



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:	ATC Administrative Offices		
<i>How many of your employees will be on campus:</i>	Up to 8	<i>What is the total number of your employees:</i>	12
Start date:	Ongoing	End date:	Ongoing
Completed by:	Name Lindsey Zikakis	Position Administrative Manger, ATC	Date Sept 28



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>
ATC	110 office suite	3 enclosed offices 1 storage/work room 1 open boardroom/reception area 1 resource/kitchenette	Enclosed offices 110D, 110C: 1 Enclosed office 110B: 2 Storage/work room: 2 Open boardroom/reception: 4 Resource/kitchenette: 2
ATC	120 office suite	2 boardrooms 1 safe/storage room 1 kitchenette 1 resource room 8 enclosed offices	Project room: 2; Boardroom: 2 Safe/storage room: 1 Kitchenette: 1 Resource room: 1 120L: 1 120K: 1 120P: 1



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		3 open/cubicle desk spaces 1 reception desk/area	120B: 1 120C: 1 120D: 1 120E: 1 120F: 2 Won't be in use Reception area: 3
ATC	115, 116	Washrooms	2 per washroom

RATIONALE FOR ON-CAMPUS ACTIVITY

<p>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.</p> <p>2 Aerospace management employees: provide management oversight of campus education delivery and operations 1 SoT management employee 1 Quality Assurance Coordinator: conduct inspections of COVID-19 safety plans; printing of exam materials; other activities to support AD. 3 Department Heads: provide programme area leadership Offices 120B, 120D, 120L to remain as swing offices for representatives from other offices who may need to be on campus (ie. Facilities Dept. Management)</p>
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CONTROL MEASURES

COVID-19 SAFETY PLAN: CONTROL MEASURES CHECKLIST
<p><u>Directions for completing this Safety Plan:</u></p> <ol style="list-style-type: none"> 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.

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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.

#	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"/>	Individual office spaces signed with occupancy limits Excess chairs removed from boardroom/project/work room areas
2.	Work stations are set-up to allow for 2 metres physical distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Workstations in use are enclosed offices; where maximum occupancy has been determined at 2, space allows for 2 metres physical distancing
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 support staff members from room 120 working remotely; others working onsite only when needed
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"/>	Maintain physical distancing, encouraging wearing of masks.
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"/>	110: Pinchin 'entry' and 'exit' signage on dedicated entrances to office suite
6.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Washroom occupancy limit: 2 per washroom
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9.	Break areas for employee use has been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Employees to take breaks in own offices.
10.	Other:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> o Canada Post mail delivery moved from 120 to mailbox 540 in tenant wing. Dedicated occupants of 120 retrieve mail and distribute. o Doors to Office suites remain locked and access provided via AMAG system. o No face-to-face student/visitor services provided; signage on front doors provide services telephone and email contact details for students and visitors.

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ENGINEERING CONTROL MEASURES					
11.	Barriers are implemented to separate work areas or walk ways, when physical distancing not practical.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	110: Barrier on unoccupied reception desk to facilitate standing interactions between office suite occupant and guest 120: Barrier on unoccupied reception desk to facilitate standing interactions between office suite occupant and guest
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 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) <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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 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:</i> BCIT 'Protect yourself and others. Please wear a mask'
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"/>	At bi-weekly Aerospace programmes ERC meetings hosted by AD
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 checked="" 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 In progress, completion being tracked by department.</i>
26.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

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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 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> When paper or mail is handled, paper and packages are treated as ‘dirty’ and hands washed/sanitised before and after handling.
29.	Employees have dedicated tools/equipment, e.g., items are not shared between employees.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MFDs are shared. Signage posted to spray cloth and wipe down machine before and after use. Paper toweling and spray provided
30.	If cleaning common touch points or tools/equipment not practical, then it is identified when hands are washed/sanitised before and after use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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"/>	<ul style="list-style-type: none"> ○ Enclosed offices are dedicated work spaces for individuals. Hand sanitisers provided due to shared surfaces in office suite ○ 120 Flex Offices (3 available): signed as flex offices and disinfectant wipes and hand santiser bottles provided in each room ○ 110, 120 reception areas and boardroom/project/work rooms are shared spaces. Maximum occupancy signage posted in these spaces, hand sanitisers provided ○ 120 resource room is mailroom for Campus. Faculty members, Test Centre, Library, IT and Toolcrib staff, and BEST and ACML representatives access room to retrieve mail. One occupant at a time, surfaces in this space treated as ‘dirty’, hands to be washed/sanitised after access.
32.	Single-use (disposable) products are used where feasible.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
33.	Procedures in place to screen employees on a daily basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The health screen poster is available for reference and is posted on building doors. 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 checked="" type="checkbox"/>	<input type="checkbox"/>	Encouraging remote working wherever feasible.

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37.	Other:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kitchenettes are shared. Maximum occupancy signs posted. Paper toweling and spray provided for wiping down of shared equipment (toasters, toaster ovens, microwaves, kettles, coffee makers, refridgerators)
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. <ul style="list-style-type: none"> o Entrances to Office Suites 110, 120: 2 3.78 L jugs o Boardrooms/project/work rooms/offices: 16 500ml bottles o Kitchenettes/Resource rooms: 4 disinfectant spray bottles + paper towels o 110, 120 reception counters: 2 plexi barriers 48x 32 without opening o Flex offices: 6 canisters disinfectant wipes
41.	PPE safe donning, doffing, disposal, and disinfecting instructional materials are available for employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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). WR -1452392
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: What ppe is required: See list provided in #40, above.
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: 110 and 120 kitchenettes and in nearby WCs 115, 116 Stocked with soap Y <input checked="" type="checkbox"/> N <input type="checkbox"/> paper towel Y <input checked="" type="checkbox"/> N <input type="checkbox"/>

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47.	Hand sanitizing station(s), stocked, and have been identified to employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>ABHS (Alcohol-Based Hand Sanitizer): Location(s):</i> Entrances, resource rooms, boardrooms/project/work rooms, offices, flex offices <i>Will hand sanitizer be refilled by department: Y <input checked="" type="checkbox"/> N <input type="checkbox"/></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: N/A</i>
49.	The area(s) have been decluttered so that cleaning is simplified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work in progress for all employees occupying offices
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.</i> WR-1452394
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"/>	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. <i>Identify who will clean and how often (e.g. employees or cleaning staff):</i> To be cleaned before and after use, and cleaned once daily by custodial staff.
52.	Storage space for personal articles have been identified and are cleaned regularly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Who will clean:</i> employee occupying office <i>Where is the storage:</i> personal offices
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?</i> Department managers will inspect weekly.
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?</i> ATC JOH&S committee on monthly campus inspection tour rotation

APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Lindsey Zikakis	Position Administrative Manager, ATC	Date Sept 28, 2020
EOC	Name <i>Glen Magel</i>	Position EOC Director	Date October 7, 2020