

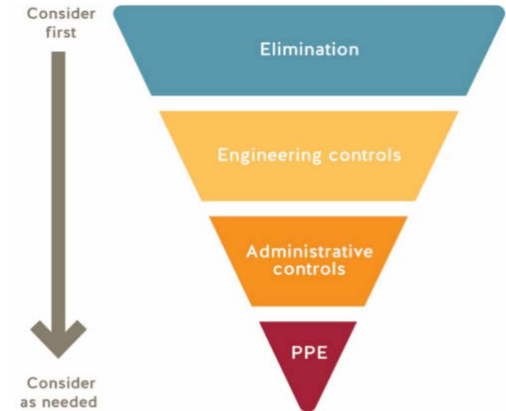


## BCIT COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

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

<b>Department Name:</b>	<b>Student Health Services</b>		
<b>How many of your employees will be on campus:</b>	There will be a rotation of a maximum of 6 employees and/or contractors working on campus at a given time from SHS or CSD, with the remainder working from home.	<b>What is the total number of your employees:</b>	5 employees 6 contractors (additional 5 employees from CSD share common spaces)
<b>Start date:</b>	September 29, 2020	<b>End date:</b>	<b>Dec. 31, 2020</b>
<b>Completed by:</b>	<b>Name</b> Marina Plavcic Sharon Barton Liza Elliot	<b>Position</b> Nurse Physician MOA Supervisor	<b>Date</b> September 18, 2020



### ROOM INFORMATION

In this section, please identify all of the rooms that will be used by employees. <b>NOTE: Common areas are covered by the BCIT COVID-19 Go-Forward Plan.</b>			
<b>Campus/ Building</b>	<b>Room Number</b> <small>Floor Plans found <a href="#">here</a></small>	<b>Type of Space</b> <small>Include washrooms and meeting rooms</small>	<b>Capacity</b> <small>Current capacity due to COVID-19</small>
SE-16	127 + 127A-127N	Reception counter, waiting room, offices, patient medical rooms	Max of 10 individuals (employees + patients) in entire suite of 127 and 128 at a given time. 1 employee per small office except for 127-B, which will employ a curtain partition when being used by two nurses.
SE-16	127O	Kitchenette and 2 patient bays. Kitchenette closed to use and draped off.	2 individuals (patient and doctor)
SE-16	129A-C	Common group room shared by SHS and Counselling teams. Currently used as lunch room.	Large room. Max. 3 people, must be engaging in physical distancing of 2 meters from each other.



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SE-16	128-Supp-Inst	Waiting area for patients	Max 2 patients in waiting area, distanced.
SE-16	Hallway through 128A-E + 129	Counselling office and hallways. SHS employees would need to traverse if connecting to group room 129A-C with refrigerator.	
SE-16	192	Administrator office. Situated away from SHS or CSD.	1
SE16	GYM 183 – Squash Court	Alternate area used for nursing immunizations for health sciences students when there are two nurses on duty.	3

### RATIONALE FOR ON-CAMPUS ACTIVITY

<p><b>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.</b></p>
<p>Student Health Services provides essential medical treatment to BCIT students, including general medical assessment and treatment, immunizations and psychiatric care. It operates under an agreement with Fraser Health Authority and has been declared an essential service by the BCIT EOC. Medical practitioner ethical codes also require continuity of treatment. While some assessment and treatment can be provided online, other assessment and procedures can only be conducted in person.</p>

### CONTROL MEASURES

<b>COVID-19 SAFETY PLAN: CONTROL MEASURES CHECKLIST</b>
<p><b><u>Directions for completing this Safety Plan:</u></b></p> <ol style="list-style-type: none"> <li>1. First step of this process is to review the <a href="#">BCIT COVID-19 Go-Forward Plan</a> as the overall planning document for this process.</li> <li>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 <a href="#">BCIT COVID-19 Go-Forward Plan</a> for standardized safety guidelines and procedures.</li> </ol>

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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).

#	Control Measure	Yes	No	N A	Details (as per Directions)
<b>ELIMINATION</b>					
1.	Room(s) set up to allow for 2 metres physical distancing during work. <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"/>	Exceptions allowed as per <a href="#">BCIT COVID-19 Go-Forward Plan</a> , Risk Matrix Summary (explain): Certain medical procedures require health professionals to interact with each other or with patients in closer proximity. In such cases, protocols will be followed that adheres the latest guidance from BC CDC, Fraser Health Authority and the College of Physicians and Surgeons of BC.
2.	Work stations are set-up to allow for 2 metres physical distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exceptions allowed as per <a href="#">BCIT COVID-19 Go-Forward Plan</a> , Risk Matrix Summary (explain): In the nursing office (127B), the nurses are required to periodically work in the same office space in order to collaborate on immunization-related tasks. A curtain will be installed as a barrier since 2 meters distance cannot be maintained. As well, efforts will be made to minimize the duration of time that there are two individuals in the office.
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"/>	The scheduled half-staff rotation is for 1 MOA, 1 Office Manager, 1 nurse and 1 physician may be on campus at a given time. 2 nurses are occasionally required when conducting immunizations. When not necessary, only 1 nurse will report in person.
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"/>	Physical distance requirement of 2 meters and rotating shifts are in effect for all employees, with the exception of nurses in the nursing office, which is being addressed with a retractable barrier as described above and below. The two nurses will make efforts to minimize the total duration of time they are in the

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					shared office space and will employ the barrier while sharing the office space. When within two meters distance without the barrier due to clinical job requirements, they will wear face coverings. They will also adhere to regular hand hygiene and cough etiquette.
5.	Movement within the room is identified, such as with directional arrows, for walkways and entrances/exits.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Signs or arrows on the floor identifying directions.</i> Directional signage will be used for the main entrances. As only one hallway to offices so interior hallways must remain unidirectional. No patients are to be in hallways unaccompanied. Staff will be instructed to wait for each other to clear the interior hallway, so that individuals do not cross paths in hallway. If employees must be closer than 2 meters, they must wear a mask. There is currently signage directing physician patients to enter through main door and exit through the rear (east) door. Nurse patients enter through the main doors and exist through the second set of doors. Employee instructions to knock and give a verbal indication if entering the printer area beside reception.
6.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If yes, Washroom occupancy limit 1</i> <i>There are two private stall restrooms, which have a capacity maximum of 1.</i>
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.	Break areas for employee use has been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If yes, what control measures are in place to maintain physical distancing?</i> <i>Occupancy limit_3. If there is an occupancy limit, is a sign posted? Y <input checked="" type="checkbox"/> N <input type="checkbox"/></i> <i>Room 129A-C (single common group room currently housing refrigerator and microwave and small sink, with large tables).</i>
10 (a)	<b>Other</b> Initial remote visit and screening. Patients are only seen in person if deemed necessary by the physician or nurse after the initial phone or telemedicine visit. Reduced number of in person visits via phone calls or telemedicine (video chat) visits.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All patients are pre-screened by an MOA, nurse or physician about what to expect in relation to COVID safety procedures and what protective gear will be required or used during their visit. No more than two patients can enter the clinic at a time. All efforts are made to stagger appointments and limit clinic visits to one patient at a time. Immediately after booking, patients are sent a pre-visit questionnaire asking them to consent to their visit by phone or by video. Our clinic uses an up to date new EMR system called Input Health which is a secure internet based program that can be accessed by our team anywhere. All forms and prescriptions are handled electronically.  Physician visits: <ul style="list-style-type: none"> <li>If the physician has determined during their video or phone consultation that a patient should be seen in person, the physician will</li> </ul>

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					<p>instruct the front staff to book the patient a physical visit appointment. This physical appointment is booked either during the time of the initial visit or shortly after the virtual visit has ended depending on the urgency of the matter.</p> <ul style="list-style-type: none"> <li>• On the day of the appointment, an MOA calls patients who are booked with a physician to do a pre-visit screening. The following questions are asked of patients:               <ol style="list-style-type: none"> <li>1. Do you have a fever, cough or shortness of breath?</li> <li>2. Have you travelled outside of Canada in the past 14 days and /or have been on a cruise?</li> <li>3. Have you had close contact with a person confirmed to have the COVID19 virus?</li> </ol> </li> <li>• If the answer is YES to any of the above questions, the patient will be rescheduled. The MOA informs the physician and the physician will follow-up with patient by telemedicine if necessary.</li> <li>• Staff inform patients to bring a mask. If they don't have a mask, one will be provided.</li> <li>• Staff instruct patients to call the front desk once they're in front of the building so that staff member can let them into the building and into the clinic. Staff remind patients to put on a mask if they are not already wearing one and direct patients to use the hand sanitizer once they enter the clinic. Staff are required to wear a face mask during this interaction with patients.</li> <li>• Physical distancing of at least 2 meters is strictly maintained if patients are required to wait while seated or standing.</li> </ul>
10 (b)	Other When nurses are providing immunizations to a high number of health sciences students, they will use an alternate location (GYM-183) in order to limit traffic and patient numbers in Student Health Services.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	When the alternate location, nurses will use the attached protocol. Note that when daily immunizations are low volume and when there is only one nurse on duty, nurses may elect to provide immunizations using the SHS treatment room and the regular protocol will apply.
<b>ENGINEERING CONTROL MEASURES</b>					

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12.	<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"/>	Addition of full tempered glass enclosure around front desk as barrier between Medical Office Assistant and in-person patients. Since the nurses are required to work together for some of their immunization-related duties, a curtain partition will be installed for use when both nurses are required to be working in 127B at the same time. Efforts will be made to minimize the time period in which both nurses work in the same office. The curtain will be retracted when only one nurse is present.
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Permanent tempered glass barrier installed professionally by contractor recommended by Facilities.
13.	The impact on ventilation requirements have been considered if there's been a significant use change for the space.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Complete a <a href="#">Facilities and Campus Development work requisition</a> for assessment, as needed.
14.	Other: Entrance door to building and medical clinic are locked to ensure that patients phone upon arrival.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage on building door (East Entrance) states to call front desk upon arrival.
<b>SIGNAGE (ADMINISTRATIVE)</b> Signage is available @ <a href="#">BCIT online Inventory</a> . Guidelines for posting signs are available on <a href="#">ShareSpace</a> .					
15.	Posted: Physical distancing (2 m) sign(s) Item 1A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16.	Posted: Hand washing sign(s) Item 29B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posted above each sink area, treatment room, examining room, common room. IN shared common area outside hallway, there is a sign instructing adhering to hand hygiene.
17.	Posted: Health screen sign(s) Item 3C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	At the main entrance of the building and the entrance to the unit, signs are posted.
18.	Posted: Hand washing sink location sign(s) Item 14A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Unnecessary as sinks are available in every washroom, treatment and examining room and in the common room and sick bay, with soap available at each location and hand hygiene instructions posted.
19.	Posted: Hand sanitizing station location sign(s) Item 13A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See above Large, visible hand sanitizer stations are clearly visible upon entrance and exit. Instructions are posted on the hand sanitizer stations. There is also a foot pedal hand sanitizer station upon entering the building by the East doors.
20.	Posted: Protect yourself sign(s) Item 21A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We have current signs with same information located at the unit entrances but will order new ones from inventory store.
21.	Posted: Occupancy limit of this room sign(s) Item 37A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Occupancy limits will be posted to the: waiting room, common room, reception area, photocopier room.
22.	Posted:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Please list: Signage on the building East Entrance indicates that patients must call ahead to book a phone appointment prior to an in-person appointment.

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23.	Signage posted highlighting requirement that masks are mandatory for patients while in SHS waiting area and for employees when required to be within 2 meters of someone else.				Patients are asked to bring their own mask or are provided with a mask prior to entering the building. Signs for proper mask use and disposal are present on the outside door to the building and the entrance door of the clinic.
<b>ORIENTATION AND TRAINING (ADMINISTRATIVE)</b>					
23.	Routine safety discussions held to review control measures and safety protocols.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reviewed by coordinator
24.	All employees have completed the online <a href="#">BCIT Pandemic Exposure Control Plan Training</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25.	All employees have completed the online <a href="#">New Employee Orientation module</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>New and Returning Employee Orientation Checklist found <a href="#">here</a>. Each employee to save the checklist to their online New Employee Orientation course</i>
26.	Other	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A list of the rules and guidelines that all staff in the workplace are to follow has been communicated to all staff through zoom meetings, e-mails and kept in a clinic binder.
27.	Other	<input checked="" type="checkbox"/>			All related up to date information on COVID safety guidelines from WorkSafeBC and Fraser Health will be communication to staff by the lead physician
28.	Other	<input checked="" type="checkbox"/>			MOAs are trained, by either a doctor or a nurse, in COVID safety procedures and the proper use of PPE onsite according to the current BCCDC guidelines. Monitoring of MOA compliance to the CDC COVID guidelines is done through the office manager, Liza Elliott. Any MOA that is not following safety precautions or needs further training can be referred to one of the nurses or the lead physician.
<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"/>	<i>No sharing of pens and single use items. All magazines and materials have been removed from the waiting room.</i>
28.	Papers and items are not physically passed between employees.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If items are provided, they are cleaned between employee use or disposed, or other control measures are in place – Describe:</i>

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					Wherever possible, we are moving to electronic records and documentation. However, some systems cannot be readily transferred and continue to rely on paper records (eg. immunization review records). In these cases, precautions are taken to ensure safe handling, primarily cleaning hands before and after handling such items.
29.	Employees have dedicated tools/equipment, e.g., items are not shared between employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Equipment is not shared during a day. Equipment is cleaned after use. Beds in each treatment room, BP monitor and bed side table are cleaned between patients. No other medical equipment is shared. Equipment is not shared during the day. Equipment is cleaned after use.
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"/>	<i>Explain:</i> No medical tools are shared between treatment rooms. If an unusual circumstance may occur where equipment needs to be shared, such as the EKG machine. The shared equipment must be fully wiped down with medical grade disinfectant prior to hand-off. Employees shall wash or sanitize hands prior to use of kitchen appliances and entry into shared kitchen space. There is a sink with both dishwashing and hand soap as well as wipes available in the kitchen area. Employees are asked to throw away any garbage into non-touch can and wash any dishes prior to leaving the kitchen space.
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 physician office will only have one physician present per shift and will be cleaned between shifts. Nurses will keep one nurse on per shift unless two are needed. If two nurses are required, nurses will follow distancing rules or use a barrier as per above.
32.	Single-use (disposable) products are used where feasible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>As per common medical protocols, single use items are used for infection control. Ordering disposable sheets for examinations to replace use of cloth sheets. All single use items including PPE are discarded after use with every patient as per the CDC guidelines.</i>
33.	Procedures in place to screen employees on a daily basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The <a href="#">health screen</a> poster is available for reference and is posted on building doors. Employees are expected to self assess daily, and the <a href="#">BCCDC self-assessment</a> tool can be used to support this. All employees are aware of the need to self-monitor each day for</i>



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					symptoms and not to come to work if they detect any symptoms. All student patients are screened for symptoms
34.	There is a procedure in place if an employee becomes ill on campus.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Refer to the <a href="#">COVID-19 Pandemic Scenario Playbook</a> for more information. 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>
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"/>	<i>Refer to the <a href="#">COVID-19 Pandemic Scenario Playbook</a> for more information. Confirm if the person is aware of self-isolation <a href="#">requirements</a> and <a href="#">protocols</a>.</i>
36.	Provisions made for employees to work in cohorts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>We are relying on physical distancing, not cohorts due to small number of employees. However, we have taken steps to reduce the number of employees in the office.</i>
37.	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>					
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"/>	<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): RN and physicians will don PPE for patient encounter: Mask, face shield or goggles and gown if required. N95 mask only if aerosol-generating procedure such as Ventolin nebulizer.</i>
39.	Training is provided for the above PPE to employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>All staff have been asked to complete fit testing and review the CDC guidelines above. Fit testing was provided earlier this year for those staff that were able to attend. If not able to attend, staff are expected to obtain any yearly fit testing or first aid training on their own in order to meet their health care provider licensing standards. Copies of training certificates are kept by each staff member. Doctors and Nurses also adhere to protocols set out by their standards of practice through either the BC College of Physicians or the BCCNP (BC College of Nursing Professionals). MOAs are trained, by either a doctor or a nurse, in COVID safety procedures and the proper use of PPE onsite according to the current BCCDC guidelines. Monitoring of MOA compliance to the CDC COVID guidelines is done through the office manager, Liza Elliott. Any MOA that is not following safety precautions or needs further training can be referred to one of the nurses or the lead physician.</i>

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40.	<a href="#">Appropriate PPE for COVID-19</a> is available to be provided to 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"/>	Based on circumstances allowed for in the <a href="#">BCIT COVID-19 Go-Forward Plan</a> , 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): -
41.	PPE safe <a href="#">donning, doffing, disposal, and disinfecting instructional</a> 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 <a href="#">Employee Orientation checklist</a> to assist orientation/training by their supervisors. <ul style="list-style-type: none"> <li>Signs for donning and removal of PPE have been posted.</li> </ul>
42.	Other:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Patients are asked to bring their own mask or are provided with a mask prior to entering the building. Signs for proper mask use and disposal are present on the outside door to the building and the entrance door of the clinic.
<b>CLEANING</b>					
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). Facilities cleaning twice per day.
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 Standard Operating Procedures have been located <a href="#">here</a> . What are the cleaning products/materials: MOA's wiping down reception area and high touch areas in between patients. Nurses and physicians wiping down surfaces in the examining and treatment rooms. Signage by photo-copier to wipe it after use.  What ppe is required:
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: In two washrooms, two exam rooms, one treatment room, one sick bay, one copy area, one common room. Stocked with soap Y <input checked="" type="checkbox"/> N <input type="checkbox"/> paper towel Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
47.	Hand sanitizing station(s), stocked, and have been identified to employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>ABHS</b> (Alcohol-Based Hand Sanitizer): Location(s) 1 Entrance, 2 exits, common hallway, small containers in exam and treatment rooms.

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					Will hand sanitizer be refilled by department: Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/> If No, describe:
48.	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"/>	If not, describe:
49.	The area(s) have been decluttered so that cleaning is simplified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Waiting room cleared. Examining room equipment cleared and moved into the cupboards</b>
50.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Barriers can become contaminate if they are a touch point or if the contaminated with droplets by e.g. coughing or sneezing.
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"/>	<a href="#">Cleaning/sanitizing procedures</a> for common touch points and shared items are available and <a href="#">signs</a> 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): All waiting, treatment and potential patient contact areas are cleaned with a medical grade disinfectant between visits and at end of the day as per CDC guidelines. Common touch areas such as desks, counter spaces, tables, keyboards and door handles are cleaned at least twice a day or more if needed. BCIT Janitorial staff clean washrooms and door handles twice per day. The Janitorial staff also come in after hours at the end of every working day to do their usual routine cleaning of floors, contact surfaces and removal of garbage.
52.	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: Facilities cleans floor area in examining rooms where patients place belongings.  Where is the storage: no designated storage. Patients place personal belongings on the floor of the examining room or on a chair that can be cleaned. Employees store their personal belongings at their individual work stations.
53.	Other:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A binder labeled OHS and SHS (Student Health Services) Safety Plan contains disinfection protocols set out by the CDC that all staff are aware of
53b					All staff have been requested to leave work shoes at clinic. All work clothes are to be placed in a plastic bag and laundered after every shift. Staff are asked to shower immediately when returning home.

### AUDIT AND CONTINUOUS IMPROVEMENT



## COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

#	Control Measure	Yes	No	N A	Details (as per Directions)
54.	There is a plan to conduct <a href="#">regular inspections</a> of all control measures and safety protocols to ensure they are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often? Dr. Sharon Barton and Marina Plavcic will conduct an inspection on a monthly basis for the first 4 months and then every two months.</i>
55.	<a href="#">Audits of inspections</a> are planned to ensure that control measures continue to be effective.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Who conduct the audits and how often? Michael Mandrusiak will do an audit of the inspections at the 2 4 and 8 month point.</i>

### APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Michael Mandrusiak	Position Associate Director, Student Access & Wellbeing	Date September 29, 2020
EOC	Name <i>Glen Magel</i>	Position EOC Director	Date October 17, 2020