

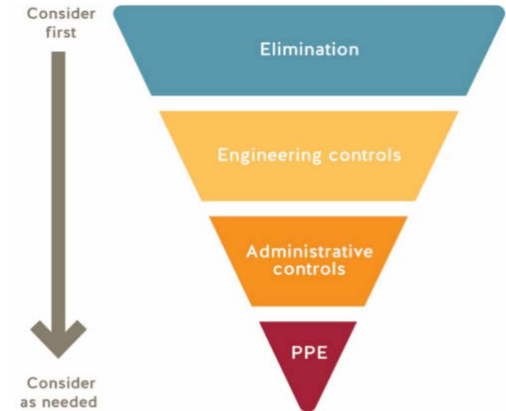


## BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

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

### CONTACT INFORMATION

<b>Course/Program Name:</b>	<b>Chartwork and Pilotage</b>		
<b>Proportion of program offered on campus:</b>	<i>e.g., Program = total of 40 courses of which 7 courses have some 'on campus' activity</i>		
<b>Start date:</b>	October 2020	<b>End date:</b>	<b>December 2020</b>
<b># of students:</b>	8	<b># of employees:</b>	1
<b>Completed by:</b>	Name Emily Lacanilao Carl Marquardt Greg Soer Marc Soer	Position Administrative Manager Department Head Simulator Technician Program Technician	Date September 23, 2020



### ROOM INFORMATION

In this section, please identify all of the rooms that will be used by this returning program/course. NOTE: Common areas are covered by the BCIT COVID-19 Go-Forward Plan.			
Campus/ Building	Room Number <small>Floor Plans found <a href="#">here</a></small>	Type of Space <small>Include washrooms and breakout rooms</small>	Capacity <small>Current capacity due to COVID-19</small>
BMC	BMC-250	Classroom	Max occupancy 9 people
BMC	BMC-259	Washroom	1 person
BMC	BMC-216	Washroom	1 person
BMC	BMC-217	Washroom	1 person
BMC	BMC-111	Washroom	1 person
BMC	BMC-112	Washroom	1 person
BMC	BMC-113	Washroom	1 person
BMC	BMC-117	Washroom	1 person

## RATIONALE FOR ON-CAMPUS ACTIVITY

Please provide a short description explaining the need for students to be on campus. Your narrative should be focused on the practical elements of the program or activity that are critical to achieving learning outcomes, and why on campus components cannot be replicated in an online or alternative environment (e.g. student bringing learning equipment home).

This course provides students with the necessary skills and techniques to navigate in confined and open waters. A detailed knowledge and application of nautical publications required for coastal navigation and passage planning is included in this course. An emphasis on the importance of updating charts and nautical publications is also provided. It is not feasible to deliver this practical component of the course online.

## CONTROL MEASURES


### COVID-19 SAFETY PLAN: CONTROL MEASURES CHECKLIST

#### Directions for completing a Safety Plan:


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

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


## COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
<b>ELIMINATION</b>					
1.	Room(s) set up to allow for 2 metres physical distancing during instruction and practice. <b>Note:</b> Contact returntocampus@bcit.ca 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: Classrooms set up allows physical distancing of 2 meters and will be priority when students are performing practical component of the course. Faculty will make all efforts to provide remote instructional support. Exception: in rare cases that a physical distance cannot be maintained, and all other options are exhausted, faculty and students will use PPE (face mask and face shield/safety glasses) and immediate hand washing/sanitizing after close contact will be mandated. WorkSafe infographic placed next to the PPE provides proper use of face mask.
					
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"/>	Refer to item 1
3.	Identified area(s) where students wait outside of teaching space until allowed inside by instructor.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students line up in the waiting area outside of the class, as marked on the floor in the hallway, and follow instructions from faculty.
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"/>	Only 8 students and 1 instructor allowed in the classroom at a time

## COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
5.	In shared spaces, safety protocols have been put in place to reduce close contact between users.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	<p><i>Signs and arrows on the floor identifying walking directions.</i></p> 
7.	Water fountains are put out of service, and only touchless water bottle filling station available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.	Mobile fans have been removed or put out of service.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If yes, Washroom occupancy limit <u>1</u> per washroom</i>
8.	Break area(s) for student use have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>No break area at this point. Students are encouraged to vacate the classroom and go outside of the campus during breaks. No food or drink in classroom at any time.</i>
9.	Break areas for employee use have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>No break area at this point. Students are encouraged to vacate the classroom and step outside of the campus during breaks. No food or drink in classroom at any time.</i>
10.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>ENGINEERING CONTROL MEASURES</b>					
11.	<b>Barriers</b> are implemented to separate work areas or walk ways, when physical distancing not practical.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>This classroom set up allows for 2 m physical distancing during instruction for all 8 students and 1 instructor. Each student assigned to an individual chart table and chair.</i>

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#	Control Measure	Yes	No	NA	Details (as per Directions)
					<p>Free-standing barriers have been ordered to be placed in front of chart tables to separate walk ways where physical distancing is not practical.</p> 
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 instructional space.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Complete a <a href="#">Facilities and Campus Development work requisition</a> for assessment, as needed.</p> <p>There is no significant use change for the instructional space</p>
	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>SIGNAGE (ADMINISTRATIVE)</b> Signage is available @ <a href="#">BCIT online Inventory</a> . Guidelines for posting signs are available on <a href="#">ShareSpace</a> .					
13.	Posted: Physical distancing (2 m) sign(s) Item 1A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Order more signage for BMC-250
14.	Posted: Hand washing sign(s) Item 29B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Order hand washing sign
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand washing sink location signage posted by the door

## COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
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"/>	<i>Order signage for BMC-250</i>
20.	Posted: Other signs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Please list:</i>
<b>ORIENTATION AND TRAINING (ADMINISTRATIVE)</b>					
21.	Routine safety discussions held to review control measures and safety protocols.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22.	All students have completed the online <a href="#">COVID-19 Pandemic On-Campus Guidelines</a> training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>All students will send certificate of course completion to the BMC Program Assistants. PAs will update Faculty with the status on the course completion. On the first day of the course, Faculty will require students who missed sending the confirmation to provide the certificate or complete the course prior to entering the classroom.</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 <a href="#">here</a>. Student COVID-19 Orientation Checklist found <a href="#">here</a>. Instructors will conduct the orientation onsite before class starts, scan a copy of the completed checklist to the Department Head, post it in the classroom and discard after course ends.</i>
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>RULES AND GUIDELINES (ADMINISTRATIVE)</b>					
27.	All unnecessary and self-serve items have been removed from the spaces. <i>e.g., pens, paper, etc.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>All supplies asked for prior to class and stocked at each workspace</i>
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. Keep door open to BMC-250 to limit the number of frequently touched surfaces.</i>
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. The instructor will sanitize their hands and distribute required materials to each workstation, prior to students entering the classroom.</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>Best custodial is required to clean and sanitize equipment/surfaces (e.g. desk, chair, keyboard, mouse) after the class but before the next class. Cleaning &amp; disinfecting products should be chosen out of approved and listed on the <a href="#">Health Canada</a> website.</i>

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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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34.	Measures are in place to accommodate student sick at home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Accommodation plan: student contacts Faculty via email or phone to accommodate the course make up.</i>
35.	Procedures in place to screen students 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. Students and employees are expected to self assess daily, and the <a href="#">BCCDC self-assessment tool</a> 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 <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>
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 <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>
38.	Provisions made for students to maintain same lab/class cohort throughout the Term.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
39.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>PERSONAL PROTECTIVE EQUIPMENT (PPE). Refer to the <a href="#">PPE Flowchart</a> to determine what PPE is required for COVID-19 purposes.</b>					
40.	Appropriate PPE for the hazards of employee and student tasks are available to be provided (non-COVID-19 related ppe).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>No hazardous materials related to course.</i>
41.	Training is provided for the above PPE to students and employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
42.	<a href="#">Appropriate PPE for COVID-19</a> is available to be provided to students and employees. Supply requests emailed to <a href="mailto:ppe@bcit.ca">ppe@bcit.ca</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Based on circumstances allowed for in the <a href="#">BCIT COVID-19 Go-Forward Plan</a>, Risk Assessment Matrix Summary. 2 metre physical distancing is the primary control measure. Face masks will be provided if 2 metre physical distancing is not possible.</i>
43.	PPE safe <a href="#">donning, doffing, disposal, and disinfecting instructional</a> materials are available for students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Post applicable signs in a visible location if ppe required. Use the <a href="#">Student Orientation checklist</a> to assist orientation/training by instructors. Use the <a href="#">Employee Orientation checklist</a> to assist orientation/training by their supervisors.</i>
44.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>CLEANING</b>					

## COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)																						
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"/>	<p>Communication tool for cleaning is posted on the door of the class. Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"><b>BMC-</b></td> <td></td> </tr> <tr> <td><b>Course/Program</b></td> <td></td> </tr> <tr> <td>Instructor's name</td> <td></td> </tr> <tr> <td>Number of students</td> <td></td> </tr> <tr> <td><b>Disinfection required</b></td> <td style="text-align: center;"><b>before 8:30 am &amp; after 4:00 pm</b></td> </tr> <tr> <td>00/00/20 (initials)</td> <td></td> </tr> <tr> <td>00/00/20 (initials)</td> <td></td> </tr> <tr> <td>00/00/20 (initials)</td> <td></td> </tr> <tr> <td>00/00/20 (initials)</td> <td></td> </tr> <tr> <td>00/00/20 (initials)</td> <td></td> </tr> <tr> <td>Required washroom</td> <td></td> </tr> </table>	<b>BMC-</b>		<b>Course/Program</b>		Instructor's name		Number of students		<b>Disinfection required</b>	<b>before 8:30 am &amp; after 4:00 pm</b>	00/00/20 (initials)		00/00/20 (initials)		00/00/20 (initials)		00/00/20 (initials)		00/00/20 (initials)		Required washroom	
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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"/>	Best custodial to perform cleaning duties. Refer to item 31.																						
47.	Assessment of sufficient number of hand wash stations conducted, and an appropriate number of handwashing stations are available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consider time it will take for hand washing to take place, to determine what is e.a. sufficient number of hand wash stations. Some areas find a ratio of 8:1, students to sink, effective. The minimum amount of hand washing required is once before class starts, after class ends and before and after breaks.																						
48.	Handwashing station(s), stocked, easily accessed, and have been identified to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Sink Location: <u>BMC-111, BMC-112, BMC-113, BMC-117, BMC-259, BMC-216, BMC-217</u>            Stocked with soap Y <input checked="" type="checkbox"/> N <input type="checkbox"/> paper towel Y <input checked="" type="checkbox"/> N <input type="checkbox"/></p>																						
49.	Hand sanitizing station(s), stocked, and have been identified to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>ABHS (Alcohol-Based Hand Sanitizer):</b> Location(s) <u>BMC-250</u></p> <p>Will hand sanitizer be refilled by department: Y <input type="checkbox"/> N <input checked="" type="checkbox"/></p> <p>If No, describe:</p>																						
50.	All Safety Data Sheets (SDS) and cleaning procedures used are found <a href="#">here</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If not, describe:																						
51.	The area(s) have been decluttered so that cleaning is simplified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Some unused desks are stacked at the corner of the classroom due to limited storage on campus.																						
52.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Barriers can become contaminated if they are a touch point or if they are contaminated with droplets by e.g. coughing or sneezing.</p> <p>Best custodial to perform cleaning duties. Refer to item 31.</p>																						





## 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>Cleaning/sanitizing procedures for common touch points and shared items are posted e.g. shared machinery, equipment, tools, etc. Identify who will clean and how often (e.g. staff and/or students): Best custodial to perform cleaning duties. Refer to item 31.</i>
54.	Storage space for personal articles have been identified and are cleaned regularly.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Lockers will not be provided</i>
55.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>AUDIT AND CONTINUOUS IMPROVEMENT</b>					
56.	There is a plan to conduct <a href="#">regular inspections</a> of all control measures and safety protocols to ensure they are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Ensure this COVID-19 Safety Plan is posted. BMC management, faculty, and support staff will conduct these inspections once a week.</i>
57.	<a href="#">Audits of inspections</a> are planned to ensure that control measures continue to be effective.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>BMC JOSH Community to conduct the audits periodically.</i>

### APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Emily Lacanilao	Position Administrative Manager	Date September 23, 2020
EOC	Name <i>Glen Magel</i>	Position EOC Director	Date October 7, 2020