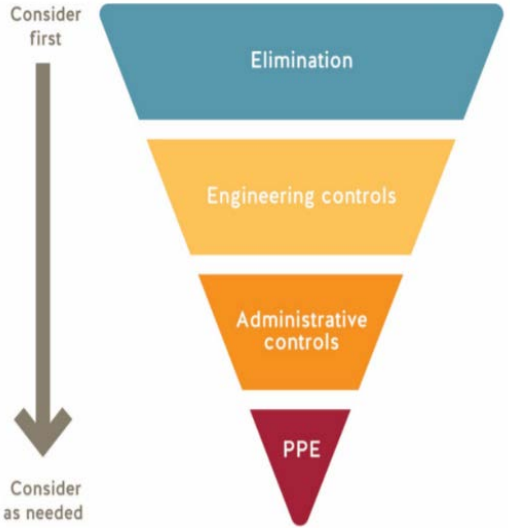
BCIT COVID-19 SAFETY PLAN
ACADEMIC SPACES

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:	**ENVH 1143 – Pools & Recreational Water** **Environmental Health Program**		
Proportion of program offered on campus:	This is the only on-campus course this term.		
Start date:	October 28, 2020	**End date:**	Same. One time event.
Total # of students in program:	24	**# of employees:**	2 – Instructor + Lab Technician
Anticipated # of students on campus daily when scheduled:	24. Two sets of 12 students at different times.		
Completed by:	Name Martin Macleod	Position Program Head	Date Oct. 9, 2020



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
SW1	1230	Lab	6 students + instructor
SW1	1240	Lab	6 students + instructor
SW1		Washrooms – adjacent to Labs	1-2, needs to be confirmed

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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).
Students will practice using a variety of different pool water test kits. They are learning how to inspect aquatic facilities for their future careers. They will need to be familiar with various test kits when they go out to the HA's on their practicum next spring. This practice is essential to their practical learning, their learning outcomes and cannot be replicated online. These kits are in the lab and it is not practical for students to take them all home. Swimming pool water will be supplied in the lab for testing purposes. This will be a one-time lab and their only on campus exposure this term.

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):*
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):*
3.	Identified area(s) where students wait outside of teaching space until allowed inside by instructor.	☐	☐	☒	Students will arrive in the lab and be directed to their station as they arrive. There will be no lunch/coffee break (2 hr lab) so no extra rooms required.
4.	Work has been scheduled to minimize numbers of individuals on campus at one time.	☒	☐	☐	Only one set permitted in the labs. Next set will have a different time.
5.	In shared spaces, safety protocols have been put in place to reduce close contact between users.	☒	☐	☐	Distancing will be enforced. Masks will be worn at all times.
6.	Movement within the room is identified, such as with directional arrows, for walkways and entrances/exits.	☒	☐	☐	*Signs or arrows on the floor identifying directions.* These two labs have a connecting door between them which will remain open. There will be in total 3 entrance/exit doors to the labs available to students.
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.	☒	☐	☐	*If yes, Washroom occupancy limit __As posted by FCD ___*
8.	Break area(s) for student use have been identified.	☐	☐	☒	*If yes, what control measures are in place to maintain physical distancing? Occupancy Limit_____ If there is an occupancy limit, is sign posted? Y ☐ N ☐*
9.	Break areas for employee use have been identified.	☒	☐	☐	*If yes, what control measures are in place to maintain physical distancing? Sign posted. Occupancy Limit__1_____ If there is an occupancy limit, is sign posted? Y ☐ N ☒*
10.	Other:	☐	☐	☒	
ENGINEERING CONTROL MEASURES					
11.	Barriers are implemented to separate work areas or walk ways, when physical distancing not practical.	☐	☒	☐	Distancing will be used. Movement within the room will be controlled.
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 instructional space.	☐	☐	☒	*Complete a Facilities and Campus Development work requisition for assessment, as needed.* NA-The labs are normally used for this purpose. Doors to hallway will stay open.
	Other:	☐	☐	☒	

#	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	☒	☐	☐	
14.	Posted: Hand washing sign(s) Item 29B	☒	☐	☐	
15.	Posted: Health screen sign(s) Item 3C	☒	☐	☐	
16.	Posted: Hand washing sink location sign(s) Item 14A	☒	☐	☐	
17.	Posted: Hand sanitizing station location sign(s) Item 13A	☒	☐	☐	
18.	Posted: Protect yourself sign(s) Item 21A	☒	☐	☐	
19.	Posted: Occupancy limit of this room sign(s) Item 37A	☒	☐	☐	
20.	Posted: Other signs	☐	☐	☒	*Please list:*
ORIENTATION AND TRAINING (ADMINISTRATIVE)					
21.	Routine safety discussions held to review control measures and safety protocols.	☒	☐	☐	Instructor will review prior to commencement of lab.
22.	All students have completed the online COVID-19 Pandemic On-Campus Guidelines training.	☒	☐	☐	*How will compliance be checked:* Instructor to verify students have completed the training. This will be a condition of lab entry.
23.	COVID-19 safety Site orientation for students has been developed and posted in the Learning Hub.	☒	☐	☐	*Procedure for orientation found here.* *Student COVID-19 Orientation Checklist found here.*
24.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training.	☒	☐	☐	
25.	All employees have completed the online OHS New Employee Orientation module.	☒	☐	☐	*New and Returning Employee Orientation Checklist found here. Each employee to save the checklist to their online OHS New Employee Orientation course. This course is required to be completed by new employees and by employees working on campus.*
26.	Other:	☐	☐	☒	
RULES AND GUIDELINES (ADMINISTRATIVE)					
27.	All unnecessary and self-serve items have been removed from the spaces. *e.g., pens, paper, etc.*	☒	☐	☐	*All supplies asked for prior to class and stocked at each workspace*
28.	Doors that students are to use to enter and exit have been clearly identified.	☒	☐	☐	*Signs or arrows on the floor*
29.	Handouts, papers, and items are not physically provided to students.	☒	☐	☐	*If items are provided, they are cleaned between student use or disposed, or other control measures are in place – Describe:* Students will use different test kits. Some kits will have

#	Control Measure	Yes	No	NA	Details (as per Directions)
					to be shared and will be wiped down by instructor prior to next use. Students will also be wearing gloves.
30.	Students have dedicated tools/equipment, e.g., items are not shared between students.	☒	☒	☐	Some test kits will have to be shared. We don't have enough in the lab for everyone.
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:* Students will wear disposable gloves provided when sharing test kits. Gloves will be discarded as necessary.
32.	Work spaces/stations are dedicated for an individual or group use and not shared with others.	☒	☐	☐	
33.	Single-use (disposable) products are used where feasible.	☒	☐	☐	
34.	Measures are in place to accommodate student sick at home.	☒	☐	☐	*Accommodation plan:* Student will be sent a video demonstrating use of test kits (provided by instructor) instead of attending lab. This will not be ideal but will have to suffice.
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 Response Plan 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 Response Plan 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:	☐	☐	☒	
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).	☐	☐	☒	*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):*
41.	Training is provided for the above PPE to students and employees.	☒	☐	☐	

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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):* *Hand sanitizer, masks, disposable gloves, and disinfectant wipes will all be available. Students will mostly be at their work stations but will be swapping some test kits and instructor may have to break distancing in some instances to help students.* **2 boxes of medical masks (50 masks per box)** **1 container of Oxivir cleaning and disinfectant wipes (160 wipes)** **12 bottles of hand sanitizer** **1 box of Ranco gloves small (100 gloves per box)** **1 box of Ranco gloves large (100 gloves per box)**
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 OHS 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).* Door handles and desk areas. Instructors will be cleaning equipment. **Work Order #145419**
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:* bleach, Oxivir cleaning and disinfectant wipes *What ppe is required:* Gloves, masks
47.	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. 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.	☒	☐	☐	*Sink Location:* Sinks are located in each lab. Washroom sinks nearby as well. *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)*_____

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					Will hand sanitizer be refilled by department: Y ☒ N ☐ *If No, describe:*
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.	☒	☐	☐	
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.*
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):* Test Kits, work stations, lab sink taps, pool water containers will be sanitized between Sets by instructor and lab technician. There will be an hour break for cleaning between sets.
54.	Storage space for personal articles have been identified and are cleaned regularly.	☒	☐	☐	*Who will clean:* Fred Shaw, Lab Technician *Where is the storage:* SW1-1230 & SW1-1240
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?* Fred Shaw, Lab Technician. (This is a one time event)
57.	Audits of inspections are planned to ensure that control measures continue to be effective.	☒	☐	☐	*Who conduct the audits and how often?* Instructor Martin Macleod will be there for the day and can audit this one-time event..

APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Jeff Dyck 	Position **Associate Dean**	Date October 20, 2020
EOC	Name *Glen Magel*	Position EOC Director	Date October 26, 2020

REVISION APPROVAL *(if applicable)*

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name	Position	Date
EOC	Name	Position	Date