

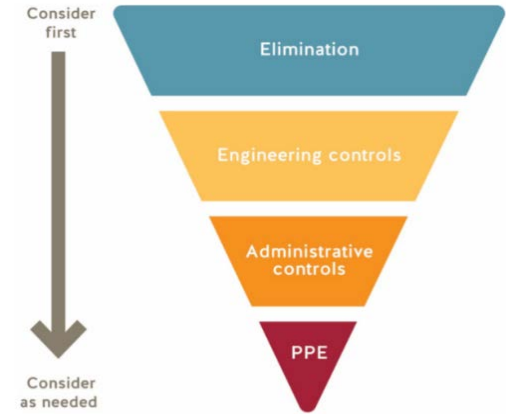


## BCIT COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

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>Mechanical Engineering</b>		
<i>How many of your employees will be on campus:</i>	15-20 on occasion as required to deliver hands-on labs. One employee on campus full-time.	<i>What is the total number of your employees:</i>	40
<b>Start date:</b>	<b>Aug 31, 2020</b>	<b>End date:</b>	<b>June 30, 2020</b>
<b>Completed by:</b>	Name Brent Dunn	Position Associate Dean	Date Aug 26, 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>
<i>Burnaby/SW09</i>	106C	Technician office within lab	1
	115C	Assistant Instructor office within lab	1
	123A	Faculty office within lab	1
	201	Individual faculty offices, one shared office (2 faculty)	12 in individual offices 2 in one shared office No visitors or students allowed
	201E	Associate Dean office	2 (AD at desk, one at table)
	201N	Resource Room	1
	201W	Male Washroom	1
	202	Open space with 10 faculty offices in cubicles	10
	203	Faculty lunchroom/lounge with kitchen	1
	205	Open space with 6 faculty offices in cubicles	6



## COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

Burnaby/SW03	1975	Single faculty office accessed from main corridor	1
	2930	Single faculty office accessed from main corridor	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.**

Faculty, assistant instructors, technicians, and support staff may be required to be on campus for on-campus labs or when their work environment at home is not conducive to presenting online classes.

### 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).
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.

## COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

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):
2.	Work stations are set-up to allow for 2 metres physical distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exceptions allowed as per <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"/>	Most employees will be working from home. Only employees involved in on-campus teaching activities will be present on campus. Other employees may drop in on occasion to retrieve items from their offices or use department equipment.
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"/>	Most employees will be working from home. Where employees need to come to campus, those in shared offices are in cubicles and a review by Space Planning indicated that the aisles are wide enough that employees will be able to maintain social distancing while navigating the space.
5.	Movement within the room is identified, such as with directional arrows, for walkways and entrances/exits.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Signs or arrows on the floor identifying directions. All movement is two-way and there is a single entrance/exit door for all spaces. Corridors are obvious so do not need to be marked.
6.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Washrooms are available in each building. One male, faculty washroom is available in the SW9-201 office space. It has a occupancy limit of 1.
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"/>	Water cooler station has been turned off and will not be used.
8.	Mobile fans have removed or put out of service.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Some faculty have small fans in their rooms. They will be instructed to not use the fans. There are no fans in shared areas.
9.	Break areas for employee use has been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A shared lunchroom/lounge is available in SW9-203. If yes, what control measures are in place to maintain physical distancing? Occupancy limit <u>4</u> . If there is an occupancy limit, is a sign posted? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> However, staff are encouraged to each at the workstation.



## COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
10.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input 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"/>	Barriers are not required as the two workstations that were potentially a problem are not expected to be occupied.
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
13.	The impact on ventilation requirements have been considered if there's been a significant use change for the space.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No change is usage for the space. Complete a <a href="#">Facilities and Campus Development work requisition</a> for assessment, as needed.
14.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>SIGNAGE (ADMINISTRATIVE)</b> <i>Signage is available @ <a href="#">BCIT online Inventory</a>. Guidelines for posting signs are available on <a href="#">ShareSpace</a>.</i>					
15.	Posted: Physical distancing (2 m) sign(s) Item 1A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16.	Posted: Hand washing sign(s) Item 29B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.	Posted: Health screen sign(s) Item 3C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.	Posted: Hand washing sink location sign(s) Item 14A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19.	Posted: Hand sanitizing station location sign(s) Item 13A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20.	Posted: Protect yourself sign(s) Item 21A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21.	Posted: Occupancy limit of this room sign(s) Item 37A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22.	Posted: Other signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Please list:</i>
<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"/>	
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 OHS <a href="#">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 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. e.g., pens, paper, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hand sanitizer available adjacent to supply cabinet. Sign to direct employees to sanitize hands before and after retrieving supplies. Daily cleaning of cabinet handles requested.

## COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
28.	Papers and items are not physically passed between employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Faculty will be reminded not to share physical items. If items need to be shared, faculty will be reminded to sanitize hands before and after.
29.	Employees have dedicated tools/equipment, e.g., items are not shared between employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30.	If cleaning common touch points or tools/equipment not practical, then it is identified when hands are washed/sanitized before and after use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Explain:</i> Sinks or hand sanitizer available in resource room, lunch room, and next to all multi-function machines. Employees will be required to sanitize hands before and after use of shared equipment and appliances.
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"/>	Employees are encouraged to work from home. All workstations are for individual users.
32.	Single-use (disposable) products are used where feasible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
33.	Procedures in place to screen employees on a daily basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The <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>
34.	There is a procedure in place if an employee becomes ill on campus.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Refer to the <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>
35.	There are procedures in place if an employee travels before coming to campus, or has been in close contact with someone who has tested positive for COVID-19.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Refer to the <a href="#">COVID-19 Pandemic Scenario Playbook</a> for more information. Confirm if the person is aware of self-isolation <a href="#">requirements</a> and <a href="#">protocols</a>.</i>
36.	Provisions made for employees to work in cohorts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Faculty and assistant instructors will be working with the same cohorts of students throughout the term. Employees are able to work alone in most situations.
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For non-Covid PPE, employees have their own safety glasses and safety footwear when required. Other PPE such as face masks, dust masks, gloves, and specialized protective equipment is available in the lab. Faculty will be provided with their own equipment for use for the term in cases where they normally use shared PPE (e.g. welding helmets and gloves).
39.	Training is provided for the above PPE to employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There are no new non-COVID PPE requirements so faculty have already been trained as part of the normal processes.

## COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
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>Based on circumstances allowed for in the <a href="#">BCIT COVID-19 Go-Forward Plan</a>, Risk Matrix Summary.</p> <p>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):</p> <p>Request Submitted to <a href="mailto:PPE@bcit.ca">PPE@bcit.ca</a></p> <p>Pump bottle hand sanitizer            20 small</p> <p>Disinfecting Wipes                      6 containers</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 checked="" type="checkbox"/>	<p>Not required. Hand washing in sinks, hand sanitizer, and disinfecting wipes are the only products being used.</p> <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>
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>Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s).</p> <p>WR#1450957 submitted for cleaning of</p> <ul style="list-style-type: none"> <li>• SW9-201W washroom - door handles, light switches, other common touch points</li> <li>• SW9-201N resource room - copier input tray, output tray, keypad; recycling bin lids, doors to supply cabinet, mail slots, door handles, light switches, other common touch points</li> <li>• SW9 201, 202, 203, 204 - corridor door handles and light switches</li> <li>• SW9-202, 205 - copier input tray, output tray, keypad, adjacent table, door handles, light switches, other common touch points</li> <li>• SW9-203 Lunchroom – tables and chairs, fridge door handles, microwave door and keypad, sink and faucet, door handles, light switches, other common touch points</li> </ul>
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>Sanitizing wipes are available to employees to wipe down table and chairs in lunch room after each use. Cleaning instructions will be posted.</p> <p>Cleaning Standard Operating Procedures have been located <a href="#">here</a>. What are the cleaning products/materials:</p> <p>What ppe is required: None</p>

## COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES



#	Control Measure	Yes	No	NA	Details (as per Directions)
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"/>	Handwashing available: <ul style="list-style-type: none"> <li>• SW9-201 resource room sink</li> <li>• SW9-201 male washroom</li> <li>• SW9-203 kitchen sink</li> <li>• SW9 – various washrooms</li> <li>• SW3- various washrooms</li> </ul> Hand sanitizers are already available in: <ul style="list-style-type: none"> <li>• SW9- entrance</li> <li>• SW9-top of stairway outside SW9-201, 202, 203, 204</li> </ul>
46.	Handwashing station(s), stocked, easily accessed, and have been identified to employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Sink Location: __see above__</i> <i>Stocked with soap Y <input checked="" type="checkbox"/> N <input type="checkbox"/> paper towel Y <input checked="" type="checkbox"/> N <input type="checkbox"/></i>
47.	Hand sanitizing station(s), stocked, and have been identified to employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>ABHS (Alcohol-Based Hand Sanitizer):</b> Location(s)_at each multi-function machine, at supply cabinet, at entrance to SW9-202, 205  <i>Will hand sanitizer be refilled by department: Y <input checked="" type="checkbox"/> N <input type="checkbox"/></i> <i>If No, describe:</i>
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"/>	
50.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Barriers can become contaminate if they are a touch point or if the contaminated with droplets by e.g. coughing or sneezing.</i> There are no barriers
51.	Common touch points and tools/equipment, that must be shared are identified and cleaned between employees.	<input type="checkbox"/>	<input checked="" 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. 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): Employees will be instructed to sanitize hands before and after use of common equipment such as multifunction devices, fridge, kettle, microwave, etc. Hand sanitizer is available in all spaces and two of the spaces have a sink adjacent to the shared devices.
52.	Storage space for personal articles have been identified and are cleaned regularly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Who will clean:</i> All personal items will be stored in employee personal spaces, therefore, cleaning of the storage space is not required as no other employees will be in contact with the surfaces.  <i>Where is the storage:</i> Personal office space (individual office or cubicle).



## COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
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"/>	<i>Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often? Associate Dean - monthly</i>
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"/>	<i>Who conduct the audits and how often? Safety Committee - monthly</i>

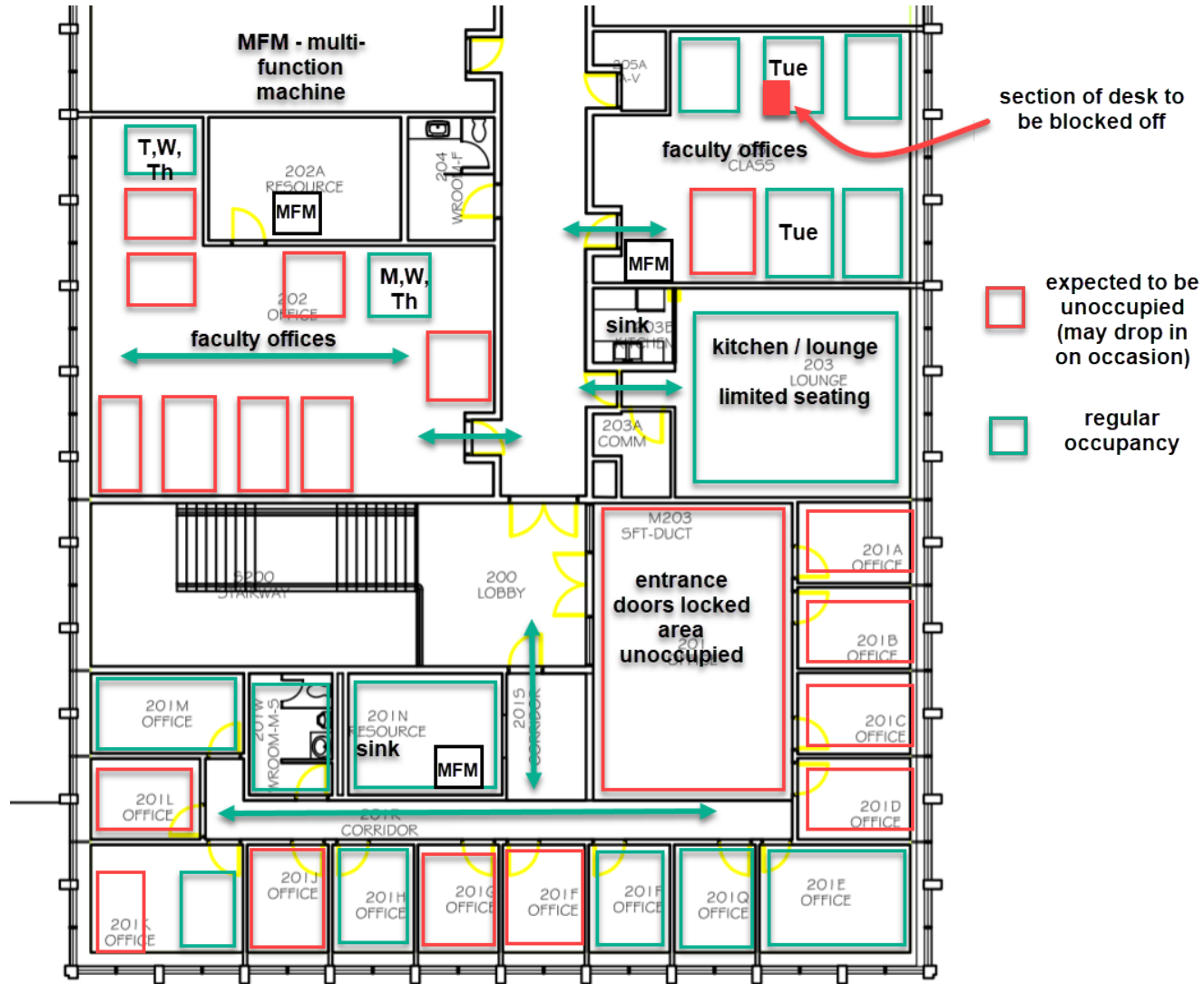
### APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name  Brent Dunn	Position <b>Associate Dean</b>	Date Sept 2, 2020
EOC	Name  Glen Magel	Position EOC Director	Date September 14, 2020



# COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

## Mechanical Engineering Administrative Spaces SW9-201,202,203,205



**Space Description**

SW9-201 Faculty Offices - Individual faculty offices, lobby, resource room, washroom. Employees encouraged to work from home. Some faculty will be involved in on-campus labs and will be using their offices. Corridor is narrow and faculty will need to ensure that the corridor is clear before proceeding to their office or to the washroom. Faculty in offices are encouraged to close their door if they sit within 2m of the door so that other faculty can move in the corridor as needed.

SW9-201W Male Washroom - Currently 1 toilet and 1 urinal. Will be single occupancy. Daily disinfecting to be requested for common touch points.

SW9-201N Resource Room – Contains sink, copier, mailroom, self-serve supplies, garbage can, recycling bins' office supplies. Employees will be instructed to sanitize or wash hands before and after use of copier and of supply cabinet. Daily disinfecting to be requested for common touch points.

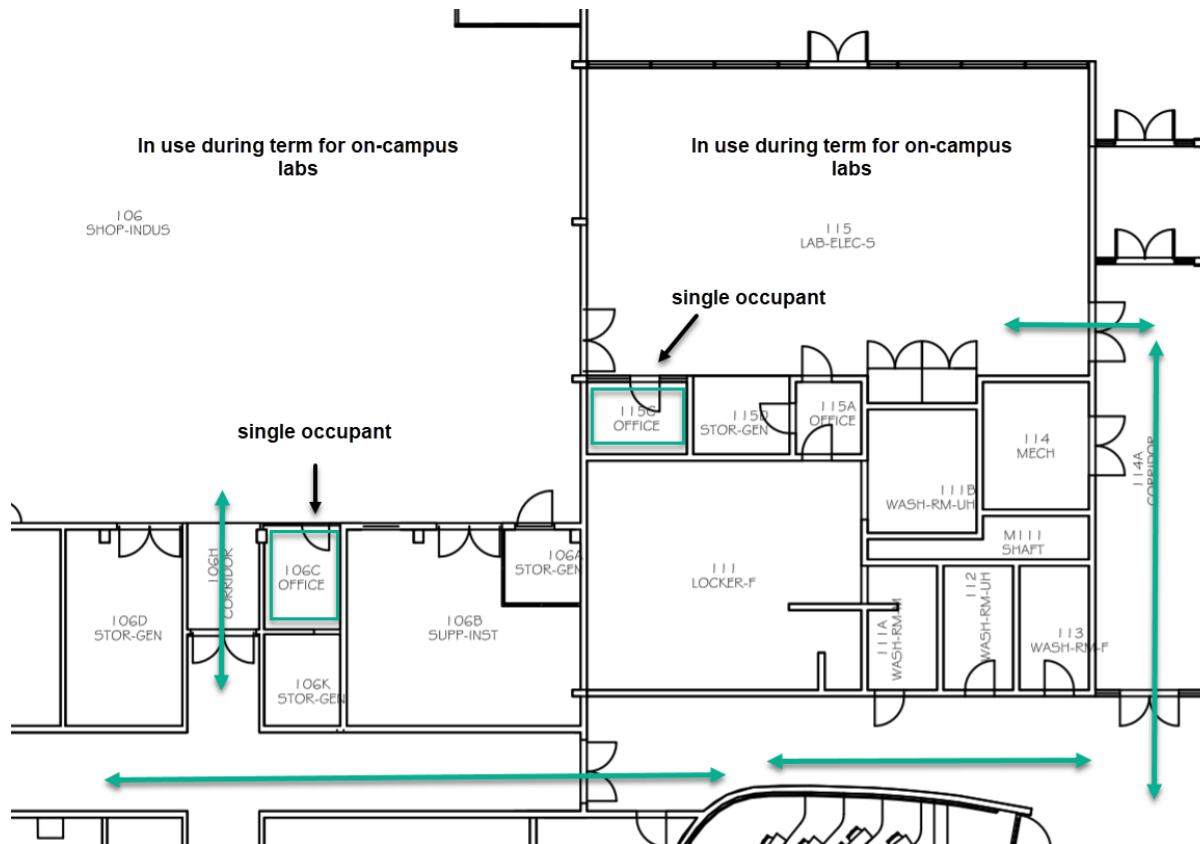
SW9-202, 205 Faculty Offices – Open office with faculty cubicles, color copier in each space. Employees encouraged to work from home. Some faculty will be involved in on-campus labs and will be using their offices. Occupants of each space will establish schedule for office spaces. Employees will be instructed to sanitize hands before and after use of copier. Daily disinfecting to be requested for common touch points.

SW9-203 Lunchroom – fridge, microwave, small appliances, sink, seating area. Shared utensils and dishes to be removed or cupboard doors locked. Employees will be encouraged to eat lunch in their offices or outside. Most furniture to be stacked or stored so it cannot be used. Two tables, each with one chair, will be arranged to allow employees to eat lunch if they do not have suitable space to eat in their office. Tables and chairs to be arranged to allow for social distancing while moving through the space and while eating. Employees will be instructed to wash hands before and after use of shared appliances. Employees will be instructed to wipe down table and

## COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

chairs after use using disinfecting wipes. Daily disinfecting to be requested for furniture, appliances, and common touch points.

Mechanical Engineering Administrative Spaces – Faculty Offices SW9-106C and SW9-115C

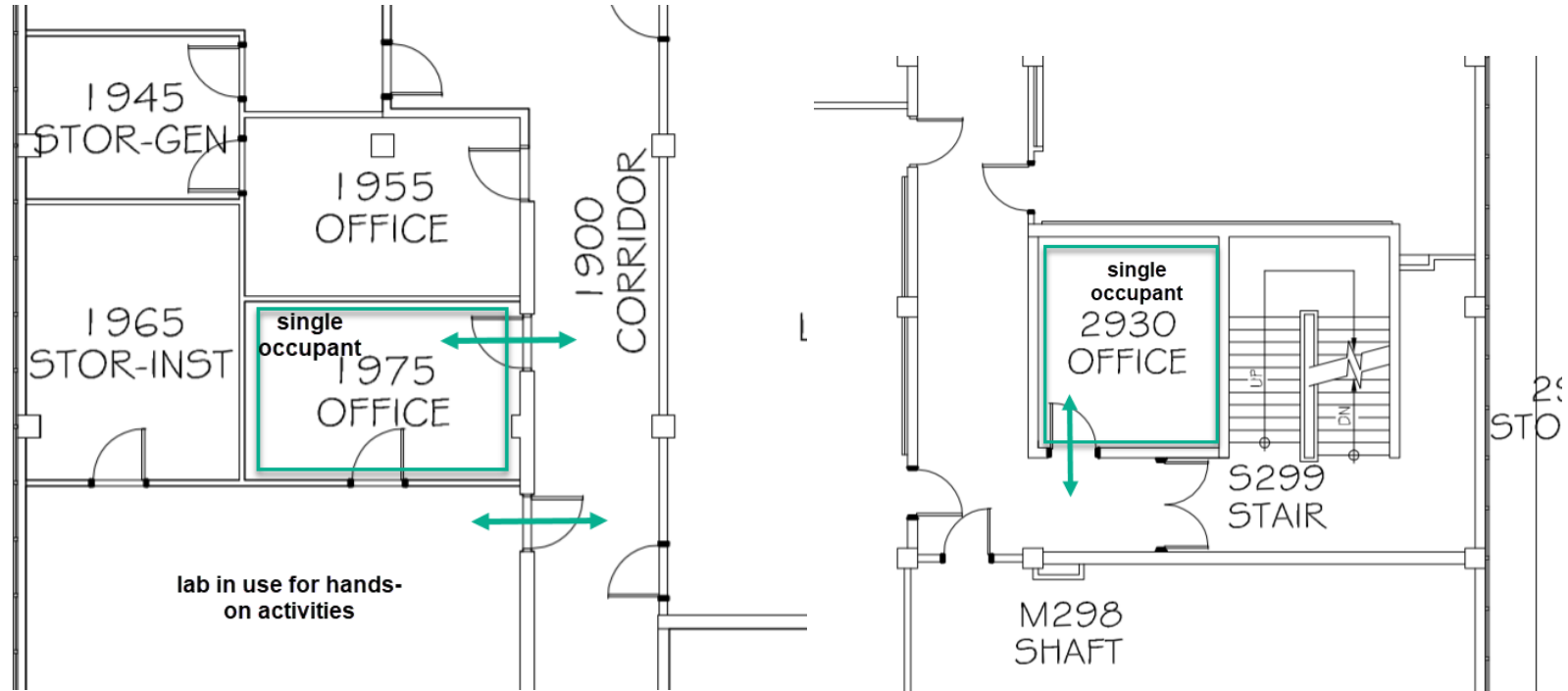


### Space Description

Individual faculty offices accessible through lab spaces that will be used by students.

# COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

## Mechanical Engineering Administrative Spaces – Faculty Offices SW3-1975 and SW3-2930



### Space Description

Individual faculty offices accessible off the main corridors.



## COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

### Barrier Requirements and Details

None required. Employees in vulnerable locations (first office in SW9-202 and 205) are not expected to be present on campus.

### PPE and Cleaning supplies

Item	Quantity	Location	Comment
Pump bottle hand sanitizer	5 large Consumption 1/month Total 20	3 – 1 at each copier 1 - supply cabinet 1 - in lunchroom	Used before and after using copier Used before and after using shared appliances (alternative to washing)
Disinfecting Wipes	6 containers Consumption 10/day * 5 days/week * 14 weeks = 700 wipes	3 – lunchroom One at each table plus one at counter	Cleaning of tables, chairs after use
Gloves	7 boxes of 100 4 large 3 med Based on 10 pairs/day, 5 days/week, 14 weeks = 700 pairs	lunchroom	for employees to wear while using disinfecting wipes if desired (gloves are not required with disinfecting wipes)

## COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

### Signage

Sign type	Location	Quantity	Comment
Hand sanitizing 13A	At each copier At supply cabinet	4	
Distancing 2m, 1A	Entry doors to all shared spaces	4	
2 way Traffic 25A	SW9-201 Corridor	3	
Occupancy Limit 37A	SW9-203 (4) SW9-201N (1)	2	
Do not leave food in fridge overnight	SW9-203 Fridge	1	
Closed	SW9-201 Main door	1	
Clean Regular Touched Items	SW9-203 Kitchen	1	
Washroom hand Sanitizing	SW9-201W	1	
Washroom Occupancy	SW9-201W	1	
BCCDC Handwashing	SW9-201N SW9-203	2	At sinks



## COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

### Procedures

Include all COVID-related safety procedures that will be shared with employees.

#### Procedures for traffic management

- If your office seating arrangement requires you to sit closer than 2m from the doorway, please close your office door to allow other employees to use the corridor while maintaining 2m distancing.
- Ensure corridors are clear before use. If the corridor is occupied, wait until the corridor is clear before entering.

#### Resource Room SW9-201N

- The maximum occupancy of the resource room is 1 person. Please wait in the corridor if the space is occupied
- Wash or sanitize your hands before and after using the copier

#### Washroom SW9-201W

- The maximum occupancy of the washroom is 1 person.
- Please check if the washroom is occupied before entering.

#### Lunchroom/Lounge SW9-203

- Wash/Sanitize hands before and after using the fridge, sink, microwave, or other appliances.
- After using the appliance, wipe down the touch points using a provided disinfecting wipe.
- Tables and chairs will not be used – staff encouraged to eat at their workstation.
- Shared dishes and cutlery must not be used.

#### Shared offices SW9-202, SW9-205

- All employees are encouraged to work from home whenever possible.
- Before proceeding to your office inquire if any other employees are present
- Proceed to your office as long as you can do so without coming within 2m of the other employees



## COVID-19 SAFETY PLAN ADMINISTRATIVE SPACES

- If other employees will be within 2m of your pathway, please arrange for them to clear the space or move so 2m distancing can be maintained
- Students and/or visitors are not permitted in office areas
- Sitting at meeting tables is not permitted, chairs have been stacked and should not be used

Individual offices SW9-201, SW9-106C, SW9-115C, SW3-2930, SW3-1975

- Maximum occupancy of each office space is 1 except for SW9-201E which has a maximum occupancy of 2

### Cleaning/Disinfecting Requirements

Procedures for cleaning equipment/surfaces

- Individual offices will not need be sanitized. Faculty should empty their own garbage and recycling into the bins located in either the resource room or lunch room.
- In shared offices, common touch points will be cleaned by cleaners on a daily basis.
  - SW9-201W washroom - door handles, light switches, other common touch points
  - SW9-201N resource room - copier input tray, output tray, keypad; recycling bin lids, doors to supply cabinet, mail slots, door handles, light switches, other common touch points
  - SW9 201, 202, 203, 204 - corridor door handles and light switches
  - SW9-202, 205 - copier input tray, output tray, keypad, adjacent table, door handles, light switches, other common touch points
  - SW9-203 Lunchroom – tables and chairs, fridge door handles, microwave door and keypad, sink and faucet, door handles, light switches, other common touch points