



## 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).

MINE 5100 is a Advanced Petrology for students in the Mining and Mineral Resources Engineering degree program. The course has a laboratory component that requires students to learn how to examine and identify rock, ore, and mineral samples. This is a key learning outcome of this course. The ability to identify correctly rock, ore and mineral hand samples is a critical knowledge to a geologist or mine engineer. The students have to do the examinations manually with small tools like hand lens and magnets, etc. and have to be able to see and feel the samples; therefore, the labs cannot be done online.

The labs are planned to be conducted over 4 separate days between Sept 21 and Oct 19. Each day will be a two-hour session. The labs are scheduled to run in SW01-2060 and SW01-2055 classrooms. The number of students in the course in the Fall 2020 is expected to be 10. The students will be separated into 2 groups (5 in each room) in order to meet the safety requirements. Each student will be at their own designated sample station where the samples would be set out. The students will come in at a specific time on the scheduled day, and they will complete their work, using their personal examination tools, within the two-hour time slot.

### 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.

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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 instruction and practice. <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"/>	The number of students at a time meets the room capacity. Attached shows room capacity and lab layout as provided by David Pereira, Manager, Institute Sustainability. Using the 2 rooms concurrently (with entrances directly across the hall from each other) allow the physical distancing to be maintained adequately.
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"/>	Students have individual long work benches spaced far apart from each other. Instructor has own work bench at the front of the room. Attached shows room capacity and lab layout as provided by David Pereira, Manager, Institute Sustainability.
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"/>	Areas in hallway outside of the classrooms will be marked off as waiting spots; spots will be at least 2m apart; Students will be instructed to arrive no more than 10 minutes before the scheduled start time, and instructor will direct students into the classroom one person at a time when ready.
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"/>	Only one session per week for 4 weeks and two hours per session.
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"/>	Directional arrows, waiting spots/areas, all approved signage are posted in multiple locations in and around the rooms. Daily instructions will remind everyone of the special circumstances we are now operating in and the constant care needed.
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"/>	Arrows on the floor identify one-way walking directions in the room (from entrance to exit and between work benches).
7.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>SW1-2220 and SW1-2420. If yes, Washroom occupancy limit ___1___.</i>
8.	Break area(s) for student use have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Students will leave campus immediately after each lab session. Students will work continuously through each lab session; there will be no scheduled short breaks.

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#	Control Measure	Yes	No	NA	Details (as per Directions)
9.	Break areas for employee use have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The instructor will work continuously through each lab session; there will be no scheduled short breaks. For before and after the lab, the instructor's own office is SW1- 2574.
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No barrier is required. The physical distancing will be maintained all the time.
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No barrier is required.
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"/>	No significant change in use of the rooms. The same lab work was carried out in the rooms in previous terms.
	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>SIGNAGE (ADMINISTRATIVE) Signage is available @ <a href="#">BCIT online Inventory</a>. Guidelines for posting signs are available on <a href="#">ShareSpace</a>.</b>					
13.	Posted: Physical distancing (2 m) sign(s) Item 1A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BCIT approved Covid-19 signage is posted.
14.	Posted: Hand washing sign(s) Item 29B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BCIT approved Covid-19 signage is posted.
15.	Posted: Health screen sign(s) Item 3C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BCIT approved Covid-19 signage is posted.
16.	Posted: Hand washing sink location sign(s) Item 14A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BCIT approved Covid-19 signage is posted.
17.	Posted: Hand sanitizing station location sign(s) Item 13A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BCIT approved Covid-19 signage is posted.
18.	Posted: Protect yourself sign(s) Item 21A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BCIT approved Covid-19 signage is posted.
19.	Posted: Occupancy limit of this room sign(s) Item 37A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BCIT approved Covid-19 signage is posted.
20.	Posted: Other signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<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"/>	Safety discussions have been conducted between instructor, department and manager. Safety discussions will continuously be held regularly (at least weekly) prior to first lab.  The course has a lecture component, which will be delivered exclusively online. Several lectures will be related to the laboratory tests, when students will get familiar with the theory behind each lab test, the necessity and

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#	Control Measure	Yes	No	NA	Details (as per Directions)
					applicability of these tests and the equipment/instrumentation involved. During these virtual classes (via D2L virtual classrooms) all the plan and procedures about the two lab tests will be communicated very detailed to the students. Also, the students will be asking not coming to campus if sick. The students will receive all the theoretical and safety related knowledge well in advance of each lab tests.
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"/>	Students will be instructed and reminded to take the online training. The instructor will use the tool, COVID-19 PANDEMIC Course Completions Report available in the Employee Learning Hub at <a href="http://bcit.ca/pd">bcit.ca/pd</a> , to see which students have, and have not, met the criteria for in-person class attendance.
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"/>	<i>Procedure for orientation found <a href="#">here</a>.</i> <i>Student COVID-19 Orientation Checklist found <a href="#">here</a>.</i>  <a href="https://www.bcit.ca/files/covid19/pdf/covid-19_student_orientation.pdf">https://www.bcit.ca/files/covid19/pdf/covid-19_student_orientation.pdf</a>  The department has the OHS Site-Orientation Checklist as a guide while developing Safety Site Orientation. Staff and students will adhere to the checklist and checked prior to and during the labs.
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"/>	The Instructor has completed the online training; confirmation/proof of completion has been presented to the manager.
25.	All employees have completed the online <a href="#">New Employee Orientation module</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>New and Returning Employee Orientation Checklist found <a href="#">here</a>.</i> <i>Each employee to save the checklist to their online New Employee Orientation course.</i>  The Instructor has completed the online training; confirmation/proof of completion has been presented.
26.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input 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"/>	No self-serve items in the rooms. Students will use only the microscope placed at the designated workstation. Samples will be placed at the workstations before the start of each lab.
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"/>	The classroom has two doors: there will be a designated entry door and exit door. Signs are posted on both sides of the doors. The classroom will remain locked when the lab is not in session.

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#	Control Measure	Yes	No	NA	Details (as per Directions)
29.	Handouts, papers, and items are not physically provided to students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students will handle only the rock and mineral samples that will be placed at the workstation by the instructor. There will be no sharing of samples or microscope.
30.	Students have dedicated tools/equipment, e.g., items are not shared between students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students will handle only the rock and mineral samples that will be placed at the workstation by the instructor. There will be no sharing of samples or microscope. Samples will be disinfected after lab and will be used again one week later.
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Facilities currently has work requests in process for cleaning of the room (SW1-2060 and SW01-2055/2057) throughout the Fall term (WR 1450578). Washing facilities are identified and labeled with approved signage which we have acquired.</p> <p>The instructor will sanitize the microscopes at the end of each lab session based on manufacture and vendor recommendations together with WorkSafe BC guidelines. The microscope will not be touched again for the following 6 days.</p> <p>Students and instructor will be asked to wash hands at the start and end of each lab session (wash station inside room is available and is identified and labelled).</p>
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"/>	Gloves, wipes, paper towel are available.
34.	Measures are in place to accommodate student sick at home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As laid out in the <i>students guide</i> , to reduce the burden on the medical system, medical documentation is not required in cases where students need to be absent from in-person course activities due to having to quarantine or self-isolate. Depending on symptom severity, students with COVID-19 may need an academic accommodation such as a deadline extension. The instructor and the department will work with the Student Life Office to find ways to best support the student's academic progress and overall health.

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35.	Procedures in place to screen students on a daily basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>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.</p> <p>Self-assessment techniques and the self assessment link (above) are to be widely distributed at the start of classes. Standard COVID-19 questions will include. (“Are you feeling unwell today?”; “Do you have a temperature?”; “Have you been travelling?”; etc.)</p>
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"/>	<p>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.</p> <p>If someone is reporting symptoms, or has a temperature, ask them to avoid others and return home. In addition, have them:</p> <ul style="list-style-type: none"> <li>Refer the student to the <a href="#">BC Centre for Disease Control</a> for additional information.</li> <li>Encourage the student to complete the COVID-19 self- assessment and instructions: <a href="https://bc.thrivehealth/covid19/">https://bc.thrivehealth/covid19/</a></li> <li>Submit an <a href="#">Early Assist referral</a> and let the student know someone from SLO will reach out shortly. Ask the student for the best phone number to be reached. Include that information in the referral. If they require immediate medical attention, call First Aid and 911.</li> </ul>
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"/>	<p>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>.</p> <p>As instructed by the BC Ministry of Health: Anyone arriving from outside of Canada must self-isolate and monitor for symptoms for 14 days upon their arrival and complete/register a <a href="#">self-isolation plan</a> and complete the federal Arrive CAN application. <a href="https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/self-isolation-on-return#federal-plan">https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/self-isolation-on-return#federal-plan</a></p> <p>Returning travellers that develop <a href="#">symptoms</a> should get tested for COVID-19. They will also be required to self-isolate for at least 14 days from their arrival</p>

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#	Control Measure	Yes	No	NA	Details (as per Directions)															
					date in Canada or 10 days after onset of symptoms, whichever is longer.															
38.	Provisions made for students to maintain same lab/class cohort throughout the Term.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The same group (5 students) will use the same room for each lab.															
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"/>	<p>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):</p> <ul style="list-style-type: none"> <li>• Face masks when unable to maintain min 2m distancing for gathering survey gear at the start of field labs.</li> <li>• Disposable gloves if it becomes necessary to share basic material such as documents</li> <li>• Hand sanitizer to be stationed in multiple locations</li> <li>• Goggles and CSA approved safety glasses/goggles</li> <li>• Face shields to be supplied if do not have safety prescription glasses</li> <li>• Disinfectant spray for rock and mineral samples at the end of the lab.</li> </ul>															
41.	Training is provided for the above PPE to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Training is available and will be provided for the above PPE to students and employees. Basic instruction will be provided based on <i>Cleaning Standard Operating Procedures</i> and posted on the Learning Hub.															
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"/>	<p>Based on circumstances allowed for in the <a href="#">BCIT COVID-19 Go-Forward Plan, Risk Assessment Matrix Summary</a>.</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> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Item</th> <th>Quantity</th> <th>Purpose</th> </tr> </thead> <tbody> <tr> <td>Non-surgical face masks</td> <td>1 box of 50 ordered</td> <td>Prevent spread of COVID-19 via airborne and droplets</td> </tr> <tr> <td>Paper towel</td> <td>2 rolls ordered</td> <td>Clean surfaces, instruments, and other touch points</td> </tr> <tr> <td>Nitrile Gloves</td> <td>1 box of 100 ordered</td> <td>Prevent spread COVID-19 by contact</td> </tr> <tr> <td>Disinfectant wipes</td> <td>2 containers ordered</td> <td>Clean surfaces, instruments, and other touch points</td> </tr> </tbody> </table>	Item	Quantity	Purpose	Non-surgical face masks	1 box of 50 ordered	Prevent spread of COVID-19 via airborne and droplets	Paper towel	2 rolls ordered	Clean surfaces, instruments, and other touch points	Nitrile Gloves	1 box of 100 ordered	Prevent spread COVID-19 by contact	Disinfectant wipes	2 containers ordered	Clean surfaces, instruments, and other touch points
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#	Control Measure	Yes	No	NA	Details (as per Directions)			
					<table border="1" style="width: 100%;"> <tr> <td style="width: 33%;">Disinfectant spray</td> <td style="width: 33%;">3 containers ordered</td> <td style="width: 33%;">Clean surfaces, instruments, and other touch points</td> </tr> </table>	Disinfectant spray	3 containers ordered	Clean surfaces, instruments, and other touch points
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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"/>	<p><i>Post applicable signs in a visible location if ppe required.</i></p> <p><i>Use the <a href="#">Student Orientation checklist</a> to assist orientation/training by instructors.</i></p> <p><i>Use the <a href="#">Employee Orientation checklist</a> to assist orientation/training by their supervisors.</i></p>			
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"/>	We have submitted work requests into the system with Facilities (WR 1450578) for cleaning of the two rooms before and after usage.			
46.	Training will be provided to faculty and students performing cleaning duties and cleaning materials have been provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>Cleaning Standard Operating Procedures have been located <a href="#">here</a>. What are the cleaning products/materials:</i></p> <ul style="list-style-type: none"> <li>Hand sanitizer to be stationed in multiple locations</li> <li>Disinfectant spray for rock and mineral samples at the end of the lab.</li> </ul> <p><i>What ppe is required:</i> See above (40,42)</p>			
47.	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"/>	Room SW03-2060 already has sinks built in. They are identified and labeled. Hand washing will be carried out before lab starts and after class ends.			
48.	Handwashing station(s), stocked, easily accessed, and have been identified to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>Sink Location: _____ SW01-2060 _____</i></p> <p><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></p>			
49.	Hand sanitizing station(s), stocked, and have been identified to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>ABHS (Alcohol-Based Hand Sanitizer):</b> Location(s) <u>2</u> in each room _____</p> <p>Hand sanitizing stations are provided at the entrance and exits of each room.</p> <p><i>Will hand sanitizer be refilled by department: Y <input checked="" type="checkbox"/> N <input type="checkbox"/></i></p> <p><i>If No, describe:</i></p>			
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>			



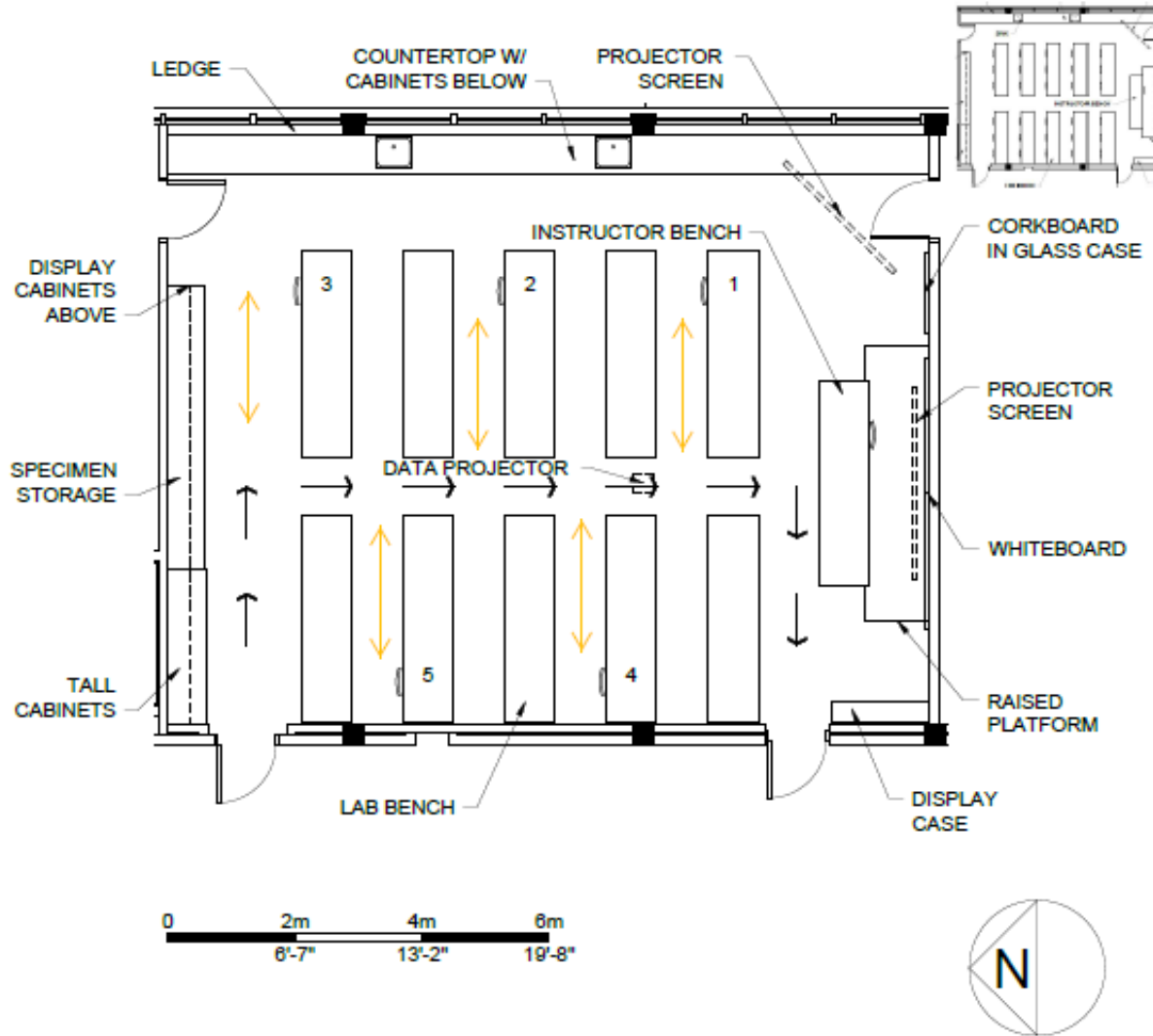
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51.	The area(s) have been decluttered so that cleaning is simplified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No Clutter currently in these classrooms.
52.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No barrier is required.
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"/>	Facilities requested to clean both rooms at the end of each day of the lab session. See item 31 above.
54.	Storage space for personal articles have been identified and are cleaned regularly.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No personal storage space is available.
55.	Other:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The instructor will monitor entire process from the moment the students enter the classroom to the moment they leave the classroom. If is necessary, he will submit an email report to the Associated Dean after each lab.
<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"/>	The COVID-19 Safety Plan will be posted on a shared folder accessible by the department and the students. The department and the Associate Dean will conduct weekly inspections during the period of the lab sessions.
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"/>	The department and the Associate Dean will conduct weekly inspections during the period of the lab sessions.

### APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Steven Kuan	Position Associate Dean, SOCE	Date September 10, 2020
EOC	Name <i>Glen Magel</i>	Position EOC Director	Date September 16, 2020

## COVID-19 SAFETY PLAN ACADEMIC SPACES

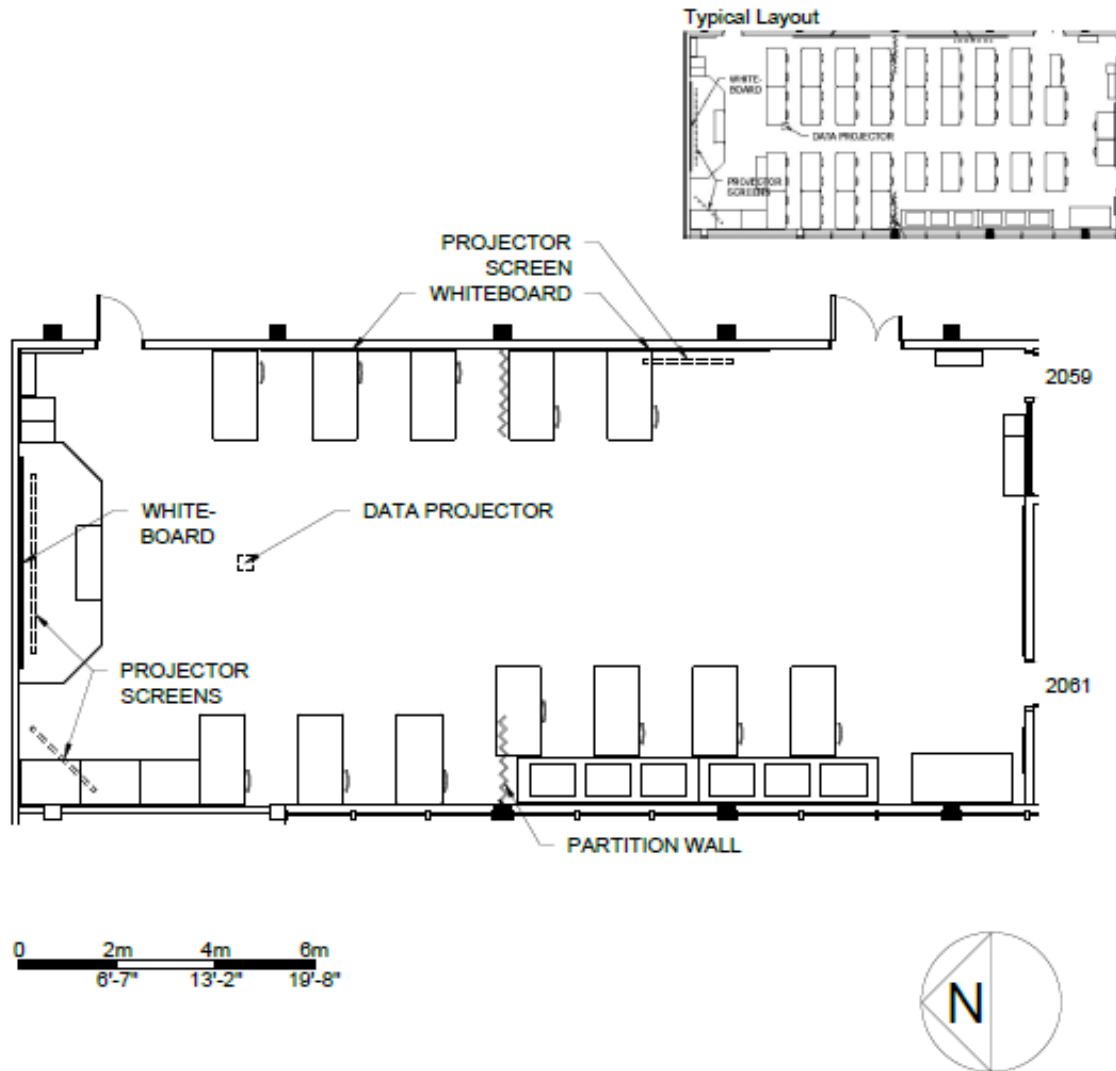


Building	Room	Typical Capacity	Physical Distance Capacity
<b>SW01</b>	<b>2060</b>	<b>30</b>	<b>5</b>

Capacity does not include instructor.

Please return the room to this standard configuration  
and leave the space clean and orderly for the next user.

## COVID-19 SAFETY PLAN ACADEMIC SPACES



Building	Room	Typical Capacity	Physical Distance Capacity
<b>SW01</b>	<b>2055/2057</b>	<b>62</b>	<b>12</b>

Capacity does not include instructor.  
Please return the room to this standard configuration  
and leave the space clean and orderly for the next user.