

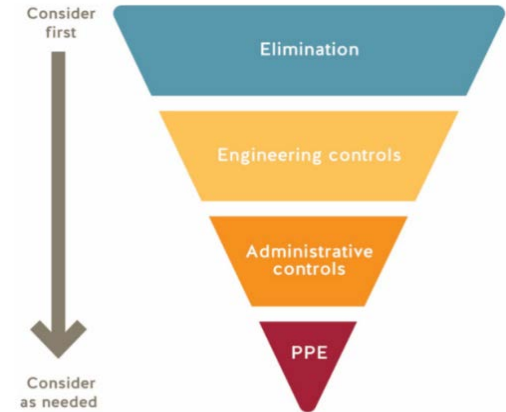


## BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

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

<b>Course/Program Name:</b>	<b>CARD 3250 Cardiology Diploma Lab/ Cardiology Technology</b>		
<b>Proportion of program offered on campus:</b>	<i>Total of 23 courses of which 1 course (lab) CARD 3250 is offered on campus</i>		
<b>Start date:</b>	Sept 14 <sup>th</sup> , 2020	<b>End date:</b>	<b>Dec 31, 2020</b>
<b># of students:</b>	12	<b># of employees:</b>	5
<b>Completed by:</b>	Name Cindy Mazerolle	Position Program Head	Date July 28, 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 <small>Floor Plans found <a href="#">here</a></small>	Type of Space <small>Include washrooms and breakout rooms</small>	Capacity <small>Current capacity due to COVID-19</small>
SE 42	Room 160	Classroom, washrooms down the hall	6
SE 42	Room 190	Classroom/lab, washrooms across the hall	6
Nursing lab as required (one day)	SE 12 417 A&B	Lab	6/7 to be split up into 2 groups

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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).

This program is offered through PTS with all academic courses online. The lab course introduces the students to the skills and equipment that will be applied in the clinical portion of the program following term 1 and term 2 academic course. Students will be given the time and opportunity to practice skills including electrocardiograms, holter hook-ups and analysis, exercise stress testing, blood pressures, patient care, communication and professional practice. This lab allows the students to put into practice the academic knowledge they have learned during online courses in a simulated environment. Normally the lab runs two weeks on campus. The program has modified the lab so that 1 week is offered online in the virtual classroom. The second week will take place in the lab to cover off the necessary learning outcomes that cannot take place in an online environment.

### 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](mailto: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](mailto: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](mailto:ssemohs@bcit.ca).*

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#	Control Measure	Yes	No	NA	Details (as per Directions)
<b>ELIMINATION</b>					
1.	Room(s) set up to allow for 2 metres physical distancing during instruction and practice. <b>Note:</b> Contact returntocampus@bcit.ca for room capacity and layout if needed.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Full PPE will be worn by both students and instructors during the entire duration of the lab, distancing will not be required.
2.	Demonstration, work and assessment stations are set-up to allow for 2 metres physical distancing.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Exception allowed as per <a href="#">BCIT COVID-19 Go-Forward Plan</a> , Risk Matrix Summary (explain): Instructors and students need to interact without the distancing in order to meet learning outcomes. Full PPE will be worn by both students and instructors during the entire duration of the lab
3.	Identified area(s) where students wait outside of teaching space until allowed inside by instructor.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Work has been scheduled to minimize numbers of individuals on campus at one time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.	In shared spaces, safety protocols have been put in place to reduce close contact between users.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Movement within the room is identified, such as with directional arrows, for walkways and entrances/exits.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signs and arrows signs have been ordered through the SOHS and will be placed in these areas prior to the lab
7.	Water fountains are put out of service, and only touchless water bottle filling station available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students have been asked to bring their own water bottles
8.	Mobile fans have been removed or put out of service.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None
7.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If yes, Washroom occupancy limit __2__
8.	Break area(s) for student use have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If yes, what control measures are in place to maintain physical distancing? Students will be eating outside at picnic tables and will be asked to physically distance. Staff will monitor Occupancy Limit ____6__ If there is an occupancy limit, is sign posted? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
9.	Break areas for employee use have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If yes, what control measures are in place to maintain physical distancing? Occupancy Limit ____2__ If there is an occupancy limit, is sign posted? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
10.	Other:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>ENGINEERING CONTROL MEASURES</b>					
11.	<a href="#">Barriers</a> are implemented to separate work areas or walk ways, when physical distancing not practical.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Barriers not required as all students and faculty will be expected to be in full PPE during the entire duration of the lab

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12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
13.	The impact on ventilation requirements have been considered if there's been a significant use change for the instructional space.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Complete a <a href="#">Facilities and Campus Development work requisition</a> for assessment, as needed.
	Other:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>SIGNAGE (ADMINISTRATIVE)</b> Signage is available @ <a href="#">BCIT online Inventory</a> . Guidelines for posting signs are available on <a href="#">ShareSpace</a> .					
13.	Posted: Physical distancing (2 m) sign(s) Item 1A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All signage has been ordered through the SOHS and will be posted immediately upon arrival prior to lab start.
14.	Posted: Hand washing sign(s) Item 29B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.	Posted: Health screen sign(s) Item 3C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16.	Posted: Hand washing sink location sign(s) Item 14A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.	Posted: Hand sanitizing station location sign(s) Item 13A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.	Posted: Protect yourself sign(s) Item 21A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19.	Posted: Occupancy limit of this room sign(s) Item 37A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20.	Posted: Other signs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Please list:
<b>ORIENTATION AND TRAINING (ADMINISTRATIVE)</b>					
21.	Routine safety discussions held to review control measures and safety protocols.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22.	All students have completed the <a href="#">online Pandemic Exposure Control Plan</a> training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	How will compliance be checked: students will be required to print last page indicated it is complete and send to clinical instructor
23.	COVID-19 safety Site orientation for students has been developed and posted in the Learning Hub.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Orientation for students will be covered in the one week online portion of the lab and then posted in the learning Hub, Cardiology Community Site.
24.	All employees have completed the online <a href="#">BCIT Pandemic Exposure Control Plan Training</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25.	All employees have completed the online New Employee Orientation module.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	New and Returning Employee Orientation Checklist found <a href="#">here</a> . Each employee to save the checklist to their online New Employee Orientation course
26.	Other:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>RULES AND GUIDELINES (ADMINISTRATIVE)</b>					
27.	All unnecessary and self-serve items have been removed from the spaces. e.g., pens, paper, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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28.	Doors that students are to use to enter and exit have been clearly identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Signs requested from SOHS and will be posted immediately after they are received</i>
29.	Handouts, papers, and items are not physically provided to students.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>No pens or papers will be available for students. The only handout that students will use is a checklist to review which will be covered with plastic that can be wiped down.</i>
30.	Students have dedicated tools/equipment, e.g., items are not shared between students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31.	If cleaning common touch points or tools/equipment not practical, then it is identified when hands are washed/sanitized before and after use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Disinfecting ECG carts is to be done after each test prior to students switching to share machines. Students will also be wear gloves and asked to change gloves between each test.</i>
32.	Work spaces/stations are dedicated for an individual or group use and not shared with others.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Each pair of students working on each other doing ECG's will not switch to other partners and all will be wearing full PPE</i>
33.	Single-use (disposable) products are used where feasible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34.	Measures are in place to accommodate student sick at home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Accommodation plan: student will be asked to attend the next lab available.</i>
35.	Procedures in place to screen students on a daily basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Health Screen signage will be posted and students will be required to read and report to faculty teaching that day.</i>
36.	There is a procedure in place if a student or employee becomes ill on campus.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If a student reports symptoms to the faculty or other student they will be asked to immediately return home. If immediate attention is require, both First Aide and 911 will be called.</i>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Refer to the <a href="#">COVID-19 Pandemic Scenario Playbook</a> for more information. Confirm if the person is aware of self-isolation <a href="#">requirements</a> and <a href="#">protocols</a>.</i>
38.	Provisions made for students to maintain same lab/class cohort throughout the Term.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
39.	Other:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>PERSONAL PROTECTIVE EQUIPMENT (PPE)</b>					
40.	Appropriate PPE for the hazards of employee and student tasks are available to be provided (non-COVID-19 related ppe).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>List the ppe and tasks/activities it is required for: gloves, masks, gowns, goggles All PPE has been ordered by SOHS</i>
41.	Training is provided for the above PPE to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Training is provided during the first week of lab online and then reviewed via demonstration on first day of in class lab</i>
42.	Appropriate PPE for COVID-19 is available to be provided to students and employees. Supply requests emailed to <a href="mailto:ppe@bcit.ca">ppe@bcit.ca</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>All PPE ordered from SOHS and will be available for September lab start date</i>

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43.	PPE safe <a href="#">donning, doffing, disposal, and disinfecting instructional materials</a> are available for students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Instructions on use of PPE will be covered in first week of online portion of lab. In the classroom portion of the lab all desks with PPE will be labeled with student names</i>
44.	Other:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>CLEANING</b>					
45.	Facilities is aware of the cleaning needs for the area. Facilities work requests have been submitted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s).</i>
46.	Training will be provided to faculty and students performing cleaning duties and cleaning materials have been provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Cleaning Standard Operating Procedures have been located <a href="#">here</a>. What are the cleaning products/materials: Caviwipes for equipment, hot water and soap for manikins  What ppe is required: gloves, gowns, goggles, masks</i>
47.	Assessment of sufficient number of hand wash stations conducted, and an appropriate number of handwashing stations are available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Because students are working directly with each other in PPE, they will be asked to use hand sanitizer in between each test once gloves are off. In addition they will be asked to use the washroom once before class starts, after class ends and before and after breaks.</i>
48.	Handwashing station(s), stocked, easily accessed, and have been identified to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Sink Location: <u>SE 42 ground floor</u> Stocked with soap Y <input checked="" type="checkbox"/> N <input type="checkbox"/> paper towel Y <input checked="" type="checkbox"/> N <input type="checkbox"/></i>
49.	Hand sanitizing station(s), stocked, and have been identified to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i><b>ABHS (Alcohol-Based Hand Sanitizer):</b> Location(s)_1 at front of classroom and one at the back of the classroom/lab  Will hand sanitizer be refilled by department: Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If No, describe:</i>
50.	All Safety Data Sheets (SDS) and cleaning procedures used are found <a href="#">here</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If not, describe:</i>
51.	The area(s) have been decluttered so that cleaning is simplified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
52.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Full PPE will be worn by both students and faculty. Cleaning of the equipment can be done with Caviwipes should the equipment become contaminated between changing of masks. Likely this will not happen as students are to wear masks at all times in the lab/classroom and only remove when outside during breaks.</i>
53.	Common touch points and tools/equipment that must be shared are identified and cleaned between students and classes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Equipment students use will be cleaned after each test by the students.</i>
54.	Storage space for personal articles have been identified and are cleaned regularly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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55.	Other:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>AUDIT AND CONTINUOUS IMPROVEMENT</b>					
56.	There is a plan to conduct <a href="#">regular inspections</a> of all control measures and safety protocols to ensure they are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>PH will ensure this COVID-19 Safety Plan is posted and checked daily by PH</i>
57.	<a href="#">Audits of inspections</a> are planned to ensure that control measures continue to be effective.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Associate Dean will check in each day with the program to ensure all control measures are effective and ask faculty to request any necessary extra resources</i>

### APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name 	Position Treena Cardiff	Date September 16, 2020
EOC	Name 	Position EOC Director	Date September 18, 2020