

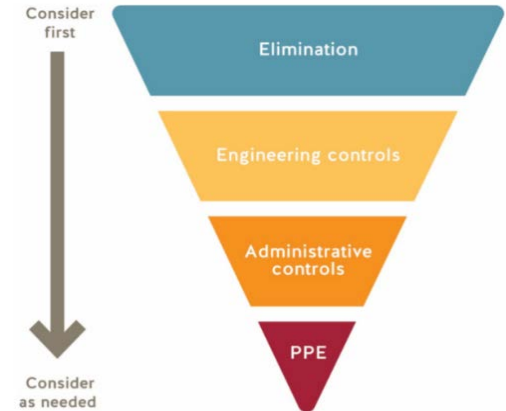


BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

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

Course/Program Name:	Electrical and Computer Engineering Technology (ECET)/Power Option		
Proportion of program offered on campus:	<i>total of 15 courses of which 9 courses have some 'on campus' activities</i>		
Start date:	October 2, 2020	End date:	December 18, 2020
# of students:	64	# of employees:	8
Completed by:	Name Amir Yousefi	Position AD	Date September 30, 2020



ROOM INFORMATION

<p>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.</p>			
Campus/ Building	Room Number <small>Floor Plans found here</small>	Type of Space <small>Include washrooms and breakout rooms</small>	Capacity <small>Current capacity due to COVID-19</small>
<i>Burnaby/SW01</i>	<i>SW01 - 2019</i>	Study room	15 students

RATIONALE FOR ON-CAMPUS ACTIVITY



BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

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 is an additional classroom to support the returned on campus activity in RTC #98 - SoE - ECET - Power Options, SW1-3075, SW1-2750 laboratories to provide a study room for the students between their in-person labs.

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.
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.



BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
ELIMINATION					
1.	Room(s) set up to allow for 2 metres physical distancing during instruction and practice. Note: Contact returntocampus@bcit.ca for room capacity and layout if needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Exceptions allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary (explain):</i> We are following the new layout of the room as attached to this plan. David Pereira has reviewed the plan and confirmed the capacity of 15 students.
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"/>	<i>Exception allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary (explain):</i> Please see the attached floor plan.
3.	Identified area(s) where students wait outside of teaching space until allowed inside by instructor.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The students will be transferred to this room after their first in-person lab on campus and do not need to wait outside the room.
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"/>	Maximum of 8 students per lab session instead of 16.
5.	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"/>	There are no shared spaces. The use of study room is restricted to only one student per table per day that simplifies the cleaning procedures.
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"/>	<i>Signs or arrows on the floor identifying directions.</i> Markings will be placed. The room has two doors and one will be identified as entrance and the other as exit as shown in the floor plan.
7.	Water fountains are put out of service, and only touchless water bottle filling station available.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>No water fountains</i>
8.	Mobile fans have been removed or put out of service.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>No fans</i>
7.	Washrooms have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>The nearest Washroom is by elevators on 2nd floor of SW1 (2420, 2220). This is a public washroom managed by facility.</i>
8.	Break area(s) for student use have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>No need for break</i>
9.	Break areas for employee use have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>No need for break</i>
10.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
ENGINEERING CONTROL MEASURES					
11.	<u>Barriers</u> are implemented to separate work areas or walk ways, when physical distancing not practical.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The new arrangement of tables does not require barriers to maintain 2m distance.
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 Facilities and Campus Development work requisition for assessment, as needed.



BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
SIGNAGE (ADMINISTRATIVE) <i>Signage is available @ BCIT online Inventory. Guidelines for posting signs are available on ShareSpace.</i>					
13.	Posted: Physical distancing (2 m) sign(s) Item 1A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.	Posted: Hand washing sign(s) Item 29B	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>No handwashing facility</i>
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>No handwashing facility</i>
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 type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Please list:</i>
ORIENTATION AND TRAINING (ADMINISTRATIVE)					
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 online COVID-19 Pandemic On-Campus Guidelines training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>How will compliance be checked: Instructors will check prior to the first lab session.</i>
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"/>	<i>Procedure for orientation found here. Student COVID-19 Orientation Checklist found here.</i>
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"/>	<i>New and Returning Employee Orientation Checklist found here. Each employee to save the checklist to their online New Employee Orientation course</i>
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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 or arrows on the floor</i>



BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
29.	Handouts, papers, and items are not physically provided to students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If items are provided, they are cleaned between student use or disposed, or other control measures are in place – Describe:</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>The common touch points are the doorknob and light switches. Students will be required to wash their hands before entering the room. Facility work requested to sanitize the room at the end of the day.</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"/>	
33.	Single-use (disposable) products are used where feasible.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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: Students who miss a lab will be given an alternate assignment or allowed to make up the lab at a later date</i>
35.	Procedures in place to screen students 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. Students and employees are expected to self assess daily, and the BCCDC self-assessment tool can be used to support this.</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>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.</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 COVID-19 Pandemic Scenario Playbook for more information. Confirm if the person is aware of self-isolation requirements and protocols.</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"/>	<i>Standard cohort of 16 students will be subdivided into smaller groups of 8 to ensure physical distancing. Students will stay within their smaller group for this course for the term.</i>
39.	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.					
40.	Appropriate PPE for the hazards of employee and student tasks are available to be provided (non-COVID-19 related ppe).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>The use of the room does not require any PPE.</i>
41.	Training is provided for the above PPE to students and employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	



BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
42.	Appropriate PPE for COVID-19 is available to be provided to students and employees. Supply requests emailed to ppe@bcit.ca .	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Based on circumstances allowed for in the BCIT COVID-19 Go-Forward Plan , Risk Assessment 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):
43.	PPE safe donning, doffing, disposal, and disinfecting instructional materials are available for students and employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Post applicable signs in a visible location if ppe required. Use the Student Orientation checklist to assist orientation/training by instructors. Use the Employee Orientation checklist to assist orientation/training by their supervisors.
44.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
CLEANING					
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"/>	The room needs to be cleaned and sanitized at the end of the day: Work request will be submitted.
46.	Training will be provided to faculty and students performing cleaning duties and cleaning materials have been provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cleaning Standard Operating Procedures have been located here . What are the cleaning products/materials: What ppe is required: Cleaning is not required by staff and students
47.	Assessment of sufficient number of hand wash stations conducted, and an appropriate number of handwashing stations are available	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No sink in the classroom.
48.	Handwashing station(s), stocked, easily accessed, and have been identified to students and employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sink Location: _____ Stocked with soap Y <input type="checkbox"/> N <input type="checkbox"/> paper towel Y <input type="checkbox"/> N <input type="checkbox"/>
49.	Hand sanitizing station(s), stocked, and have been identified to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ABHS (Alcohol-Based Hand Sanitizer): Location(s) <u>On the instructor desk</u> _____ Will hand sanitizer be refilled by department: Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If No, describe:
50.	All Safety Data Sheets (SDS) and cleaning procedures used are found here .	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No chemicals in the room
51.	The area(s) have been decluttered so that cleaning is simplified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	New COVID layout as attached
52.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No barriers in the room



BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
53.	Common touch points and tools/equipment that must be shared are identified and cleaned between students and classes.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>No shared items</i>
54.	Storage space for personal articles have been identified and are cleaned regularly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Who will clean: facility at the end of the day</i> <i>Where is the storage: area adjacent to each table</i>
55.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

AUDIT AND CONTINUOUS IMPROVEMENT

56.	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"/>	<i>Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often? Faculty will perform inspection on a weekly basis.</i>
57.	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> <i>Program Head - Monthly</i>

APPROVAL

All COVID-19 risk control measures for this campus activity are in place.

Manager	Name Amir Yousefi	Position Associate Dean	Date September 30, 2020
EOC	Name <i>Glen Magel</i>	Position EOC Director	Date October 7, 2020



BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

SOE – ECET Electrical Power and Industrial Control Option Go-Forward-Plan

1. Description

The Electrical Power and Industrial Control program faculty have identified the practical laboratory sessions that are required, at a minimum, to fulfill the academic requirements for successful completion of the following courses:

Term 3 Power Courses	Term 4 Power Courses	Service Courses
<ul style="list-style-type: none">• ELEX 3130• ELEX 3425• ELEX 3430	<ul style="list-style-type: none">• ELEX 4410• ELEX 4425• ELEX 4420• ELES 4435	<ul style="list-style-type: none">• ELEX 2845• ROBT 3351

Labs to be conducted so as to minimize the cleaning required for the shared use equipment while maximizing the efficiency and safety of the lab experience for the students. Accomplished by scheduling labs for third term students on one day per week, for fourth term students on two specific days of the week and robotics on one day of the week. The service course, 2845 will share with power 4 days of the week.

This is an amendment to RTC #98 - SoE - ECET - Power Options, SW1-3075, SW1-2750 laboratories

SW01-2019 study room

- The purpose of this space is to provide students with a space for study/lunch between their in-person labs. The use of this space is restricted to only one student per table per day.
- Cleaning will be requested from facility after each day of use. Current schedule includes the following dates (extra dates might be added in coordination with timetabling):
 - October 2nd, 5th, 16th, 23rd, 26th, 30th
 - November 2nd, 6th, 9th, 16th
- A COVID-monitor will be assigned (Set rep) for each cohort to remind students of the protocols and prevent rearrangement of the tables and chairs by the students.

BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

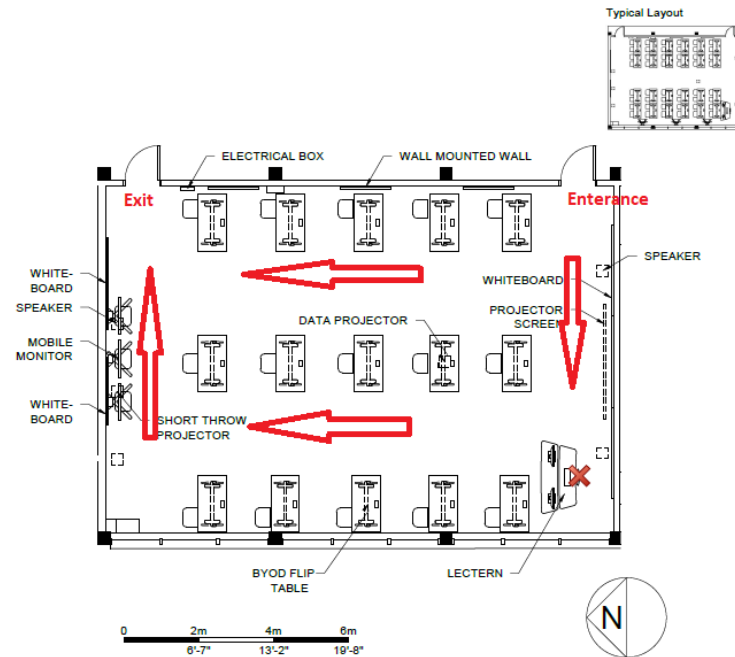
Floor Plans with work areas designated:

Emergency contact information

Burnaby campus

Safety and Security Services	Internal
<ul style="list-style-type: none"> ■ Emergency (24 hours) 604.454.2248 2248 ■ First Aid (Building NE16) ■ Security assistance (24 hours) 604.451.6856 6856 ■ Safer walk ■ Room access 	
<p>Police, Fire, Ambulance call 911 If you dial 911, please also contact Security at 604.454.2248.</p>	
<p>Download the Safety Wise mobile app </p>	
Facility Maintenance and Custodial Services	Internal
<ul style="list-style-type: none"> ■ Custodial services 604.432.8777 8777 ■ Facilities maintenance (24 hours) 	
Technology Service Support	Internal
<ul style="list-style-type: none"> ■ Computer support (option 1) 604.412.7444 7444 ■ Online course support (option 2) ■ Audiovisual (option 3) 	

3700 Willingdon Avenue, Burnaby, BC V5G 3H2
bcit.ca/safety



Building	Room	Typical Capacity	Physical Distance Capacity
SW01	2019	48	15
<p>Capacity does not include instructor. Please return the room to this standard configuration and leave the space clean and orderly for the next user.</p>			
Tables	Chairs	Area Sq. feet	Area Sq. meters
18	17	1356	126
		Scale	Date
		1/8" = 1'-0"	August 17, 2020



BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

Appendix I Written Instructions for Students

COVID-19 Safety Protocol for Electrical Power and Industrial Control Labs

1. Students exhibiting symptoms of COVID-19 or feeling unwell must not come to BCIT's Burnaby campus. Please do not attend scheduled on-campus lab sessions if:
 - you have any of the following symptoms:
 - Fever and/or chills
 - Cough and/or shortness of breath
 - Sore throat and painful swallowing
 - Stuffy or runny nose
 - Loss of sense of smell
 - Headache and/or muscle aches
 - Fatigue
 - Loss of appetite;
 - you have travelled outside of Canada within the last 14 days;
 - are, or have recently been, in close contact with a person who tested positive for COVID-19.

2. Students must inform by email the appropriate course instructor, their Program Head (Kathy Manson, kathy_manson@bcit.ca) and the ECET Program Assistant (Gundi Minato, gundi_minato@bcit.ca) when any of the conditions listed in point one above apply to themselves. Please include the on-campus lab(s) that will be missed in the email.

Students who have missed a scheduled, on-campus lab will be accommodated at a later date. Students who have missed an on-campus lab due to any of the conditions listed in item one above must ensure they are no longer required to self-isolate and may be asked to produce evidence from a medical practitioner to this effect before being allowed to attend labs on campus.

3. Students must have successfully completed the Student COVID and Pandemic Training educational module on the Learning Hub **before** attending any on-campus lab.
4. Students arriving on-campus to attend a scheduled lab must adhere to the following protocol:
 - Follow instructions provided by your course instructor for gaining access to the lab. You will either be directed to:



COVID-19 SAFETY PLAN ACADEMIC SPACES

- line up in the hallway outside the lab ensuring you maintain a 2-metre physical distance at all times until directed to enter the lab by your instructor,

or

- arrive at the lab entrance at the exact time you have been assigned. Do not enter the lab room until invited to do so by your instructor. Use the cellular phone system's time as your time reference. DO NOT ARRIVE EARLY! If you arrive late you will be asked to leave and return at a later time once all other students have arrived and are at their lab workstation.

5. When on campus read and obey all signage and directional indicators. These have been placed to help ensure the safety of yourself and others.
6. Before entering the lab please use the hand sanitizer provided to clean your hands.
7. When entering the lab, you will be directed to a location to store personal belongings not needed at your workstation. Store your outerwear, backpack and other items in the space provided and take only your calculator, smart phone, tablet/laptop and other personal items required to conduct the lab activity.
8. Read and obey all signage in the lab room at all times.
9. When in the lab remain at your assigned workspace area (it will be clearly marked). All required equipment and materials are available at your workstation.

If you need to leave your workspace for any reason please ask your instructor for permission to do so first. Clean your hands with the hand sanitizer provided at your workstation and then exit the lab quickly as directed by your instructor.

When entering or exiting from your workspace, and while away from the lab space, ensure that you maintain a 2-metre physical distance from others at all times.

When using the washroom ensure you wash your hands thoroughly with soap and dry them completely before leaving the washroom. Be mindful of contacting door handles and other common touch points. Use paper towel or tissue to avoid direct contact with common surface touch points.

Before re-entering the lab clean your hands with hand sanitizer at the lab entrance and await permission from your instructor to re-enter.

10. You are discouraged from leaving the lab room for snacks or lunch. On campus facilities for food services will not be available or will be significantly reduced. There will not be a location designated for you to have lunch outside of the lab room.



COVID-19 SAFETY PLAN ACADEMIC SPACES

11. When you are finished the lab exercises assigned for the day, wipe your personal belongs at the workspace with the Lysol (or similar) disinfectant and wipe the keyboard, mouse, computer monitor, valve handles and other touch points you used to conduct the day's lab activities. Clean your hands with the hand sanitizer provided at your workstation.
12. When you have received permission from your instructor, proceed to the location where your personal belongings were stored, collect your personal belongings and exit the lab ensuring you maintain a 2-metre physical distance from others.

Appendix II COVID-19 Signage for Labs



2M Distance Sign



Exit Only Sign



Building Entrance Screening Sign



Entrance Only Sign



Washroom Handwashing Sign



Two Way Traffic Sign



BCCDC Hand Washing Sign



Please Stand Here Decal Sign

COVID-19 SAFETY PLAN ACADEMIC SPACES



Washroom Occupancy Sign



Protect Yourself Sign



Please Wait Here Decal



Please Sit Here Decal



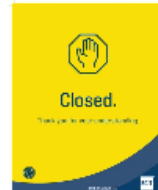
Area Closed Sign



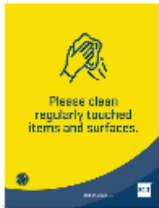
Do Not Leave Food in Fridge Overnight Sign



Occupancy Limit Sign



Closed Sign



Clean Regular Touched Items Sign



One Way Traffic Decal



Please Do Not Sit Here Sign



Hand Sanitizing Location Sign

COVID-19 SAFETY PLAN ACADEMIC SPACES

PROTECT YOURSELF FROM GETTING SICK



Wash your hands often with soap.

- Lather and scrub your hands together with soap for 20 seconds.
- Rinse for 10 seconds.
- Dry hands thoroughly.



Sneeze and cough into a tissue or your elbow,
not your hands.



Don't touch your face with unwashed hands.



Stay home when you are sick.

Appendix II COVID-19 Signage for Labs (cont.)

Coronavirus COVID-19
BC Centre for Disease Control | BC Ministry of Health

Hand Hygiene

SOAP OR ALCOHOL-BASED HAND RUB: Which is best?

Either will clean your hands: use soap and water if hands are visibly soiled.

Remove hand and wrist jewellery

HOW TO HAND WASH

- 1 Wet hands with warm (not hot or cold) running water
- 2 Apply liquid or foam soap
- 3 Lather soap covering all surfaces of hands for 20-30 seconds
- 4 Rinse thoroughly under running water
- 5 Pat hands dry thoroughly with paper towel
- 6 Use paper towel to turn off the tap

HOW TO USE HAND RUB

- 1 Ensure hands are visibly clean (if soiled, follow hand washing steps)
- 2 Apply about a loonie-sized amount to your hands
- 3 Rub all surfaces of your hand and wrist until completely dry (15-20 seconds)

COVID-19_HHS_001

BRITISH COLUMBIA Ministry of Health
BC Centre for Disease Control

If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.



COVID-19 SAFETY PLAN ACADEMIC SPACES

Appendix III BCIT Safe Operating Procedure

	BCIT SAFE OPERATING PROCEDURE	Accessing and Operating Equipment in Automation and Instrumentation Labs.
	Date Issued:	By: K. Manson Faculty
	Version Date: 2020/07/16	Version 1.1

BACKGROUND

This document outlines the normal access and operation of the lab workstations in SW1-3075 and SW3-2750

PURPOSE

The purpose of this document is to outline the required conduct, behaviour and protocols needed to ensure a safe laboratory environment for both the student and the others in the immediate lab environment due to COVID-19 pandemic concerns.

RESPONSIBILITIES

Employer

- The employer is responsible for providing the equipment, tools, education, and training necessary for their staff to be able to perform their job duties safely, as outlined by this procedure.

Associate Dean

- The Associate Dean is responsible for reviewing these safe work procedures and practices with their employees.
- The Associate Dean is responsible for investigating unsafe work conditions and work refusals with their employees.

Faculty

- Follow the safety and exposure provisions outlined by this procedure.
- Do not perform job if they cannot be performed as outlined by this procedure.
- Report unsafe conditions, work refusals, and incidents to your supervisor.

Student

- Follow the safety and exposure provisions outlined by this procedure.
- Do not perform lab procedures if they cannot be performed as outlined by this procedure.



COVID-19 SAFETY PLAN ACADEMIC SPACES

- Report unsafe conditions, work refusals, and incidents to your instructor, Program Head or Associate Dean.

BCIT Occupational Health and Safety (ssemohs@bcit.ca)

- Act as a resource for workplace health and safety concerns and investigations.

TRAINING AND EDUCATION

- All Faculty will have completed the “**Pandemic Exposure Control Plan Summary**” training.
- Students must have successfully completed the “**Student COVID and Pandemic**” training on the Learning Hub (as prepared by BCIT OH&S).
- Students will have read and understood the “**COVID-19 Safety Protocol for Automation and Instrumentation Labs**”.
- Instructor led delivery of safe lab procedures to students directly.
- Posted signage inside and outside of the lab room identifying protocols to be followed.

EQUIPMENT

<i>Below are the minimum supplies required to follow this procedure</i>					
1	Isopropyl Alcohol wipes	3	Garbage receptacles and garbage bags.	5	Barriers (sheet plastic)
2	Hand sanitizers	4	Paper towels		

PROCEDURE

1. Reference Appendix I outlining “**COVID-19 Safety Protocol for Electrical Power and Industrial Control**”

REFERENCES

BCIT Pandemic Program – Documents and Templates <https://sharespace.bcit.ca/sites/sas/Exposure%20Control%20Plan/Forms/AllItems.aspx>

Clorox Total 360 Disinfecting System <https://sharespace.bcit.ca/sites/sas/Exposure%20Control%20Plan/SDS%20-Clorox-Total-360-Disinfectant-Cleaner%202016-2019.pdf>

MSDS - Clorox Anywhere Hard Surface Sanitizing Spray <https://www.thecloroxcompany.com/wp-content/uploads/2019/09/Clorox-Commercial-Solutions-Clorox-Anywhere-Hard-Surface-Sanitizing-Spray.pdf>

MSDS - Clorox Total 360 Disinfectant Cleaner <https://www.thecloroxcompany.com/wp-content/uploads/2019/09/Clorox-Commercial-Solutions%20AE-Clorox%20AE-Total-360%20AE-Disinfectant-Cleaner1.pdf>



COVID-19 SAFETY PLAN ACADEMIC SPACES

REVISION HISTORY

DATE	Version	Description	Author
2020/04/03	1.0	Template Issued	John Di Bella, OHS Coordinator.
2020/06/29	1.1	Detailed Specifications for Power Labs	K. Manson, Faculty
20XX/MM/DD	2.0	Major Content Revision (or template change)	Name, Position