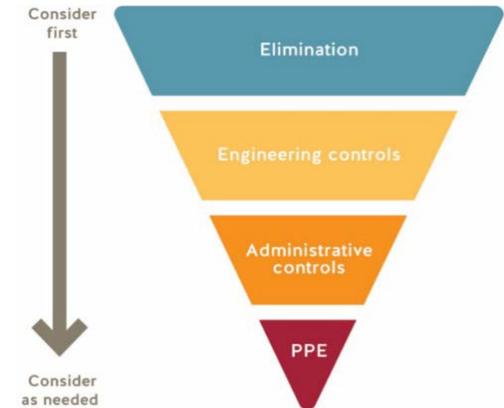


The BCIT COVID-19 Go-Forward Plan outlines the risk assessments, control measures, and the organizational process for our safe return to campus. All returning programs/courses must adhere to this process. Please refer to the BCIT COVID-19 Go-Forward Plan for additional information.

CONTACT INFORMATION

Course/Program Name:	Program: Geomatics Engineering Technology Diploma		
	GEOM 1010 Field Surveying 1 GEOM 3010 Field Surveying 3		
Proportion of program offered on campus:	Program: Mineral Exploration and Mining Technology Diploma		
	SURV 3345 Surveying Applications Program: Geomatics Diploma Yr 1 7 courses (31 hrs) 1 course on-campus activity (8 hrs) Program: Geomatics Diploma Yr 2 7 courses (31 hrs) 1 course on-campus activity (6 hrs) Pgm: Mining Techno Diploma Yr 2 8 courses (29.5 hrs) 1 course on-campus activity (2hrs)		
The above list is for the Fall 2020 term. The Geomatics Diploma program has a total of 14 courses of which two GEOM courses have on campus activities. The Mineral Exploration and Mining Diploma program has a total of 17 courses of which one course has on campus activity.			
Start date:	Sept 8, 2020		End date: Dec 11, 2020
# of students:	GEOM 1010 30 GEOM 3010 42-44 SURV 3345 (for mining) 10	# of employees: 5-6	
Completed by:	Name: Grant Shelest	Position: Program Head	Date: August 20, 2020



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 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
SE-04	118 (called Survey Stores)	Equipment storage	(3): One inventory management coordinator, one student lab team member, and one instructor

SE-04	119	Computer lab/download room	(2): One student and one instructor, or two instructors
SE-06	Any one of the following available: 204, 205, 206, or 207	Classroom with cardlock for daily equipment storage during three-day lab sessions. (Wednesday to Friday)	(2): limited to two student lab team members at any one time (to prevent equipment sharing; large enough for proper distancing) to store personal & lab equipment in a clearly marked out, designated space
SE06 & SW09	As assigned by Timetabling	Break out room(s) (the use of a generally timetabled classroom(s) may be required for students	As determined by Space Management

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.

Among the central learning outcomes for GEOM 1010 (Field Surveying 1), GEOM 3010 (Field Surveying 3), and SURV 3345 (Surveying Applications) are proper care and hands-on use of survey equipment. This includes working with total stations, levels, and high-GPS units (mm level). Also critical to these courses are the completion of unique field labs specifically designed to closely emulate field work that is typical to the surveying industry. This includes equipment calibrations, various data collecting procedures, and multiple real-world tasks intended to foster the job-ready, practical skills the BCIT Geomatics program has become widely known for. Field courses are foundational and fundamental to the Geomatics program and cannot be simulated in an online environment. The GEOM courses are an integral part of national accreditation requirements which allow our graduates inclusion into professional associations. In addition, the surveying profession has been designated an *essential service* and our graduates are in constant demand.

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 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 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"/>	<i>Exceptions allowed as per Master Risk Assessment refer to Section 7.9.5 (explain):</i> To conduct field labs, students must enter the Survey Stores (survey equipment storage at SE04-118) area to collect their equipment for the day (total station, levels, GPS units). Stores is organized to allow only one member of a two-person student team at a time to gather equipment (first, the assistant followed by team leader) and exit before the other student member enters. The next student team will be called in only after one team has completed the picking up of their equipment and exited the room. If <i>social distancing</i> separation becomes not possible or not practical, appropriate safety face masks must be worn by everyone under the minimum 2 metre separation. The Geomatics Department will supply appropriate safety face masks for staff. Students are required to supply and carry at all times their own standard disposable 3-layered face mask.
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"/>	<i>Exception allowed as per Master Risk Assessment (explain): Exception allowed as per Master Risk Assessment (explain):</i> Pre-lab instruction are online. Demonstration are all outdoors for minimum 2m distancing
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"/>	Waiting areas are identified prior to entering the Survey Stores
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"/>	Geomatics field classes, identified in this proposal, are arranged as one set of students per day to avoid conflict. Thursdays are the exception when both GEOM 1010 and GEOM 3010 students are active for field labs. It is important to note the class times begin one hour apart, and only GEOM 1010 requires access to Survey Stores on Thursdays. GEOM 3010 will store their lab equipment in a separate designated, secure classroom during their three-day lab sessions. This designated space is anticipated to be a room on the second floor of SE06. SURV 3345 - Monday afternoon GEOM 1010 - Tues/Thurs full day GEOM 3010 - Wed/Thurs/Fri full day
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"/>	Directional arrows, waiting spots/areas, all approved signage is posted in multiple locations in and around Survey Stores and will be immediately installed in the designated classroom area once assigned. Daily instructions will remind everyone of the special circumstances we are now operating in and the constant care needed.
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>Signs or arrows on the floor identifying directions within the lab.</i> All areas where students are asked to meet are labeled with appropriate signage (additional designated rooms once they are assigned). This includes appropriate 2m distancing reminders, washroom facilities and sanitizing stations, occupancy limits, entry and exit points, directional arrows for movement flow, waiting spots.
7.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If yes, Washroom occupancy limit 1</i> For GEOM 3010, Washrooms on main floor of SW09 (rooms 111 & 112) which are nearby for students during most field labs. SE04 at the Survey

					Stores location (room 102 & 103), as well as the designated classroom location, which is expected to be in SE06 (rooms 219 & 220). Instructors to use washrooms at their office locations. For daily equipment storage during 3-day field labs for GEOM 3010, there are washrooms in SE06 on the second floor (rooms 219 & 220). These are available at the beginning and at the end of field lab days as they collect their gear. For GEOM 1010 and SURV 3345 - washrooms are also available at same SW09 and SE04 locations. Prior to the start of the Fall term Instructors will issue a list of recommended washrooms on campus.
8.	Break area(s) for student use have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For lunch breaks, students are encouraged to have their lunches prior to the start of field labs, which may run most of the day, or at the end, although students are welcome to opt for a break during the field class. In this case, we recommend resting locations (as per 7.9.2 in the Covid-19 Go Fwd Plan) outdoors or in generally timetable classrooms in SW09 & SE06 (when weather turns) with enough room to allow safe physical distancing. Students will be steadily advised of these rules, responsibilities, and expectations. Instructors will periodically inspect.
9.	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> Instructors will return to their individual offices to take lunch and for breaks
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"/>	Survey Stores (survey equipment storage) in SE04, room 118, has a physical plexiglass barrier installed for protection during interaction between the equipment manager and student (one person at a time) while student team members collect their gear for the field lab.
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A plexiglass barrier is secured atop the equipment bench within Stores creating protection between the equip manager and lab team members.
13.	The impact on ventilation requirements have been considered if there's been a significant use change for the instructional space.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Refer to Facilities and Campus Development for assessment.</i> This is considered although time spent in enclosed spaces are minimal.
	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"/>	We currently use our own signage for delivery of summer Direct Entry courses, but have now acquired BCIT approved Covid-19 signage to put in place (10 pieces)
14.	Posted: Hand washing sign(s) Item 29B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have acquired BCIT approved Covid-19 signage (10 pieces)

#	Control Measure	Yes	No	NA	Details (as per Directions)
15.	Posted: Health screen sign(s) Item 3C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have acquired BCIT approved Covid-19 signage (10 pieces)
16.	Posted: Hand washing sink location sign(s) Item 14A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have acquired BCIT approved Covid-19 signage (10 pieces)
17.	Posted: Hand sanitizing station location sign(s) Item 13A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have acquired BCIT approved Covid-19 signage (10 pieces)

18.	Posted: Protect yourself sign(s) Item 21A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have acquired BCIT approved Covid-19 signage (10 pieces)
19.	Posted: Occupancy limit of this room sign(s) Item 37A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have acquired BCIT approved Covid-19 signage (10 pieces)
20.	Posted: Other signs The adjacent list shows additional BCIT approved Covid-19 signage acquired for use this Fall (10 pieces each)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Please list:</i> 10B "Entrance Only (10 pieces) 11B "Exit Only" (10 pieces) 16E "One way" (10 pieces) 6A "Do not use this equipment" (10 pieces) 19F "Please Wait Here" (10 pieces)
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"/>	Discussions around typical Job Hazards (common safety related discussion in the surveying & construction industry), and primarily Covid-19 transmission, are planned as regular part of field labs. Students will be reminded of safety concerns ahead of each field lab and will be monitored by Instructors.
22.	All students have completed the online Pandemic Exposure Control Plan training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>How will compliance be checked:</i> Students will be instructed and reminded to take the online training. The department will use the tool, COVID-19 PANDEMIC Course Completions Report available in the Employee Learning Hub at bcit.ca/pd , to see which students have, and have not, met the criteria for in-person class attendance.
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.</i> <i>Student COVID-19 Orientation Checklist found here.</i> https://www.bcit.ca/files/covid19/pdf/covid-19_student_orientation.pdf Geom Dept has the <i>OHS Site-Orientation</i> Checklist as a guide while developing Safety Site Orientation. Staff and students will adhere to the checklist and checked prior to field classes. They will be signed and filed at the end of each week. All safety guidelines will be posted to LH and students will be reminded to refer to regularly.
24.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff in Geomatics dept will complete all safety related training prior to the Fall term. Upon completion each member will provide confirmation/proof of completion. Proof of completion of training have been provided by faculty (10 completed to date, including those who will be involved in the courses under this plan.)
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.</i> <i>Each employee to save the checklist to their online New Employee Orientation course</i> All employees (including and esp new hires) in the Geomatics department will complete this training. As with other training required at this time, proof or confirmation of completion will be required.
26.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>All supplies asked for prior to class and stocked at each workspace</i> All unnecessary and self-serve items have been removed from the counter in room 118 where the students pick up their equipment. Only the equipment to be used will be

					placed on the counter. Other equipment bins in room 118 are covered up.
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 or arrows on the floor</i> We have already prepared these sites with signage for our Summer Direct Entry classes. We have switched to COVID-19 approved signage.
29.	Handouts, papers, and items are not physically provided to students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If items are provided, they are cleaned between student use or disposed, or other control measures are in place – Describe:</i> Lab instructions are delivered as softcopy and students are asked to supply their own print outs. If students forget to bring a copy, they will be available on LH to access via smartphone. However, instructors are allowed minimal, limited use of paper handouts. When physical handouts are required, instructors and students will maintain physical distancing. For example, instructors can leave a copy on the equipment counter and students can access as they pick up their equipment. But students are instructed to print off their own copy and bring to the lab, or expect to access via smartphone.
30.	Students have dedicated tools/equipment, e.g., items are not shared between students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	An important part of our course delivery is the complete elimination of equipment sharing or cross contamination. Students will maintain ownership of specific pieces of equipment for the duration of field labs, which may run three days. Equipment, specific to each team, is stored in a secure classroom and retrieved daily. Once field labs are complete, students clean the dirt, mud, etc. from the equipment and return it to Survey Stores for a full cleansing. It is then held in isolation for a minimum of two days, but in most cases a full four days.
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>Explain:</i> Facilities currently has work requests in process for daily cleansing of Stores (SE04 rooms 118 & 119) throughout the Fall term (WR 1441817). An additional work request will be prepared immediately once our secure classroom is assigned. This is specifically for equipment storage during the running of field labs which go longer than one day. Washing facilities are identified and labeled with approved signage which we have acquired. The Store equipment manager will be provided special instructions on cleaning and sanitizing equipment based on manufacture and vendor recommendations together with WorkSafe BC guidelines. Equipment is then held in isolation for a min. of two days.

#	Control Measure	Yes	No	NA	Details (as per Directions)
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"/>	We have a download room to collect field data from the survey instruments used in field labs. We use a system of handling and exchanging equipment for downloads to ensure minimum physical distancing and avoid cross contaminations. Instruments are passed from student to instructor to be carried forward using protective gloves or sanitized wipes as a way to prevent reciprocal contact. At the end of lab sessions, the instrument is returned to Stores where it is set aside for cleansing and storage. Facilities will be requested to cleanse the download rooms at the end of each day.
33.	Single-use (disposable) products are used where feasible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gloves, wipes, paper towel are available. Slim Jim garbage receptacles for waste disposal are to be ordered through Facilities.
34.	Measures are in place to accommodate student sick at home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Accommodation plan:</i> As laid out in the <i>students guide</i> , to reduce the burden on the medical system, medical documentation is not required in cases where students need to be absent from in-person course activities due to having to quarantine or self-isolate. Depending on symptom

					severity, students with COVID-19 may need an academic accommodation such as a deadline extension. The Geomatics dept will work with the Student Life Office to find ways to best support the student's academic progress and overall health
35.	Procedures in place to screen students on a daily basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>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.</p> <p>Self-assessment techniques and the self assessment link (above) are to be widely distributed at the start of classes. The Geomatics dept has already purchased a no-contact temperature monitor and will ask students directly about their condition prior to class. Standard COVID-19 questions will include. ("Are you feeling unwell today?"; "Do you have a temperature?"; "Have you been travelling?"; etc.)</p>
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"/>	<p>Refer to the COVID-19 Pandemic Scenario Playbook for more information.</p> <p>If someone is reporting symptoms, or has a temperature, ask them to avoid others and return home. In addition, have them:</p> <ul style="list-style-type: none"> • Refer the student to the BC Centre for Disease Control for additional information. • Encourage the student to complete the COVID-19 self- assessment and instructions: https://bc.thrive health/covid19/ • Submit an Early Assist referral and let the student know someone from SLO will reach out shortly. Ask the student for the best phone number to be reached. Include that information in the referral. 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"/>	<p>Refer to the COVID-19 Pandemic Scenario Playbook for more information. Confirm if the person is aware of self-isolation requirements and protocols.</p> <p>As instructed by the BC Ministry of Health: Anyone arriving from outside of Canada must self-isolate and monitor for symptoms for 14 days upon their arrival and complete/register a self-isolation plan and complete the federal Arrive CAN application. https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-recovery/covid-19-provincial-support/self-isolation-on-return#federal-plan</p> <p>Returning travellers that develop symptoms should get tested for COVID-19. They will also be required to self-isolate for at least 14 days from their arrival date in Canada or 10 days after onset of symptoms, whichever is longer.</p>
38.	Provisions made for students to maintain same lab/class cohort throughout the Term.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This is an inherent part of our Go-forward plan. Students stay within their cohorts throughout entire academic term.
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"/>	<p>List the ppe and tasks/activities it is required for:</p> <ul style="list-style-type: none"> • Face masks when unable to maintain min 2m distancing for gathering survey gear at the start of field labs. • Disposable gloves if it becomes necessary to share basic material such as documents • Hand sanitizer to be stationed in multiple locations • Goggles and CSA approved safety glasses/goggles • Face shields to be supplied if do not have safety prescription glasses
41.	Training is provided for the above PPE to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Basic instruction will be provided based on <i>Cleaning Standard Operating Procedures</i> and posted to LH
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"/>	<p>Based on circumstances allowed for in the Master Risk Assessment.</p> <p>List PPE and tasks/activities required for:</p> <ul style="list-style-type: none"> • Face masks when unable to maintain min 2m distancing for gathering survey gear at the start of field labs. (3 boxes ordered) • Disposable gloves if it becomes necessary to share basic material such as documents (3 boxes ordered) • Hand sanitizer to be stationed in multiple locations (2 stands + 12 bottles ordered) • Goggles and CSA approved safety glasses/goggles (12 pairs ordered) • Face shields to be supplied if do not have safety prescription glasses (1 case ordered)
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><i>Post applicable signs in a visible location when ppe is required.</i></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> <p>A link will be provided to instruct on the safe donning, usage, and disposing of all PPE. At this point PPE is limited to face masks, goggles, gloves, and hand sanitizer.</p> <p>We will contact Facilities to request our work areas have Slim Jim garbage containers and that they be emptied each day as part of routine cleaning for Stores and other designated work spaces.</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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s).</i></p> <p>We have active work requests in the system with Facilities (WR 1441817) for daily cleansing of the Survey Stores area, which are the SE04 locations – rooms 118 & 119. Facilities will also be requested to clean our designated classroom (expected to be SE06 on the 2nd floor) for daily equipment storage during GEOM 3010 3-day lab sessions.</p>
#	Control Measure	Yes	No	NA	Details (as per Directions)

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><i>Cleaning Standard Operating Procedures have been located here. What are the cleaning products/materials:</i></p> <p>Safe cleaning and operating procedures will be adhered to as per the <i>Cleaning Standard Operating Procedures</i></p> <p><i>What ppe is required:</i></p> <ul style="list-style-type: none"> • Face masks when unable to maintain min 2m distancing for gathering survey gear at the start of field labs. • Disposable gloves if it becomes necessary to share basic material such as documents • Hand sanitizer to be stationed in multiple locations • Goggles and CSA approved safety glasses/goggles • Face shields to be supplied if do not have safety prescription glasses
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><i>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, reasonable. The minimum amount of hand washing required is once before class starts, after class ends and before and after breaks.</i></p> <p>Hand washing is provided in washrooms in SE04, adjacent to Stores. And In SE06 on the 2nd floor.</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><i>Sink Location:.</i></p> <p><u>SE04 rms 102 & 103</u> for all field classes. These are adjacent to Survey Stores in room 118 and accessible at the start of field labs.</p> <p>SW09 rms 111 & 112 for all lab classes during breaks.</p> <p><u>GEOM 3010 - SE06 2nd floor</u></p> <p>Available washrooms during equipment retrieval and end-of-the-day storage.</p> <p>Facilities are instructed to stock all designated washrooms with soap and towels as part of their routine cleanings.</p> <p><i>Stocked with soap Y <input checked="" type="checkbox"/> N <input type="checkbox"/> paper towel Y <input checked="" type="checkbox"/> N <input type="checkbox"/></i></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) <u>SE04 118 & 119, SE06, 2nd floor</u></p> <p><i>Will hand sanitizer be refilled by department: Y <input type="checkbox"/> N <input checked="" type="checkbox"/></i></p> <p>We have purchased an initial amount of sanitizer, but our hand sanitizing needs are included in the list for bulk purchases through ppe@bcit.ca</p> <p>Hand sanitizing stations are provided at the entrance and exits of SE04 Survey Stores, and the SE06 designated secure storage classroom. Students are asked to sanitize as they enter these spaces as well as when they exit. Hand sanitizer is stationed at the entrance</p>

					and exit points.
50.	All Safety Data Sheets (SDS) and cleaning procedures used are found here .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If not, describe:</i> cleaning products to follow safe cleaning guidelines provided, as per link provided.
51.	The area(s) have been decluttered so that cleaning is simplified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Equipment manager will be instructed to keep all areas free of clutter, and will be trained on the proper care and cleaning of survey instrumentation (advised through dealer and manufacturer recommendations) following each lab session.
52.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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.</i> <i>Barriers are to be cleaned and sanitized as required by Survey Stores equipment mgr.</i>
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):</i> GEOM 3010: Facilities requested to clean SE04 rms 118 & 119 (Survey Stores) and the temporary storage classroom (TBD) at the end of each day on each Wednesday, Thursday and Fridays after students have left for the day For GEOM 1010 & SURV 3345, Facilities will be requested to ensure all common touch areas are sanitized daily in SE04, rooms 118 & 119 at the end of each day on each Monday, Tuesday, and Thursday after students leave for the day The Survey Stores equipment manager will sanitize equipment at the end of lab sessions. The Stores manager will also be instructed to sanitize common touch areas along the equipment bench where students sign in and sign out equipment between each team.
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:</i> Facilities to clean Stores and temporary storage classroom (TBD) at the end of each day on each day of the week after students have left for the day. For any space, whether Stores, or designated classroom space, the personnel limit is capped at two people at a time. <i>Where is the storage: SE06 2nd floor temporary storage classroom (TBD)</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"/>	Geomatics dept will routinely ensure these control measures are followed by using the items in this plan to prepare a checklist (of control measures) to aid in a complete inspection and regular monitoring.
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"/>	The three Instructional teams are to monitor field classes daily and provide bi-weekly reports to PH. Reporting will consider the itemized checklist and how well measures are met. To be filed with PH.

APPROVAL

All COVID-19 risk control measures for this campus activity are in place.

Manager	Name Steven Kuan	Position Associate Dean, SOCE	Date August 27, 2020
EOC	Name <i>Glen Magel</i>	Position EOC Director	Date September 18, 2020