

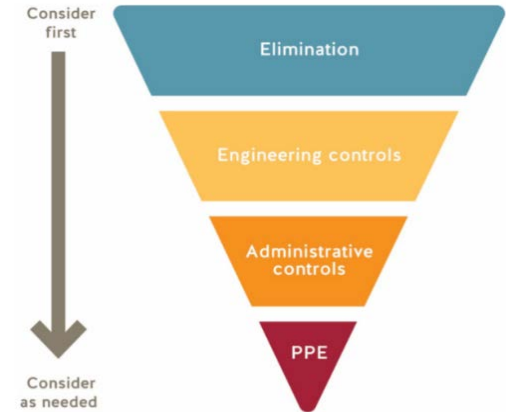


BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

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:	Biomedical Engineering Technology		
Proportion of program offered on campus:	<i>BME Program = total of 12 courses, all lectures and tutorials will be online, on-campus lab activities are going to be reduced by more than 50%</i>		
Start date:	September 8, 2020	End date:	December 31, 2020
# of students:	59	# of employees:	6
Completed by:	Name Anthony Chan	Position Program Head	Date August 19, 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>
Burnaby/SE12	401	Laboratory Room	10 (incl. 1 instructor)
Burnaby/SE12	403	Laboratory Room	9 (incl. 1 instructor)
Burnaby/SE12	408	Women Washroom	2
Burnaby/SE12	411	Men Washroom	2

COVID-19 SAFETY PLAN ACADEMIC SPACES

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).

To achieve the learning outcomes from the BMET courses, students need to learn and practice hands-on skills in electronics and medical device technologies. All lectures and tutorials will be done online. Some of the lab activities that can be done online or at home by students will be done remotely. The remaining student learning activities that require special equipment at BCIT and/or instructor direct guidance will be preformed in the BMET labs (SE12 401 & SE12-403). A few labs (e.g. chemistry) may be performed at other BCIT laboratories (this safety plan only covers student activities in the BMET labs).

CONTROL MEASURES

COVID-19 SAFETY PLAN: CONTROL MEASURES CHECKLIST

Directions for completing a Safety Plan:

1. First step of this process is to review the [BCIT COVID-19 Go-Forward Plan](#) as the overall planning document for this process.
2. Use this checklist as a tool to assess COVID-19 control measure preparedness for students and employees and the spaces they will be using. Refer to the [BCIT COVID-19 Go-Forward Plan](#) for standardized safety guidelines and procedures.
3. For each control measure, state the details. If the control measure is a 'No' or 'NA', please provide a brief explanation.
4. The manager requests all PPE requirements by submitting this draft Safety Plan to the PPE@bcit.ca.
5. Implement all the safety measures in this Safety Plan.
6. The manager completes a site visit to ensure all control measures and safety supplies are in place.
7. The manager signs the completed Safety Plan and submits it to returntocampus@bcit.ca for approval.
8. Once approved, the COVID-19 Safety Plan is posted in all work areas identified within this plan.

Note: The workspaces cannot be used until all applicable control measures are in place and Safety Plan is approved. For additional resources the [Risk Assessment Controls Guidance and Hierarchy of Controls](#). For assistance email ssemohs@bcit.ca.

COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
ELIMINATION					
1.	Room(s) set up to allow for 2 metres physical distancing during instruction and practice. Note: Contact returntocampus@bcit.ca for room capacity and layout if needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exceptions allowed as per BCIT COVID-19 Go-Forward Plan , Risk Matrix Summary (explain): We will follow the advice from OHS for our summer student workshops in June/July
2.	Demonstration, work and assessment stations are set-up to allow for 2 metres physical distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exception allowed as per BCIT COVID-19 Go-Forward Plan , Risk Matrix Summary (explain):
3.	Identified area(s) where students wait outside of teaching space until allowed inside by instructor.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lab door will be open 15 min before time avoid student lining up in front of the door
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"/>	Overall student lab time will be reduced; only one set of students will be scheduled on campus per day when possible.
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"/>	Clear separation markings and directional signs are posted inside BMET labs
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"/>	Signs or arrows on the floor identifying directions.
7.	Water fountains are put out of service, and only touchless water bottle filling station available.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No water fountain in BMET labs and in surrounding area.
8.	Mobile fans have been removed or put out of service.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There is no mobile fans in BMET labs
7.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If yes, Washroom occupancy limit __2 in each __, SE12-408 & 411 in the hallway, This is not controlled by BMET
8.	Break area(s) for student use have been identified.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If yes, what control measures are in place to maintain physical distancing? Occupancy Limit _____ If there is an occupancy limit, is sign posted? Y <input type="checkbox"/> N <input type="checkbox"/>
9.	Break areas for employee use have been identified.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If yes, what control measures are in place to maintain physical distancing? Occupancy Limit _____ If there is an occupancy limit, is sign posted? Y <input type="checkbox"/> N <input type="checkbox"/>
10.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Only one group of students (max. 9) are on campus per day. Labs will be scheduled consecutively so that they will leave campus once all labs are done.
ENGINEERING CONTROL MEASURES					
11.	Barriers are implemented to separate work areas or walk ways, when physical distancing not practical.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No Barriers are planned to be used
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No Barriers are planned to be used
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. No use change in BMET labs

COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SIGNAGE (ADMINISTRATIVE) <i>Signage is available @ BCIT online Inventory. Guidelines for posting signs are available on ShareSpace.</i>					
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"/>	<i>Hand washing sinks in the washrooms (SE12-408 & 411) only</i>
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Student sitting plan posted in the BMET labs to prevent students from using more than one workbench location.</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"/>	<i>Through program meeting prior to the term starting date</i>
22.	All students have completed the online COVID-19 Pandemic On-Campus Guidelines training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>How will compliance be checked: attendance record in D2L</i>
23.	COVID-19 safety Site orientation for students has been developed and posted in the Learning Hub.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Procedure for orientation found here. Student COVID-19 Orientation Checklist found here. Online orientation including Covid-19 information is scheduled for returning and new students on September 8.</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>Will be completed before term start</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"/>	<i>All supplies needed for student labs will be stored in SE12-402</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>

COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
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 will be cleaned between student use or disposed, or other control measures are in place – Describe: students to use their own stationeries, electronic versions of handouts will be provided</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"/>	<i>Some special tools will be shared, these will be cleaned and sanitized between each lab sessions by Moe Alnaeb, BMET AI. Also see #31</i>
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: Students will be advised to wash their hands before and after using shared equipment</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"/>	<i>Seating plan provided</i>
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: to be determined by instructor on a case-by-case basis and according to BCIT policy</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. Students are required to confirm with signatures at the beginning of the day. Such records will be kept.</i>
u	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>Information will be shared with the students through their lab orientations</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): 2 boxes of face shields, 60 boxes of facemasks, 8 S, 8 XL, 20 M, 20 L boxes of gloves, 30 Liter of hand sanitizer.</i>
41.	Training is provided for the above PPE to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	


COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
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"/>	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): 2 boxes of face shields, 60 boxes of facemasks, 8 S, 8 XL, 20 M, 20 L boxes of gloves, 30 Liter of hand sanitizer..
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"/>	Post applicable signs in a visible location if ppe required. Use the Student Orientation checklist to assist orientation/training by instructors. Use the Employee Orientation checklist to assist orientation/training by their supervisors.
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"/>	Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s). Cleaning will be done by facilities , Work requests are: 1449513, 1449514, 1449515, 1449516
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 checked="" type="checkbox"/>	Cleaning Standard Operating Procedures have been located here . What are the cleaning products/materials: Students will be taught (at lab orientations) to properly clean and disinfect tools at the beginning of the lab session using approved agents such 70% alcohol solution. What ppe is required: included in #40
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"/>	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.
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"/>	Sink Location: _inside washroom__ SE12 (408 & 411) Look after by Facilities Stocked with soap Y <input checked="" type="checkbox"/> N <input type="checkbox"/> paper towel Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
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)_2_ at entrance of labs SE12-401 and SE12-403_ . Will be refilled and restocked by Mod Alnaeb, AI. 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"/>	If not, describe:
51.	The area(s) have been decluttered so that cleaning is simplified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
52.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" 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): Moe Alnaeb, the assistant instructor will perform the cleaning after each student lab session.</i>
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: Cleaning staff from Facilities</i> <i>Where is the storage: on the floor inside the lab under the workbench</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? Moe Alnaeb, AI, on daily basis</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? ,Anthony Chan, PH, Bi-weekly</i>

APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Jeff Dyck		Position Associate Dean
	Date Aug 27, 2020		
EOC	Name <i>Glen Magel</i>		Position EOC Director
	Date September 1, 2020		



COVID-19 SAFETY PLAN ACADEMIC SPACES

COVID-19 EXPOSURE PREVENTION PROCEDURES

For the duration of the COVID-19 Pandemic, the following procedures will be used during all lab sessions to minimize the risk of transmission in the event that a student or staff member becomes infected.

Before Entering the Lab:

- Bring your personal tools and supplies with you to the lab. Avoid having to exit the lab to fetch items from your locker.
- Wash your hands in any washroom facility.
- Wear your mask if you have one. A fresh surgical mask will be available in the lab.
- Maintain 2m physical distance from anyone not wearing a mask at all times.

Entering the Lab:

- Wear your mask if you have one.
 - If you do not wear a mask, maintain 2m physical distance from anyone else.
 - If you wear a mask, maintain 2m physical distance from anyone not wearing a mask.
- Continue wearing your mask until everyone has moved to their workbench.
- Each student will have an assigned workbench that is to be used throughout the course. Proceed directly to your workbench.
- Use hand sanitizer when entering the lab.

Working at your Bench:

- Workspaces will be spaced 2m from other workspaces. You may remove your mask as soon as everyone has reached their workbench.
- Hand sanitizer is accessible from every workbench. Use it at the beginning and end of every lab session.
- Avoid touching your face during the lab session. If you absolutely must scratch an itch, sanitize your hands immediately before and immediately after doing so.

Tools:

Student supplied tools

These are your personal tools that you bring into the lab session.

You do not need to use special precautions when working with your own tools.



COVID-19 SAFETY PLAN ACADEMIC SPACES

But, DO NOT share your tools with anyone else.

Classroom provided, dedicated student/workbench tools

These are the tools that always stay at your workbench, including power supply, function generator, oscilloscope, cables etc. BCIT owned hand-tools that have been assigned to your workbench are identified with a blue band. DO NOT share your tools with anyone else.

The equipment and tools will be sanitized by BMET instructor before your arrival at the lab session.

Additionally, you may use disinfectant wipes to sanitize all operator accessible surfaces at the beginning of each lab session.

Classroom provided, shared tools

These are tools that must be shared amongst students during a lab session.

Shared tools will be identified with a red band.

Shared tools will be placed in a central location where they are easily accessible.

Shared tools are potential vectors for disease transmission. Therefore, sanitize your hands immediately before and immediately after using a shared tool.

Moving around during a Session:

Students should remain at their assigned workbench as much as possible.

When movement between workbenches is necessary, wear your mask and respect the 2m physical distance to others at all times. If you do not have a mask, the instructor will provide you with a fresh surgical mask.

Instructor Supervision:

Instructors may approach a student's workbench under the following conditions:

- The instructor is wearing a mask and face shield, OR
- Both instructor and student are wearing masks.

Instructors must sanitize their hands immediately before and immediately after touching a student's tools or equipment.

Collaboration:

Two students may collaborate under the following conditions:

- Students maintain a 2m physical distance between each other at all times, OR



COVID-19 SAFETY PLAN ACADEMIC SPACES

- Both students wear masks

Sanitize your hands immediately before and immediately after touching another student's tools or equipment.

Exiting the Lab:

- Clean up your workbench:
 - Store unfinished work in the container provided. Include a note with your name and bench number.
 - Move bench tools into the container provided at each bench (labeled with a blue band).
 - Return shared tools (labeled with a red band) to the container labeled with a red band.
- Use hand sanitizer when exiting the lab.
- Wear your mask as you exit the lab.
- Maintain 2m physical distance from anyone not wearing a mask.

COVID-19 SAFETY PLAN ACADEMIC SPACES

SE12-401, -403

Notes:

≈2m

