified to reduce the number of participants and number of hours on campus. Rooms: SE12 413, SE12 412, SE12 303/307 (student belongings), SW03 2605, SW01 4076 – Usage of rooms will vary depending on availability. In any of the rooms, all safety protocols, will be adhered to.

#	Control Measure	Yes	No	NA	Details (as per Directions)
5.	In shared spaces, safety protocols have been put in place to reduce close contact between users.	☒	☐	☐	Student have been told to practice social distancing when they arrive and to wear a mask and goggles during the session, as well as follow BCIT policy on wearing masks
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.* Signage on the walls and arrows on the floors identifying directions. Instructors will highlight entry and exit into SIM lab. Once in the room students will remain at one sim station only, then at the end of the session, leave the room, via the exit door.
7.	Water station available. Water fountains are put out of service, and only touchless water bottle filling	☐	☐	☒	*None in these rooms*
8.	Mobile fans have been removed or put out of service.	☐	☐	☒	*None in these rooms*
7.	Washrooms have been identified.	☒	☐	☐	*If yes, Washroom occupancy limit _____yet to be identified as to which washrooms will be available* *Washrooms* ***in SE 12, 4th floor, occupancy limit as per Institute signage.*** ***Washrooms in SW 3, first floor, occupancy limit as per Institute signage*** ***Washrooms in SW01, 4th floor, occupancy limit as per institute signage***
8.	Break area(s) for student use have been identified.	☐	☐	☒	**Students will have no breaks on campus. They will attend 2 hr SIM session and then leave campus.** *If yes, what control measures are in place to maintain physical distancing?* *Occupancy Limit_____ If there is an occupancy limit, is sign posted? Y ☐ N ☐*
9.	Break areas for employee use have been identified.	☒	☐	☐	**Faculty will stay in the academic learning spaces during breaks and lunch time. Faculty will continue to wear PPE (if required) and maintain proper physical distance during this time. Students- no need for eating or breaks on campus. Am group 9-1130 of students, then they go home. PM students 1230-1500, then they go home.** *If yes, what control measures are in place to maintain physical distancing?* *Occupancy Limit_____ If there is an occupancy limit, is 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.	☒	☐	☐	Fixed barriers at each station

#	Control Measure	Yes	No	NA	Details (as per Directions)
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	☒	☐	☐	Fixed barriers are bolted to the floor
13.	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.*
	Other:	☐	☐	☐	
SIGNAGE (ADMINISTRATIVE) *Signage is available @ BCIT online Inventory. Guidelines for posting signs are available on ShareSpace.*					
13.	Posted: Physical distancing (2 m) sign(s) Item 1A	☒	☐	☐	Institute approved signage only
14.	Posted: Hand washing sign(s) Item 29B	☒	☐	☐	Institute approved signage only
15.	Posted: Health screen sign(s) Item 3C	☒	☐	☐	Institute approved signage only
16.	Posted: Hand washing sink location sign(s) Item 14A	☒	☐	☐	Institute approved signage only
17.	Posted: Hand sanitizing station location sign(s) Item 13A	☒	☐	☐	Institute approved signage only
18.	Posted: Protect yourself sign(s) Item 21A	☒	☐	☐	Institute approved signage only
19.	Posted: Occupancy limit of this room sign(s) Item 37A	☒	☐	☐	Institute approved signage only
20.	Posted: Other signs	☐	☐	☐	*Please list:* *Tape floor markings*
ORIENTATION AND TRAINING (ADMINISTRATIVE)					
21.	Routine safety discussions held to review control measures and safety protocols.	☒	☐	☐	Pandemic response summary (D2L) course has been requested by all faculty and involved instructors. Safety protocol for SIM lab discussed in weekly meetings with faculty and informative document created for all CC faculty on plans for SIM days and safety protocols to follow.
22.	All students have completed the online COVID-19 Pandemic On-Campus Guidelines training.	☒	☐	☐	*How will compliance be checked:* Students will be given a link to training and instructed to complete. Students will email in their course completion confirmation prior to first day of SIM
23.	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.* Students have been sent link to D2L course and instructed to complete. On days of SIM procedure of where to meet, when to meet, exit and entrance plans to building and mask/sanitize stations will be provided in

#	Control Measure	Yes	No	NA	Details (as per Directions)
					NEWS section of D2l night prior, and repeated when met F2F outside by instructor on the day of the SIM. Both the night prior and day of attendance all safety protocols will be reviewed with students.
24.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training.	☒	☐	☐	All faculty sent link and instructed to complete. Program head will ensure completion.
25.	All employees have completed the online New Employee Orientation module.	☒	☐	☐	*New and Returning Employee Orientation Checklist found here.* *Each employee to save the checklist to their online New Employee Orientation course* All faculty sent link and instructed to complete. *Program head will ensure 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.*	☒	☐	☐	Room is empty other than required equipment to perform SIM. All supplies asked for prior to class and stocked at each workspace
28.	Doors that students are to use to enter and exit have been clearly identified.	☒	☐	☐	Signs or arrows on the floor
29.	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: There will be no handouts, papers or items provided to the student.
30.	Students have dedicated tools/equipment, e.g., items are not shared between students.	☒	☐	☐	Designated manikins and equipment per station. Student bring there own stethoscope to SIM.
31.	If cleaning common touch points or tools/equipment not practical, then it is identified when hands are washed/sanitized before and after use.	☒	☐	☐	*Explain:* Students are reminded to wash hands and sanitize common touchpoints throughout session..
32.	Work spaces/stations are dedicated for an individual or group use and not shared with others.	☒	☐	☐	
33.	Single-use (disposable) products are used where feasible.	☒	☐	☐	
34.	Measures are in place to accommodate student sick at home.	☒	☐	☐	*Accommodation plan:*

#	Control Measure	Yes	No	NA	Details (as per Directions)
					If a student is unable to attend F2F SIM session, will be supported to achieve learning intentions by doing SIM case by distance and tutor support
35.	Procedures in place to screen students on a daily basis.	☒	☐	☐	*The health screen poster is available for reference and is posted on building doors. Students and employees are expected to self assess daily, and the BCCDC self-assessment tool can be used to support this.* Students will self screen and are asked to not attend if they are ill. Night before SIM lab, posting on NEWS section reminding students of health screen. Meeting students outside on day of SIM, health screen poster will be visible. Instructors will ask to refer to poster and students are asked to not attend if they are feeling ill.
36.	There is a procedure in place if a student or employee becomes ill on campus.	☒	☐	☐	*Refer to the COVID-19 Pandemic Scenario Playbook 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.* Students and faculty are asked to not attend if feeling ill.
37.	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 Playbook for more information. Confirm if the person is aware of self-isolation requirements and protocols.* *The program head will inform faculty and students the importance of reporting recent travel or close contact with someone who has tested positive for COIVD 19.*
38.	Provisions made for students to maintain same lab/class cohort throughout the Term.	☒	☐	☐	The group of 14 leaners are in the same cohort the entire program and term. The group of 50 learners are in the same cohort the entire program and term. When attending SIM will be placed in same groups.
39.	Other:	☐	☐	☐	
PERSONAL PROTECTIVE EQUIPMENT (PPE). **Refer to the PPE Flowchart to determine 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).	☐	☐	☒	*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):*
41.	Training is provided for the above PPE to students and employees.	☐	☐	☒	Students are already practicing registered nurses who work with PPE on a consistent basis. Further education and review will be provided to ensure appropriate application of PPE on D2L
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.*

#	Control Measure	Yes	No	NA	Details (as per Directions)
					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): Faculty to advise Sim staff ahead of time **PPE needed for April cohort 2021- over ordered in previous safety plan. Have enough masks, goggles, hand sanitizer and wipes for each of the 60 students April – June 2021 term. More will be ordered for summer CTF**
43.	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 Employee Orientation checklist to assist orientation/training by their supervisors.* Students are already practicing registered nurses who work with PPE on a consistent basis. Further education and review will be provided to ensure appropriate application of PPE on D2L
44.	Other:	☐	☐	☐	
CLEANING					
45.	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).* **Facilities request number 1464523 to 1464529** **Facilities requests will be updated on a continuous and ongoing basis as term needs arise**

#	Control Measure	Yes	No	NA	Details (as per Directions)
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:* Equipment will be cleaned with bleach solution. Manikins will be cleaned with warm soapy water by faculty and lab techs Students will be provided cleaning information and informed of responsibilities at the start of each lab and assisted by faculty on an ongoing basis.
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.* Simulation spaces have hand washing stations in the room which are easily accessible by students and faculty. A hand sanitizer station will be available at the entry point as well. Classroom and debrief spaces will have hand sanitizer stations at the entry point and have washrooms located nearby. Students and faculty will be encouraged to hand wash or use hand sanitizer upon arrival, prior to class start, after class and before and after breaks.
48.	Handwashing station(s), stocked, easily accessed, and have been identified to students and employees.	☒	☐	☐	*Sink Location:*____in lab and in bathrooms in SE 12 near SIM *lab*_____ SE 12 413 -One sink located across the room from entry door. Entry door will have hand sanitizer station SE12 412 – two sinks located in lab space. Entry door will have hand sanitizer station SE 12 307-No sink in debrief room but a hand sanitizer station will be located at the entry door. *SE 12 303- no sink in debrief room but many hand sanitizer stations will be located at the entry door*

#	Control Measure	Yes	No	NA	Details (as per Directions)
					SW 3 2605- no sink in the room but many hand sanitizer stations will be located at the entry door and in the room. SW01 4076 - No sink in classroom room but a hand sanitizer station will be located at the entry door and washrooms are located down the hallway *Stocked with soap Y ☒ N ☐ paper towel Y ☒ N ☐*
49.	Hand sanitizing station(s), stocked, and have been identified to students and employees.	☒	☐	☐	***ABHS** (Alcohol-Based Hand Sanitizer): Location(s)____Lab entrance and sink___* Hand sanitizer stations will be located at entry doors for simulation spaces, debrief rooms and classrooms. A hand sanitizing station will be available upon arrival when students check in with faculty. *Will hand sanitizer be refilled by department: Y ☒ N ☐* *If No, describe:*
50.	All Safety Data Sheets (SDS) and cleaning procedures used are found here.	☒	☐	☐	*If not, describe:* Cleaning procedures will be adhered to as per SDS
51.	The area(s) have been decluttered so that cleaning is simplified.	☒	☐	☐	Only required and requested equipment will be in the room
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.* Staff will clean barriers as per safety guidelines in SDS
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):* Staff will clean station after each use as per safety guidelines in SDS
54.	Storage space for personal articles have been identified and are cleaned regularly.	☒	☐	☐	Students and faculty will be encouraged to bring minimum into SIM lab. Small storage bins will be purchased for coats, purses. No backpacks allowed. *Who will clean:* bins will be sanitized by students after use per safety cleaning guidelines in SDS and supervised by faculty. Where the storage is: individual plastic bins will be provided for each

#	Control Measure	Yes	No	NA	Details (as per Directions)
					student to store belongings during academic learning session. Bins will be located in an empty locked classroom. Student flow into that room will be supervised to maintain 2 meter social distancing.
55.	Other:	☐	☐	☐	
AUDIT AND CONTINUOUS IMPROVEMENT					
56.	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?* Lara parker, program head, will conduct every 3-4th sim day
57.	Audits of inspections are planned to ensure that control measures continue to be effective.	☒	☐	☐	*Who conduct the audits and how often?* If required, Kathy Kennedy AD SN, will be asked to audit at the recommended interval.

APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Kathy Kennedy	Position **Associate Dean – Specialty Nursing**	Date April 7, 2021
EOC	Name *Glen Magel*	Position EOC Director	Date April 16, 2021