

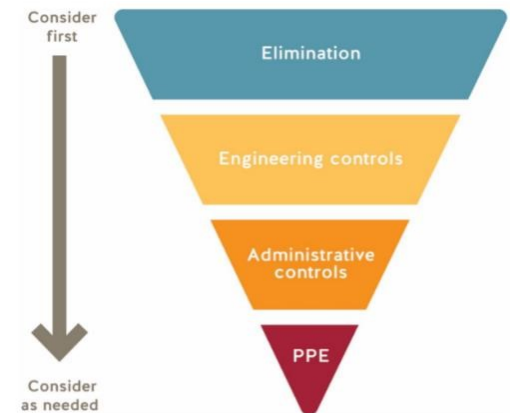


BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

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

Course/Program Name:	Bachelor of Science Nursing Program, BCIT		
Proportion of program offered on campus:	<i>The BSN program consists of 140 credits over a 3 year program. All theoretical courses will be online, either asynchronous or synchronous. All scheduled skills lab and some simulation will be held on campus. At this time, all clinical placements will proceed with health authority partners.</i>		
Start date:	Fall term start: Sept 8, 2020	End date:	Fall term end: Dec 11, 2020
# of students:	528	# of employees:	110
Completed by:	Name Shelley Fraser	Position Associate Dean, Nursing	Date August 24, 2020



INFORMATION

ROOM INFORMATION

COVID-19 SAFETY PLAN ACADEMIC SPACES

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>
SE12	418	Open office	21 (1 person per cubicle)
SE12	419	Office	2
SE12	422	Meeting room	2
SE12	423	Office	1
SE12	424	Office	1
SE12	425	Resource room	1
SE12	434	Office	1
SE12	427	Meeting room	2
SE12	428	Meeting room	1
SE12	435	Office	1
SE12	436	Office	1
SE12	437	Office	1
SE12	438	Office	1
SE12	439	Office	1
SE12	433/432	Lounge/Kitchen	1
SE12	429	Resource area	1
SE12	431	Washroom	1
SE12	427/418A	East Lobby (former mail/cubby area)	1
SW3	4675/4695	Classroom (lab set up)	9 (4 students on each side plus 1 instructor)
SE12	412AB	Sim Lab	7 (includes 1 person in isolated booth)
SE12	416A	Lab	5 (4 students plus 1 instructor)
SE12	417AB	Lab	9 (4 on each side plus 1 instructor)
SE12	414/415	Office/ corridor / 2 exits	2
SE12	416B	Flex room	2



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SE12	416C	Debrief room	2
SE6	204	Classroom	12 total
SE6	205	Classroom	12 total
SE6	206	Classroom	12 total
SW1	2005	Classroom	9
SE42	195	Lab	8
SW1	2009	Classroom	9

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 BSN curriculum is concept-based curriculum, where students learn theoretical knowledge in classroom (pivot to online for September, 2020) and simultaneously apply the knowledge in their clinical practice placements. The students practice many skills and abilities at BCIT Burnaby campus in the BSN’s simulation and skills lab. This allow students to practice specific skills prior to applying them in a practice settings with a patient. In addition, in the event that any further disruption of clinical placements occurs to due COVID-19, we would utilize both in-person and virtual simulation/ skills lab to offset cancelled practice hours and allow students to meet end of term learning outcomes. Finally, our skills lab/ sim lab and specialized resources on site allow students a remedial experience for those needing extra time to meet end of term competencies.

CONTROL MEASURES

COVID-19 SAFETY PLAN: CONTROL MEASURES CHECKLIST

COVID-19 SAFETY PLAN ACADEMIC SPACES

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"/>	Lab stations are placed apart so that 2m distance can be maintained. Classrooms allow for 2m physical distancing at occupancy limit. Offices and PODs have 1 person capacity. Meeting rooms will allow 2m distancing at indicated capacity.
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"/>	See above
3.	Identified area(s) where students wait outside of teaching space until allowed inside by instructor.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All sessions will end 5-10 minutes early to allow for cleaning between sessions and prompt departure of students from skills lab. Students have also been asked to arrive promptly at their appointed time, if early to wait outside building (or in cars) to limit/ discourage gathering in hallways.

#	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"/>	Theory classes are held 100% online. Students to book time slot for labs. Staff are working remotely when possible. Meetings held by Zoom when possible.

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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"/>	Students/staff informed to practice physical distancing and strongly encouraged to wear a non-medical grade mask when on campus. Occupancy limits, directional paths and designated entrances/exits will be posted/marked.
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"/>	Directional paths to be marked with tape for each room identified.
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"/>	Water cooler in SE12-433/432 marked out of service.
8.	Mobile fans have been removed or put out of service.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None identified
7.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SE12-431, Occupancy Limit 1.
8.	Break area(s) for student use have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No student break areas in the identified spaces. Limited student touch down study space available for students in SE 12 418 for those unable to access internet or appropriate study space in home setting. This is by appointment only and adhering to BSN safety plan.
9.	Break areas for employee use have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff Lounge/Kitchen located at SE12-433/432. Occupancy Limit 1. Signage posted.
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"/>	Cubicle walls currently in open office area. Other barriers to be placed depending on usage of space. SE12-419 to use barrier to separate two work areas when needed.
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"/>	No significant use change identified
	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input 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"/>	Signs ordered and will be posted before students return to campus.
14.	Posted: Hand washing sign(s) Item 29B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signs ordered and will be posted before students return to campus.
15.	Posted: Health screen sign(s) Item 3C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signs ordered and will be posted before students return to campus.

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16.	Posted: Hand washing sink location sign(s) Item 14A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signs ordered and will be posted before students return to campus.
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#	Control Measure	Yes	No	NA	Details (as per Directions)
17.	Posted: Hand sanitizing station location sign(s) Item 13A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signs ordered and will be posted before students return to campus.
18.	Posted: Protect yourself sign(s) Item 21A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signs ordered and will be posted before students return to campus.
19.	Posted: Occupancy limit of this room sign(s) Item 37A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signs ordered and will be posted before students return to campus.
20.	Posted: Other signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Please list:</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"/>	In student package and <i>Heartbeat</i> staff newsletter.
22.	All students have completed the online COVID-19 Pandemic OnCampus Guidelines training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students have been sent link to training and instructions to complete. Pandemic Training will be added to Instructor Collection Form. Students will show completion badge to clinical instructor and instructor will check form as complete.
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"/>	<i>Detailed instructions will go out in BSN Heartbeat news letter with instructions on how to access/ complete the mandatory module prior to returning to campus. On August 31st, a poll with faculty will be taken to obtain % compliance with request. Target – 100% compliance expected.</i>
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:	<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"/>	All supplies asked for prior to class and stocked at each workspace. See attached photos.
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"/>	Signs or arrows on the floor.
29.	Handouts, papers, and items are not physically provided to students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Handouts will be given electronically.


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30.	Students have dedicated tools/equipment, e.g., items are not shared between students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students will have dedicated work areas with tools and equipment. Tools and equipment are cleaned/sanitized between uses by students/staff.
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

#	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"/>	Offices and cubicles are dedicated for individual or group use. Cleaning procedures before/ after are in place.
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"/>	All theory classes are held online. Students who are sick cannot attend inperson clinical or lab. Online simulation/lab if available.
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. Instructors will orientate students to the work spaces/ signage and procedures to follow while on campus/ or in clinical.</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. Students are asked not to attend if they are ill. BSN will follow direction of public health officials should any student/ staff be exposed to/ confirmed test positive for Covid-19.</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"/>	Students remain with their cohort unless they withdraw and are readmitted into the program.
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.

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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>Add numbers of PPE, what we would usually use. See attached excel sheet for BSN.</p>  <p>SOHS PPE Gear.xlsx</p>
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"/>	<p>Based on circumstances allowed for in the BCIT COVID-19 Go-Forward Plan, Risk Assessment Matrix Summary.</p> <p>List PPE and tasks/activities required for and provide the quantity and unit of measure, if applicable (e.g. 2 boxes of 20 each box):</p> <ol style="list-style-type: none"> 1. Face Shields (70 shields). Needs to go with safety plan once approved. Order to go to delivered to room SE 12 415.

#	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 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.</p> <p>For most rooms, cleaning has been in place since April 2020.</p> <ol style="list-style-type: none"> 1. Request to facilities for 4675/4695 to be added to cleaning schedule effective September 8th, 2020. Work request submitted, work order is # 1449607.
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>Lab equipment cleaned with bleach solution. Manikins to be cleaned with warm soapy water. Lysol/Alcohol wipes for other hard surface items. This is common practice prepandemic for nursing students.</p>
47.	Assessment of sufficient number of hand wash stations conducted, and an appropriate number of handwashing stations are available	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>No formal assessment has been conducted but it is assumed that there will be enough hand wash stations.</p>

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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"/>	Handwash stations located in each lab room, stocked (soap and paper towel) by lab technicians.
49.	Hand sanitizing station(s), stocked, and have been identified to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand sanitizing stations located in all lab areas, refilled by Department (lab technicians)
50.	All Safety Data Sheets (SDS) and cleaning procedures used are found here .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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"/>	Any barriers (hard surfaced, eg. Plexiglass) can be cleaned with 70% isopropyl alcohol/Lysol wipes between and during uses.
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"/>	Lab equipment cleaned by instructor/staff and students.
54.	Storage space for personal articles have been identified and are cleaned regularly.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None provided.
#	Control Measure	Yes	No	NA	Details (as per Directions)
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"/>	Shelley Fraser or designate as per regular inspection template.
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"/>	Shelley Fraser or designate as per audits of inspections template.

APPROVAL

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

Manager	Name <i>Shelley Fraser</i>	Position Associate Dean	Date September 15, 2020
EOC	Name Glen Magel	Position EOC Director	Date September 17, 2020

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Skills Lab SE12 416A, adhering to social distancing guidelines and wearing non-medical grade masks.