

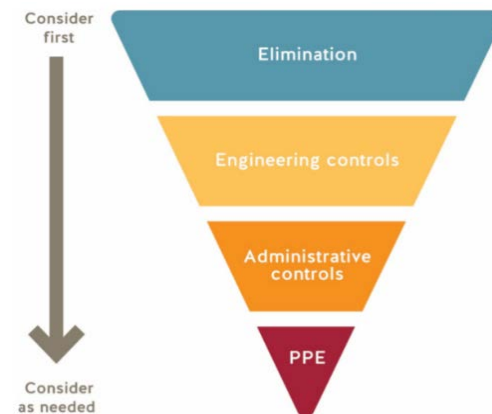


BCIT COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

The BCIT COVID-19 Go-Forward Plan outlines the risk assessments, control measures, and the organizational process for our safe return to campus. All returning programs/courses must adhere to this process. Please refer to the [BCIT COVID-19 Go-Forward Plan](#) for additional information.

CONTACT INFORMATION

Department Name:	Accessibility Services		
<i>How many of your employees will be on campus:</i>	Max 3 Min 0	<i>What is the total number of your employees:</i>	11
Start date:	Oct. 1, 2020	End date:	December 31, 2020
Completed by:	Name Christa Richert TBA	Position Exam Coordinator	Date September 4, 2020



ROOM INFORMATION

In this section, please identify all of the rooms that will be used by employees. NOTE: Common areas are covered by the BCIT COVID-19 Go-Forward Plan.			
Campus/ Building	Room Number <small>Floor Plans found here</small>	Type of Space <small>Include washrooms and meeting rooms</small>	Capacity <small>Current capacity due to COVID-19</small>
SW - 1	2360	Student Resource centre	closed
SW - 1	2361	Electrical room	1
SW - 1	2362 & 2377	Storage rooms	1 per room
SW - 1	2363	Reception	1
SW - 1	2364	Corridor	2
SW - 1	2365 & 2367	Washrooms	1 per room
SW - 1	2366	Exam Room	2
SW - 1	2368	Respite room	closed
SW - 1	2369-2376, 2378, 2381	Exam rooms	1 student per room
SW - 1	2379, 2382 - 2389	Offices	1 per room
SW - 1	2380	Resource Room	1
SW - 1	2390	Copy/Print room	1
SW - 1	2392	Reception General Office	1
Sw-1	2360	Full suite of rooms	Total Capacity: Max. 12 individuals; no more than 4 employees



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RATIONALE FOR ON-CAMPUS ACTIVITY

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

A small number of exam accommodations or meetings are best handled in-person due to the nature of the student's accommodation needs that BCIT is obligating to provide under the BC Human Rights Code. The employee will invigilate either at a distance from Reception General Office via video monitor or in visual proximity using a larger examination room, room 2366. In case of a required face to face meeting, the student and staff will meet in the designated office (2379 which allows for a portable sneeze guard and 2 meter distancing) for an interview. Occasionally staff also has to come to the office to work on files that cannot be removed from the office.

CONTROL MEASURES

COVID-19 SAFETY PLAN: CONTROL MEASURES CHECKLIST

Directions for completing this Safety Plan:

1. First step of this process is to review the [BCIT COVID-19 Go-Forward Plan](#) as the overall planning document for this process.
2. Use this checklist as a tool to assess COVID-19 control measure preparedness for employees and the spaces they will be using. Refer to the BCIT COVID-19 Go-Forward Plan for standardized safety guidelines and procedures.
3. For each control measure, state the details. If the control measure is a 'No' or 'NA', please provide a brief explanation.
4. The manager requests all PPE requirements by submitting this draft Safety Plan to the PPE@bcit.ca.
5. Implement all the safety measures in this Safety Plan.
6. The manager completes a site visit to ensure all control measures and safety supplies are in place.
7. The manager signs the completed Safety Plan and submits it to returntocampus@bcit.ca for approval.
8. Once approved, the COVID-19 Safety Plan is posted in all work areas identified within this plan.

Note: The workspaces cannot be used until all applicable control measures are in place and Safety Plan is approved. For additional resources the [Risk Assessment Controls Guidance and Hierarchy of Controls](#). For assistance email ssemohs@bcit.ca.

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#	Control Measure	Yes	No	NA	Details (as per Directions)
ELIMINATION					
1.	Room(s) set up to allow for 2 metres physical distancing during work. Note: Contact returntocampus@bcit.ca for room capacity and layout if needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Exceptions allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary (explain):</i> only room 2366 can be used with 2 people during an exam because it allows for 2 + meter distancing. Both doors to the room will remain open during the exam and each party will enter & exit through separate doors. Only room 2379 can be used for face to face meetings because it allows for a portable sneeze guard and 2 meter distancing. It has two doors and each party will enter & exit through separate doors. For meetings, either a door or window (or both where privacy can be maintained) will remain open during the meeting to increase airflow. For safety reasons, should any of the above protocols not be followed, the exam invigilation or a meeting may be cancelled and the Instructor will be notified.
2.	Work stations are set-up to allow for 2 metres physical distancing.	<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> Clear visible signage has been posted at the doorway and in the lobby of Accessibility Services notifying that students and employees are expected to maintain physical distancing of 2m from other people at all times. Only 1 employee will occupy an individual office space.
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"/>	A schedule will be created for reduced staff presence on campus to support physical distancing; where possible, risk is further reduced through virtual operations as per BCIT COVID-19 Go-Forward Plan A rotation schedule will be in place that will allow for a maximum of four employees out of a total of 11 employees to be present at a given time. No more than 4 employees would be present in the SW-1 2360 suite and would all maintain physical distance and occupy separated and distinct, separated work spaces.
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"/>	Signage is posted indicating the requirement for physical distancing, direction movement flow is indicated and the maximum capacity has been reduced to allow for physical distancing in shared spaces.
5.	Movement within the room is identified, such as with directional arrows, for walkways and entrances/exits.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Signs or arrows on the floor identifying directions.</i> 1-way directional movement arrows will be posted around the centre to direct traffic within centre and reduce risk of cross traffic.
6.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If yes, Washroom occupancy limit 1 per single person washroom</i> <i>Washrooms have been identified and marked for students and staff use.</i>
7.	Water fountains are put out of use, and only touchless water bottle filling station available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Water cooler in the department is accessible by staff only. Using a disinfectant wipe, staff may push the button to release the water. If staff need to provide water to students it</i>

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					<i>must be given in a disposable cup and staff must wear gloves and mask to move the cup. The cup has to be left on the counter and student can retrieve it after the staff member has distanced.</i>
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? Occupancy limit 1_ If there is an occupancy limit, is a sign posted? Y <input type="checkbox"/> N <input type="checkbox"/> Employees will have the option to either take breaks within their individual work spaces, to take breaks in a designated break area that has had extra furniture and decorations removed for easier cleaning, or to exit the building to take a break outside. Regardless of the location chosen for the break.</i>
10.	Other: Remote (online) invigilation as a first consideration, with limited in-person invigilation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The vast majority of meetings and exam accommodations are being supported remotely either by phone or virtual meetings, remote workstations, adjustment to D2L settings, alternative exam formats or other means. Only a small number of exams will be permitted in person when it is determined that a student cannot be appropriately accommodated via remote means.
ENGINEERING CONTROL MEASURES					
11.	<u>Barriers</u> are implemented to separate work areas or walk ways, when physical distancing not practical.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A hard glass barrier was installed to separate the front counter area from the student waiting area/lobby Portable sneeze guards are available as needed 2 portable amplification systems are available for in-person exam readers
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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 Facilities and Campus Development work requisition for assessment, as needed. Using only rooms that have 2 doors allowing for separate entry and exit
14.	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>					
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"/>	
17.	Posted: Health screen sign(s) Item 3C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.	Posted: Hand washing sink location sign(s) Item 14A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19.	Posted: Hand sanitizing station location sign(s) Item 13A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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20.	Posted: Protect yourself sign(s) Item 21A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21.	Posted: Occupancy limit of this room sign(s) Item 37A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22.	Posted: Other signs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Please list: Do Not Leave Food in Fridge Overnight, Please Sit Here, Clean Regular Touched Items, Two Way Traffic, Area Closed, Entrance only, Exit only, Closed</i>
ORIENTATION AND TRAINING (ADMINISTRATIVE)					
23.	Routine safety discussions held to review control measures and safety protocols.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E-mail announcements/reminders, posting safety protocols, plans, checklists on ShareSpace
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: Series of checklists have been developed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Checklists have been developed the address the following protocols:</i> <ul style="list-style-type: none"> - <i>Handling of Paper Exam Packages and documents</i> - <i>In Person Exams</i> - <i>In Person file retrieval</i> - <i>IN person meetings</i> - <i>Organizing contractors work in the office</i> - <i>Equipment drop off and pick up</i>
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"/>	All magazines and pamphlets have been removed from the lobby Sitting areas in the lobby have been closed off except for a small number of spaced out chairs that are a minimum of 2 meters apart. Studying computer stations in the lobby and wellness room have been closed to use. Students and staff are encouraged to use their own stationary
28.	Papers and items are not physically passed between employees.	<input checked="" type="checkbox"/>	<input 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: New intake files, archived files, printed materials, etc. Whenever possible, use electronic format, trays or sanitize the items directly when they are passing hands.</i> Employees will use a tray to collect student ID cards and a separate tray to collect completed exam. A marked drop-off area will be designated for delivery pick up/ drop off of mail and equipment, either by couriers or by students to ensure that such delivery

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					and collection activities do not require physical proximity of people. All pick up and drop off of equipment or materials will be pre-scheduled in order to control and monitor the entry of students into the centre.
29.	Employees have dedicated tools/equipment, e.g., items are not shared between employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30.	If cleaning common touch points or tools/equipment not practical, then it is identified when hands are washed/sanitized before and after use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Explain:</i> Staff has been instructed to wipe down any common touch areas with sanitizing wipes and to wash hands frequently (including photocopier, printers, water fountain, etc.)
31.	Work spaces/stations are dedicated for an individual or group use and not shared with others.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32.	Single-use (disposable) products are used where feasible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
33.	Procedures in place to screen employees and students on a regular 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. Employees are expected to self assess daily, and the BCCDC self-assessment tool can be used to support this.</i>
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 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>
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 COVID-19 Pandemic Scenario Playbook for more information. Confirm if the person is aware of self-isolation requirements and protocols.</i>
36.	Provisions made for employees to work in cohorts.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Provisions are made for a reduction in staff numbers in office at any one time and all staff are to maintain physical distance from each other at all times.
37.	Other: Protocols in place for physical items requiring collection.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Protocol in place for mail delivery drop-off and collection to ensure physical distancing. Protocol in place for collection of items during in-person invigilation, with items being placed in a plastic bin for collection. Protocol in place for using shared printers, photocopy machine and water fountain</i>
37a	Other: Protocols in place for receiving students for in-person invigilation.				If seating more than one student, stagger student seating every 15 minutes and instruct students not to arrive 10-20 minutes early for their exam. Once one student is seated, the next student can be allowed into the waiting area so that there is not more than two staff members (provided a barrier is installed between front workstations) and one student in the lobby area of Accessibility Services at the same time. No additional visitors in the lobby during student seating. If a student and staff member must occupy the same examination room, for the purposes of reading, scribing or invigilation, this meeting will be held in a room

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					that allows a full 2m space between individuals (SW1-2366). In person meetings will not be conducted in a room that is not large enough to allow 2m distancing between parties. (SW1-2379)
PERSONAL PROTECTIVE EQUIPMENT (PPE). Refer to the PPE Flowchart to determine what PPE is required for COVID-19 purposes.					
38.	Appropriate PPE for the hazards of employee tasks are available to be provided (non-COVID-19 related ppe).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>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):</p> <ul style="list-style-type: none"> - No typical non-COVID PPE
39.	Training is provided for the above PPE to employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
40.	Appropriate PPE for COVID-19 is available to be provided to employees. Supply requests emailed to ppe@bcit.ca .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Based on circumstances allowed for in the BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary.</p> <p>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):</p> <ul style="list-style-type: none"> - 2 Jugs of Disinfectant Wipes (160 per jug). This is required in the safety plan for cleaning of common touch points, including keyboards used by students for in-person exams. - 1 Box of M Disposable Glovers (50 each box). Required for protection of hands when cleaning. - 1 Box of Disposable Masks (50 each box). Students are asked to bring their own masks for writing in-person examinations. In cases where they do not bring one, Accessibility Services will maintain a limited supply in order to provide one.
41.	PPE safe donning, doffing, disposal, and disinfecting instructional materials are available for employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Post applicable signs in a visible location if ppe required.</p> <p>Use the Employee Orientation checklist to assist orientation/training by their supervisors.</p>
42.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
CLEANING					
43.	Facilities is aware of the cleaning needs for the area. Facilities work requests have been submitted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s): Work Order 1450732).</p> <p>Employees will place a request with facilities to have rooms cleaned / sanitized at the end of the day. Notify the BEST Custodial through this request about any additional cleaning after exam(s) to be done outside of their normal routine to ensure that specified areas (including desks, chairs, keyboard</p>

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					covers, mice, monitors, etc. in exam rooms and cubbies) as well as invigilator's workstations, resource rooms and the Reception area are disinfected. In order to conduct a second round of exams using the same exam rooms, BEST will be notified of the need to clean the exam rooms between sittings. If cleaning cannot be scheduled mid-day, then the exam rooms will not be re-used for a same-day second seating.
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"/>	<i>Cleaning Standard Operating Procedures have been located here. What are the cleaning products/materials:</i> <ul style="list-style-type: none"> - Disinfectant wipes – Lysol or through central PPE supply - BEST Cleaning processes. <i>What ppe is required:</i> <ul style="list-style-type: none"> - Disinfectant wipes (2 jugs of 160 wipes each)
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"/>	<i>Consider time it will take for hand washing to take place, to determine what is e.a. sufficient number of hand wash stations.</i> We currently have two washrooms in close proximity and one sanitization station
46.	Handwashing station(s), stocked, easily accessed, and have been identified to employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Sink Location: 2365 & 2367 _____</i> <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>
47.	Hand sanitizing station(s), stocked, and have been identified to employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ABHS (Alcohol-Based Hand Sanitizer): Location(s) _____ 2363 _____ <i>Will hand sanitizer be refilled by department: Y <input type="checkbox"/> N <input checked="" type="checkbox"/></i> <i>If No, describe: LOCKED DISPENSER REQUIRES FACILITY TO OPEN. Some individual bottles available for department in event facilities does not refill on time.</i>
48.	All Safety Data Sheets (SDS) and cleaning procedures used are found here .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If not, describe:</i>
49.	The area(s) have been decluttered so that cleaning is simplified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
50.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Barriers can become contaminate if they are a touch point or if the contaminated with droplets by e.g. coughing or sneezing. BCIT Facilities has been alerted to provide deep cleaning of sneeze guards</i>
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"/>	<i>Cleaning/sanitizing procedures for common touch points and shared items are available and signs posted e.g. shared machinery, multifunction devices, photocopiers, equipment, tools, microwaves, kettles, eating surfaces, etc. Identify who will clean and how often (e.g. employees or cleaning staff): Staff has been asked to sanitize all common touch point areas. Sanitizing products have been made available and place strategically</i>



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52.	Storage space for personal articles have been identified and are cleaned regularly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>Who will clean:</i> Facilities will deep clean after hours. Staff will spot clean during the day as needed.</p> <p><i>Where is the storage:</i> 2363 - Reception</p>
53.	Other:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff will keep their personal possessions in their office and be responsible for those
AUDIT AND CONTINUOUS IMPROVEMENT					
54.	There is a plan to conduct regular inspections of all control measures and safety protocols to ensure they are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often? Lucy Hawkins will perform an inspection twice in the first month and thereafter on a monthly basis.</i>
55.	Audits of inspections are planned to ensure that control measures continue to be effective.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Who conduct the audits and how often? Michael Mandrusiak will conduct an audit of inspections at the 1 month, 4 month and 8 month mark.</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