



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).

BCIT Automotive has an Industry Services contract in effect with Kia Canada providing Kia Product Service Training on campus. Technicians from Kia dealers across BC will be attending training sessions delivered by BCIT Automotive faculty. Due to COVID-19, Kia suspended training in March and is now ready to resume training pending an approved BCIT Safety Plan. Training is designed to be instructor-led with theory and practical demonstrations, combined with student written and physical diagnostic activities, and subsequent written and practical evaluation components that result in technician certification in compliance with Kia Canada.

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.



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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 returmtocampus@bcit.ca for room capacity and layout if needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Exceptions allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary (explain): Classroom seating is in compliance. Some training activities at work bench involve more than one person in close contact – Barriers will be utilized to separate.</i>
2.	Demonstration, work and assessment stations are set-up to allow for 2 metres physical distancing.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Exception allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary (explain): Some activities allow for physical distancing, while other activities will utilize separation barriers as above – This is a combination classroom and shop environment with on-vehicle and bench activity work stations. If 2 meter separation is not feasible barriers will be in place.</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"/>	All persons entering and leaving NE16-114 must enter at the assigned single location entrance.
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"/>	Limited to 2 weeks of training per month
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"/>	Department has barriers in stock
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. Signage and directional arrows will be ready for training start dates</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"/>	No mobile fans in the spaces
7.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If yes, Washroom occupancy limit <u> 3 </u></i>
8.	Break area(s) for student use have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If yes, what control measures are in place to maintain physical distancing? Individual areas/work spaces have been marked off for each student Occupancy Limit If there is an occupancy limit, is sign posted? Y <input checked="" type="checkbox"/> N <input type="checkbox"/></i>
9.	Break areas for employee use have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If yes, what control measures are in place to maintain physical distancing? Individual areas/work spaces have been marked off for each student Occupancy Limit If there is an occupancy limit, is sign posted? Y <input checked="" type="checkbox"/> N <input type="checkbox"/></i>
10.	Other:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ENGINEERING CONTROL MEASURES					

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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"/>	Traffic delineators, caution tape, signage and clear separation barriers that are adjustable to each course set up requirements
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Complete a Facilities and Campus Development work requisition for assessment, as needed.
	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"/>	
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Please list: Signs addressing any other possible informational or directional needs will be in place prior to commencement of occupation of space by students
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"/>	Required at the outset of every course delivered along with evacuation and other housekeeping requirements, in addition to daily COVID-19 form
22.	All students have completed the online Pandemic Exposure Control Plan training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	How will compliance be checked: BCIT faculty will have student's complete online training before being permitted on campus.
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 .
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)					

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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 type="checkbox"/>	<input checked="" 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: Training involves the use of Kia Student Work Guides. Each student will have their own physical copy – retained by students at completion of training session.</i>
30.	Students have dedicated tools/equipment, e.g., items are not shared between students.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Some tools are dedicated and others shared. Students will be trained on sanitation procedure and responsible for the cleaning of shared tools. Cleaning equipment and resources will supplied.
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 type="checkbox"/>	<i>Explain: Tools and equipment necessary for student use is identified for required handwashing and sanitization procedures</i>
32.	Work spaces/stations are dedicated for an individual or group use and not shared with others.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Each student has a dedicated single desk and seating space properly distanced. Work stations depend on the activities being performed – Where possible, single student activities will be performed, if more than one student – separation barriers and more.
33.	Single-use (disposable) products are used where feasible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand wash station - single use towel dispensers in room. Mask and gloves will be supplied.
34.	Measures are in place to accommodate student sick at home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Accommodation plan:</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.</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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not applicable- Training courses are a maximum of 5 (five) days.
39.	Other:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kia communicates protocols to students scheduled for training through internal dealership messaging to prevent sick or non-compliant student attendance at training
PERSONAL PROTECTIVE EQUIPMENT (PPE)					

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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"/>	List the ppe and tasks/activities it is required for: Masks must be worn, safety glasses and face shield where applicable and CSA approved footwear. Hand sanitizer and/or gloves will be provided.
41.	Training is provided for the above PPE to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All safety and other related procedures including PPE are identified and demonstrated before the course commences
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:
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). Area is part of the NE16 regular cleaning schedule already in progress.
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"/>	Cleaning Standard Operating Procedures have been located here . What are the cleaning products/materials: Approved cleaning agents will be provided. What ppe is required: Safety eyewear/face shields and gloves.
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: NE16-114A & NE16-102 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) <u>NE16-114A</u> 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: Located with SDS binder at training centre entrance NE16 Toolroom
51.	The area(s) have been decluttered so that cleaning is simplified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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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>
54.	Storage space for personal articles have been identified and are cleaned regularly.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Who will clean:</i> <i>Where is the storage: No facilitation for or need to store student personal belongings</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? Daily and detailed weekly inspections will occur by either the Department Heads, Shop Supervisor or Associate Dean.</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? Departments OHS Committee will conduct monthly audits.</i>

APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Mubasher Faruki	Position: Associate Dean	Date September 4, 2020
EOC	Name <i>Glen Magel</i>	Position EOC Director	Date September 6, 2020