

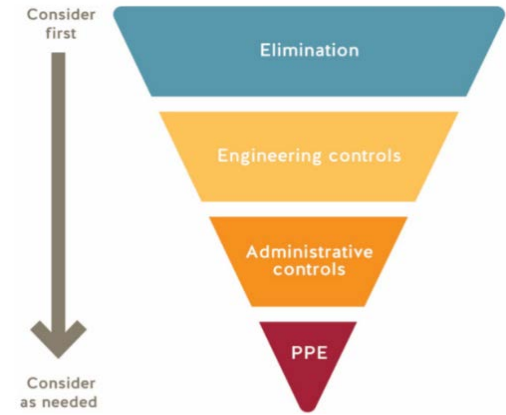


BCIT COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

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

Department Name:	Marketing & Communications		
<i>How many of your employees will be on campus:</i>	n/a	<i>What is the total number of your employees:</i>	24
Start date:	August 3rd 2020	End date:	n/a
Completed by:	Name Corey Ouellet	Position Assistant to the VP	Date Sep 09, 2020



ROOM INFORMATION

In this section, please identify all of the rooms that will be used by employees. NOTE: Common areas are covered by the BCIT COVID-19 Go-Forward Plan.			
Campus/ Building	Room Number <small>Floor Plans found here</small>	Type of Space <small>Include washrooms and meeting rooms</small>	Capacity <small>Current capacity due to COVID-19</small>
Burnaby / SE42	295	Meeting Room	6, unless otherwise approved.
Burnaby / SE42	Basement	Storage Room	2, unless otherwise approved.
Burnaby / SE42	140	Studio (Shared Office)	1
Burnaby / SE42	150	Photography Storage	1
Burnaby / SE42	230B	Shared Office	1
Burnaby / SE42	242	Shared Office	1
Burnaby / SE42	264	Shared Office	1
Burnaby / SE42	210 Pod	Block of individual offices	1
Burnaby / SE42	220 Pod	Block of individual offices	1
Burnaby / SE42	230 Pod	Block of individual offices	1
Burnaby / SE42	240 Pod	Block of individual offices	1



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RATIONALE FOR ON-CAMPUS ACTIVITY

Please provide a short description explaining why you need employees on campus. Your narrative should be focused on the practical elements of what the employees will be doing.

With MarComm employees primarily working remotely, it's understandable that supplies or certain work related tasks may require coming onto campus. When coming on-site, employees are asked to contact SSEM to advise that they will be entering the building, as well as to identify all spaces accessed (by means of the shared document "Office Usage Tracking") following their visit. Employee's on site will be accessing personal offices, equipment storage, and obtaining supplies required for their specific role(s).

CONTROL MEASURES

COVID-19 SAFETY PLAN: CONTROL MEASURES CHECKLIST

Directions for completing this 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 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.

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#	Control Measure	Yes	No	NA	Details (as per Directions)
ELIMINATION					
1.	Room(s) set up to allow for 2 metres physical distancing during work. Note: Contact returntocampus@bcit.ca for room capacity and layout if needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>For those who have shared offices, we've created a calendar to sign-up for usage to track and ensure that only one person is working from that space at a time to ensure physical distancing. Meeting rooms have limited capacity and have been setup to allow for physical distancing.</i>
2.	Work stations are set-up to allow for 2 metres physical distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>See comments above which apply to those with shared offices. This does not apply to many of our team members who have individual office spaces.</i>
3.	Work has been scheduled to minimize numbers of employees on campus at one time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>All team members are encouraged to work remotely. For those days which an individual may need to come into the office, we have a shared sign-up calendar to track on-site attendance.</i>
4.	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"/>	<i>One person per pod is permitted to ensure physical distancing in spaces where there may be bi-directional traffic.</i>
5.	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"/>	<i>Signage has been affixed to all entrances/exits indicating direction of traffic.</i>
6.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If yes, Washroom occupancy limit <u> 1 </u></i>
7.	Water fountains are put out of use, and only touchless water bottle filling station available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.	Mobile fans have removed or put out of service.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.	Break areas for employee use has been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>MarComm staff have been advised not to use the lunchroom/breakroom.</i>
10.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ENGINEERING CONTROL MEASURES					
11.	Barriers are implemented to separate work areas or walk ways, when physical distancing not practical.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>A schedule has been implemented to ensure no more than one person is using any of our shared workspaces at any given time. No additional barrier installation required.</i>
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>There are no barriers installed.</i>
13.	The impact on ventilation requirements have been considered if there's been a significant use change for the space.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	.
14.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SIGNAGE (ADMINISTRATIVE) <i>Signage is available @ BCIT online Inventory. Guidelines for posting signs are available on ShareSpace.</i>					
15.	Posted: Physical distancing (2 m) sign(s) Item 1A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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#	Control Measure	Yes	No	NA	Details (as per Directions)
16.	Posted: Hand washing sign(s) Item 29B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.	Posted: Health screen sign(s) Item 3C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.	Posted: Hand washing sink location sign(s) Item 14A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Sinks are located in the washrooms.</i>
19.	Posted: Hand sanitizing station location sign(s) Item 13A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Hand sanitizer is provided in all pods, as well in the foyer of building entrance.</i>
20.	Posted: Protect yourself sign(s) Item 21A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21.	Posted: Occupancy limit of this room sign(s) Item 37A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22.	Posted: Other signs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Entrance Only, Exit Only, Two Way Traffic Sign, Do not leave food in fridge overnight sign, Please clean regularly touched items and surfaces sign,</i>
ORIENTATION AND TRAINING (ADMINISTRATIVE)					
23.	Routine safety discussions held to review control measures and safety protocols.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training .	<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"/>	
26.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
RULES AND GUIDELINES (ADMINISTRATIVE)					
27.	All unnecessary and self-serve items have been removed from the spaces. <i>e.g., pens, paper, etc.</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
28.	Papers and items are not physically passed between employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>MarComm has shifted to a 100% digital format utilizing technology for screen sharing, e-signatures, and digital approvals.</i>
29.	Employees have dedicated tools/equipment, e.g., items are not shared between employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30.	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"/>	
31.	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"/>	
32.	Single-use (disposable) products are used where feasible.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
33.	Procedures in place to screen employees on a daily basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The health screen poster is available for reference and is posted on building doors.</i>

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#	Control Measure	Yes	No	NA	Details (as per Directions)
34.	There is a procedure in place if an employee becomes ill on campus.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Refer to the COVID-19 Pandemic Scenario Playbook 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.
35.	There are procedures in place if an 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"/>	Refer to the COVID-19 Pandemic Scenario Playbook for more information. Confirm if the person is aware of self-isolation requirements and protocols .
36.	Provisions made for employees to work in cohorts.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	MarComm staff are encouraged to use zoom for collaboration, and are asked not to work together in person at this time.
37.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PERSONAL PROTECTIVE EQUIPMENT (PPE)					
38.	Appropriate PPE for the hazards of employee tasks are available to be provided (non-COVID-19 related ppe).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Events Van: EP66 Disinfectant, disposable gloves, disinfectant wipes and disposable face masks provided Videographer/Photographer: Disposable gloves, disinfectant wipes, disposable face masks, and hand sanitizer provided for use on required shoots. General Operating Spaces: Disposable gloves, Hand Sanitizer
39.	Training is provided for the above PPE to employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
40.	Appropriate PPE for COVID-19 is available to be provided to employees. Supply requests emailed to ppe@bcit.ca .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, as per Item 38, required PPE has been requested, approved, and acquired through BCIT Inventory system.
41.	PPE safe donning, doffing, disposal, and disinfecting instructional materials are available for employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Post applicable signs in a visible location if ppe required. Use the Employee Orientation checklist to assist orientation/training by their supervisors.
42.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CLEANING					
43.	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"/>	Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s). - 346431 (07-31-2020)
44.	Training will be provided to employees performing cleaning duties and cleaning materials have been provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning Products Used: Wipes, EP66 Disinfectant Spray PPE required: Disposable Gloves, Disposable Face Mask (optional)
45.	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"/>	Consider time it will take for hand washing to take place, to determine what is e.a. sufficient number of hand wash stations.
46.	Handwashing station(s), stocked, easily accessed, and have been identified to employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sink Location: <u>SE42 – 2nd Floor Hallway Washrooms</u> Stocked with soap Y <input checked="" type="checkbox"/> N <input type="checkbox"/> paper towel Y <input checked="" type="checkbox"/> N <input type="checkbox"/>

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#	Control Measure	Yes	No	NA	Details (as per Directions)
47.	Hand sanitizing station(s), stocked, and have been identified to employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>ABHS (Alcohol-Based Hand Sanitizer): Location(s) <u>Building Main Entrance Foyer (institute supplied), Rm. 210 Corridor, Rm. 220A "Resource Room", Rm. 230 Corridor, Rm. 245 Corridor, Rm. 295, Basement Storage</u></p> <p>Will hand sanitizer be refilled by department: Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/></p> <p>If No, describe: The Main Entrance Foyer location is oversight by institute, the other locations will be requested by department if required for refilling.</p>
48.	All Safety Data Sheets (SDS) and cleaning procedures used are found here .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
49.	The area(s) have been decluttered so that cleaning is simplified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
50.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There are no barriers which require cleaning.
51.	Common touch points and tools/equipment, that must be shared are identified and cleaned between employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand Sanitizer has been provided near copiers for use before/after using machine and other resource items.
52.	Storage space for personal articles have been identified and are cleaned regularly.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
53.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
AUDIT AND CONTINUOUS IMPROVEMENT					
54.	There is a plan to conduct regular inspections of all control measures and safety protocols to ensure they are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assistant to the VP, Marketing & Communications will conduct regular inspections of all control measures on a bi-weekly basis. This safety plan will be distributed digitally to all MarComm Staff.
55.	Audits of inspections are planned to ensure that control measures continue to be effective.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Operations Coordinator, Marketing & Communications will conduct monthly audits to ensure that control measures continue to be effective.

APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name LARA JOHNSON	Position VICE-PRESIDENT, MARKETING & COMMUNICATIONS	Date SEPTEMBER 9, 2020
EOC	Name <i>Glen Magel</i>	Position EOC Director	Date September 11, 2020



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ATTACHMENT 1 – Risk Assessment

COVID-19 EXPOSURE PREVENTION EMPLOYEES RETURNING TO CAMPUS RISK ASSESSMENT			
Assessment Date:	June 29, 2020	Task	Marketing & Communications Department: Two employees, a videographer and photographer, work at various locations, which could include all campuses or off campus, depending on the work. These employees may work together or singularly, and take images portraying BCIT’s Academics, employees, or community involvement.
Assessor(s):	Jocelyn Leszczynski, Manager, Communications, Marketing & Communications; Anna Matheson, Manager, OHS	Description:	

GENERAL TRANSMISSION PREVENTION GUIDELINES	
EDUCATION	Ensure all staff complete the online BCIT Pandemic Exposure Control Plan Training .
	Frequently remind staff to avoid face touching during class and to wash hands before and after a job/task. <i>Download printable physical distancing poster here.</i>
	Advise staff to stay home if sick.
PREPARATION	When possible, schedule/time work so that the work area is unoccupied and can be isolated for the work.
	Identify potential job/task requirements to work within 2 metres or share tools/equipment.
	Identify the nearest handwashing location for the job/task.
	Make arrangements for work area cleaning/disinfecting after work completion (<i>ex. arranging through facilities, disinfecting surfaces</i>).
PHYSICAL DISTANCING	When possible, ensure work areas are set up to allow 2 metres physical distancing.
	Only work within 2-metres when it is unsafe or impossible to perform a job task; such situation require a face mask at minimum.
CONTROLLING COMMON TOUCH POINTS	When possible, avoid sharing equipment and each worker use their own dedicated items.
	Identify all tools/equipment that must be shared.
	Review tool/equipment cleaning/disinfecting procedures at end of job/task.
	Assess whether the space needs to be cleaned/disinfect after the work.
	Notify space occupants of when work was completed and if any cleaning/disinfect measures were taken. <i>Work with facilities management to determine specific practices.</i>

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PERSONAL PROTECTIVE EQUIPEMENT (PPE)	Use cleaning supplies as per the manufacturers instructions and is appropriate for the items being cleaned.
	Ensure all staff in a work area used required PPE as per relevant safe operating procedures (SOPs).
	Ensure all staff are aware of how to best and safely use PPE.
	Don PPE outside of the work area; for respiratory protection, do not adjust or touch the mask while on your face without first washing your hands.

SECTION A: To be completed by job/task workers.

Table 1 – Common Tasks/Situations

Directions for assessors:

1. List job/task steps, from start to finish, and identify potential hazards at each step.
2. Identify potential hazardous conditions taking into account modes of transmission: **a.** Droplet (if within 2 metres), generally from coughing or sneezing, contacting eyes, nose and mouth **b.** Indirect contact: through touching contaminated surfaces, then touching eyes, nose, or mouth before washing/sanitizing hands. **c.** Direct contact: skin to skin touching, such as shaking hands, then touching eyes, nose or mouth before washing/sanitizing hands.
3. Refer to the [BCIT Risk Assessment Matrix](#) for further instructions.
4. Assign Exposure Likelihood (**Rare, Unlikely, Possible, Likely, Very Likely**), Severity (**Catastrophic, Major, Moderate, Minor, Insignificant**) and Risk Level (**Extreme, High, Medium, Low**) for the task/situation without controls (**W/out**) and with controls (**With**). In reference to COVID-19, the Severity has been assessed as **Major**.
5. State possible control measures for the task/situation in the final column.
6. Controls must be implemented for items where the risk level is moderate or higher without control measures.
7. Use Appendix A to attach any relevant photos.

	List job/task steps.	Potential hazardous conditions associated with job/task steps.	Likelihood		Severity		Risk Level		Possible Controls
			W/out	With	W/out	With	W/out	With	See above Guideline for standard control measures.
1.	Employee travelling to work locations off campus.	Within to 2 metres of another person in a vehicle, e.g. air travel, taxi, public transit, ferry	Li	R	Ma	Ma	H	L	Employees will travel in their own vehicle to off campus locations, alone. If air, public transit or ferry travel, then the employee maintains 2 metre physical distance where feasible.
2.	Employee travelling to work locations off campus.	Within to 2 metres of another person in public or shared transit, e.g. air travel, taxi, public transit, ferry	Li	R	Ma	Ma	H	L	Employees to follow safety requirements of the transit system they are using for air travel, taxi, public transit, ferry. Employee to determine before travel what the specific safety requirements are and comply.
3.	Employee comes to work ill.	Employee exposing others to illness.	Li	R	Ma	Ma	H	L	Employees take the Pandemic Exposure Control Plan training. Provide link to employees for BCIT web page: COVID-19 Prevention and COVID-19 Orientation Handout. Employees to not come to work ill, and if become ill at work with mild symptoms leave work location or with severe symptoms, report to first aid where available.

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	List job/task steps.	Potential hazardous conditions associated with job/task steps.	Likelihood		Severity		Risk Level		Possible Controls
			W/out	With	W/out	With	W/out	With	See above Guideline for standard control measures.
4.	Employee using shared equipment.	Common touch points.	P	R	Ma	Ma	H	L	Employees have their own dedicated equipment and do not share with others. If equipment (lighting, stands etc) needs to be shared in future, it will be booked using MarComm space-booking sheet and thoroughly wiped down before and after use by the employee.
5.	Employee touching surfaces.	Common touch points.	P	R	Ma	Ma	H	L	Hand wash or hand sanitize before and after work, and before and after breaks, at a minimum, and avoid touching their face. Provide COVID-19 Orientation handout. Wipe down shared equipment after use. Provide approved wipes*, safety data sheet**, and cleaning procedure***.
6.	Employee taking a break while travelling or on location.	Common touch points.	P	R	Ma	Ma	H	L	Hand wash or hand sanitize before and after work, and before and after breaks, at a minimum, and avoid touching their face. Provide COVID-19 Orientation handout.
7.	Employee taking a break while travelling or on location.	Within 2 metres of another person	Li	R	Ma	Ma	H	L	Employees to maintain 2 metre distance to others. Provide COVID-19 Orientation handout.
8.	Employee videotaping and photographing others	Within 2 metres of another person.	Li	R	Ma	Ma	H	L	Employees to maintain 2 metre distance to others. Provide COVID-19 Orientation handout.

* **Note:** Approved wipe or cleaning product – identified on [Health Canada hard surface disinfectant cleaner list](#) or contains ingredients found to be effective against coronavirus identified on the [BCCDC \(BC Centre for Disease Control\) website](#) with [procedures](#) for safe use.

****Note:** Refer to [ShareSpace](#) for Safety Data Sheets.

*****Note:** Refer to [ShareSpace](#) for cleaning safe work procedures.

SECTION B: To be completed by job/task workers and supervisor/manager.

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.



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Control Measure	Control Description	Tasks Controlled	PPE?		Material Procurement Details
			Yes	No	
<i>State control measure title.</i>	<i>Provide a brief description of what is the control measure.</i>	<i>List applicable task #s.</i>			<i>State how each item will be procured and by whom.</i>
Education	Provide Employee COVID-19 Orientation handout. Employees take online Pandemic Exposure Control Plan training.	3,5,6,7,8	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Hand washing/hand sanitizing	Use of wipes, hand sanitizer and washing of hands if facilities are available at location.	5,6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hand sanitizer and wipes supplied through Managers by emailing ppe@bcit.ca
Cleaning	Clean equipment after each use; clean surfaces contacted while doing photography/video	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hand sanitizer and wipes supplied through Managers by emailing ppe@bcit.ca
Physical distance	Provide Employee COVID-19 Orientation handout.	1,2,7,8	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

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 record keeping. 	Supervisor/Manager Name:	Jocelyne Leszczynski
	Approval Date:	July 14, 2020