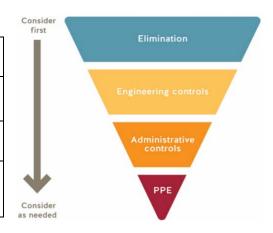# BCIT COVID-19 SAFETY PLAN
ADMINISTRATIVE SPACES

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:	**Downtown Campus _ Operations**		
How many of your employees will be on campus:	9	*What is the total number of your employees:*	Thirteen
Start date:	Since March 23, 2020	**End date:**	**December 31, 2020**
Completed by:	Name Ser Khee Lee	Position Campus Services Supervisor	Date August 12, 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 employees.
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 meeting rooms	Capacity Current capacity due to COVID-19
DTC01	251A	Office	Single
	251B	Office	Single
	252	Office _AV	Two max.
	257	Office _Bookstore	Single
	259	Office _Registration	Two max.
	265	Office	Single
	267	Office	Single
	269	Office	Single
	272	Office	Single

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RATIONALE FOR ON-CAMPUS ACTIVITY

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.

To provide service support to
1. Bookstore e.g. online orders/shipping/receiving
2. PTS instructors e.g. online lecturing & recording using Zoom and other equipment such as electronic whiteboard & document camera
3. Performing maintenance to AV systems, inventory, equipment and firmware upgrade
4. Process ISEP student placement tests and insurance payments through student deposit fund accounts

CONTROL MEASURES

COVID-19 SAFETY PLAN: CONTROL MEASURES CHECKLIST

Directions for completing this 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 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.

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#	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.	☒	☐	☐	*Exceptions allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary (explain):* Most offices only have one employee/room. Only other room has 2m between desks.
2.	Work stations are set-up to allow for 2 metres physical distancing.	☒	☐	☐	*Exceptions allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary (explain): See above answer*
3.	Work has been scheduled to minimize numbers of employees on campus at one time.	☒	☐	☐	Yes as Events team is working from home currently.
4.	In shared spaces, safety protocols have been put in place to reduce close contact between users.	☒	☐	☐	Yes but very few employees on campus currently. Elevators have 1 person limit and hallways allow enough space.
5.	Movement within the room is identified, such as with directional arrows, for walkways and entrances/exits.	☒	☐	☐	*Signs or arrows on the floor identifying directions.*
6.	Washrooms have been identified.	☒	☐	☐	*If yes, Washroom occupancy limit _1____*
7.	Water fountains are put out of use, and only touchless water bottle filling station available.	☒	☐	☐	
8.	Mobile fans have removed or put out of service.	☐	☐	☒	
9.	Break areas for employee use has been identified.	☒	☐	☐	*If yes, what control measures are in place to maintain physical distancing? Occupancy limit__1_____ If there is an occupancy limit, is a sign posted? Y ☒ N ☐*
10.	Other:	☐	☐	☐	
ENGINEERING CONTROL MEASURES					
11.	Barriers are implemented to separate work areas or walk ways, when physical distancing not practical.	☒	☐	☐	
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	☐	☐	☒	No student service open for the foreseeable future as SIES DTC is all online and over the phone at home.
13.	The impact on ventilation requirements have been considered if there's been a significant use change for the space.	☒	☐	☐	*Complete a Facilities and Campus Development work requisition for assessment, as needed.*
14.	Other:	☐	☐	☐	
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	☒	☐	☐	Posted around campus
16.	Posted: Hand washing sign(s) Item 29B	☒	☐	☐	*Posted in all washrooms and areas of high touch*

#	Control Measure	Yes	No	NA	Details (as per Directions)
17.	Posted: Health screen sign(s) Item 3C	☒	☐	☐	
18.	Posted: Hand washing sink location sign(s) Item 14A	☒	☐	☐	*Posted at all sinks*
19.	Posted: Hand sanitizing station location sign(s) Item 13A	☒	☐	☐	
20.	Posted: Protect yourself sign(s) Item 21A	☒	☐	☐	
21.	Posted: Occupancy limit of this room sign(s) Item 37A	☒	☐	☐	*Posted in occupied areas*
22.	Posted: Other signs	☐	☐	☒	*Please list:*
ORIENTATION AND TRAINING (ADMINISTRATIVE)					
23.	Routine safety discussions held to review control measures and safety protocols.	☒	☐	☐	
24.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training.	☒	☐	☐	*Yes*
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.*	☒	☐	☐	
28.	Papers and items are not physically passed between employees.	☒	☐	☐	*If items are provided, they are cleaned between employee use or disposed, or other control measures are in place – Describe:*
29.	Employees have dedicated tools/equipment, e.g., items are not shared between employees.	☒	☐	☐	
30.	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 AV equipment borrowed are sanitized before and after each use. Lined up in the DTC instructor Return to Work plan.*
31.	Work spaces/stations are dedicated for an individual or group use and not shared with others.	☒	☐	☐	*Classrooms that are used for instructor recordings are shared but wiped down and sanitized before and after each individual use. Sanitizer wipes and hand sanitizer are also available for each instructor.*
32.	Single-use (disposable) products are used where feasible.	☒	☐	☐	

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#	Control Measure	Yes	No	NA	Details (as per Directions)
33.	Procedures in place to screen employees on a daily basis.	☒	☐	☐	*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.*
34.	There is a procedure in place if an 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.*
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.	☒	☐	☐	*Refer to the COVID-19 Pandemic Scenario Playbook for more information. Confirm if the person is aware of self-isolation requirements and protocols.*
36.	Provisions made for employees to work in cohorts.	☒	☐	☐	
37.	Other:	☐	☐	☐	

PERSONAL PROTECTIVE EQUIPMENT (PPE). Refer to the PPE Flowchart to determine what PPE is required for COVID-19 purposes.

#	Control Measure	Yes	No	NA	Details (as per Directions)
38.	Appropriate PPE for the hazards of employee 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): PPE has been ordered and delivered per the BCIT Go Forward Plan under the DTC Instructor Return to Work Plan.*
39.	Training is provided for the above PPE to employees.	☒	☐	☐	
40.	Appropriate PPE for COVID-19 is available to be provided to employees. Supply requests emailed to ppe@bcit.ca.	☒	☐	☐	*Based on circumstances allowed for in the BCIT COVID-19 Go-Forward Plan, Risk 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):*
41.	PPE safe donning, doffing, disposal, and disinfecting instructional materials are available for employees.	☒	☐	☐	*Post applicable signs in a visible location if ppe required.* *Use the Employee Orientation checklist to assist orientation/training by their supervisors.*
42.	Other:	☐	☐	☐	

CLEANING

#	Control Measure	Yes	No	NA	Details (as per Directions)
43.	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).*
44.	Training will be provided to employees performing cleaning duties and cleaning materials have been provided.	☒	☐	☐	*Cleaning Standard Operating Procedures have been located here. What are the cleaning products/materials:* *What ppe is required:*

#	Control Measure	Yes	No	NA	Details (as per Directions)
45.	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.*
46.	Handwashing station(s), stocked, easily accessed, and have been identified to employees.	☒	☐	☐	*Sink Location: Washrooms and designated lunch rooms.* *Stocked with soap Y ☒ N ☐ paper towel Y ☒ N ☐*
47.	Hand sanitizing station(s), stocked, and have been identified to employees.	☒	☐	☐	***ABHS** (Alcohol-Based Hand Sanitizer): Location(s)_individual offices and around the campus.* *Will hand sanitizer be refilled by department: Y ☒ N ☐* *If No, describe: Only public ones will be refilled by BEST. All hand sanitizer in the classrooms/offices will be ordered by the DTC admin team.*
48.	All Safety Data Sheets (SDS) and cleaning procedures used are found here.	☒	☐	☐	*If not, describe:*
49.	The area(s) have been decluttered so that cleaning is simplified.	☒	☐	☐	
50.	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.*
51.	Common touch points and tools/equipment, that must be shared are identified and cleaned between employees.	☒	☐	☐	*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):*
52.	Storage space for personal articles have been identified and are cleaned regularly.	☒	☐	☐	*Who will clean:* *Each employee has their own storage space and designated PPE. Asking all employees to take home personal belongings after each shift.* *Where is the storage: various offices.*
53.	Other:	☐	☐	☐	
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.	☒	☐	☐	*Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often? Both the Supervisor and Associate Director will be regularly assessing these areas.*
55.	Audits of inspections are planned to ensure that control measures continue to be effective.	☒	☐	☐	*Who conduct the audits and how often? OH&S team meets once/month at the DTC and will assist in doing a visual check and spot audit as well as the management team.*

APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Jimmy Kim	Position Associate Director	Date August 11, 2020
EOC	Name *Glen Magel*	Position EOC Director	Date September 11, 2020