BCIT COVID-19 Information for Service Providers

BCIT has been working hard to implement safe work practices to ensure the health and safety of our employees, students, and visitors while attending our campuses. To help reduce COVID-19 transmission risk with staff and student activities, the institute has been enforcing measures such as:

- Requiring physical distancing whenever possible.
- Providing necessary controls, including PPE, when physical distancing cannot be maintained.
- Increased cleaning and disinfecting of campus areas

A critical part of managing COVID-19 transmission risk at BCIT is working with all of our external service providers by stating BCIT's expectations for their attendance to our campuses, and developing tools and processes to help keep track of attendance to campus and service provider needs while working at BCIT.

EXPECTATIONS

General Health and Safety Responsibilities

- Service providers are responsible for the health and safety of their employees, including while they are working at BCIT.
- If the service provider is acting as a prime/general contractor for a project with one or more sub-contractors, they are responsible for the health and safety of all project employees.

COVID-19 Documentation and Safe Work Procedures

- **Prior to attending campus, service providers must indicate how they will be confirming COVID-19 Health Checks of their staff.**
- Service providers must have COVID-19 Safe Work Procedures; which must be available upon request.
- Procedures must be reviewed by BCIT Occupational Health and Safety prior to any work where:
    - A service provider must work directly with BCIT employees or students.
    - A service provider must work within 2 metres of any BCIT employee, student, or visitor.

Mandatory COVID-19 Precautions for Working at BCIT

- Service providers must conduct daily health checks and ensure that they/their staff do not attend BCIT if they are experiencing COVID-19 symptoms or had a potential exposure.
- Masks are required in all common area and shared work environments at BCIT.
- Mask requirements within a service-provider's controlled/managed work site at BCIT are determined by the service provider.
- Service providers must maintain 2 metre physical distancing from all BCIT employees, students, and visitor, unless indicated and controlled otherwise.
- Service providers must provide their own handwashing facilities, unless BCIT is notified otherwise.

EXTERNAL SERVICE PROVIDER CAMPUS ATTENDANCE NOTIFICATION FORM

The Campus Attendance Notification Form must be completed by all service providers attending BCIT, other than short duration visits of approximately 15-minutes. The purpose of this form is for the service provider to:

- Confirm that they will meet BCIT's expectations for COVID-19 prevention.
- Confirm that daily health checks have been completed and health check procedures have been provided to BCIT.
- Identify visit dates, locations, and personnel attending.
- Identify ways that BCIT needs to accommodate the visit (e.g. provide washroom/handwashing facilities, review procedures).

Contractors must maintain a list of names of all workers attending BCIT on each day. That list must be available to BCIT/Public Health Organizations for contact tracing, if needed.

BCIT will use the information provided by the service provider to help facilitate the visit, ensure spaces are cleaned/disinfected, communicate to stakeholder, and for contact tracing.

After submitting the form to your BCIT contact, they will notify you once the visit has been approved and of any precautions or accommodations in place for the visit.

GUIDELINES FOR MANAGING COVID-19 EXPOSURE PREVENTION

Overall, it is the responsibility of each external service provider to implement COVID-19 safe work procedures for their staff and any staff for which they are responsible. However, BCIT does have the following guidelines for external service providers to consider while working at BCIT.

Physical Distancing

A key way to reduce COVID-19 transmission risk is by maintaining at least 2 metres distance from others whenever possible. Work requiring closer proximity should be clearly identified, and have procedures and controls in place such as barriers and/or mandatory PPE for these tasks. Service provider staff must follow their employer's COVID-19 procedures for close proximity work with their coworkers.

Hand Washing

At a minimum, service providers should wash/sanitize hands prior to entering and leaving their BCIT work site. More frequent hand cleaning may be required based on job task/duties, such as when interacting with common touch points. Hand sanitizers are only effective on clean/non-soiled hands, which needs to be taken into consideration when determining hand washing needs.

Personal Protective Equipment (PPE)

Through the hierarchy of controls, PPE is considered the least effective control method. BCIT only requires that face covering be worn when service providers are in common or shared areas. If the work is done in a private or controlled area, face coverings are not mandatory. The service provider is responsible for supplying PPE for their staff, and determining what is needed for the work they are conducting.