

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).

In the GTEC program, students learn to design and produce marketing materials such as posters, large format signage, labels, brochures, books, and other finished products, as well as learn how to operate high-tech imaging and finishing equipment to prepare them for careers in printing, packaging, signage and other forms of graphic production. In every term, students take courses in the effective operation of a variety of print and imaging equipment, bindery, and finishing procedures. NW3-107 is a large (approximately 2,800 square feet) open warehouse space that houses specialized print and imaging equipment that is used by the GTEC program for graphic arts production.

- Instructors will be onsite at various times during the week/term, on their own, or with another instructor (an assistant instructor) to demonstrate and film the use of certain equipment as part of the online delivery of certain parts of courses (they may also be completing maintenance work on equipment – part of ongoing upkeep of the premises – similar to what’s happening over the summer)
- Students will be onsite at certain times throughout the term, in small groups, to complete certain project tasks using equipment – demonstrated and supervised by an instructor and/or assistant instructor (this is the ‘blended’ part of the program delivery). Only one student will occupy one workstation at a time (up to 10 workstations)Instructors will control movement of students so only one student moves in or out of a workstation area at one time

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.*
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 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.

#	Control Measure	Yes	No	NA	Details (as per Directions)
ELIMINATION					
1.	Room(s) set up to allow for 2 metres physical distancing during instruction and practice. Note: Contact returntocampus@bcit.ca for room capacity and layout if needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exceptions allowed as per BCIT COVID-19 Go-Forward Plan , Risk Matrix Summary (explain): See 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"/>	Exception allowed as per BCIT COVID-19 Go-Forward Plan , Risk Matrix Summary (explain): See floor plan
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"/>	Outer building, Stairwell, and Instructor center (see attached description of activity)
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"/>	Program Head and AD will coordinate with Construction (and expect the same), who also use the building.
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"/>	Barriers established
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"/>	Signs or arrows on the floor identifying directions. Directional flow has been established.
7.	Water fountains are put out of service, and only touchless water bottle filling station available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signs installed
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 space.
7.	Washrooms have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If yes, Washroom occupancy limit __2__ NW3 – 2 nd floor –Male and Female
8.	Break area(s) for student use have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9.	Break areas for employee use have been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Protocol document and signage control measures are in place to maintain physical distancing Occupancy Limit _____ONE____ If there is an occupancy limit, is sign posted? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>
10.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
ENGINEERING CONTROL MEASURES					
11.	Barriers are implemented to separate work areas or walk ways, when physical distancing not practical.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 structural barrier-8’x8’+ 5 mobile barriers on wheels-3ft wide x 7ft high+ 3 mobile barriers 6 ft wide x 6ft high- for instructors to observe students

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12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Some barriers are fixed; some barriers are rolling
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 Facilities and Campus Development work requisition for assessment, as needed. No change in use of the space.
	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
SIGNAGE (ADMINISTRATIVE) Signage is available @ BCIT online Inventory . Guidelines for posting signs are available on ShareSpace .					
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Please list: Social distancing, Room occupancy, direction signage and waiting areas
ORIENTATION AND TRAINING (ADMINISTRATIVE)					
21.	Routine safety discussions held to review control measures and safety protocols.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Will be held by zoom, ahead of students being in lab
22.	All students have completed the online COVID-19 Pandemic On-Campus Guidelines training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>How will compliance be checked:</i> Program Head will request students to complete the course, and keep a log; Instructor to check with Program Head to check compliance, ahead of students being onsite.
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 here. Student COVID-19 Orientation Checklist found here.</i>
24.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>All faculty will confirm completion with the AD.</i> Associate Dean to coordinate and confirm. Completion tracked by Admin Assistant, or designate.

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25.	All employees have completed the online New Employee Orientation module .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>New and Returning Employee Orientation Checklist found here. Each employee to save the checklist to their online New Employee Orientation course</i> Associate Dean to coordinate and confirm. Completion tracked by Admin Assistant, or designate.
26.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
RULES AND GUIDELINES (ADMINISTRATIVE)					
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"/>	See attached explanation of use of media (consumables) in the lab. All supplies are requested by students prior to lab time, and stocked at each workstation by the Instructor.
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"/>	Signage in place for GTEC students.
29.	Handouts, papers, and items are not physically provided to students.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>If items are provided, they are cleaned between student use or disposed, or other control measures are in place – Describe:</i> Machine and working surfaces are wiped down by the Instructor, with appropriate disinfectant, between students engaging in demos. All consumables are prepped at each workstation by the Instructor who is masked and gloved while handling inventory. Any consumables handled by a student during the demo will be removed to covered recycling bins at the end of the demo session.
30.	Students have dedicated tools/equipment, e.g., items are not shared between students.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See attached explanation: Equipment will be disinfected by each Instructor before allowing students into the lab. After each student finishes a work session, the Instructor will wipe down all surfaces with disinfectant.
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>Explain:</i> See attached explanation. Students will be required to wear masks when entering the lab, and the Instructor will watch them sanitize their hands at the entry's sanitizing station. There is another hand washing and sanitizing station near the exit door, and sanitizing stations throughout the lab.
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"/>	Instructors will prepare the workspace for each individual student based on the tasks they are scheduled to perform. The workspace will be common to the next student- but they will never be in the same workspace at the same time. Instructors will sanitize between scheduled individual student sessions
33.	Single-use (disposable) products are used where feasible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All consumables are single use and will be disposed of in covered garbage or recycle bins at the end of a demo session.

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34.	Measures are in place to accommodate student sick at home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>Accommodation plan:</i></p> <p>Students will be provided with alternate time to be onsite to complete project work, or instructor will complete project work, following directions provided by the student.</p>
35.	Procedures in place to screen students on a daily basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The health screen poster is available for reference and is posted on building doors. Students and employees are expected to self assess daily, and the BCCDC self-assessment tool can be used to support this.</p> <p>Students are not on site on a daily basis; only at certain times during the term to complete project work. At the time they are on site, the program will follow the guidelines noted above.</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 COVID-19 Pandemic Scenario Playbook 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>The program will follow the procedures noted above. Instructor will undertake on behalf of students.</p>
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 COVID-19 Pandemic Scenario Playbook for more information. Confirm if the person is aware of self-isolation requirements and protocols.</p> <p>Program Head will expedite and document all students who have travelled outside Vancouver's Lower Mainland</p>
38.	Provisions made for students to maintain same lab/class cohort throughout the Term.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Program is structured in a cohort model.
39.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
PERSONAL PROTECTIVE EQUIPMENT (PPE). Refer to the PPE Flowchart to determine what PPE is required for COVID-19 purposes.					
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"/>	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):
41.	Training is provided for the above PPE to students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Program Head will demonstrate to all Instructors using the lab. Each Instructor will expedite the same training with any student they are supervising in the lab prior to that student entering a workspace
42.	Appropriate PPE for COVID-19 is available to be provided to students and employees. Supply requests emailed to ppe@bcit.ca .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Based on circumstances allowed for in the BCIT COVID-19 Go-Forward Plan, Risk Assessment Matrix Summary.</p> <p>List PPE and tasks/activities required for and provide the quantity and unit of measure, if applicable (e.g. 2 boxes of 20 each box):</p>

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					See attached explanation. Masks, face shields and gloves are available at entry area of lab, to be replenished as necessary.
43.	PPE safe donning, doffing, disposal, and disinfecting instructional materials are available for students and employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>Post applicable signs posted in a visible location if ppe required.</i></p> <p><i>Use the Student Orientation checklist to assist orientation/training by instructors.</i></p> <p><i>Use the Employee Orientation checklist to assist orientation/training by their supervisors.</i></p> <p>Appropriate signage to be ordered. Appropriate orientation to be followed. Instructors to take responsibility for students on site. AD to take responsibility for faculty.</p>
44.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
CLEANING					
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"/>	<p><i>Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s).</i></p> <p>Facilities request submitted per term by Program Head, assisted by admin staff.</p>
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 here. What are the cleaning products/materials:</i></p> <p>General cleaning products:</p> <ul style="list-style-type: none"> • Approved hand sanitizer • Disinfectant wipes and spray • Isopropyl wipes • disposable cloths and paper towels • broom and dustpan <p>Instructor/Student PPE required:</p> <ul style="list-style-type: none"> • Latex gloves, • Non-medical face masks • Plexi face shields <p>Instructors to take responsibility for training students; Instructors to confirm that they have reviewed, understand and will comply with Standard Operating Procedures, per above.</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"/>	<p><i>Consider time it will take for hand washing to take place, to determine what is e.a. sufficient number of hand wash stations. Some areas find a ratio of 8:1, students to sink,</i></p>

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#	Control Measure	Yes	No	NA	Details (as per Directions)
					<p><i>effective. The minimum amount of hand washing required is once before class starts, after class ends and before and after breaks.</i></p> <p>Hand wash sink is on site within the GTEC 'shop' (NW3-107). There will never be more than one student entering or exiting at the same time. Instructors will observe a limit of no more than 10 students and two instructors in the lab concurrently.</p>
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: <u>NW3-107</u></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>ABHS (Alcohol-Based Hand Sanitizer): Location(s) <u>6 stations in NW3-107</u></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> <p>Two hallway sanitizers stocked by Facilities; we'll take care of internal sanitizing stations.</p>
50.	All Safety Data Sheets (SDS) and cleaning procedures used are found here .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Separate Safety Data Sheets are provided in the Lab for WHMIS standards on all equipment.
51.	The area(s) have been decluttered so that cleaning is simplified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Program Head to confirm with cleaning staff ahead of term. Instructors to take responsibility during the term. This will be checked every week and reported to the Program Head
52.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>Barriers can become contaminate if they are a touch point or if the contaminated with droplets by e.g. coughing or sneezing.</i></p> <p>See attached explanation. Barriers will be in the control of the Instructor and wiped down by the Instructor between students. All barriers will be cleaned weekly by Facilities staff</p>
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"/>	<p><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></p> <p>See attached explanation. Instructors to take responsibility when on site with students. Facilities staff will clean the same areas weekly</p>
54.	Storage space for personal articles have been identified and are cleaned regularly.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><i>Who will clean:</i></p> <p>Instructors will clean between students and Facilities will clean these areas on a weekly basis.</p>

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#	Control Measure	Yes	No	NA	Details (as per Directions)
					Storage will be set up in the Instructor Centre- room 108 - for students scheduled to be in the lab. Each student will have a personal bin (on order) to hold their personal clothing and bags.
55.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
AUDIT AND CONTINUOUS IMPROVEMENT					
56.	There is a plan to conduct regular inspections of all control measures and safety protocols to ensure they are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often?</i></p> <p>The Safety Plan will be posted. The inspections will be carried out and documented by the Program Head once a month and reported to the AD.</p>
57.	Audits of inspections are planned to ensure that control measures continue to be effective.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>Who conducts the audits and how often?</i></p> <p>OH&S officer will audit once each academic term - scheduled by the AD and Admin Asst and communicated to Program Head</p>

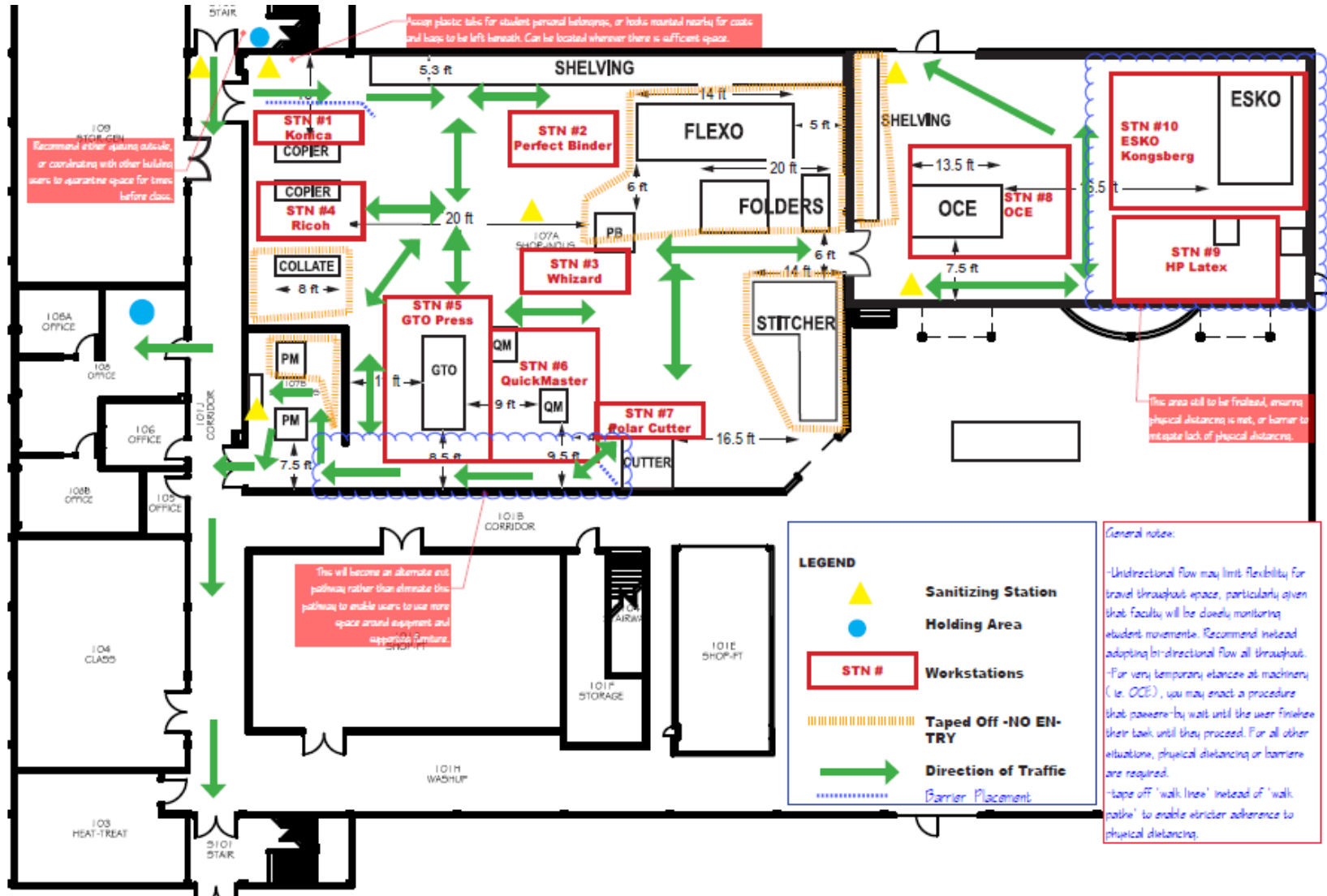
APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Susan Burgess	Position Associate Dean	Date October 16, 2020
EOC	Name <i>Glen Magel</i>	Position EOC Director	Date October 18, 2020



BCIT COVID-19 Safety
Plan - RWC- GTEC Dir

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