

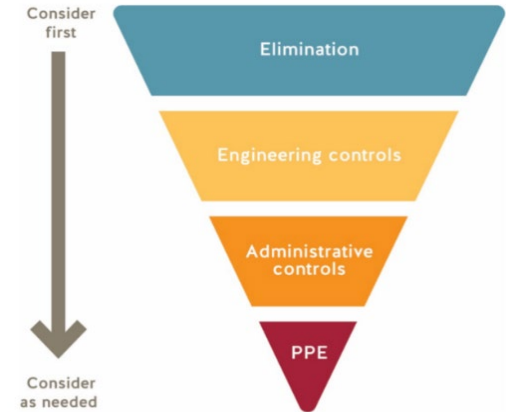


## BCIT COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

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

<b>Department Name:</b>	<b>School of Energy SW02-First Floor Administrative Block</b>		
<i>How many of your employees will be on campus:</i>	<i>Minimum attendance on campus. On occasion only.</i>	<b>What is the total number of your employees:</b>	18
<b>Start date:</b>	October 2020	<b>End date:</b>	<b>Ongoing until further notice</b>
<b>Completed by:</b>	Name Holly Stanley	Position Operations Manager	Date September 8, 2020



### 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 <a href="#">here</a></small>	Type of Space <small>Include washrooms and meeting rooms</small>	Capacity <small>Current capacity due to COVID-19</small>
Burnaby/ SW02	134	Office	1
Burnaby/ SW02	135	Office	1
Burnaby/ SW02	136	Office	1
Burnaby/ SW02	137	Office	1
Burnaby/ SW02	138	Office	1
Burnaby/ SW02	139	Office (Operations Manager)	1 + accommodate 1 guest
Burnaby/ SW02	140	Office	1
Burnaby/ SW02	141	Office	1
Burnaby/ SW02	142	Office	1
Burnaby/ SW02	143	Office	1
Burnaby/ SW02	144	Office (SoHS)	1
Burnaby/ SW02	151	Office	1



## COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

Burnaby/ SW02	153	Office (Associate Dean)	1 + accommodate 1 guest
Burnaby/ SW02	157	Office	1
Burnaby/ SW02	159	Office	1
Burnaby/ SW02	161	Office (Associate Dean)	1 + accommodate 1 guest
Burnaby/ SW02	164	Office (Admin. Assist. to the Dean)	1 (+ accommodate 1 guest only if furniture top barrier installed)
Burnaby/ SW02	166	Office (Dean's office)	1 + accommodate 1 guest
Burnaby/ SW02	158	Meeting room	3 per attached seating plan
Burnaby/ SW02	160	Resource room	1 (capacity increase to 2 only if floor height barrier is installed per attached layout)
Burnaby/ SW02	163	Reception area	0
Burnaby/ SW02	146	Washroom (M)	1
Burnaby/ SW02	148	Washroom (F)	1
Burnaby/ SW02	165	Washroom (Gender Neutral)	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.

During the COVID-19 pandemic the administrative staff may need to work on campus occasionally. This may include accessing materials, equipment and supplies from their offices or resource room, as well as, the use of multi-functional printing device. The onboarding of new employees to provide their laptops, cell phones, etc. Checking the weekly mail and on campus deliveries, etc.

### CONTROL MEASURES

#### COVID-19 SAFETY PLAN: CONTROL MEASURES CHECKLIST

Directions for completing this Safety Plan:

## COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

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).*

#	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. <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):
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"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disinfectant supplies are available in resource room and meeting room. Hand sanitizing before and after use of shared items is required (MFD/photocopier, coffee maker, microwave, etc.).
5.	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"/>	Directional signage posted. Staff instructed to wait for the corridor to be clear before entering. It is strongly recommended that all staff wear a facemask while using the corridors or common areas.
6.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If yes, Washroom occupancy limit <u>1</u> (SW02-146, 148, 165)
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"/>	There are no water fountains within this area.

## COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
8.	Mobile fans have removed or put out of service.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff have been notified that the use of mobile fans is not permitted at this time.
9.	Break areas for employee use has been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>If yes, what control measures are in place to maintain physical distancing? Occupancy limit <u>1</u>. If there is an occupancy limit, is a sign posted? Y <input checked="" type="checkbox"/> N <input type="checkbox"/></i></p> <p>The 160 Resource Room has a kitchen area that has a refrigerator, microwave, coffee maker, sink etc. Staff advised to sanitize their hands before and after using items in this area. As part of FCD-BEST's daily cleaning is to wipe down of all shared surfaces, i.e., fridge, microwave, etc.</p> <p>Staff can eat in their office.</p>
10.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>ENGINEERING CONTROL MEASURES</b>					
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"/>	Room 160 and 164: Capacity will remain at 1 until such time as a barrier is installed. With the noted barrier per the attached layout the capacity can increase to 2.
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If installed as noted in #11 above, barriers will be ordered through the approved PPE address <a href="mailto:ppe@bcit.ca">ppe@bcit.ca</a>
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 <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> <i>Signage is available @ <a href="#">BCIT online Inventory</a>. Guidelines for posting signs are available on <a href="#">ShareSpace</a>.</i>					
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<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"/>	

## COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
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"/>	<i>New and Returning Employee Orientation Checklist found <a href="#">here</a>. Each employee to save the checklist to their online New Employee Orientation course</i>
26.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>RULES AND GUIDELINES (ADMINISTRATIVE)</b>					
27.	All unnecessary and self-serve items have been removed from the spaces. <i>e.g., pens, paper, etc.</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Office supplies are stored in Room 160, e.g. photocopier paper, pens, note pads and other assorted items. Hand sanitizers will be adjacent the supply storage units and instructions for use before and after accessing supplies.
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"/>	All employees have dedicated equipment other than the use of the Multi-functional device (MFD). Staff asked to sanitize their hand before and after each use. The MFD is wiped down daily.
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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"/>	Supply hand sanitizers and/or disinfectant wipes
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>.</i>
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"/>	
<b>PERSONAL PROTECTIVE EQUIPMENT (PPE). Refer to the <a href="#">PPE Flowchart</a> to determine what PPE is required for COVID-19 purposes.</b>					

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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"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	Based on circumstances allowed for in the <a href="#">BCIT COVID-19 Go-Forward Plan</a> , 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): <ul style="list-style-type: none"> <li>Disinfecting Wipes for Resource Room and Meeting Room (4 packs)</li> <li>Hand Sanitizer (473 ml) – (6 bottles)</li> <li>Disposable Face Masks x 50 (3 boxes)</li> </ul>
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. Use the <a href="#">Employee Orientation checklist</a> to assist orientation/training by their supervisors.
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 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 <a href="#">here</a> . 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.	<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: <a href="#">146, 148, 160, 165</a> Stocked with soap Y <input checked="" type="checkbox"/> N <input type="checkbox"/> paper towel Y <input checked="" type="checkbox"/> N <input type="checkbox"/> FCD-BEST responsible for restocking supplies
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) <a href="#">Meeting Rm 158, Resource Rm 160</a>  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 <a href="#">here</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If not, describe:

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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"/>	<i>Barriers can become contaminate if they are a touch point or if the contaminated with droplets by e.g. coughing or sneezing. If barriers (as noted in #11 above) become contaminated a work request will be submitted to FCD to have the barriers immediately cleaned.</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><u>Cleaning/sanitizing procedures</u> for common touch points and shared items are available and <u>signs</u> 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): Staff have been advised to wash or sanitize hands before and after use of shared equipment such as multifunction device, fridge, kettle, microwave, etc. Hand sanitizer is available in the 158 Meeting and 160 Resource rooms.</i>
52.	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: Individuals are responsible for cleaning their own personal items.  Where is the storage: Personal items are stored in the office.</i>
53.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>AUDIT AND CONTINUOUS IMPROVEMENT</b>					
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"/>	<i>Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often? SoE Management will conduct inspections bi-weekly</i>
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? Operations Manager will conduct monthly audits.</i>

### APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Holly Stanley	Position Operations Manager	Date September 21, 2020
EOC	Name <i>Glen Magel</i>	Position EOC Director	Date December 17, 2020

## SW02-1XX Administrative Block – School of Energy (134 - 166)

**Notes:** When a guest (blue chair) is indicated in the office, the seated desk occupant must wheel their chair to the rear wall, to be safely physically distanced from the guest. Resource Room 160 serves two individual functions: a food prep space and a MFD Resource Room – recommend installing a barrier to enable separate physically distanced uses.

**Legend:**

Floor height barrier

Barrier atop existing furniture to extend to 6.5'/7'

≈2m

