



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:	SSEM First Aid/Audiometric		
<i>How many of your employees will be on campus:</i>	4 (3 of which on opposing shifts)	<i>What is the total number of your employees:</i>	4 (First Aid and Audiometric Technician)
Start date:	August 1, 2020	End date:	March 31, 2021
Completed by:	Name Anna Matheson	Position Manager, OHS	Date November 2, 2020
Replaces	RTC Safety Plan #:	N/A	
	GFP Safety Plan #:	55	



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 <small>Floor Plans found here</small>	Type of Space <small>Include washrooms and meeting rooms</small>	Capacity <small>Current capacity due to COVID-19</small>
Burnaby NE16	120 to 130A/B	3 First Aid rooms/offices, 3 corridors, 1 visitor/general area, 1 storage/general area, 1 washroom.	3 capacity, excluding classroom 130
Burnaby NE16	130/130A	Classroom	Used for Audiometric (hearing testing) and overflow for first aid. 3 capacity.



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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.

On site First Response for all First Aid treatment and emergencies to students, staff, faculty. The audiometric technician provides hearing testing for students and employees, **and also provides break coverage for First Aid.**

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.

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#	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.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Exceptions allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary (explain):</i> First Aid treatment provided wearing appropriate PPE, otherwise, 2 meters distance is enabled. Audiometric technician using classroom 130 can maintain 2 metre distance.
2.	Work stations are set-up to allow for 2 metres physical distancing.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Exceptions allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary (explain):</i> As above
3.	Work has been scheduled to minimize numbers of employees on campus at one time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	In shared spaces, safety protocols have been put in place to reduce close contact between users.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ✓ Signage describing requirements for entry (no COVID-19 symptoms, etc.) ✓ Limit public entry to essential visits only for First Aid patient overflow to maintain distance while waiting for treatment. If more than one patient, or the patient is accompanied, the extra person is asked to wait in Room 130. ✓ Entry/exit controlled via specific routes to ensure signage is observed and space planning is completed Alternate means of offering Audiometric services being explored, and a procedure in draft.
5.	Movement within the room is identified, such as with directional arrows, for walkways and entrances/exits.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Signs or arrows on the floor identifying directions.</i> Entrance to first aid clearly identified, and where to wait and stand identified.
6.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If yes, Washroom occupancy limit _1_</i>
7.	Water fountains are put out of use, and only touchless water bottle filling station available.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8.	Mobile fans have removed or put out of service.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.	Break areas for employee use has been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>If yes, what control measures are in place to maintain physical distancing? Occupancy limit_____ If there is an occupancy limit, is a sign posted? Y <input type="checkbox"/> N <input checked="" type="checkbox"/></i> Employees eat in personal offices, have been using 130 as a break room and maintaining distance.

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10.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
ENGINEERING CONTROL MEASURES					
11.	Barriers are implemented to separate work areas or walk ways, when physical distancing not practical.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One free standing transparent barrier required for audiometric counselling area, so that hearing protection can be demonstrated.
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.	The impact on ventilation requirements have been considered if there's been a significant use change for the space.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Complete a Facilities and Campus Development work requisition for assessment, as needed. Barrier is small and free standing.
14.	Other:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16.	Posted: Hand washing sign(s) Item 29B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.	Posted: Health screen sign(s) Item 3C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.	Posted: Hand washing sink location sign(s) Item 14A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19.	Posted: Hand sanitizing station location sign(s) Item 13A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20.	Posted: Protect yourself sign(s) Item 21A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21.	Posted: Occupancy limit of this room sign(s) Item 37A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22.	Posted: Other signs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Please list: Specific signs for First Aid measures
ORIENTATION AND TRAINING (ADMINISTRATIVE)					
23.	Routine safety discussions held to review control measures and safety protocols.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	During team meetings.
24.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25.	All employees have completed the online New Employee Orientation module .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	New and Returning Employee Orientation Checklist found here . 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"/>	
RULES AND GUIDELINES (ADMINISTRATIVE)					

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27.	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"/>	
28.	Papers and items are not physically passed between employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If items are provided, they are cleaned between employee use or disposed, or other control measures are in place – Describe:</i> Sanitizing employed, patients not required to sign papers during COVID-19
29.	Employees have dedicated tools/equipment, e.g., items are not shared between employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30.	If cleaning common touch points or tools/equipment not practical, then it is identified when hands are washed/sanitized before and after use.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Explain:</i>
31.	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"/>	
32.	Single-use (disposable) products are used where feasible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
33.	Procedures in place to screen employees on a daily basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The health screen poster 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.</i> Employees know to not come to work if ill.
34.	There is a procedure in place if an employee becomes ill on campus.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>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.</i>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Refer to the COVID-19 Pandemic Scenario Playbook for more information. Confirm if the person is aware of self-isolation requirements and protocols.</i> Employees know to notify manager if going out of province or country.
36.	Provisions made for employees to work in cohorts.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
37.	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.					
38.	Appropriate PPE for the hazards of employee tasks are available to be provided (non-COVID-19 related ppe).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>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):</i> Provided through own first aid purchasing process: nitrile gloves. PPE is purchased through SSEM.

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39.	Training is provided for the above PPE to employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
40.	Appropriate PPE for COVID-19 is available to be provided to employees. Supply requests emailed to ppe@bcit.ca .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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): Gowns, nitrile gloves, lab coats, face shields. PPE is purchased through SSEM.
41.	PPE safe donning, doffing, disposal, and disinfecting instructional materials are available for employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Post applicable signs in a visible location if ppe required. Use the Employee Orientation checklist to assist orientation/training by their supervisors.
42.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
CLEANING					
43.	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).
44.	Training will be provided to employees 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 here . What are the cleaning products/materials: What ppe is required: nitrile gloves
45.	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.
46.	Handwashing station(s), stocked, easily accessed, and have been identified to employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sink Location: _washroom, treatment room Stocked with soap Y <input checked="" type="checkbox"/> N <input type="checkbox"/> paper towel Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
47.	Hand sanitizing station(s), stocked, and have been identified to employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ABHS (Alcohol-Based Hand Sanitizer): Location(s)_at entrance to first aid Will hand sanitizer be refilled by department: Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If No, describe:
48.	All Safety Data Sheets (SDS) and cleaning procedures used are found here .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If not, describe: Posted in the first aid section of ShareSpace.
49.	The area(s) have been decluttered so that cleaning is simplified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
50.	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. Audiometric technician to wipe down barrier.

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51.	Common touch points and tools/equipment, that must be shared are identified and cleaned between employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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): Part of first aid protocol
52.	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: Individual owners Where is the storage: Individual's desks, offices, lockers
53.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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.	<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? First aid to at least weekly check control measures.
55.	Audits of inspections 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? Anna Matheson or designate to check during regular team meetings (at least once a month) that control measures are in place. Scheduled into Outlook calendar.

APPROVAL

All COVID-19 risk control measures for this campus activity are in place.				
Manager	Name	Anna Matheson	Date	November 2, 2020
EOC	Name	<i>Glen Magel</i>	Position	EOC Director
			Date	November 13, 2020