BCIT COVID-19 Go-Forward Plan COVID-19 Safety Plan Workflow Associate Dean or Manager Seek approval from Revisit and review with Associate Dean or your program area, **NOT** Approved-Associate Dean or Manager Manager Note: AD/Manager may also seek input **Program Faculty** from Faculty/Staff to identify needs. and/or Staff **APPROVED** For programs or activities in 2021 the Find the COVID-19 Safety Plan applicable to following applies: your area/program on **ShareSpace** or update your current approved Plan to reflect 1. Complete the COVID-19 Safety Plan applicable to your area/ activities in 2021. program, which can be found on **ShareSpace**, or update your current approved Plan to reflect activities in Winter 2021. Consult your workers when developing your Plan. Program area or Support Service department completes the COVID-19 • If your current Plan requires updates, all changes need to be Safety Plan and must implement all control highlighted in yellow and the "End Date" field changed to measures required in the form. reflect appropriate end date. • If your current Plan does not require updates, you only need to update the "End Date", highlighted in yellow, to reflect the appropriate end date. The Associate Dean or Manager submits the Plan to ppe@bcit.ca to obtain the personal 2. If you require personal protective equipment, barriers or protective equipment, barriers, sinks and cleaning products, the Associate Dean or Manager submits the cleaning products required. COVID-19 Safety Plan to **ppe@bcit.ca**. Your products will be sent to you as soon as possible. 3. BCIT custom signs can be ordered through the **BCIT online** When all control measures are in place, the Inventory. AD/Manager signs the Plan and submits to ReturntoCampus@bcit.ca. 4. When all control measures are in place, the AD/Manager, will inspect the area, sign the COVID-19 Safety Plan and submit it to ReturntoCampus@bcit.ca for review. **ReturntoCampus@bcit.ca** forwards the Plan 5. **ReturntoCampus@bcit.ca** will submit the Plan to the campus to the campus JOHSC and allows 5 business Joint Occupational Health and Safety Committee (JOHSC), using days for review. The AD/Manager will revise their Outlook email address (JOHSC, name of campus). the Plan based on feedback and submit to • The campus JOHSC has five business days to review and ReturntoCampus@bcit.ca. provide feedback about the Plan to the AD/Manager, who will revise the Plan based on JOHSC feedback, and submit to ReturntoCampus@bcit.ca. The Return to Campus reps will review the

- 6. The Return to Campus reps will review the Plan, and if the Plan is not approved, it will be sent back to the AD/Manager for revision. Resubmit to **ReturntoCampus@bcit.ca** with corrections.
- 7. When the Plan is approved by the EOC Director, it will be posted on the BCIT website and a copy is required to be posted in your area.
- 8. The AD/Manager will review the Plan and any updates with their employees.
- 9. The campus JOHSC may inspect the area to check that control measures are in place.



Plan as a quality control measure and to

provide approval.

If there are any issues the AD/Manager

will be notified to correct the Plan. When final approval is received by the EOC

Director, the Plan will be posted.

Post the Plan in your area

Contact the OHS Division at ssemohs@bcit.ca if further assistance is required.