

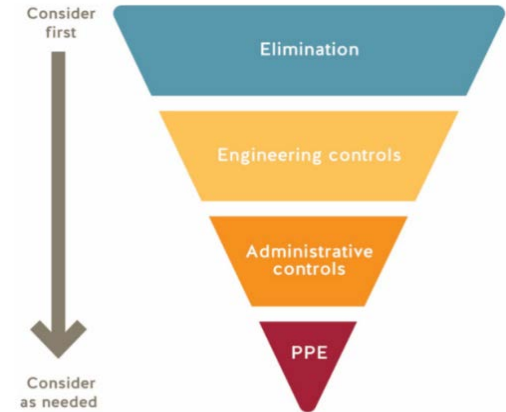


## BCIT COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

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>	Heavy Equipment Group		
<i>How many of your employees will be on campus:</i>	10 maximum	<i>What is the total number of your employees:</i>	Approx. 25
<b>Start date:</b>		<b>End date:</b>	Ongoing
<b>Completed by:</b>	Name Joan Brander Steve Perry	Position Quality Assurance Clerk, Associate Dean (Motive Power)	Date September 4, 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>
AIC Building B	AIC 1106	Resource/Coffee Room (photocopier, coffee maker, fridge)	1
	AIC 1101, 1103	AD and Administrative Manager offices	2: with desk mounted plexiglass barrier between occupants, with both wearing masks
	AIC 1102, 1104, 1105, 1118, 1302, 2260, 2262, 2263	Offices (flex offices, Dean's office, industry services office, I.T. office, QA, Department heads)	1 per room
	AIC 2207, 2238	Work Stations (faculty, program assistant with student/customer counter)	1 behind counter (sitting), 1 person being served, separated with plexi-glass table top barrier.
	AIC 2230	Break Area (tables, chairs, photocopier, office supplies)	9 total: 8 seated with distancing in effect (table and chair)



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			orientation) , and 1 person accessing the printer resource area
	AIC 2237	Coffee Area (sink, fridge, microwave, coffee maker)	1
	AIC 2240	Washroom (women’s)	1
	AIC 2241	Washroom (men’s)	1
AIC Building C	AIC 2602	Resource Room (photocopier, paper storage)	1
	AIC 2603 and 2604	BCIT and VCC student meeting rooms	1 (for virtual appointments)

### 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.**

Programs at AIC require completion of on-campus practical components in labs/shops to allow students to complete their credential. Faculty and staff are required to return to AIC to support student needs, and to perform administrative tasks which cannot be completed remotely. PA attends campus once per week, and QA works remotely. AD and Administrative Manager are on site 3 -5days weekly. Shop floor support staff are in the building any day classes are in attendance.

### 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](mailto:PPE@bcit.ca).

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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 returntocampus@bcit.ca for room capacity and layout if needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Exceptions allowed as per <a href="#">BCIT COVID-19 Go-Forward Plan</a>, Risk Matrix Summary (explain):</p> <p>Break Area AIC 2230 (tables, chairs, photocopier, office supplies)</p> <ul style="list-style-type: none"> <li>• see Item 2.</li> </ul> <p>Work Stations AIC 2238 (faculty)</p> <ul style="list-style-type: none"> <li>• see Item 2.</li> </ul> <p>Resource Rooms and Offices are dedicated to individual use.</p>
2.	Work stations are set-up to allow for 2 metres physical distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Exceptions allowed as per <a href="#">BCIT COVID-19 Go-Forward Plan</a>, Risk Matrix Summary (explain):</p> <p>Work Station AIC 2207 (program assistant with student/customer counter)</p> <ul style="list-style-type: none"> <li>• caution tape installed to close all drop-in activities</li> <li>• all in-person services are scheduled by appointment only</li> <li>• students are sent detailed instructions on how to attend for in-person appointments</li> <li>• the counter window is only partially open</li> <li>• plexiglass barrier is installed in the counter window</li> </ul> <p>Work Stations AIC 2238 (faculty)</p> <ul style="list-style-type: none"> <li>• tables/chairs are set up to allow 2m distancing at all times</li> </ul>
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 who are performing practical components will be on-campus in labs/shops, while other faculty will be teaching online (max <b>xxx</b> faculty will be on-campus)

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#	Control Measure	Yes	No	NA	Details (as per Directions)
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"/>	<p>Work Station AIC 2207 (program assistant with student/customer counter)</p> <ul style="list-style-type: none"> <li>all shared items (such as mail boxes, etc.) that do not encroach on the work area have been moved away</li> <li>barrier tape is installed</li> <li>Single person occupancy</li> </ul> <p>Work Stations (faculty)</p> <ul style="list-style-type: none"> <li>Faculty are to collect items they need and to work in assigned labs. Workstations are not to be used at this time, as barriers between occupants are too low.</li> </ul> <p>Break Area AIC 2230 (tables, chairs, photocopier, office supplies)</p> <ul style="list-style-type: none"> <li>cleaning and disinfecting of break area and common touch points are performed daily</li> <li>paper towels and hand sanitizer are provided</li> <li>occupancy is posted</li> </ul> <p>Coffee Area AIC 2237 (sink, fridge, microwave, coffee maker)</p> <ul style="list-style-type: none"> <li>cleaning and disinfecting of break area and common touch points are performed daily</li> <li>soap, paper towels and hand sanitizer are provided</li> </ul> <p>Resource Rooms</p> <ul style="list-style-type: none"> <li>cleaning and disinfecting of common touch points are performed daily</li> </ul> <p>Washrooms</p> <ul style="list-style-type: none"> <li>Cleaning is performed 3 times per day</li> </ul>
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"/>	<p><i>Signs or arrows on the floor identifying directions.</i> Directional arrows on floors have been installed</p>
6.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>If yes, Washroom occupancy limit <u>1</u></i> Room capacity signs are posted on doors</p>
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9.	Break areas for employee use has been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>If yes, what control measures are in place to maintain physical distancing?</i></p> <p>Break Area AIC 2230 (tables, chairs, photocopier)</p> <ul style="list-style-type: none"> <li>see Item 4.</li> </ul> <p>Occupancy <b>limit of 9</b>. If there is an occupancy limit, is a sign posted? Y <input checked="" type="checkbox"/> N <input type="checkbox"/></p>

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#	Control Measure	Yes	No	NA	Details (as per Directions)
					Coffee Area AIC 2237 (sink, fridge, microwave, coffee maker) <ul style="list-style-type: none"> <li>hand soap, paper towels and hand sanitizer are provided</li> </ul> Occupancy limit of 1 If there is an occupancy limit, is a sign posted? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
10.	Other:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work Station AIC 2207 (program assistant with student/customer counter) <ul style="list-style-type: none"> <li>signage posted directing enquiries and document submission to be made by email</li> <li>signage posted directing essential hard copy documents to make an appointment</li> </ul>
<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"/>	Resource Rooms AIC 1106 (photocopier, coffee maker, fridge) AIC 2602 (photocopier, paper storage)  Work Station AIC 2207 (program assistant with student/customer counter) <ul style="list-style-type: none"> <li>plexiglass barrier is installed at counter</li> <li>window at counter is only partially only</li> <li>caution tape is installed to prevent entry beyond the person working in there (1)</li> <li>students/customers will be asked to complete any paperwork for submission before any appointment</li> </ul> Break Area AIC 2230 (tables, chairs, photocopier, office supplies) <ul style="list-style-type: none"> <li>cleaning supplies are in the area</li> </ul> Coffee Area AIC 1106 (coffee maker, fridge) AIC 2237 (sink, fridge, microwave) <ul style="list-style-type: none"> <li>Cleaning supplies are in the area</li> </ul> Offices <ul style="list-style-type: none"> <li>plexiglass barriers are installed in offices where interaction is required. Alternately, a face shield and mask is used (supplied by department)</li> </ul>
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Stand alone plexi barriers are on each desk. They are not unstable.</b>
13.	The impact on ventilation requirements have been considered if there's been a significant use change for the space.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Complete a <a href="#">Facilities and Campus Development work requisition</a> for assessment, as needed. AD has requested a ventilation study be performed to ensure we are using filters with high enough filtration value. HEPA filters will not fit in these systems (we checked)</i>
14.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

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#	Control Measure	Yes	No	NA	Details (as per Directions)
<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"/>	Throughout the area
16.	Posted: Hand washing sign(s) Item 29B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Throughout the area
17.	Posted: Health screen sign(s) Item 3C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	At front entrance, first floor
18.	Posted: Hand washing sink location sign(s) Item 14A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Throughout the area, in each washroom
19.	Posted: Hand sanitizing station location sign(s) Item 13A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Throughout the area, in each washroom
20.	Posted: Protect yourself sign(s) Item 21A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Throughout each campus area
21.	Posted: Occupancy limit of this room sign(s) Item 37A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Offices <ul style="list-style-type: none"> <li>• Office room capacity is set to 1, unless there is a plexiglass barrier in place on the desk. Alternately, a face shield and mask is used</li> </ul> All other areas <ul style="list-style-type: none"> <li>• posted on doors</li> </ul>
22.	Posted: Other signs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Please list:</i> Cough etiquette signage is posted in Work Station AIC 2207 (program assistant student/customer)  Also posted in main entrance, by the security desk
<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"/>	<b>Daily inspections and discussions. Monthly audits are held</b>
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"/>	<i>Prior to arriving on campus</i>
25.	All employees have completed the online <a href="#">New Employee Orientation module</a> .	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>New and Returning Employee Orientation Checklist found <a href="#">here</a>. Each employee to save the checklist to their online New Employee Orientation course</i>
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"/>	Work Station AIC 2207 (program assistant with student/customer counter) <ul style="list-style-type: none"> <li>• faculty self serve mail box is relocated</li> <li>• unnecessary and self-serve items are removed</li> </ul> All other areas <ul style="list-style-type: none"> <li>• unnecessary and self-serve items are removed</li> </ul>

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28.	Papers and items are not physically passed between employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>If items are provided, they are cleaned between employee use or disposed, or other control measures are in place – Describe:</i></p> <p>Work Station AIC 2207 (program assistant with student/customer counter)</p> <ul style="list-style-type: none"> <li>• items are disinfected or quarantined</li> <li>• after handling items, all surfaces used are disinfected</li> <li>• any items provided to students/customers (pens, papers, etc.) will not be accepted back</li> </ul>
29.	Employees have dedicated tools/equipment, e.g., items are not shared between employees.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Work Station AIC 2207 (program assistant with student/customer counter)</p> <ul style="list-style-type: none"> <li>• area is taped to control entering the area for items</li> </ul> <p>All other areas</p> <ul style="list-style-type: none"> <li>• personal items are not shared between employees</li> </ul>
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Explain:</i>
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"/>	<p>Faculty have individual work stations in AIC 2238 but are encouraged to not use them, even though they are <b>not</b> shared with others. Faculty is encouraged to use assigned labs in Academic Spaces for their exclusive use.</p> <p>Work Station AIC 2207 (program assistant with student/customer counter) is for dedicated individual staff use.</p> <p>Resource Rooms and Offices are for dedicated individual faculty/staff use.</p>
32.	Single-use (disposable) products are used where feasible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	These provided by tool room for faculty and staff. Students obtain masks or gloves at tool crib. Face masks are also available at the security desk (f they have not brought their own).
33.	Procedures in place to screen employees on a daily basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>The <a href="#">health screen</a> poster is available for reference and is posted on building doors. Employees are expected to self assess daily, and the <a href="#">BCCDC self-assessment</a> tool can be used to support this.</i></p> <p>There are procedures in place for faculty, staff and students &lt;what is it?&gt;. What about the health screen poster?</p>
34.	There is a procedure in place if an employee becomes ill on campus.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>Refer to the <a href="#">COVID-19 Pandemic Scenario Playbook</a> 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></p> <p>There are procedures in place for faculty, staff and students</p>

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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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Refer to the <a href="#">COVID-19 Pandemic Scenario Playbook</a> for more information. Confirm if the person is aware of self-isolation <u>requirements</u> and <u>protocols</u>.</p> <p>There are procedures in place for faculty, staff and students</p>
36.	Provisions made for employees to work in cohorts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This is not required for AIC, however apprentice faculty have set weeks they attend campus (alternating) or fixed (2 - 5 weeks in a row, depending on the level).
37.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>PERSONAL PROTECTIVE EQUIPMENT (PPE)</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"/>	<p>List the ppe and tasks/activities it is required for:</p> <p>PPE is available faculty or staff if required to enter the shop spaces. (steel toe caps, safety gasses).</p>
39.	Training is provided for the above PPE to employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The AIC Safety Plan for Academic Spaces will identify training for faculty, staff and students.
40.	Appropriate PPE for COVID-19 is available to be provided to employees. Supply requests emailed to <a href="mailto:ppe@bcit.ca">ppe@bcit.ca</a> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Based on circumstances allowed for in the <a href="#">BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary</a>.</p> <p>List PPE and tasks/activities required for:</p> <p>The AIC Safety Plan for Academic Spaces will identify appropriate PPE for faculty, staff and students.</p>
41.	PPE safe <a href="#">donning, doffing, disposal, and disinfecting instructional</a> materials are available for employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Post applicable signs in a visible location if ppe required.</p> <p>Use the <a href="#">Employee Orientation checklist</a> to assist orientation/training by their supervisors.</p> <p>The AIC Safety Plan for Academic Spaces will identify safe donning, doffing, disposal and disinfecting instructional materials available for faculty, staff and students.</p>
42.	Other:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Face masks, face shields, disinfectant and spray bottles, and paper towels are also provided if desired when using cleaning products.
<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>Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s).</p> <p>Faculty and staff with comply with this procedure.</p>
44.	Training will be provided to employees performing cleaning duties and cleaning materials have been provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Cleaning Standard Operating Procedures have been located <a href="#">here</a>. What are the cleaning products/materials:</p> <p>Signage is posted in the Coffee Area (2237) to direct faculty and staff to clean the counters and items being used before and after use.</p>



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#	Control Measure	Yes	No	NA	Details (as per Directions)
					Cleaning instructions are also posted in shop spaces, when students or faculty are using cleaning products. Details on the academic plan.
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>Hand wash stations are located in Coffee area AIC 2237 and in all washrooms.</p>
46.	Handwashing station(s), stocked, easily accessed, and have been identified to employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>Sink Location:</i></p> <p>Coffee area AIC 2237</p> <p><i>Stocked with soap</i> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> <i>paper towel</i> Y <input checked="" type="checkbox"/> N <input type="checkbox"/></p> <p>All washrooms – <i>Stocked with soap</i> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> <i>paper towel</i> Y <input checked="" type="checkbox"/> N <input type="checkbox"/></p>
47.	Hand sanitizing station(s), stocked, and have been identified to employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>ABHS (Alcohol-Based Hand Sanitizer):</b> Location(s) _____</p> <p><i>Will hand sanitizer be refilled by department:</i> Y <input type="checkbox"/> N <input checked="" type="checkbox"/></p> <p><i>If No, describe: Facilities does this, and the cleaners stock the washroom units.</i></p>
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"/>	<p><i>If not, describe:</i></p> <p>All SDS and cleaning procedures are being followed</p>
49.	The area(s) have been decluttered so that cleaning is simplified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All unnecessary items have been moved and secured from all areas.
50.	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>
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"/>	<p><a href="#">Cleaning/sanitizing procedures</a> for common touch points and shared items are available and <a href="#">signs</a> 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):</p> <p>Work Station AIC 2207 (program assistant with student/customer counter)</p> <ul style="list-style-type: none"> <li>receiving and inter-office orders are delivered 2m away</li> <li>quarantine measures are in place for handling and sorting incoming items</li> </ul> <p>All other areas are identified and cleaned between employees.</p>
52.	Storage space for personal articles have been identified and are cleaned regularly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>Who will clean:</i></p> <p>Respective faculty and staff with clean their own personal articles</p>



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#	Control Measure	Yes	No	NA	Details (as per Directions)
					<p><i>Where is the storage:</i></p> <p>Individual Work Stations are being assigned in the labs, and are detailed on the academic plan. Areas are located in Academic Spaces.</p>
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"/>	<p><i>Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often? Department heads, Associate Dean and Administrative Manager do daily informal inspections and monthly audits.</i></p>
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"/>	<p><i>Who conduct the audits and how often?</i></p> <p><i>Associate Dean and Administrative Manager do daily informal inspections and monthly audits. AIC JOHS perform monthly inspections as well.</i></p>

### APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Steve Perry	Position Associate Dean (Motive Power)	Date September 7, 2020
EOC	Name <i>Glen Magel</i>	Position EOC Director	Date September 14, 2020