# 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 1107, 1108, 2105, 2106, 2107, 2109, 2108, 3105, 3107, 3108, 4105, 4106, 4107, 4108
Proportion of program offered on campus:	*AME "E" is a 16 month programme: approximately 50% will be offered on campus*

Start date:	November 2, 2020	End date:	Ongoing – these courses typically run twice per year
Total # of students in program:	up to 16 per intake; 2 intakes per year; up to 4 in progress at a time during year	# of employees:	Up to two instructors per intake
Anticipated # of students on campus daily when scheduled:	Max 120 across all programmes accessing the Campus	Anticipated # of employees on campus daily when scheduled	Approx. 30 across campus
Completed by:	Name Lindsey Zikakis with Matthieu Mercer	Position Administrative Manager Instructor	Date October 27, 2020 Rev. Nov 3, 2020

Consider first

Elimination

Engineering controls

Administrative controls

PPE

Consider as needed
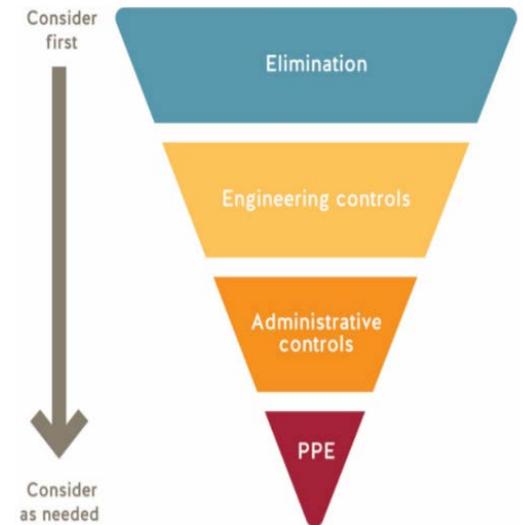
ROOM INFORMATION

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	Hangar (rm#155)	Shop	50 (including all faculty, staff and students)
ATC	Apron compound	Exterior fenced-in shop	n/a
ATC	173, 174, 115, 116	WCs	2 per room

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.

This safety plan takes into consideration all other programs with approved safety plans scheduling activities into the hangar.

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.

COVID-19 SAFETY PLAN
ACADEMIC SPACES

#	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):* Some student project activities require small groups of students to work in close proximity for safety reasons and because they cannot physically be conducted by one person. Where close proximity is not required for other safety reasons in conducting a task, physical distancing will be maintained. Students are divided into groups of 2-5 students, depending on the activity. Each group of students is assigned to a specific aircraft training aid within the hangar or outside in the apron compound. Aircraft training aids are located within designated floor spaces which are physically distanced from other training aids.
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 demonstrations may require close contact – portable "demo-barrier" or live video feed may be used to maintain 2 metres physical distance. If unable to maintain 2 metres physical distance, safety glasses and masks must be worn, and hands sanitised before and after handling. 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 whenever safely possible. Eg., portable "demo-barrier"

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3.	Identified area(s) where students wait outside of teaching space until allowed inside by instructor.	☒	☒	☐	Students to proceed to their designated workstation in an instructor-supervised shop. Students escorted from shop to hangar by instructor
4.	Work has been scheduled to minimize numbers of individuals on campus at one time.	☒	☐	☐	Cohorts will be split into morning and afternoon shifts to minimize number of students in hangar/in apron compound at one time.
5.	In shared spaces, safety protocols have been put in place to reduce close contact between users.	☒	☐	☐	Students are assigned specific hangar locations. Start times between classes of students accessing the hangar are staggered to keep traffic in corridors to minimum. The number of students on campus as any given time has been decreased. Non lab/shop time minimised or eliminated to prevent congregation. Common area furniture has been removed.
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.* Directional and warning signage in hangar and associated corridors and WCs as installed by Pinchin.
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 2 per room
8.	Break area(s) for student use have been identified.	☐	☐	☒	No breaks planned at this time
9.	Break areas for employee use have been identified.	☒	☐	☐	If yes, what control measures are in place to maintain physical distancing? Occupancy Limit 8. If there is an occupancy limit, is sign posted? Y ☒ N ☐
10.	Other:	☒	☐	☐	The hangar is a shared training space by a number of programs. Each programme using the hangar has an approved safety plan in place. The hangar

#	Control Measure	Yes	No	NA	Details (as per Directions)
					is divided into designated work areas (zones) which are clearly defined by floor tape. These designated work areas are physically distanced from each other. A calendar is in place for all programs to use when scheduling their activity in the designated activity areas within the hangar. The schedule includes designated work area used, date and times, number of students, Instructor name, and class number. The calendar is monitored daily by the Associate Dean and Department Heads to ensure the hangar capacity does not exceed 50, that program start times are staggered, and it is known who is in the hangar, when, and in which designated activity area. All activity is scheduled to avoid overlap in the use of designated activity areas or sufficient time is provided for cleaning to take place between different user groups if required.
ENGINEERING CONTROL MEASURES					
11.	Barriers are implemented to separate work areas or walk ways, when physical distancing not practical.	☐	☐	☒	
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.* ACML advised Aug 26 air filters throughout building checked and in good maintenance
	Other:	☐	☐	☒	
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	☒	☐	☐	

#	Control Measure	Yes	No	NA	Details (as per Directions)
19.	Posted: Occupancy limit of this room sign(s) Item 37A	☒	☐	☐	
20.	Posted: Other signs	☒	☐	☐	*Please list:* Two way traffic signs around perimeter of hangar – Pinchin installed
ORIENTATION AND TRAINING (ADMINISTRATIVE)					
21.	Routine safety discussions held to review control measures and safety protocols.	☒	☐	☐	Regular in-person verbal reminders during shop time by Instructor
22.	All students have completed the online COVID-19 Pandemic On-Campus Guidelines training.	☒	☐	☐	*How will compliance be checked:* Programme Assistants will 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 COVID-19 Orientation Checklist found here.* Student OHS Site-Orientation Checklist will be used.
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.	☐	☐	☒	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.*	☒	☐	☐	All supplies asked for prior to class and stocked at workspace
28.	Doors that students are to use to enter and exit have been clearly identified.	☐	☐	☒	Corridor access to hangar is two-way physically distanced traffic
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.	☒	☐	☐	Wherever possible, students will have dedicated tools/equipment.
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:*

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					Some training aids, for example, aircraft power carts may be shared. Designated students will handle these each day and be required to wash/sanitise hands before/after use.
32.	Work spaces/stations are dedicated for an individual or group use and not shared with others.	☐	☒	☐	Students will be working at aircraft training aids and will share between 2-5 students.
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 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):* Coveralls, safety glasses, and safety boots required PPE for students. Students to provide own boots, safety glasses and coveralls. Instructor assigned personal smock.
41.	Training is provided for the above PPE to students and employees.	☐	☒	☐	Items identified in # 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 before entering the hangar, and be required to wear it for the duration of time spent in the hangar. • **Hand sanitizer:** QTY (6) 473ml to be issued to designated aircraft workbenches • **Gloves:** 3 boxes medium of 100; 1 box small of 100; 1 box large of 100

#	Control Measure	Yes	No	NA	Details (as per Directions)
					• **IPA:** to be provided by department for sanitising of training aids • **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 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). Ongoing*
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 (IPA) *What ppe is required:* Gloves, safety glasses
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:* Hangar handwashing stations *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)* at entrance corridors to hangar; at hangar computer stations and at designated aircraft workbenches *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):*

#	Control Measure	Yes	No	NA	Details (as per Directions)
					Specialised test equipment provided by the toolcrib will be sanitised per toolcrib safety protocols by toolcrib attendants. Aircraft sanitised by students between users Common training aids on hangar floor, such as aircraft power carts, will be treated as dirty with users sanitising hands before and after handling.
54.	Storage space for personal articles have been identified and are cleaned regularly.	☒	☐	☐	*Where is the storage:* At dedicated workstation in designated shop, or in the assigned workstation within the hangar.
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?* Inspections are completed by Program Head on a weekly basis.
57.	Audits of inspections are planned to ensure that control measures continue to be effective.	☐	☐	☐	*Who conduct the audits and how often?* Audit is completed by ATC JOHS committee on a monthly basis.

APPROVAL

	All COVID-19 risk control measures for this campus activity are in place.		
Manager	Name: Sanja Boskovic	Position: Associate Dean, Aerospace	Date: Oct 27, 2020
EOC	Name *Glen Magel*	Position EOC Director	Date November 4, 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