

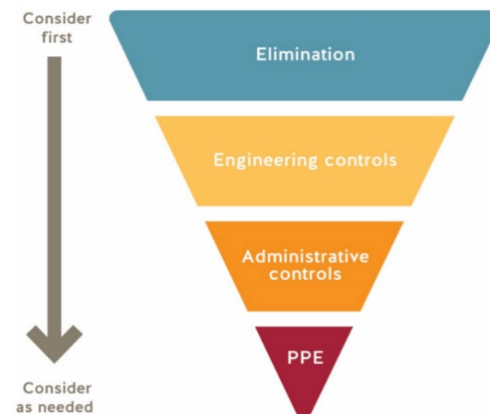


BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

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:	Motive Power part time studies (PTS) and industry services (IS)		
Proportion of program offered on campus:	Approx. 50% of each PTS or industry services course has hands on activities / tasks and assessment		
Start date:	April 1, 2021	End date:	August 31, 2021
# of students:	Up to 24	# of employees:	Up to 10
Completed by:	Name Bruce Thompson Joan Brander Steve Perry Bruce Thompson, Lee Achtemichuk, and Yuko Musgrove	Position Department Head Quality Assurance Associate Dean Department Heads Admin. Manager AIC	Date September 3, 2020 September 4, 2020 September 4, 2020 November 17, 2020 Updated: March 22, 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 Floor Plans found here	Type of Space Include washrooms and breakout rooms	Capacity Current capacity due to COVID-19
AIC	1200	Student break room / cafeteria	8
AIC	1300	Exam room	7
AIC	1306	Exam room	9
AIC	1330	Washroom	5
AIC	1331	Washroom	5
AIC	1500	East shop	30
AIC	1510	Exam room	9
AIC	1520	Railway lab	6

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AIC	1525	PEMS lab	2
AIC	1530	Forklift Lab	7
AIC	1630	Electrical lab	5
AIC	1632	Tool crib	3
AIC	1634	Pneumatic lab	5
AIC	1636	Hydraulics lab	5
AIC	1651	Washroom	1
AIC	1653	Washroom	1
AIC	1860	West shop	30
AIC	1865	Washroom	1
AIC	1866	Washroom	1
AIC	2646	Room used for exams	9
AIC	2648	Test Centre for online exams	9
AIC	2655	Washroom	1
AIC	2699	Washroom	1
AIC	2688	Room used for exams	13
AIC	C131	Forklift training compound (outside)	7
AIC	Unknown	Railway training lab (exterior yard)	14

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).

All part time study courses and industry services (IS) deliver theory through the virtual classroom. Students are required to be on campus to perform tasks and be assessed. Most of the activity is forklift training, apprenticeship upgrade courses (air brakes and commercial vehicle inspection) or Railway pts / IS. Access to our large training aids (forklifts, trucks, locomotive and rail cars) is integral to their application of theory into practice. They need to work with this equipment and to prove competency by demonstrating proficiency. Most of the PTS and IS activity is to support certification level courses. The certifications are BC related and required by industry for all workers performing these tasks. BCIT is one of the only providers in BC to keep this required training available.

CONTROL MEASURES

COVID-19 SAFETY PLAN: CONTROL MEASURES CHECKLIST

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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.
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	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): For rooms set with a 1 person capacity, these rooms have not been setup for multiple people to be in them. They are being used for delivery of virtual instruction only.
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):
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"/>	Room 2648 (test centre) will have students line up outside of the room, on clearly marked areas spaced 2M apart
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"/>	All BCIT classes are set at different schedules from those of VCC to minimize traffic during entry, breaks and exit times. Within the BCIT classes, we have also staggered their shifts, and have alternating weeks of 'on campus' activities to provide a reduction of actual participants on campus at any week. Some PTS

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#	Control Measure	Yes	No	NA	Details (as per Directions)
					and IS activity occurs on Saturday or Sunday, when there is reduced activity on campus.
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"/>	Yes, also physical signs (pedestal or sandwich boards) have been placed periodically in main hallways
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>
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"/>	
7.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Each Washroom on campus has a posted occupancy limit on their door. Ranges from 1-5</i>
8.	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? Occupancy Limit 8. If there is an occupancy limit, is sign posted? Y <input checked="" type="checkbox"/> N <input type="checkbox"/></i>
9.	Break areas for employee use have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If yes, what control measures are in place to maintain physical distancing? Occupancy Limit 9. If there is an occupancy limit, is sign posted? Y <input checked="" type="checkbox"/> N <input type="checkbox"/></i>
10.	Other: Scheduled rooms are disinfected daily.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning requested daily by Program Assistant and or Manager for all rooms used as per the schedule, or practice.
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"/>	Plexi-glass barriers are in place, where distancing may be an issue to maintain. Faculty have plexi barriers affixed to rolling tool boxes to ensure a hard barrier is in place at all times during assessment periods.
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 instructional space.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Complete a Facilities and Campus Development work requisition for assessment, as needed.</i>
	Other: Upgrading filtration in HVAC units has been discussed with facilities at AIC.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pending response (may be fine with existing filters) Air filters are changed quarterly with the best filters available for the current system. These were just replaced again in November.
SIGNAGE (ADMINISTRATIVE) <i>Signage is available @ BCIT online Inventory. Guidelines for posting signs are available on ShareSpace.</i>					
13.	Posted: Physical distancing (2 m) sign(s) Item 1A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posted
14.	Posted: Hand washing sign(s) Item 29B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posted
15.	Posted: Health screen sign(s) Item 3C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posted
16.	Posted: Hand washing sink location sign(s) Item 14A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posted
17.	Posted: Hand sanitizing station location sign(s) Item 13A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posted

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#	Control Measure	Yes	No	NA	Details (as per Directions)
18.	Posted: Protect yourself sign(s) Item 21A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posted
19.	Posted: Occupancy limit of this room sign(s) Item 37A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posted
20.	Posted: Other signs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Please list: Additional distancing signage on the floors, walls and on mobile "A" frames have all been put in place. VCC has added some of their own signage to the campus</i>
ORIENTATION AND TRAINING (ADMINISTRATIVE)					
21.	Routine safety discussions held to review control measures and safety protocols.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Daily inspections by Department head, AD, or Admin Manager. Monthly operations meetings with VCC, monthly JOHS meetings held for this campus. Railway faculty conduct daily safety briefings at the information / sanitizing station in the East compound. Daily health self-assessment completed by all staff, faculty, and students prior to coming to the campus and recorded. Students complete a daily quiz, while faculty and staff submit an email to their Mgr.
22.	All students have completed the online Pandemic Exposure Control Plan training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>How will compliance be checked: Using D2L, all AIC students must complete the pandemic course prior to entry to campus. Faculty monitor this and re-inforce compliance prior to activity. All PTS and IS students must also take and pass this course prior to arrival on campus.</i>
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"/>	<i>Procedure for orientation found here. Student COVID-19 Orientation Checklist found here.</i>
24.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Verified by AD prior to working on campus.</i>
25.	All employees have completed the online New Employee Orientation module .	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>New and Returning Employee Orientation Checklist found here. Each employee to save the checklist to their online New Employee Orientation course</i>
26.	Other: Department meetings (zoom) to review protocols	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>All staff and faculty meetings have been held to review and discuss campus operations and compliance to documentation.</i>
RULES AND GUIDELINES (ADMINISTRATIVE)					
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"/>	<i>All supplies asked for prior to class and stocked at each workspace</i>
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"/>	<i>Signs or arrows on the floor. The railway yard has social distancing markings on the paved walkway, for students to line up upon.</i>
29.	Handouts, papers, and items are not physically provided to students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If items are provided, they are cleaned between student use or disposed, or other control measures are in place – Describe: Sanitize hands before and after handling items. Quarantine items before handling.</i>
30.	Students have dedicated tools/equipment, e.g., items are not shared between students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If tools need to be shared, they are disinfected between each use.</i>

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#	Control Measure	Yes	No	NA	Details (as per Directions)
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"/>	<i>Explain: Disinfecting stations (spray chemical and wipes) have been provided into each shop area, and in the railway briefing area. Student instructions are posted. Students clean equipment before and after each use. For shared hand tools, they go to the crib for sanitizing, then are re-issued.</i>
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"/>	<i>Faculty are using virtual theory delivery (online). Only practical tasks are performed on campus, so no need for any workstation, and work spaces are assigned on a per person basis.</i>
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"/>	<i>Accommodation plan: Academic accommodation is made (alternate assignment and assessment) for any student who cannot attend campus for any reason (diagnosed or suspected exposure, quarantine etc.).</i>
35.	Procedures in place to screen students 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. Students and employees are expected to self assess daily, and the BCCDC self-assessment tool can be used to support this.</i>
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"/>	<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>
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"/>	<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>
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: Tools being signed out and returned to the tool room must be disinfected. All tools will be disinfected before entering the tool room.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Disinfecting station is set up behind the tool room for tools to be dropped off. Tools signed out must be picked up by the front window. Tool room attendant will pass the tools through the door. Disinfect hands before and after handling tools.</i>
PERSONAL PROTECTIVE EQUIPMENT (PPE)					
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"/>	<i>List the ppe and tasks/activities it is required for: face shields for any flying debris at drill press or grinding stations. Sanitizer and instructions are provided. All other ppe is provided by the student. If student cannot provide COVID-19 PPE, the dept. will provide the PPE.</i>
41.	Training is provided for the above PPE to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
42.	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"/>	<i>Based on circumstances allowed for in the BCIT COVID-19 Go-Forward Plan, Risk Assessment Matrix Summary. List PPE and tasks/activities required for: Masks (N95 and non-medical) are provided to faculty and staff if at risk of being within 2M of anyone. Individual face shields have also</i>

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#	Control Measure	Yes	No	NA	Details (as per Directions)
					<i>been provided to all, in case of closer contact with anyone. Many faculty are wearing mask and shield at all times with students.</i>
43.	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"/>	<i>Post applicable signs in a visible location if ppe required. Use the Student Orientation checklist to assist orientation/training by instructors. Use the Employee Orientation checklist to assist orientation/training by their supervisors.</i>
44.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
CLEANING					
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"/>	<i>Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s). Program assistant and admin manager provide work requests to AIC facility cleaners on an 'as needed' basis (when a room will be used as example). Numerous requests have been provided and will continue to use this method of communicating cleaning needs. Clorox 360 fogger is now available at AIC for room cleaning.</i>
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"/>	<i>Cleaning Standard Operating Procedures have been located here. What are the cleaning products/materials: Spray 9, Lysol wipes, Grassroots Disinfectant, Saber sanitizer, Oxivir TB disinfectant wipes, Oxivir TB disinfectant spray and Isopropyl Alcohol wipes for sensitive electronics. <i>What ppe is required: gloves are suggested</i></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"/>	<i>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.</i>
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"/>	<i>Sink Location: located in each shop area adjacent to work areas. Stocked with soap Y <input checked="" type="checkbox"/> N <input type="checkbox"/> paper towel Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Railway safety briefing area: a portable hand wash station has been placed for student, staff and faculty use.</i>
49.	Hand sanitizing station(s), stocked, and have been identified to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>ABHS (Alcohol-Based Hand Sanitizer): Location(s) There are over 12 stations located in high traffic areas of AIC. Will hand sanitizer be refilled by department: Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If No, describe: AIC (VCC) Facilities is maintaining this stock level</i>
50.	All Safety Data Sheets (SDS) and cleaning procedures used are found here .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If not, describe:</i>
51.	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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#	Control Measure	Yes	No	NA	Details (as per Directions)
52.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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. Barriers in the shop are cleaned by students after each class using Spray Nine.</i>
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"/>	<i>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): Students clean all tools and equipment before and after use, following the posted procedures, suing the supplied sanitizer and wipes.</i>
54.	Storage space for personal articles have been identified and are cleaned regularly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Who will clean: Faculty ad staff must clean their own work areas, where personal articles have been stored / hung each day. Where is the storage: faculty are using a lab as their workstation</i>
55.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
AUDIT AND CONTINUOUS IMPROVEMENT					
56.	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? Ad and Admin manager on a daily basis, with weekly discussions with department heads.</i>
57.	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? Monthly audits will be held and retained at a local level. Informal daily audits ensure regular compliance and education occurs when something is non complaint.</i>

APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Steve Perry	Position Associate Dean	Date May 1, 2021
EOC	Name <i>Glen Magel</i>	Position EOC Director	Date May 15, 2021