



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: | Facilities and Campus Development – Transportation and Grounds <u>PARKING SAFETY PLAN</u> | | |
| <i>How many of your employees will be on campus:</i> | <i>Members of the BCIT Transportation and Grounds team will be in office/on campus Mon – Fri from 7:00am-2:30pm and available via email at parking@bcit.ca</i> | <i>What is the total number of your employees:</i> | 6 |
| Start date: | September 24, 2020 | End date: | December 31, 2020 |
| Completed by: | Name Adam Dickinson | Position Manager – Transportation and Grounds Facilities Services | Date September 24, 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 Campus Parking Lots | ----- | | |
| • Lot N | | Surface Parking Lots | Up to 528 stalls - "The Company" will ensure physical distancing |
| • Lot D | | Surface Parking Lots | Up to 275 stalls - "The Company" will ensure physical distancing |
| • Lot F | | Surface Parking Lots | Up to 256 stalls - "The Company" will ensure physical distancing |



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|---------|--|----------------------|--|
| • Lot L | | Surface Parking Lots | Up to 273 stalls - "The Company" will ensure physical distancing |
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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.

This Plan is for parking rentals and Production Circus only.

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.

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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.

| # | 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 type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Exceptions allowed as per BCIT COVID-19 Go-Forward Plan , Risk Matrix Summary (explain): Outside Activity – Parking Stall rentals (“the Company” as referred to in this document is the company renting the parking stalls) |
| 2. | Work stations are set-up to allow for 2 metres physical distancing. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Exceptions allowed as per BCIT COVID-19 Go-Forward Plan , Risk Matrix Summary (explain): |
| 3. | Work has been scheduled to minimize numbers of employees on campus at one time. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4. | In shared spaces, safety protocols have been put in place to reduce close contact between users. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 5. | Movement within the room is identified, such as with directional arrows, for walkways and entrances/exits. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Signs or arrows on the floor identifying directions. |
| 6. | Washrooms have been identified. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | If yes, Washroom occupancy limit _____ |
| 7. | Water fountains are put out of use, and only touchless water bottle filling station available. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 8. | Mobile fans have removed or put out of service. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 9. | Break areas for employee use has been identified. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | If yes, what control measures are in place to maintain physical distancing? Occupancy limit _____ If there is an occupancy limit, is a sign posted? Y <input type="checkbox"/> N <input type="checkbox"/> |
| 10. | Other: | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| ENGINEERING CONTROL MEASURES | | | | | |

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| # | Control Measure | Yes | No | NA | Details (as per Directions) |
|---|---|-------------------------------------|--------------------------|-------------------------------------|--|
| 11. | Barriers are implemented to separate work areas or walk ways, when physical distancing not practical. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 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 space. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Complete a Facilities and Campus Development work requisition for assessment, as needed. |
| 14. | Other: | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | "The Company" will supervise the assigned space. |
| SIGNAGE (ADMINISTRATIVE) Signage is available @ BCIT online Inventory . Guidelines for posting signs are available on ShareSpace . | | | | | |
| 15. | Posted: Physical distancing (2 m) sign(s) Item 1A | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 16. | Posted: Hand washing sign(s) Item 29B | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 17. | Posted: Health screen sign(s) Item 3C | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 18. | Posted: Hand washing sink location sign(s) Item 14A | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 19. | Posted: Hand sanitizing station location sign(s) Item 13A | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 20. | Posted: Protect yourself sign(s) Item 21A | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 21. | Posted: Occupancy limit of this room sign(s) Item 37A | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 22. | Posted: Other signs | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Please list: "The Company" is instructed to post signage related to COVID 19 including their Work Safe approved COVID Safety Plan for use at BCIT. |
| 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"/> | To be included in "the Company's" Work Safe approved COVID Safety Plan for use at BCIT. |
| 24. | All employees have completed the online BCIT Pandemic Exposure Control Plan Training . | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 25. | All employees have completed the online New Employee Orientation module . | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | New and Returning Employee Orientation Checklist found here . Each employee to save the checklist to their online New Employee Orientation course |
| 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. e.g., pens, paper, etc. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 28. | Papers and items are not physically passed between employees. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | If items are provided, they are cleaned between employee use or disposed, or other control measures are in place – Describe: |

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| 29. | Employees have dedicated tools/equipment, e.g., items are not shared between employees. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" 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"/> | NO waste or recyclable items will be left on BCIT property. All garbage is to be removed from the location and areas will be left the way they were found. No garbage receptacles will be available for "the Company" to use. |
| 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"/> | "The Company" is to stay within their assigned area of Parking Lot. |
| 32. | Single-use (disposable) products are used where feasible. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 33. | Procedures in place to screen employees on a daily basis. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | "The Company is required to provide on site screening stations as well as sanitization stations to screen and to self assess employees daily, the BCCDC self-assessment tool can be used to support this. |
| 34. | There is a procedure in place if an employee becomes ill on campus. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | To be included in "the Company's" Work Safe approved COVID Safety Plan for use at BCIT. 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"/> | To be included in "the Company's" Work Safe approved COVID Safety Plan for use at BCIT |
| 36. | Provisions made for employees to work in cohorts. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 37. | Other: | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| PERSONAL PROTECTIVE EQUIPMENT (PPE). Refer to the PPE Flowchart to determine what PPE is required for COVID-19 purposes. | | | | | |
| 38. | Appropriate PPE for the hazards of employee tasks are available to be provided (non-COVID-19 related ppe). | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <i>List the ppe and tasks/activities it is required for and provide the quantity and unit of measure, if applicable (e.g. 2 boxes of 20 each box):</i> |
| 39. | Training is provided for the above PPE to employees. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 40. | Appropriate PPE for COVID-19 is available to be provided to employees. Supply requests emailed to ppe@bcit.ca . | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <i>Based on circumstances allowed for in the BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary. List PPE and tasks/activities required for and provide the quantity and unit of measure, if applicable (e.g. 2 boxes of 20 each box):</i> |
| 41. | PPE safe donning, doffing, disposal, and disinfecting instructional materials are available for employees. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <i>Post applicable signs in a visible location if ppe required. Use the Employee Orientation checklist to assist orientation/training by their supervisors.</i> |



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| 42. | Other: | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| CLEANING | | | | | |
| 43. | Facilities is aware of the cleaning needs for the area. Facilities work requests have been submitted. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" 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> |
| 44. | Training will be provided to employees performing cleaning duties and cleaning materials have been provided. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <i>Cleaning Standard Operating Procedures have been located here. What are the cleaning products/materials: What ppe is required:</i> |
| 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"/> | Hand wash or Sanitization stations To be included in "the Company's" Work Safe approved COVID Safety Plan for use at BCIT |
| 46. | Handwashing station(s), stocked, easily accessed, and have been identified to employees. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hand wash or Sanitization stations To be included in "the Company's" Work Safe approved COVID Safety Plan for use at BCIT |
| 47. | Hand sanitizing station(s), stocked, and have been identified to employees. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hand wash or Sanitization stations To be included in "the Company's" Work Safe approved COVID Safety Plan for use at BCIT |
| 48. | All Safety Data Sheets (SDS) and cleaning procedures used are found here . | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <i>If not, describe:</i> |
| 49. | The area(s) have been decluttered so that cleaning is simplified. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" 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"/> | <i>Barriers can become contaminate if they are a touch point or if the contaminated with droplets by e.g. coughing or sneezing.</i> |
| 51. | Common touch points and tools/equipment, that must be shared are identified and cleaned between employees. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <i>Cleaning/sanitizing procedures for common touch points and shared items are available and signs posted e.g. shared machinery, multifunction devices, photocopiers, equipment, tools, microwaves, kettles, eating surfaces, etc. Identify who will clean and how often (e.g. employees or cleaning staff):</i> |
| 52. | Storage space for personal articles have been identified and are cleaned regularly. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Station Tents are permitted as part of in "the Company's" Work Safe approved COVID Safety Plan for use at BCIT |
| 53. | Other: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |



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|---|--|-------------------------------------|--------------------------|--------------------------|--|
| 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 type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often?</i> |
| 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"/> | <i>Who conduct the audits and how often?</i> BCIT Manager - Transportation and Grounds or their designate conducted intermittently during Weekday hours (Mon – Fri 7:30am – 3:30pm) and on weekends if deemed necessary. |

APPROVAL

| All COVID-19 risk control measures for this campus activity are in place. | | | |
|---|---------------------------|---|----------------------------|
| Manager | Name Adam Dickinson | Position Manager – Transportation and Grounds Facilities Services | Date September 24, 2020 |
| EOC | Name <i>Glen Magel</i> | Position EOC Director | Date September 25, 2020 |