





## COVID-19 SAFETY PLAN ACADEMIC SPACES

### RATIONALE FOR ON-CAMPUS ACTIVITY

Please provide a short description explaining the need for students to be on campus. Your narrative should be focused on the practical elements of the program or activity that are critical to achieving learning outcomes, and why on campus components cannot be replicated in an online or alternative environment (e.g. student bringing learning equipment home).

Access to specialized equipment and hands-on activities is important for learning.

### 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.



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*Note: The workspaces cannot be used until all applicable control measures are in place and Safety Plan is approved. For additional resources the [Risk Assessment Controls Guidance and Hierarchy of Controls](#). For assistance email [ssemohs@bcit.ca](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 instruction and practice. <b>Note:</b> Contact <a href="mailto:returmtocampus@bcit.ca">returmtocampus@bcit.ca</a> 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> 3 workstations are mounted to each base and cannot be separated or moved. Since 2m spacing cannot be achieved, barriers will be added between workstations as shown in the included floor plan.
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> See floor plan for instructor location.
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"/>	Lab will be open prior to class start. Students will proceed directly into the lab to their workstations.
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"/>	Maximum of 6 students per lab session instead of 18-20 normally in the session.
5.	In shared spaces, safety protocols have been put in place to reduce close contact between users.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There are no shared spaces in lab.
6.	Movement within the room is identified, such as with directional arrows, for walkways and entrances/exits.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Signs or arrows on the floor identifying directions.</i> Markings will be placed. Students will be called into room in order so they can proceed to their workstations while maintaining social distance from other students. Students will be required to exit in sequential order to maintain social distance.
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"/>	No water fountains
8.	Mobile fans have been removed or put out of service.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No fans
7.	Washrooms have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There are no washrooms in the wing of the building where the lab is located. Students will need to walk to another section of the building in SW3.
8.	Break area(s) for student use have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lab sessions are 1 ¾ hours so students should not require a break during the lab.
9.	Break areas for employee use have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lab sessions are 1 ¾ hours so faculty should not require a break during the lab.
10.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>ENGINEERING CONTROL MEASURES</b>					



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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"/>	See included floor plan and list of barriers.
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"/>	Complete a <a href="#">Facilities and Campus Development work requisition</a> for assessment, as needed.
	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>					
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"/>	No handwashing facility
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"/>	No handwashing facility
17.	Posted: Hand sanitizing station location sign(s) Item 13A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.	Posted: Protect yourself sign(s) Item 21A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19.	Posted: Occupancy limit of this room sign(s) Item 37A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20.	Posted: Other signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Please list:
<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"/>	How will compliance be checked: Instructor will check prior to first lab session.
23.	COVID-19 safety Site orientation for students has been developed and posted in the Learning Hub.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Procedure for orientation found <a href="#">here</a> . Student COVID-19 Orientation Checklist found <a href="#">here</a> .
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="#">New Employee Orientation module</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	New and Returning Employee Orientation Checklist found <a href="#">here</a> . Each employee to save the checklist to their online New Employee Orientation course
26.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input 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"/>	<i>All necessary supplies stocked at each workspace.</i>
28.	Doors that students are to use to enter and exit have been clearly identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Signs or arrows on the floor</i>
29.	Handouts, papers, and items are not physically provided to students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30.	Students have dedicated tools/equipment, e.g., items are not shared between students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>No sharing during a class session. Multiple sessions with different cohorts occur some days so all equipment to be cleaned after each session. Facilities work request submitted for cleaning. Work Request , 1450494</i>
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Too many small individual items to clean manually. Clorox 360 after each lab session.</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"/>	<i>No sharing during a class session. All equipment to be cleaned between sessions.</i>
33.	Single-use (disposable) products are used where feasible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Gloves will be single use. None of the equipment is single use/disposable.</i>
34.	Measures are in place to accommodate student sick at home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Accommodation plan: Students who miss a lab will be given an alternate assignment or allowed to make up the lab at a later date.</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 tool</a> can be used to support this.</i>
36.	There is a procedure in place if a student or employee becomes ill on campus.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Refer to the <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>
37.	There are procedures in place if a student or employee travels before coming to campus, or has been in close contact with someone who has tested positive for COVID-19.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Refer to the <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>
38.	Provisions made for students to maintain same lab/class cohort throughout the Term.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Standard cohort of 18 students will be subdivided into smaller groups of 6 to ensure physical distancing. Students will stay within their smaller group of 6 for this course for the term.</i>
39.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input 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>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):</i>



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#	Control Measure	Yes	No	NA	Details (as per Directions)
					Safety glasses and safety footwear are required for the course and are provided by the student.
41.	Training is provided for the above PPE to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Instruction is given at the first lab session of the course.
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): See table below.
43.	PPE safe <a href="#">donning, doffing, disposal, and disinfecting instructional</a> materials are available for students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Post applicable signs in a visible location if ppe required. Use the <a href="#">Student Orientation checklist</a> to assist orientation/training by instructors. Use the <a href="#">Employee Orientation checklist</a> to assist orientation/training by their supervisors.
44.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input 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) All equipment to be cleaned between lab sessions. Work Request , 1450494
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:  What ppe is required: Cleaning is not required by staff and students.
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"/>	No sinks in classroom. Hand sanitizer to be provided at entrance and at each workstation.
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: _____ Stocked with soap Y <input type="checkbox"/> N <input type="checkbox"/> paper towel Y <input 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):</b> Location(s)_Large bottle at entrance plus small bottle at each workstation  Will hand sanitizer be refilled by department: Y <input checked="" type="checkbox"/> N <input type="checkbox"/> If No, describe: Hand pumps will be used and replenished with new bottles when empty.



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#	Control Measure	Yes	No	NA	Details (as per Directions)
50.	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> SDS are always available for materials normally used in the lab, however, SDS sheets are not provided for special cleaners that will be used by cleaning contractors.
51.	The area(s) have been decluttered so that cleaning is simplified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
52.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Barriers can become contaminate if they are a touch point or if the contaminated with droplets by e.g. coughing or sneezing.</i> All equipment to be cleaned between sessions. Clorox 360 by Facilities, can be multiple times/day.
53.	Common touch points and tools/equipment that must be shared are identified and cleaned between students and classes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Cleaning/sanitizing procedures for common touch points and shared items are posted e.g. shared machinery, equipment, tools, etc. Identify who will clean and how often (e.g. staff and/or students):</i> All equipment to be cleaned between sessions. Clorox 360 by Facilities, can be multiple times/day
54.	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 equipment to be cleaned between sessions. Clorox 360 by Facilities, can be multiple times/day <i>Where is the storage:</i> Dedicated table adjacent to each workspace.
55.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input 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?</i> Faculty will perform inspections on a weekly basis.
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?</i> Program Head – weekly Associate Dean - Monthly

### APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name  Brent Dunn	Position Associate Dean	Date Sept 8, 2020
EOC	Name  Glen Magel	Position EOC Director	Date September 12, 2020

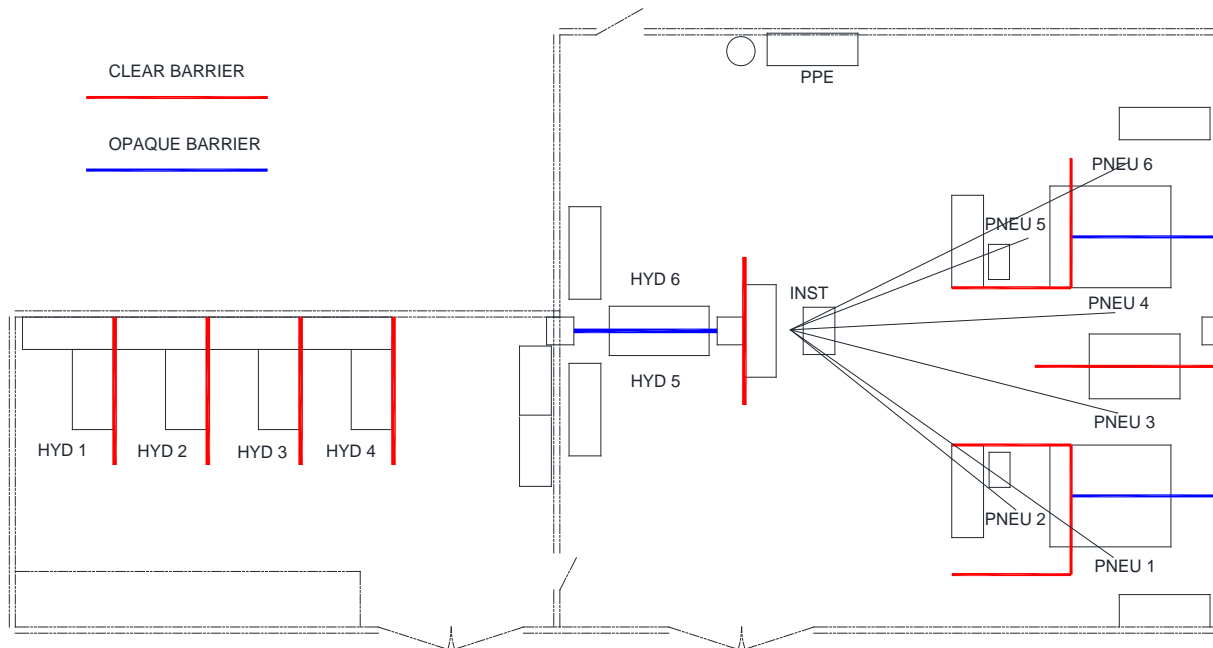


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### Fluid Power 1-MECH-3355: SW03-1990

Notes: This room features two activity centres for a single 6-student cohort. When utilizing the fluid power boards, students would access their stations in a physically distanced manner, while workstations would be buffered with a barrier. A single larger double-sided unit (HYD<sup>5</sup> and HYD<sup>6</sup>) will feature a barrier bisecting the equipment. When students are gathered around the two bench clusters, an instructor demonstration area will be established in the location marked *Inst*. Entry and exit into stations will be sequential to assure distancing. The bench clusters will be moved apart to enable circulation and installation of barriers. Barriers will be clear to support unobstructed sightlines for supervision. A dedicated table will be positioned adjacent to each of the station PNEU<sup>1</sup>-PNEU<sup>6</sup> and HYD<sup>1</sup>- HYD<sup>6</sup>. PNEU<sup>2</sup> and PNEU<sup>5</sup> require a rolling equipment cart for lab equipment, all other workstations have equipment in the station cabinets. The remainder of standard classroom furniture and miscellaneous equipment will be moved aside to enable physically distanced pathways.



**COVID-19 SAFETY PLAN  
ACADEMIC SPACES**





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### Use Description

Course	MECH 3355 Fluid power 1
Program	Mechanical Engineering Technology, Design and Manufacturing Options, Mechatronics and Robotics
Number of students	6 max (1 lab session/week, students will attend every third week)
Description of Equipment used	6 pneumatic training workstations (3 stations share a common base) – used for first 2 labs OR 6 hydraulic training stations (4 are separate, 2 share a common base) – used for final lab starting in November
Why do students need to use this space? What's special that cannot be done at home?	Students require access to specialized, expensive equipment so they have a meaningful educational experience.

Course	MTEC 7054 Manufacturing Control Systems (PTS – Tue/Thu evenings, mostly online but may use lab)
Program	BTEC in Manufacturing
Number of students	6 max (a few lab sessions over the 12 week course)
Description of Equipment used	6 pneumatic training workstations (3 stations share a common base)
Why do students need to use this space? What's special that cannot be done at home?	Students require access to specialized, expensive equipment so they have a meaningful educational experience.

### Barriers

Location	Quantity	Size (WxH inches)	Mounting (Free standing, table top, etc.)	Opaque/Clear	Make/Buy	Comment
PNEU 2, PNEU 5	2	84 x 54	Table top . CUSTOM	Clear	Make	Part of T shaped arrangement. Should be clear. To extend beyond workstation one end
PNEU 2, PNEU 5	3	96 X 90	Free standing on floor	Clear	Make	
PNEU 1/3, PNEU 4/6	2	96 x x54	Table top CUSTOM	Clear	Make	Part of T shaped arrangement. Can be opaque. To extend



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						beyond workstation to exterior wall
PNEU 3/4	1	120 x 90	Free standing on floor	Clear	Make	To extend beyond workstation to exterior wall
INST	1	96 X 90	Free standing on floor	Clear	Make	
FP1-FP3	3	96 x 90	Free standing on floor	Clear	Make	To extend beyond workstation between adjacent tables
FP5/FP6	1	96 x 54	Fixed between tandem workstation CUSTOM	Clear	Make	Mounted at bench height. To extend beyond workstation at each end

### PPE

Item	Quantity	Consumption rate	Location	Comment
Pump bottle hand sanitizer	9	3ml/ application, 90 applications/week 270ml/week	At lab door sanitizing location At each active workstation At instructor table	In lieu for Sanitizing station. Used upon entry and prior to exit of lab
Nitrile gloves (medium)	Box 100	4/session. 30/week. 1 box/3 weeks		Hydraulics lab only, non-Covid related
Nitrile gloves (large)	Box 100	10/session. 70/week. 2 box/3 weeks		Hydraulics lab only, non-Covid related
Face Coverings	Box 100	6/session. 35/week. 1 box/3 weeks	At sanitizing station	Used if student and instructor need to be in close proximity for troubleshooting
Garbage receptacles	2	Non-consumable	At doffing locations	Promote good hygiene / minimize contamination and movement required.
Plastic garbage liners	Box 200	1/session. 7/week	At doffing locations	



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### Signage

Sign type	Location	Quantity	Comment
Mask use	Donning location	1	<a href="https://sharespace.bcit.ca/sites/sas/Exposure%20Control%20Plan/help-prevent-spread-covid-19-how-to-use-mask-pdf-en.pdf">https://sharespace.bcit.ca/sites/sas/Exposure%20Control%20Plan/help-prevent-spread-covid-19-how-to-use-mask-pdf-en.pdf</a> Worksafe BC poster
Hand sanitizing 13A	At entrance	1	
Distancing 2m, 1A	In room In corridor	4	
2 way Traffic 25A	corridor	4	
Stand here 23E	workstation	12	
Wait here 19F	Que	6	
Occupancy Limit 37A	Door outside	2	
Glove use	Donning location	1	<a href="https://sharespace.bcit.ca/sites/sas/COVID19%20Safety%20Plan%20Resources/COVID19_MOH_BCCDC_Doffing.pdf">https://sharespace.bcit.ca/sites/sas/COVID19%20Safety%20Plan%20Resources/COVID19_MOH_BCCDC_Doffing.pdf</a> BCCDC Poster
Protect Yourself 21A	In room	1	
Health Screening 3C	Room entrance/queue	1	



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### Lab and Cleaning Schedule

Work request 1450494. SW3-1990 Fall 2020 COVID 19 Safety Plan Sanitizing Schedule					
	Monday	Tuesday	Wednesday	Thursday	Friday
8:30					Lab Session 8:30- 10:20
9:30		Lab Session 9:30- 11:20			
10:30				Lab Session 10:30- 12:20	Sanitize
11:30		Sanitize			Lab Session 11:30-1:20
12:30		Lab Session 12:30-2:20		Sanitize	Sanitize
1:30					
2:30	Lab Session 2:30-4:20	Sanitize			
3:30		Lab Session 3:30-5:20			
4:30	Sanitize				
5:30		Sanitize			

### Procedures

Include all COVID-related safety procedures (room management, student movement, cleaning, hygiene) that will be shared with students

#### 1. Procedures for room management (if applicable)

- Lab will be open prior to class start. Students will proceed directly into the lab.
- Students will be required to use hand sanitizer prior to upon entering the lab space and confirm they have no illness or symptoms of illness.
- Students will be instructed to remain within their marked workstation space at all times while in the lab. Requests to leave their assigned space will be managed by the instructor.
- Any student or instructor moving about the room will be required to wear a cloth mask.
- When the instructor is required at a student workstation, both parties must be masked, and work as far as possible from each other, while maintaining space with neighbouring students.
- One student at a time will be permitted to leave the lab room for a washroom break or similar activity. This will require coordination by the instructor.
- Upon completion of the lab activity, students will be asked to clean their hands with hand sanitizer and are ready to leave the lab room.
- Students will exit the lab room one at a time as directed by the instructor.
- Students will be permitted to have a small backpack at their workstations.
- Students will be permitted to drink water from a closable-top container of water.

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### 2. Procedures for cleaning equipment/surfaces

- The lab equipment (computers, industrial equipment) will be de-energized at the end of the lab prior to the lab being cleaned.
- Labs will be cleaned and disinfected using the Clorox Total 360 system after each use. All surfaces, chairs, tables and equipment in the students' workstation areas will be disinfected using the Clorox Total 360 misting system.
- Computer workstations (towers) are housed in security cages. The tops and sides of these cages will be covered with plastic sheeting to prevent disinfecting liquid or water from entering the computer. The cage volume will ensure adequate ventilation for computer cooling. This cleaning method and the protection for the computer workstations. (As approved by, Michele Morrison (Mgr., Serv. Enablement) for ECET labs)
- No special protection measures will be required for the monitors, keyboards or mice in this lab room.