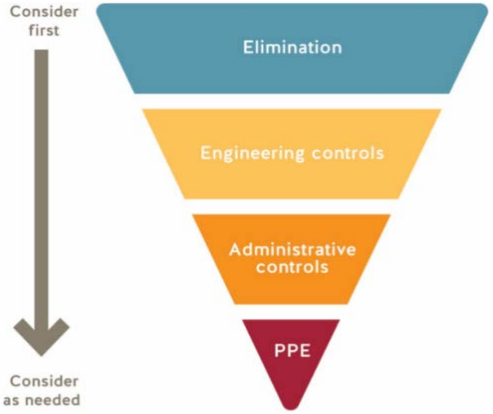
BCIT COVID-19 SAFETY PLAN
ACADEMIC SPACES

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:	**Aircraft Maintenance Engineer "E" –** courses: AVAV 3105, 3107, 3108, 4105		
Proportion of program offered on campus:	*AME "E" is a 16 month program: approximately 50% will be offered on campus*		
Start date:	October 13, 2020	**End date:**	Ongoing - these courses typically run twice a year
# of students:	Up to a maximum of 8	**# of employees:**	1-2
Completed by:	Name Matthieu Mercer Sanja Boskovic	Position Instructor Associate Dean	Date 11/18/20



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
ATC	263	Lab (AVAV 3105, 3107, 3108, 4105)	12 (8 students, up to 2 faculty, up to 2 OH&S members)
ATC	130J	Lab	8 (7 students + 1 faculty)
ATC	WC 260A,B	Washroom	1 per room
ATC	Room number is not posted on location (washroom by security on the 1st floor)	Washroom	2 for men, 2 for women

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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).
The hands-on learning components of these courses require students to be on campus for supervised training on specialised equipment only available at campus.

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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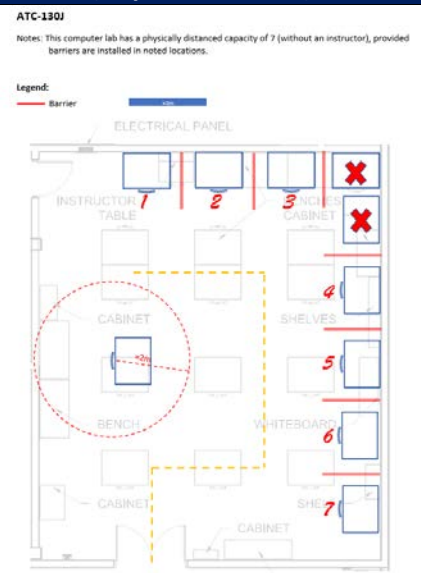
#	Control Measure	Yes	No	NA	Details (as per Directions)
ELIMINATION					
1.	Room(s) set up to allow for 2 metres physical distancing during instruction and practice. **Note:** Contact returntocampus@bcit.ca for room capacity and layout if needed.	☐	☒	☐	*Exceptions allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary (explain):* ATC-263: Some student project activities require 2 people to work in close proximity for safety reasons and because they cannot physically be conducted by one person. Only two of the workbenches + the demo area identified on the lab layout will be in use at one time (by paired students). The two workbenches to be used simultaneously are arranged to allow for 2 metres physical distancing between student pairs. Where the demo area is not physically distant from workbenches, there are barriers. ATC-263 _as setup.docx ATC-130J: All student's workbenches are separated with barriers and are for an individual use. Faculty's workstation is within 2 m physical distance. See layout below.

#	Control Measure	Yes	No	NA	Details (as per Directions)
					
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):* Student activity, assessment and demo could require close contact – portable "demo-barrier" can be implemented, live video feed, if still unable, masks must be worn – hand sanitization to be used, once prior to handling projects (to protect others), and once after handling trainer/project (to protect user). Reminders to be given to avoid face touching. Reason that close contact will be required is that some activities cannot be conducted safely alone and would not be done alone in industry for this reason. Measures will be taken to avoid close contact at all cost
3.	Identified area(s) where students wait outside of teaching space until allowed inside by instructor.	☐	☐	☒	Students to proceed to instructor-supervised shop to take bench.
4.	Work has been scheduled to minimize numbers of individuals on campus at one time.	☒	☐	☐	New shop capacity will limit students on site. Staggered starts will also insure minimal occupancy
5.	In shared spaces, safety protocols have been put in place to reduce close contact between users.	☒	☐	☐	The number of students on campus at any given time has been decreased. Non lab/shop time minimised or eliminated to prevent congregation. Common area furniture has been removed.

#	Control Measure	Yes	No	NA	Details (as per Directions)
6.	Movement within the room is identified, such as with directional arrows, for walkways and entrances/exits.	☐	☐	☒	
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.	☒	☐	☐	Washroom occupancy limit 1 for second floor washrooms, 2 for first floor washrooms.
8.	Break area(s) for student use have been identified.	☐	☐	☒	No breaks currently scheduled to be provided. Should a campus lunch area be established, there will be a safety plan in place for the space and accessing of it.
9.	Break areas for employee use have been identified.	☒	☐	☐	1 chair per table, option to eat at cubicle to physically distance Occupancy Limit: 8. If there is an occupancy limit, is sign posted? Y ☒ N ☐
10.	Other:	☒	☐	☐	Wherever possible, required shop/lab handouts will be provided electronically through the Learning Hub. Those that need to be filled in and returned, will be submitted electronically through the Learning Hub via the “Assignment” tool.
ENGINEERING CONTROL MEASURES					
11.	Barriers are implemented to separate work areas or walk ways, when physical distancing not practical.	☒	☐	☐	Barriers in place as per provided documents of shop/lab layouts: Demo/activity area in centre of lab has barriers around it to separate it from other work benches: 
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	☒	☐	☐	Barriers in place as per provided documents of shop/lab layouts
13.	The impact on ventilation requirements have been considered if there’s been a significant use change for the instructional space.	☐	☒	☐	Not considered due to no changes of the instructional space, air circulation is sufficient – number of students has also decreased in these shop spaces. ACML advised Aug 26 air filters throughout building checked and in good maintenance.
	Other:	☐	☐	☒	

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#	Control Measure	Yes	No	NA	Details (as per Directions)
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	☒	☐	☐	BCIT signage
14.	Posted: Hand washing sign(s) Item 29B	☐	☐	☒	
15.	Posted: Health screen sign(s) Item 3C	☒	☐	☐	BCIT signage
16.	Posted: Hand washing sink location sign(s) Item 14A	☒	☐	☐	BCIT signage
17.	Posted: Hand sanitizing station location sign(s) Item 13A	☐	☐	☒	
18.	Posted: Protect yourself sign(s) Item 21A	☒	☐	☐	BCIT signage
19.	Posted: Occupancy limit of this room sign(s) Item 37A	☒	☐	☐	BCIT signage
20.	Posted: Other signs	☐	☐	☒	
ORIENTATION AND TRAINING (ADMINISTRATIVE)					
21.	Routine safety discussions held to review control measures and safety protocols.	☒	☐	☐	Regular in-person verbal reminders during lab time by Instructor
22.	All students have completed the online COVID-19 Pandemic On-Campus Guidelines training.	☒	☐	☐	Programme Assistants run class list completion reports from the Learning Hub and confirm students have completed the required training.
23.	COVID-19 safety Site orientation for students has been developed and posted in the Learning Hub.	☒	☐	☐	Procedure for orientation found *here*. Student OHS Site-Orientation Checklist will be used. Upon completion of checklist, copies will be posted on the wall in the lab. Fillable Student OHS Checklist 08-17-2020.p
24.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training.	☒	☐	☐	
25.	All employees have completed the online New Employee Orientation module.	☐	☒	☐	In progress
26.	Other:	☐	☐	☒	
RULES AND GUIDELINES (ADMINISTRATIVE)					
27.	All unnecessary and self-serve items have been removed from the spaces. *e.g., pens, paper, etc.*	☒	☐	☐	

#	Control Measure	Yes	No	NA	Details (as per Directions)
28.	Doors that students are to use to enter and exit have been clearly identified.	☐	☐	☒	Students will enter and exit through the same door, maintaining 2 metre physical distancing.
29.	Handouts, papers, and items are not physically provided to students.	☒	☐	☐	Should in-shop/lab handouts be required, instructor and student hands will be sanitised before and after handling and placed on workbenches prior to student arrival. Wherever possible, required shop/lab handouts will be provided electronically through the Learning Hub. Those that need to be filled in and returned, will be submitted electronically through the Learning Hub via the "Assignment" tool
30.	Students have dedicated tools/equipment, e.g., items are not shared between students.	☐	☒	☐	Trainers/equipment and tools will be setup and stocked at each workbench. Hand sanitisation to be used, once prior to handling project (to protect others), and once after handling trainer/tooling/equipment (to protect user).
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:* Workbenches will be treated as 'dirty' while students are working in pairs, with hands being sanitised before and after handling.
32.	Work spaces/stations are dedicated for an individual or group use and not shared with others.	☐	☒	☐	Each workbench will be dedicated to a pair of students for the duration of the activity. Workbenches will be sanitised between sets of pairs using the bench, or the workbench will be left untouched for a period of several days or weeks between sets of pairs.
33.	Single-use (disposable) products are used where feasible.	☒	☐	☐	
34.	Measures are in place to accommodate student sick at home.	☒	☐	☐	Accommodation plan: student situations reviewed and accommodated on a case-by-case basis in consultation with Department Head
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.*
38.	Provisions made for students to maintain same lab/class cohort throughout the Term.	☒	☐	☐	
39.	Other:	☐	☐	☒	

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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).	☐	☒	☐	Coveralls, safety glasses, and safety boots required PPE for students. Students to provide their own boots, safety glasses and coveralls. Instructor assigned personal set of smock.
41.	Training is provided for the above PPE to students and employees.	☐	☒	☐	*Items from #40 do not require training*
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):* • **Masks:** 10 boxes of 50 - Students and faculty will be provided with a mask as they enter the lab and be required to wear it for the duration of time spent in lab. • **Hand sanitiser:** 1 box x 3.78 Lt; 5 x 473 ml • **Gloves:** 3 boxes medium of 100; 1 box small of 100; 1 box large x 100 • **IPA:** to be provided by department for sanitising of workbenches (electrical equipment) • **Tongs:** to be provided by department for mask distribution
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.*
44.	Other:	☐	☐	☒	
CLEANING					
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).* FCD # WR1450774
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 Spray, Wipes* Disinfectant spray (IPA)
47.	Assessment of sufficient number of hand wash stations conducted, and an appropriate number of handwashing stations are available	☒	☐	☐	No capabilities of hand washing station in shop/lab. Hand washing can be carried out in washrooms near shop (see room information at top of document for location). Hand sanitiser available within lab.

#	Control Measure	Yes	No	NA	Details (as per Directions)
48.	Handwashing station(s), stocked, easily accessed, and have been identified to students and employees.	☒	☐	☐	*Sink Location:* 260 A,B *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)* 1 station minimum in lab *Will hand sanitizer be refilled by department: Y ☒ N ☐*
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.	☒	☐	☐	Decluttered and re-organized to minimize room usage to only required tasks as per Course Outline. All "loose" non-essential items have been removed/re-located to a storage area for instructor access only.
52.	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.* Barriers will be treated as dirty
53.	Common touch points and tools/equipment that must be shared are identified and cleaned between students and classes.	☒	☐	☐	*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):* Workbenches will be sanitised between paired student uses by Instructor. Specialised test equipment provided by the toolcrib will be sanitised per toolcrib safety protocols by toolcrib attendants.
54.	Storage space for personal articles have been identified and are cleaned regularly.	☒	☐	☐	*Where is the storage:* at workbenches– on floor
55.	Other:	☐	☐	☒	
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.	☒	☐	☐	*Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often?* Associate Dean will inspect every day in the first month, then 2 times per week
57.	Audits of inspections are planned to ensure that control measures continue to be effective.	☒	☐	☐	*Who conduct the audits and how often?* ATC Joint OH&S committee members, monthly

APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Sanja Boskovic	Position Associate Dean, Aerospace	Date October 5, 2020
EOC	Name *Glen Magel*	Position EOC Director	Date November 19, 2020