

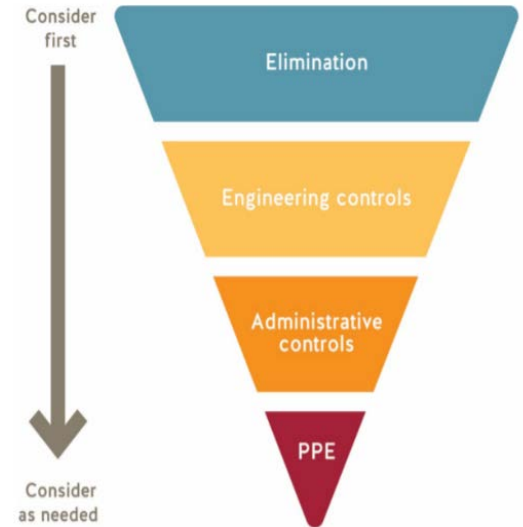


## BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

The BCIT COVID-19 Go-Forward Plan outlines the risk assessments, control measures, and the organizational process for our safe return to campus. All returning programs/courses must adhere to this process. Please refer to the [BCIT COVID-19 Go-Forward Plan](#) for additional information.

### CONTACT INFORMATION

<b>Course/Program Name:</b>	<b>Trades Access Trades Entry Assessment</b>		
<b>Proportion of program offered on campus:</b>	<i>Assessment Testing 100%</i>		
<b>Start date:</b>	May 15, 2020* Risk Assessment October 14, 2020 Go Forward	<b>End date:</b>	<b>December 31, 2020</b>
<b>Total # of students in program:</b>	6 maximum capacity	<b># of employees:</b>	<b>Up to 2</b>
<b>Anticipated # of students on campus daily when scheduled:</b>	30 (5 sessions of maximum 6 students)	<b>Anticipated # of employees on campus daily when scheduled</b>	<b>Up to 2</b>
<b>Completed by:</b>	Name Tamara Pongracz Connor Hofler	Position Department Head Faculty	Date October 14, 2020



### ROOM INFORMATION

In this section, please identify all of the rooms that will be used by this returning program/course. <b>NOTE: Common areas are covered by the BCIT COVID-19 Go-Forward Plan.</b>			
Campus/ Building	Room Number <small>Floor Plans found <a href="#">here</a></small>	Type of Space <small>Include washrooms and breakout rooms</small>	Capacity <small>Current capacity due to COVID-19</small>
<i>Burnaby NE1</i>	340	Classroom	8



## COVID-19 SAFETY PLAN ACADEMIC SPACES

### RATIONALE FOR ON-CAMPUS ACTIVITY

The Trades Access Department oversees entry testing for applicants who wish to enrol into trades training. Trades Entry Assessment is a requirement for some programs and a means of proving equivalency and proficiency for students who either do not have or cannot access transcripts. Supervision is required to safeguard the integrity of the entrance exams (testing instruments). An online option has been sourced but is not yet operational. However, the online option is not practicable for all students due to; financial constraints, learning styles (accommodation), access to reliable internet and privacy concerns. An **Approved Risk Assessment for this activity has been in place - May 15, 2020.**

### 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](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).

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#	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 instruction and practice. <b>Note:</b> Contact returntocampus@bcit.ca for room capacity and layout if needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Exceptions allowed as per <a href="#">BCIT COVID-19 Go-Forward Plan</a>, Risk Matrix Summary (explain):</i>
2.	Demonstration, work and assessment stations are set-up to allow for 2 metres physical distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Exception allowed as per <a href="#">BCIT COVID-19 Go-Forward Plan</a>, Risk Matrix Summary (explain):</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"/>	
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"/>	
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"/>	
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"/>	<b>Signs or arrows on the floor identifying directions.</b>
7.	Water fountains are put out of service, and only touchless water bottle filling station available.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>In common areas and out of service</b>
8.	Mobile fans have been removed or put out of service.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Washrooms have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>If yes, Washroom occupancy limit in common areas NE 1 3rd floor west</i>
8.	Break area(s) for student use have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Not necessary – no break</b>
9.	Break areas for employee use have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>No break area</b>
10.	Other: <b>Assessment Testing by appointment only.</b> Maximum capacity 6 test writers per session	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Students must book an appointment – no exceptions</b>
<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"/>	<b>Invigilator in separate windowed area while supervising students</b>
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Complete a <a href="#">Facilities and Campus Development work requisition</a> for assessment, as needed. <b>no change in space</b></i>
	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> .					
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>No sink</i>
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
17.	Posted: Hand sanitizing station location sign(s) Item 13A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>All test writers are directed to sanitize hands upon entry to the testing area</i>
18.	Posted: Protect yourself sign(s) Item 21A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19.	Posted: Occupancy limit of this room sign(s) Item 37A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20.	Posted: Other signs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Please list: WCB COVID Safety Plan in poster form</i>
<b>ORIENTATION AND TRAINING (ADMINISTRATIVE)</b>					
21.	Routine safety discussions held to review control measures and safety protocols.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22.	All students have completed the online <a href="#">COVID-19 Pandemic On-Campus Guidelines</a> training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>Upon booking an appointment the test writer must agree to the following;</i></p> <p>You are not permitted to attend an Assessment Session if any of the following applies to you:</p> <ul style="list-style-type: none"> <li>• You have travelled internationally within the last 14 days.</li> <li>• You have been diagnosed COVID-19 positive within the last 14 days.</li> <li>• You have any flu or cold symptoms. <i>At arrival, each test writer is asked standard health screening questions; Are you feeling well? Have you traveled internationally with in the past 14 days? Have you tested positive for COVID in the past 14 days? Have you participated in a wreck beach drum circle ☺</i></li> </ul>
23.	COVID-19 safety Site orientation for students has been developed and posted in the Learning Hub.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><i>Procedure for orientation found <a href="#">here</a>.</i></p> <p><i>Student COVID-19 Orientation Checklist found <a href="#">here</a>. <b>Public Facing activity – the test writers do not use Learning Hub.</b></i></p>
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"/>	
25.	All employees have completed the online <a href="#">OHS New Employee Orientation module</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>New and Returning Employee Orientation Checklist found <a href="#">here</a>. Each employee to save the checklist to their online OHS New Employee Orientation course. This course is required to be completed by new employees and by employees working on campus.</i>
26.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>RULES AND GUIDELINES (ADMINISTRATIVE)</b>					

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#	Control Measure	Yes	No	NA	Details (as per Directions)
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"/>	
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>Wait here in corridor and directional arrows in testing area</i>
29.	Handouts, papers, and items are not physically provided to students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Single use test packages. Prior entering the room, individual single use materials are set at each test writers assigned table. At the completion of each session the test package is deposited into a secure records destruction box (emptied monthly) test bubble sheets are set aside for a minimum of 7 days and then hand scored. A system clean/dirty is established to indicate which test bubble sheets are ready to mark and which are "dirty". Test results emailed to test writers.</i>
30.	Students have dedicated tools/equipment, e.g., items are not shared between students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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 checked="" type="checkbox"/>	<i>Explain: Custodial support to disinfect the room after every test session ( fogging of the room is in place and scheduled months in advance)</i>
32.	Work spaces/stations are dedicated for an individual or group use and not shared with others.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
33.	Single-use (disposable) products are used where feasible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34.	Measures are in place to accommodate student sick at home.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Accommodation plan: all testing by appointment only – students simply reschedule</i>
35.	Procedures in place to screen students on a daily basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The <a href="#">health screen</a> poster is available for reference and is posted on building doors. Students and employees are expected to self assess daily, and the <a href="#">BCCDC self-assessment</a> tool can be used to support this. <b>Every test writer is screened prior to entry</b></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 <a href="#">COVID-19 Pandemic Scenario Response Plan</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.: <b>Reschedule appointment Employee to contact supervisor</b></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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Refer to the <a href="#">COVID-19 Pandemic Scenario Response Plan</a> for more information. Confirm if the person is aware of self-isolation <a href="#">requirements</a> and <a href="#">protocols</a>. <b>Not permitted to attend – advised at appointment booking</b></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"/>	<i>Appointment only</i>
39.	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>					
40.	Appropriate PPE for the hazards of employee and student tasks are available to be provided (non-COVID-19 related ppe).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>We have recommended (at appointment booking) that test writers arrive with their own mask. We have stock on hand for those who arrive without a masks</i>

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#	Control Measure	Yes	No	NA	Details (as per Directions)
					<b>3 boxes of 50 – most test writers arrive with their own.</b>
41.	Training is provided for the above PPE to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
42.	<a href="#">Appropriate PPE for COVID-19</a> is available to be provided to students and 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"/>	Based on circumstances allowed for in the <a href="#">BCIT COVID-19 Go-Forward Plan</a> , Risk Assessment Matrix Summary. List PPE and tasks/activities required for and provide the quantity and unit of measure, if applicable (e.g. 2 boxes of 20 each box): <b>on hand 3 boxes of 50 masks</b>
43.	PPE safe <a href="#">donning, doffing, disposal, and disinfecting instructional</a> materials are available for students and employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Post applicable signs in a visible location if ppe required. Use the <a href="#">Student Orientation checklist</a> to assist orientation/training by instructors. Use the <a href="#">OHS Employee Orientation checklist</a> to assist orientation/training by their supervisors.
44.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>CLEANING</b>					
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). <b>A system for scheduling disinfecting of the room before and after every test session is established and on going</b>
46.	Training will be provided to faculty and students performing cleaning duties and cleaning materials have been provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cleaning Standard Operating Procedures have been located <a href="#">here</a> . What are the cleaning products/materials: <b>Cleaning by custodial Staff – who are provided with PPE by Best – we leave the area when cleaning is underway</b>
47.	Assessment of sufficient number of hand wash stations conducted, and an appropriate number of handwashing stations are available	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>No Sink – most students are in session for 45 to 60 minutes – all must use hand sanitizer prior to entering room</b>
48.	Handwashing station(s), stocked, easily accessed, and have been identified to students and employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sink Location: <b>NE1 3<sup>rd</sup> floor west</b> 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"/>	<b>ABHS (Alcohol-Based Hand Sanitizer): Location(s) station at entrance to room</b> Will hand sanitizer be refilled by department: Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If No, describe: <b>We have had the station refilled once by facilities – no concerns so far</b>
50.	All Safety Data Sheets (SDS) and cleaning procedures used are found <a href="#">here</a> .	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If not, describe: <b>Cleaning by BCIT Custodial contractor “Best” scheduled and ongoing</b>
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>Regular cleaning of the windows and floors has been established and is ongoing</i>
53.	Common touch points and tools/equipment that must be shared are identified and cleaned between students and classes.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>No shared items , Cleaning schedule established with Best</i>
54.	Storage space for personal articles have been identified and are cleaned regularly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Personal items are placed on the test writers table – the entire room is “fogged” disinfected after each session.</i>
55.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>AUDIT AND CONTINUOUS IMPROVEMENT</b>					
56.	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"/>	<i>Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often? <b>Department Head and BCIT OHS/JOHSC</b></i>
57.	<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"/>	<i>Who conduct the audits and how often? <b>The Department is taking a concerted effort to stay in compliance with all requirements and updates regular review of protocols ongoing</b></i>

### APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
<b>Manager</b>	Name: <b>Mubasher Faruki</b>	Position: <b>Associate Dean</b>	Date: <b>October 16, 2020</b>
<b>EOC</b>	Name <i>Glen Magel</i>	Position EOC Director	Date October 20, 2020

### REVISION APPROVAL (if applicable)

All COVID-19 risk control measures for this campus activity are in place.			
<b>Manager</b>	Name: Mubasher Faruki	Position: Associate Dean	Date:
<b>EOC</b>	Name	Position	Date