



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:	CIVL 2121 Stress Analysis 1 Civil Engineering PTS program		
Proportion of program offered on campus:	The Civil Engineering PTS program has 8 courses running in this Fall 2020 term. Only this one course has a small component that is required to be conducted in the lab on campus.		
Start date:	Oct 21, 2020	End date:	Nov 18, 2020
# of students:	10	# of employees:	2
Completed by:	Name Ken Zeleschuk	Position Faculty/PTS Coordinator	Date Oct 14/20



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 Campus/SW01	1080, 1070, 1068	Classroom, lab (access to the lab SW01-1070 is through the classroom SW01-1080)	4
Burnaby Campus/SW01	SW1-1405 (Men's), SW1-1044 (Women's)	Washroom Washroom	1 1

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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 class is a requirement for the Technicians Certificate in Civil Engineering. It is necessary for the students to observe a stress-analysis test demonstration in person so to gain understanding of how to run the test to meet the certification requirements.

The demonstrations will take place from **6:30pm-9:30pm** on **Wed Oct 21st** and **Wed Nov 18th**. The schedule on each of the two days is as follows:

6:00 pm Set-up for lab, cleaning of surfaces, assessment of safety protocols

6:30 pm **1st group of 3 students:** orientation to lab, safety, PPE,
7:15 pm escort group to handwashing, exit and wipe down of surfaces, prep

7:25 pm **2nd group of 3 students:** orientation to lab, safety, PPE, lab presentation
8:10 pm escort group to handwashing, exit and wipe down of surfaces, prep

8:20 pm **3rd group of 2 students:** orientation to lab, safety, PPE, lab presentation
9:05 pm escort group to handwashing, exit and wipe down of surfaces, prep

9:15 pm **4th group of 2 students:** orientation to lab, safety, PPE, lab presentation
10:00pm escort group to handwashing, exit and wipe down of surfaces, prep

10:00pm final wipe down of surfaces, equipment put away, inspection of control measures and safety protocols
10:15pm

The demonstrations will be conducted in SW01-1070. Access to the lab is through the classroom SW01-1080; students will wait in the corridor outside the room. Students are asked to arrive at their specific times. Exit from the lab will be through the larger lab SW01-1068 directly to outside of the building. So the direction of traffic will be one-way only for the entire duration. One instructor will be conducting the demonstration.

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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.

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 returntocampus@bcit.ca for room capacity and layout if needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rooms are large enough to allow 2m distancing, from entering to exiting. Students and instructor will walk into and exit the lab in a set order to maintain 2m distancing.
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"/>	Markers are placed on the floor to indicate clearly where the students would stand to observe the tests. No movement of students is necessary. All demonstration to be carried out by the instructor.
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 may wait outside of the classroom SW01-1080. Waiting spots at minimum 2-m spacing are marked on the floor in the corridor. Students are asked to arrive for their specific test time only.

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#	Control Measure	Yes	No	NA	Details (as per Directions)
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"/>	4 small groups of 3 students max per group. 10 students maximum for each night.
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"/>	Locations identified on floor in the lab and in the corridor. No touching of any tools, equipment and samples by the students is necessary.
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"/>	The direction of movement is unidirectional. Arrows have been placed on the floor.
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.
8.	Mobile fans have been removed or put out of service.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No fans.
7.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Washroom occupancy limit __1__
8.	Break area(s) for student use have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No break is required and none is scheduled.
9.	Break areas for employee use have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No break is required and none is scheduled.
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"/>	There is adequate space to allow physical distancing, so no physical barrier is required to separate the areas. However, traffic pilons have been placed to mark off certain areas. Tables and chairs in SW01-1080 have been placed to create a designated walkway through the room.
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There is adequate space to allow physical distancing, so no physical barrier is required to separate the areas. However, traffic pilons have been placed to mark off certain areas. Tables and chairs in SW01-1080 have been placed to create a designated walkway through the room.
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"/>	There is no deviation from the regular use of the classroom and labs.
	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 .					
13.	Posted: Physical distancing (2 m) sign(s) Item 1A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	At entrance and in the lab
14.	Posted: Hand washing sign(s) Item 29B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	At entrance and in the lab
15.	Posted: Health screen sign(s) Item 3C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	At entrance and in the lab
16.	Posted: Hand washing sink location sign(s) Item 14A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signs posted In the lab. Sink in SW01-1068

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17.	Posted: Hand sanitizing station location sign(s) Item 13A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	At entrance and in the lab
18.	Posted: Protect yourself sign(s) Item 21A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	At entrance and in the lab
19.	Posted: Occupancy limit of this room sign(s) Item 37A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	At entrances
20.	Posted: Other signs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Please list:</i>
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"/>	To be conducted on the night of lab.
22.	All students have completed the online COVID-19 Pandemic On-Campus Guidelines training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students will be instructed and reminded to take the online training. The instructor will use the tool, COVID-19 PANDEMIC Course Completions Report available in the Employee Learning Hub at bcit.ca/pd , to see which students have, and have not, met the criteria for in-person class attendance.
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"/>	<p><i>Procedure for orientation found here.</i> <i>Student COVID-19 Orientation Checklist found here.</i></p> <p>https://www.bcit.ca/files/covid19/pdf/covid-19_student_orientation.pdf</p> <p>The Civil Engineering department has the OHS Site-Orientation Checklist as a guide while developing Safety Site Orientation. Staff and students will adhere to the checklist and checked prior to and during the labs.</p>
24.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Instructor has completed the online training; confirmation/proof of completion has been presented to the manager.
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.</i> <i>Each employee to save the checklist to their online New Employee Orientation course</i>
26.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
RULES AND GUIDELINES (ADMINISTRATIVE)					
27.	All unnecessary and self-serve items have been removed from the spaces. <i>e.g., pens, paper, etc.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students do not need to use any item in the lab.
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"/>	Entrance door and exit door are separate and of one each.
29.	Handouts, papers, and items are not physically provided to students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No handouts required. Students bring their own pen, paper and clipboard.
30.	Students have dedicated tools/equipment, e.g., items are not shared between students.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Students will not be operating any equipment or using any tool.

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#	Control Measure	Yes	No	NA	Details (as per Directions)
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"/>	Facilities have been asked to clean SW01-1080 premises (Work Request #1453837) after each of the two nights of lab demonstrations.
32.	Work spaces/stations are dedicated for an individual or group use and not shared with others.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No workstations are required. Spots where students would stand to observe the demonstrations have been clearly marked.
33.	Single-use (disposable) products are used where feasible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students are asked to wear masks and gloves.
34.	Measures are in place to accommodate student sick at home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If a student cannot attend because of illness, the information, or sources for learning materials, will be provided to the students. The instructor and the department will find ways to best support the student's academic progress and overall health.
35.	Procedures in place to screen students on a daily basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><i>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.</i></p> <p>The activity is for one evening only for a student.</p>
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 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>
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 COVID-19 Pandemic Scenario Playbook for more information. Confirm if the person is aware of self-isolation requirements and protocols.</i>
38.	Provisions made for students to maintain same lab/class cohort throughout the Term.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This is an online PTS course. The students would be together as a cohort but come in separately in small groups for the lab demonstrations.
39.	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.					
40.	Appropriate PPE for the hazards of employee and student tasks are available to be provided (non-COVID-19 related ppe).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>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):</i></p> <ul style="list-style-type: none"> • Face masks, available at entrance • Disposable gloves, available at entrance • Hand sanitizer, stationed at entrance and in the labs • Disinfectant spray for cleaning at the end of the lab. • Paper towels

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41.	Training is provided for the above PPE to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Short orientation.																		
42.	Appropriate PPE for COVID-19 is available to be provided to students and 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 Assessment 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> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Item</th> <th>Quantity</th> <th>Purpose</th> </tr> </thead> <tbody> <tr> <td>Non-surgical face masks</td> <td>1 box of 50</td> <td>Prevent spread of COVID-19 via airborne and droplets</td> </tr> <tr> <td>Paper towel</td> <td>2 rolls ordered</td> <td>Clean surfaces, instruments, and other touch points</td> </tr> <tr> <td>Nitrile Gloves</td> <td>1 box of 100</td> <td>Prevent spread COVID-19 by contact</td> </tr> <tr> <td>Hand sanitizers</td> <td>3 bottles</td> <td>Prevent spread COVID-19 by contact</td> </tr> <tr> <td>Disinfectant spray</td> <td>2 containers</td> <td>Clean surfaces, instruments, and other touch points</td> </tr> </tbody> </table>	Item	Quantity	Purpose	Non-surgical face masks	1 box of 50	Prevent spread of COVID-19 via airborne and droplets	Paper towel	2 rolls ordered	Clean surfaces, instruments, and other touch points	Nitrile Gloves	1 box of 100	Prevent spread COVID-19 by contact	Hand sanitizers	3 bottles	Prevent spread COVID-19 by contact	Disinfectant spray	2 containers	Clean surfaces, instruments, and other touch points
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43.	PPE safe donning, doffing, disposal, and disinfecting instructional materials are available for students and 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 Student Orientation checklist to assist orientation/training by instructors.</p> <p>Use the Employee Orientation checklist to assist orientation/training by their supervisors.</p>																		
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"/>	Facilities have been asked to clean SW01-1080 premises (Work Request #1453837) after each lab session. Cleaning of appropriate lab surfaces will be done by instructor.																		
46.	Training will be provided to faculty and students 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: Facilities will be conducting cleaning.</p> <p>Instructors only.</p> <p>What ppe is required: masks, gloves</p>																		
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"/>	Groups are scheduled with time in between to allow cleaning.																		
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: SW01-1068 _____</p> <p>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>ABHS (Alcohol-Based Hand Sanitizer): Location(s) ___ SW01-1080, 1068 _____</p> <p>Will hand sanitizer be refilled by department: Y <input type="checkbox"/> N <input checked="" type="checkbox"/></p>																		

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#	Control Measure	Yes	No	NA	Details (as per Directions)
					<i>If No, describe: Replacement available.</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: Sanitizers and spray cleaner is BCIT procured product.</i>
51.	The area(s) have been decluttered so that cleaning is simplified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Classroom tables and chairs are stacked to create a walkway.
52.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Barriers can become contaminate if they are a touch point or if the contaminated with droplets by e.g. coughing or sneezing. Barriers not a touch point. Surfaces will be cleaned.</i>
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): No shared tools/equipment.</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>Who will clean: Where is the storage:</i>
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"/>	The COVID-19 Safety Plan will be posted in the lab and on a shared folder accessible by the department and the students. The department will conduct inspections and report to the Associate Dean during the period of the lab sessions.
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"/>	The department will conduct inspections and report to the Associate Dean during the period of the lab sessions.

APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Steven Kuan	Position Associate Dean, SOCE	Date October 14, 2020
EOC	Name <i>Glen Magel</i>	Position EOC Director	Date October 19, 2020