

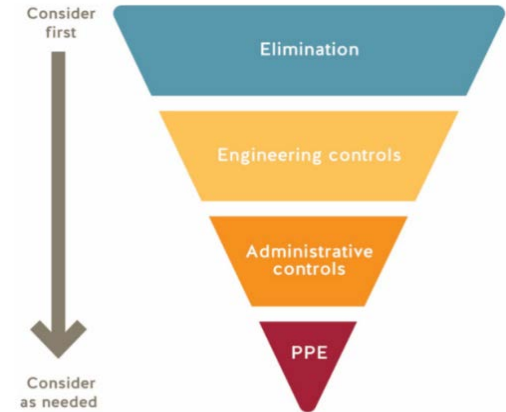


## BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

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

<b>Course/Program Name:</b>	<b>Oil &amp; Chemical Tanker Familiarization and Specialized Oil Tanker for NS, ME, and upgraders</b>		
<b>Proportion of program offered on campus:</b>	<i>2 courses per term. 4 courses per year with each course being two weeks in duration. 5% of overall program.</i>		
<b>Start date:</b>	October 28, 2020	<b>End date:</b>	ongoing
<b># of students:</b>	8	<b># of employees:</b>	1
<b>Completed by:</b>	Name Emily Lacanilao	Position Administrative Manager	Date October 19, 2020



### ROOM INFORMATION

<p>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.</p>			
Campus/ Building	Room Number <small>Floor Plans found <a href="#">here</a></small>	Type of Space <small>Include washrooms and breakout rooms</small>	Capacity <small>Current capacity due to COVID-19</small>
<i>Dynamic Rescue building</i>		Instructional space for 8 students and 1 instructor with social distancing	

### RATIONALE FOR ON-CAMPUS ACTIVITY



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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).

**Oil and Chemical Tanker Familiarization and Specialized Oil Tanker** courses provides hands-on training with the use of Liquid Cargo simulator equipment. Simulator settings, close to the real-life scenarios, bridge the gap between theory and practice by providing the student with the required skill set and prepare them to work on board of the Oil and Chemical Tankers. A one-day event course at Dynamic Rescue for students in tanker course(s) is required.

### 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](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>					

## COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
1.	Room(s) set up to allow for 2 metres physical distancing during instruction and practice. <b>Note:</b> Contact <a href="mailto:returmtocampus@bcit.ca">returmtocampus@bcit.ca</a> for room capacity and layout if needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>Exceptions allowed as per <a href="#">BCIT COVID-19 Go-Forward Plan</a>, Risk Matrix Summary: Students make their own way to Dynamic Rescue facility. Students will need to arrive 15 minutes prior to the start of class. Students are reminded by faculty to maintain social distancing while waiting to enter the building. Prior to entering the building, faculty member and students will use face mask and have medical gloves with them, prior to entering the building. PPE items are available for pick from BMC-255 classroom the day before the field trip. Dynamic Rescue can also provide masks and gloves to students who forgets to bring their own.</i></p>
2.	Demonstration, work and assessment stations are set-up to allow for 2 metres physical distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>Students will be assigned a seat that will be a minimum of 2 m away from the next student.</i></p>
3.	Identified area(s) where students wait outside of teaching space until allowed inside by instructor.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>Faculty member will be supervising compliance by the students.</i></p> <p><i>63A Clipper Street Location</i></p> <ul style="list-style-type: none"> <li><i>❖ Weekdays -Students will enter through the front door and lobby and proceed to the training rooms on the lower level.</i></li> <li><i>❖ Weekends -Students will enter from the North side of the building.</i></li> <li><i>❖ There is no student access to the upstairs area of the building at any time.</i></li> </ul> <p><i>105-#7 Burbidge Street Location- Students will enter from rear of the building on the west side.</i></p>
4.	Work has been scheduled to minimize numbers of individuals on campus at one time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>Only 8 students and 2 (1 BCIT and 1 Dynamic Rescue) instructors allowed in the classroom at a time</i></p>
5.	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"/>	
6.	Movement within the room is identified, such as with directional arrows, for walkways and entrances/exits.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><i>As directed by Dynamic Rescue</i></p>
7.	Water fountains are put out of service, and only touchless water bottle filling station available.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8.	Mobile fans have been removed or put out of service.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7.	Washrooms have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><i>If yes, Washroom occupancy limit _____</i></p>
8.	Break area(s) for student use have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><i>There will be no coming and going from the building except for the lunch hour. There will be no access to the main office areas for any reason. Students will be expected to maintain 2 m distancing during breaks.</i></p>

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#	Control Measure	Yes	No	NA	Details (as per Directions)
9.	Break areas for employee use have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>There will be no coming and going from the building except for the lunch hour. There will be no access to the main office areas for any reason. Students will be expected to maintain 2 m distancing during breaks.</i>
10.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>ENGINEERING CONTROL MEASURES</b>					
11.	<u>Barriers</u> are implemented to separate work areas or walk ways, when physical distancing not practical.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Portable barrier for instructional purposes only. This classroom set up allows for 2 m physical distancing during instruction for all 8 students and 1 instructor. Each student will be assigned to an individual desk and computer. See item 1.</i>
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
13.	The impact on ventilation requirements have been considered if there's been a significant use change for the instructional space.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Complete a <a href="#">Facilities and Campus Development work requisition</a> for assessment, as needed. There is no significant use change for the instructional space</i>
	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>SIGNAGE (ADMINISTRATIVE) Signage is available @ <a href="#">BCIT online Inventory</a>. Guidelines for posting signs are available on <a href="#">ShareSpace</a>.</b>					
13.	Posted: Physical distancing (2 m) sign(s) Item 1A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>As per Dynamic Rescue</i>
14.	Posted: Hand washing sign(s) Item 29B	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>As per Dynamic Rescue</i>
15.	Posted: Health screen sign(s) Item 3C	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>As per Dynamic Rescue</i>
16.	Posted: Hand washing sink location sign(s) Item 14A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>As per Dynamic Rescue</i>
17.	Posted: Hand sanitizing station location sign(s) Item 13A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>As per Dynamic Rescue</i>
18.	Posted: Protect yourself sign(s) Item 21A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>As per Dynamic Rescue</i>
19.	Posted: Occupancy limit of this room sign(s) Item 37A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>As per Dynamic Rescue</i>
20.	Posted: Other signs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Please list:</i>
<b>ORIENTATION AND TRAINING (ADMINISTRATIVE)</b>					
21.	Routine safety discussions held to review control measures and safety protocols.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22.	All students have completed the online <a href="#">COVID-19 Pandemic On-Campus Guidelines</a> training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>All students would have completed the course prior to attending the tanker course.</i>
23.	COVID-19 safety Site orientation for students has been developed and posted in the Learning Hub.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Procedure for orientation found <a href="#">here</a>. Student COVID-19 Orientation Checklist found <a href="#">here</a>.</i>

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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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>All supplies asked for and stocked at each workspace, prior to class e.g. disinfectant spray bottle, paper towel, pen, manual, registration forms, bottled water</i>
28.	Doors that students are to use to enter and exit have been clearly identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Signs or arrows on the floor As directed by Dynamic Rescue</i>
29.	Handouts, papers, and items are not physically provided to students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If items are provided, they are cleaned between student use or disposed.</i>
30.	Students have dedicated tools/equipment, e.g., items are not shared between students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Desks will have been sanitized by Dynamic Rescue instructor prior to the student's arrival.</i>
31.	If cleaning common touch points or tools/equipment not practical, then it is identified when hands are washed/sanitized before and after use.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
32.	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"/>	
33.	Single-use (disposable) products are used where feasible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34.	Measures are in place to accommodate student sick at home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Accommodation plan: student contacts Faculty via email or phone to accommodate the course make up.</i>
35.	Procedures in place to screen students 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 BMC building doors. Students and employees are expected to self assess daily, and the <a href="#">BCCDC self-assessment</a> tool can be used to support this. Dynamic Rescue includes assessment on their safety plan.</i>
36.	There is a procedure in place if a student or 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>
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.	<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>
38.	Provisions made for students to maintain same lab/class cohort throughout the Term.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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39.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>PERSONAL PROTECTIVE EQUIPMENT (PPE).</b> Refer to the <a href="#">PPE Flowchart</a> 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).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
41.	Training is provided for the above PPE to students and employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
42.	<a href="#">Appropriate PPE for COVID-19</a> is available to be provided to students and 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, Risk Assessment Matrix Summary</a> . 2 metre physical distancing is the primary control measure. Face masks and gloves will be provided if 2 metre physical distancing is not possible.
43.	PPE safe <a href="#">donning, doffing, disposal, and disinfecting instructional</a> materials are available for students and 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="#">Student Orientation checklist</a> to assist orientation/training by instructors. Use the <a href="#">Employee Orientation checklist</a> to assist orientation/training by their supervisors.
44.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>CLEANING</b>					
45.	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"/>	
46.	Training will be provided to faculty and students performing cleaning duties and cleaning materials have been provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
47.	Assessment of sufficient number of hand wash stations conducted, and an appropriate number of handwashing stations are available	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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. Some areas find a ratio of 8:1, students to sink, effective. The minimum amount of hand washing required is once before class starts, after class ends and before and after breaks.
48.	Handwashing station(s), stocked, easily accessed, and have been identified to students and employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sink Location: Stocked with soap Y <input type="checkbox"/> N <input type="checkbox"/> paper towel Y <input type="checkbox"/> N <input type="checkbox"/>
49.	Hand sanitizing station(s), stocked, and have been identified to students and employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>ABHS (Alcohol-Based Hand Sanitizer):</b> Location(s) throughout the building and washrooms  Will hand sanitizer be refilled by department: Y <input type="checkbox"/> N <input type="checkbox"/> If No, describe:
50.	All Safety Data Sheets (SDS) and cleaning procedures used are found <a href="#">here</a> .	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If not, describe:



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51.	The area(s) have been decluttered so that cleaning is simplified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
52.	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.</i>
53.	Common touch points and tools/equipment that must be shared are identified and cleaned between students and classes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Each piece of equipment will be sanitized by Dynamic Rescue prior to the arrival of the student and after each use. Students are provided sanitizers and paper towel to meet their personal needs.</i>
54.	Storage space for personal articles have been identified and are cleaned regularly.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Personal articles will remain with each respective visitor</i>
55.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>AUDIT AND CONTINUOUS IMPROVEMENT</b>					
56.	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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
57.	<a href="#">Audits of inspections</a> are planned to ensure that control measures continue to be effective.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

### APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Emily Lacanilao	Position Administrative Manager	Date October 19, 2020
EOC	Name <i>Glen Magel</i>	Position EOC Director	Date October 26, 2020