



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 Cafeteria for students (no food service provided; cafeteria will serve as a break area only for six-hour lab activities on campus)		
<i>How many of your employees will be on campus:</i>	Max 34 people in cafeteria at a time	<i>What is the total number of your employees:</i>	ATC employees have the staff's cafeteria approved. This Safety Plan is for student's cafeteria.
Start date:	2020-10-15	End date:	Ongoing
Completed by:	Name Scott Paterson Oxana Klemin Sanja Boskovic	Position Department head, ATC Quality assurance, ATC Associate Dean, ATC	Date 2020-10-06



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	ATC-172	Cafeteria	34
ATC	Room number is not posted on location (washroom by security on the 1 st floor)	Washroom	2 for men, 2 for women
ATC	Room number is not posted on location (south washroom on the 1 st floor)	Washroom	2 for men, 2 for women



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ATC	Room number is not posted on location (washroom on the 2 nd floor)	Washroom	2 for men, 2 for women
ATC	Room number is not posted on location (south washroom on the 2 nd floor)	Washroom	2 for men, 2 for women
ATC	Room number is not posted on location (washroom on the 3 rd floor)	Washroom	2 for men, 2 for women

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>When possible, ATC schedules labs activities on campus on a basis of reduced operating hours. Only for the groups scheduled for six-hour lab activities on campus: we would like to provide students with an access to ATC cafeteria for the lunch. Capacity of the cafeteria will be decreased to 34 people. No food service at this point of time. Lunch time will be reduced from one hour to a half an hour. If more than 34 students require an access to cafeteria, cleaning and disinfecting will be arranged between the groups. Communication with students will be made to arrange a peer watching community in order to comply with safety requirements.</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.
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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.

#	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): Cafeteria's capacity is decreased to 34 people to allow 2 m physical distancing. See the layout.


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#	Control Measure	Yes	No	NA	Details (as per Directions)
					<p>ATC-172 Cafeteria</p> <p>Notes: This cafeteria space can accommodate a capacity of 34 patrons as use for a cafeteria, or paper-based testing facility, with the addition of noted barriers. Additional capacity can be added with additional barriers, however, greater supervision and administrative controls may be required.</p> <p>Legend:</p> <p>— Barrier - - - Furniture Extension Barrier - - - Walk Path - - - Barricade (Do Not Enter) 2m</p>
2.	Work stations are set-up to allow for 2 metres physical distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Exceptions allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary (explain):</p> <p>See item #1</p>
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"/>	<p>Two hand sanitizing stations will be placed at the entrance to the cafeteria. Students are strongly recommended to wear masks till they have a sit. Seating spaces are designed to have persons 2 m or more apart or separated with barriers.</p>
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"/>	<p><i>Signs or arrows on the floor identifying directions.</i></p> <p>Floor markers are in place to indicate walkways. Social distance signs will be posted for the cafeteria.</p>

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#	Control Measure	Yes	No	NA	Details (as per Directions)	
6.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Room number is not posted on location (washroom by security on the 1 st floor)	2 for men, 2 for women
					Room number is not posted on location (south washroom on the 1 st floor)	2 for men, 2 for women
					Room number is not posted on location (washroom on the 2 nd floor)	2 for men, 2 for women
					Room number is not posted on location (south washroom on the 2 nd floor)	2 for men, 2 for women
					Room number is not posted on location (washroom on the 3 rd floor)	2 for men, 2 for women
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>If yes, what control measures are in place to maintain physical distancing? Occupancy limit 34. If there is an occupancy limit, is a sign posted? Y <input checked="" type="checkbox"/> N <input type="checkbox"/></i></p> <p>ATC takes all the effort to schedule classes on limited operations hours. The cafeteria will serve as a break area only for groups of students that have full-day labs on campus.</p>	
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Barriers will be installed as shown in the item #1.	
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
13.	The impact on ventilation requirements have been considered if there's been a significant use change for the space.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Complete a Facilities and Campus Development work requisition for assessment, as needed.</p> <p>There's no significant use change for the space.</p>	
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.						
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"/>		

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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"/>	Hand sanitizing stations will be installed at the entrance to the cafeteria.
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"/>	<div style="text-align: right; margin-bottom: 10px;">  </div> <p>Welcome to a Physically Distanced Dining & Study Space</p> <p>This space is open from 8:30am to 4:30pm. During this time, cleaners will ensure that furniture is sanitized between sittings.</p> <p>To safely use this space, please observe the following guidelines:</p> <ul style="list-style-type: none"> Maintain 2m between other users at all times Do not move furniture Do not use pathway if another user is waking in the opposing direction Do not use furniture that has not yet been sanitized. Leave your chair pulled out when you're done to indicate that your space requires sanitizing for the next user. <p><i>Please list:</i></p>
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"/>	On-going reminders are held by Department head, AD, or Admin Manager and faculty. Engage students into a student's peer watching community.
24.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25.	All employees have completed the online New Employee Orientation module .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>New and Returning Employee Orientation Checklist found here. Each employee to save the checklist to their online New Employee Orientation course</i>

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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"/>	Pool tables and other equipment should be either relocated or blocked off.
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"/>	No shared items between students. Students will bring their own lunch for the individual use.
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"/>	Tables in the cafeteria are not shared. A dedicated cleaner will be assigned to clean and sanitize cafeteria between the groups based on as needed basis.
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> Health screen poster is posted at the campus main entrance. Students are not coming to campus if ill or showing any signs of symptoms.
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.</i> <i>If the person is reporting symptoms, ask them to avoid others and return home. Call 811.</i> <i>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 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.					

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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"/>	Training is provided by the owner/operator.
40.	Appropriate PPE for COVID-19 is available to be provided to employees. Supply requests emailed to ppe@bcit.ca .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Based on circumstances allowed for in the BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary.</p> <p>List PPE and tasks/activities required for and provide the quantity and unit of measure, if applicable (e.g. 2 boxes of 20 each box):</p> <p>Face masks, safety glasses/face shields are available for the approved on-campus labs. Students are strongly recommended to wear masks till they have a sit in the cafeteria.</p> <p>Add two hand sanitizing stations at the entrance to the cafeteria. Order disinfectant wipes to clean microwaves.</p>
41.	PPE safe donning, doffing, disposal, and disinfecting instructional materials are available for employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Post applicable signs in a visible location if ppe required.</p> <p>Use the Employee Orientation checklist to assist orientation/training by their supervisors.</p> <p>WorkSafe BC poster on how to put on and take off PPE will be reviewed and posted.</p>
42.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
CLEANING					
43.	Facilities is aware of the cleaning needs for the area. Facilities work requests have been submitted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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"/>	<p>Cleaning Standard Operating Procedures have been located here. What are the cleaning products/materials:</p> <p>Custodial use the EOC approved cleaning and disinfecting solutions and follow the recommendations outlined on the labels.</p>
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.g. sufficient number of hand wash stations.

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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: _ 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) by the entrance to the cafeteria (both sides). <i>Will hand sanitizer be refilled by department: Y <input type="checkbox"/> N <input checked="" type="checkbox"/></i> <i>If No, describe: hand sanitizers located in the campus will be refilled by custodial staff at ATC.</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"/>	All unnecessary items have been removed and secured from all areas.
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>
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. Identify who will clean and how often (e.g. employees or cleaning staff): Common touch points at the campus are disinfected throughout the day by BEST Custodial staff. Any additional cleaning may be requested to the ATC AD or AM. Students are required to clean microwaves after each use. Disinfectant wipes will be provided.
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> BEST Custodial staff. <i>Where is the storage:</i> students keep their belongings near to the assigned working station or in their vehicle
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> Regular inspections are conducted by AD, and/or AM, and/or Department Heads on a weekly basis. ATC has been successfully building a community where every student, faculty or staff member can bring up safety protocol concerns for



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#	Control Measure	Yes	No	NA	Details (as per Directions)
					immediate attention. ATC will encourage students to actively participate on a daily supervision of the safety protocol compliance.
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> Audit is done by ATC JOHS committee on a monthly basis.

APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Sanja Boskovic	Position AD ATC	Date October 06, 2020
EOC	Name <i>Glen Magel</i>	Position EOC Director	Date October 20, 2020