





## COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

### 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.

First responders to health and safety issues, health and safety program development, ergonomic assessments, enacting all COVID-19 Risk Assessments and measures

### 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](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.
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).

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| #                                   | 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 work.<br><b>Note:</b> 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 <a href="#">BCIT COVID-19 Go-Forward Plan</a> , Risk Matrix Summary (explain):<br>Achieved by limiting occupancy   |
| 2.                                  | Work stations are set-up to allow for 2 metres physical distancing.  | <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):   |
| 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"/>            | A schedule is developed each week, so that employees in this space is limited to a maximum of 3 at a time, one in each office space. Can accommodate maximum two visitors in the entrance area.  |
| 4.                                  | 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"/>            | Signage and communication regarding physical distancing for occupants have been implemented. No in-person meetings in the 2 small offices are held.  |
| 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"/>            | Signs or arrows on the floor identifying directions.<br>OHS staff are very diligent and aware of protocols.<br>Small spaces no traffic control needed.<br>✓ Restrict gatherings in walkways/discourage loitering<br>✓ No public use seating                                  |
| 6.                                  | Washrooms have been identified.  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | Male and female washroom available down the hallway. The building is restricted access, so very people have access to these washrooms.   |
| 7.                                  | Water fountains are put out of use, and only touchless water bottle filling station available.   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | Water fountain in hallway. Only touchless bottle refill used.  |
| 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"/> | If yes, what control measures are in place to maintain physical distancing?<br>Occupancy limit _____ If there is an occupancy limit, is a sign posted? Y <input type="checkbox"/> N <input checked="" type="checkbox"/><br><br>Eat at desk or outside, exterior to building. |
| 10.                                 | Other:   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |  |
| <b>ENGINEERING CONTROL MEASURES</b> |  |                                     |                                     |                                     |  |

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| #   | Control Measure   | Yes                                 | No                                  | NA                                  | Details (as per Directions)  |
|---|---|-------------------------------------|-------------------------------------|-------------------------------------|--|
| 11.   | <a href="#">Barriers</a> are implemented to separate work areas or walk ways, when physical distancing not practical. | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | Adequate distance maintained for the most part, but a new employee is being hired, and there may be two people in the office space at the same time. The walk way out of the OHS office space is within 2 metres of the workspace of the new employee's workstation. |
| 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 checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | Complete a <a href="#">Facilities and Campus Development work requisition</a> for assessment, as needed.   |
| 14.   | Other:  | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |  |
| <b>SIGNAGE (ADMINISTRATIVE)</b> Signage is available @ <a href="#">BCIT online Inventory</a> . Guidelines for posting signs are available on <a href="#">ShareSpace</a> . |   |                                     |                                     |                                     |  |
| 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"/>            | Signs located in washrooms close to office.  |
| 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 type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Hand washing located in male/female washrooms.   |
| 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"/>            | Yes, by individual office spaces and entrance space.   |
| 22.   | Posted: Other signs   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Please list:   |
| <b>ORIENTATION AND TRAINING (ADMINISTRATIVE)</b>  |   |                                     |                                     |                                     |  |
| 23.   | Routine safety discussions held to review control measures and safety protocols.                                      | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| 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"/>            |  |
| 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 checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | Occupancy sign posted on external door to office.  |
| <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"/>            | As much as possible. We have a lot of items we use as part of our work.  |

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|---|--|-------------------------------------|-------------------------------------|-------------------------------------|--|
| 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>  |
| 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 checked="" type="checkbox"/> | <input type="checkbox"/>            | <i>Explain:</i><br>Door handle, card reader keypad and other high touch points to be cleaned daily by last person in office.   |
| 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 <a href="#">health screen</a> poster is available for reference and is posted on building doors. Employees are expected to self assess daily, and the <a href="#">BCCDC self-assessment</a> tool can be used to support this.</i>   |
| 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 <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.</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 <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>. Employees to let the manager know if they are traveling out of country or out of province and determine what protocols need to be followed.</i> |
| 36.   | Provisions made for employees to work in cohorts.  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Don't need cohorts.  |
| 37.   | Other:   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |  |
| <b>PERSONAL PROTECTIVE EQUIPMENT (PPE). Refer to the <a href="#">PPE Flowchart</a> to determine what PPE is required for COVID-19 purposes.</b> |  |                                     |                                     |                                     |  |
| 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):<br/>Respiratory protection available, and fit testing conducted as needed.<br/>PPE is purchased through SSEM.</i>   |
| 39.   | Training is provided for the above PPE to employees.   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | Yes, as needed.  |
| 40.   | <a href="#">Appropriate PPE for COVID-19</a> is available to be provided to 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"/>            | <i>Based on circumstances allowed for in the <a href="#">BCIT COVID-19 Go-Forward Plan</a>, Risk Matrix Summary.<br/>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):</i>   |

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|                 |   |                                     |                          |                                     | Nitrile gloves for cleaning, face masks available if needed. PPE is purchased through SSEM.   |
| 41.             | PPE safe <a href="#">donning, doffing, disposal, and disinfecting instructional</a> 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.<br>Use the <a href="#">Employee Orientation checklist</a> to assist orientation/training by their supervisors.<br>Employees know safe use of ppe due to instructions available on container.   |
| 42.             | Other:  | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |   |
| <b>CLEANING</b> |   |                                     |                          |                                     |   |
| 43.             | 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).<br>Ongoing occupied area – Facilities aware.  |
| 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 <a href="#">here</a> . What are the cleaning products/materials: wipes for surfaces and equipment. Instructions on container followed.<br><br>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.<br>Hand sanitizer available on desk inside office space<br>Encourage/ remind hygienic practices using signage<br>Automatic door openers used where possible<br>High touch surfaces (microwave, kettle, fridge, door knobs, external card reader key pad) cleaned daily by last person in office |
| 46.             | Handwashing station(s), stocked, easily accessed, and have been identified to employees.  | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Sink Location: _____<br>Stocked with soap Y <input type="checkbox"/> N <input type="checkbox"/> paper towel Y <input 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"/>            | <b>ABHS (Alcohol-Based Hand Sanitizer):</b> Location(s) _____<br><br>Will hand sanitizer be refilled by department: Y <input checked="" type="checkbox"/> N <input type="checkbox"/><br>A bottle of hand sanitizer is available in the office. If No, describe:   |
| 48.             | All Safety Data Sheets (SDS) and cleaning procedures used are found <a href="#">here</a> .  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | If not, describe:   |
| 49.             | The area(s) have been decluttered so that cleaning is simplified.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |   |

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|-----|--|-------------------------------------|--------------------------|-------------------------------------|--|
| 50. | Barrier cleaning process has been arranged if the barrier(s) could become contaminated.                    | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <i>Barriers can become contaminate if they are a touch point or if the contaminated with droplets by e.g. coughing or sneezing.</i>  |
| 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"/>            | <i><a href="#">Cleaning/sanitizing procedures</a> for common touch points and shared items are available and <a href="#">signs</a> 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):</i> |
| 52. | Storage space for personal articles have been identified and are cleaned regularly.                        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Storage is located at each individual's desk. Desks are designated to each employee. If another employee uses another's desk for some reason, then surfaces, phone (if used) and keyboard must be wiped down.  |
| 53. | Other:   | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |  |

### AUDIT AND CONTINUOUS IMPROVEMENT

|     |  |                                     |                          |                          |   |
|-----|--|-------------------------------------|--------------------------|--------------------------|---|
| 54. | 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"/> | Informal inspection by occupants on a weekly basis, by person in office on Friday's. If supplies are low, notify manager, Anna Matheson.  |
| 55. | <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"/> | <i>Who conduct the audits and how often?</i><br>Anna Matheson or her designate. Check at least once a month to see 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     | Position Manager, OHS |
|   |      |                   | Date November 2, 2020 |
| EOC   | Name | <i>Glen Magel</i> | Position EOC Director |
|   |      |                   | Date December 8, 2020 |