

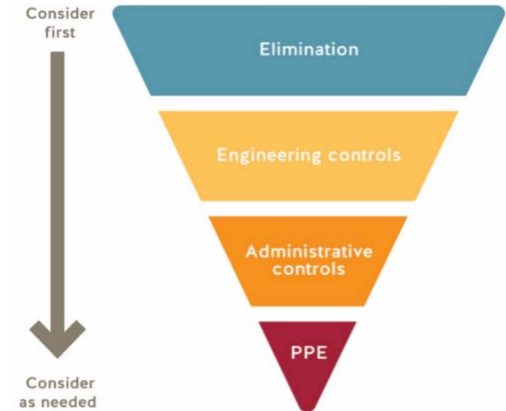


## BCIT COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

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

<b>Department Name:</b>	<b>Executive Offices – SW01 (Third Floor west wing)</b>		
<i>How many of your employees will be on campus:</i>	8 (6+2) Not all employees will be on campus at the same time. The President and her Assistant will have priority access.	<i>What is the total number of your employees:</i>	22
<b>Start date:</b>	September 14, 2020	<b>End date:</b>	ongoing
<b>Completed by:</b>	Janice Baldry	Director, Education Support	August 31, 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 <a href="#">here</a></small>	Type of Space <small>Include washrooms and meeting rooms</small>	Capacity <small>Current capacity due to COVID-19</small>
SW01	3308	Individual office	1
SW01	3309	Individual office	1
SW01	3312	Individual office	1
SW01	3314	Shared office	2
SW01	3320	Individual office	1
SW01	3321	Individual office	1
SW01	3322	Individual office	1
SW01	3323	Shared workspace	2
SW01	3326	Individual office	1
SW01	3327	Shared work space	2
SW01	3328	Individual office	1
SW01	3330	Individual office	1
SW01	3335	Shared work space	2



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SW01	3338	Individual office	1
SW01	3340	Individual office	1
SW01	3342	Individual office	1
SW01	3344	Individual office	1
SW01	3346	Individual office	1
SW01	3348	Individual office	1
SW01	3313	Resource room	1
SW01	3331	Resource room	1
SW01	3306	Meeting room	1
SW01	3307	Meeting room	4 (with controlled entry/egress)
SW01	3183	Meeting room	4 (with controlled entry/egress)
SW01	3332	Meeting room	1
SW01	3335	Lunch room	1

### 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.

During the pandemic the executive and staff will need to work on campus from time to time. This is for accessing materials, equipment, and supplies from their offices. For the use of the multi-functional printing devices for large print jobs, i.e., Board packages, major program reviews, etc. The onboarding of new employees to provide their laptops, cell phones, etc. For checking the weekly mail, and on campus deliveries, etc.

### 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.

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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](mailto: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](mailto: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](mailto:ssemohs@bcit.ca).

#	Control Measure	Yes	No	NA	Details (as per Directions)
<b>ELIMINATION</b>					
1.	Room(s) set up to allow for 2 metres physical distancing during work. <b>Note:</b> Contact <a href="mailto:returntocampus@bcit.ca">returntocampus@bcit.ca</a> for room capacity and layout if needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exceptions allowed as per <a href="#">BCIT COVID-19 Go-Forward Plan</a> , Risk Matrix Summary (explain):  The majority of the offices are for individual use therefore barriers will not be required at these locations. Occupants in individual offices will close office doors while in use.
2.	Workstations are set-up to allow for 2 metres physical distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exceptions allowed as per <a href="#">BCIT COVID-19 Go-Forward Plan</a> , 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"/>	Employees are strongly encouraged to work remotely to minimize the number of staff onsite.
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"/>	There are four workspaces shared by two individuals. The two staff in each of these areas instructed to coordinate their work to ensure if they are required on campus they schedule this work on alternate days.
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"/>	Corridors remain multi-directional staff must wait for the corridor to be clear before entering. It is strongly recommended that all staff wear a face masks while using the corridors. 2M physical distancing signage posted in the corridor.

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#	Control Measure	Yes	No	NA	Details (as per Directions)
6.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Washroom are located in the adjacent staff lounge SW01-3381 (F) – 2 capacity SW01-3383 (M) – 1 capacity
7.	Water fountains are put out of use, and only touchless water bottle filling station available.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There are no water fountains within this area.
8.	Mobile fans have removed or put out of service.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff have been notified that the use of mobile fans is not permitted at this time.
9.	Break areas for employee use has been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All seating has been removed from the staff lunchroom. Only 1 individual permitted in this area at a time. Staff advised to sanitize their hand before and after using this area. As part of BEST's daily cleaning is to wipe down of all shared surfaces, i.e., fridge, microwave, kettle, etc.  If required staff can eat in their office or at the workstation.
10.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>ENGINEERING CONTROL MEASURES</b>					
11.	<a href="#">Barriers</a> are implemented to separate work areas or walk ways, when physical distancing not practical.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Three of the workspaces (SW01-3323/27/35) the front of the workstation has been raised as an additional safety measure between the workspace the adjacent corridor.  In the resource room (SW01-3331) a barrier has been placed next to the MFD to enable its use without obstructing the passageway to the Staff lunchroom and rear exit door.  In the kitchen, a barrier installed to separate the kitchen area from the exit door.  During COVID the entry door remains locked to public requiring swipe card access.
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The barriers are affixed to the workstations, or an off the shelf product freestanding and stable.
13.	The impact on ventilation requirements have been considered if there's been a significant use change for the space.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The workstations have been raised to 84 inches not to affect the ventilation in this area.

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#	Control Measure	Yes	No	NA	Details (as per Directions)
14.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>SIGNAGE (ADMINISTRATIVE)</b> Signage is available @ <a href="#">BCIT online Inventory</a> . Guidelines for posting signs are available on <a href="#">ShareSpace</a> .					
15.	Posted: Physical distancing (2 m) sign(s) Item 1A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 x to posted at all three entry points and in corridor
16.	Posted: Hand washing sign(s) Item 29B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 x posted two adjacent to the sink in the staff lunch room
17.	Posted: Health screen sign(s) Item 3C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2 x posted at two entry points
18.	Posted: Hand washing sink location sign(s) Item 14A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
19.	Posted: Hand sanitizing station location sign(s) Item 13A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
20.	Posted: Protect yourself sign(s) Item 21A	<input type="checkbox"/>	<input checked="" 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"/>	7 x posted in (suite, 3 meeting rooms, 2 resource rooms, 1 kitchen) Refer to Room Information table of this checklist.
22.	Posted: Other signs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Please list:  6 x 25A – 2-way traffic for common hallway 3 x 4A – Clean regular touch points for kitchen and resource rooms 1 x 39B – wipe appliance 1 x 11B – exit only
<b>ORIENTATION AND TRAINING (ADMINISTRATIVE)</b>					
23.	Routine safety discussions held to review control measures and safety protocols.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Weekly site assessments to ensure safety control measures continue to work
24.	All employees have completed the online <a href="#">BCIT Pandemic Exposure Control Plan Training</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes and verified by emailing the confirmation of completion to their manager.
25.	All employees have completed the online <a href="#">New Employee Orientation module</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	New and Returning Employee COVID Orientation Checklist found <a href="#">here</a> . Each employee to save the checklist to their online New Employee Orientation course  Yes and verified by emailing the confirmation of completion to their manager.
26.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>RULES AND GUIDELINES (ADMINISTRATIVE)</b>					
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"/>	Yes, staplers, hole punches, etc. have been removed.

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28.	Papers and items are not physically passed between employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documents are scanned and mailed as required.
29.	Employees have dedicated tools/equipment, e.g., items are not shared between employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All employees have dedicated equipment other than the use of the Multi-functional device (MFD). Staff asked to sanitize their hand before and after each use. The MFD wiped down daily.  When onboarding new employees staff instructed to wash or sanitize their hands before and after touching the equipment, i.e., laptop, cell phone, etc.
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"/>	Anyone entering the executive offices are asked to sanitize or wash their hand upon entering and exiting the suite.
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"/>	All workstations are dedicated to one individual and not shared.
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"/>	The <u>health screen poster</u> is available for reference and is posted on building doors. Employees are expected to self assess daily, and the <u>BCCDC self-assessment</u> tool can be used to support this.  When employees are returning to campus they are expected to self assess daily.
34.	There is a procedure in place if an employee becomes ill on campus.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Refer to the <u>COVID-19 Pandemic Scenario Playbook</u> 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.
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"/>	Refer to the <u>COVID-19 Pandemic Scenario Playbook</u> for more information. Confirm if the person is aware of self-isolation <u>requirements</u> and <u>protocols</u> .
36.	Provisions made for employees to work in cohorts.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not applicable
37.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>PERSONAL PROTECTIVE EQUIPMENT (PPE). Refer to the <a href="#">PPE Flowchart</a> to determine what PPE is required for COVID-19 purposes.</b>					
38.	Appropriate PPE for the hazards of employee tasks are available to be provided (non-COVID-19 related ppe).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	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): When on campus, employees can use

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#	Control Measure	Yes	No	NA	Details (as per Directions)
					<i>the follow consumables to protect themselves or to clean shared space/ equipment (e.g., door knob, printer</i>
39.	Training is provided for the above PPE to employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes
40.	<a href="#">Appropriate PPE for COVID-19</a> is available to be provided to employees. Supply requests emailed to <a href="mailto:ppe@bcit.ca">ppe@bcit.ca</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><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): When on campus, employees can use the follow consumables to protect themselves or to clean shared space/ equipment (e.g., door knob, printer):</i></p> <p>4 x 3.75L hand sanitizers (2 for each entry door)            2 x 50 disposable face masks (1 for each entry door)            1 x 100 disposable gloves (large) (for staff kitchen)            1 pack of disinfectant wipes (for kitchen and resource rooms)</p>
41.	PPE safe <a href="#">donning, doffing, disposal, and disinfecting instructional</a> materials are available for employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>Post applicable signs in a visible location if ppe required.</i></p> <p><i>Use the <a href="#">Employee Orientation checklist</a> to assist orientation/training by their supervisors.</i></p>
42.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>CLEANING</b>					
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"/>	<p><i>Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s).</i></p> <p>Arrangements with FCD for daily cleaning and the wiping down of common touch points in the kitchen, and entry and exit doors.</p>
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"/>	<p><i>Cleaning Standard Operating Procedures have been located <a href="#">here</a>. What are the cleaning products/materials: use disinfectant wipes</i></p> <p><i>What ppe is required: gloves, wipes, masks</i></p>
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"/>	<p><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></p> <p>1 sink located in the Staff lunch room            2 sinks located in each of the adjacent washrooms            1 sink located in the adjacent staff lounge</p>

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#	Control Measure	Yes	No	NA	Details (as per Directions)
46.	Handwashing station(s), stocked, easily accessed, and have been identified to employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sink Location: __SW01-3333, 3581, 3582, 3586  Stocked with soap Y <input checked="" type="checkbox"/> N <input type="checkbox"/> paper towel Y <input checked="" type="checkbox"/> N <input type="checkbox"/> FCD-BEST responsible for restocking supplies
47.	Hand sanitizing station(s), stocked, and have been identified to employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>ABHS (Alcohol-Based Hand Sanitizer):</b>  Location(s); entry doors SW01-3333 & SW01-3350  Will hand sanitizer be refilled by department: Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
48.	All Safety Data Sheets (SDS) and cleaning procedures used are found <a href="#">here</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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"/>	All common areas have been decluttered.
50.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If overhead barriers become contaminated a facilities work request will be submitted to have the barriers cleaned.
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"/>	<a href="#">Cleaning/sanitizing procedures</a> for common touch points and shared items are available and <a href="#">signs</a> posted e.g.  Staff have been advised to wash or sanitize their hand before and after each use of the shared equipment such as refrigerator, multifunction devices, microwaves, kettle, dishwasher, kitchen surfaces, etc. BEST will wipe down all common touch points on a daily basis.
52.	Storage space for personal articles have been identified and are cleaned regularly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff have personal storage space in their office or at their workstations and are responsible for regularly cleaning with the cleaning supplies provided.
53.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>AUDIT AND CONTINUOUS IMPROVEMENT</b>					
54.	There is a plan to conduct <a href="#">regular inspections</a> of all control measures and safety protocols to ensure they are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Administrative staff will conduct bi-weekly inspections, and any safety concerns addressed immediately.
55.	<a href="#">Audits of inspections</a> are planned to ensure that control measures continue to be effective.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OH&S department will conduct monthly audits, and any safety concerns addressed immediately.





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### APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Kathy Kinloch	Position President	Date: September ##, 2020
EOC	Name <i>Glen Magel</i>	Position EOC Director	Date September 16,, 2020

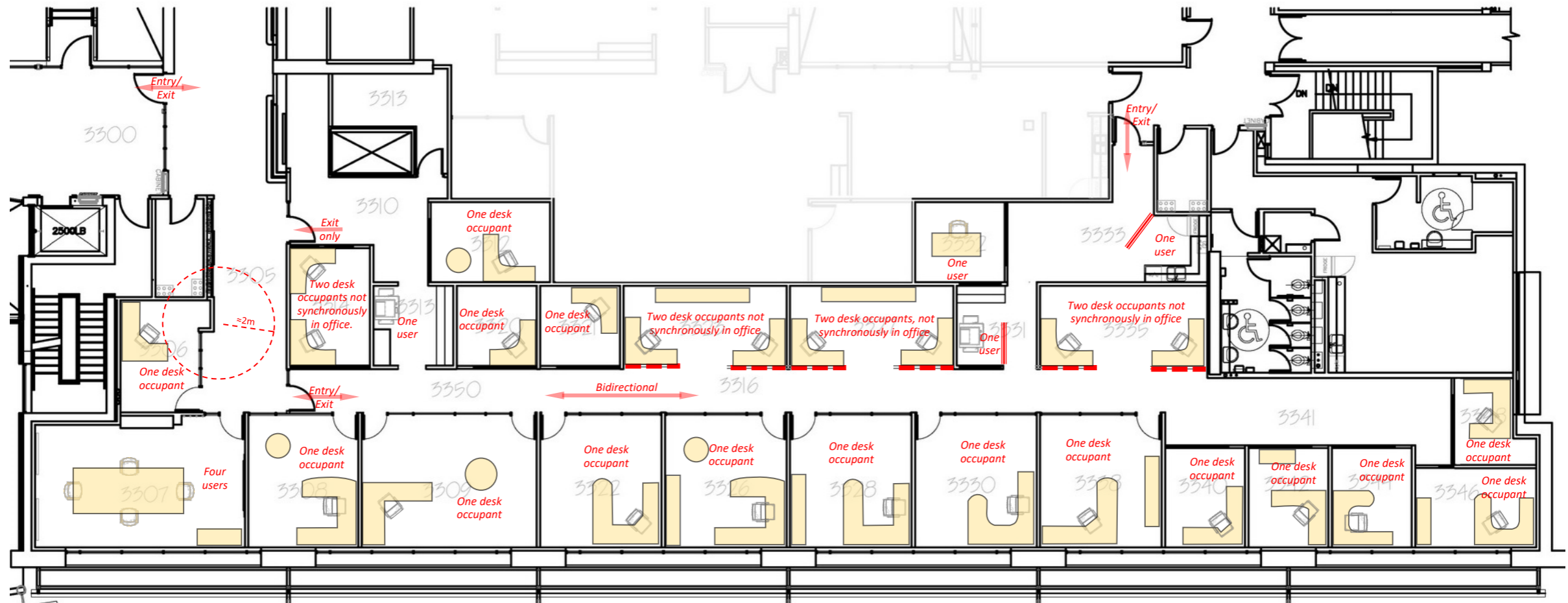
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## SW01-33XX Administrative Block – Executive Office Suite & Meeting Rooms

Notes: This office block can accommodate one guest per workstation as noted. Meeting room 3307 can accommodate four users with controlled entry and egress conditions, where the user seated furthest to do the door would have to enter first, and the user closest to the door enters last; exit procedure would occur in reverse order where the person last seated would be first to exit.

### Legend:

- Barrier (free-standing)
- - - Barrier (furniture extension)
- ≈2m



## SW01-3183 Executive Meeting Room

Notes: This meeting room can accommodate four users with controlled entry and egress conditions, where the user seated furthest to the door would have to enter first, and the user closest to the door enters last; exit procedure would occur in reverse order where the person last seated would be first to exit. While additional users *are* technically possible within physical distancing requirements, travelling in and out of the room may present a risk if a user must exit for a personal emergency.

