

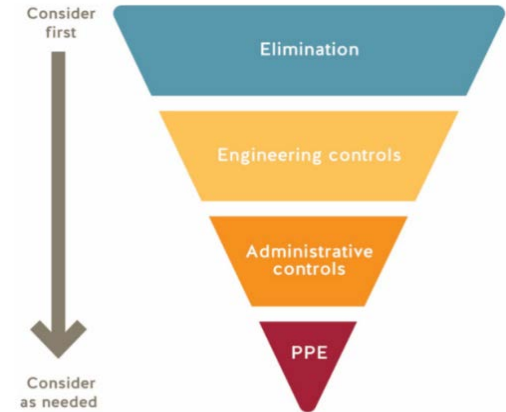


BCIT COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

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: | Trades Access | | |
| <i>How many of your employees will be on campus:</i> | 5 | <i>What is the total number of your employees:</i> | 5 |
| Start date: | May 2020 | End date: | TBD |
| Completed by: | Name Tamara Pongracz | Position Department Head | Date September 21, 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> |
| NE1 | 338 A | Office | 1 |
| NE1 | 338 B | Office | 1 |
| NE1 | 340A | Office | 1 |
| NE1 | 340 C | Tool storage and resource room | 1 capacity, 5 staff regularly access this area |
| NE1 | 340 F | Currently utilized as an office/ assessment viewing and marking area | 4 |
| NE1 | 342 | Office | 1 |
| NE1 | 343 | shared common resource room | 1 capacity, 5 staff regularly access this area |
| NE1 | 344 | Office | 1 |



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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.

Up to two Faculty members are conducting Assessment Testing and in person Tutorial - approved Risk Assessment
Two Faculty members are teaching in person and access their offices for resources – approved Risk Assessment
The Department Head attends three days a week to distribute resources and support Faculty

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"/> | Exceptions allowed as per BCIT COVID-19 Go-Forward Plan , Risk Matrix Summary (explain): |
| 2. | Work stations are set-up to allow for 2 metres physical distancing. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Exceptions allowed as per BCIT COVID-19 Go-Forward Plan , Risk Matrix Summary (explain): |
| 3. | Work has been scheduled to minimize numbers of employees on campus at one time. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4. | In shared spaces, safety protocols have been put in place to reduce close contact between users. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5. | Movement within the room is identified, such as with directional arrows, for walkways and entrances/exits. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Signs or arrows on the floor identifying directions. |
| 6. | Washrooms have been identified. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If yes, Washroom occupancy limit _____ |
| 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"/> | |
| 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 type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | If yes, what control measures are in place to maintain physical distancing? Breaks in individual offices – no socialising in offices Occupancy limit_____ If there is an occupancy limit, is a sign posted? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> |
| 10. | Other: | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Resource Room Office Supplies and AV –assessable door knob installed, one person at a time wipe down equipment after use |
| ENGINEERING CONTROL MEASURES | | | | | |
| 11. | Barriers are implemented to separate work areas or walk ways, when physical distancing not practical. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 12. | Barriers are stable and do not introduce other safety hazards, e.g. tripping. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 13. | The impact on ventilation requirements have been considered if there's been a significant use change for the space. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Complete a Facilities and Campus Development work requisition for assessment, as needed. |
| 14. | Other: | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| SIGNAGE (ADMINISTRATIVE) Signage is available @ BCIT online Inventory. Guidelines for posting signs are available on ShareSpace. | | | | | |

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| # | Control Measure | Yes | No | NA | Details (as per Directions) |
|--|---|-------------------------------------|--------------------------|-------------------------------------|---|
| 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"/> | |
| 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 type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <i>Single occupancy offices – protocol in place one person in resources room at a time</i> |
| 22. | Posted: Other signs | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <i>Please list:</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"/> | |
| 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 type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>New and Returning Employee Orientation Checklist found here. In progress 3/5complete 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. | Papers and items are not physically passed between employees. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <i>If items are provided, they are cleaned between employee use or disposed, or other control measures are in place – Describe:</i> |
| 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 type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <i>Explain:</i> |
| 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"/> | |

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| # | Control Measure | Yes | No | NA | Details (as per Directions) |
|---|--|-------------------------------------|--------------------------|-------------------------------------|--|
| 32. | Single-use (disposable) products are used where feasible. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 33. | Procedures in place to screen employees on a daily basis. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The 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. |
| 34. | There is a procedure in place if an employee becomes ill on campus. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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. |
| 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"/> | Refer to the COVID-19 Pandemic Scenario Playbook for more information. Confirm if the person is aware of self-isolation requirements and protocols . |
| 36. | Provisions made for employees to work in cohorts. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 37. | Other: | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| PERSONAL PROTECTIVE EQUIPMENT (PPE). Refer to the PPE Flowchart to determine what PPE is required for COVID-19 purposes. | | | | | |
| 38. | Appropriate PPE for the hazards of employee tasks are available to be provided (non-COVID-19 related ppe). | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 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): |
| 39. | Training is provided for the above PPE to employees. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 40. | Appropriate PPE for COVID-19 is available to be provided to employees. Supply requests emailed to ppe@bcit.ca . | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Based on circumstances allowed for in the BCIT COVID-19 Go-Forward Plan , Risk Matrix Summary. List PPE and tasks/activities required for and provide the quantity and unit of measure, if applicable (e.g. 2 boxes of 20 each box): Masks – 2 boxes of 200, 2X disinfecting wipes for resource areas |
| 41. | PPE safe donning, doffing, disposal, and disinfecting instructional 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 Employee Orientation checklist to assist orientation/training by their supervisors. |
| 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"/> | Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s). |
| 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 here . What are the cleaning products/materials: 2X Spray 9 4X Oxivir cleaning and disinfecting wipes |

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| # | Control Measure | Yes | No | NA | Details (as per Directions) |
|---|--|-------------------------------------|--------------------------|-------------------------------------|--|
| | | | | | <i>What ppe is required:</i> |
| 45. | Assessment of sufficient number of hand wash stations conducted, and an appropriate number of handwashing stations are available. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <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> |
| 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: __ Ne1 340C _____ 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) __ Ne1 340 _____ <i>Will hand sanitizer be refilled by department: Y <input type="checkbox"/> N <input checked="" type="checkbox"/></i> <i>If No, describe:</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 type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <i>Barriers can become contaminate if they are a touch point or if the contaminated with droplets by e.g. coughing or sneezing.</i> |
| 51. | Common touch points and tools/equipment, that must be shared are identified and cleaned between employees. | <input 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):</i> |
| 52. | Storage space for personal articles have been identified and are cleaned regularly. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <i>Who will clean:</i> <i>Where is the storage:</i> |
| 53. | Other: | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 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? Program Head to inspect weekly</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? Associate Dean inspect monthly</i> |



COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

APPROVAL

| All COVID-19 risk control measures for this campus activity are in place. | | | |
|---|---------------------------|--------------------------|--------------------------------------|
| Manager | Name Mubasher Faruki | Position: Associate Dean | Date: October 1 st , 2020 |
| EOC | Name <i>Glen Magel</i> | Position EOC Director | Date October 2, 2020 |