



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

Course/Program Name:	ITA Exams		
Proportion of program offered on campus:	<i>Program = total of 40 courses of which 7 courses have some 'on campus' activity</i> NA		
Start date:	September 1, 2020	End date:	Dec 31, 2020
# of students:	Up to 8 per exam room	# of employees:	1 invigilator per exam room
Completed by:	Name Janice Baldry	Position Director Ed Support	Date October 7, 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 here</small>	Type of Space <small>Include washrooms and breakout rooms</small>	Capacity <small>Current capacity due to COVID-19</small>
Burnaby – NE01	401; 402; 404; 405; 406; 422	General use classroom for exams	8 capacity each room as per ITA guidelines
Burnaby – NE25	116; 117; 304	General use classrooms for exams	8 capacity each room as per ITA guidelines
Burnaby – SE01	109	General use lecture theatre for exams	8 capacity as per ITA guidelines
Annacis Island Campus	1300	Classroom	7 capacity
Annacis Island Campus	1306; 2630; 2688	Classrooms	8 capacity each room as per ITA guidelines
Other buildings and classrooms may be utilized if there is an increased demand in spaces beyond those listed above. If this is the case, those spaces would adhere to the same principles of physical distancing as those rooms listed above.			

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).

ITA leads and coordinates B.C.'s skilled trades system by working with employers, employees, industry, labour, training providers and government to issue credentials, manage apprenticeships, set program standards and increase opportunities in the trades. The ITA works very closely with BCIT as an educational provider. BCIT provides the ITA spaces for the sole purpose of administering/ invigilating tests for Apprentices at various levels. An agreement between the ITA and BCIT back in April 2020 authorized the resumption of Interprovincial Exams, whereupon BCIT would continue to provide space for this activity while the ITA would continue to provide staff to invigilate exams.

This safety plan is to enable the provisioning of spaces for use by the Industry Training Authority to invigilate Interprovincial Exams and Certification of Qualification (CofQ) exams for Apprentices.

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.
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.

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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 instruction and practice. Note: Contact returmtocampus@bcit.ca for room capacity and layout if needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As per ITA's specifications, all classrooms are set up with a maximum of 8 capacity and 1 invigilator. All desks are 2m apart and walkway between seated students is 4m. https://www.itabc.ca/covid-19 .
2.	Demonstration, work and assessment stations are set-up to allow for 2 metres physical distancing.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not applicable for exams.
3.	Identified area(s) where students wait outside of teaching space until allowed inside by instructor.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Arrangements are made weekly with SSEM to have the identified exam classroom doors opened at least 60 minutes prior to exams so that the ITA invigilator can set up ITA signage and enable students to enter directly and be seated.
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"/>	Exam rooms have a maximum capacity of 8 students; and exams are held based on access to availability of classrooms.
5.	In shared spaces, safety protocols have been put in place to reduce close contact between users.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No shared spaces. Students arrive to campus to write exam and then leave campus once they are finished.
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"/>	All classroom furniture is pre-set to provide 4m clearances for walkways.
7.	Water fountains are put out of service, and only touchless water bottle filling station available.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No water fountains within these classrooms.
8.	Mobile fans have been removed or put out of service.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No fans within these classrooms.
7.	Washrooms have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Students have access to the public washrooms in the buildings that the exams are scheduled. ITA invigilators will identify washroom locations as part of typical exam procedure.
8.	Break area(s) for student use have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Exams are a maximum 3 hours therefore breaks are not required.
9.	Break areas for employee use have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The invigilators are not BCIT employees, and additionally do not require on campus break areas based on their limited time spent on campus.

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#	Control Measure	Yes	No	NA	Details (as per Directions)
10.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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"/>	Sufficient clearances are provided in all classrooms, negating the need for barriers.
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 instructional space.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Complete a Facilities and Campus Development work requisition for assessment, as needed.
	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>					
13.	Posted: Physical distancing (2 m) sign(s) Item 1A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posted by FCD in all common areas.
14.	Posted: Hand washing sign(s) Item 29B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posted by FCD in all public washrooms.
15.	Posted: Health screen sign(s) Item 3C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Posted by FCD in all building entry points.
16.	Posted: Hand washing sink location sign(s) Item 14A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
17.	Posted: Hand sanitizing station location sign(s) Item 13A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hand sanitizer at each building entry points.
18.	Posted: Protect yourself sign(s) Item 21A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posted by FCD in common areas.
19.	Posted: Occupancy limit of this room sign(s) Item 37A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Posted at each location on the room layout.
20.	Posted: Other signs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Please list:</i> ITA provides their own safety signage for inside each classroom on the day of the exam.
ORIENTATION AND TRAINING (ADMINISTRATIVE)					
21.	Routine safety discussions held to review control measures and safety protocols.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Discussions held on a regular basis with the ITA Coordinator to discuss and review safety procedures.
22.	All students have completed the online Pandemic Exposure Control Plan training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BCIT apprentices would be required to complete this before attending their trade program. Students complete the ITA exam after completing each level of their apprenticeship program.
23.	COVID-19 safety Site orientation for students has been developed and posted in the Learning Hub.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	ITA invigilator provides this instruction to students.
24.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training .	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Invigilators are not BCIT employees.

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#	Control Measure	Yes	No	NA	Details (as per Directions)
25.	All employees have completed the online New Employee Orientation module.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Invigilators are not BCIT employees.
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"/>	Students will bring their own pencils, pens and calculator. Invigilator will only provide the paper exam.
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"/>	
29.	Handouts, papers, and items are not physically provided to students.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Printout of exam provided to students but writing utensils and calculators brought by students. The invigilator will print all the exams and handle them only after washing hands. The invigilator will distribute the exams on the designated spots in the classroom. Students will place the completed exams in the drop box provided when they exit the classroom. The invigilator will remove the boxes upon completion of the exam. The exams are handled as per ITA safety measures.
30.	Students have dedicated tools/equipment, e.g., items are not shared between students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students asked to bring their own writing utensils.
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Students assigned their own desk so there are no common touch points during the exam. After the exam, FCD cleans all furniture within the classroom.
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"/>	Students assigned their own desk for each exam.
33.	Single-use (disposable) products are used where feasible.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
34.	Measures are in place to accommodate student sick at home.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The ITA is responsible for rescheduling exams if a student has identified that they are sick.
35.	Procedures in place to screen students 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. Students and employees are expected to self assess daily, and the BCCDC self-assessment tool can be used to support this.
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"/>	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. ITA has procedures in place if students become ill, and need to reschedule exam.

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#	Control Measure	Yes	No	NA	Details (as per Directions)
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"/>	Refer to the COVID-19 Pandemic Scenario Playbook for more information. Confirm if the person is aware of self-isolation requirements and protocols . ITA has procedures in place if students travel.
38.	Provisions made for students to maintain same lab/class cohort throughout the Term.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Typically, it is an apprentice cohort that is scheduled to write the exam on the last day of their class.
39.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
PERSONAL PROTECTIVE EQUIPMENT (PPE)					
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"/>	No PPE required when writing an exam.
41.	Training is provided for the above PPE to students and employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
42.	Appropriate PPE for COVID-19 is available to be provided to students and employees. Supply requests emailed to ppe@bcit.ca .	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Students are encouraged to provide and wear nonmedical facemasks when they are in public spaces while on campus.
43.	PPE safe donning, doffing, disposal, and disinfecting instructional materials are available for students and employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Post applicable signs in a visible location if ppe required. Use the Student Orientation checklist to assist orientation/training by instructors. Use the Employee Orientation checklist to assist orientation/training by their supervisors.
44.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
CLEANING					
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"/>	Each week as ITA exams are scheduled, cleaning requests are submitted to FCD identifying all the classroom that require cleaning before and after each exam sitting.
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"/>	<i>Cleaning Standard Operating Procedures have been located here. What are the cleaning products/materials:</i> <i>What ppe is required:</i>
47.	Assessment of sufficient number of hand wash stations conducted, and an appropriate number of handwashing stations are available	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Students arrive for the exam can apply hand sanitizer or access public washrooms when entering and/or exiting the building.
48.	Handwashing station(s), stocked, easily accessed, and have been identified to students and employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Sink Location: Public washrooms</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>
49.	Hand sanitizing station(s), stocked, and have been identified to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ABHS (Alcohol-Based Hand Sanitizer): Location: Hand sanitizer is available at all building entry points maintained by FCD. <i>Will hand sanitizer be refilled by department: Y <input type="checkbox"/> N <input checked="" type="checkbox"/></i>

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#	Control Measure	Yes	No	NA	Details (as per Directions)
					<i>If No, describe FCD responsible for maintaining supplies.</i>
50.	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>
51.	The area(s) have been decluttered so that cleaning is simplified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All excess furniture removed from each classroom.
52.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Barriers not required.
53.	Common touch points and tools/equipment that must be shared are identified and cleaned between students and classes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See #45 above.
54.	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> FCD will clean furniture after each exam. <i>Where is the storage:</i> on the student's assigned desk
55.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

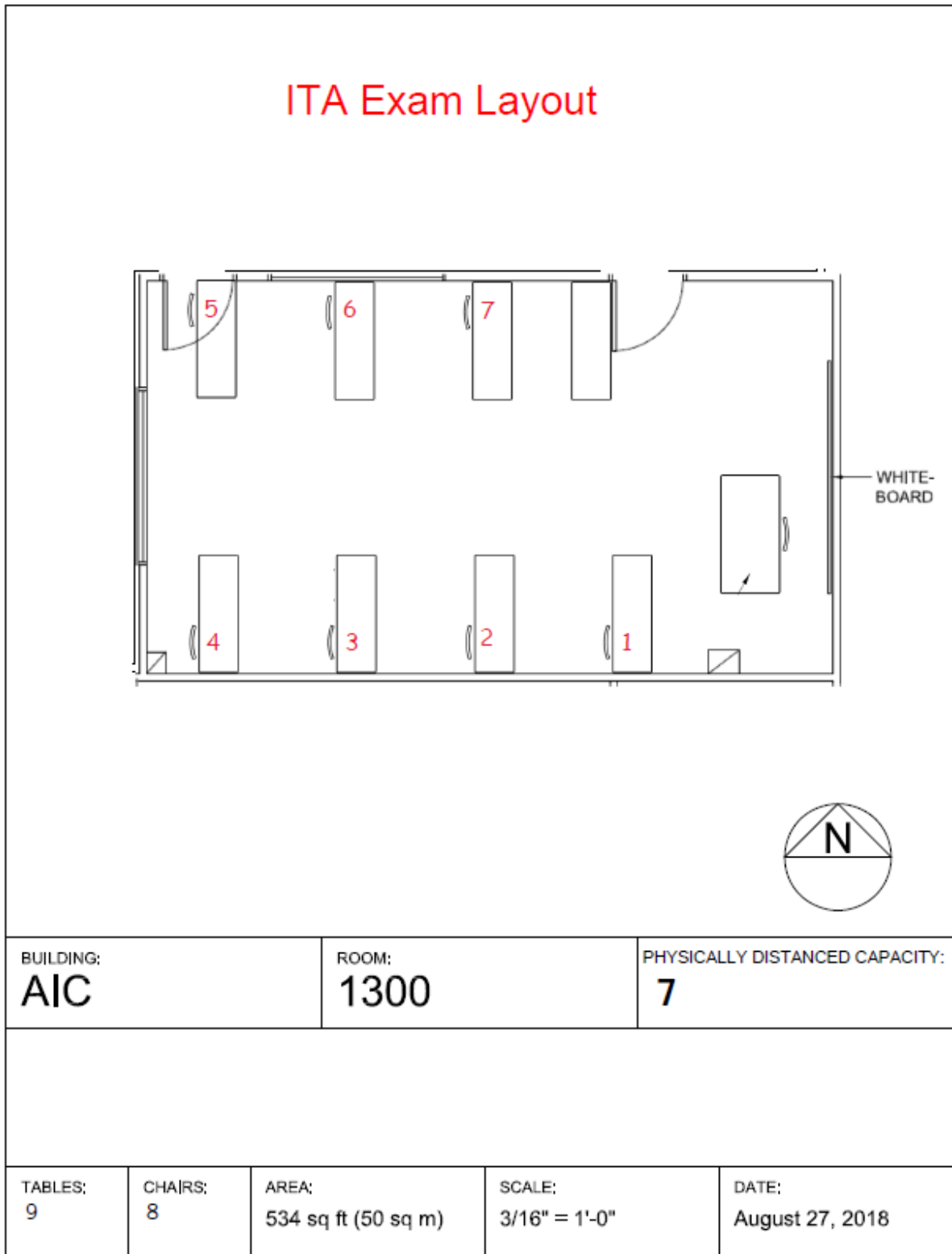
AUDIT AND CONTINUOUS IMPROVEMENT

56.	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> Representative from the RO Apprentice office with inspect bi-weekly
57.	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> JOH&S committee with audit as per their schedule

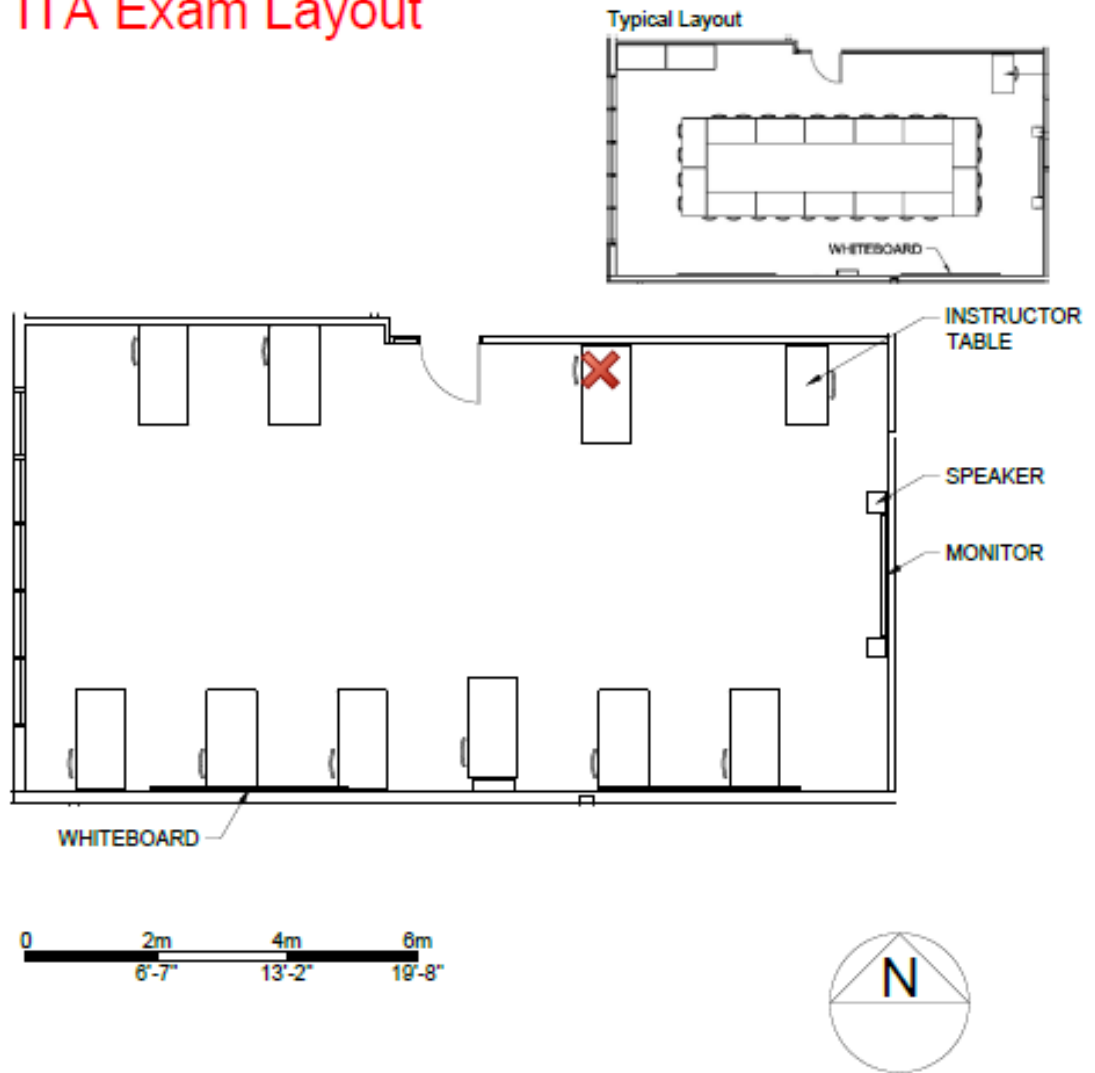
APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Janice Baldry	Position Director Ed Support	Date October 6, 2020
EOC	Name <i>Glen Magel</i>	Position EOC Director	Date October 20, 2020

Appendix A Diagrams

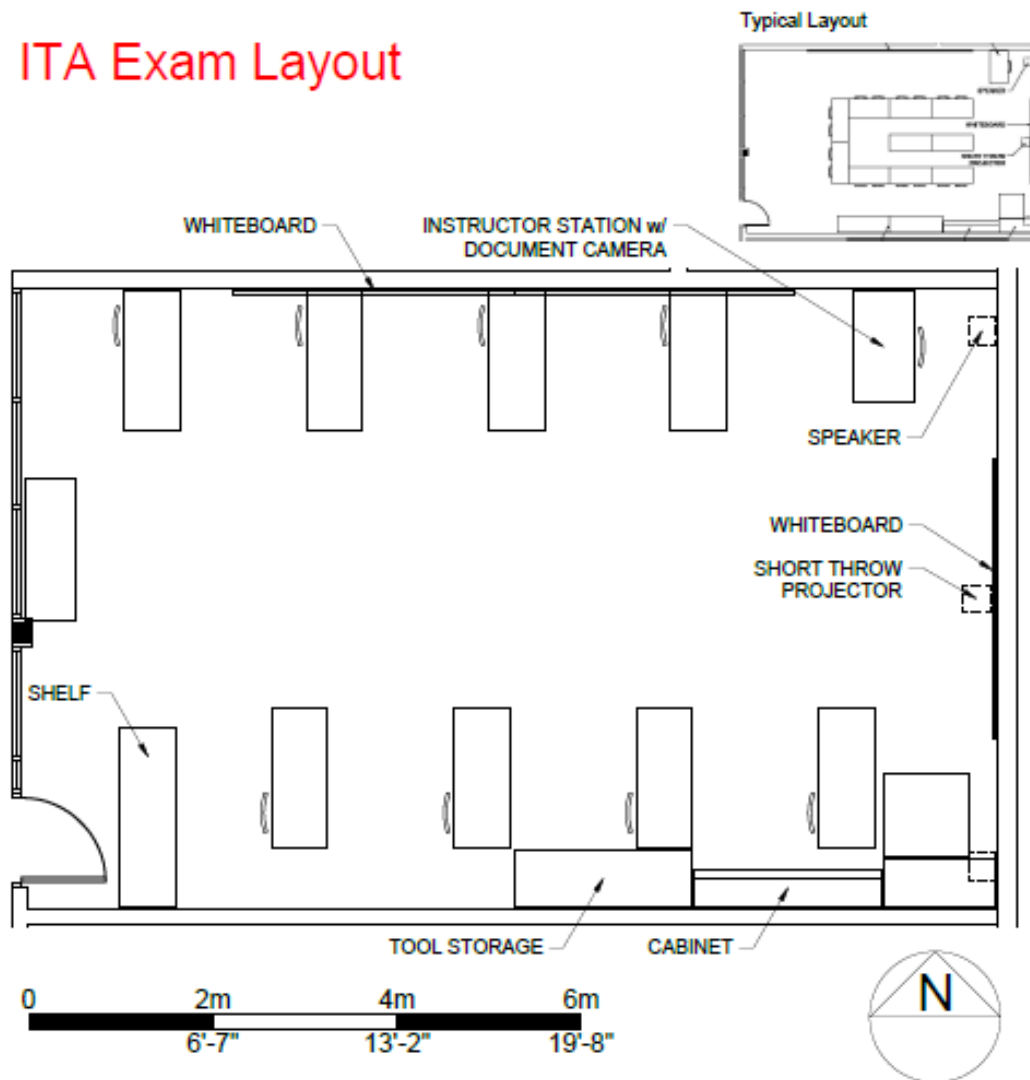


ITA Exam Layout



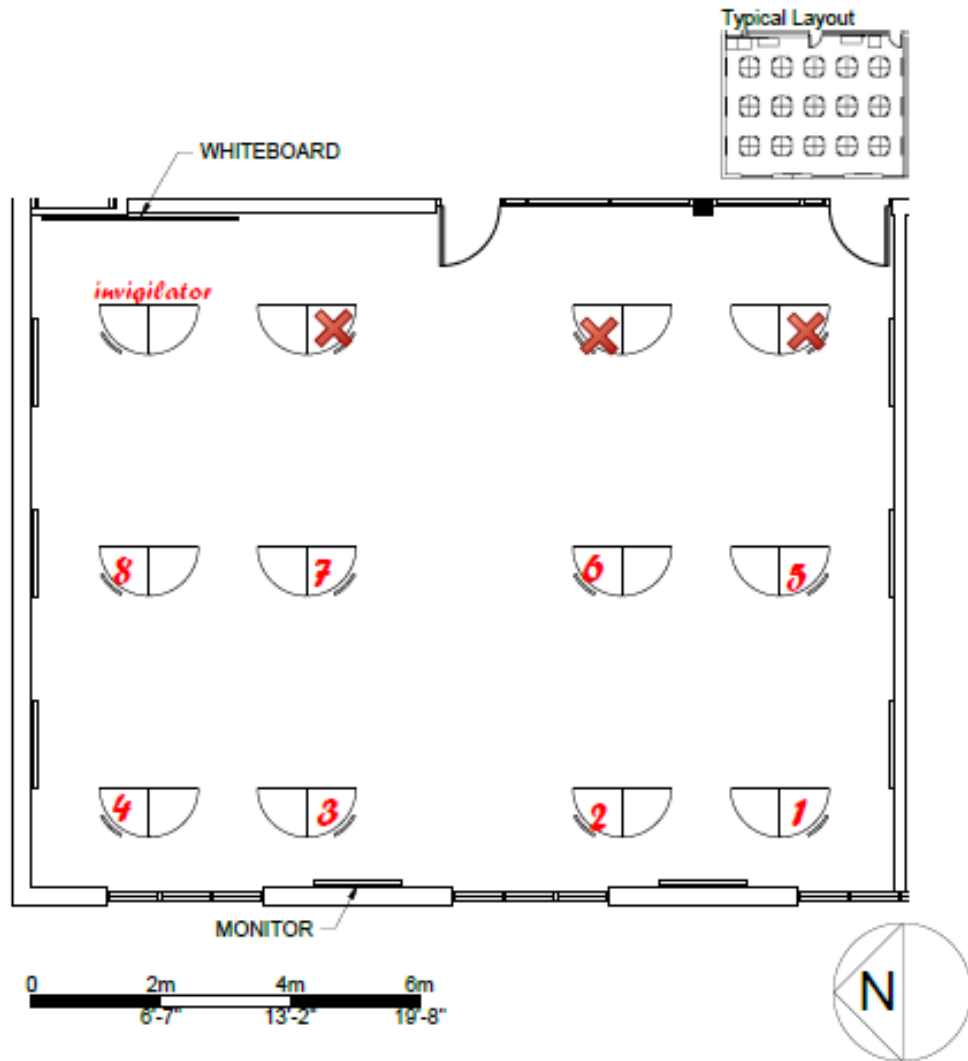
Building	Room	Typical Capacity	Physical Distance Capacity		
AIC	1306	28	8		
Capacity does not include instructor. Please return the room to this standard configuration and leave the space clean and orderly for the next user.					
Tables	Chairs	Area Sq. feet	Sq. meters	Scale	Date
9	9	965	90	1/8" = 1'-0"	August 7, 2020

ITA Exam Layout



Building	Room	Typical Capacity	Physical Distance Capacity
AIC	2630	16	8
<p>Capacity does not include instructor. Please return the room to this standard configuration and leave the space clean and orderly for the next user.</p>			
Tables	Chairs	Area Sq. feet	Sq. meters
10	9	769	71
Scale	Date		
3/16"=1'-0"	August 10, 2020		

ITA Exam Layout

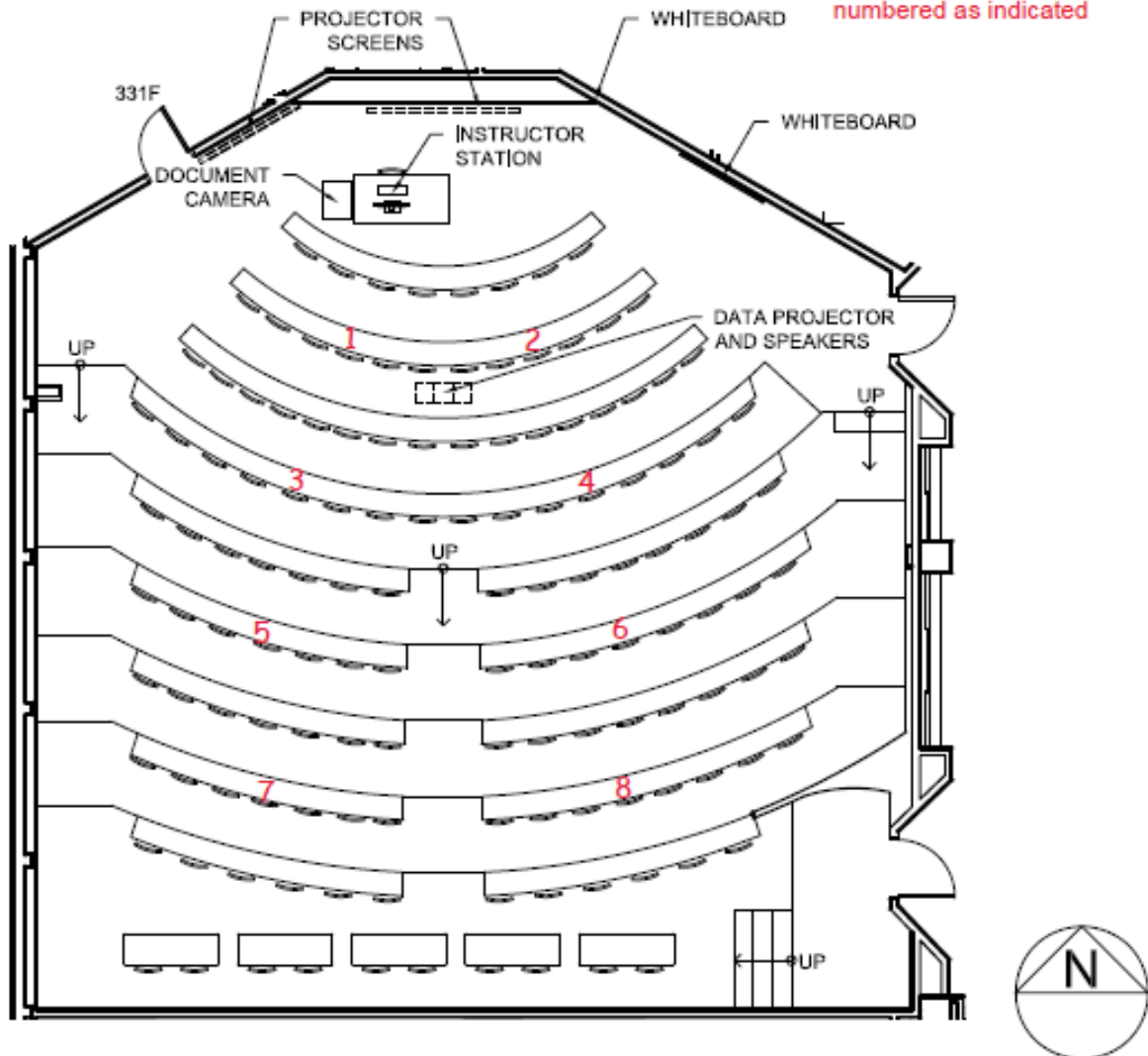


Building		Room		Typical Capacity	Physical Distance Capacity
AIC		2688		60	8
<p>Capacity does not include instructor. Please return the room to this standard configuration and leave the space clean and orderly for the next user.</p>					
Tables	Chairs	Area Sq. feet	Sq. meters	Scale	Date
24	9	1511	140	1/8"=1'-0"	August 19, 2020

COVID-19 SAFETY PLAN ACADEMIC SPACES

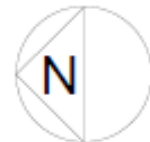
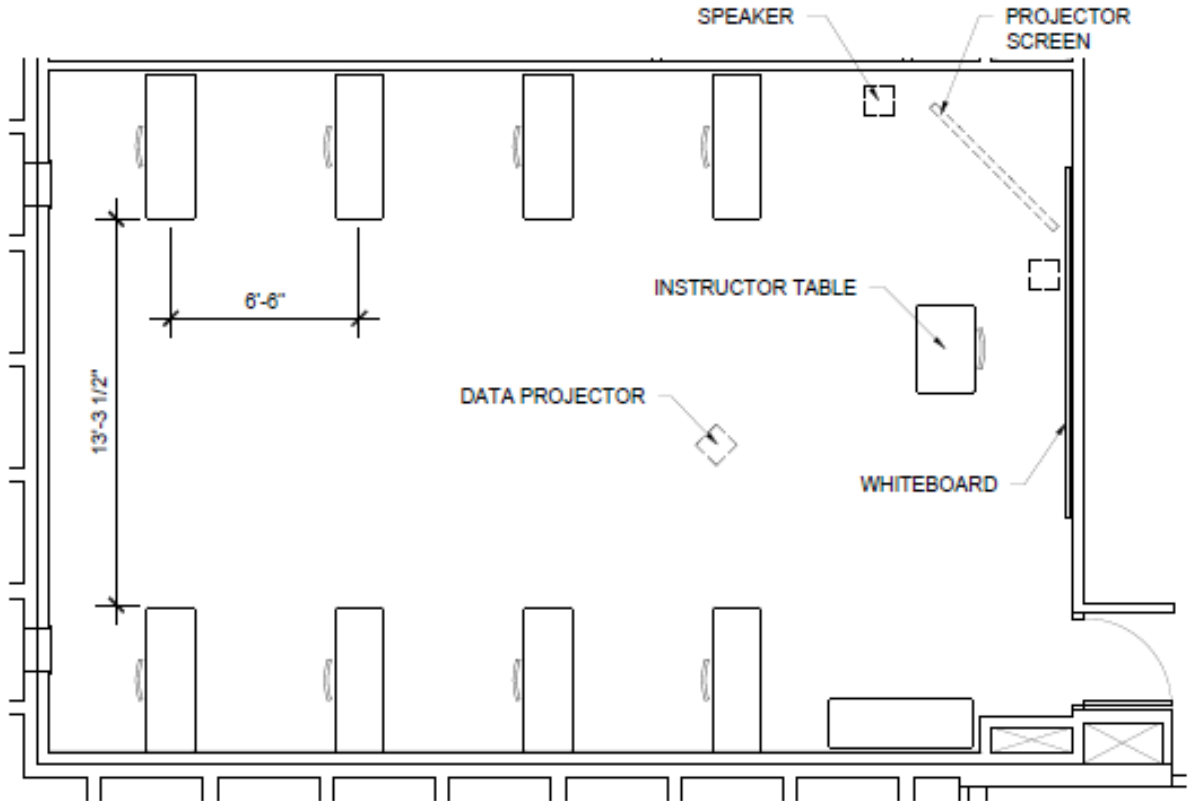
ITA Exam Layout

recommended physically distanced seating assignments are numbered as indicated



Building NE01		Room 331		Physically Distanced Capacity 8	
<p>Please return the room to this standard configuration and leave the space clean and orderly for the next user.</p>					
Tables	Chairs	Area Sq. feet	Sq. meters	Scale	Date
5	135	2066	192	1/8"=1'-0"	March 28, 2018

ITA Exam Layout

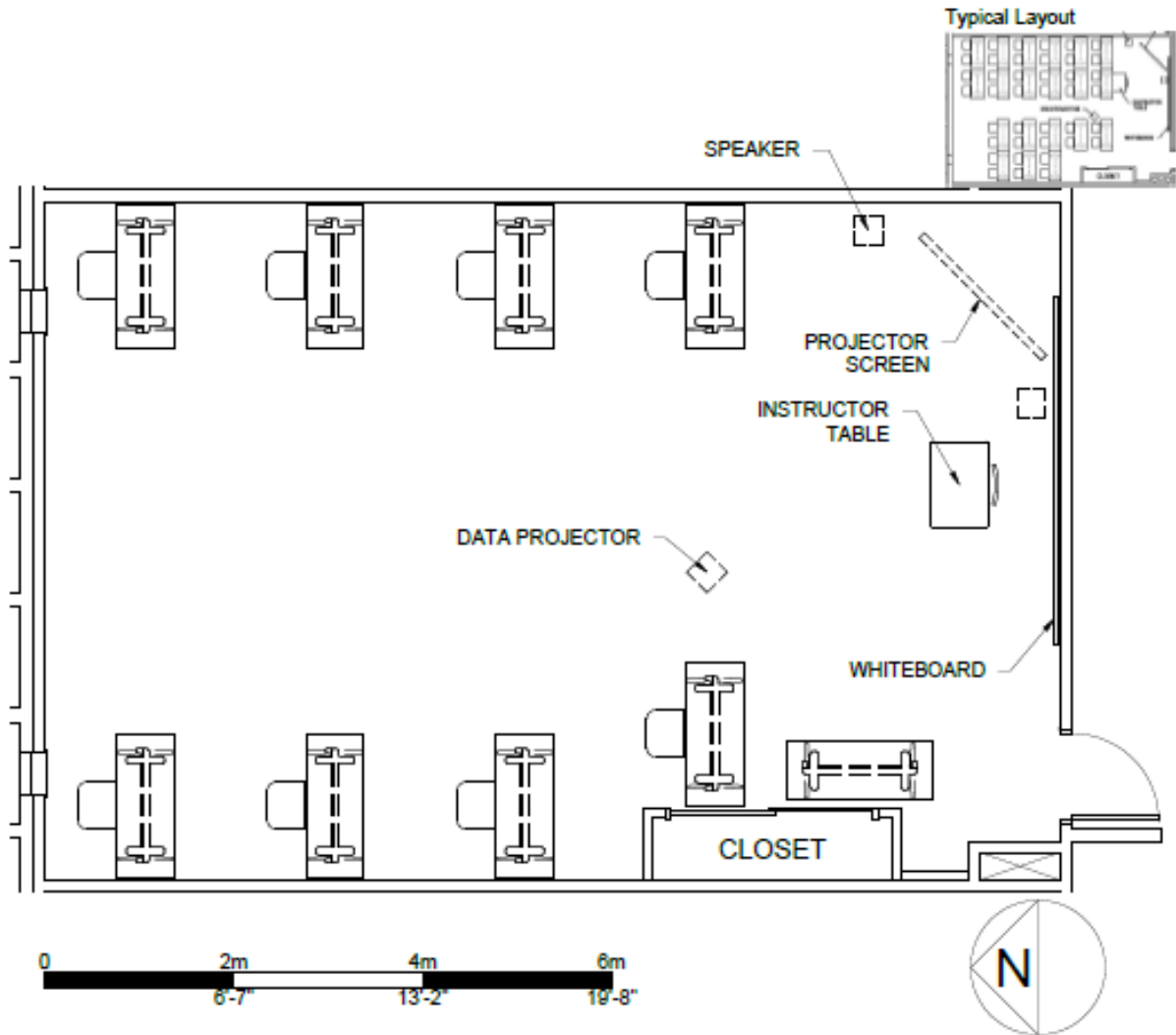


Building NE01	Room 401	Physically Distanced Capacity 8
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Please return the room to this standard configuration and leave the space clean and orderly for the next user.

Tables	Chairs	Area Sq. feet	Sq. meters	Scale	Date
10	9	822	76	3/16"=1'-0"	June 19, 2020

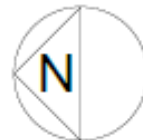
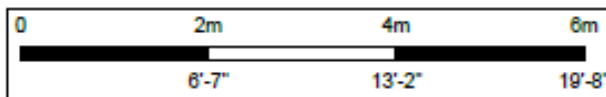
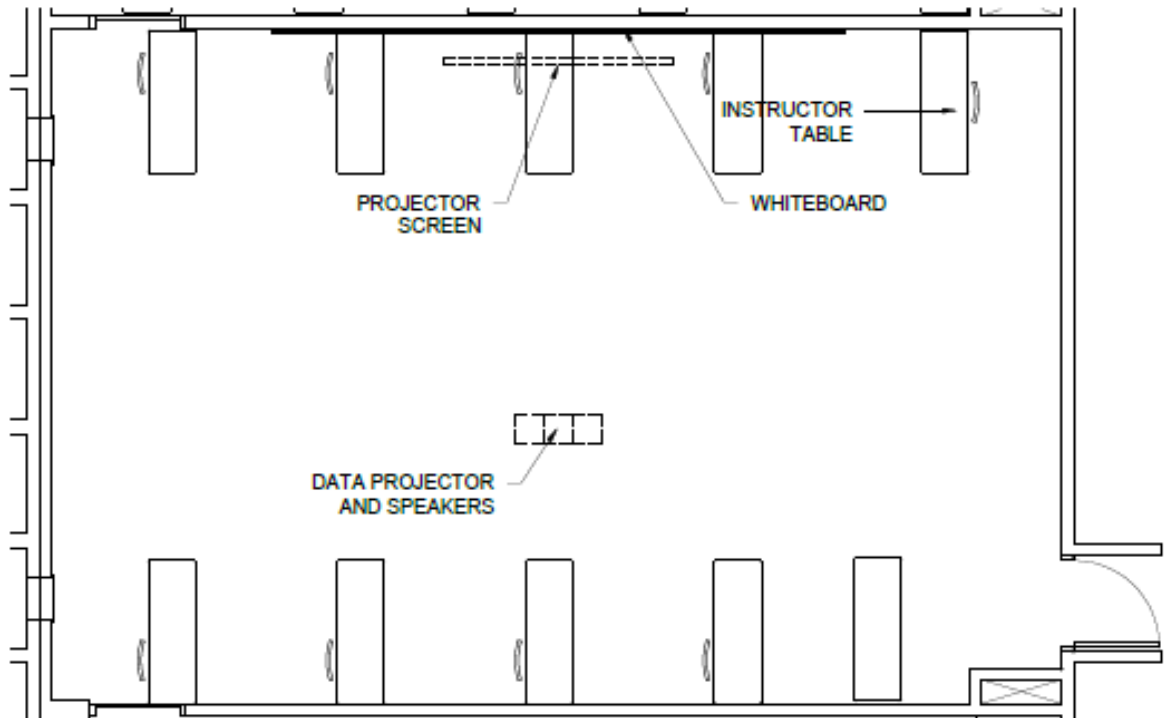
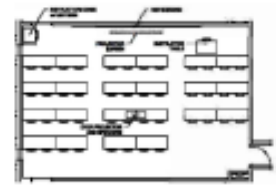
ITA Exam Layout



Building	Room	Typical Capacity	Physical Distance Capacity
NE01	402	40	8
<p>Capacity does not include instructor. Please return the room to this standard configuration and leave the space clean and orderly for the next user.</p>			
Tables	Chairs	Area Sq. feet	Sq. meters
10	9	822	76
Scale	Date		
3/16"=1'-0"	August 14, 2020		

ITA Exam Layout

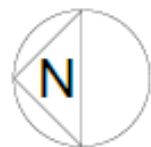
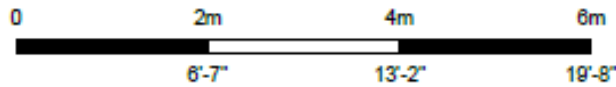
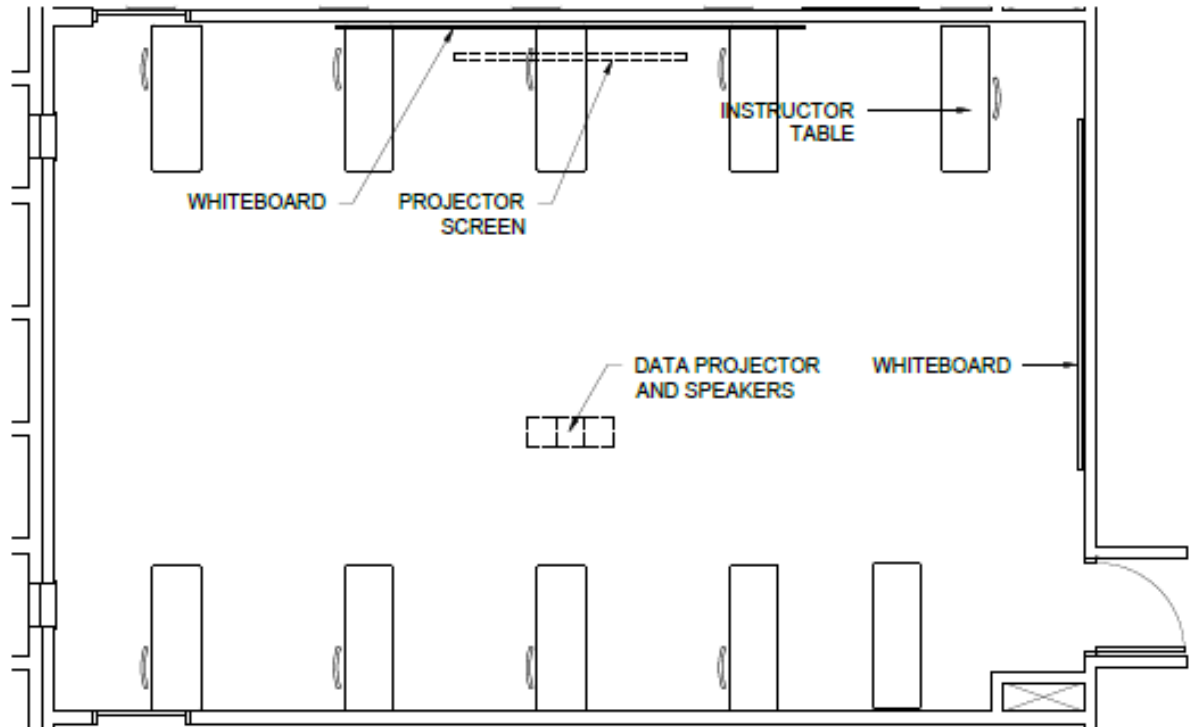
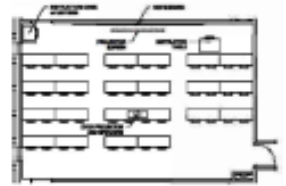
Typical Layout



Building	Room	Typical Capacity	Physical Distance Capacity
NE01	404	44	8
<p>Capacity does not include instructor. Please return the room to this standard configuration and leave the space clean and orderly for the next user.</p>			
Tables	Chairs	Area Sq. feet	Sq. meters
10	9	827	77
Scale	Date		
3/16" = 1'-0"	August 25, 2020		

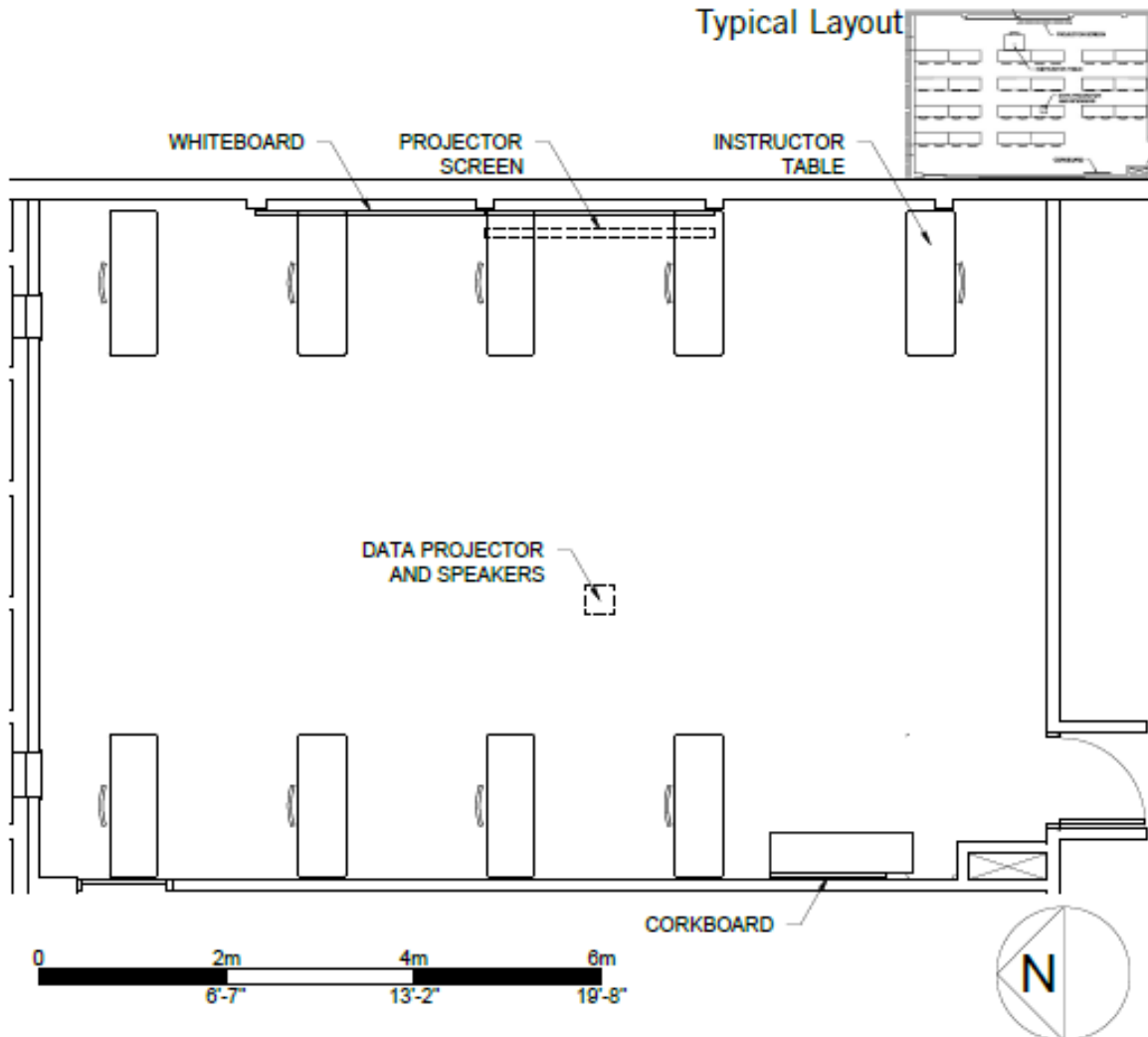
ITA Exam Layout

Typical Layout



Building	Room	Typical Capacity	Physical Distance Capacity
NE01	405	44	8
<p>Capacity does not include instructor. Please return the room to this standard configuration and leave the space clean and orderly for the next user.</p>			
Tables	Chairs	Area Sq. feet	Sq. meters
10	9	827	77
Scale	Date		
3/16" = 1'-0"	August 25, 2020		

ITA Exam Layout

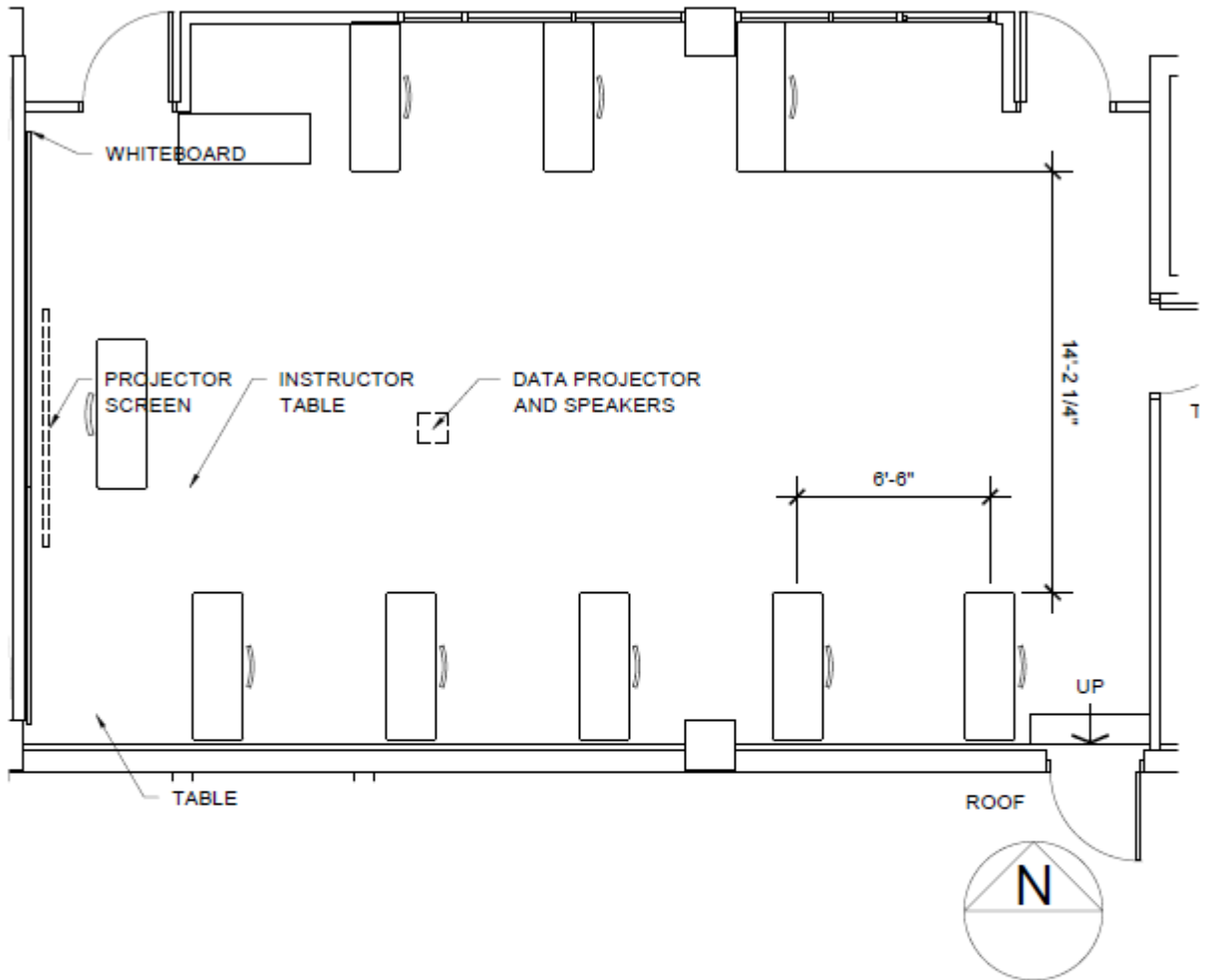


Building	Room	Typical Capacity	Physical Distance Capacity
NE01	406	44	8

Capacity does not include instructor.
Please return the room to this standard configuration
and leave the space clean and orderly for the next user.

Tables	Chairs	Area Sq. feet	Sq. meters	Scale	Date
10	9	831	77	3/16"=1'-0"	July 27, 2020

ITA Exam Layout

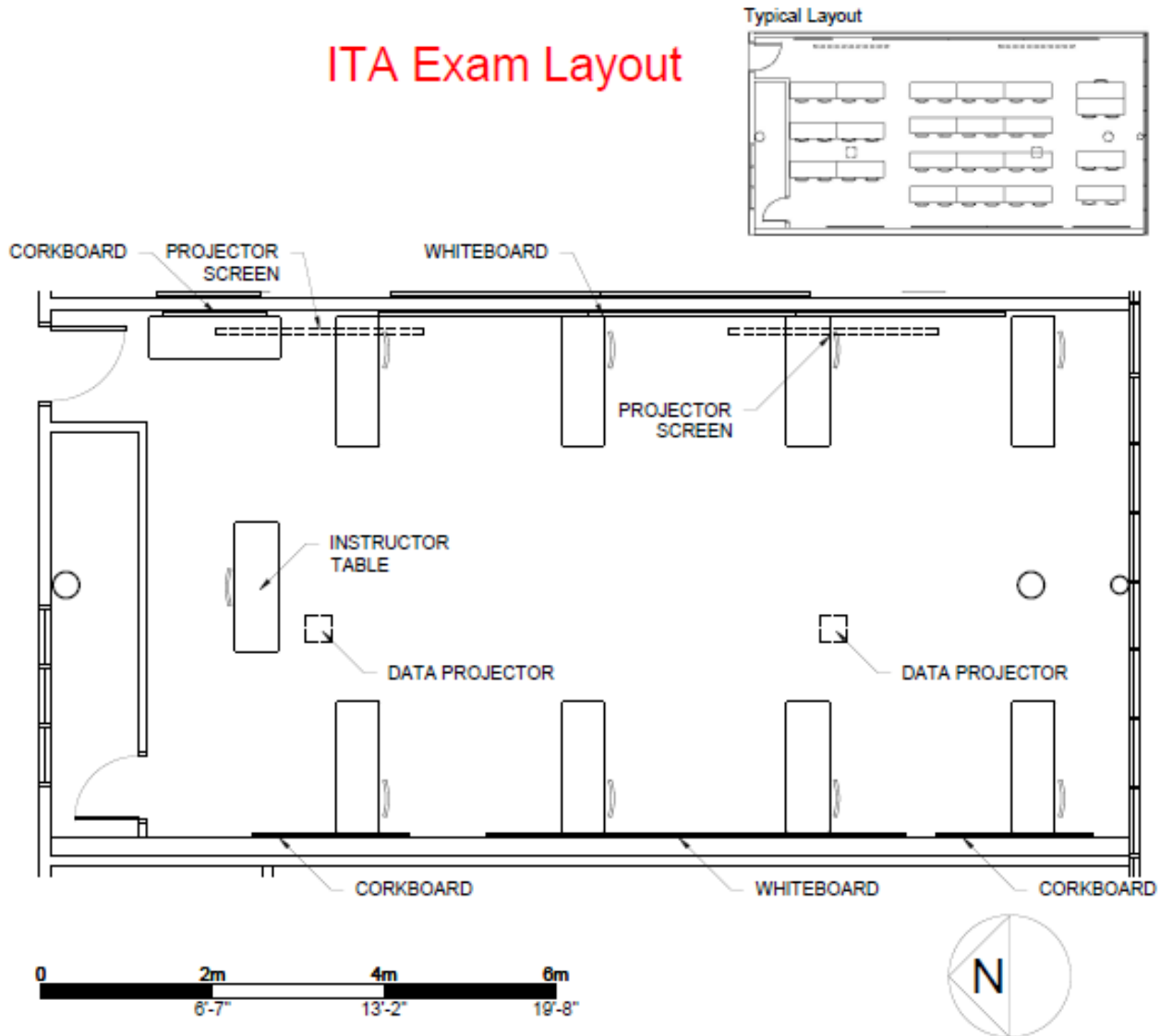


Building NE01	Room 422	Physically Distanced Capacity 8
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Please return the room to this standard configuration and leave the space clean and orderly for the next user.

Tables	Chairs	Area Sq. feet	Sq. meters	Scale	Date
10	9	895	83	3/16"=1'-0"	June 19, 2020

ITA Exam Layout



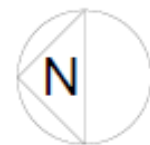
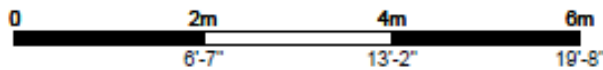
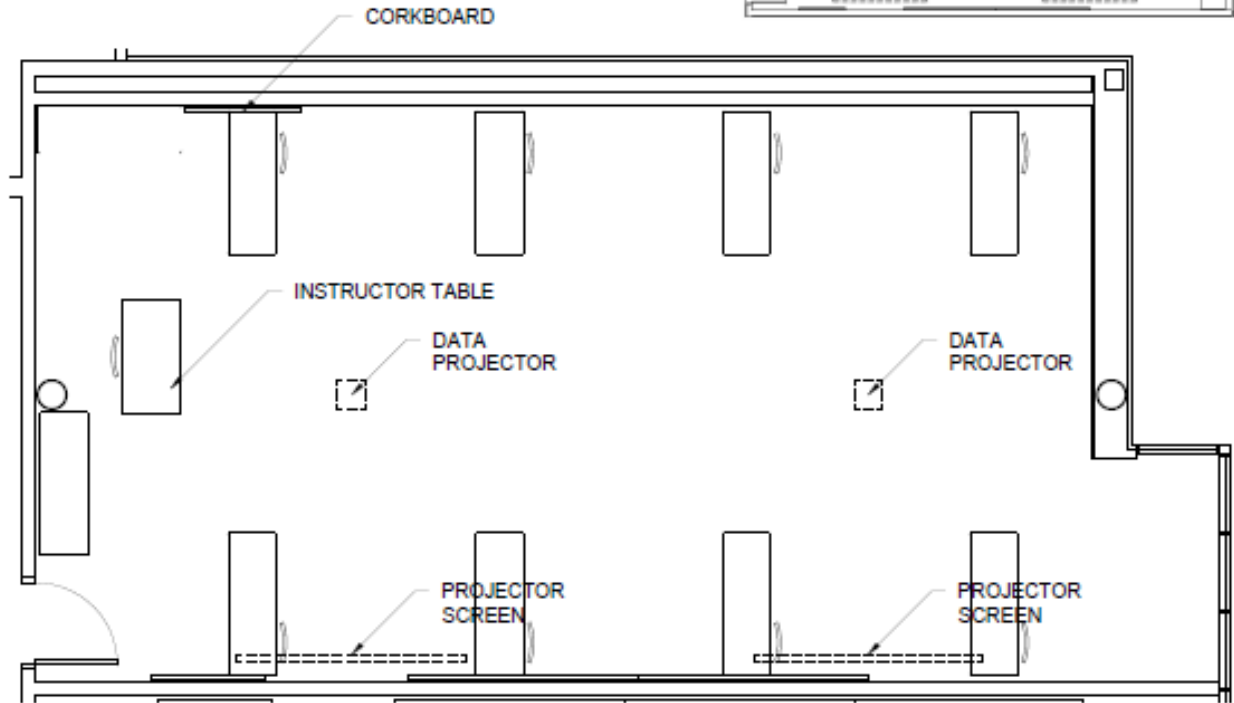
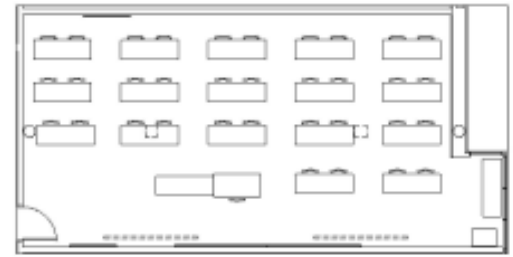
Building	Room	Typical Capacity	Physical Distance Capacity
NE25	116	42	8

Capacity does not include instructor.
Please return the room to this standard configuration
and leave the space clean and orderly for the next user.

Tables	Chairs	Area Sq. feet	Sq. meters	Scale	Date
10	9	774	72	3/16 = 1'-0"	July 27, 2020

ITA Exam Layout

Typical Layout

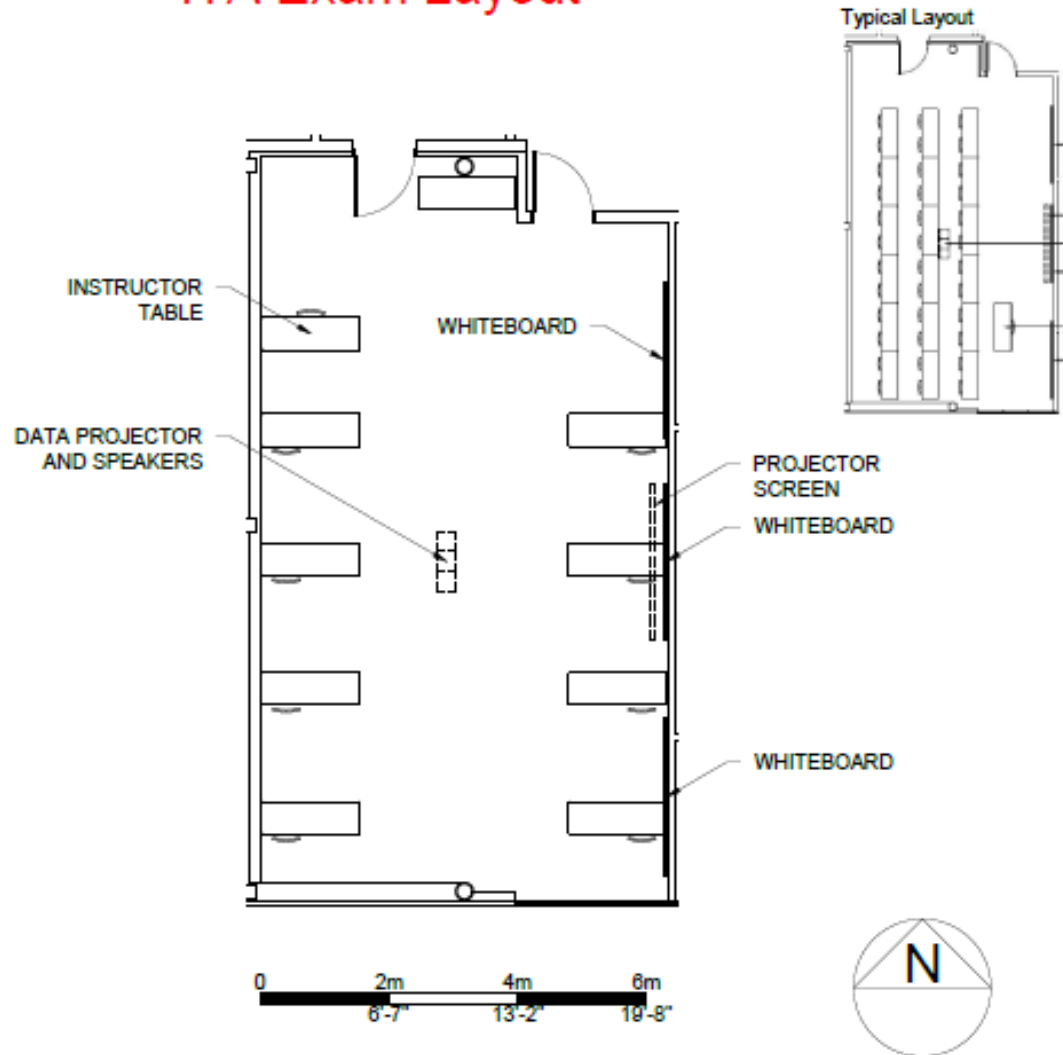


Building NE25	Room 117	Typical Capacity 34	Physical Distance Capacity 8
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Capacity does not include instructor.
Please return the room to this standard configuration
and leave the space clean and orderly for the next user.

Tables	Chairs	Area Sq. feet	Sq. meters	Scale	Date
10	9	774	72	3/16 = 1'-0"	July 27, 2020

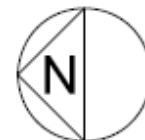
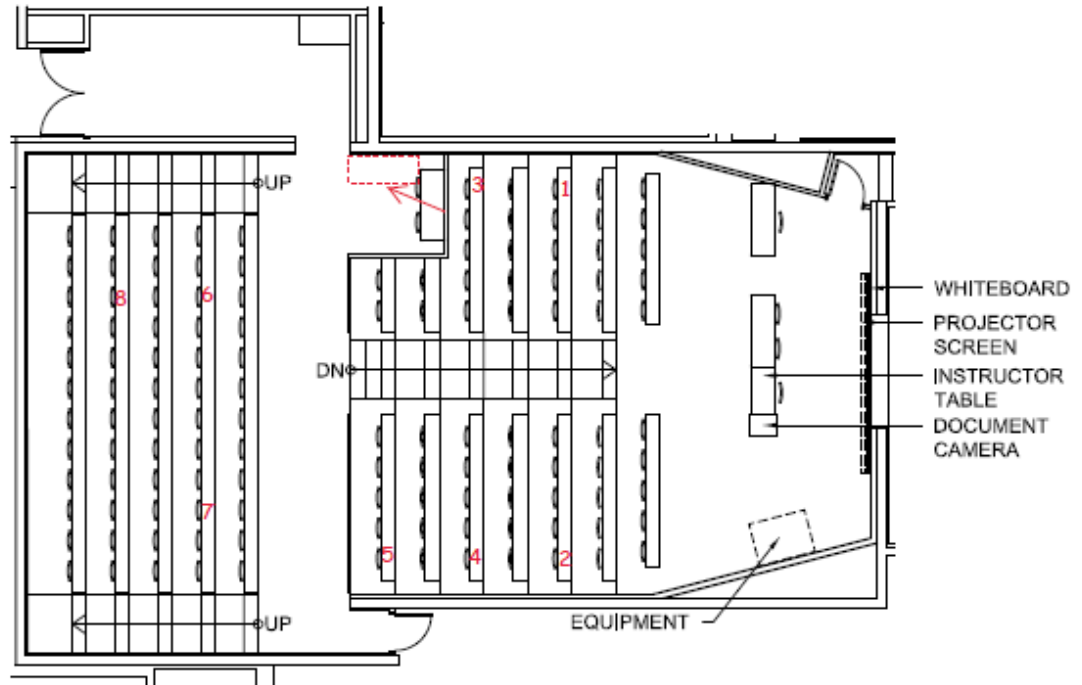
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Building	Room	Typical Capacity	Physical Distance Capacity
NE25	304	36	8
<p>Capacity does not include instructor. Please return the room to this standard configuration and leave the space clean and orderly for the next user.</p>			
Tables	Chairs	Area Sq. feet	Sq. meters
10	9	752	70
Scale	Date		
1/8"=1'-0"	August 21, 2020		

ITA Exam Layout

recommended physically distanced
seating assignments are
numbered as indicated



Building		Room		Physically Distanced Capacity	
SE01		109		8	
Please return the room to this standard configuration and leave the space clean and orderly for the next user.					
Tables	Chairs	Area Sq. feet	Sq. meters	Scale	Date
N/A	136	1863	173	3/32" = 1'-0"	January 16, 2019