

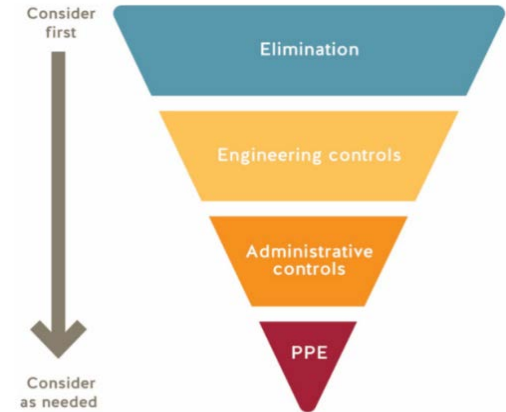


BCIT COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

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:	Computer Information Systems Administration (CISA)		
<i>How many of your employees will be on campus:</i>	14 infrequently	<i>What is the total number of your employees:</i>	14
Start date:	2020/09/08	End date:	2020/12/18
Completed by:	Name Areeb Yasir Paul Morrison	Position Faculty Associate Dean	Date 2020/09/22



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 here</small>	Type of Space <small>Include washrooms and meeting rooms</small>	Capacity <small>Current capacity due to COVID-19</small>
SW03	1955	Office	1
SE01	122A	Office	1
SE01	123A	Office	1
SE01	208A	Office	1
SE01	135	Office - cubicles	4
SE01	102	Photocopy/storage	1



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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.

Employees will be on campus infrequently to perform functions such as delivering online classes, accessing educational material and equipment, as well as the preparation and configuration of lab computers and related equipment. An example of the need for infrequent access is a faculty member who has been notified of a scheduled power outage at their home and will come on campus to deliver the online class.

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.

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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 work. 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): 2 person offices will have an occupancy of 1. Employees sharing will be instructed to contact other occupant and department head prior to coming in. SE01 135 to be have max occupancy of 4 unless barriers are installed.
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 BCIT COVID-19 Go-Forward Plan , Risk Matrix Summary (explain): Cubicle layout provides 2M distancing across centre aisle when staff are at their primary work area. Without barriers, adjacent workspaces cannot be concurrently occupied.
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"/>	Infrequent attendance at BCIT.
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"/>	SE01 135 Potential close contact spaces identified and demarcated.
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"/>	Signs or arrows on the floor identifying directions. Where applicable in shared office space.
6.	Washrooms have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, Washroom occupancy limit _____ Washroom occupancy defined by facilities
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"/>	No fountains of water coolers.
8.	Mobile fans have removed or put out of service.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No mobile fans.
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? Occupancy limit _____ If there is an occupancy limit, is a sign posted? Y <input type="checkbox"/> N <input type="checkbox"/> Infrequent, short-term use. Can use office space.
10.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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"/>	To be ordered.
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Complete a Facilities and Campus Development work requisition for assessment, as needed. Infrequent occupancy, no significant change to use of space.
14.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
SIGNAGE (ADMINISTRATIVE) Signage is available @ BCIT online Inventory . Guidelines for posting signs are available on ShareSpace .					

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#	Control Measure	Yes	No	NA	Details (as per Directions)
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
17.	Posted: Health screen sign(s) Item 3C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posted at building entrance.
18.	Posted: Hand washing sink location sign(s) Item 14A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>	Posted for SE01 135
22.	Posted: Other signs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Please list:</i>
ORIENTATION AND TRAINING (ADMINISTRATIVE)					
23.	Routine safety discussions held to review control measures and safety protocols.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Standing agenda item for program meeting (virtual using Zoom)
24.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employees have been advised and completion will be tracked.
25.	All employees have completed the online New Employee Orientation module .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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> Employees have been advised and completion will be tracked.
26.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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"/>	
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> Each workspace is self-contained and supplied.
29.	Employees have dedicated tools/equipment, e.g., items are not shared between employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Primarily office activity – no tools
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> Hand sanitizing stations at areas of common touch points such as MFD.
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"/>	All work spaces are dedicated.

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#	Control Measure	Yes	No	NA	Details (as per Directions)
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"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Employees will work in groups of two or three that are formed based on the activity outside of admin areas.
37.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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): PPE not required for office activity.
39.	Training is provided for the above PPE to employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	See above.
40.	Appropriate PPE for COVID-19 is available to be provided to employees. Supply requests emailed to ppe@bcit.ca .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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): Disposable masks to be located in admin areas and replenished as required for travel through common areas.
41.	PPE safe donning, doffing, disposal, and disinfecting instructional 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 Employee Orientation checklist to assist orientation/training by their supervisors.
42.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
CLEANING					

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#	Control Measure	Yes	No	NA	Details (as per Directions)
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"/>	<i>Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s). Employees will clean personal workspaces as required, typically upon arrival and departure from workspace.</i>
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"/>	<i>Cleaning Standard Operating Procedures have been located here. What are the cleaning products/materials: Alcohol spray What ppe is required: Nitrile gloves</i>
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"/>	<i>Consider time it will take for hand washing to take place, to determine what is e.a. sufficient number of hand wash stations. Infrequent attendance – hand washing at adjacent washrooms is sufficient</i>
46.	Handwashing station(s), stocked, easily accessed, and have been identified to employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Sink Location: _____ Public washrooms within buildings – Maintained by FCD Stocked with soap Y <input checked="" type="checkbox"/> N <input type="checkbox"/> paper towel Y <input checked="" type="checkbox"/> N <input type="checkbox"/></i>
47.	Hand sanitizing station(s), stocked, and have been identified to employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>ABHS (Alcohol-Based Hand Sanitizer): Location(s): Each office space to have hand sanitizer; shared office spaces to have multiple for touch points such as kettle or MFD. Will hand sanitizer be refilled by department: Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If No, describe:</i>
48.	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>
49.	The area(s) have been decluttered so that cleaning is simplified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Employees have cleared their workspaces if returning to campus.</i>
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. If required, unlikely to be contaminated – low traffic expected, barriers located above workstations only</i>
51.	Common touch points and tools/equipment, that must be shared are identified and cleaned between employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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): No sharing of tools; common touch points cleaned after use</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: User Where is the storage: Assigned workspace</i>
53.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

AUDIT AND CONTINUOUS IMPROVEMENT



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#	Control Measure	Yes	No	NA	Details (as per Directions)
54.	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?</i> Department head or delegate to conduct weekly.
55.	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?</i> Associate dean or delegate to conduct monthly.

APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Paul Morrison	Position Associate Dean	Date 2020/09/29
EOC	Name <i>Glen Magel</i>	Position EOC Director	Date November 4, 2020

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Note: Until partition barriers are installed, adjacent work areas cannot be occupied concurrently. A and B cannot simultaneously use office; neither can B and C, C and D, E and F nor F and G. Please communicate with colleagues and department head prior to attending work space.

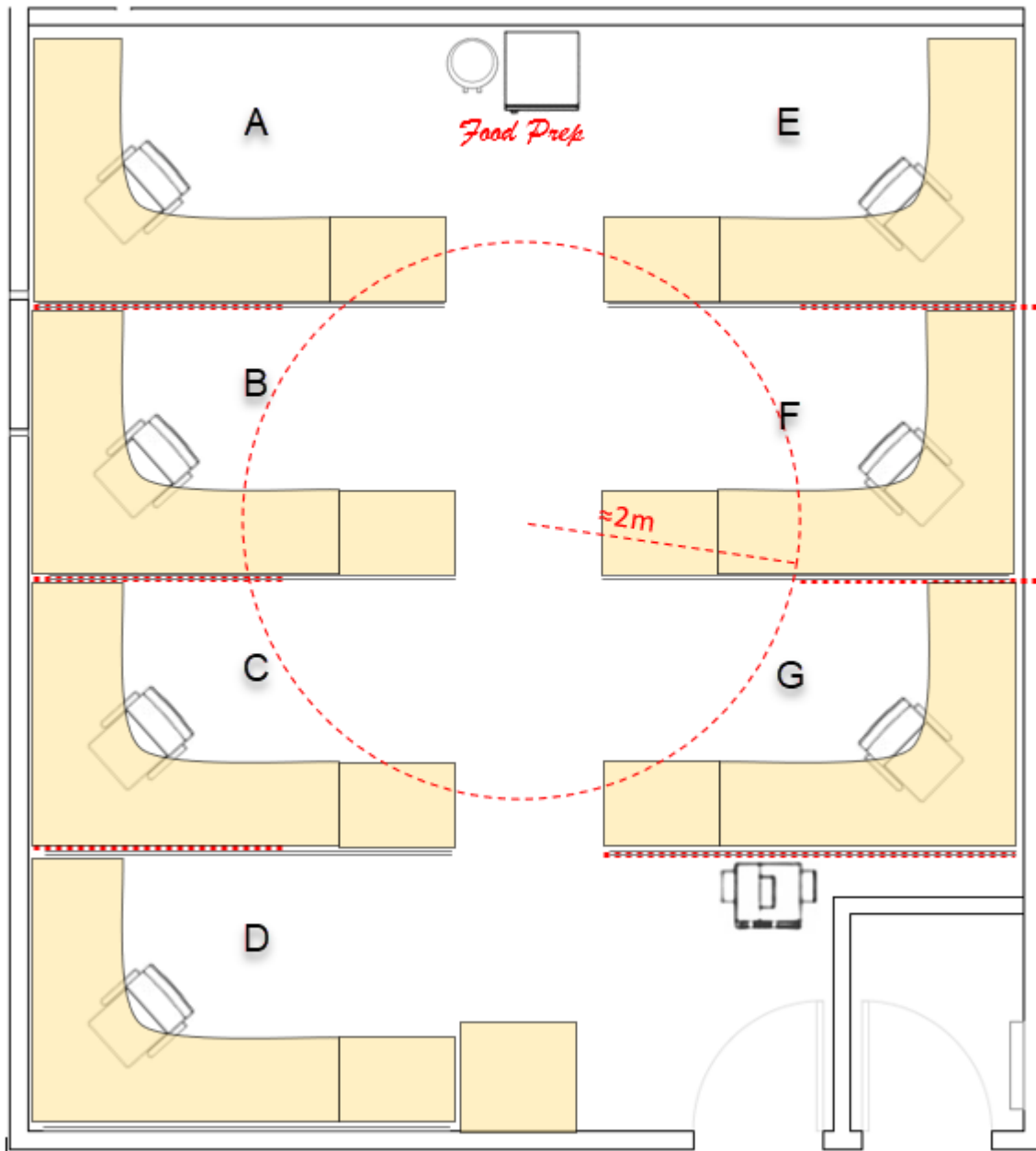
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Legend:

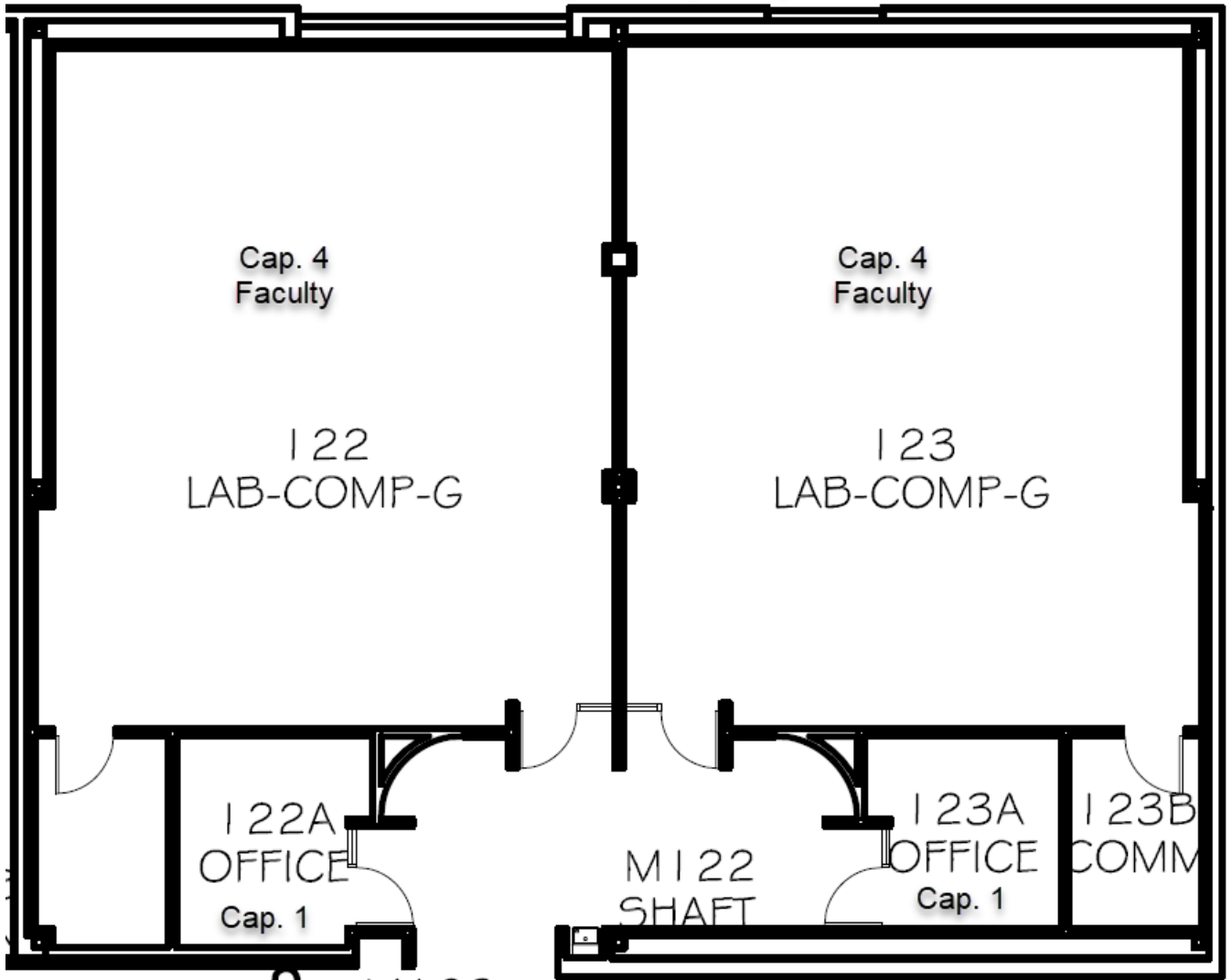
— Floor height barrier

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

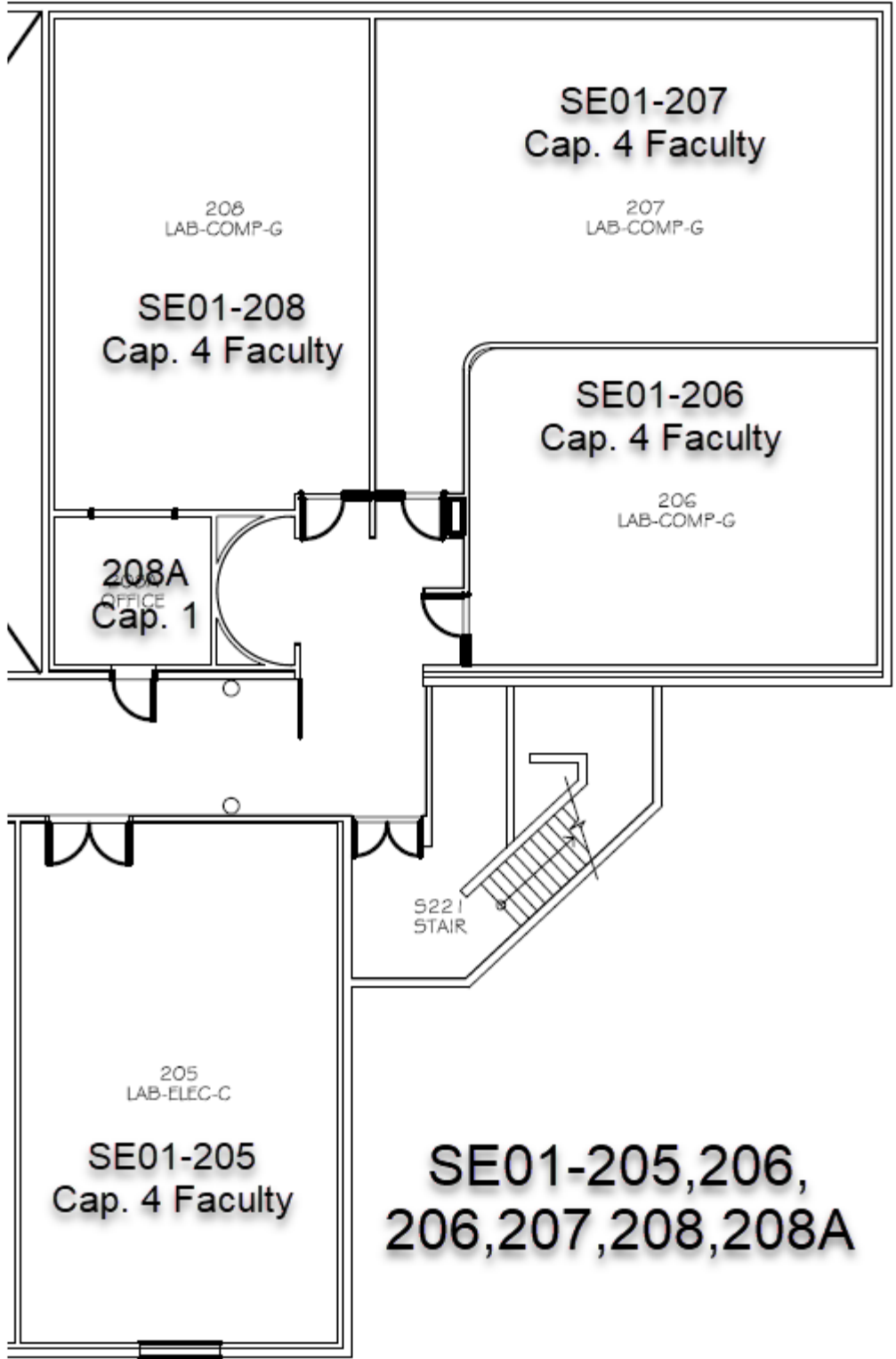
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SE01-122, 122A, 123, 123A



**COVID-19 SAFETY PLAN
ADMINISTRATIVE SPACES**



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