

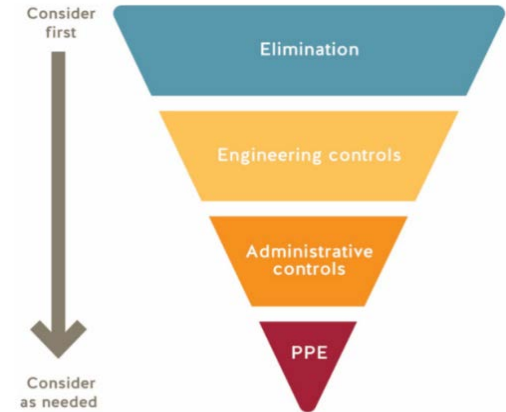


BCIT COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

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

| | | | |
|--|---|--|--|
| Department Name: | NE1 101 and 122– Sonography, Electroneurophysiology, Cardiology, Perfusion | | |
| <i>How many of your employees will be on campus:</i> | Up to 14 max at any given time | <i>What is the total number of your employees:</i> | Sono – 16 ENPY – 2 Card – 3 Perf - 1 Admin staff - 2 Total = 24 |
| Start date: | September 8, 2020 | End date: | December 31, 2020 |
| Completed by: | Name Heather Bourke | Position Program Head, Sono | Date August 27, 2020 |



ROOM INFORMATION

| In this section, please identify all of the rooms that will be used by employees. 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 meeting rooms</small> | Capacity <small>Current capacity due to COVID-19</small> |
| | 101A | office | 1 desk = 1 |
| | 101B | office | 1 desk plus 1 guest = 2 |
| | 101C | office | 1 desk plus 1 guest = 2 |
| | 101D | office | 1 desk plus 1 guest = 2 |
| | 101E | office | 1 plus 1 guest = 2 |
| | 101F | office | 2 desks plus 2 guests = 4 |
| | 101G | office | 1 desk plus 1 guest = 2 |
| | 101H | Resource room | 1 |
| | 101J | Office | 1 |
| | 101K | Office | 1 |



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| | | | |
|--|------|----------|---------------------------|
| | 101L | Office | 1 desk plus one guest = 2 |
| | 101M | Office | 1 |
| | 101N | Office | 1 |
| | 101O | Office | 1 |
| | 122A | Office | 1 |
| | 128 | Washroom | 2 |
| | 129 | washroom | 2 |

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.

Employees will be on campus only on the days that they have scheduled labs. Labs are required to be face to face, and have already been approved in a different safety plan. Labs run up to 6 hours per day, but in between lab sessions, the instructors will need a place to sit and use their computers. Staff with administrative duties, such as program heads and clinical coordinators may also be required to be on campus to supervise other staff members.

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.
5. Implement all the safety measures in this Safety Plan.

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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 work. 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): |
| 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 BCIT COVID-19 Go-Forward Plan , Risk Matrix Summary (explain): |
| 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"/> | Faculty have been told to only come to campus on days they must be in lab |
| 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"/> | Lysol wipes are available at desks. Staff must sanitize hands before and after using any of the shared items in the resource room (photocopier, coffee maker etc). |
| 5. | 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. |
| 6. | Washrooms have been identified. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If yes, Washroom occupancy limit _2____ |
| 7. | Water fountains are put out of use, and only touchless water bottle filling station available. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 8. | Mobile fans have removed or put out of service. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 9. | Break areas for employee use has been identified. | <input checked="" type="checkbox"/> | <input 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 a sign posted? Y <input type="checkbox"/> N <input type="checkbox"/> Faculty have been told they must take breaks in their individual office areas. |
| 10. | Other: | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| ENGINEERING CONTROL MEASURES | | | | | |

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| # | Control Measure | Yes | No | NA | Details (as per Directions) |
|---|---|-------------------------------------|--------------------------|-------------------------------------|---|
| 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"/> | All offices are have walls and doors |
| 12. | Barriers are stable and do not introduce other safety hazards, e.g. tripping. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" 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 Facilities and Campus Development work requisition for assessment, as needed. No significant changes |
| 14. | 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 . | | | | | |
| 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 checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 19. | Posted: Hand sanitizing station location sign(s) Item 13A | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 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 type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Please list: |
| ORIENTATION AND TRAINING (ADMINISTRATIVE) | | | | | |
| 23. | Routine safety discussions held to review control measures and safety protocols. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 24. | All employees have completed the online BCIT Pandemic Exposure Control Plan Training . | <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 here . 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"/> | |
| RULES AND GUIDELINES (ADMINISTRATIVE) | | | | | |
| 27. | All unnecessary and self-serve items have been removed from the spaces. e.g., pens, paper, etc. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 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: |

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| # | Control Measure | Yes | No | NA | Details (as per Directions) |
|---|--|-------------------------------------|--------------------------|-------------------------------------|--|
| 29. | Employees have dedicated tools/equipment, e.g., items are not shared between employees. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 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"/> | <i>Explain:</i> All common touch points can be cleaned regularly. Staff must sanitize their hands before and after using any shared equipment. |
| 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"/> | Staff are in assigned offices |
| 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"/> | <i>The health screen poster is available for reference and is posted on building doors. Employees are expected to self assess daily, and the BCCDC self-assessment tool can be used to support this.</i> |
| 34. | There is a procedure in place if an 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> |
| 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"/> | <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> |
| 36. | Provisions made for employees to work in cohorts. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Some instructors are only with level 1 students, some instructors are only with level 3 students. However, due to the large amount of lab time and staff part time schedules, there will be a bit of crossover between cohorts. |
| 37. | Other: | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| PERSONAL PROTECTIVE EQUIPMENT (PPE). Refer to the PPE Flowchart to determine what PPE is required for COVID-19 purposes. | | | | | |
| 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"/> | <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):</i> Lysol wipes (16 bottles of wipes) or equivalent disinfecting wipes. Require placement of a re-fillable hand sanitizer pump in NE1 101 reception area , (OR individual table top hand sanitizer bottles – 12 x 500 ml bottles) |
| 39. | Training is provided for the above PPE to employees. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 40. | Appropriate PPE for COVID-19 is available to be provided to employees. Supply requests emailed to ppe@bcit.ca . | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <i>Based on circumstances allowed for in the BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary.</i> <i>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):</i> |

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| # | Control Measure | Yes | No | NA | Details (as per Directions) |
|-----------------|---|-------------------------------------|--------------------------|-------------------------------------|--|
| | | | | | PPE not required when in office area – staff can maintain 2 meters apart at all times |
| 41. | PPE safe donning, doffing, disposal, and disinfecting instructional materials are available for employees. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <i>Post applicable signs in a visible location if ppe required. Use the Employee Orientation checklist to assist orientation/training by their supervisors.</i> |
| 42. | Other: | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| CLEANING | | | | | |
| 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"/> | <i>Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s). Facilities request 347779 to ensure full cleaning of all office spaces.</i> |
| 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"/> | <i>Cleaning Standard Operating Procedures have been located here. What are the cleaning products/materials: What ppe is required:</i> |
| 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"/> | <i>Consider time it will take for hand washing to take place, to determine what is e.a. sufficient number of hand wash stations.</i> |
| 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: _____ Stocked with soap Y <input type="checkbox"/> N <input type="checkbox"/> paper towel Y <input 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"/> | <i>ABHS (Alcohol-Based Hand Sanitizer): Location(s) __101 Reception _____ Will hand sanitizer be refilled by department: Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If No, describe:</i> |
| 48. | All Safety Data Sheets (SDS) and cleaning procedures used are found here . | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" 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"/> | |
| 50. | 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> |
| 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>Cleaning/sanitizing procedures for common touch points and shared items are available and signs 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> |



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|---|--|-------------------------------------|--------------------------|-------------------------------------|---|
| 52. | 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: Individuals responsible for keeping their own office area clean</i> <i>Where is the storage: Staff store belongings in own office</i> |
| 53. | Other: | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| AUDIT AND CONTINUOUS IMPROVEMENT | | | | | |
| 54. | 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? Heather Bourke - weekly</i> |
| 55. | 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? Ken Marken- monthly</i> |

APPROVAL

| All COVID-19 risk control measures for this campus activity are in place. | | | |
|---|-----------------------------|----------------------------|---------------------------|
| Manager | Name <i>Cheryl Isaak</i> | Position Associate Dean | Date September 2, 2020 |
| EOC | Name Glen Magel | Position EOC Director | Date September 7, 2020 |