# 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:	Bridge Watch Rating Enhanced Program per Agreement for facilitation access to marine training: enabling indigenous peoples and women to participate in the Marine Industry, Marine Emergency Duties courses
Proportion of program offered on campus:	100%

Start date:	22 October 2020	End date:	Ongoing through various intakes
# of students:	12	# of employees:	2 (1 instructor, 1 Project Coordinator)

Completed by:	Name Debbie Power John Dymond Nataliia Golovachova	Position BWR Program Coordinator SoT, BWR Project Manager SoT, Administrative Manager	Date 19 Oct 2020

Consider first → Elimination → Engineering controls → Administrative controls → PPE ↓ Consider as needed
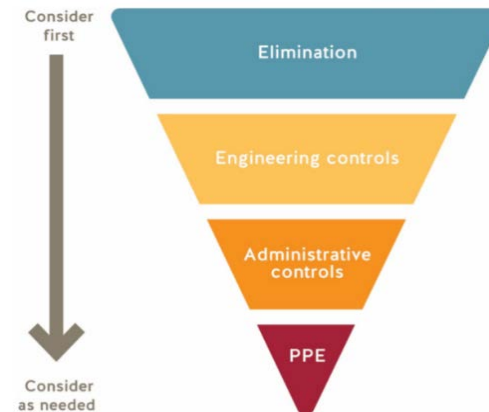
ROOM INFORMATION

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 Floor Plans found here	Type of Space Include washrooms and breakout rooms	Capacity Current capacity due to COVID-19
Lonsdale Quay Hotel	3rd floor, "Discovery room"	Conference room to be rented for the instructional purpose	15 (decreased from 40 people)
Lonsdale Quay Hotel	3rd floor, no number, next to the Conference room	Washroom	Men: 2; Women: 2

COVID-19 SAFETY PLAN
ACADEMIC SPACES

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).

BWR-E students are registered to complete their MEDs training at BMC. The Marine Emergency Duties (MED) training provides a mariner with the essential skills to cope with emergencies and hazards while working at sea. Additional classroom capacity is required for instructional demonstration and competency assessment. It is not feasible to deliver this practical component of the course online.

However, BMC has limited capacity of the facilities. Considering the size and decreased capacity of the campus and a backlog of students, the School of Transportation has found a space to rent close to BMC.

No additional cost to BCIT, all the expenses will be covered by BWR-E program.

It's Lonsdale Quay Hotel Conference room and located in 8 min walking distance from BMC.

An instructor will use the equipment only for the demonstration purpose. No equipment shared.

Students have to follow a Social Distancing Guideline and Safety Plan of Lonsdale Quay Hotel.

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.*

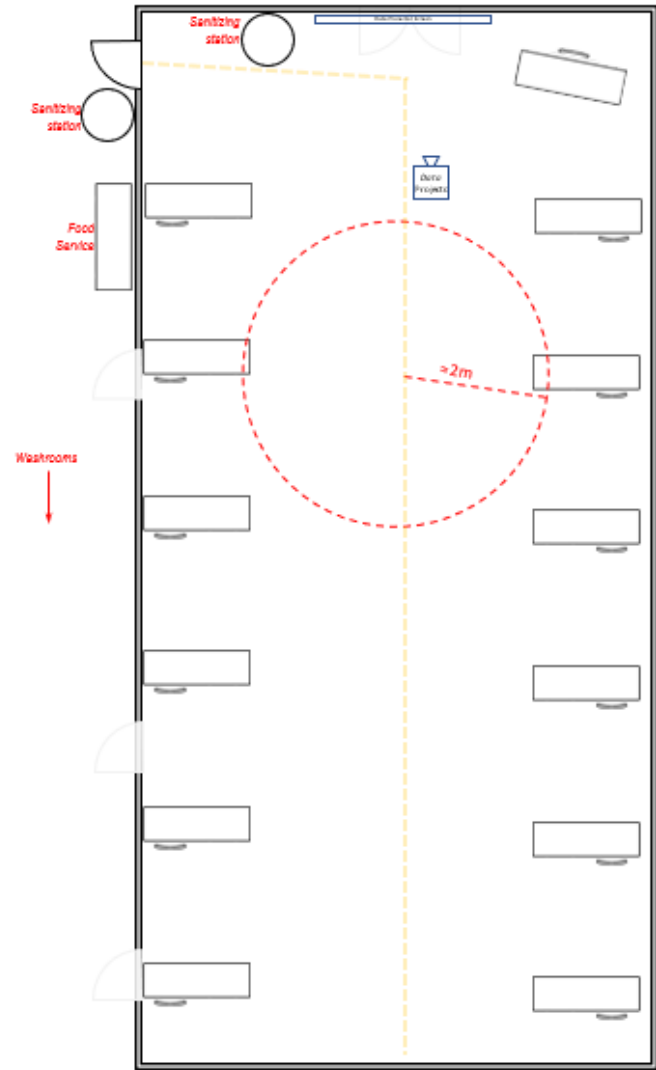8. *Once approved, the COVID-19 Safety Plan is posted in all work areas identified within this plan.*

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.	☒	☐	☐	*Exceptions allowed as per [BCIT COVID-19 Go-Forward Plan](#), Risk Matrix Summary (explain):*

Lonsdale Hotel – Discovery Room

Notes: Suggested capacity of 16. Only one door is accessible into/ out of room. Water bottles are provided outside room, in addition to food in personalized to-go bags. Bathrooms are located directly down hall. Measurements are approximate.
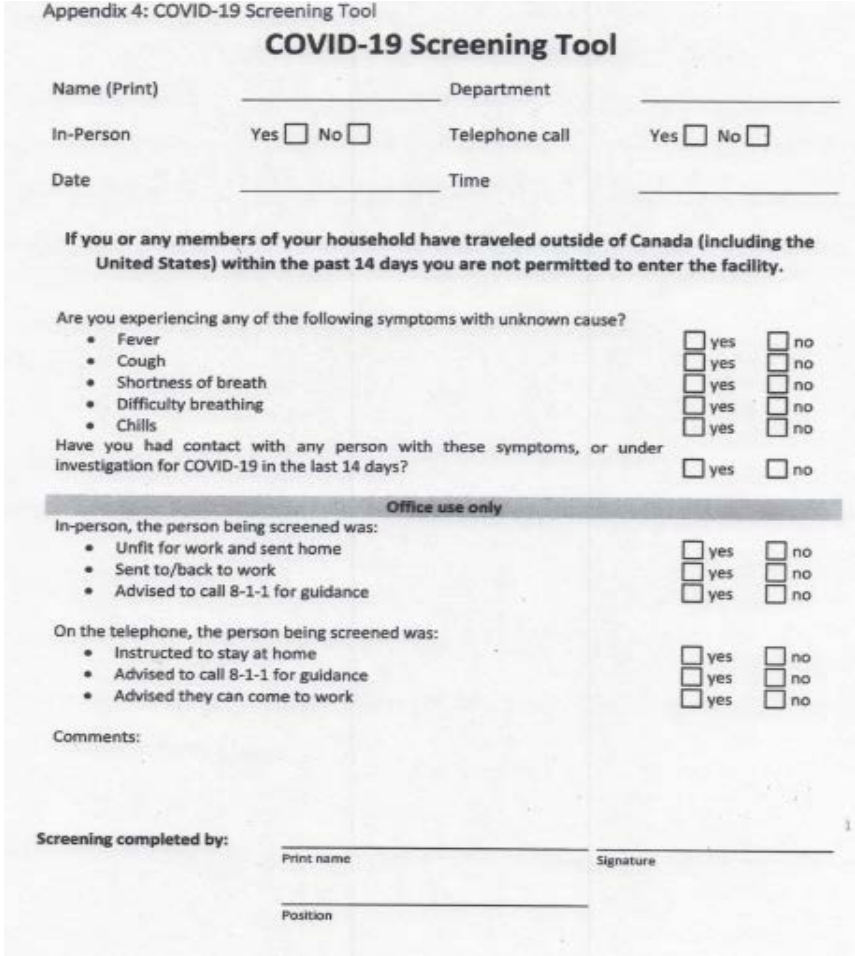
COVID-19 SAFETY PLAN
ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
2.	Demonstration, work and assessment stations are set-up to allow for 2 metres physical distancing.	☒	☐	☐	*Exception allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary (explain):* See item #1
3.	Identified area(s) where students wait outside of teaching space until allowed inside by instructor.	☐	☐	☒	Students are required to go directly to the Conference room to avoid crowding outside of the teaching space.
4.	Work has been scheduled to minimize numbers of individuals on campus at one time.	☒	☐	☐	Only one group of 12 students is scheduled per day.
5.	In shared spaces, safety protocols have been put in place to reduce close contact between users.	☒	☐	☐	
6.	Movement within the room is identified, such as with directional arrows, for walkways and entrances/exits.	☒	☐	☐	Directional arrows on floor for entrance and distancing
7.	Water fountains are put out of service, and only touchless water bottle filling station available.	☐	☐	☒	Each attendee is provided with their own water bottle distributed prior to the meeting.
8.	Mobile fans have been removed or put out of service.	☐	☐	☒	
7.	Washrooms have been identified.	☒	☐	☐	*If yes, Washroom occupancy limit* Men: 2; Women: 2
8.	Break area(s) for student use have been identified.	☒	☐	☐	Students have an option to stay in the room for the break or go outside of the building.
9.	Break areas for employee use have been identified.	☒	☐	☐	Instructor has an option to stay in the same room for the break or go outside of the building.
10.	Other:	☐	☐	☒	

#	**ENGINEERING CONTROL MEASURES**				
11.	Barriers are implemented to separate work areas or walk ways, when physical distancing not practical.	☐	☐	☒	The Conference room and walkways allow 2 m physical distance.
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	☐	☐	☒	
13.	The impact on ventilation requirements have been considered if there's been a significant use change for the instructional space.	☒	☐	☐	There's no significant change for the meeting space.
	Other:	☐	☐	☒	

#	**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	☐	☐	☒	Lonsdale Quay Hotel signs
14.	Posted: Hand washing sign(s) Item 29B	☐	☐	☒	Lonsdale Quay Hotel signs
15.	Posted: Health screen sign(s) Item 3C	☐	☐	☒	Lonsdale Quay Hotel COVID19 screening tool

COVID-19 SAFETY PLAN
ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
16.	Posted: Hand washing sink location sign(s) Item 14A	☐	☐	☒	Lonsdale Quay Hotel signs
17.	Posted: Hand sanitizing station location sign(s) Item 13A	☐	☐	☒	Hand sanitizer station is in the room
18.	Posted: Protect yourself sign(s) Item 21A	☐	☐	☒	Lonsdale Quay Hotel signs
19.	Posted: Occupancy limit of this room sign(s) Item 37A	☐	☐	☒	Lonsdale Quay Hotel signs
20.	Posted: Other signs	☐	☐	☒	*Please list:*
ORIENTATION AND TRAINING (ADMINISTRATIVE)					
21.	Routine safety discussions held to review control measures and safety protocols.	☒	☐	☐	
22.	All students have completed the online COVID-19 Pandemic On-Campus Guidelines training.	☒	☐	☐	*How will compliance be checked:* All students have completed the BCIT COVID course. The Program Coordinator, Debbie Power, verifies completion of the course.
23.	COVID-19 safety Site orientation for students has been developed and posted in the Learning Hub.	☒	☐	☐	*Procedure for orientation found here.* *Student COVID-19 Orientation Checklist found here.*
24.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training.	☒	☐	☐	
25.	All employees have completed the online New Employee Orientation module.	☒	☐	☐	*New and Returning Employee Orientation Checklist found here.* *Each employee to save the checklist to their online New Employee Orientation course*
26.	Other:	☐	☐	☒	
RULES AND GUIDELINES (ADMINISTRATIVE)					
27.	All unnecessary and self-serve items have been removed from the spaces. *e.g., pens, paper, etc.*	☒	☐	☐	*All supplies asked for prior to class and stocked at each workspace*
28.	Doors that students are to use to enter and exit have been clearly identified.	☒	☐	☐	
29.	Handouts, papers, and items are not physically provided to students.	☒	☐	☐	*If items are provided, they are cleaned between student use or disposed, or other control measures are in place – Describe:* All the handouts and paper are distributed prior to the class.
30.	Students have dedicated tools/equipment, e.g., items are not shared between students.	☐	☐	☒	No tools or equipment shared.
31.	If cleaning common touch points or tools/equipment not practical, then it is identified when hands are washed/sanitized before and after use.	☐	☐	☒	*Explain:* All common touch points are sanitized before and after the class. Table cloth will be changed daily.
32.	Work spaces/stations are dedicated for an individual or group use and not shared with others.	☒	☐	☐	Students are assigned to the seats for the duration of the course.

#	Control Measure	Yes	No	NA	Details (as per Directions)
33.	Single-use (disposable) products are used where feasible.	☒	☐	☐	Food & Beverage services are individually wrapped and served in take out containers outside of the Conference room. Students will be directed to pick up the bags one by one by the Project Coordinator.
34.	Measures are in place to accommodate student sick at home.	☒	☐	☐	Accommodation plan: academic accommodation is made to arrange a catch-up session.
35.	Procedures in place to screen students on a daily basis.	☒	☐	☒	Students and an instructor are required to complete COVID-19 Screening Tool for each meeting

Appendix 4: COVID-19 Screening Tool

COVID-19 Screening Tool

Name (Print) _____ Department _____

In-Person   Yes ☐ No ☐   Telephone call   Yes ☐ No ☐

Date _____   Time _____

If you or any members of your household have traveled outside of Canada (including the United States) within the past 14 days you are not permitted to enter the facility.

Are you experiencing any of the following symptoms with unknown cause?
- Fever — ☐ yes ☐ no
- Cough — ☐ yes ☐ no
- Shortness of breath — ☐ yes ☐ no
- Difficulty breathing — ☐ yes ☐ no
- Chills — ☐ yes ☐ no

Have you had contact with any person with these symptoms, or under investigation for COVID-19 in the last 14 days? — ☐ yes ☐ no

Office use only

In-person, the person being screened was:
- Unfit for work and sent home — ☐ yes ☐ no
- Sent to/back to work — ☐ yes ☐ no
- Advised to call 8-1-1 for guidance — ☐ yes ☐ no

On the telephone, the person being screened was:
- Instructed to stay at home — ☐ yes ☐ no
- Advised to call 8-1-1 for guidance — ☐ yes ☐ no
- Advised they can come to work — ☐ yes ☐ no

Comments:

Screening completed by:

Print name _____   Signature _____

Position _____

#	Control Measure	Yes	No	NA	Details (as per Directions)
36.	There is a procedure in place if a student or employee becomes ill on campus.	☒	☐	☐	*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.*
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.	☒	☐	☐	*Refer to the COVID-19 Pandemic Scenario Playbook for more information. Confirm if the person is aware of self-isolation requirements and protocols.*
38.	Provisions made for students to maintain same lab/class cohort throughout the Term.	☒	☐	☐	Each cohort of 12 students stays within the same "bubble" during the program for each course to minimize the risk of transmittion.
39.	Other:	☐	☐	☒	
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).	☐	☐	☒	*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):*
41.	Training is provided for the above PPE to students and employees.	☐	☐	☒	
42.	Appropriate PPE for COVID-19 is available to be provided to students and employees. Supply requests emailed to ppe@bcit.ca.	☒	☐	☐	*Based on circumstances allowed for in the BCIT COVID-19 Go-Forward Plan, Risk Assessment Matrix Summary.* *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):* BCIT program provides PPE for the use in common spaces: Face masks 2 boxes of 50 Face shields 12 pcs The hotel also provides individual hand sanitizers and face mask on each desk.
43.	PPE safe donning, doffing, disposal, and disinfecting instructional materials are available for students and employees.	☒	☐	☐	*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:	☐	☐	☒	
CLEANING					
45.	Facilities is aware of the cleaning needs for the area. Facilities work requests have been submitted.	☐	☐	☒	*Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s).* Cleaning is provided by the hotel before and after each class. The room is rented for the BWR-E group only in a duration of the course.
46.	Training will be provided to faculty and students performing cleaning duties and cleaning materials have been provided.	☐	☐	☒	*Cleaning Standard Operating Procedures have been located here. What are the cleaning products/materials:*

#	Control Measure	Yes	No	NA	Details (as per Directions)
					What ppe is required:
47.	Assessment of sufficient number of hand wash stations conducted, and an appropriate number of handwashing stations are available	☒	☐	☐	*Consider time it will take for hand washing to take place, to determine what is e.a. sufficient number of hand wash stations. Some areas find a ratio of 8:1, students to sink, effective. The minimum amount of hand washing required is once before class starts, after class ends and before and after breaks.*
48.	Handwashing station(s), stocked, easily accessed, and have been identified to students and employees.	☒	☐	☐	*Sink Location: 3rd floor, next to the Conference room* *Stocked with soap Y ☒ N ☐ paper towel Y ☒ N ☐*
49.	Hand sanitizing station(s), stocked, and have been identified to students and employees.	☒	☐	☐	***ABHS*** *(Alcohol-Based Hand Sanitizer): Location(s) in the Conference room* *Will hand sanitizer be refilled by department: Y ☐ N ☒* *If No, describe: Lonsdale Quay Hotel provides the hand sanitizer*
50.	All Safety Data Sheets (SDS) and cleaning procedures used are found here.	☐	☐	☒	*If not, describe: Responsibility of Lonsdale Quay Hotel.*
51.	The area(s) have been decluttered so that cleaning is simplified.	☒	☐	☐	
52.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	☐	☐	☒	*Barriers can become contaminate if they are a touch point or if the contaminated with droplets by e.g. coughing or sneezing.*
53.	Common touch points and tools/equipment that must be shared are identified and cleaned between students and classes.	☒	☐	☐	*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):*
54.	Storage space for personal articles have been identified and are cleaned regularly.	☐	☐	☒	*Who will clean:* *Where is the storage:* *Personal articles will remain with each respective student*
55.	Other:	☒	☐	☐	Live Clean for sanitizer and Certainty wipes (Sysco Guest supplies) for wipes are used for cleaning and sanitizing
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.	☒	☐	☐	*Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often?* The Program Coordinator, Debbie Power, will conduct an inspection once per a week.
57.	Audits of inspections are planned to ensure that control measures continue to be effective.	☒	☐	☐	*Who conduct the audits and how often?*SoT Business Development Manager and/or SoT Administrative Manager, Nataliia Golovachova, will conduct an inspection on the first day of the course.

APPROVAL

	All COVID-19 risk control measures for this campus activity are in place.		
Manager	Name Nataliia Golovachova	Position SoT, Administrative Manager	Date 10/19/2020
EOC	Name	Position	Date