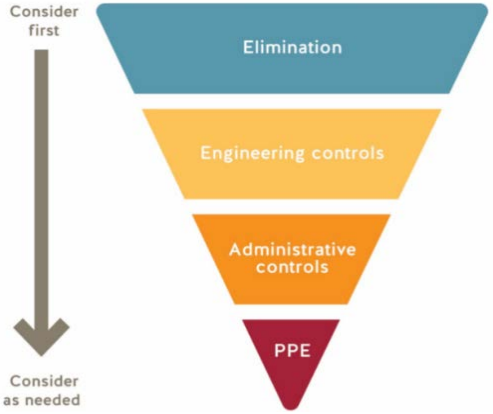
BCIT COVID-19 SAFETY PLAN
ACADEMIC SPACES

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:	**Clinical Genetics Technology (CLGT)**		
Proportion of program offered on campus:	*Total of 17 courses of which 12 courses have some 'on campus' activity*		
Start date:	January 4, 2021	**End date:**	March 15, 2021
# of students:	11	**# of employees:**	6
Completed by:	Name Mandy Harris	Position Program Head	Date November 4, 2020



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
Burnaby Campus/ SW1	3145	Office	1
	3155	Laboratory	6
	3175	Classroom/Laboratory	8
	3185	Laboratory	2
	3210	Washroom	1
	4050	Storage	1

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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).
Students in the CLGT need to be on campus to achieve critical learning outcomes achieved in the laboratory to prepare them to enter practicum and write their national certification exam. These components cannot be replicated online because each student handles specimens, reagents and equipment differently resulting in varied outcomes. The outcomes are unknown unless students have the opportunity to perform various tasks. With input from instructors students learn to adjust their handling of specimens, reagents and equipment for optimal results.

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.*
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 instruction and practice. **Note:** Contact returntocampus@bcit.ca for room capacity and layout if needed.	☒	☐	☐	*Exceptions allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary (explain):* *If instructors need to help a student and this does not allow for 2m physical distancing both the instructor and student will wear a mask and face shield. The duration of breaking the 2m physical distance will not exceed 15min.*
2.	Demonstration, work and assessment stations are set-up to allow for 2 metres physical distancing.	☒	☐	☐	*Exception allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary (explain):* *If instructors need to help a student and this does not allow for 2m physical distancing the instructor and student will wear a mask and face shield. The duration of breaking the 2m physical distance will not exceed 15min.*
3.	Identified area(s) where students wait outside of teaching space until allowed inside by instructor.	☐	☒	☐	Students will enter either SW1-3155/SW1-3175/SW1-3185/NE01-239 through the marked “Enter” door and stand/sit at a 2m physical distance.
4.	Work has been scheduled to minimize numbers of individuals on campus at one time.	☒	☐	☐	
5.	In shared spaces, safety protocols have been put in place to reduce close contact between users.	☒	☐	☐	One student at a time will work in shared spaces. Students will be wearing gloves and cover gowns as part of standard lab PPE and will disinfect equipment with disinfectant wipes after use.
6.	Movement within the room is identified, such as with directional arrows, for walkways and entrances/exits.	☒	☐	☐	*Signs or arrows on the floor identifying directions.* *Students will be provided the map with the lab layout, directional flow and where they are to sit before the arrive.*
7.	Water fountains are put out of service, and only touchless water bottle filling station available.	☒	☐	☐	
8.	Mobile fans have been removed or put out of service.	☒	☐	☐	
7.	Washrooms have been identified.	☒	☐	☐	*If yes, Washroom occupancy limit 1.*
8.	Break area(s) for student use have been identified.	☒	☐	☐	*Students will take breaks at a physical distance outside. Students are instructed to eat before or after they are at BCIT.* *If yes, what control measures are in place to maintain physical distancing? Outside at a physical distance.* *No Occupancy limit outside.*
9.	Break areas for employee use have been identified.	☒	☐	☐	*Employees will take breaks at a physical distance outside or in the office space.* *Only one instructor teaches each lab so they can occupy the office space for 1.*

#	Control Measure	Yes	No	NA	Details (as per Directions)
10.	Other:	☐	☐	☐	
ENGINEERING CONTROL MEASURES					
11.	Barriers are implemented to separate work areas or walk ways, when physical distancing not practical.	☒	☐	☐	Barriers will be put in place in SW1-3155 and SW1-3175. See diagrams.
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	☒	☐	☐	Barriers will be secured, and positioned safely.
13.	The impact on ventilation requirements have been considered if there's been a significant use change for the instructional space.	☐	☐	☒	*Complete a Facilities and Campus Development work requisition for assessment, as needed.* *No significant change has been made to the instructional space.*
	Other:	☒	☐	☐	The bench next to the full sized fridge and the full sized fridge in SW1-3155 was moved to allow students a path to walk through the lab at a physical distance of 2m.
SIGNAGE (ADMINISTRATIVE) *Signage is available @ BCIT online Inventory. Guidelines for posting signs are available on ShareSpace.*					
13.	Posted: Physical distancing (2 m) sign(s) Item 1A	☒	☐	☐	
14.	Posted: Hand washing sign(s) Item 29B	☒	☐	☐	
15.	Posted: Health screen sign(s) Item 3C	☒	☐	☐	
16.	Posted: Hand washing sink location sign(s) Item 14A	☒	☐	☐	
17.	Posted: Hand sanitizing station location sign(s) Item 13A	☒	☐	☐	
18.	Posted: Protect yourself sign(s) Item 21A	☒	☐	☐	
19.	Posted: Occupancy limit of this room sign(s) Item 37A	☒	☐	☐	
20.	Posted: Other signs	☐	☐	☐	
ORIENTATION AND TRAINING (ADMINISTRATIVE)					
21.	Routine safety discussions held to review control measures and safety protocols.	☒	☐	☐	Faculty Meeting and Student email and orientations.
22.	All students have completed the online COVID-19 Pandemic On-Campus Guidelines training.	☒	☐	☐	*How will compliance be checked: Students to send Program Head their completion certificate before they can come to Campus.*
23.	COVID-19 safety Site orientation for students has been developed and posted in the Learning Hub.	☒	☐	☐	*Procedure for orientation found here.* *Student COVID-19 Orientation Checklist found here.*
24.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training.	☒	☐	☐	*Program Head to check faculty/staff completion certificate before they come to campus.*

#	Control Measure	Yes	No	NA	Details (as per Directions)
25.	All employees have completed the online New Employee Orientation module.	☒	☐	☐	*New and Returning Employee Orientation Checklist found here.* *New employees to save the checklist to their online New Employee Orientation course.*
26.	Other:	☐	☐	☐	
RULES AND GUIDELINES (ADMINISTRATIVE)					
27.	All unnecessary and self-serve items have been removed from the spaces. *e.g., pens, paper, etc.*	☒	☐	☐	*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.	☒	☐	☐	*Signs in place and arrows on the floor.*
29.	Handouts, papers, and items are not physically provided to students.	☐	☒	☐	*Instructors only provide handouts when students are unable to print their own material because a special printer is required for high resolution images or delivering an exam. Instructors handle provided materials with gloves. Students do not share handouts. Shared prints given to students with plastic sleeves are disinfected with 70% isopropanol between uses.*
30.	Students have dedicated tools/equipment, e.g., items are not shared between students.	☐	☒	☐	*Some tools/equipment will be dedicated and other equipment is shared. Shared equipment will be disinfected by the student using disinfectant wipes after use.*
31.	If cleaning common touch points or tools/equipment not practical, then it is identified when hands are washed/sanitized before and after use.	☐	☐	☒	*Explain: All common touch points are able to be cleaned.*
32.	Work spaces/stations are dedicated for an individual or group use and not shared with others.	☐	☒	☐	*Some work stations are shared. Shared stations will be disinfected with 70% alcohol/alcohol wipes between uses.*
33.	Single-use (disposable) products are used where feasible.	☒	☐	☐	
34.	Measures are in place to accommodate student sick at home.	☒	☐	☐	*Accommodation plan: Students home sick will complete material online/asynchronously.*
35.	Procedures in place to screen students on a daily basis.	☒	☐	☐	*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.*
36.	There is a procedure in place if a student or employee becomes ill on campus.	☒	☐	☐	*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.*
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.	☒	☐	☐	*Refer to the COVID-19 Pandemic Scenario Playbook for more information. Confirm if the person is aware of self-isolation requirements and protocols.*

#	Control Measure	Yes	No	NA	Details (as per Directions)
38.	Provisions made for students to maintain same lab/class cohort throughout the Term.	☐	☐	☒	*Students will remain with their cohort of 6/5 throughout the term. There are 11 students. There will be two cohorts: one cohort will have 6 students and the other cohort will have 5 students.*
39.	Other:	☐	☐	☐	
PERSONAL PROTECTIVE EQUIPMENT (PPE). **Refer to the PPE Flowchart 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).	☒	☐	☐	*Students will wear cover gowns and gloves in the lab as routine non-covid related safety PPE.*
41.	Training is provided for the above PPE to students and employees.	☒	☐	☐	
42.	Appropriate PPE for COVID-19 is available to be provided to students and employees. Supply requests emailed to ppe@bcit.ca.	☒	☐	☐	*Based on circumstances allowed for in the BCIT COVID-19 Go-Forward Plan, 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):* *Classroom handouts require:* *1 box small gloves* *1 box medium gloves* *Laboratory instruction requires:* *12 boxes of Surgical or Procedural masks (50/box)* *12 boxes of Face shields (48/case)* *Cleaning shared workstations requires:* *5 containers of Disinfectant Wipes (100/container)* *Washing hands when entering 3155 &3185&NE01-239 requires:* *10 sanitizer (500ml) Hand Sanitizers*
43.	PPE safe donning, doffing, disposal, and disinfecting instructional materials are available for students and employees.	☒	☐	☐	*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.* *Video posted for students to watch before they come to BCIT.*
44.	Other:	☐	☐	☐	
CLEANING					

#	Control Measure	Yes	No	NA	Details (as per Directions)
45.	Facilities is aware of the cleaning needs for the area. Facilities work requests have been submitted.	☒	☐	☐	*Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s).*
46.	Training will be provided to faculty and students performing cleaning duties and cleaning materials have been provided.	☒	☐	☐	*Cleaning Standard Operating Procedures have been located here. What are the cleaning products/materials: Disinfectant Wipes and 70% isopropanol.* *What ppe is required: disinfectant wipes.*
47.	Assessment of sufficient number of hand wash stations conducted, and an appropriate number of handwashing stations are available	☒	☐	☐	*Hands will be washed in SW1-3175 then students will use hand sanitizer upon entry of SW1-3155, SW1-3185, and NE01-239.*
48.	Handwashing station(s), stocked, easily accessed, and have been identified to students and employees.	☒	☐	☐	*Hand Sanitizer: SW1-3155* *Hand Sanitizer: SW1-3185* *Hand Sanitizer: NE01-239* *Sink Location: SW1-3175* *Stocked with soap Y ☒ N ☐ paper towel Y ☒ N ☐*
49.	Hand sanitizing station(s), stocked, and have been identified to students and employees.	☒	☐	☐	***ABHS** (Alcohol-Based Hand Sanitizer): Location(s) SW1-3155, SW1-3175, SW1-3185, NE01-239* *Will hand sanitizer be refilled by department: Y ☒ N ☐* *If No, describe:*
50.	All Safety Data Sheets (SDS) and cleaning procedures used are found here.	☒	☐	☐	*If not, describe:*
51.	The area(s) have been decluttered so that cleaning is simplified.	☒	☐	☐	
52.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	☒	☐	☐	*Barriers will be cleaned with disinfectant wipes after each lab by the students/instructor.*
53.	Common touch points and tools/equipment that must be shared are identified and cleaned between students and classes.	☒	☐	☐	*Shared machinery/equipment will be cleaned by the student after use with disinfectant wipes.*
54.	Storage space for personal articles have been identified and are cleaned regularly.	☒	☐	☐	*Who will clean: Students to wipe area with disinfectant wipes.* *Where is the storage: 3155 &3175&NE01-239 at designated areas.*
55.	Other:	☐	☐	☐	
AUDIT AND CONTINUOUS IMPROVEMENT					

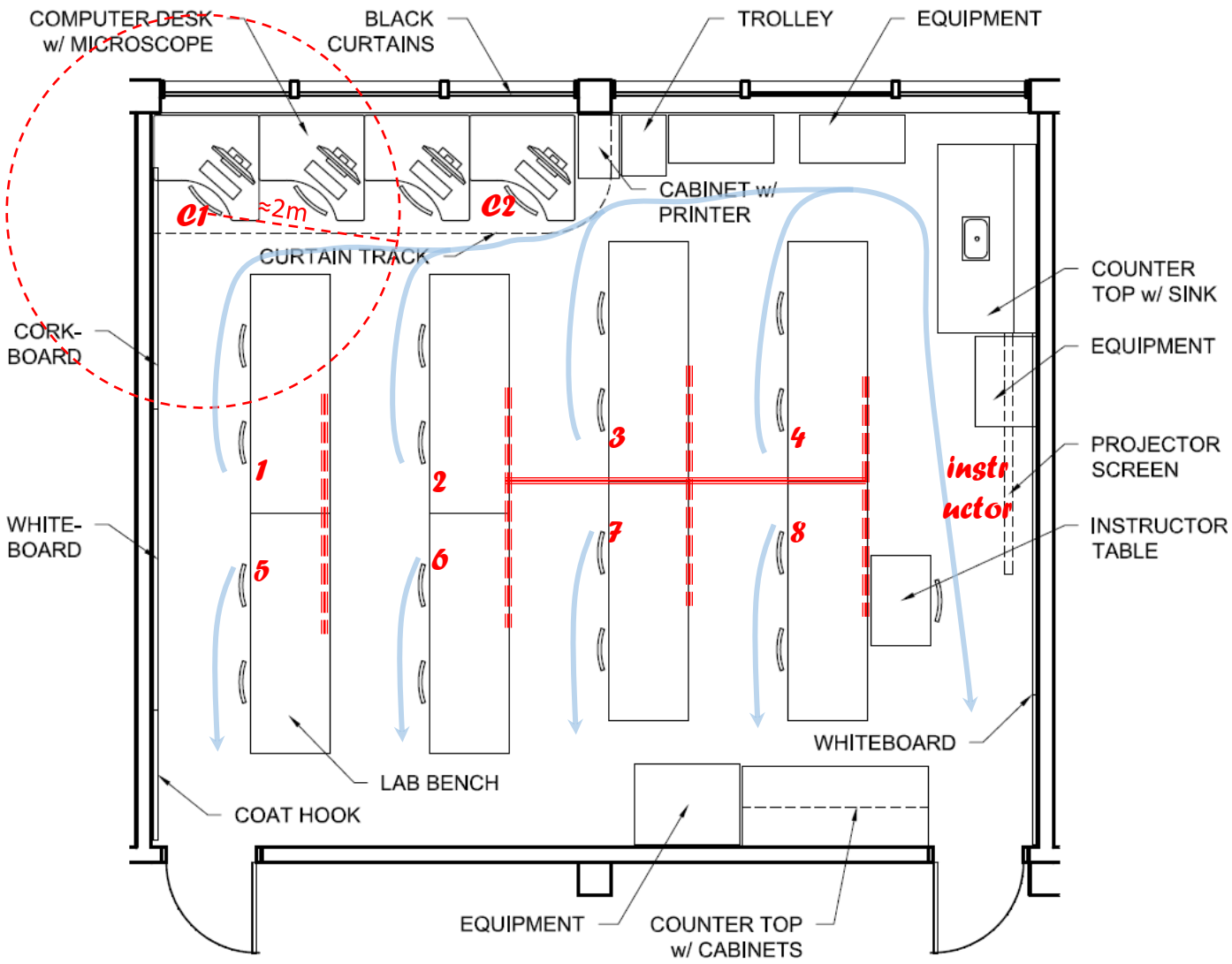
#	Control Measure	Yes	No	NA	Details (as per Directions)
56.	There is a plan to conduct regular inspections of all control measures and safety protocols to ensure they are in place.	☒	☐	☐	*Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often? Instructor present, on in person lab days.*
57.	Audits of inspections are planned to ensure that control measures continue to be effective.	☒	☐	☐	*Who conduct the audits and how often? Mandy Harris, monthly.*

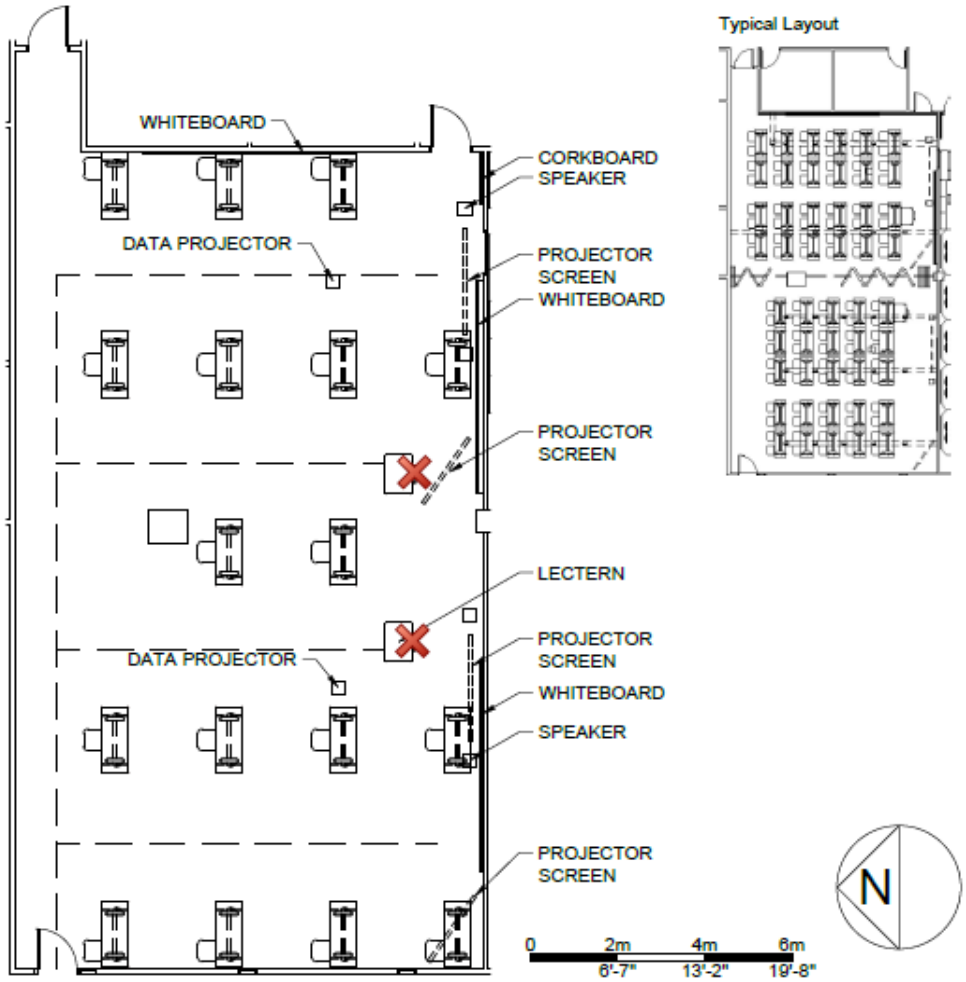
APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Cheryl Isaak	Position **Associate Dean**	Date November 4, 2020
EOC	Name Glen Magel	Position EOC Director	Date November 8, 2020

SW01-3175 Notes: This lab can accommodate 8 students, with barriers placed where noted. When a computer stations (top left) is utilized, there can be no students in location 1, 2, 3. Over time, program may assess whether risk merits requirement to install additional barriers where noted.

Legend: ≈2m Barrier Optional Barrier





Building	Room	Typical Capacity	Physical Distance Capacity
NE01	239/242	98	17

SW01-3155 Notes: With installation of barriers, this wet lab's suggested student capacity is 6.

Legend:

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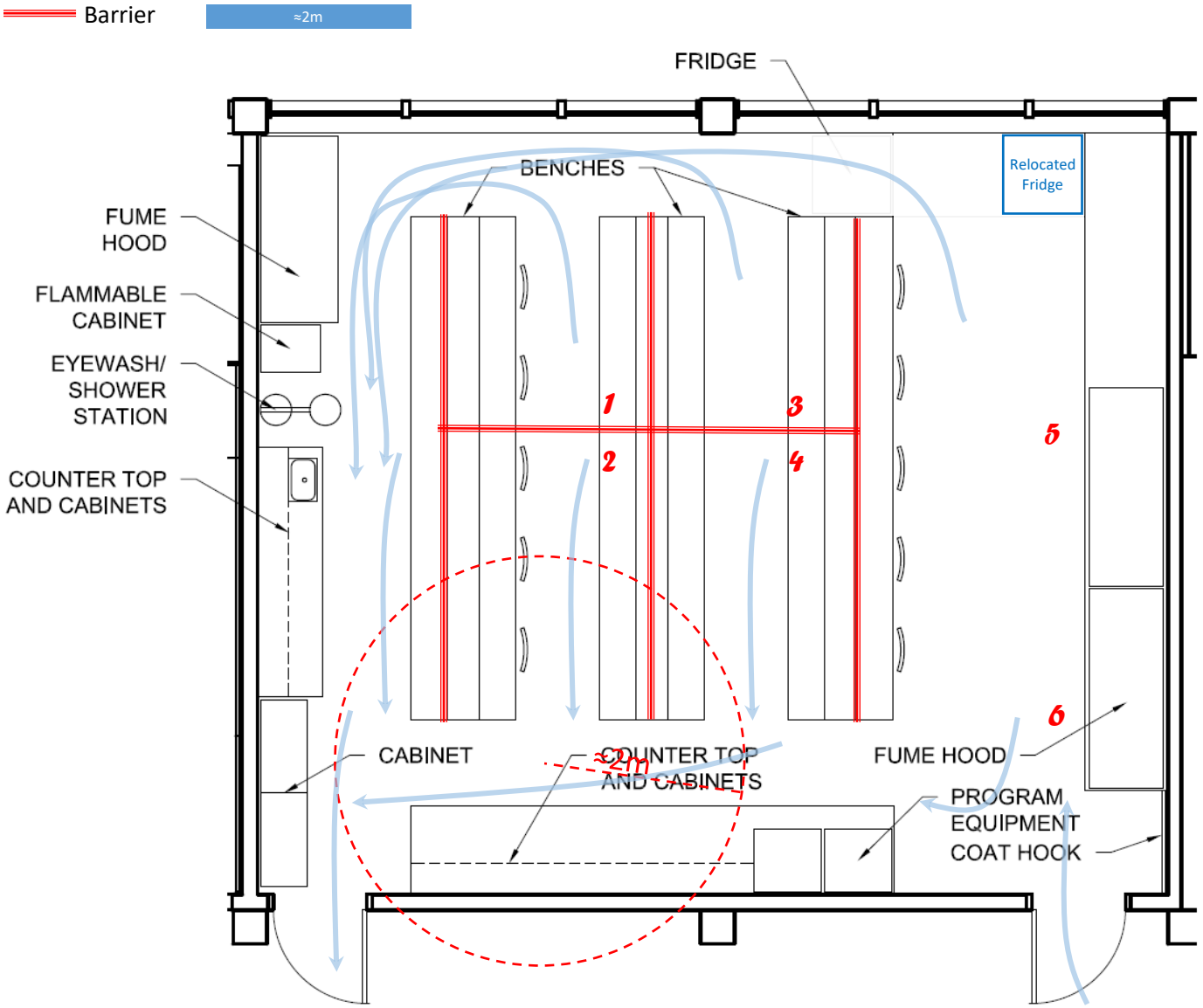

SW01-3185 Notes: This lab can accommodate a student capacity of 2.

Legend:

≈2m