



## 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>High Acuity Nursing Specialty Program</b>		
<b>Proportion of program offered on campus:</b>	<i>The Emergency Nursing Program and Pediatric Emergency Nursing Program require on campus learning utilizing the Specialty Nursing Lab to support student learning in theory as well as in the clinical setting Total on campus learning days= 7</i>		
<b>Start date:</b>	<b>November 3, 2020 -</b>	<b>End date:</b>	<b>November 4, 2020</b>
<b># of students:</b>	<b>November 3, 2020 – 18 students November 4, 2020 – 18 students</b>	<b># of employees:</b>	<b>November 3, 2020 – 12 faculty November 4, 2020 – 12 faculty</b>
<b>Completed by:</b>	Name: Jean Dehaan	Position: Program Head	Date: September 21, 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>
SE12	413A-C	Simulation lab	
SE12	303	Debrief room	4
SE12	307	Debrief room	4
SW01	4076	Faculty meeting area and break room	8
SW01	4072	Faculty meeting area and break room	5



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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).

The High Acuity Nursing Program consists of online learning as well as utilizing the simulation lab to provide students with an enriched learning experience. The simulation lab allow students to apply important concepts learned in theory to clinical simulations in a calm and safe learning environment. Lab days are crucial for student learning and focus heavily on knowledge application, skill development and simulation, preparing students for real life situations in high acuity units across the Lower Mainland.  
\*\*By nature of the learning outcomes, our students are required to exceed the physical distance barriers in order to work in a team approach to meet the learning outcomes. Occupational Health has reviewed our usage of PPE previously (risk assessment attached) in order to ensure that we can safely meet our learning outcomes in a team 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).

## COVID-19 SAFETY PLAN ACADEMIC SPACES

#	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 <a href="mailto:returntocampus@bcit.ca">returntocampus@bcit.ca</a> for room capacity and layout if needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stations are placed 2 metres from each other with physical barriers. When physical distancing cannot be achieved, students will have PPE. **By nature of the learning outcomes, our students are required to exceed the physical distance barriers in order to work in a team approach to meet the learning outcomes.
2.	Demonstration, work and assessment stations are set-up to allow for 2 metres physical distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stations are placed 2 metres from each other with physical barriers. When physical distancing cannot be achieved, students will have PPE.
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"/>	Student will be instructed to meet outside the East side entrance to SE12 near the library. Students will be met by 1-2 faculty to complete attendance, wellness check, receive hand sanitizer and face mask. While outside, students will be assembled into a group of three and reminded to maintain a safe physical distance while waiting and entering the building. Groups of three will be led into SE12 by faculty and taken to 303 or 307. Once all students are in the designated area and placed belongings, students will then be directed to move in small groups to the lab or other learning space.
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"/>	<b>ERRA (early recognition rapid action) lab days</b> have been spread over two days with students being divided into smaller groups. The High Acuity student cohort has been divided in half to attend lab on campus on November 3 <sup>rd</sup> and the other half on November 4th. There are 2 lab sessions scheduled each day to run for 3.5 hours (0800-1130; 1230-1600). Learning days have been modified to reduce the number of students and number of hours on campus. Capped at Number of students: 18 Capped at number of faculty: 12 Rooms: SE12 303/307 (student belongings) and SE12 413 (3 students wearing PPE in each lab learning space with 1-3 assigned faculty (lab station dependent).
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"/>	Students have been told to practice social/physical distancing when they arrive and to wear a mask/eye protection when required as per BCIT guidelines.
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"/>	Signage on the walls and arrows on the floors identifying directions.
7.	Water station available. Water fountains are put out of service, and only touchless water bottle filling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>None in these rooms</i>
8.	Mobile fans have been removed or put out of service.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>None in these rooms</i>
7.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Washrooms in SE12, occupancy limit as per institute signage.
8.	Break area(s) for student use have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>ERRA Lab Days</b> – Students are on campus for 3.5 hours, students will require one bathroom break (staggered breaks planned).  <i>Occupancy Limit <u>9</u> If there is an occupancy limit, is sign posted? Y <input checked="" type="checkbox"/> N <input type="checkbox"/></i>
9.	Break areas for employee use have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Faculty will stay in the academic learning space during washroom breaks and can use SW01 4076/4072 during for lunch break. Faculty will continue to wear PPE (if required) and maintain proper physical distance during this time.

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#	Control Measure	Yes	No	NA	Details (as per Directions)
					Occupancy Limit <u>8</u> If there is an occupancy limit, is sign posted? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
10.	Other:	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fixed barriers at each station
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fixed barriers are bolted to the floor
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 type="checkbox"/>	<input type="checkbox"/>	
<b>SIGNAGE (ADMINISTRATIVE) Signage is available @ <a href="#">BCIT online Inventory</a>. Guidelines for posting signs are available on <a href="#">ShareSpace</a>.</b>					
13.	Posted: Physical distancing (2 m) sign(s) Item 1A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Institute signage
14.	Posted: Hand washing sign(s) Item 29B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Institute signage
15.	Posted: Health screen sign(s) Item 3C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Institute signage
16.	Posted: Hand washing sink location sign(s) Item 14A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Institute signage
17.	Posted: Hand sanitizing station location sign(s) Item 13A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Institute signage
18.	Posted: Protect yourself sign(s) Item 21A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Institute signage
19.	Posted: Occupancy limit of this room sign(s) Item 37A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Institute signage
20.	Posted: Other signs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Please list: Tape floor markings
<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"/>	Safety discussions have occurred at the faculty level. These discussion are facilitated by the program head and will be on going at biweekly faculty meetings.
22.	All students have completed the online <a href="#">COVID-19 Pandemic On-Campus Guidelines</a> training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students have been provided the Pandemic Exposure Training link and instructed to complete prior to coming to the lab. Students have been asked to email completion certificate to the program assistant prior to Nov 3, 2020 lab day. If a student does not email certificate, faculty will ask student to show completion on arrival to the lab day.
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"/>	COVID 19 safety site orientation will begin October 1, 2020 when the theory course opens to students on the Learning Hub. Students will be provided a general overview of the lab days with strict guidelines regarding safety measures. Students will be instructed where to meet, provided information about flow of students through the hallways, importance of following signage while on campus and important safety requirements



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#	Control Measure	Yes	No	NA	Details (as per Directions)
					while in the academic learning space. The Program Head will meet virtually with all students August 31 <sup>st</sup> to further discuss safety and student responsibility and answer any questions students may have. Also, faculty will remind students at the start of each lab session the safety requirements while on campus.
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"/>	All High Acuity faculty have completed the BCIT Pandemic Exposure Control Plan Training course. Program Head will ensure contracted clinical instructors complete the course prior to November 3, 2020.
25.	All employees have completed the online <a href="#">New Employee Orientation module</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All newly hired High Acuity faculty have completed the online BCIT orientation module.
26.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>RULES AND GUIDELINES (ADMINISTRATIVE)</b>					
27.	All unnecessary and self-serve items have been removed from the spaces. <i>e.g., pens, paper, etc.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Room is empty other than required equipment.
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"/>	Signs and arrows on the floor.
29.	Handouts, papers, and items are not physically provided to students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Equipment will be wiped down with bleach solution. Manikins will be cleaned with warm soapy water. No handouts or papers will be provided for students.
30.	Students have dedicated tools/equipment, e.g., items are not shared between students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Designated manikins and equipment per station.
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"/>	Students are reminded by faculty to wash hands and sanitize common touchpoints throughout session.
32.	Work spaces/stations are dedicated for an individual or group use and not shared with others.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Students will rotate through 4 lab stations with cleaning time built in between stations.
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"/>	Accommodation plan: Learning objectives to be met during the clinical rotation with the student's clinical instructor.
35.	Procedures in place to screen students on a daily basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students will be encouraged to complete a self-assessment prior to coming to campus and told not to attend learning session if feeling unwell. This information will be provided on the learning hub October 1, 2020 as well as discussed by the Program Head on October 9, 2020 when meeting virtually with all students.
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"/>	Faculty are aware not to come to campus if feeling unwell as well as inform the program head if they are symptomatic. Students will be informed not to attend learning days on campus if they are ill. Students will also be informed to contact the program head to discuss a plan moving forward.
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"/>	The program head will inform faculty and students the importance of reporting recent travel or close contact with someone who has tested positive for COVID 19. <b>Travel – Registered Nurses are encouraged to self-monitor symptoms of COVID-19 on an ongoing basis.</b>

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					Student – If a student has recently traveled, the program head will touch base with the student to discuss any adjustments to learning. Students will be asked if they are aware of self-isolating protocols and asked if they are experiencing any symptoms. The program head will submit a confidential report to Early Assist to support the student and monitor their progress. Program head will investigate the last time the student was on campus Faculty – If a faculty has recently traveled, the program head will touch base with the faculty and monitor on an ongoing basis. The program head will inform the faculty to work remotely and will connect with HR for guidance and support.
38.	Provisions made for students to maintain same lab/class cohort throughout the Term.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students will be grouped together by clinical groups. The same clinical groups (cohort of students) will attend the same ERRA lab day.
39.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>PERSONAL PROTECTIVE EQUIPMENT (PPE). Refer to the <a href="#">PPE Flowchart</a> to determine what PPE is required for COVID-19 purposes.</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"/>	
41.	Training is provided for the above PPE to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students are Registered Nurses and have sufficient training and experience.
42.	<a href="#">Appropriate PPE for COVID-19</a> 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"/>	PPE supplied by BCIT include masks only. For ER lab days students do not require gloves, gowns or face shields. <b>PPE Requirement</b> <b>ERRA lab – on campus for 3.5 hours</b> November 3, 2020 – 45 masks November 4, 2020 – 45 masks November 3 & 4 – 20 eye protection (spares) <b>Hand Sanitizer pumps – 6 pumps</b> <b>Sanitizer wipes – 10 boxes</b> <b>Total required masks = 90</b> <b>Total required eye protection = 20</b>
43.	PPE safe <a href="#">donning, doffing, disposal, and disinfecting instructional</a> materials are available for students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Faculty and Students are Registered Nurses. Students and faculty have sufficient understanding and experiencing donning, doffing and disposal of PPE.
44.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>	<b>Facilities request # 1452196</b> Description <b>November 3, 2020</b> after 5pm - Rooms SE12 413 simulation lab, SE12 303 & 307 debrief rooms, SW01 4076 & SW01 4072 classrooms

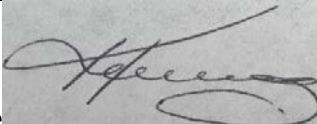
## COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
					<b>November 4, 2020</b> after 5pm - Rooms SE12 413 simulation lab, SE12 303 & 307 debrief rooms, SW01 4076 & SW01 4072 classrooms
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"/>	Equipment will be cleaned with bleach solution. Manikins will be cleaned with warm soapy water by faculty and lab techs Students will be provided cleaning information, informed of responsibilities at the start of each lab, and assisted by faculty on an ongoing basis.
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"/>	Simulation spaces have hand washing stations in the room which are easily accessible by students and faculty. A hand sanitizer station will be available at the entry point as well. Classroom and debrief spaces will have hand sanitizer stations at the entry point and have washrooms located nearby. Students and faculty will be encouraged to hand wash or use hand sanitizer upon arrival, prior to class start, after class and before and after breaks.
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"/>	SE12 413 – One sink located across the room from entry door. Entry door will have hand sanitizer station SE12 303 – No sink in debrief room but a hand sanitizer station will be located at the entry door. SW01 4076 – No sink in classroom room but a hand sanitizer station will be located at the entry door. Washrooms are located down the hallway. SW01 4072 – 1 sink in classroom room with soap and disposable towel is available and a hand sanitizer station will be located at the entry door. Washrooms are located down the hallway.  <i>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"/>	Hand sanitizer stations will be located at entry doors for simulation spaces, debrief rooms and classrooms. A hand sanitizing station will be available upon arrival when students check in with faculty.  <i>Will hand sanitizer be refilled by department: Y <input checked="" type="checkbox"/> N <input type="checkbox"/></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"/>	Cleaning procedures will be adhered to as per SDS.
51.	The area(s) have been decluttered so that cleaning is simplified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Only required and requested equipment will be in the room.
52.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff and/or students will clean barriers as per safety guidelines in SDS.
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"/>	Staff and/or students will clean station after each use as per safety guidelines in SDS
54.	Storage space for personal articles have been identified and are cleaned regularly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Who will clean: Bins will be sanitized by students after use as per safety cleaning guidelines in SDS and supervised by faculty.

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#	Control Measure	Yes	No	NA	Details (as per Directions)
					Where the storage is: individual plastic bins will be provided for each student to store belongings during academic learning session. Bins will be located in an empty locked classroom. Student flow into that room will be supervised to maintain 2 meter social distancing.
55.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>	Program head will attend each lab session to monitor faculty and students.
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"/>	Associate Dean or simulation manager monthly

### APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
<b>Manager</b>	Name		Position
			Associate Dean Specialty Nursing
			Date
			September 23, 2020
<b>EOC</b>	Name	<i>Glen Magel</i>	Position
			EOC Director
			Date
			October 2, 2020