



BCIT COVID-19 SAFETY PLAN DISPATCHED/ROVING EMPLOYEES ON CAMPUS

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

Department Name:	Facilities & Campus Development		
Roving employee position(s)	All FCD employees (Except administration staff)		
How many of your employees are roving on campus:	~85	When will this service start (Date):	Services in progress
Completed by:	Name Molly Mastel / Hussien Jaffer	Position Pinchin Ltd.	Date 9/4/2020



ROOM INFORMATION

In this section, identify the dispatch office or administrative work spaces that the roving employees would use.

Not applicable, since these employees are included on another COVID-19 Safety Plan. Describe which Safety Plan in the Notes section, below.

Not applicable, since these employees have no dispatch or administrative work space.

Position	Campus/ Building	Room Number <small>Floor Plans found here</small>	Type of Space <small>Include washrooms and meeting rooms</small>	Capacity <small>Current capacity due to COVID-19</small>

Notes:
FCD have also completed a Safety Plan for Administrative spaces.

FCD staff work in these areas: Roof's, tunnels, offices, classes, mechanical and other service rooms, grounds, vehicles, lecture theatres, labs, shops, storerooms, hallways, washrooms, recreation activity areas, etc.



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RATIONALE FOR ON-CAMPUS ACTIVITY

Please provide a short description explaining why you need employees on campus conducting the roving or dispatched activity and the types of activities that will be conducted.

Facilities and Campus Development (FCD) include workers that provide essential services for the campus operation. FCD is responsible and required to be onsite to support and operate the physical plant and to execute/support capital projects and campus planning. Activities will include repairs, inspections, operations, tours and regular maintenance of infrastructure and built environments.

CONTROL MEASURES

COVID-19 SAFETY PLAN: CONTROL MEASURES CHECKLIST

Directions for completing this 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 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 the best possible location such as a central work location for these employees.

Note: All applicable control measures must be in place before the Safety Plan is approved. For additional resources the [Risk Assessment Controls Guidance and Hierarchy of Controls](#). For assistance email ssemohs@bcit.ca.



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#	Control Measure	Yes	No	NA	Details (as per Directions)
ELIMINATION					
1.	Work areas are set-up to allow for 2 metres physical distancing.	<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 Facilities Administrative Spaces Safety Plan for details.
2.	Work has been scheduled to minimize numbers of employees on campus at one time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employees are instructed to work from home whenever possible. Approximately 30 employees will work remotely for the majority of the time.
3.	In shared spaces, safety protocols have been put in place to maintain 2 metres between roving employees and other users.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See safe work procedure in the Sharepoint/ Archibus regarding close-proximity work.
4.	Occupancy limits for vehicles that are used have been established and posted in the vehicle.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	What vehicles are used? A wide variety of vehicles are used for FCD, including but not limited to: cars, vans, UTVs, ATVs, tractors, golf carts, etc. Vehicle occupancy limits have been established, however, in most cases 1 occupant will be permitted in a vehicle at a time. If this cannot be maintained due to the nature of the work, a barrier will be installed or safe work procedure will be established.
5.	Washrooms have been identified for use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If yes, Washroom occupancy limit: See Facilities Administrative Spaces Safety Plan for details.
6.	Break areas for employee use has been identified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If yes, what control measures are in place to maintain physical distancing? Occupancy limit varies based on location. If there is an occupancy limit, is a sign posted? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> See Facilities Administrative Spaces Safety Plan for details.
	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A
For central dispatch office/workspace used on a regular basis <input type="checkbox"/> Not Applicable					
7.	Movement within the room(s) 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. See Facilities Administrative Spaces Safety Plan for details.
8.	Work stations are set-up to allow for 2 metres physical distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Facilities Administrative Spaces Safety Plan for details.
9.	Washrooms have been identified for use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If yes, Washroom occupancy limit _____ See Facilities Administrative Spaces Safety Plan for details.
10.	Water fountains are put out of use, and only touchless water bottle filling station available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Facilities Administrative Spaces Safety Plan for details.
11.	Mobile fans have removed or put out of service.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Facilities Administrative Spaces Safety Plan for details.

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12.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A
ENGINEERING CONTROL MEASURES					
13.	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"/>	See Facilities Administrative Spaces Safety Plan for details.
14.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Facilities Administrative Spaces Safety Plan for details.
15.	The impact on ventilation requirements have been considered if there's been a significant use change for the space.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Complete a Facilities and Campus Development (FCD) work requisition for assessment, as needed. See Facilities Administrative Spaces Safety Plan for details.
16.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A
SIGNAGE (ADMINISTRATIVE) Signage is available @ BCIT online Inventory . Guidelines for posting signs are available on ShareSpace .					
For central dispatch office/workspace used on a regular basis <input type="checkbox"/> Not Applicable					
17.	Posted: Physical distancing (2 m) sign(s) Item 1A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Facilities Administrative Spaces Safety Plan for details.
18.	Posted: Hand washing sign(s) Item 29B	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19.	Posted: Health screen sign(s) Item 3C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20.	Posted: Hand washing sink location sign(s) Item 14A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21.	Posted: Hand sanitizing station location sign(s) Item 13A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22.	Posted: Protect yourself sign(s) Item 21A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23.	Posted: Occupancy limit of this room sign(s) Item 37A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24.	Posted: Other signs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Please list: See Facilities Administrative Spaces Safety Plan for details.
ORIENTATION AND TRAINING (ADMINISTRATIVE)					
25.	Routine safety discussions held to review control measures and safety protocols.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Include review of available signage, such as directional signs, hand washing, and occupancy limits, for awareness of what these signs look like and meaning. Refer to Facilities Administrative Spaces Safety Plan for General orientation requirements for all FCD Employees. Roving employees are required to review the Department specific Safety Plan prior to entering Department areas.

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#	Control Measure	Yes	No	NA	Details (as per Directions)
26.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Facilities Administrative Spaces Safety Plan for details
27.	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> See Facilities Administrative Spaces Safety Plan for details
28.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A
RULES AND GUIDELINES (ADMINISTRATIVE)					
29.	All unnecessary and self-serve items have been removed from the spaces under control of this department and accessible to the roving employee. <i>e.g., pens, paper, etc.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Facilities Administrative Spaces Safety Plan for details.
30.	Papers and items are not physically passed between roving employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If items are provided, they are cleaned between employee use or disposed, or other control measures are in place – Describe:</i> Work orders and other paperwork has shifted online. Some staff print and sign documents, but these are scanned or photographed and emailed as needed.
31.	Roving employees have dedicated tools/equipment, e.g., items are not shared between employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Where possible, staff are given their own equipment. When shared equipment is present, staff are to wash their hands before and after use and sanitize equipment.
32.	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> Hand washing and/or sanitization required prior to after vehicle use and entering and leaving buildings in addition to regular cleaning and vehicle cleaning procedures.
33.	Work areas are dedicated for an individual or group use and not shared with others.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Facilities Administrative Spaces Safety Plan for details.
34.	When setting up a work area, signs or other means are used to indicate work area, providing enough work space for the employee(s) to maintain 2 metre physical distancing from others.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Facilities Administrative Spaces Safety Plan for details.
35.	Single-use (disposable) products are used where feasible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes. Nitrile gloves and face coverings.
36.	Procedures in place to screen employees on a daily basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The health screen poster is available for reference and is posted on building doors. Employees are expected to self assess daily, and the BCCDC self-assessment tool can be used to support this.</i> Employees will self assess daily using the BCCDC self-assessment tool.

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37.	There is a procedure in place if an employee becomes ill on campus.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Refer to the COVID-19 Pandemic Scenario Playbook for more information. If the person reports symptoms, they will be asked to avoid others and return home. If they require immediate medical attention, we will call First Aid and 911.
38.	There are procedures in place if an 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"/>	Refer to the COVID-19 Pandemic Scenario Playbook for more information. Confirm if the person is aware of self-isolation requirements and protocols . Employees will self assess daily using the BCCDC self-assessment tool which include assessment for international travel and COVID-19 case contact.
39.	Provisions made for employees to work in cohorts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employees are working from home whenever possible. Remaining employees have been distributed to the different offices in order to reduce occupant load. Teams/cohorts tracked on "FCD RTW Staffing Schedule" document (attached)
40.	Direction is provided to employees that hand hygiene is performed before and after work is conducted and before and after breaks, as a minimum.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand washing with soap and water for at least 20 seconds is preferred. If hands not visibly dirty, then can use hand sanitizer. Hand washing/sanitization will be completed before and after entering various buildings and vehicles as well as on arrival/departure from shift and before and/after breaks.
41.	Direction is provided to employees to read the COVID-19 Safety Plan for the area that the work will be conducted, if applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The COVID-19 Safety Plan for occupied areas, should be posted in the area. FCD will request the departments specific safety plan they have to visit and review the plan prior to entry into department areas. Department specific Safety Plans will be reviewed for the following information at minimum: Entrance / Exits, Hand San locations, Occupancy, Directional in the area, Special work procedures (if relevant).
42.	There is a process for notifying occupants of the area that the roving employee has been there, and that cleaning has been arranged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Refer to the FCD work requisition , to arrange cleaning. <input checked="" type="checkbox"/> There is a visible notification for occupants of the space, after it has been visited by a roving employee. For FCD staff, a card is left in the office space indicating that they were present and a work order is filed by the employee to request cleaning. Once the cleaning / sanitation has been completed, the card is removed to indicate that it is safe for use.
43.	There is a process for the roving employee to contact the supervisor for the area, when work will be conducted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Where possible, the department will be contacted prior to entering buildings. In addition, if there is a work order attached with a persons contact info, they are contacted before attending the specific space. Where not possible, or where routine work activities are to be conducted, FCD employees will review Department specific Safety Plans will be reviewed for the following information at minimum: Entrance / Exits, Hand Sanitizer locations, Occupancy, Directional in the area, Special work procedures (if relevant).
44.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A

PERSONAL PROTECTIVE EQUIPMENT (PPE). Refer to the [PPE Flowchart](#) to determine what PPE is required for COVID-19 purposes. Refer to PPE order form in Appendix A.

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45.	Appropriate PPE for the hazards of employee tasks are available to be provided (non-COVID-19 related ppe).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>List the ppe and tasks/activities it is required for and provide the quantity and unit of measure, if applicable (e.g. 2 boxes of 20 each box):</i> Non-COVID: safety glasses, work gloves, coveralls,
46.	Training is provided for the above PPE to employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
47.	Appropriate PPE for COVID-19 is available to be provided to employees. Supply requests emailed to ppe@bcit.ca .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Based on circumstances allowed for in the BCIT COVID-19 Go-Forward Plan, Risk Matrix Summary.</i> <i>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):</i> None currently required; additional nitrile gloves, respirators may be ordered in the future when supplies are low.
48.	PPE safe donning, doffing, disposal, and disinfecting instructional materials are available for employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Post applicable signs in a visible location if ppe required.</i> <i>Use the Employee Orientation checklist to assist orientation/training by their supervisors.</i>
49.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A
CLEANING					
50.	After the roving employee has worked in an area, facilities work requests will be submitted, where applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For trades staff in department areas, a card is left in the office space indicating that they were present and a work order is filed by the employee to request cleaning. Once the cleaning / sanitation has been completed, the card is removed to indicate that it is safe for use..
51.	Vehicle cleaning schedule, procedure, cleaning materials, and cleaning responsibility is in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vehicle cleaning procedure located in the COVID-19 Go-Forward Plan , Appendix IV.
52.	Training will be provided to roving employees performing cleaning duties and cleaning materials have been provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning Standard Operating Procedures have been located here . What are the cleaning products/materials: An infographic has been created for vehicle cleaning with simple step-by-step process, accessible via Archibus. A Safe Work Procedure for disinfectant use will be created for shared tools/equipment.
53.	All Safety Data Sheets (SDS) and cleaning procedures used are found here .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>If not, describe:</i>
54.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Barriers can become contaminate if they are a touch point or if the contaminated with droplets by e.g. coughing or sneezing.</i> See Facilities Administrative Spaces Safety Plan for details.
55.	Common touch points and tools/equipment, that must be shared are identified and cleaned between employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning/sanitizing procedures for common touch points and shared items are available and signs posted e.g. shared machinery, multifunction devices, photocopiers, equipment,



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					<i>tools, microwaves, kettles, eating surfaces, etc. Identify who will clean and how often (e.g. employees or cleaning staff):</i> See Facilities Administrative Spaces Safety Plan for details.
56.	Storage space for personal articles have been identified and are cleaned regularly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Who will clean:</i> Individuals will clean their own spaces. <i>Where is the storage:.</i> See Facilities Administrative Spaces Safety Plan for details.
	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A
For Central Dispatch office/area under control of the department <input type="checkbox"/> Not Applicable					
57.	Facilities is aware of the cleaning needs for the area under control of the department. Facilities work requests have been submitted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s).</i> See Facilities Administrative Spaces Safety Plan for details..
58.	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"/>	<i>Consider time it will take for hand washing to take place, to determine what is e.a. sufficient number of hand wash stations.</i> See Facilities Administrative Spaces Safety Plan for details..
59.	Handwashing station(s), stocked, easily accessed, and have been identified to employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Sink Location:</i> multiple – see Pinchin report for sink locations. <i>Stocked with soap</i> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> <i>paper towel</i> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> See Facilities Administrative Spaces Safety Plan for details..
60.	Hand sanitizing station(s), stocked, and have been identified to employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ABHS (Alcohol-Based Hand Sanitizer): Location(s) <i>Will hand sanitizer be refilled by department:</i> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> <i>If No, describe</i> See Facilities Administrative Spaces Safety Plan for details..
61.	The area(s) have been decluttered so that cleaning is simplified.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fleet vehicles have all non-essential materials removed.
62.	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A
AUDIT AND CONTINUOUS IMPROVEMENT					



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63.	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"/>	<i>Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often?</i> Monthly inspections performed by supervisors/managers.
64.	Audits of inspections are planned to ensure that control measures continue to be effective.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Who conduct the audits and how often?</i> Audits will be conducted either by the JHSC or Pinchin Ltd (Third-Part Auditor).

APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name Daniel Clement	Position Director	Date September 20, 2020
EOC	Name <i>Glen Magel</i>	Position EOC Director	Date October 10, 2020



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APPENDIX A PPE Order Form

School of:		Primary Contact Name:
Department/Area:		Email:
Delivery Address (Bldg/Office #):		Phone:
Item	Quantity	Misc. Notes
Gloves - Size S (50 per box)		
Gloves- Size S (100 per box)		
Gloves - Size M (50 per box)		
Gloves - Size M (100 per box)		
Gloves - Size L (50 per box)		
Gloves - Size L (100 per box)		
Gloves - Size XL (50 per box)		
Gloves - Size XL (100 per box)		
Disinfectant Wipes (80 wipes per pack)		<i>Limit 6 packs per department.</i>
Disinfectant Spray Bottles (per 946ml bottle)		<i>Limit 4 bottles per department/area.</i>
Hand Sanitizer (per 500ml bottle)		
Disposable Masks (50 per box)		
N95 Masks (20 per box)		
Face Shields (per individual unit)		
Plexi Barriers (48x32 with opening)		
Plexi Barriers (48x32 without opening)		
Respirator Mask (per individual unit)		
Respirator Mask Cartridges (2 per pack)		
Gown - Size S/M (per individual unit)		
Gown - Size L/10 (10 per pack)		
Safety Glasses (per individual unit)		
Safety Goggles (per individual unit)		
Visit https://inventory.bcit.ca/collections/eoc-approved-ppe for what can be purchased on your behalf.		