

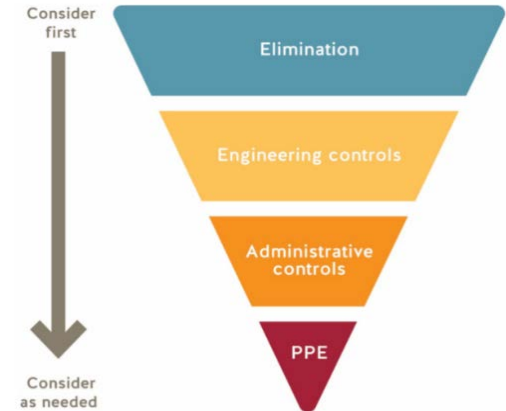


BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

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:	Medical Laboratory Science		
Proportion of program offered on campus:	<i>Program = total of 25 courses of which 6 courses have some 'on campus' activity</i>		
Start date:	September 1, 2020	End date:	Dec 31, 2020
# of students:	80	# of employees:	26
Completed by:	Name Andre Caron	Position Program Head	Date Aug 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 BCIT COVID-19 Go-Forward Plan.			
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>
SW1	4002	Lab	10 students, plus 2 faculty
SW1	4005	Lab	10 students, plus 2 faculty
SW1	4015	Lab	10 students, plus 2 faculty
SW1	4034	Lab	10 students, plus 2 faculty
SW1	4009	Lab	10 students, plus 2 faculty
SE12	407 & 405	Lab	N/A – students moved to SW1 4005 to gain a larger lab space.
SE42	190 & 160	Lab	6 students, plus 2 faculty (Winter term)
SW1	4019	Storage room	1
SW1	4216	Storage room	1
SW1	4052	Storage room	1
SW1	4012	Office/Lab Prep	1
SW1	4006	Office/Lab Prep	1
SW1	4008	Lab (wash-up room)	1



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SW1	4014	Office/Lab Prep	1
SW1	4016	Office/Lab Prep	1
SW1	4018	Office/Lab Prep	1
SW1	4020	Office/Lab Prep	1
SW1	4028	Office/Lab Prep	1
SW1	4030	Office/Lab Prep	1
SW1	3535	Office	6 (three of the six office spaces are assigned to Med Lab staff)
SW1	3520	Office	2
SW3	3092	Office	3
SW3	3081	Office	2
SW3	3085	Office	4
SW3	3088	Office	4
SW3	3089	Office	4 (two of the four office spaces are assigned to Med Lab staff)
SW01	2005	Break room (generally timetabled)	10
SW01	2009	Break room (generally timetabled)	10

RATIONALE FOR ON-CAMPUS ACTIVITY

Please provide a short description explaining the need for students to be on campus. Your narrative should be focused on the practical elements of the program or activity that are critical to achieving learning outcomes, and why on campus components cannot be replicated in an online or alternative environment (e.g. student bringing learning equipment home).

The program identified key learning outcomes that are necessary to build the kinesthetic skills required for the profession. These skills were developed in consultation with our clinical partners, and then reviewed and implemented by the program. It is important these hands-on skills are developed on-campus before students proceed to clinical placement. Of note, the learning outcomes identified cannot be replicated online or taken home with them as these outcomes require the use of medical equipment, for example, a microscope, microbiology equipment, and chemistry instrumentation. These learning outcomes also need the watch full eye of the program staff to ensure appropriate instructions and feedback are provided.

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.*

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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"/>	<p>Exceptions allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary (explain): The labs are designed to accommodate 10 student workstations. The plan is to assign a student to every other workstation, leaving a gap between each person. Doing so, ensures a safe distance is maintained between the students. Furthermore, barriers will be installed for added safety.</p> <p>In addition to the room being set up to allow for 2M distancing, staff will wear a face mask and move throughout the room in a way that maintains a safe 2M distance between themselves and students. In situations where close proximity is necessary for the lab activity (see section 42), staff will ensure they are wearing face masks and shields. For instance, the majority of close proximity work would be in the form of working at a microscope, practicing pipetting, looking at microbiology cultures or test tube reactions as these techniques involve subjective assessment which is best done with the staff.</p> <p>Students have designated workstations to conduct the lab activities. In cases where students need to move throughout the lab, they will follow the floor markings, and similar to staff, maintain a safe 2M distance between themselves and staff. . In situations where close proximity is necessary for the lab activity (see section 42), students will ensure they are wearing face masks and shields.</p> <p>See Appendix A for proposed floor plans.</p>

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#	Control Measure	Yes	No	NA	Details (as per Directions)
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 BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary (explain): Similar to section 1.</i>
3.	Identified area(s) where students wait outside of teaching space until allowed inside by instructor.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Students will not line up in the hallways before they enter the lab. Instead, the program has scheduled the courses to have staggered start times to eliminate these lines up.</i>
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"/>	<p><i>Under the guidance of the Hierarchy of Controls for COVID-19 in the Go-Forward Plan, the program created a new delivery structure for the curriculum. In general, the program moved to a blended format where the majority of learning is provided online, except key hands-on activities.</i></p> <p><i>For the lab activities delivered on campus, the following set of principles were considered when building a schedule: the program reduced student occupancy, reduced the amount of time on campus (2 days a week, instead of 5), staggered lab start and end times, and created smaller cohorts (10 students per set, instead of 20).</i></p>
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"/>	<p><i>The practices in the shared spaces are similar to the ones outlined in Sections 1, 3, and 6. Also, signage will be displayed as necessary. Staff workstations will be assessed to ensure 2M distance is achieved.</i></p> <p><i>In addition to the engineering controls, the administrative controls involve staff coordinating with colleagues which days they will be on campus to minimize as much as possible their overlap in shared spaces.</i></p>
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.</i>
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"/>	
8.	Mobile fans have been removed or put out of service.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If yes, Washroom occupancy limit <u>1</u></i>
8.	Break area(s) for student use have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>If yes, what control measures are in place to maintain physical distancing?</i></p> <p><i>The program intends to use SW1 2005 or SW1 2009 as a break out room. There are no other courses being taught in these room throughout the term (confirmed with Timetabling), so the program will have full access for student breaks. The program will work with Campus Planning to create a safe floor plan for 10 students.</i></p> <ul style="list-style-type: none"> <i>• SW01-2005 – capacity 10 – break room</i> <i>• SW01-2009 – capacity 10 – break room</i> <p><i>Occupancy Limit _____ If there is an occupancy limit, is sign posted? Y <input checked="" type="checkbox"/> N <input type="checkbox"/></i></p>
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?</i>

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#	Control Measure	Yes	No	NA	Details (as per Directions)
					Occupancy Limit _____ If there is an occupancy limit, is sign posted? Y <input type="checkbox"/> N <input type="checkbox"/>
10.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input 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"/>	Some staff and student workstations will require barriers (see Appendix A for floor plans and barrier placements).
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"/>	Complete a Facilities and Campus Development work requisition for assessment, as needed.
	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"/>	
16.	Posted: Hand washing sink location sign(s) Item 14A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.	Posted: Hand sanitizing station location sign(s) Item 13A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.	Posted: Protect yourself sign(s) Item 21A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19.	Posted: Occupancy limit of this room sign(s) Item 37A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20.	Posted: Other signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Please list:
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"/>	These discussion will be conducted during regularly scheduled program and Safety Committee meetings.
22.	All students have completed the online COVID-19 Pandemic On-Campus Guidelines training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	How will compliance be checked: Students submit their completion page to the Administrative Coordinator for filing.
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"/>	Procedure for orientation found here . Student COVID-19 (OHS) Orientation Checklist found here .
24.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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#	Control Measure	Yes	No	NA	Details (as per Directions)
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 website found here. Each employee to save the checklist to their online New Employee Orientation course</i>
26.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input 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>
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>
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: In some cases, worksheets are provided to students in lab and remain in the lab. During the student orientation to the labs, they will be instructed to leave all paperwork behind. If documents are handed out, they will be printed ahead of time before distributing to students, allowing time for the documents to be decontaminated.</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"/>	
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: Medical Laboratories are continually exposed to potentially infectious materials because the nature of the profession is to analyze patient blood, body fluids, or tissues for diagnostic purposes. It would be impractical to clean the entire lab, including medical equipment all the time. That in mind, all laboratory spaces are considered biohazardous; therefore, staff and students wear the appropriate PPE in the room (e.g., gloves, gowns, lab coats, and goggles etc). <i>In addition to wearing PPE, hands are sanitized before entering the lab and donning PPE, including gloves. Hands are washed before exiting the lab after doffing gloves.</i></i>
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"/>	
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: In case of illness or other unavoidable absence, the student must communicate as soon as possible with their instructor, program head, and Administrative coordinator, indicating the reason for the absence. If the absence is COVID related, the student and instructor will work together to find an effective means to complete any or all lab work.</i>


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#	Control Measure	Yes	No	NA	Details (as per Directions)
					<i>As part of the Student Life Office guidelines, the program will direct the student to the Student Life Office via Early Assist to ensure the situation is managed effectively.</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. The Self-assessment tool is provided on the Program and Student Community of Practice (CoP) Learning Hub page. Student will be informed via email and reminded on the CoP page to complete this assessment each day they attend the campus. Furthermore, the building and rooms will have health screening posters as reminders to complete this task.</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"/>	<i>Students are scheduled into permanent half-sets throughout the whole term.</i>
39.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PERSONAL PROTECTIVE EQUIPMENT (PPE). Refer to the PPE Flowchart to determine what PPE is required for COVID-19 purposes.					
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>List the ppe and tasks/activities it is required for, and provide the quantity and unit of measure, if applicable (e.g. 2 boxes of 20 each box): Due to the biohazardous material students analyze in the lab, PPE is routinely procured to ensure the safety of students and staff. For instance, the Med Lab program utilizes gloves, lab gowns and coats, goggles, and face shields. Students also receive N95 fit testing before they enter the clinical settings. In addition to the standard laboratory PPE practices, face masks or shields will be used to avoid the spread of COVID-19, which will be discussed in section 42</i>
41.	Training is provided for the above PPE to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>This information is provided on the Program and Student Community of Practice Learning Hub page. Moreover, students received PPE training in Level 1 (Jan – May, 2020) as part of their regular course learning outcomes. All staff are trained in the selection and use of PPE as part of their educational training and professional experience. Staff are also introduced to PPE from the BCIT's Pandemic Exposure Control Plan online course.</i>
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 and provide the quantity and unit of measure, if applicable (e.g. 2 boxes of 20 each box): Based on the Risk Assessment Matrix Summary</i>

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#	Control Measure	Yes	No	NA	Details (as per Directions)
					<p>and COVID-19 PPE selection flowchart, minimum COVID-19 PPE is required for all the lab spaces. In particular, students and staff require the use of face masks or shields because during the lab session there are times when they will be in close proximity to one another. For instance, the majority of close proximity work would be in the form of working at a microscope, practicing pipetting, looking at microbiology cultures or test tube reactions as these techniques involve subjective assessment which is best done with the staff. According to the Risk Summary, this closeness in proximity is classified as high risk and cannot be mitigated by other means.</p> <p>PPE Quantity and Unit of Measure (These will be distributed throughout all the labs) :</p> <ul style="list-style-type: none"> • Disposable Masks – 175 boxes of 50 each box • Face Shields – 500 units <p>Note the above supplies may need to be reordered later in the term as demand changes.</p>
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 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>Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s). FCD work request was created Aug 19th (1449477) for all the labs and office/lab areas as noted in Section "Room Information".</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.</p> <p>As part of the general Medical Laboratory Science safety practices, all staff and students need to clean and disinfect their workstations. The "SSEM Cleaning SOP" is provided on the Program and Student Community of Practice Learning Hub page. Moreover, students received cleaning and disinfecting training in Level 1 (Jan – May, 2020) as part of their regular course learning outcomes. All staff are trained in the selection and use of cleaners and disinfectants as part of their educational training and professional experience.</p> <p>What are the cleaning products/materials:</p> <ul style="list-style-type: none"> • 70% Isopropyl alcohol—This is the only disinfectant being used in response to COVID-19. Other cleaning products that are used in the lab areas are part of general cleaning and disinfecting protocols. See SDS online item 50 • Lint free wipes/clothes <p>What ppe is required:</p> <ul style="list-style-type: none"> • Nitrile, latex, or rubber gloves, lab gown or coat, and goggles or face shield

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#	Control Measure	Yes	No	NA	Details (as per Directions)
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"/>	<i>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 and before and after breaks.</i>
48.	Handwashing station(s), stocked, easily accessed, and have been identified to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Sink Location: Handwashing stations are located near the entrance/exit of each lab listed on page 1 & 2, except SE42 190 &160. Stocked with soap Y <input checked="" type="checkbox"/> N <input type="checkbox"/> paper towel Y <input checked="" type="checkbox"/> N <input type="checkbox"/></i>
49.	Hand sanitizing station(s), stocked, and have been identified to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ABHS (Alcohol-Based Hand Sanitizer): Location(s) SE42 190 has a wall mounted hand sanitizer station. Another one will need to be installed in SE42 160 before the Jan 2021 term. Will hand sanitizer be refilled by department: Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If No, describe:
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: The cleaning procedure to be used in the lab areas involves cleaning and disinfecting the lab benches, keyboards, student chairs, shared equipment (e.g., microscope) and tools (e.g., pens). The program purchased 70% Isopropyl alcohol solution and wipes to disinfect work surfaces, microscopes, and shared equipment, which will be used between each set of students. Essentially, the plan is to do a thorough clean between each class before students enter the room. Staff will be responsible for cleaning and disinfecting the overall room and common touch points and, students will be responsible for cleaning their workstation, chair, keyboard, and shared tools. Lastly, before students leave the lab they will need to wash their hands.</i> <i>We also intend to follow the procedure outlined by BCIT OH&S for the use of isopropyl alcohol found here.</i> <i>SDS for Maxill 70% Isopropyl alcohol</i>  Maxill wipes_isopropyl_alc
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"/>	<i>Barriers can become contaminate if they are a touch point or if the contaminated with droplets by e.g. coughing or sneezing.</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>



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#	Control Measure	Yes	No	NA	Details (as per Directions)
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: Students and Staff</i> <i>Where is the storage: Storage is in the classroom within a designated clean space.</i>
55.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input 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? Program Head will conduct the inspection every two weeks. Note, will adjust as needed.</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>Who conduct the audits and how often? Program Head or Associate Dean will conduct the audit every month. Note, will adjust as needed.</i>

APPROVAL





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

COVID-19 SAFETY PLAN ACADEMIC SPACES

Appendix A: Medical Laboratory Science floor Plans for Labs and Office/Prep Areas

Location	Draft Floor Plan
SW1 4005	 SW01-4005_AC edits.docx
SW1 4002	 SW01-4002_AC edits.docx

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SW1 4015	 SW01-4015 -4023_AC edits.docx
SW1 4034	 SW01-4034_dp.doc x
SW1 4009	 SW01-4009_AC edits.docx
SW1 4010	 SW01-Med Lab Office- Lab Prep Are

❖ Barriers are marked on the floor plan using solid red lines. Student workstations have also been labelled from 1 through 10.