

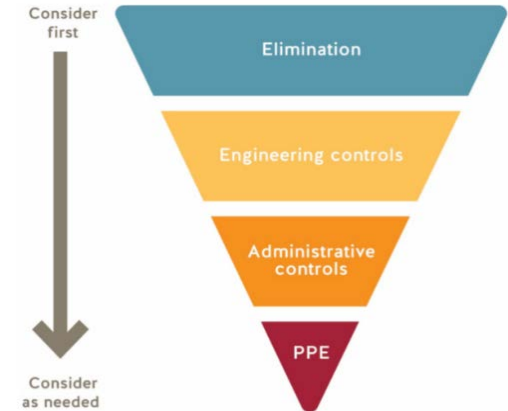


BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

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:	Renewable Resource Department. Application pertains to: Forest and Natural Area Management Diploma; Fish, Wildlife and Recreation Diploma; Ecological Restoration BSc; Ecological Restoration MSc		
Proportion of program offered on campus:	There are a total of 45 RENR courses offered in fall 2020. Of the 36 courses that included in-person outdoor learning activities in past years, faculty have proposed removing all in-person activities from 10 courses (a 28% reduction). Further, faculty have proposed significant reductions in the number of in-person meetings , from 15 meetings per class in past years to an average of about 2 meetings per class in fall 2020. (See Appendix A in RENR RCT Plan for details of proposed reductions in in-person activities.)		
Start date:	Sept 8, 2020	End date:	December 31, 2020
# of students:	233	# of employees:	15+ RENR Staff
Completed by:	Name Anayansi Cohen-Fernandez, Millie Kuyer	Position Instructor, RENR	Date Original: July 17, 2020 New format: Aug 24, 2020



Note: This plan pertains only to an in-class component for one building used by the RENR program. In particular, this plan outlines safety guidelines for students accessing equipment from SE04; these guidelines were approved by OH&S for the summer 2020 term. Outdoor activities and transportation are addressed in a separate document.



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ROOM INFORMATION

<p>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.</p>			
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>
SE04	100 and 115A	Each of these are equipment rooms that students will line up in front of and receive equipment from faculty.	3 (hallway), and 1 (room).
SW1	2059		1

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>Students need to come to campus to pick up and drop off specialized equipment for use in fieldwork.</p>

Room	Activity	Rationale for on-campus activity
SE04-100 and 115A	<ul style="list-style-type: none"> Pickup and drop off of field equipment and samples 	Accessing equipment in the SE-04 storage rooms is critical to fieldwork, and preparing samples is core to field activities and cannot be done elsewhere. We have arranged these spaces so that students will line up (respecting distancing rules) and receive items. They will then promptly leave the building.
SW1- 2059	<ul style="list-style-type: none"> Pickup and return of field equipment and supplies by faculty member(s) only. No students will be allowed to access, or receive and return equipment to this room. All equipment will be returned after utilization of the proper disinfecting methods. Faculty and staff will take equipment from SW1 2059 to SE04 for distribution to students. 	Accessing equipment in this room is critical to fieldwork for the RENR programs.

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"/>	Exceptions allowed as per BCIT COVID-19 Go-Forward Plan , Risk Matrix Summary (explain):
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"/>	Exception allowed as per BCIT COVID-19 Go-Forward Plan , Risk Matrix Summary (explain):
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"/>	Stickers are placed on floor.

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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"/>	Students will pick up equipment one student at a time. A barrier divides the area where the students wait (outside the room) from the room itself.
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"/>	Only 1 faculty member will be allowed in SW1 2059 at any one time.
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"/>	<i>Entrance from North side, Exit from North East</i> We have used tape on the floor to make entry and exit arrows.
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"/>	
8.	Mobile fans have been removed or put out of service.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If yes, Washroom occupancy limit __1__</i> Washrooms are SE4 102 and 103 and should be made available during business hours
8.	Break area(s) for student use have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>If yes, what control measures are in place to maintain physical distancing? Occupancy Limit _____ If there is an occupancy limit, is sign posted? Y <input type="checkbox"/> N <input type="checkbox"/></i>
9.	Break areas for employee use have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>If yes, what control measures are in place to maintain physical distancing? Occupancy Limit _____ If there is an occupancy limit, is sign posted? Y <input type="checkbox"/> N <input type="checkbox"/></i>
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"/>	<i>A table is used to separate staff handing in the equipment from students. Equipment is left on the table so that hand- to- hand exchange of equipment is avoided. .</i>
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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"/>	<i>Complete a Facilities and Campus Development work requisition for assessment, as needed.</i>
	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"/>	
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"/>	<i>Health Screen sign at SE4- North entrance</i>

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#	Control Measure	Yes	No	NA	Details (as per Directions)
16.	Posted: Hand washing sink location sign(s) Item 14A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Sign posted in SE4 Washrooms</i>
17.	Posted: Hand sanitizing station location sign(s) Item 13A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Signs at stations: One at sanitower located at North entrance and one in room SE4-106</i>
18.	Posted: Protect yourself sign(s) Item 21A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Sign at SE4 North entrance</i>
19.	Posted: Occupancy limit of this room sign(s) Item 37A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20.	Posted: Other signs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Sanitizing procedures for equipment SE4-100 (hallway) 2 m distancing at SE4-100 (hallway)</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"/>	Students receive email with information about COVID-19 procedures (from instructor)
22.	All students have completed the online Pandemic Exposure Control Plan training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Student need to email instructor confirming they have taken the training (Als, Equipment coordinator and Instructor)</i>
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"/>	<i>Procedure for orientation found here. Student COVID-19 Orientation Checklist found here.</i>
24.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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. Each employee to save the checklist to their online New Employee Orientation course</i>
26.	Other: RENR Covid-19 safety protocol compliance check list SE4 Equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>List actions to do prior to, during and after equipment exchange, as well as name of students and instructors involved.</i>
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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"/>	<i>Signs and arrows on the floor directing flow from North entrance (enter only) to North east entrance (exit only)</i>
29.	Handouts, papers, and items are not physically provided to students.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Items (equipment) has to be handed to students but will be done following COVID-19 safety procedures (including especially hand and equipment sanitation).</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"/>	As per the RENR risk assessment , in some cases students will have expensive equipment that will be shared. Safety protocols that minimize passing equipment between individuals – and which mandate cleaning equipment between each use – will be followed.

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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"/>	<i>Instructions will be given to sanitize hands before and after touching an item that if cleaning the equipment/tool is not practical (e.g. If an instructor is demonstrating the use of a specific field equipment and is not practical to sanitize the equipment before giving it to a student).</i>
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"/>	
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"/>	<i>Accommodation plan: Students can stay at home when sick.</i>
35.	Procedures in place to screen students on a daily basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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>
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
39.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
PERSONAL PROTECTIVE EQUIPMENT (PPE)					
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"/>	<i>Students are required to bring personal PPE whenever possible. However, PPE available includes: hard hats, gloves, high visibility vests</i>
41.	Training is provided for the above PPE to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	<i>Based on circumstances allowed for in the BCIT COVID-19 Go-Forward Plan, Risk Assessment Matrix Summary. List PPE and tasks/activities required for: Hand sanitizer/ For cleaning hands before and after using tools, vehicles or eating during field activities Disposable face masks/ For use during field activities and transportation to field sites when 2 m distance can't be maintained</i>

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#	Control Measure	Yes	No	NA	Details (as per Directions)
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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).</p> <p>It will be cleaned by FCD during the routine overnight service.</p>
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:</p> <p>What ppe is required:</p> <ul style="list-style-type: none"> • Hand sanitizer • Face masks
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"/>	<p>Consider time it will take for hand washing to take place, to determine what is 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.</p>
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: Washrooms in SE4 102 (Male) 103 (Female)</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): SE4 North entrance</p> <p>Will hand sanitizer be refilled by department: Y <input type="checkbox"/> N <input checked="" type="checkbox"/></p> <p>If No, describe:</p>
50.	All Safety Data Sheets (SDS) and cleaning procedures used are found here .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>If not, describe:</p>
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Barriers can become contaminate if they are a touch point or if the contaminated with droplets by e.g. coughing or sneezing.</p> <p>The only barrier is a table that blocks students from physically entering the room. This will be sanitized regularly.</p>



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#	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 and information emailed to students in advance</i> <i>Als and course instructors will clean the 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:</i> <i>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"/>	<i>Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often?</i> <i>Covid-19 check list will be used by Als and instructors for equipment check out and check in (every time). Check list is printed and kept in file (in paper and/or pdf).</i>
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"/>	<i>Audits will be conducted once per month</i> <i>RenR safety committee will do the audit.</i>

APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Brett Favaro 	Position Associate Dean, Natural Resources and Environment	Date Aug 24, 2020
EOC	Name 	Position EOC Director	Date September 7, 2020

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Supplement showing where students will line up to receive equipment, and where the divider will prevent them from accessing the broader storage room.