

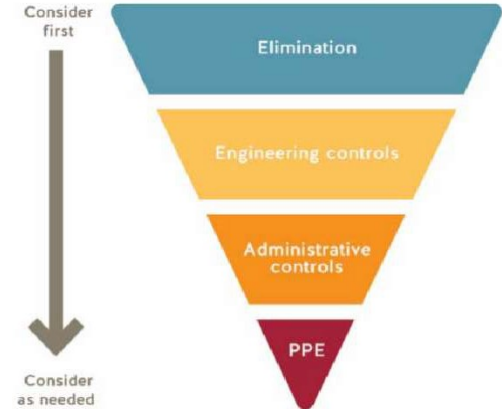


## BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

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:	Diagnostic Medical Sonography		
The proportion of program offered on campus:	For example, five out of fourteen courses have some on-campus activity during the Winter term.		
Start date:	January 4, 2021	End date:	Ongoing
# of students:	88	# of employees:	13
Completed by:	Name Ken Marken	Position Program Head	Date Revised Jan 26, 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 <small>Floor Plans found <a href="#">here</a></small>	Type of Space <small>Include washrooms and breakout rooms</small>	Capacity <small>Current capacity due to COVID-19</small>
Burnaby/NE1	117	Obstetrical Sonography SIM Lab	Max 4 students and one instructor
Burnaby/NE1	122	General Sonography Lab	Max 12 students and three instructors
Burnaby/NE1	131	Cardiac Sonography Lab	Max 12 students and three instructors
Burnaby/NE1	103	Change room/break room	Maximum 6 students
Burnaby/NE1	404	Classroom for EXam (see GFP #52 Fall 2020)	Maximum 8 students
Burnaby/NE1	216	Classroom for post lab activity debrief	Maximum 6 people

## 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).

Diagnostic medical sonography students need to learn how to utilize special imaging equipment to direct sound waves into a patient's body to assess and diagnose various medical conditions during real-time scanning. To prepare for clinical training (practicums), sonography students need to practice scanning each other and mannequins in the lab to:

1. Build their hand-eye coordination, manual dexterity, and physical stamina when utilizing an ultrasound transducer
2. Recognize relational anatomy and integrate 3D visual-spatial skills on sonographic images
3. Manipulate equipment settings to optimize the visualization of anatomy or pathology on the fly.

The hands-on application of knowledge and problem solving skills cannot be replicated in an online or alternative environment.

## 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](mailto: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](mailto:returntocampus@bcit.ca) for approval.

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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](mailto:ssemohs@bcit.ca).

#	Control Measure	Yes	No	NA	Details (as per Directions)
<b>ELIMINATION</b>					
1.	Room(s) set up to allow for 2 metres physical distancing during instruction and practice. Note: Contact <a href="mailto:returmtocampus@bcit.ca">returmtocampus@bcit.ca</a> for room capacity and layout if needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exceptions allowed as per <a href="#">BCIT COVID-19 Go-Forward Plan</a> , Risk Matrix Summary (explain): In the NE1-122 and 131 labs, ultrasound equipment has been configured to allow for 2 metres physical distancing between stations, however, that distance cannot be maintained at all times. Thus, scrubs, face masks, face shields and gloves will be worn by students and faculty during guided instruction and practice scanning sessions.
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 <a href="#">BCIT COVID-19 Go-Forward Plan</a> , Risk Matrix Summary (explain): In the NE1-117 lab, the four OB SIM units/mannequins have been spaced 2 metres apart for safe practice. However, during guided sessions, the instructor and students will wear PPE that includes a face mask, face shield and gloves.
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"/>	Students will queue in NE1-103, spaced 2 metres apart and cross the hallway to enter into the lab spaces.
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"/>	The student and faculty weekly schedule has been staggered to minimize the overlap and number of individuals' on-campus. NE1-404 may be used for midterm exam by one student.
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"/>	Work schedules have been adjusted. Faculty and students are working from home if not required to be on-campus for labs.
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"/>	Signs or arrows on the floor identifying directions. Areas for donning/doffing PPE has been marked out on the floor of each lab.
7.	Water fountains are put out of service, and only touchless water bottle filling station available.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Located in hallway. This is a common areas covered by the BCIT COVID-19 Go-Forward Plan.
8.	Mobile fans have been removed or put out of service.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	We have no mobile fans.
7.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If yes, Washroom occupancy limit <u>two</u>
8.	Break area(s) for student use have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If yes, what control measures are in place to maintain physical distancing? Occupancy Limit <u>six</u> If there is an occupancy limit, is sign posted? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
9.	Break areas for employee use have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, what control measures are in place to maintain physical distancing? Occupancy Limit _____ If there is an occupancy limit, is sign posted? Y <input type="checkbox"/> N <input type="checkbox"/>
10.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NE1-103 is used as a lunch space for up to 6 students who have staggered times to eat lunch (15-20 minute) as lab cleaning or practice occurring between groups

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#	Control Measure	Yes	No	NA	Details (as per Directions)
<b>ENGINEERING CONTROL MEASURES</b>					
11.	<a href="#">Barriers</a> are implemented to separate work areas or walk ways, when physical distancing not practical.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No Plexiglas barriers are installed. However, students are wearing their own barriers, such as medical scrubs, face masks, face shields and gloves in the sonography labs.
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
13.	The impact on ventilation requirements have been considered if there's been a significant use change for the instructional space.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Complete a <a href="#">Facilities and Campus Development work requisition</a> for assessment, as needed. Cooling and ventilation is an ongoing concern for the NE1-122 lab pre-COVID and we will not be able to run our air conditioner due to the current situation. However, we will keep both lab doors open to hopefully increase air flow as a temporary workaround.
	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>SIGNAGE (ADMINISTRATIVE) Signage is available @ <a href="#">BCIT online Inventory</a>. Guidelines for posting signs are available on <a href="#">ShareSpace</a>.</b>					
13.	Posted: Physical distancing (2 m) sign(s) Item 1A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage has been placed in each lab
14.	Posted: Hand washing sign(s) Item 29B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage has been posted above each sink in NE1-122 and NE1-131.
15.	Posted: Health screen sign(s) Item 3C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage has been posted in NE1-117, 122 and 131.
16.	Posted: Hand washing sink location sign(s) Item 14A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not needed. Students can easily see where the sink is in NE1-122 and 131.
17.	Posted: Hand sanitizing station location sign(s) Item 13A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not needed. Students can easily see the hand sanitizing station in NE1-117.
18.	Posted: Protect yourself sign(s) Item 21A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage has been posted in NE1-117, 122 and 131.
19.	Posted: Occupancy limit of this room sign(s) Item 37A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Student lab sets are below room occupancy limits. Guided and practice sessions will be monitored by faculty to ensure compliance.
20.	Posted: Other signs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Please list: WSBC Help Prevent Spread Covid-19 entry check visitors Vancouver coastal health hand washing poster
<b>ORIENTATION AND TRAINING (ADMINISTRATIVE)</b>					
21.	Routine safety discussions held to review control measures and safety protocols.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This ongoing monthly program meetings through the term.
22.	All students have completed the online <a href="#">COVID-19 Pandemic On-Campus Guidelines</a> training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	How will compliance be checked: Students email confirmation of completion during the first week of labs to Lab Coordinator. For example, prev. deadline was Sept 11, 2020.
23.	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"/>	Procedure for orientation found <a href="#">here</a> . Student COVID-19 Orientation Checklist found <a href="#">here</a> .
24.	All employees have completed the online <a href="#">BCIT Pandemic Exposure Control Plan Training</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All employees Program Head confirmation of completion as of August 14, 2020.

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#	Control Measure	Yes	No	NA	Details (as per Directions)
25.	All employees have completed the online <a href="#">New Employee Orientation module</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	New and Returning Employee Orientation Checklist found <a href="#">here</a> . Each employee to save the checklist to their online New Employee Orientation course
26.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>RULES AND GUIDELINES (ADMINISTRATIVE)</b>					
27.	All unnecessary and self-serve items have been removed from the spaces. e.g., pens, paper, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signs or arrows on the floor
29.	Handouts, papers, and items are not physically provided to students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If items are provided, they are cleaned between student use or disposed, or other control measures are in place – Describe: <a href="#">All documents and written information will be distributed and collected electronically.</a>
30.	Students have dedicated tools/equipment, e.g., items are not shared between students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31.	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"/>	Explain: <a href="#">Students have been informed to wash hands prior to donning and doffing PPE. Also all equipment keyboards, transducers and cables will be cleaned with a disposal wipe after each use. Faculty assigned scheduled times to clean/disinfect staging areas (sinks, countertops, lab door handles etc.) between each lab set and at end of day.</a>
32.	Work spaces/stations are dedicated for an individual or group use and not shared with others.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
33.	Single-use (disposable) products are used where feasible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34.	Measures are in place to accommodate student sick at home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accommodation plan: <a href="#">If a student is sick, they are instructed to stay home. Missed labs, scanning assessments and/or required competencies will be made up at later date, when the student is healthy. This will be reviewed on a case by case basis.</a>
35.	Procedures in place to screen students on a daily basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The <a href="#">health screen</a> poster is available for reference and is posted on building doors. Students and employees are expected to self assess daily, and the <a href="#">BCCDC self-assessment</a> tool can be used to support this.
36.	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 <a href="#">COVID-19 Pandemic Scenario Playbook</a> 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.
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Refer to the <a href="#">COVID-19 Pandemic Scenario Playbook</a> for more information. Confirm if the person is aware of self-isolation <a href="#">requirements</a> and <a href="#">protocols</a> . Additionally, refer to the <a href="#">COVID-19 and BCIT Students guide</a> .
38.	Provisions made for students to maintain same lab/class cohort throughout the Term.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
39.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	


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#	Control Measure	Yes	No	NA	Details (as per Directions)
<b>PERSONAL PROTECTIVE EQUIPMENT (PPE).</b> Refer to the <a href="#">PPE Flowchart</a> 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).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students have training videos to watch on Learning Hub on the use of PPE and donning/doffing procedures.
42.	<a href="#">Appropriate PPE for COVID-19</a> is available to be provided to students and employees. Supply requests emailed to <a href="mailto:ppe@bcit.ca">ppe@bcit.ca</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Based on circumstances allowed for in the <a href="#">BCIT COVID-19 Go-Forward Plan</a> , 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): <b>Disposable 3 layer masks - 12 x 50 per box - already procured</b> <b>Gloves (100 per box) - 10 boxes of small, 60 boxes of medium &amp; 30 boxes of large.</b> <b>Disinfectant wipes - 12 canisters of Oxivir wipes</b> <b>Hand sanitizer - 6 x 500 ml bottles and 1 x box of four (3.78 L jugs)</b> <b>Safety glasses - 30 individual units.</b>
43.	PPE safe <a href="#">donning, doffing, disposal, and disinfecting instructional</a> materials are available for students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Post applicable signs in a visible location if ppe required. Use the <a href="#">Student Orientation checklist</a> to assist orientation/training by instructors. Use the <a href="#">Employee Orientation checklist</a> to assist orientation/training by their supervisors.
44.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>CLEANING</b>					
45.	Facilities is aware of the cleaning needs for the area. Facilities work requests have been submitted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s). <a href="#">DSON faculty and students returning to campus beginning January 4, 2021 and continue until May 28, 2021. The following work requests have been extended:</a>  1456170 for cleaning NE01-01-128 – Women’s washroom 1456171 for cleaning NE01-01-129 – Men’s washroom 1456172 for cleaning NE01-01-117 – Obstetrical Sonography SIM lab 1456173 for cleaning NE01-01-122 – General Sonography Lab 1456174 for cleaning NE01-01-131 – Cardiac Sonography Lab
46.	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"/>	Cleaning Standard Operating Procedures have been located <a href="#">here</a> . What are the cleaning products/materials: <i>Oxivir or A ccel® wipes for SIM and ultrasound machine transducers, cables and keyboards.</i> What ppe is required: <i>gloves</i>
47.	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"/>	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.

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48.	Handwashing station(s), stocked, easily accessed, and have been identified to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sink Location: <u>NE1-122 and NE1-131</u> Stocked with soap Y N paper towel Y N
49.	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) <u>NE1-117</u> Will hand sanitizer be refilled by department: Y N If No, describe: Facilities normally restocks. See Control Measure #45 above.
50.	All Safety Data Sheets (SDS) and cleaning procedures used are found <a href="#">here</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If not, describe: <i>If using Accel® wipes. Information found on each canister label.</i> Product: <a href="https://diversey.com/en/product-catalogue/accel-prevention-wipes-100906721">https://diversey.com/en/product-catalogue/accel-prevention-wipes-100906721</a> SDS: <a href="https://www.eway.ca/msds/JOL100906721-ENG-52018.pdf">https://www.eway.ca/msds/JOL100906721-ENG-52018.pdf</a>
51.	The area(s) have been decluttered so that cleaning is simplified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lab Coordinator has decluttered Sonography labs.
52.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Barriers can become contaminate if they are a touch point or if the contaminated with droplets by e.g. coughing or sneezing. No Plexiglas barriers in sonography labs.
53.	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"/>	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): <i>Faculty assigned scheduled times to clean/disinfect staging areas (sinks, countertops, lab door handles etc.) between each lab set and at end of day</i>
54.	Storage space for personal articles have been identified and are cleaned regularly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Who will clean: Facilities (will be scheduled once this Safety Plan is approved) Where is the storage?: NE1-103 or if unavailable, any available classroom in NE1 (will be booked with Timetabling once Safety Plan approved).
55.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>AUDIT AND CONTINUOUS IMPROVEMENT</b>					
56.	There is a plan to conduct <a href="#">regular inspections</a> of all control measures and safety protocols to ensure they are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often? <i>Lab Coordinator will conduct daily inspections. Lab Coordinator will also create an online checklist form within Program SharePoint site for faculty to fill out to confirm cleaning/disinfection has been performed and monitor status.</i>
57.	<a href="#">Audits of inspections</a> are planned to ensure that control measures continue to be effective.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Who conduct the audits and how often? <i>Program Heads to conduct monthly audit to ensure effectiveness of control measures.</i>

### APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name 	Position Associate Dean	Date January 27, 2021
EOC	Name <i>Glen Magel</i>	Position EOC Director	Date February 3, 2021