

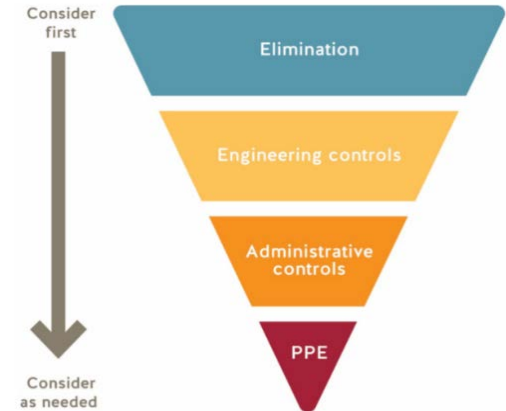


## BCIT COVID-19 SAFETY PLAN ACADEMIC SPACES

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>MINE 3107-Soil and Rock Mechanics Mineral Exploration and Mining Technology Program</b>		
<b>Proportion of program offered on campus:</b>	Out of the total of 17 courses that this technology program offers in the Fall 2020, this is the only one course that is planned to have a few hours of on-campus activity. Other parts of this course will be online.		
<b>Start date:</b>	<b>October 5<sup>th</sup> and 12<sup>th</sup> (3 groups x2 hours/group = 6 hours on each day) November 2<sup>nd</sup> and 9<sup>th</sup> (3 groups x2 hours/group = 6 hours on each day)</b>	<b>End date:</b>	<b>November 16<sup>th</sup></b>
<b># of students:</b>	<b>14 (3 groups: 5+5+4)</b>	<b># of employees:</b>	<b>1</b>
<b>Completed by:</b>	Name Gheorghe Bonci	Position Faculty	Date August 29 <sup>th</sup> , 2020



### ROOM INFORMATION

In this section, please identify all of the rooms that will be used by this returning program/course. 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 breakout rooms</small>	Capacity <small>Current capacity due to COVID-19</small>
Burnaby-SW01	SW01-2060	Lab/Classroom	5
	SW01-2055+2057	Labs/Classrooms	9
Burnaby-SW01	SW01-2220 (Men's), SW01-2420 (Women's)	Washroom Washroom	1 1

### 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 3107 is a Soil and Rock Mechanics course for both Mineral Exploration and Mining Technology and Mining and Mineral Resources Engineering students. The course has a laboratory component, particularly two hands-on lab-type tests. These tests train the students on how to use two small test apparatus and are required to be done by the students to meet the learning objectives. The students have to do the tests manually and so the tests cannot be done online. The tests and their scheduled dates are:

- a. Schmidt Hammer test, scheduled for October 5<sup>th</sup> and 12<sup>th</sup>, 2020
- b. Point Load Index test, scheduled for November 2<sup>nd</sup> and 9<sup>th</sup>, 2020

Both test sessions are scheduled to run in SW01-2060 classroom and the combined SW01-2055+2057 classroom. The number of students in the course in the Fall 2020 is expected to be 14. The students will be separated into 3 groups (5+5+4) in order to meet the safety requirements, and each group will come in at a specific time on the scheduled day. Each group will complete the work within their two-hour time slot.

On each of Oct 5<sup>th</sup> and 12<sup>th</sup>, one group of 5 students will be in SW01-2060 and the other two groups will be in SW01-2055+2057. All 3 groups will carry out their labs in a two-hour session, running simultaneously in two different classrooms. On Nov 2<sup>nd</sup> and 9<sup>th</sup>, the two-hour sessions will be conducted one group at a time during the day, with a one-hour gap between sessions, and in SW01-2060 only. The maximum number of students at any given time in the room will be 5.

### 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.

## COVID-19 SAFETY PLAN ACADEMIC SPACES

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).

#	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"/>	See the above schedule dates that will be included in the timetabling
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"/>	The only shared space will be the classroom, where there is no close contact between the students. Since the number of students for each group is relatively small (5), for a classroom that normally can accommodate 30 students, the physical distance of 2 meters can be maintained all the time (See the attached classroom layout). All approved signage is posted in multiple locations around the rooms. Daily instructions will remind everyone of the special circumstances we are now

## COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
					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.	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"/>	
8.	Mobile fans have been removed or put out of service.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There are no mobile fans in the lab.
7.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Both the men's and women's washrooms have an occupancy limit of one.
8.	Break area(s) for student use have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There is no break. The student will enter the room, will perform the labs and will leave the campus after the labs. Students will enter the room one at a time. They will place their belongings in their assigned seat, wash their hands (the classroom is equipped with washing stations), sit at their assigned seat, wear their PPE, allowing the next student to enter the room and follow the same process. At the end of a session, the students will clean up their own working station, will remove their PPE (masks and gloves) and dispose them (along with the broken rock samples) in the provided bucket, and will leave the classroom one by one (starting with the first group), using the designated exist door.
9.	Break areas for employee use have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The instructor will try to remain in the classroom for entire duration of the labs. If the break is needed, the personal office can be used: SW01-2574
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.

## COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
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"/>	<i>Please list:</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"/>	<p>Safety discussions have been conducted between instructor, department and manager. Safety discussions will continuously be held regularly (at least weekly) prior to first lab.</p> <p>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 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.</p> <p>Also, the students will be asking not coming to campus if sick.</p> <p>The students will receive all the theoretical and safety related knowledge well in advance of each lab tests.</p>
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"/>	<p><i>Procedure for orientation found <a href="#">here</a>.</i></p> <p><i>Student COVID-19 Orientation Checklist found <a href="#">here</a>.</i></p> <p><i>Site orientation checklist will be posted in course Learning Hub. Instructor will go through orientation checklist with the students during lecture sessions online, prior to start of lab sessions.</i></p>

## COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
					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/sent 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> Each employee to save the checklist to their online New Employee Orientation course 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 instrument placed at the designated position. 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.
29.	Handouts, papers, and items are not physically provided to students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All the labs written materials will be provided electronically to the students. They bring their own printed copies. After the labs, each group of students will be required to scan their work and submit it electronically. No paper submission will be required nor accepted.
30.	Students have dedicated tools/equipment, e.g., items are not shared between students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For the Point Load Test Index test (PLIT), the equipment consists of three point load tester machines. The three machines are 100% mobile, and they will be set up in the classroom (SW01-2060) by the instructor one day before the scheduled lab day. For the Schmidt Hammer test (SHT) the equipment will also be provided by the instructor before the test starts. There will be three testers. They are small devices that can easily be handled and used by the students. Each group of students will have their own sets of rock samples which will be discarded after the lab.
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"/>	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. 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

## COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
					labelled).
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"/>	<p>As mentioned above, for the PLIT, there will be one workstation for each group of students. Each machine will be operated by one single student from each group (nobody else will touch the machine during the test). The other students from each group will be sitting on their own benches behind the student performing the test at a distance of at least 2 meters. The students which will not operate the testers, will perform other specific tasks: describing the rock samples, measuring the rock samples, photograph them (before and after the test) recording the measurements), etc.</p> <p>For the Schmidt Hammer test, the procedures will be pretty much the same: working in the same three working groups, with the students having dividing tasks, without directly interacting with each other. The instruments and the rock samples will be provided by the instructor for each group before the test. The rock specimens (two for each group) will be provided in sealed ZIP bags by the instructor. After the test, the students will return the rock specimens in the same ZIP bags. The rock samples will be collected by the instructor from each group, dropped into a bucket. The bags will remain on the bucket for one week before being discarded.</p> <p>There is a second part of the Schmidt Hammer test, when only the instructor will do several measurements in front of the class, and the students will record them for future calculations.</p> <p>The instructor will have a designated seat at the front of the classroom, which is more than 2 meters from the first row.</p> <p>Each student will have a designated seat in the classroom. They must remain within their personal work zone whenever possible.</p> <p>After the labs, each group of students will be required to scan their work and submit it electronically. No paper submission will be required nor accepted.</p>
33.	Single-use (disposable) products are used where feasible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All the rock samples (three for each group) will be given in sealed Ziplock bags to each working group by the instructor before the test begins.</p> <p>After the test is performed, the broken rocks will be inserted by the students that operate the machines in the same ZIP bags and dropped in an open bucket. Three buckets will be provided, one for each team. The bags will remain on the bucket for one week before being discarded.</p>
34.	Measures are in place to accommodate student sick at home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>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</p>

## COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
					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.
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.thrive health/covid19/">https://bc.thrive health/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 <b>14 days upon their arrival</b> 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>



## COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)																		
					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 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 or 4 students) will use the same room for each lab.																		
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"/>	<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> <p>Beside the normal PPE used for these two labs (steel toe boots, safety glasses, protective plastic bags) the following equipment need to be provided to the students (See 42.)</p> <ul style="list-style-type: none"> <li>• Face masks and Face shields to be supplied if do not have safety prescription glasses</li> <li>• Disposable gloves all the time during the lab.</li> <li>• Hand sanitizer to be stationed in multiple locations</li> <li>• Goggles and CSA approved safety glasses/goggles</li> <li>• Disinfectant spray for rock and mineral samples at the beginning 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 <u>is available and will be</u> provided for the above PPE to students and employees. Basic instruction will be provided based on <i>Cleaning Standard Operating Procedures</i> .																		
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</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):</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>4 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>3 containers ordered</td> <td>Clean surfaces, instruments, and other touch points</td> </tr> <tr> <td>Disinfectant spray</td> <td>3 containers</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	4 rolls ordered	Clean surfaces, instruments, and other touch points	Nitrile Gloves	1 box of 100 ordered	Prevent spread COVID-19 by contact	Disinfectant wipes	3 containers ordered	Clean surfaces, instruments, and other touch points	Disinfectant spray	3 containers	Clean surfaces, instruments, and other touch points
Item	Quantity	Purpose																					
Non-surgical face masks	1 box of 50 ordered	Prevent spread of COVID-19 via airborne and droplets																					
Paper towel	4 rolls ordered	Clean surfaces, instruments, and other touch points																					
Nitrile Gloves	1 box of 100 ordered	Prevent spread COVID-19 by contact																					
Disinfectant wipes	3 containers ordered	Clean surfaces, instruments, and other touch points																					
Disinfectant spray	3 containers	Clean surfaces, instruments, and other touch points																					

## COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
					ordered
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>Post applicable signs in a visible location if ppe required.</p> <p>Use the <a href="#">Student Orientation checklist</a> to assist orientation/training by instructors.</p> <p>Use the <a href="#">Employee Orientation checklist</a> to assist orientation/training by their supervisors.</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>Cleaning Standard Operating Procedures have been located <a href="#">here</a>. What are the cleaning products/materials:</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 beginning of the lab</li> </ul> <p>What ppe is required: 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"/>	SW1-2060 has built in sinks. 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>Sink Location: <u>SW01-2060</u></p> <p>Stocked with soap Y <input checked="" type="checkbox"/> N <input type="checkbox"/> paper towel Y <input checked="" type="checkbox"/> N <input type="checkbox"/></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) _____</p> <p>Hand sanitizing stations are provided at the entrance and exits of each room.</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"/>	
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Barriers can become contaminate if they are a touch point or if the contaminated with droplets by e.g. coughing or sneezing.</p> <p>No barriers are required.</p>

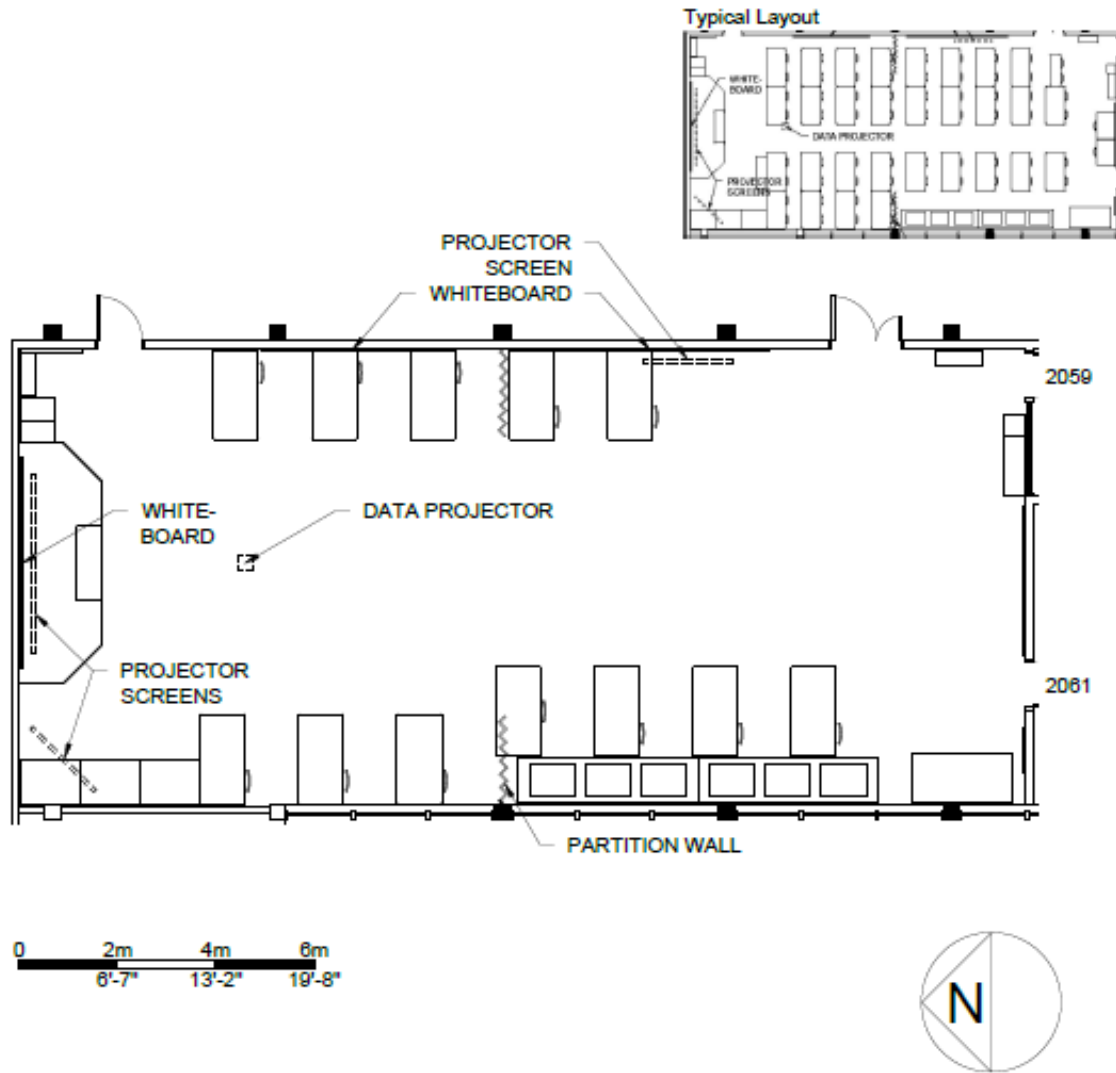
## COVID-19 SAFETY PLAN ACADEMIC SPACES

#	Control Measure	Yes	No	NA	Details (as per Directions)
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> Facilities requested to clean both rooms at the end of each day of the lab session. See above (31).
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.			
<b>Manager</b>	Name Steven Kuan	Position Associate Dean, SOCE	Date September 10, 2020
<b>EOC</b>	Name <i>Glen Magel</i>	Position EOC Director	Date September

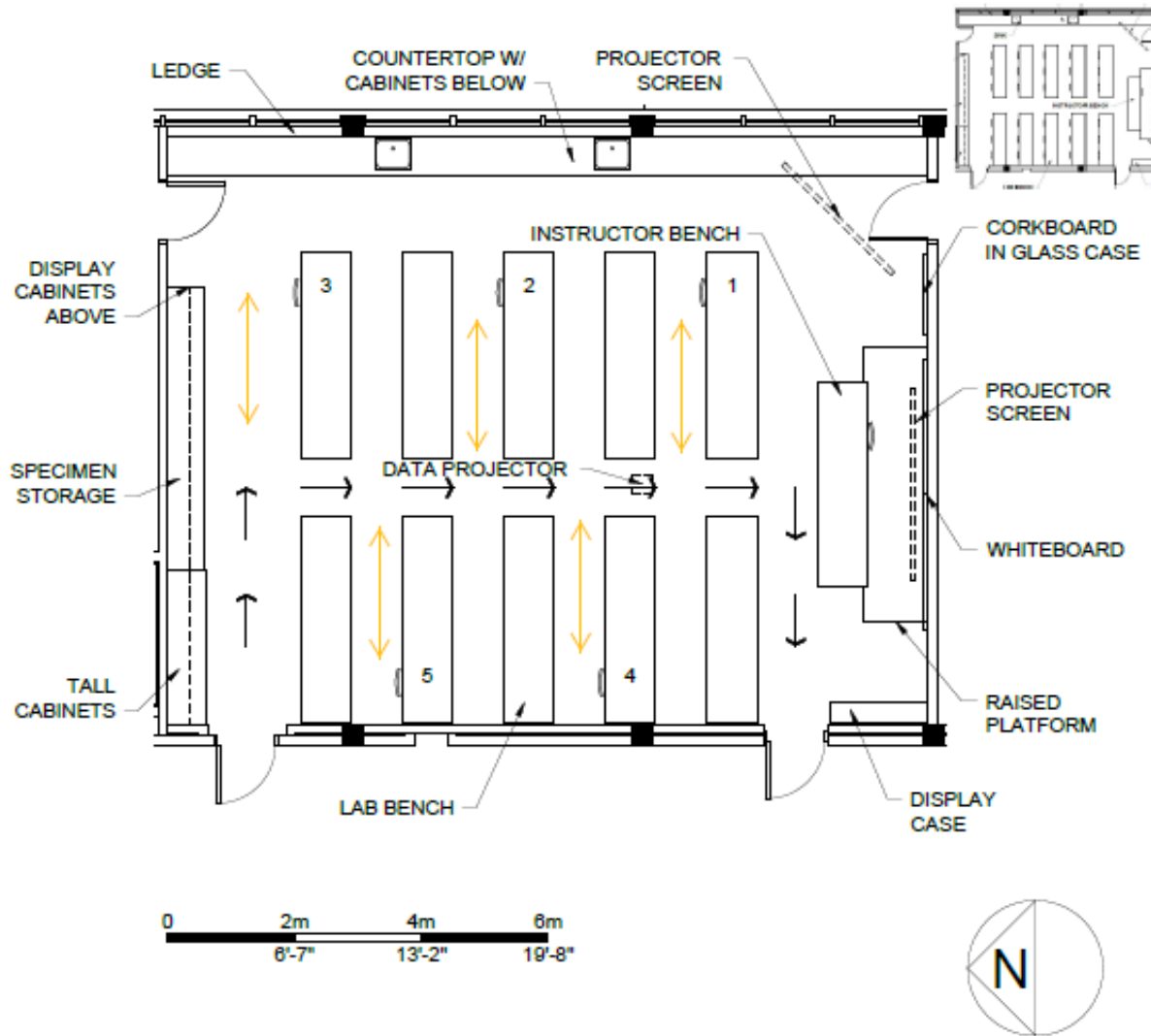
## COVID-19 SAFETY PLAN ACADEMIC SPACES



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.

## 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.