

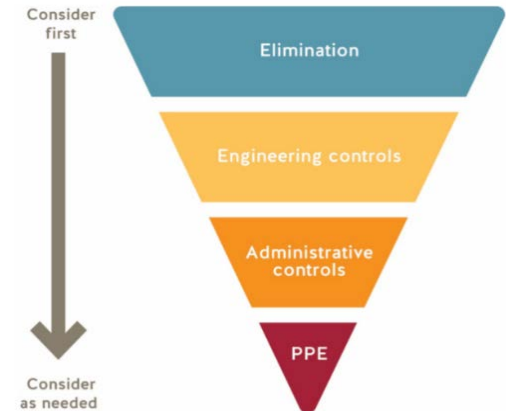


## BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

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

<b>Course/Program Name:</b>	<b>Aircraft Maintenance Engineer “M” – AVAM 3103 and AVAM 3104</b>		
<b>Proportion of program offered on campus:</b>	<i>AME “M” is a 16 month program – AVAM 3103 is 3 weeks – AVAM 3104 is 5 weeks.</i>		
<b>Start date:</b>	August 24 <sup>th</sup> 2020 for classes 368 & 369 – Further dates for upcoming classes.	<b>End date:</b>	<b>TBD</b>
<b># of students:</b>	31 but can be MAX. 34.	<b># of employees:</b>	<b>2-3</b>
<b>Completed by:</b>	Name Anthony Prakash, Dennis Butorac	Position Faculty	Date 19 August 2020



### ROOM INFORMATION

In this section, please identify all of the rooms that will be used by this returning program/course. <b>NOTE: Common areas are covered by the BCIT COVID-19 Go-Forward Plan.</b>			
Campus/ Building	Room Number <small>Floor Plans found <a href="#">here</a></small>	Type of Space <small>Include washrooms and breakout rooms</small>	Capacity <small>Current capacity due to COVID-19</small>
ATC	155	Hangar	50

### RATIONALE FOR ON-CAMPUS ACTIVITY

<p>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).</p>
<p>Practical learning outcomes are required by Transport Canada (accrediting body) to complete the program and achieve a grade. Actual aircraft are required to perform tasks that are required by Canadian Aviation Regulations to obtain accreditation. These include but are not limited to: AVAM 3103 “perform inspection of cable and control rod type flight control system”, “perform rigging of cable operated primary flight control system”, “perform a cable repair”. AVAM 3104 “perform standard ground handling practices”, “perform inspection of a helicopter freewheel unit”, “perform a 100 hour or annual inspection on a rotary wing aircraft”, “perform alignment and static balance procedures for a semi-rigid rotor head”, “perform tracking and dynamic balance of a main and tail rotor system using a simulator”. Many of these tasks require special tools only available at the ATC campus, Tool Crib and ATC labs.</p>

### 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 <a href="mailto:returmtocampus@bcit.ca">returmtocampus@bcit.ca</a> for room capacity and layout if needed.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p><i>Exceptions allowed as per <a href="#">BCIT COVID-19 Go-Forward Plan</a>, Risk Matrix Summary (explain):</i></p> <p>Room 155 has sufficient space to allow for physical distancing. Walkways have been designated. Room capacity limited to 50 people. A schedule has been set up on ShareSpace to ensure limit is not exceeded.</p> <p>Students will be inspecting aircraft. Each aircraft has been divided into four sections. Students will be assigned a specific section to inspect. Sections are Interior, Forward fuselage, Tailboom, Upper Pylon. The later three being external. If physical distancing cannot be maintained due to the size of an aircraft component being installed or removed, students will wear a mask and wash or sanitize hands after completion of the particular task. These tasks have been minimized or removed as much as possible while still maintaining accreditation. An example of such a task is when students are required to remove large aircraft panels or access doors. These tasks will be of a short duration. (5 to 10 minutes)</p>
2.	Demonstration, work and assessment stations are set-up to allow for 2 metres physical distancing.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><i>Exception allowed as per <a href="#">BCIT COVID-19 Go-Forward Plan</a>, Risk Matrix Summary (explain):</i></p> <p>Demonstrations are minimal and can be conducted at a safe distance. Work assessment will be done after student project is completed and after 72 hours. Student practical project paperwork will be handled in accordance with BCIT</p> <div style="text-align: center;">             SOP - COVID 19            Exam Marking Proce<sup>d</sup> </div> <p>SOP paper exam marking: Work stations are designated one person at a time and students will be provided with individual work packages.</p>
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"/>	<p>Queuing of student will occur in south corridor outside of room 153. Floor demarcations are installed to aid with physical distancing.</p> <p>“Wait Here” stickers to be placed on the ground at locations around the aircraft to maintain 2m distance when instructor is required to assess work during the practical project.</p>


## COVID-19 SAFETY PLAN ACADEMIC SPACES

#	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"/>	Hangar occupancy limit has been established to 50 people. Students will attend on a staggered schedule for a maximum of 4 hrs per day. A schedule is available on ATC ShareSpace to ensure capacity is not exceed. Schedule to be maintained by Department Head with submission from faculty.
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"/>	One and two way walk way signs are posted, please refer to ATC campus floor plan.
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 or arrows on the floor identifying directions.
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"/>	As per floor plan.
8.	Mobile fans have been removed or put out of service.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No fans in hangar.
9.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If yes, Washroom occupancy limit: 2</i>
10.	Break area(s) for student use have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No breaks will be given. Students to remain in their designated work area for duration of session.
11.	Break areas for employee 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> Breaks to be conducted after session. <i>Occupancy Limit: 8</i> <i>If there is an occupancy limit, is sign posted? Y <input checked="" type="checkbox"/> N <input type="checkbox"/></i>
12.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>ENGINEERING CONTROL MEASURES</b>					
13.	<a href="#">Barriers</a> are implemented to separate work areas or walk ways, when physical distancing not practical.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Four aircraft will be used to accommodate the sixteen students. Students will be required to work in cohorts of four on each aircraft. These cohorts will be formed at the start of the term and remain for the duration of the term. Aircraft will be spaced apart so as to allow 2m between groups.
14.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No barriers needed.

## COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
15.	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. Not considered due to no changes of the instructional space, air circulation is sufficient with hangar doors closed and very sufficient with hangar doors open. Capacity is limited to 50 people as well.
16.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>SIGNAGE (ADMINISTRATIVE)</b> Signage is available @ <a href="#">BCIT online Inventory</a> . Guidelines for posting signs are available on <a href="#">ShareSpace</a> .					
17.	Posted: Physical distancing (2 m) sign(s) Item 1A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage from BCIT inventory used.
18.	Posted: Hand washing sign(s) Item 29B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage from BCIT inventory used.
19.	Posted: Health screen sign(s) Item 3C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage from BCIT inventory used.
20.	Posted: Hand washing sink location sign(s) Item 14A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 Hand washing sinks located on north and east side of the hangar. Signage from BCIT inventory used.
21.	Posted: Hand sanitizing station location sign(s) Item 13A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage from BCIT inventory used at entrance to hangar where sanitizing station is located and at the tool drop off area just outside of the tool crib.
22.	Posted: Protect yourself sign(s) Item 21A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage from BCIT inventory used.
23.	Posted: Occupancy limit of this room sign(s) Item 37A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage provided by WSBC. Limit 50
24.	Posted: Other signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Please list:</i>
<b>ORIENTATION AND TRAINING (ADMINISTRATIVE)</b>					
25.	Routine safety discussions held to review control measures and safety protocols.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Daily reminders to be reviewed prior to start of each session.
26.	All students have completed the online <a href="#">COVID-19 Pandemic On-Campus Guidelines</a> training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>How will compliance be checked:</i> Program Assistants will be tracking. Students will provide proof of completion prior to coming to campus.
27.	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"/>	<i>Procedure for orientation found <a href="#">here</a>.</i> <i>Student COVID-19 Orientation Checklist found <a href="#">here</a>.</i> <i>When completed, checklist to be posted on north wall of hangar.</i>

## COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
28.	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"/>	
29.	All employees have completed the online <a href="#">New Employee Orientation module</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>New and Returning Employee Orientation Checklist found <a href="#">here</a>.</i> Each employee to save the checklist to their online New Employee Orientation course
30.	Other: Cohorts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Each class will be segregated into cohorts of 4 students. These cohorts will be maintained for the duration of AVAM 3103 and 3104. Students within the cohorts may work independently on similar projects.
<b>RULES AND GUIDELINES (ADMINISTRATIVE)</b>					
31.	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"/>	All supplies asked for prior to class and stocked at each workspace
32.	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 or arrows on the floor
33.	Handouts, papers, and items are not physically provided to students.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If items are provided, they are cleaned between student use or disposed, or other control measures are in place – Describe: Hands to be sanitized prior to touching handouts. When possible handouts will be posted virtually on D2I in the contents section which can be filled out online as well.
34.	Students have dedicated tools/equipment, e.g., items are not shared between students.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Aircraft/Equipment/Tools to be used will be setup prior to first group of students arrival. Hands to be sanitized before and after touching aircraft/equipment/tools. Procedure has been developed on the cleaning of tools.

## COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
35.	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"/>	Explain: As per item 30.
36.	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 aircraft will be dedicated to a group, aircraft will be shared within that specific group.
37.	Single-use (disposable) products are used where feasible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Single use non-medical nitrile gloves will be used when required for cleaning equipment and/or tools.
38.	Measures are in place to accommodate student sick at home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accommodation plan: Lowered TC eligibility, hours or an opportunity to do the missed practical at a later date.
39.	Procedures in place to screen students on a daily basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The <a href="#">health screen</a> poster is available for reference and is posted on building doors. Students and employees are expected to self assess daily, and the <a href="#">BCCDC self-assessment</a> tool can be used to support this.
40.	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.
41.	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> .
42.	Provisions made for students to maintain same lab/class cohort throughout the Term.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Communicate with students to remind and confirm group/class cohort. Students will be divided into groups of four or less for the duration of the term.
43.	Other:	<input type="checkbox"/>	<input 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>					
44.	Appropriate PPE for the hazards of employee and student tasks are available to be provided (non-COVID-19 related ppe).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Coveralls, safety boots and safety glasses are the only required PPE for students. Students provide their own PPE. Instructor assigned a personnel set of smocks.
45.	Training is provided for the above PPE to students and employees.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Students are trained when and how to use safety goggles at the beginning of the program and reminded at the beginning of each course.

## COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
46.	<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"/>	<p>Based on circumstances allowed for in the <a href="#">BCIT COVID-19 Go-Forward Plan</a>, 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> <p>2 boxes medium gloves qty.100/box            2 boxes large gloves qty.100/box            1 box small gloves qty.100/box            2 box non-medical face masks qty.50/box</p> <p>Masks will be required for a short duration while students install or remove aircraft panels and control surfaces. These items are too large to allow this task from being completed by an individual in a safe manner. Two students may come within 1 metre of each other for a few minutes. (5 to 10 minutes)</p>
47.	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"/>	<p>Post applicable signs in a visible location if ppe required.</p> <p>Use the <a href="#">Student Orientation checklist</a> to assist orientation/training by instructors.</p> <p>Use the <a href="#">Employee Orientation checklist</a> to assist orientation/training by their supervisors.</p>
48.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>CLEANING</b>					
49.	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"/>	<p>Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s). FCD # to be obtained by department who will be placing the request.</p>
50.	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 <a href="#">here</a>. What are the cleaning products/materials: IPA, Spray Nine</p> <p>What ppe is required: Single use non-medical nitrile gloves and safety glasses</p>
51.	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"/>	<p>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. 2 stations located in hangar.</p>
52.	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: North and East side of hangar. Additional sinks available in washrooms located in west and south wings of campus</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>



## COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
53.	Hand sanitizing station(s), stocked, and have been identified to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>ABHS (Alcohol-Based Hand Sanitizer):</b> Location(s): Entrances to hangar, entrance to room 154 (Helicopter shop) Will hand sanitizer be refilled by department: Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If No, describe:
54.	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"/>	If not, describe:
55.	The area(s) have been decluttered so that cleaning is simplified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extra equipment and benches removed to allow for extra space.
56.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Barriers can become contaminate if they are a touch point or if the contaminated with droplets by e.g. coughing or sneezing. No Barriers installed.
57.	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"/>	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): Instructor will sanitize tools and equipment used during the day.
58.	Storage space for personal articles have been identified and are cleaned regularly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Who will clean: See item #49 Where is the storage: Bins with space to store personal articles are provided in the hangar and will be assigned to students for the duration of the project.
59.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>AUDIT AND CONTINUOUS IMPROVEMENT</b>					
60.	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"/>	Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often? Associate Dean will inspect every day in the first month and after 2 times a week
61.	<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"/>	Who conduct the audits and how often? JOH&S committee will audit monthly

### APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Sanja Boskovic	Position Associate Dean	Date September 11, 2020
EOC	Name <i>Glen Magel</i>	Position EOC Director	Date September 13, 2020