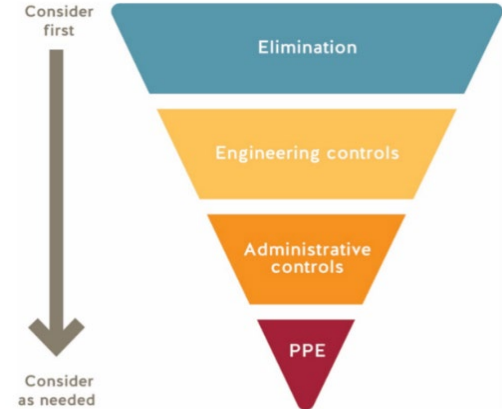# BCIT COVID-19 SAFETY PLAN
ADMINISTRATIVE SPACES

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:	**School of Computing and Academic Studies, SW02 Administrative Offices**

How many of your employees will be on campus:	Minimum attendance on campus. On occasion only.	*What is the total number of your employees:*	95
Start date:		**End date:**	**Ongoing**

Completed by:	Name Pal Moses	Position Associate Director	Date September 8, 2020

Consider first

Elimination

Engineering controls

Administrative controls

PPE

Consider as needed

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 Floor Plans found here	Type of Space Include washrooms and meeting rooms	Capacity Current capacity due to COVID-19
Burnaby Campus / SW02	101	Office	1
Burnaby Campus / SW02	103	Office	1
Burnaby Campus / SW02	104	Resource Room	1
Burnaby Campus / SW02	105	Office	1
Burnaby Campus / SW02	107	Office	1
Burnaby Campus / SW02	108	Meeting Room	3 (with controlled entry and egress)
Burnaby Campus / SW02	108A	Lunch Room	1
Burnaby Campus / SW02	109	Office	1
Burnaby Campus / SW02	111	Office	1
Burnaby Campus / SW02	112	Washroom	1
Burnaby Campus / SW02	113	Office	1
Burnaby Campus / SW02	114	Washroom	1
Burnaby Campus / SW02	121	Shared Office (x2)	1
Burnaby Campus / SW02	122	Office	1

Burnaby Campus / SW02	123	Shared Office (x2)	1
Burnaby Campus / SW02	124	Shared Office (x3)	1
Burnaby Campus / SW02	125	Shared Office (x2)	1
Burnaby Campus / SW02	126	Office	1
Burnaby Campus / SW02	127	Shared Office (x2)	1
Burnaby Campus / SW02	128	Office	1
Burnaby Campus / SW02	129	Office	1
Burnaby Campus / SW02	131	Office	1
Burnaby Campus / SW02	133	Office	1
Burnaby Campus / SW02	209	Office	1
Burnaby Campus / SW02	211	Office	1
Burnaby Campus / SW02	212	Resource Room	1
Burnaby Campus / SW02	216	Shared Office (x2)	1
Burnaby Campus / SW02	217	Shared Office (x3)	1
Burnaby Campus / SW02	218	Shared Office (x2)	1
Burnaby Campus / SW02	219	Shared Office (x2)	1
Burnaby Campus / SW02	220	Washroom	1
Burnaby Campus / SW02	221	Shared Office (x3)	1
Burnaby Campus / SW02	223	Shared Office (x2)	1
Burnaby Campus / SW02	228	Office	1
Burnaby Campus / SW02	229	Shared Office (x2)	1
Burnaby Campus / SW02	230	Shared Office (x2)	1
Burnaby Campus / SW02	231	Shared Office (x2)	1
Burnaby Campus / SW02	232	Office	1
Burnaby Campus / SW02	233	Shared Office (x2)	1
Burnaby Campus / SW02	234	Shared Office (x2)	1
Burnaby Campus / SW02	235	Resource Room	1
Burnaby Campus / SW02	237	Office	1
Burnaby Campus / SW02	238	Resource Room	1
Burnaby Campus / SW02	239	Shared Office (x2)	1
Burnaby Campus / SW02	241	Resource Room	1
Burnaby Campus / SW02	243	Shared Office (x2)	1
Burnaby Campus / SW02	244	Office	1
Burnaby Campus / SW02	245	Shared Office (x2)	1

Burnaby Campus / SW02	246	Shared Office (x2)	1
Burnaby Campus / SW02	247	Shared Office (x2)	1
Burnaby Campus / SW02	248	Office	1
Burnaby Campus / SW02	253	Shared Office (x2)	1
Burnaby Campus / SW02	255	Shared Office (x3)	1
Burnaby Campus / SW02	256	Washroom	1
Burnaby Campus / SW02	257	Shared Office (x2)	1
Burnaby Campus / SW02	258	Shared Office (x3)	1
Burnaby Campus / SW02	259	Shared Office (x2)	1
Burnaby Campus / SW02	260	Shared Office (x3)	1
Burnaby Campus / SW02	261	Shared Office (x2)	1
Burnaby Campus / SW02	262	Shared Office (x2)	1
Burnaby Campus / SW02	301	Office	1
Burnaby Campus / SW02	319	Shared Office (x2)	1
Burnaby Campus / SW02	320	Washroom	1
Burnaby Campus / SW02	321	Shared Office (x2)	1
Burnaby Campus / SW02	323	Office	1
Burnaby Campus / SW02	326	Washroom	1
Burnaby Campus / SW02	363	Office	1
Burnaby Campus / SW02	365	Office	1

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.
SOCAS faculty and staff are primarily working remotely. However, there is an occasional need to come onto campus to obtain supplies, do volume printing, record lectures or deliver lessons in a more appropriate setting than may be feasible in the home environment. Employees will schedule their campus visits on a shared calendar, which will be monitored to ensure capacity limits are maintained.

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.

#	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.	☒	☐	☐	*Exceptions allowed as per [BCIT COVID-19 Go-Forward Plan](#), Risk Matrix Summary (explain):*
2.	Work stations are set-up to allow for 2 metres physical distancing.	☒	☐	☐	*Exceptions allowed as per [BCIT COVID-19 Go-Forward Plan](#), Risk Matrix Summary (explain):*
3.	Work has been scheduled to minimize numbers of employees on campus at one time.	☒	☐	☐	All staff are encouraged to work remotely and limit the need to come on campus.
4.	In shared spaces, safety protocols have been put in place to reduce close contact between users.	☒	☐	☐	Disinfectant supplies are available in resource rooms and lunch rooms. Staff must sanitize hands before and after using any of the shared items in the resource room (photocopier, coffee maker etc).

#	Control Measure	Yes	No	NA	Details (as per Directions)
5.	Movement within the room is identified, such as with directional arrows, for walkways and entrances/exits.	☒	☐	☐	*Signs or arrows on the floor identifying directions.*
6.	Washrooms have been identified.	☒	☐	☐	*If yes, Washroom occupancy limit 1*
7.	Water fountains are put out of use, and only touchless water bottle filling station available.	☒	☐	☐	
8.	Mobile fans have removed or put out of service.	☒	☐	☐	
9.	Break areas for employee use has been identified.	☒	☐	☐	*If yes, what control measures are in place to maintain physical distancing? Occupancy limit 1. If there is an occupancy limit, is a sign posted? Y ☒ N ☐ If required staff and faculty will eat at their own workspace.*
10.	Other:	☐	☐	☒	
ENGINEERING CONTROL MEASURES					
11.	Barriers are implemented to separate work areas or walk ways, when physical distancing not practical.	☐	☐	☒	
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	☐	☐	☒	
13.	The impact on ventilation requirements have been considered if there's been a significant use change for the space.	☐	☐	☒	*Complete a Facilities and Campus Development work requisition for assessment, as needed.*
14.	Other:	☐	☐	☒	
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	☒	☐	☐	
16.	Posted: Hand washing sign(s) Item 29B	☒	☐	☐	
17.	Posted: Health screen sign(s) Item 3C	☒	☐	☐	
18.	Posted: Hand washing sink location sign(s) Item 14A	☒	☐	☐	
19.	Posted: Hand sanitizing station location sign(s) Item 13A	☒	☐	☐	
20.	Posted: Protect yourself sign(s) Item 21A	☒	☐	☐	
21.	Posted: Occupancy limit of this room sign(s) Item 37A	☒	☐	☐	
22.	Posted: Other signs	☒	☐	☐	*Please list: 40B*

#	Control Measure	Yes	No	NA	Details (as per Directions)
ORIENTATION AND TRAINING (ADMINISTRATIVE)					
23.	Routine safety discussions held to review control measures and safety protocols.	☒	☐	☐	
24.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training.	☒	☐	☐	
25.	All employees have completed the online New Employee Orientation module.	☒	☐	☐	*New and Returning Employee Orientation Checklist found here.* *Each employee 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.*	☒	☐	☐	
28.	Papers and items are not physically passed between employees.	☒	☐	☐	*If items are provided, they are cleaned between employee use or disposed, or other control measures are in place – Describe:*
29.	Employees have dedicated tools/equipment, e.g., items are not shared between employees.	☒	☐	☐	
30.	If cleaning common touch points or tools/equipment not practical, then it is identified when hands are washed/sanitized before and after use.	☐	☐	☒	*Explain:*
31.	Work spaces/stations are dedicated for an individual or group use and not shared with others.	☒	☐	☐	
32.	Single-use (disposable) products are used where feasible.	☒	☐	☐	
33.	Procedures in place to screen employees on a daily basis.	☒	☐	☐	*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.*
34.	There is a procedure in place if an 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.*
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.	☒	☐	☐	*Refer to the COVID-19 Pandemic Scenario Playbook for more information. Confirm if the person is aware of self-isolation requirements and protocols.*
36.	Provisions made for employees to work in cohorts.	☐	☐	☒	

#	Control Measure	Yes	No	NA	Details (as per Directions)
37.	Other:	☐	☐	☒	
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).	☒	☐	☐	*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):* See #40 below
39.	Training is provided for the above PPE to employees.	☒	☐	☐	
40.	Appropriate PPE for COVID-19 is available to be provided to employees. Supply requests emailed to ppe@bcit.ca.	☒	☐	☐	*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):* • Disinfecting Wipes for Resource Rooms, Lunch Room, Meeting Room (18 packs) • Nitrile Gloves Large 100's (6 packs) • Hand Sanitizer (473 ml) – (12 bottles) • Disposable Face Masks x 50 (6 boxes)
41.	PPE safe donning, doffing, disposal, and disinfecting instructional materials are available for employees.	☒	☐	☐	*Post applicable signs in a visible location if ppe required.* *Use the Employee Orientation checklist to assist orientation/training by their supervisors.*
42.	Other:	☐	☐	☒	
CLEANING					
43.	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).* *1451709*
44.	Training will be provided to employees performing cleaning duties and cleaning materials have been provided.	☒	☐	☐	*Cleaning Standard Operating Procedures have been located here. What are the cleaning products/materials:* *What ppe is required:*
45.	Assessment of sufficient number of hand wash stations conducted, and an appropriate number of handwashing stations are available.	☒	☐	☐	*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.	☒	☐	☐	*Sink Location: Located in common washrooms and maintained by FCD* *Stocked with soap Y ☒ N ☐ paper towel Y ☒ N ☐*
47.	Hand sanitizing station(s), stocked, and have been identified to employees.	☒	☐	☐	***ABHS** (Alcohol-Based Hand Sanitizer): Location(s) Main entry way to the building and maintained by FCD*

#	Control Measure	Yes	No	NA	Details (as per Directions)
					Will hand sanitizer be refilled by department: Y ☐ N ☒ *If No, describe:*
48.	All Safety Data Sheets (SDS) and cleaning procedures used are found here.	☒	☐	☐	*If not, describe:*
49.	The area(s) have been decluttered so that cleaning is simplified.	☒	☐	☐	
50.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	☐	☐	☒	*Barriers can become contaminate if they are a touch point or if the contaminated with droplets by e.g. coughing or sneezing.*
51.	Common touch points and tools/equipment, that must be shared are identified and cleaned between employees.	☒	☐	☐	*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):*
52.	Storage space for personal articles have been identified and are cleaned regularly.	☒	☐	☐	*Who will clean: Individuals are responsible for cleaning their own personal items.* *Where is the storage: Personal items are stored in their individual office space.*
53.	Other:	☐	☐	☒	
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.	☒	☐	☐	*Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often?* *SOCAS Management will conduct inspections biweekly.*
55.	Audits of inspections are planned to ensure that control measures continue to be effective.	☒	☐	☐	*Who conduct the audits and how often?* *Pal Moses will conduct monthly audits.*

APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Pal Moses	Position Associate Director, School Operations	Date December 1, 2020
EOC	Name *Glen Magel*	Position EOC Director	Date December 17, 2020