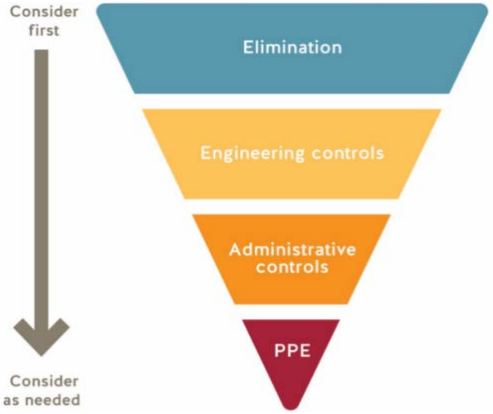
# BCIT COVID-19 SAFETY PLAN
# ACADEMIC SPACES

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

| | | | |
|---|---|---|---|
| **Course/Program Name:** | **CIVL3041** (including CIVL 3074)<br>**Civil Engineering Program** | | |
| **Proportion of program offered on campus:** | 2 courses out of 36 offered this term. | | |
| **Start date:** | 2020-10-01 | **End date:** | 2020-11-15 |
| **# of students:** | Approx. 64 | **# of employees:** | 2 |
| **Completed by:** | Name<br>Ray Daxon | Position<br>Assistant Instructor | Date<br>2020-09-24 |




## 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<br>Floor Plans found here | Type of Space<br>Include washrooms and breakout rooms | Capacity<br>Current capacity due to COVID-19 |
|---|---|---|---|
| Burnaby/SW03 | 1650/1640 | Laboratory | 9 |
| Burnaby/SW03 | 3675 | Classroom | 1 |
| Burnaby/SW03 | 3695 | Classroom | 9 |
| Burnaby/SW03 | 1620/22 | Bathroom | 1 |
| Burnaby/SW03 | 1610/12 | Bathroom | 1 |
| Burnaby/SW03 | 3606/04 | Bathroom | 1 |
| Burnaby/SW03 | 3610/12 | Bathroom | 1 |
| | | | |
| | | | |

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## 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).** |
|---|
| CIVL3041 (Soil Mechanics) is a core course offered to Level 3 Civil Engineering students in the fall term. The course includes lecture, tutorial and lab components. The lectures and tutorials can be delivered in an online format without impacting the learning outcomes. Typically, there are five hands-on activities conducted during the term. They make up a significant portion of the course and of the course evaluation. In addition, they are a very important aspect of geotechnical engineering in practice. We have identified two labs requiring very little data analysis that rely on material handling, feeling and manipulation. Online delivery of these labs will significantly impact the learning outcomes for the course.<br><br>CIVL3074 lecture runs Tuesday mornings just before the CIVL3041 lab. This presents a travel time issue for students. For two sessions during the term, students will receive their online instruction for CIVL3074 where the lab for CIVL3041 is performed. Students will stay in one location for the back to back sessions. |

## 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.
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.

| # | 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.<br>**Note:** Contact returntocampus@bcit.ca for room capacity and layout if needed. | ☒ | ☐ | ☐ | Exceptions allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary (explain):<br>The large lab/room areas allow students to conduct the lab experiments without breaching the 2m distancing. The lab is designed to eliminate student movement throughout the lab. Students remain at their work station for the entire lab unless personal breaks are required.<br><br>**Please refer to the attached floor plans for SW3-1650 and SW3-3695.** |
| 2. | Demonstration, work and assessment stations are set-up to allow for 2 metres physical distancing. | ☒ | ☐ | ☐ | Exception allowed as per BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary (explain):<br>The demonstration station used by the instructor in room SW03-1650 is mobile and will occasionally be moved into the center of the room. 2m distancing is maintained. SW03-3695 has a projector that will be used to provide additional video of the demonstrations at the front of the class. |
| 3. | Identified area(s) where students wait outside of teaching space until allowed inside by instructor. | ☒ | ☐ | ☐ | Students will be allowed into the rooms as soon as they arrive. If they need to wait outside, enough “wait here” spots have been marked off at 2-m spacing in the corridor. . |
| 4. | Work has been scheduled to minimize numbers of individuals on campus at one time. | ☒ | ☐ | ☐ | Labs are run twice to reduce the class size to 8 or less. This will be accommodated by splitting each set into 2 sub-sets and running twice the number of sessions as in regular year. Adjustments were made to the CIVL schedule, where possible, to allow sufficient travel time between the online sessions and the in-person sessions.<br><br>Set A: Oct. 5 and Oct. 19 (15:00 to 16:50).<br>Set B: Oct. 6 and Oct. 20 (10:30 to 12:20).<br>Set C: Oct. 8 and Oct. 22 (14:30 to 16:20).<br>Set D: Oct. 6 and Oct. 20 (14:30 to 16:20). |
| 5. | In shared spaces, safety protocols have been put in place to reduce close contact between users. | ☒ | ☐ | ☐ | Signage, floor markings and flow control are in place. Students’ tables and workstations have been located with adequate spacing and remain in place for the entire term. |

| # | Control Measure | Yes | No | NA | Details (as per Directions) |
|---|---|---|---|---|---|
| 6. | Movement within the room is identified, such as with directional arrows, for walkways and entrances/exits. | ☒ | ☐ | ☐ | Signs or arrows on the floor identifying directions. Signs identifying exits and entrances. |
| 7. | Water fountains are put out of service, and only touchless water bottle filling station available. | ☐ | ☐ | ☒ | The labs and classrooms are not equipped with water fountains. |
| 8. | Mobile fans have been removed or put out of service. | ☒ | ☐ | ☐ | Mobile fans are temporarily retired and stored. |
| 7. | Washrooms have been identified. | ☒ | ☐ | ☐ | If yes, Washroom occupancy limit __1___ |
| 8. | Break area(s) for student use have been identified. | ☒ | ☐ | ☐ | If yes, what control measures are in place to maintain physical distancing?<br>Occupancy Limit_____ If there is an occupancy limit, is sign posted? Y ☐ N ☐<br>No breaks have been scheduled for the lab sessions.<br><br>Where necessary because of travel difficulties, several students would occupy the rooms as break-out areas for attending CIVL 3074 lectures online prior to the lab sessions. All safety procedures remain the same as in lab sessions. |
| 9. | Break areas for employee use have been identified. | ☒ | ☐ | ☐ | If yes, what control measures are in place to maintain physical distancing? Employees can return to their office.<br>Occupancy Limit_____ If there is an occupancy limit, is sign posted? Y ☐ N ☐ |
| 10. | Other: | ☐ | ☐ | ☐ | |
| **ENGINEERING CONTROL MEASURES** | | | | | |
| 11. | Barriers are implemented to separate work areas or walk ways, when physical distancing not practical. | ☐ | ☒ | ☐ | The nature of the hands-on experience may require close contact for a very short periods of time when instruction is impaired by physical distancing. Barriers are not suitable because of the hands-on guidance required when explaining. During these times, both the instructor and the students will be required to wear a mask. We do not expect this close contact to occur more than once per student per lab. |
| 12. | Barriers are stable and do not introduce other safety hazards, e.g. tripping. | ☐ | ☐ | ☒ | No barrier is used. |
| 13. | The impact on ventilation requirements have been considered if there's been a significant use change for the instructional space. | ☒ | ☐ | ☐ | Complete a Facilities and Campus Development work requisition for assessment, as needed. There is no significant change in the use of the space; same as in years prior. It is expected that the minimal impact of moving furniture to accommodate for the smaller class size, will not negatively affect the ventilation system. |
| | Other: | ☐ | ☐ | ☐ | |
| **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 | ☒ | ☐ | ☐ | 8.5"X11" wall signs, posted in the hallway and rooms |
| 14. | Posted: Hand washing sign(s) Item 29B | ☒ | ☐ | ☐ | Laminated 8.5"X11" wall signs, posted by the sinks. |

| # | Control Measure | Yes | No | NA | Details (as per Directions) |
|---|---|---|---|---|---|
| 15. | Posted: Health screen sign(s) Item 3C | ☒ | ☐ | ☐ | 11”X17” wall signs, posted at the entrances. |
| 16. | Posted: Hand washing sink location sign(s) Item 14A | ☒ | ☐ | ☐ | 8.5”X11” wall signs, posted in the rooms. |
| 17. | Posted: Hand sanitizing station location sign(s) Item 13A | ☒ | ☐ | ☐ | 8.5”X11” wall signs, posted in the rooms |
| 18. | Posted: Protect yourself sign(s) Item 21A | ☒ | ☐ | ☐ | 8.5”X11” wall signs, posted in the rooms and the hallway. |
| 19. | Posted: Occupancy limit of this room sign(s) Item 37A | ☒ | ☐ | ☐ | 8.5”X11” wall signs, posted at entrances. |
| 20. | Posted: Other signs | ☒ | ☐ | ☐ | Wrong way do not enter, 1a<br>Safe use of mask<br>Don and doff ppe, 33a<br>Entrance only 10b<br>Exit only 11b<br>Stand here 23a |
| **ORIENTATION AND TRAINING (ADMINISTRATIVE)** | | | | | |
| 21. | Routine safety discussions held to review control measures and safety protocols. | ☒ | ☐ | ☐ | The two instructors will review and monitor weekly, and they will communicate with the Associate Dean regularly. |
| 22. | All students have completed the online COVID-19 Pandemic On-Campus Guidelines training. | ☒ | ☐ | ☐ | A compliance tool has been provided through the Learning Hub. It is in place and functioning. Compliance will be checked in advance of the lab sessions. |
| 23. | COVID-19 safety Site orientation for students has been developed and posted in the Learning Hub. | ☒ | ☐ | ☐ | Student COVID-19 Orientation Checklist found here. Site-specific orientation was developed. Checklist uploaded to Learning Hub. |
| 24. | All employees have completed the online BCIT Pandemic Exposure Control Plan Training. | ☒ | ☐ | ☐ | The two instructors have completed the training. |
| 25. | All employees have completed the online New Employee Orientation module. | ☒ | ☐ | ☐ | The two instructors have completed the training. |
| 26. | Other: | ☐ | ☐ | ☐ | |
| **RULES AND GUIDELINES (ADMINISTRATIVE)** | | | | | |
| 27. | All unnecessary and self-serve items have been removed from the spaces. e.g., pens, paper, etc. | ☒ | ☐ | ☐ | All items and areas and shelves around the perimeter of the rooms have been taped off. Students will not be required to use any materials other than those that are provided at their workstations. |
| 28. | Doors that students are to use to enter and exit have been clearly identified. | ☒ | ☐ | ☐ | Signs or arrows on the floor<br>Signs used. |
| 29. | Handouts, papers, and items are not physically provided to students. | ☒ | ☐ | ☐ | Course materials are provided digitally. For the labs, sanitized samples and apparatuses are placed at each workstation prior to the start of the sessions. No sharing is allowed nor required. |

| # | Control Measure | Yes | No | NA | Details (as per Directions) |
|---|---|---|---|---|---|
| 30. | Students have dedicated tools/equipment, e.g., items are not shared between students. | ☒ | ☐ | ☐ | Nothing is shared between students. All student work stations are fully supplied and self sufficient. |
| 31. | If cleaning common touch points or tools/equipment not practical, then it is identified when hands are washed/sanitized before and after use. | ☐ | ☐ | ☒ | No tools or equipment are common or shared. Each work station is fully equipped. Students will not have to leave their work station. Students will be required to wash their hands at the start and end of each session and each break. |
| 32. | Work spaces/stations are dedicated for an individual or group use and not shared with others. | ☒ | ☐ | ☐ | As above. |
| 33. | Single-use (disposable) products are used where feasible. | ☒ | ☐ | ☐ | Paper towels for cleaning. |
| 34. | Measures are in place to accommodate student sick at home. | ☒ | ☐ | ☐ | Accommodation plan: Using the Learning Hub's virtual classroom, remote students will participate in the instructional portion of the lab session and ask questions for the remainder. The virtual classroom will be live so that all students in the set/group receive the same instruction at the same scheduled time. |
| 35. | Procedures in place to screen students on a daily basis. | ☒ | ☐ | ☐ | 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. https://bc.thrive.health/covid19/en link has been added to the Hub. Students will be asked to complete before session. |
| 36. | There is a procedure in place if a student or employee becomes ill on campus. | ☒ | ☐ | ☐ | 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. Inform students that if they have or develop symptoms, they will be asked to safely return home. |
| 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. | ☒ | ☐ | ☐ | Refer to the COVID-19 Pandemic Scenario Playbook for more information. Confirm if the person is aware of self-isolation requirements and protocols.<br>Review rules regarding travel and close contact with someone who has tested positive with the students. Emphasize the need to follow these protocols. |
| 38. | Provisions made for students to maintain same lab/class cohort throughout the Term. | ☒ | ☐ | ☐ | Groups will be set in advance and will be maintained throughout the term. |
| 39. | Other: | ☐ | ☐ | ☐ | |
| **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). | ☐ | ☐ | ☒ | Like in years prior in this course, students are expected to supply their own PPE for these sessions. They must arrive with protective eyeware and footware. These are the regular requirements of working in SW03-1650. |
| 41. | Training is provided for the above PPE to students and employees. | ☐ | ☐ | ☒ | As above. |

| # | Control Measure | Yes | No | NA | Details (as per Directions) |
|---|---|---|---|---|---|
| 42. | Appropriate PPE for COVID-19 is available to be provided to students and employees. Supply requests emailed to ppe@bcit.ca. | ☒ | ☐ | ☐ | Mask – 1 per student Risk management for students entering the teaching area. (2 boxes ordered)<br><br>Sanitizer –.( 2 bottles ordered)<br><br>Gloves - for post experiment cleanup. - 1 pair per student per session. ( 1 box medium, 1 box large, 1 box X-large ordered)<br><br>Surface Disinfectant sprays – 4 bottles ordered<br><br>Disinfecting Wipes – 2 units ordered<br><br>Face shields – 1 case ordered<br><br>Paper towels – rolls purchased |
| 43. | PPE safe donning, doffing, disposal, and disinfecting instructional materials are available for students and employees. | ☒ | ☐ | ☐ | Post applicable signs in a visible location if ppe required.<br>Use the Student Orientatio n checklist to assist orientation/training by instructors.<br>Use the Employee Orientation checklist to assist orientation/training by their supervisors.<br>Post signs in lab areas and follow orientation checklist. |
| 44. | Other: | ☐ | ☐ | ☐ | |
| **CLEANING** | | | | | |
| 45. | Facilities is aware of the cleaning needs for the area. Facilities work requests have been submitted. | ☒ | ☐ | ☐ | Submitted cleaning requests to facilities.<br>1451285, 1451288, 1451289, 1451290 |
| 46. | Training will be provided to faculty and students performing cleaning duties and cleaning materials have been provided. | ☒ | ☐ | ☐ | A broad spectrum disinfectant, supplied by BCIT, AV-Mixx Basix Neutral Disinfectant Cleaner. Training will follow the recommended use and safety guidelines for the specific product.<br><br>What ppe is required: gloves<br><br>The Av Mixx cleaning product SDS, Cleaning Procedures and BCIT COVID-19 cleaning guidelines documents are available in the learning hub (CIVL3041) for instructors and students to access.<br><br>Paper towels are required to perform the cleaning duties. I am unable to find the appropriate paper towels for the task. Bundles of interleaved, folded individual sheets is required. I can only find rolls, which require excessive handling and are shared.<br>If sheets are available then 1 case of sheets is needed.<br>If only rolls are available, then 70 rolls are required. One for each student. |

| # | Control Measure | Yes | No | NA | Details (as per Directions) |
|---|---|---|---|---|---|
| | | | | | |
| 47. | Assessment of sufficient number of hand wash stations conducted, and an appropriate number of handwashing stations are available | ☒ | ☐ | ☐ | Depending on the area, this ratio is 4:1 or 8:1 which should be adequate. |
| 48. | Handwashing station(s), stocked, easily accessed, and have been identified to students and employees. | ☒ | ☐ | ☐ | Sink Location: Labs have sinks on location.<br>Stocked with soap Y ☒ N ☐ paper towel Y ☒ N ☐ |
| 49. | Hand sanitizing station(s), stocked, and have been identified to students and employees. | ☒ | ☐ | ☐ | **ABHS** (Alcohol-Based Hand Sanitizer): Location(s) Just inside lab entrance.<br><br>Will hand sanitizer be refilled by department: Y ☒ N ☐<br>If No, describe: Will not be a need to refill, use will not be high enough. |
| 50. | All Safety Data Sheets (SDS) and cleaning procedures used are found here. | ☒ | ☐ | ☐ | If not, describe:<br>SDS has been made available to students and instructors |
| 51. | The area(s) have been decluttered so that cleaning is simplified. | ☒ | ☐ | ☐ | Most items and materials have been stored away from where students will be working. |
| 52. | Barrier cleaning process has been arranged if the barrier(s) could become contaminated. | ☐ | ☐ | ☒ | Barriers can become contaminate if they are a touch point or if the contaminated with droplets by e.g. coughing or sneezing. Barriers not in use |
| 53. | Common touch points and tools/equipment that must be shared are identified and cleaned between students and classes. | ☒ | ☐ | ☐ | 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):<br><br>It is expected that Facilities would clean the work stations, sinks, door handles and other common touch points between lab sessions. Instructions for this can be found in the facilities work requests listed in item 45. |
| 54. | Storage space for personal articles have been identified and are cleaned regularly. | ☐ | ☒ | ☐ | Who will clean: facilities<br><br>Where is the storage: Students will store the belongings at their work stations. The work stations are cleaned regularly.. |
| 55. | Other: | ☐ | ☐ | ☐ | |
| **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. | ☒ | ☐ | ☐ | Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often? Instructors will perform these inspections on a daily basis. Only subject to days where sessions will be held. The instructors will review with the Associate Dean weekly. |
| 57. | Audits of inspections are planned to ensure that control measures continue to be effective. | ☒ | ☐ | ☐ | Who conduct the audits and how often?<br>Weekly inspections by other faculty member not running the session. |

## APPROVAL

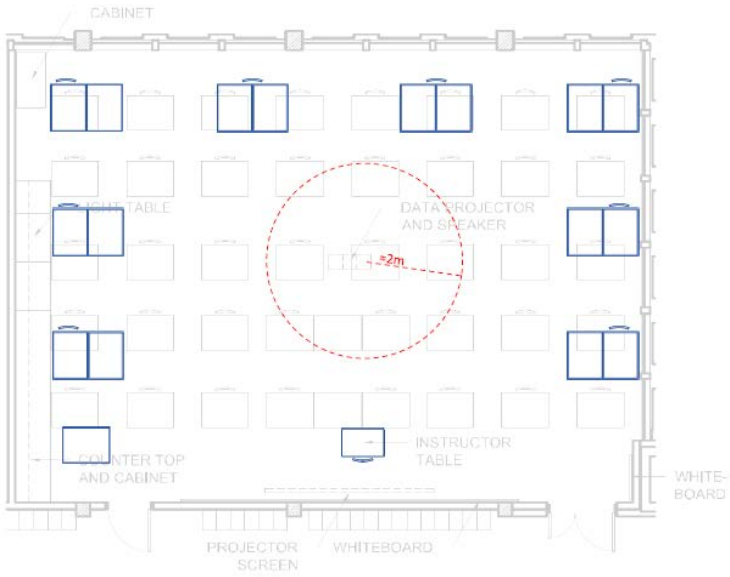
| All COVID-19 risk control measures for this campus activity are in place. | | | |
|---|---|---|---|
| **Manager** | Name<br>Steven Kuan | Position<br>Associate Dean, SOCE | Date<br>September 24, 2020 |
| **EOC** | Name<br>*Glen Magel* | Position<br>EOC Director | Date<br>October 2, 2020 |

# BCIT COVID-19 SAFETY PLAN
# ACADEMIC SPACES

**SW03-3695**

**Notes:** This drafting lab can accommodate 8 students plus instructor if required.

**Legend:** ≈2m




**SW03-1650**

**Notes:** This shop space can accommodate 8 students plus instructor.

**Legend:** ≈2m