

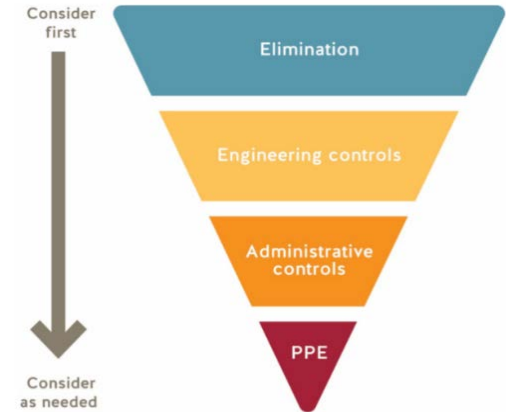


## BCIT COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

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

### CONTACT INFORMATION

<b>Department Name:</b>	<b>Student Life Office (SLO)</b>		
<i>How many of your employees will be on campus:</i>	<i>There are four SLO team members in SW-1303. We expect one person at a time will be in the office; no more than 2 at any one time.</i>	<i>What is the total number of your employees:</i>	<i>Five total; only four are located in SW-1303.</i>
<b>Start date:</b>	ASAP	<b>End date:</b>	TBD
<b>Completed by:</b>	Name Cathy Mutis	Position Manager, SLO	Date September 11, 2020



### ROOM INFORMATION

<p>In this section, please identify all of the rooms that will be used by employees.  <b>NOTE: Common areas are covered by the BCIT COVID-19 Go-Forward Plan.</b></p>			
Campus/ Building	Room Number <small>Floor Plans found <a href="#">here</a></small>	Type of Space <small>Include washrooms and meeting rooms</small>	Capacity <small>Current capacity due to COVID-19</small>
SW01	1303A	Individual office space	114 square feet
SW01	1303C	Individual office space	118 sq ft
SW01	1303	Main office space	353 sq ft
<p><b>NOTE: Capacity for the entire SW01-1303 office space (main space and individual offices) is 5 people total. This allows for 2 people in each of the small offices (for times when the managers need to meet with students) and one person in the main area.</b></p>			
SW01	1303-adjacent	Storage room adjacent to 1303	108 sq ft; 1 person



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### RATIONALE FOR ON-CAMPUS ACTIVITY

Please provide a short description explaining why you need employees on campus. Your narrative should be focused on the practical elements of what the employees will be doing.

The Student Life Office (SLO) provides transition programming, student case management, and student referral services to all students at BCIT, as well as consultation and educational outreach to faculty and staff on the topics of student success & well-being and student rights & responsibilities. SLO plans to regularly have only one staff member on site at a time. If needed, at times there may be two staff members on site during regular business hours (M-F 8:30am to 4:30pm).

From September, staff will field inquiries and requests from on-campus BCIT community members, respond to incidents on campus, help with campus navigation and welcome & transition-related activities, and will make use of in-office equipment in order to drive forward SLO projects. Two staff members are managers, and have their own individual office spaces separated by approximately 25 feet. These are the staff members most likely to be present on a regular basis. Most days, only one manager at a time will be in the office. From time to time, both managers may be in the office. Appropriate physical distancing can and will be maintained on these days.

The two other staff members are Entry & Transition Coordinators (BCGEU), and work spaces are located closer together, approximately 10 feet apart, with a narrow convergence point between their two desks and the entrance to the entire office space. It is expected that these staff members can complete most work remotely, although from time to time one may need to be on site for activities related to entry and transition programming. Efforts will be made to ensure both are not on site at the same time. If they were both to be present, their work stations are such that while sitting at their desks, physical distancing can be maintained; however, all walk-in traffic will encroach on the 2m border between individuals in the office and barriers would be needed to provide safety. Again, we do not anticipate a need for both BCGEU employees to be on site at the same time.

### CONTROL MEASURES

#### COVID-19 SAFETY PLAN: CONTROL MEASURES CHECKLIST

##### Directions for completing this Safety Plan:

1. First step of this process is to review the [BCIT COVID-19 Go-Forward Plan](#) as the overall planning document for this process.
2. Use this checklist as a tool to assess COVID-19 control measure preparedness for employees and the spaces they will be using. Refer to the BCIT COVID-19 Go-Forward Plan for standardized safety guidelines and procedures.
3. For each control measure, state the details. If the control measure is a 'No' or 'NA', please provide a brief explanation.
4. The manager requests all PPE requirements by submitting this draft Safety Plan to the [PPE@bcit.ca](mailto:PPE@bcit.ca).

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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).

#	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 work. <b>Note:</b> 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 <a href="#">BCIT COVID-19 Go-Forward Plan</a> , Risk Matrix Summary (explain): Two employees (managers) work in personal office spaces located more than 2m apart. Two other employees (BCGEU) work in open workspaces that are more than 2m apart. Our intention is for a maximum of 2 employees to be working in the office on any given day, except in unusual circumstances.
2.	Work stations are set-up to allow for 2 metres physical distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exceptions allowed as per <a href="#">BCIT COVID-19 Go-Forward Plan</a> , Risk Matrix Summary (explain): Work stations are 2m+ apart.
3.	Work has been scheduled to minimize numbers of employees on campus at one time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Most times, the employees will alternate days in the office.
4.	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"/>	The two SLO managers have their own individual office spaces (SW01-1303A & C). On days when there are two employees in the office, employees will maintain appropriate distancing. It is not expected that both Entry & Transition Coordinators will be in the office at the same time. There may be a need for one of them to be in the office on some days. As recommended by David Pereira, we will order a 6' x 8' plexi glass barrier to be placed in front of one of the desks (see attached diagram).
5.	Movement within the room is identified, such as with directional arrows, for walkways and entrances/exits.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Signs or arrows on the floor identifying directions.</b> 1303 is a small, narrow shared office space. The corridor for walking/entrance/exits is narrow. The chairs normally used for visitors have been turned backwards and signage indicates that they should not be used. Signage in the office space indicates the need for distancing. A plexi glass barrier will provide protection for anyone working from one of the work stations in the main office space.

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#	Control Measure	Yes	No	NA	Details (as per Directions)
6.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If yes, Washroom occupancy limit _____</i> No washrooms within office space. The nearest washroom is co-located with the staff lounge, and there is a limit of one person at a time in that washroom.
7.	Water fountains are put out of use, and only touchless water bottle filling station available.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No water fountains are in the office space.
8.	Mobile fans have removed or put out of service.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No mobile fans are in the space.
9.	Break areas for employee use has 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? Occupancy limit _____ If there is an occupancy limit, is a sign posted? Y <input type="checkbox"/> N <input type="checkbox"/></i> Breaks will be taken in the individual desk space or outdoors on the BCIT grounds. The staff lounge in SW01-1586 will be accessed only for the purpose of microwaving or meal preparation and then leave.
10.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>ENGINEERING CONTROL MEASURES</b>					
11.	<a href="#">Barriers</a> are implemented to separate work areas or walk ways, when physical distancing not practical.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Individual offices are separated by a physical door. A 6' x 8' plexi glass barrier is being ordered to be placed in front of one of the work stations (see attached diagram).
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 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.
14.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>SIGNAGE (ADMINISTRATIVE) Signage is available @ <a href="#">BCIT online Inventory</a>. Guidelines for posting signs are available on <a href="#">ShareSpace</a>.</b>					
15.	Posted: Physical distancing (2 m) sign(s) Item 1A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16.	Posted: Hand washing sign(s) Item 29B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.	Posted: Health screen sign(s) Item 3C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.	Posted: Hand washing sink location sign(s) Item 14A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not required for this work space.
19.	Posted: Hand sanitizing station location sign(s) Item 13A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not required for this work space.
20.	Posted: Protect yourself sign(s) Item 21A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21.	Posted: Occupancy limit of this room sign(s) Item 37A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22.	Posted: Other signs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Please list:</i> Please wipe down equipment & high-touch surfaces before and after each use.

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#	Control Measure	Yes	No	NA	Details (as per Directions)
<b>ORIENTATION AND TRAINING (ADMINISTRATIVE)</b>					
23.	Routine safety discussions held to review control measures and safety protocols.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	COVID-19 and precautions discussed as needed during weekly team meetings.
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 New Employee Orientation module.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	New and Returning Employee Orientation Checklist found <a href="#">here</a> . Each employee to save the checklist to their online New Employee Orientation course
26.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>	Employees have their own set of office equipment in their offices. All papers, pens, and other materials have been removed from reception waiting space
28.	Papers and items are not physically passed between employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If items are provided, they are cleaned between employee use or disposed, or other control measures are in place – Describe: There is no need for employees to be passing or sharing items. When paper or other products need to be handled, it will be done by only one employee. All sharing of files or papers will be done electronically.
29.	Employees have dedicated tools/equipment, e.g., items are not shared between employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The only shared piece of equipment is the printer.
30.	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: Printer will be cleaned before and after each use using antiseptic wipes.
31.	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 staff has a personal desk and workspace that is not shared. There will be no sharing of work spaces.
32.	Single-use (disposable) products are used where feasible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
33.	Procedures in place to screen employees 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. Employees are expected to self assess daily, and the <a href="#">BCCDC self-assessment</a> tool can be used to support this. The health screen poster is displayed.
34.	There is a procedure in place if an 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.

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35.	There are procedures in place if an employee travels before coming to campus, or has been in close contact with someone who has tested positive for COVID-19.	<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> .
36.	Provisions made for employees to work in cohorts.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Currently we anticipate no more than two employees on site at any one time. Most days there will be only one person on site.
37.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>PERSONAL PROTECTIVE EQUIPMENT (PPE)</b>					
38.	Appropriate PPE for the hazards of employee 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: Antiseptic wipes are available for cleaning common touch-points such as the printer and office door handles. No need to touch the door to the main office space as it is motion-activated. Hand sanitizer is also available. Inventory of disposable masks for emergency purposes is available.
39.	Training is provided for the above PPE to employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employees will be instructed in the use of hand sanitizer before and after exiting/entering the office space, as well as wiping down the printer or other communal equipment before and after use.
40.	Appropriate PPE for COVID-19 is available to be provided to 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, Risk Matrix Summary</a> . List PPE and tasks/activities required for:
41.	PPE safe <a href="#">donning, doffing, disposal, and disinfecting instructional</a> materials are available for 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="#">Employee Orientation checklist</a> to assist orientation/training by their supervisors.
42.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>CLEANING</b>					
43.	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"/>	Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s). Cleaning staff regularly cleans and disinfects 1303.
44.	Training will be provided to employees performing cleaning duties and cleaning materials have been provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning Standard Operating Procedures have been located <a href="#">here</a> . What are the cleaning products/materials: Disinfecting wipes Hand sanitizer What ppe is required: None at this time. However, more antiseptic wipes and hand sanitizer have been ordered.
45.	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"/>	Consider time it will take for hand washing to take place, to determine what is a sufficient number of hand wash stations. Washroom is sufficient.



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#	Control Measure	Yes	No	NA	Details (as per Directions)
46.	Handwashing station(s), stocked, easily accessed, and have been identified to employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Sink Location: Washroom - SW01-1586</i> <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>
47.	Hand sanitizing station(s), stocked, and have been identified to employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>ABHS (Alcohol-Based Hand Sanitizer):</b> Location(s) _____ <i>There is hand sanitizer at the entry to SW1 and inside the main office space (SW1-1303)</i> <i>Will hand sanitizer be refilled by department: Y <input checked="" type="checkbox"/> N <input type="checkbox"/></i> <i>If No, describe:</i>
48.	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>
49.	The area(s) have been decluttered so that cleaning is simplified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Employees clear their work spaces of clutter at the end of each shift.</i>
50.	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>Doors are wiped down as part of the regular cleaning protocol. This will also apply to any plexi glass areas added to Entry &amp; Transition Coordinator desks.</i>
51.	Common touch points and tools/equipment, that must be shared are identified and cleaned between employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i><a href="#">Cleaning/sanitizing procedures</a> for common touch points and shared items are available and <a href="#">signs</a> posted e.g. shared machinery, multifunction devices, photocopiers, equipment, tools, microwaves, kettles, eating surfaces, etc. Identify who will clean and how often (e.g. employees or cleaning staff):</i> <i>The printer/photocopier is the only shared piece of equipment, and will be wiped down with a disinfectant wipe before and after use.</i>
52.	Storage space for personal articles have been identified and are cleaned regularly.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Personal items will only be left in office if necessary and will be stored in designated area.</i> <i>Who will clean: person whose belongings are present</i>  <i>Where is the storage: in personal work area (eg. desk drawer, cupboard, etc)</i>
53.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>AUDIT AND CONTINUOUS IMPROVEMENT</b>					
54.	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"/>	<i>Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often?</i> <i>At the end of each week, employees will debrief about safety protocols and discuss and address any concerns.</i>
55.	<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"/>	<i>Who conduct the audits and how often?</i> <i>The supervisor will audit inspections at least once a month.</i>

### APPROVAL



## COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Cathy Mutis on behalf of Robbyn Bennett	Position <b>Manager, Student Life</b>	Date September 11, 2020
EOC	Name <i>Glen Magel</i>	Position EOC Director	Date September 16, 2020



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## SW01-1303 Administrative Block – Student Services

**Notes:** This office area will feature 5 users in total – 2 offices with one occupant and one guest each, and one occupied workstation in the common area that will require a barrier to supplement physical distancing from the walk path. The secured, dedicated storage room on the south side (not numbered in drawing) will only have one user at a time.

**Legend:**

