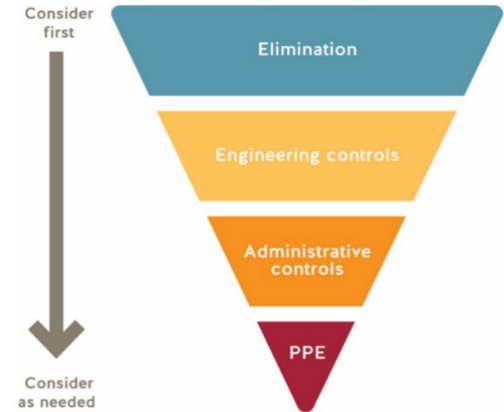# BCIT COVID-19 SAFETY PLAN
ADMINISTRATIVE SPACES

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:	**Aerospace Technology Campus – Faculty Offices**

Anticipated # of employees on campus daily when scheduled:	23	What is the total # of employees:	37
Start date:	ongoing	End date:	ongoing

Completed by:	Name Original: Oxana Klemin, Sanja Boskovic Renewal: Lindsey Zikakis	Position Quality Assurance Coordinator, Associate Dean Administrative Manager	Date August 4, 2020 Renewal: Dec 8, 2020
Replaces	RTC Safety Plan #:		
	GFP Safety Plan #:	4	

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
ATC	270	Faculty offices	25
	280	Faculty offices	6
	270 A	Employee lunch room	8
	270 B	Resource room	2

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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.
Programmes at ATC require completion of on-campus learning components – practical components in labs/shops to allow students to complete their credential. Faculty need to be onsite to teach the practical components of the programmes.

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.

COVID-19 SAFETY PLAN
ADMINISTRATIVE SPACES

#	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):* Each faculty member has their own working area and 2 m distance is applied. Lunch room is set up to follow 2 m distancing requirement
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.	☒	☐	☐	Faculty members that are teaching in the labs will be present as well as some faculty members teaching online.
4.	In shared spaces, safety protocols have been put in place to reduce close contact between users.	☒	☐	☐	Maximum occupancy and 2 metre physical distancing signage posted
5.	Movement within the room is identified, such as with directional arrows, for walkways and entrances/exits.	☒	☐	☐	Walls are posted with directional arrows
6.	Washrooms have been identified.	☒	☐	☐	1 or 2 per washroom per occupancy signage posted by Pinchin.
7.	Water fountains are put out of use, and only touchless water bottle filling station available.	☒	☐	☐	Only water available is that from sink in employee lunch room 270A
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? Occupancy limit 8 If there is an occupancy limit, is a sign posted? Y ☒ N ☐* Faculty members encouraged to take breaks at their work stations to reduce capacity, and breaks are staggered.
10.	Other:	☐	☒	☐	
ENGINEERING CONTROL MEASURES					
11.	Barriers are implemented to separate work areas or walk ways, when physical distancing not practical.	☐	☐	☒	2 metres physical distancing is observed
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	☐	☐	☒	Tecknion work stations form the barriers between desks and walkways.
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:	☐	☐	☒	

#	Control Measure	Yes	No	NA	Details (as per Directions)
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:* Do not leave food in fridge
ORIENTATION AND TRAINING (ADMINISTRATIVE)					
23.	Routine safety discussions held to review control measures and safety protocols.	☒	☐	☐	AD sends reminder email each morning to all ATC employees
24.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training.	☒	☐	☐	
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.* Posting of checklists to New Employee Orientation Course in progress. No new employees
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:* Employees asked to wash hands before and after passing of items between each other if required. Signs located in space to remind employees of this.
29.	Employees have dedicated tools/equipment, e.g., items are not shared between employees.	☐	☒	☐	MFD is shared, sanitising spray and paper towel available and signage to sanitise unit before and after use posted, hand sanitiser available.

#	Control Measure	Yes	No	NA	Details (as per Directions)
30.	If cleaning common touch points or tools/equipment not practical, then it is identified when hands are washed/sanitized before and after use.	☒	☐	☐	Signage posted advising to sanitise hands before and after use.
31.	Work spaces/stations are dedicated for an individual or group use and not shared with others.	☒	☐	☐	Faculty members have dedicated work stations
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.	☐	☒	☐	Faculty members attendance on campus minimised
37.	Other:	☐	☐	☒	

PERSONAL PROTECTIVE EQUIPMENT (PPE). Refer to the **PPE Flowchart** to determine what PPE is required for COVID-19 purposes.

#	Control Measure	Yes	No	NA	Details (as per Directions)
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):* PPE appropriate for shop/lap instruction provided under the applicable shop/lab space GFP.
39.	Training is provided for the above PPE to employees.	☐	☐	☒	Not applicable for office spaces
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):*
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

#	Control Measure	Yes	No	NA	Details (as per Directions)
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).* Coordinated schedule between BEST and Admin Manager
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:* Faculty members cleaning lunch room areas before and after personal use. Sanitising spray and power towels provided. Signage posted.
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*: lunch room 270A, nearby WCs *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)*Entrances to 270 and 270A_ *Will hand sanitizer be refilled by department: Y* ☒ *N* ☐ *If No, describe:*
48.	All Safety Data Sheets (SDS) and cleaning procedures used are found here.	☒	☐	☐	
49.	The area(s) have been decluttered so that cleaning is simplified.	☒	☐	☐	Unnecessary items have been removed and faculty members have been asked to implement the clean desk policy.
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.* Barriers are Teknion furniture
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):* Faculty members before and after each use.
52.	Storage space for personal articles have been identified and are cleaned regularly.	☒	☐	☐	*Who will clean:* Faculty members *Where is the storage:* at Faculty members' dedicated work stations
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?* Members of the ATC JOH&S committee twice weekly

#	Control Measure	Yes	No	NA	Details (as per Directions)
55.	Audits of inspections are planned to ensure that control measures continue to be effective.	☒	☐	☐	*Who conduct the audits and how often?* ATC JOH&S committee, monthly

APPROVAL

	All COVID-19 risk control measures for this campus activity are in place.		
Manager	Name Sanja Boskovic Lindsey Zikakis	Position Associate Dean, Aerospace Administrative Manager	Date August 10, 2020 December 9, 2020
EOC	Name *Glen Magel*	Position EOC Director	Date December 10, 2020

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