

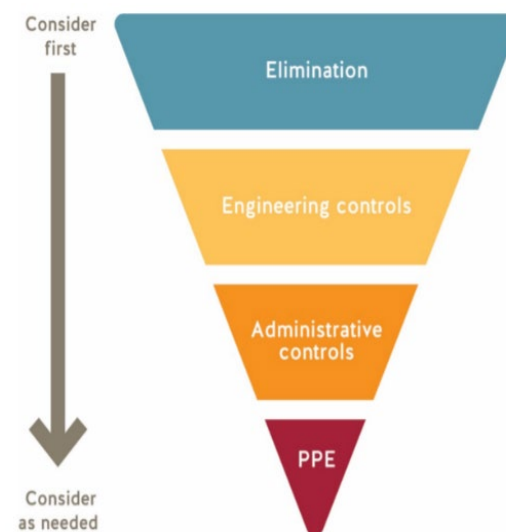


BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

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:	Automotive Technician Foundation – Westview High School Program		
Proportion of program offered on campus:	This program is offered at our satellite campus - Westview Secondary School, Maple Ridge SD42. The School District and School Principal have provided BCIT the option to deliver the program 100% face-to-face or via a blended learning model. Given the range of flexibility offered, we intend to deliver the program approximately 20% online and 80% face-to-face. Adjustments to this delivery model may change as required and to stay in alignment with SD42's Restart Plan. https://www.sd42.ca/sd42-restart-plan/		
Start date:	September 10, 2020	End date:	Ongoing
Total # of students in program:	8 Students	Total # of employees:	1
Anticipated # of students on campus daily when scheduled:	Maximum 8	Anticipated # of employees on campus daily when scheduled:	1 Faculty
Completed by:	Mark Deroche & Eric Fry Mubasher Faruki	Department Heads Associate Dean	December 4, 2020
Replaces	RTC Safety Plan #:		
	GFP Safety Plan #:	GFP #46	





COVID-19 SAFETY PLAN ACADEMIC SPACES

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
Westview Secondary – Maple Ridge	1128	BCIT Auto Shop + adjacent Exterior Auto Shop Space	12
	1132	BCIT Classroom	
	1171A	Male Washroom	1
	1170A	Female Washroom	1
	1130	BCIT Instructor Office	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).
The Automotive Technician Foundation program contains practical intensive courses producing graduates with the fundamental shops skills for entry into the automotive service and repair industry. The practical component of this program is important for students to gain the practical skills to successfully pass each course of the program and secure sponsorship/employment leading to apprenticeship.

CONTROL MEASURES

COVID-19 SAFETY PLAN: CONTROL MEASURES CHECKLIST

Directions for completing a Safety Plan:

1. First step read 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, 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	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exceptions allowed as per BCIT COVID-19 Go-Forward Plan , Risk Matrix Summary (explain): In shop demonstrations that require closer than 2 meters proximity will make use of clear plexiglass barriers, students will work in constructed separated cubicles to allow for physical distancing. Shop space will be set up with barriers, caution tape and signage to keep students 2 meters apart.
2.	Demonstration, work and assessment stations are set-up to allow for 2 metres physical distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exception allowed as per BCIT COVID-19 Go-Forward Plan , Risk Matrix Summary (explain): Yes separate workstation cubicles have been set up.

COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
3.	Identified area(s) where students wait outside of teaching space until allowed inside by instructor.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Entrance and Exit signs have been placed at outside doors.
4.	Work has been scheduled to minimize numbers of individuals on campus at one time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staggered start time times for the in shop practical's will be implemented to reduce bottlenecks in common areas.
5.	In shared spaces, safety protocols have been put in place to reduce close contact between users.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Physical signage and floor markings have been placed to ensure reduced traffic in congestion areas
6.	Movement within the room is identified, such as with directional arrows, for walkways and entrances/exits.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Signs or arrows on the floor identifying directions.</i> Signs and arrows have been placed on floor and in shop areas.
7.	Water fountains are put out of service, and only touchless water bottle filling station available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.	Mobile fans have been removed or put out of service.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If yes, Washroom occupancy limit 1 – school has provided faculty with key for washroom access
10.	Break area(s) for student use have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If yes, what control measures are in place to maintain physical distancing? Will follow schools policy for breaks</i> <i>Occupancy Limit _____ If there is an occupancy limit, is sign posted? Y <input type="checkbox"/> N <input type="checkbox"/></i>
11.	Break areas for employee use have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If yes, what control measures are in place to maintain physical distancing?</i> <i>Faculty has dedicated office Y <input checked="" type="checkbox"/> N <input type="checkbox"/></i>
12.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
ENGINEERING CONTROL MEASURES					
13.	Barriers are implemented to separate work areas or walk ways, when physical distancing not practical.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Plexiglas barriers constructed by the Automotive support staff will be used in areas where physical distancing is not possible
14.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Concrete retainers keep the barriers being used in place.
15.	The impact on ventilation requirements have been considered if there's been a significant use change for the instructional space.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Complete a Facilities and Campus Development work requisition for assessment, as needed.
16.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	School has posted as per SD42 Restart Plan
18.	Posted: Hand washing sign(s) Item 29B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signs posted in class and shop area
19.	Posted: Health screen sign(s) Item 3C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Health screen signs have been posted around the Automotive shop and common walkway areas
20.	Posted: Hand washing sink location sign(s) Item 14A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signs for handwashing locations will be posted prior to the classes starting

COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
21.	Posted: Hand sanitizing station location sign(s) Item 13A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand sanitizers have been placed in class and in shop.
22.	Posted: Protect yourself sign(s) Item 21A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes signs have been posted in the hallway and common walkway areas and around the shop.
23.	Posted: Occupancy limit of this room sign(s) Item 37A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24.	Posted: Other signs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Please list: As per SD42's Restart Plan</i>
ORIENTATION AND TRAINING (ADMINISTRATIVE)					
25.	Routine safety discussions held to review control measures and safety protocols.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students will be required to complete online orientation to ensure they are aware of the control measures and safety protocols prior to the start of program on campus.
26.	All students have completed the online COVID-19 Pandemic On-Campus Guidelines training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Delivered as an online module within the course shell on the Learning Hub. Students must upload certificate of completion, faculty to ensure compliance before admitting students into the workshop.
27.	COVID-19 safety Site orientation for students has been developed and posted in the Learning Hub.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All students complete a mandatory shop safety orientation at the beginning of their program. The department has created and implemented a weekly COVID specific shop orientation check-list and procedure. See COVID Shop Safety Orientation Checklist attached to the end of this Safety plan.
28.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29.	All employees have completed the online OHS New Employee Orientation module .	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All faculty hired in 2020 have completed the New Employee Orientation. All pre-existing faculty & staff that have not already completed training are being scheduled for training.
30.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
RULES AND GUIDELINES (ADMINISTRATIVE)					
31.	All unnecessary and self-serve items have been removed from the spaces. <i>e.g., pens, paper, etc.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All supplies asked for prior to class and stocked at each workspace – Self serve cleaning supply carts provided within each workspace
32.	Doors that students are to use to enter and exit have been clearly identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signs posted on and in front of entry and exit doors.
33.	Handouts, papers, and items are not physically provided to students.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In some instances distribution of handouts is required. Faculty will sanitize hands before distribution. Handouts that must be submitted are placed in a "turn-in" box and stored for 4 days before assessing.
34.	Students have dedicated tools/equipment, e.g., items are not shared between students.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Students are provided with a set of dedicated tools for their use. Occasionally shared tools are required, and in these instances a process for sanitizing tools has been established where students are provided training to disinfect tools under the supervision of their instructor.

COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
35.	If cleaning common touch points or tools/equipment not practical, then it is identified when hands are washed/sanitized before and after use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students directed to wash hands before and after conducting all shop activities.
36.	Work spaces/stations are dedicated for an individual or group use and not shared with others.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Certain circumstances require students to rotate between workstations. Students are directed to wash their hands before and after using each workstation. Stations are sanitized by students after each use.
37.	Single-use (disposable) products are used where feasible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
38.	Measures are in place to accommodate student sick at home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
39.	Procedures in place to screen students on a daily basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The health screen sign (Item 3C, BCIT online inventory, EOC approved signage) is posted at all entry doors. Students and employees are expected to self assess daily, and the BCCDC self-assessment tool can be used to support this.
40.	There is a procedure in place if a student or employee becomes ill on campus.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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. Students exhibiting symptoms, in isolation or COVID 19+ must be reported to Student Life using the COVID 19 Early Assist reporting system https://www.bcit.ca/early-assist/
41.	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Refer to #39 Health Screen sign and BCCDC self-assessment tool above.
42.	Provisions made for students to maintain same lab/class cohort throughout the Term.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All programs/courses are cohort based with up to 16 students.
43.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
PERSONAL PROTECTIVE EQUIPMENT (PPE). Refer to the PPE Flowchart to determine what PPE is required for COVID-19 purposes.					
44.	Appropriate PPE for the hazards of employee and student tasks are available to be provided (non-COVID-19 related ppe).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Students are required to supply their own CSA approved safety boots and glasses, staff are provided a boot allowance and safety glasses. Boots and glasses must be worn at all times when working in our shops. Additional PPE such as chemical gloves, ear protection and face shields are provided when needed.
45.	Training is provided for the above PPE to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employee training has been provided and instructor provides student training as part of the student orientation & safety module.
46.	Appropriate PPE for COVID-19 is available to be provided to students and employees. Supply requests emailed to ppe@bcit.ca .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	COVID related PPE provided based on circumstances allowed for in the BCIT COVID-19 Go-Forward Plan , Risk Assessment Matrix Summary. Multiple options are available for the acquisition of PPE for the program - BCIT & SD42 provide PPE as required.
47.	PPE safe donning, doffing, disposal, and disinfecting instructional materials are available for students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Applicable signs posted in a visible location where COVID PPE is required.

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#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
48.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
CLEANING					
49.	Facilities is aware of the cleaning needs for the area. Facilities work requests have been submitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s). SD42 will provide cleaning and sanitation as outlined on SD42's Restart Plan https://www.sd42.ca/sd42-restart-plan/
50.	Training will be provided to faculty and students performing cleaning duties and cleaning materials have been provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employee training has been provided and instructor provides student training as part of the student orientation & safety module.
51.	Assessment of sufficient number of hand wash stations conducted, and an appropriate number of handwashing stations are available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Handwashing stations available in shop and washroom. Washroom is in close proximity to classroom.
52.	Handwashing station(s), stocked, easily accessed, and have been identified to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All sinks stocked with soap and paper towel
53.	Hand sanitizing station(s), stocked, and have been identified to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ABHS (Alcohol-Based Hand Sanitizer): Location(s) Automotive shop and Tool room Will hand sanitizer be refilled by department: Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If No, describe:
54.	All Safety Data Sheets (SDS) and cleaning procedures used are found here .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Refer to BCIT SAFE OPERATING PROCEDURE: COVID 19 – Permatex Spray Nine Disinfecting, John Di Bella, OHS Coordinator here .
55.	The area(s) have been decluttered so that cleaning is simplified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
56.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Barriers can become contaminate if they are a touch point or if the contaminated with droplets by e.g. coughing or sneezing.
57.	Common touch points and tools/equipment that must be shared are identified and cleaned between students and classes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students have been directed to disinfect workspaces and equipment both before and after performing activities. Shared hand tools have a process for storing “dirty” and “clean” tools separately and are sanitized by tool room staff.
58.	Storage space for personal articles have been identified and are cleaned regularly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students must use the disinfectant before storing and after removing their personal items from identified storage areas such as under a workbench, on a designated storage rack or in the student’s dedicated toolbox.
59.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
AUDIT AND CONTINUOUS IMPROVEMENT					

COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Provide Details (as per Directions)
60.	There is a plan to conduct regular inspections of all control measures and safety protocols to ensure they are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often? Faculty, Department Heads and School Administrators will ensure all control measures are maintained and updated as needed.</i>
61.	Audits of inspections are planned to ensure that control measures continue to be effective.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Who conduct the audits and how often? School Administrators, BCIT Department Heads and Faculty will conduct audits periodically or on a weekly basis.</i>

APPROVAL

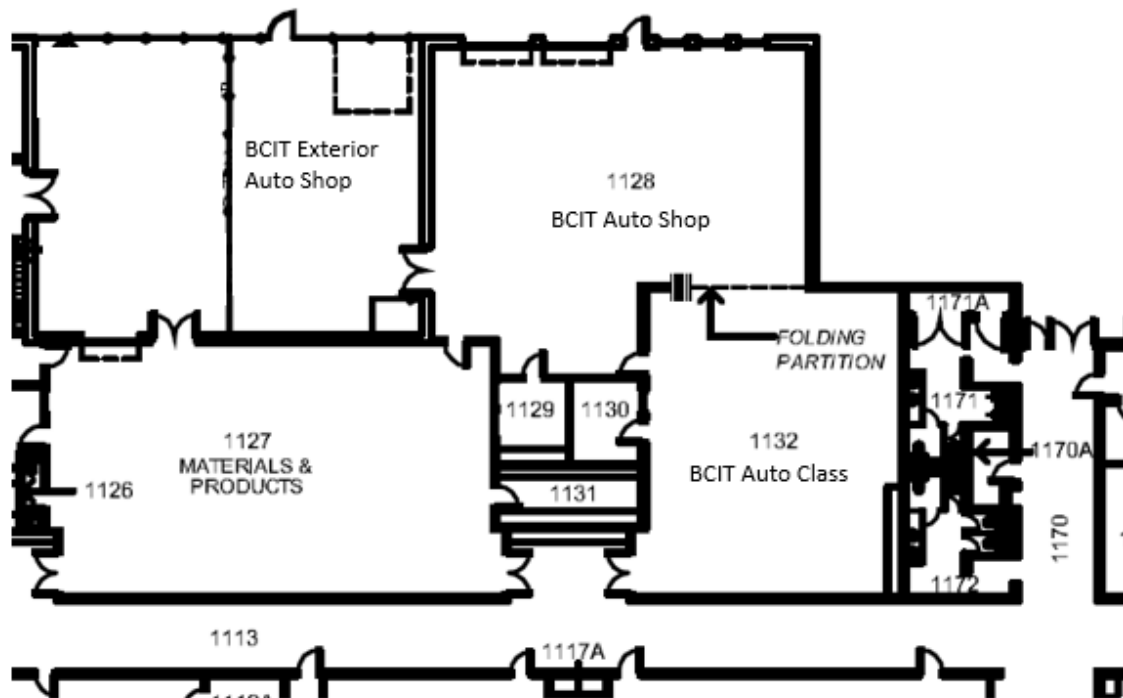
All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Mubasher Faruki	Position Associate Dean	Date December 8, 2020
EOC	Name <i>Glen Magel</i>	Position EOC Director	Date December 10, 2020

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

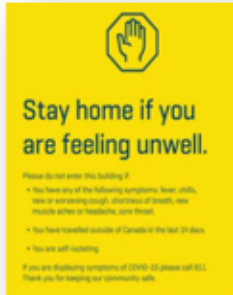


Westview Senior Secondary Classroom/Shop Layout

20905 Wicklund Ave, Maple Ridge, BC V2X 8E8





COVID-19 SAFETY PLAN ACADEMIC SPACES

COVID Shop Safety Student Orientation Checklist

COVID Shop Safety Student Orientation Checklist	Pertaining to Shops: NE10, NE16, NE18, NE20
Instructions:	
<ol style="list-style-type: none"> 1. Instructors are to complete this checklist onsite before beginning class, lab and shop activities on campus, 2. After all topics have been reviewed and are clearly communicated, sign and date at the bottom of the form, 3. Only one form needs to be completed weekly per class/cohort, 4. Encourage students to ask questions, 5. Ensure all blank areas are completed with a "✓" indicating completed or "NA" for Not Applicable, 6. After completing this orientation checklist, sign and date the bottom then scan or send photo to your Department Head. 	
Prerequisite to Attending On-Campus Activities	
<p>All students in the cohort must have completed the online COVID-19 Pandemic On-Campus Guidelines training.</p> <p><input type="checkbox"/> All students have completed required online training course verified by faculty member: _____</p> <p>- List any students that have not completed the prerequisite training: _____</p> <p>- Direct them to leave after this Shop Orientation and return once they have completed this requirement,</p> <p>- Verify completion before admitting them back into the workshop.</p>	
Self Assessment	
<p><input type="checkbox"/> Explain: For the health of the BCIT staff, students and the community, all students and staff must self-assess daily for symptoms and risks pertaining to COVID-19 <u>prior</u> to arriving on campus,</p> <p><input type="checkbox"/> Identify and Review: "Stay home if you are feeling unwell" signage on entry doors</p> <p>Sign reads: "Do not enter the building if:</p> <ul style="list-style-type: none"> • You have any of the following symptoms: fever, chills, new or worsening cough, shortness of breath, new muscle aches or headaches, sore throat. • You have travelled outside Canada in the last 14 days. • You are self-isolating." <p><input type="checkbox"/> Direct students to BC COVID-19 Self-Assessment Tool: https://bc.thrive.health/covid19/en</p> <p><input type="checkbox"/> Explain that accommodations will be made for activities missed due to COVID Risk Related Absence. Contact Department Head should this situation arise,</p> <p><input type="checkbox"/> Explain that BCIT supports all students in self-isolation due to exposure or COVID positive test results through the Early ASST program.</p>	
Social Distancing:	
<p><input type="checkbox"/> Explain that all staff and student are responsible for maintaining at least 2 meters of separation at all times while on campus including all BCIT interior and exterior spaces, before, during and after class times and during coffee and lunch breaks,</p> <p><input type="checkbox"/> Explain "do your part to help keep us apart" speak up if anyone encroaches on your space, watch out for high traffic areas and actively avoid one another in walkways and lab spaces,</p> <p><input type="checkbox"/> Demonstrate how barriers that can be used to safely reduce physical distancing,</p> <p><input type="checkbox"/> Explain that situations requiring less than 2 meters without using a barrier should be avoided as this is the most risky behaviour, should it be necessary, after consulting with your instructor, medical grade face coverings will be required following proper donning & doffing procedures.</p>	
Sanitation:	
<p>Hand Washing –</p> <p><input type="checkbox"/> Identify shop sink areas and occupancy limits,</p> <p><input type="checkbox"/> Explain that soap and water hand washing is required: upon arrival to the building, before and after each shop activity, before exiting the building,</p> <p><input type="checkbox"/> Identify that each sink area has a Hand Hygiene sign indicating hand sanitization procedures,</p> <p><input type="checkbox"/> Remind students that not all shop workstations can be sanitized so washing hands before and after and not touching your face is the first and best line of defence,</p> <p><input type="checkbox"/> Identify examples of alcohol based hand sanitizer at entry & exit doors and sanitation carts throughout the workshop areas.</p> <p><input type="checkbox"/> Remind students that alcohol sanitizer does <u>not</u> work as well on dirty or greasy hands, washing hands is best.</p> <p>Tools & Equipment –</p> <p><input type="checkbox"/> Identify tool and equipment disinfectant (Spray Nine) on sanitation carts,</p> <p><input type="checkbox"/> Demonstrate sanitation procedure: wear gloves, spray disinfectant on bench, wait 45 seconds, wipe off with shop towel, dispose shop towel in garbage,</p> <p><input type="checkbox"/> Explain that students are responsible for disinfecting workspaces and equipment before and after completing activities.</p> <p><input type="checkbox"/> Explain process for cleaning shared hand tools: Used tools go in the designated "Dirty Tool" area, only retrieve tools from the "Clean Tool" area. Often these are separate carts or shelves on a workbench.</p>	

COVID-19 SAFETY PLAN ACADEMIC SPACES

Personal Protective Equipment (PPE):	
<ul style="list-style-type: none"> <input type="checkbox"/> Reminder: Non-COVID related CSA boots & Safety Glasses are required at all times when working in the shop and additional PPE such as hearing, respiratory and chemical gloves are provided/accessible when needed, <input type="checkbox"/> Explain that BCIT strongly recommends face coverings at all times, your instructor may require face coverings, <input type="checkbox"/> Explain that nitrile gloves, commonly worn in industry are also in protecting against COVID, gloves still can become contaminated but you are less likely to touch your face. Additionally nitrile gloves should be worn when using shop disinfectant. <input type="checkbox"/> Remind that all PPE must be properly worn to provide expected protection. 	
Entry, Exit, Breaks and Personal Items:	
<ul style="list-style-type: none"> <input type="checkbox"/> Explain Entry Procedure: Arrive on time, wait outside socially distanced, when invited in proceed through entry door/pathway to a hand washing station before going to workstation / demonstration area, <input type="checkbox"/> Explain Exit Procedure: During breaks or between activities, sanitize workspace, wash hands, depart using identified exit pathway/door, <input type="checkbox"/> Reminder; During breaks practice social distancing outside shop areas, in cafeterias and other BCIT spaces, <input type="checkbox"/> Identify defined walkways and corridors through the shop space, directional arrows and common high traffic areas where extra caution and common sense must be employed (Toolroom, bathroom, sinks etc.) <input type="checkbox"/> Identify where students can store their personal items such as bags and jackets. Lockers are not available, students must use the disinfectant before storing and after removing their personal items. Generally under a workbench, on a designated storage rack or in the student's dedicated toolbox. 	
Consequences	
<ul style="list-style-type: none"> <input type="checkbox"/> Remind that these measure are in place for the safety of students, staff and the community, the most significant consequence of risky behaviour is causing an outbreak that could result in a direct or indirect hospitalization or fatality. <input type="checkbox"/> Explain that the ability for the department to provide shop activities is contingent on staff and students following COVID safety protocols – BCIT is watching and if these procedures are not being followed, shop access could be restricted or suspended, <input type="checkbox"/> Explain: Instructors already have a lot to do and can not be continuously reminding individuals to follow the COVID Shop Safety Procedures. Instructors have the ability to evict students from the shop for the remainder of the day when they are exhibiting risky behaviour. Ongoing behaviour that affects the safety of others will be considered a violation of the 5102 BCIT Student Code of Conduct Policy which could result in denial of access to required shop activities, 	
Sign Off	
<p>Program, Course, Cohort Identification: _____</p> <p>Notes/ Comments:</p> <p>_____</p> <p>_____</p> <p>Checklist completed by: _____ Date: _____</p> <p style="text-align: center;">Email a scan or photo of completed checklist to your Department Head within 12 hours of completion</p>	