



### 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 is a full-time program in the SOHS with all lectures on-line. The lab-component of ENPY 1153 introduces the students to the skills and equipment that will be applied in the clinical portion of the program following term 1 and term 2. Students will be given the time and opportunity to practice the introductory skills of electroencephalograms. During this lab, students learn how to measure and **apply electrodes using each other as patients on who they practice**. This is a very challenging skill which can only be learned in person with repeated practice. Furthermore, this lab allows students to put into practice the academic knowledge they have learned during online courses offered concurrently. This skill must be successfully mastered before the students eventually return to clinical practicums.

### 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](mailto: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](mailto: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](mailto:ssemohs@bcit.ca).*

## COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
<b>ELIMINATION</b>					
1.	Room(s) set up to allow for 2 metres physical distancing during instruction and practice. <b>Note:</b> Contact returntocampus@bcit.ca for room capacity and layout if needed.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Medical-grade masks, face shields and gloves will be worn by both students and instructors during the entire duration of the lab. As students must practice on each other in order to learn how to apply electrodes to each other's heads, 2m distancing cannot take place. This is an essential skill that can only be accomplished with in-person, hands-on practicing. Our small group of 12 will exist as a cohort and will never mingle with other BCIT students.
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"/>	<i>Exception allowed as per <a href="#">BCIT COVID-19 Go-Forward Plan</a>, Risk Matrix Summary (explain):</i>
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 will arrive at 8:45 and then proceed to NE1-103 to change into scrubs (this room will be empty at that time). Only 6 will be allowed in at a time. The instructor will meet the students at the appropriate NE1-entrance way and will count how many can proceed inside. If the instructor is not there, the students will know they can proceed directly inside. As they cannot congregate in the halls, they will be encouraged to not arrive early but can go directly to NE1-103 anytime after 8:40 to change. Class does not start until 9am. They will then return to lab. Generally, only one student can leave the room at a time to use washroom. If more than that must leave the room, then returning person will knock before entering to clear doorway.
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"/>	
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"/>	
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"/>	Signs and arrows signs have been ordered through the SOHS and will be placed in these areas prior to the lab.
7.	Water fountains are put out of service, and only touchless water bottle filling station available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students have been asked to bring their own water bottles.
8.	Mobile fans have been removed or put out of service.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>None</i>
7.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If yes, Washroom occupancy limit __2__</i>
8.	Break area(s) for student use have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If yes, what control measures are in place to maintain physical distancing?</i>

## COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
					Students will remain in lab. PPE will be worn at all times as lab. An alternative is to go outside using NE1 exit closest to the lab. PPE can be removed outside. Occupancy Limit <u>12+2</u> If there is an occupancy limit, is sign posted? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
9.	Break areas for employee use have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If yes, what control measures are in place to maintain physical distancing? Employees will remain in lab. PPE will be worn at all times as lab. An alternative is to go outside using NE1 exit closest to the lab. PPE can be removed outside. Occupancy Limit <u>12+2</u> If there is an occupancy limit, is sign posted? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
10.	Other:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

### ENGINEERING CONTROL MEASURES

11.	<a href="#">Barriers</a> are implemented to separate work areas or walk ways, when physical distancing not practical.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Barriers not required as all students and faculty will be expected to be in full PPE during the entire duration of the lab.
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 <a href="#">Facilities and Campus Development work requisition</a> for assessment, as needed.
	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	All signage has been ordered through the SOHS and will be posted immediately upon arrival prior to lab start. We will not be physical distancing.
14.	Posted: Hand washing sign(s) Item 29B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.	Posted: Health screen sign(s) Item 3C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16.	Posted: Hand washing sink location sign(s) Item 14A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.	Posted: Hand sanitizing station location sign(s) Item 13A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.	Posted: Protect yourself sign(s) Item 21A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19.	Posted: Occupancy limit of this room sign(s) Item 37A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Occupancy is 12 + 2 (students and instructors only)
20.	Posted: Other signs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Please list:

### ORIENTATION AND TRAINING (ADMINISTRATIVE)

## COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
21.	Routine safety discussions held to review control measures and safety protocols.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22.	All students have completed the online <a href="#">COVID-19 Pandemic On-Campus Guidelines</a> training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	How will compliance be checked: students will be required to print last page indicated it is complete and send to clinical instructor. A report will also be run on the Learning Hub.
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"/>	Orientation for students will be covered on September 15 during a Zoom call and then posted in the learning Hub, Cardiology Community Site.
24.	All employees have completed the online <a href="#">BCIT Pandemic Exposure Control Plan Training</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25.	All employees have completed the online <a href="#">New Employee Orientation module</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Faculty and staff members will complete</i>
26.	Other:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>RULES AND GUIDELINES (ADMINISTRATIVE)</b>					
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"/>	<i>All supplies asked for prior to class and stocked at each workspace</i>
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"/>	Signs requested from SOHS and will be posted immediately after they are received.
29.	Handouts, papers, and items are not physically provided to students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Some supplies will be provided to students for practicing electrode application. They will not be shared with other students. They will be wiped down with disinfectant after use.</i>
30.	Students have dedicated tools/equipment, e.g., items are not shared between students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>As above.</i>
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"/>	Disinfecting EEG carts is to be done after each test prior to students switching to share machines
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"/>	Each pair of students working on each other doing EEG's will not switch to other partners (during that particular lab) and all will be wearing full PPE.
33.	Single-use (disposable) products are used where feasible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34.	Measures are in place to accommodate student sick at home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accommodation plan: student will be asked to attend the next lab available.
35.	Procedures in place to screen students on a daily basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Health Screen signage will be posted and students will be required to read and report to faculty teaching that day.

## COVID-19 SAFETY PLAN ACADEMIC SPACES

#	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Refer to the <a href="#">COVID-19 Pandemic Scenario Playbook</a> 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Refer to the <a href="#">COVID-19 Pandemic Scenario Playbook</a> for more information. Confirm if the person is aware of self-isolation <a href="#">requirements</a> and <a href="#">protocols</a> .
38.	Provisions made for students to maintain same lab/class cohort throughout the Term.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
39.	Other:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>PERSONAL PROTECTIVE EQUIPMENT (PPE). Refer to the <a href="#">PPE Flowchart</a> to determine what PPE is required for COVID-19 purposes.</b>					
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"/>	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): 15 goggles, RONCO Nitrile Gloves (50/box) 2 boxes of xs gloves, 2 boxes of small gloves, 2 boxes of medium gloves, 2 boxes of large gloves, 400 disposable medical masks (50/box = 8 boxes) All PPE is being ordered by SOHS.
41.	Training is provided for the above PPE to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Training is provided during the first week of lab online and then reviewed via demonstration on first day of in class lab.
42.	<a href="#">Appropriate PPE for COVID-19</a> is available to be provided to students and employees. Supply requests emailed to <a href="mailto:ppe@bcit.ca">ppe@bcit.ca</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Based on circumstances allowed for in the <a href="#">BCIT COVID-19 Go-Forward Plan</a> , 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): <ul style="list-style-type: none"> <li>20 safety goggles</li> <li>RONCO Nitrile Gloves (50/box) - 2 boxes of small gloves, 2 boxes of medium gloves, 1 boxes of 100 large gloves</li> <li>400 disposable medical masks (50/box = 8 boxes)</li> <li>10 x Hand sanitizer 75% 500ml</li> <li>6 x Oxivir Cleaning and Disinfectant Wipes</li> <li>6 x Spray Nine Cleaner/Disinfectant</li> </ul>
43.	PPE safe <a href="#">donning, doffing, disposal, and disinfecting instructional</a> materials are available for students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Post applicable signs in a visible location if ppe required. Use the <a href="#">Student Orientation checklist</a> to assist orientation/training by instructors. Use the <a href="#">Employee Orientation checklist</a> to assist orientation/training by their supervisors. Instructions on use of PPE will be covered in first week of online portion of lab.
44.	Other:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	


## COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
<b>CLEANING</b>					
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"/>	<i>Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s). Sanitizer stations: Status of work request 1450591 for FIXTURES - NE01-01-127 changed to WR Completed</i>
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"/>	<i>Cleaning Standard Operating Procedures have been located <a href="#">here</a>. What are the cleaning products/materials:  What ppe is required: gloves, goggles, masks.</i>
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"/>	Because students are working directly with each other in PPE, they will be asked to use hand sanitizer in between each test once gloves are off. In addition they will be asked to use the washroom 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Sink Location: <u>NE1-127</u> 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>ABHS (Alcohol-Based Hand Sanitizer):</b> Location(s) A request has been made to facilities to install two.  <i>Will hand sanitizer be refilled by department: Y <input checked="" type="checkbox"/> N <input type="checkbox"/></i> <i>If No, describe:</i>
50.	All Safety Data Sheets (SDS) and cleaning procedures used are found <a href="#">here</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If not, describe:</i> Oxivir Cleaning and Disinfectant Wipes Spray Nine Cleaner/Disinfectant No SDS for Hand Sanitizer 75% 500ml
51.	The area(s) have been decluttered so that cleaning is simplified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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 will not be used. Full PPE will be worn by both students and faculty. Cleaning of the equipment can be done with Caviwipes should the equipment become contaminated between changing of masks. Likely this will not happen as students are to wear masks at all times in the lab/classroom and only remove when outside during breaks.</i>

## COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
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"/>	<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): Equipment students use will be cleaned after each test by the students.</i>
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: Cleaning staff Where is the storage: NE1-103</i>
55.	Other:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Students will be asked to turn on sinks while holding paper towel.</i>
AUDIT AND CONTINUOUS IMPROVEMENT					
56.	There is a plan to conduct <a href="#">regular inspections</a> of all control measures and safety protocols to ensure they are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lab instructor will ensure this COVID-19 Safety Plan is posted and checked on lab days by either PH or Lab Instructor.
57.	<a href="#">Audits of inspections</a> are planned to ensure that control measures continue to be effective.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lab instructor will check in weekly ensure all control measures are effective and ask faculty to request any necessary extra resources. PH will continuously communicate with AD.

### APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name <b>Jeff Dyck</b> 	Position <b>Associate Dean</b>	Date <b>9/2/20</b>
EOC	Name <i>Glen Magel</i>	Position EOC Director	Date September 5, 2020