

COVID-19 EXPOSURE PREVENTION IN-CLASS INSTRUCTION RISK ASSESSMENT				
Assessment Date:	May 05 2020	Room(s):	NE16, NE18, NE20	Class Type: <input type="checkbox"/> Classroom <input type="checkbox"/> Lecture Hall <input type="checkbox"/> Laboratory <input checked="" type="checkbox"/> Shop Floor
Assessor(s):	John Di Bella, OHS Coordinator; Mubasher Faruki, Associate Dean; Eric Fry, Chief Instructor; John Purdy, Shop Supervisor		Hand Washing Location(s):	Sinks and washrooms present in spaces.
Use Description:	Practical shop tutorial sessions for automotive students.			

GENERAL TRANSMISSION PREVENTION GUIDELINES	
EDUCATION	Post infection control practices and physical distancing posters. <i>Posters available on OHS ShareSpace.</i>
	Identify the nearest handwashing location to students and ensure it is stocked with soap and paper towel.
	Frequently remind students to avoid face touching during class and to wash hands before and after class (and during when possible).
	Advise staff and students to stay home if sick. Develop and communicate accommodations for students in isolation/quarantine.
	Promote no eating during classes/in class rooms. (Independent eating area in shop, sanitized before and after breaks)
	Ensure all staff have completed the online BCIT Pandemic Exposure Control Plan Training .
PHYSICAL DISTANCING	Ensure that class rooms are set up to allow 2-metre physical distancing between all occupants, unless controls in place.
	Determine and implement class/room capacities in order to maintain 2-metre physical distancing.
	Set up demonstration/instruction areas to allow for students and staff to maintain 2-metre physical distancing. <i>With tape, chalk, etc.</i>
	Set up physical distancing (with tape, etc.) for the use of any shared tools/equipment for the class.

CONTROLLING COMMON TOUCH POINTS	Do not provide students with physical handout papers/forms, pens, and other common writing/learning tools unless controls in place.
	Remove any unnecessary common touch points, objects, or self-serve items (i.e. hearing protection, gloves).
	For any class-provided tools/equipment – if possible ensure each student has their own dedicated items.
	Identify all tools/equipment that must be shared be all students.
	Develop and post transmission prevention and/or sanitization procedures for all shared items and common classroom touchpoints.
	Ensure that cleaning supplies are provided and students are instructed on how to correctly clean/sanitize, if applicable.
PERSONAL PROTECTIVE EQUIPEMENT (PPE)	<p>Instruct students on how to safely use, remove, and dispose/clean (as applicable) any required PPE for the class.</p> <p><i>Note: PPE (gloves, respirators, face shields, etc.) should only be recommended/required for pandemic exposure control if best practices (physical distancing, hand washing) are impossible to maintain. Please contact ssemohs@bcit.ca for further guidance regarding PPE</i></p>

SECTION A: To be completed by assessors.

Table 1 – Common Tasks/Situations

Directions for assessors:

1. List and assess common tasks/situations encountered in the instructional setting.
2. Refer to the [BCIT Risk Assessment Matrix](#) for further instructions.
3. Assign Exposure Likelihood (**Rare, Unlikely, Possible, Likely, Very Likely**), Consequence (**Extreme, Major, Moderate, Minor, Insignificant**) and Risk Level (**High, Medium, Low**) for the task/situation without controls (W/out) and with controls (With).
4. State possible control measures for the task/situation in the final column.
5. Controls must be implemented for such that the risk level with controls (With) is Low.

	Lists of potential tasks/situations during instruction.	Potential hazardous conditions associated with the task/situation.	Likelihood		Consequence	Risk Level			Possible Controls	
			W/out	With		With	W/out	With	See Table 2 for implemented control measures.	
1.	Students entering/leaving the shops.	Students within 2 m of each other/staff	Li	R	Ma		Ma		Low	Develop/implement procedure to enter space while maintaining 2 m distancing. Set up waiting areas to enter spaces while maintaining distancing
2.	Handouts/materials handed to students, collecting materials from students.	Handling common items, passing items between parties.	P	R	Ma		Ma	Mod	Low	Have handouts digitally provided prior to class. Provide all handouts as a package at beginning of class (washing hands before and after placing items). Eliminate collecting papers if possible. Develop procedures for collecting and processing paper work (wash hands before and after handling).
3.	Instructor demonstrations	Activities within 2 m distancing.	Li	R	Ma		Ma	High	Low	Set up demonstration area to allow distancing between all parties. Use technology (camera, video, etc) to help maintain distance while providing effective demonstrations.
4.	Shop work layout.	Activities within 2 meters of other students.	Li	R	Ma		Ma	High	Low	Set up shop work stations to allow 2m distancing between students. Set up walking paths within shop also maintaining the distancing.
5.	Shop work projects.	Shop activities are normally less organized, involve work in proximity with others, and extensive moving around and shared tools and items.	Li	R	Ma		Ma	High	Low	Arrange projects such that students work on assigned pieces/areas. Develop procedures to safely use any shared items required. Arrange for disinfecting of work areas between uses by different groups of students. Organize in person activities so that they can be performed alone.

6.	Using tool cribs	Common contact points, proximity with 2 meters.	Li	R	Ma	Ma	High	Low	Have class tools arranged and available prior to the class. If possible, have the tool crib counter closed during class activity. If open, install a sneeze guard or implement distancing procedures. Have tool crib attendants clean/disinfect tools returned, following a procedure.
7.	Use of tools and equipment in shop.	Parties using shared items	Li	R	Ma	Ma	High	Low	Have assigned tools per student for duration of class when possible. Develop procedures for disinfecting assigned tools at the end of class (done by staff). Identify all required shared items and develop procedures to safely use (i.e. disinfect after each use; wash hands before and after use, etc.).
8.	Student washroom and breaks.	Close proximity, common touch surfaces	Li	R	Ma	Ma	High	Low	Make path to-from washroom allowing 2 m distancing. Limit capacity to allow distancing. Determine and communicate to students procedures regarding breaks/lunches.
9.	Students using spaces.	Contact with surfaces.	Li	R	Ma	Ma	High	Low	Post infection control and hand washing posters in all spaces being used. Arrange for frequent cleaning/disinfecting of spaces used.

SECTION B: To be completed by the Manager/Supervisor/Chief Instructor

Table 2 – Implementing Control Measures

Directions:

1. Refer to the General Transmission Prevention Guidelines above for standard pandemic control measures.
2. List each control measure implemented, a description on how the control measure is being implemented, and state each applicable task number for the listed control.
3. Indicate if a control requires the use of Personal Protective Equipment (PPE).
4. If applicable, state how any materials needed to implement the control will be procured.

NOTE: Supplies such as PPE (gloves, face masks, N95 respirators) and sanitizing products (hand sanitizer) are in short supply and high demand, with most being sent to healthcare settings. Please keep that in consideration when implementing control measures.

Control Measure	Control Description	Tasks Controlled	PPE?		Material Procurement Details
State control measure title.	Provide a brief description of what is the control measure.	List applicable task #s.	Yes	No	State how each item will be procured and by whom.
Distancing & Scheduling	<ul style="list-style-type: none"> - Create appropriate social distancing by staggering students entering and leaving - South side entrances North side exits - Implement outside entrance line-ups that are distanced 2 meters apart and marked - Washroom usage - Break areas designated by BCIT (Coffee & Lunch) 	1, 8	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> - Implement outside entrance line-ups that are distanced 2 meters apart and marked - Identified (marked on floor) walkways - Specific instructions on entering and exiting provided to students before program start - Instructor to communicate to students procedures regarding breaks/lunches
Distributing/Collecting handouts & materials	<ul style="list-style-type: none"> - Most materials are being converted to the Digital Learning Hub will be the primary source of reference materials. - Any hard copies will be placed by the instructor on each students work bench before the start of each session 	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> - Instructor will provide instructions to access handouts online - Instructor will print handouts and place on student benches if required.
In Shop Demonstration Distancing	<ul style="list-style-type: none"> - Designated Instructor bench/demo area setup - Portable transparent barriers/shields will be positioned between demo area and student/s if close-up viewing required - Marked areas to maintain social distancing - Use of Document cameras and monitors 	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> - Department has sufficient supply of benches transparent curtains and poly barriers - Department has sufficient supply of document cameras and display monitors

Rearrange benches	<ul style="list-style-type: none"> - Arrange benches to create appropriate social distance - Markings on floor to ensure 2 meters apart 	4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> - Completed – see photos
Shop projects	<ul style="list-style-type: none"> - Instructions on proper cleaning/sanitizing will be provided by instructor - Students will be instructed to disinfect items before & after use - Project items pre assigned to students and/or placed on individual benches before class - Students will be instructed & monitored to wash hands before project work begins & when concluded - Shared items will be placed on a separate table outfitted with disinfecting supplies 	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> - Department has secured stock of disinfectant spray and disposable gloves - Handwashing sink with soap and paper towels in close proximity to work area
Tool crib	<ul style="list-style-type: none"> - Tools will be disinfected and stored in the Tool Room - Social distancing procedures identified and utilized - Sneeze guard installed at crib window - Tool room attendants trained on disinfecting storing and distributing tools - Toolroom attendants will disinfect tools as when returned at the end of each day 	6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> - Masks, face shields & disposable gloves will be available - Department has secured stock of PPE
Tool & equipment usage	<ul style="list-style-type: none"> - Students will be assigned individual toolboxes for the duration of the program. - Instructor will notify all students of the necessary safety precautions and procedures before each use. - Equipment that will be used by multiple students is identified by the instructor before students will use this equipment. - Students will be required & monitored to wash hands before using any equipment and required to wash hands directly after the use of specific equipment. - 	7	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> - Department has sufficient supply of toolboxes for each student - Toolroom's have ample stock of tools & equipment
Disinfect	<ul style="list-style-type: none"> - Create portable disinfectant stations to ensure access to disinfectant cleaning supplies. - Instruct students on specific machine, tools and area disinfectant procedure. - Common touch surfaces will be identified by instructor and students will wipe down these areas after each use. 	5, 7, 8, 9	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> - Shop support staff will disinfect all tools and equipment being used - Masks, face shields & gloves will be available - Department has secured stock on all PPE and disinfecting supplies

	<ul style="list-style-type: none"> - Shop support staff will disinfect all high touch point areas at the end of each day. 				<ul style="list-style-type: none"> - MedPro Bio clean commercial grade disinfectant – DIN# 02407892 purchased by department.
Additional protections	<ul style="list-style-type: none"> - Masks and face shields to be worn if social distancing is a concern - Masks, face shields & gloves will be available - Portable Plexiglas shields or poly barriers will be available use - Signage - Training students on safety precautions & procedures 	3, 4, 5,	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> - Department has secured stock on all required materials - Plexiglas barriers fabricated & installed by shop support staff - Non surgical face masks, hand sanitizer, disposable latex gloves and face shields have been procured by department

Upon Assessment Completion: Supervisor/Manager

<ol style="list-style-type: none"> 1. Upon the completion of Tables 1 and 2, the approving supervisor/manager signs or types name in the adjacent space. 2. If you need any assistance to complete this assessment, contact BCIT OHS (ssemohs@bcit.ca). 3. Please submit a copy to BCIT OHS (ssemohs@bcit.ca) for final approval. 	Supervisor/Manager Name:	Mubasher Faruki
	Approval Date:	June 5 th , 2020

Appendix A Photographs



Bench Area #1- rearranged to provide social distancing.

- Benches shown are arranged to provide adequate social distance.
- Individual student areas are clearly marked out on the floor

Bench Area #2- pathways and individual enter and exit points

- Walk ways are clearly defined with arrows on the floor
- Each individual student work area also shows



where to enter and exit
with tape on floor

- Each individual student will have their own tool box
- Student work areas will be numbered and assigned to individual students





Bench Area #3- Walkway entrance to student workbench areas

- Entrance of the walkway to the individual student benches
- Students will be guided individually the first day



Bench Area #4- Walkway exit from student workbench areas

- Clearly marked exits



Shared tools dirty bench

- Any shared tools will be cleaned/disinfected at this bench by the student using the tool
- Training to students will be conducted the first day at orientation by the Instructor



Shared tools clean bench

- Once cleaned/disinfected tools are placed on the shared tools bench ready for the next student to use.



Tool crib counter

- One student at a time
- Sneeze guard installed in window
- Tool room attendants and students will be trained on procedures



Sanitizer Cart

- One at each student workbench area
- One at each handwashing station
- Each set of 8 students will have access to sanitation cart outfitted with hand sanitizer & disinfectant spray



Hand wash station

- Signs to indicate one person at a time
- Posters reinforce the social distancing guideline and hand washing procedures



Entrance to building

- One marked entrance only to building
- Students will come into the building at pre arranged times
- Students will enter one at a time to ensure appropriate social distancing
- Instructions will be made available to the students before any classes start.



Building exit

- Exit only marked from outside
- Students will exit one at a time
- Students will exit one at a time to ensure appropriate social distancing