COVID-19 EXPOSURE PREVENTION IN-CLASS INSTRUCTION RISK ASSESSMENT					
Assessment Date:	03 June 2020	**Room(s):**	ATC 153	**Class Type:**	☒ Classroom ☐ Lecture Hall ☐ Laboratory ☐ Shop Floor
Assessor(s):	**Anthony Prakash, Dennis Butorac, Steve Mullis**			**Hand Washing Location(s):**	Across the hall, in the washroom.
Use Description:	Aircraft Maintenance Engineer students returning for practical project (AVAM 3104-P3) – 6 hours total/ 3 hours a day/3 students at a time. (Total of 2 days per group running continuously)				

GENERAL TRANSMISSION PREVENTION GUIDELINES	
EDUCATION	Post infection control practices and physical distancing posters. *Posters available on OHS ShareSpace.*
	Identify the nearest handwashing location to students and ensure it is stocked with soap and paper towel.
	Frequently remind students to avoid face touching during class and to wash hands before and after class (and during when possible).
	Advise staff and students to stay home if sick. Develop and communicate accommodations for students in isolation/quarantine.
	Promote no eating during classes/in class rooms.
	Ensure all staff have completed the online BCIT Pandemic Exposure Control Plan Training.
PHYSICAL DISTANCING	Ensure that class rooms are set up to allow 2-metre physical distancing between all occupants, unless controls in place.
	Determine and implement class/room capacities in order to maintain 2-metre physical distancing.
	Set up demonstration/instruction areas to allow for students and staff to maintain 2-metre physical distancing. *With tape, chalk, etc.*
	Set up physical distancing (with tape, etc.) for the use of any shared tools/equipment for the class.
CONTROLLING COMMON TOUCH POINTS	Do not provide students with physical handout papers/forms, pens, and other common writing/learning tools unless controls in place.
	Remove any unnecessary common touch points, objects, or self-serve items (i.e. hearing protection, gloves).
	For any class-provided tools/equipment – if possible ensure each student has their own dedicated items.
	Identify all tools/equipment that must be shared be all students.
	Develop and post transmission prevention and/or sanitization procedures for all shared items and common classroom touchpoints.
	Ensure that cleaning supplies are provided and students are instructed on how to correctly clean/sanitize, if applicable.
PERSONAL PROTECTIVE EQUIPEMENT (PPE)	Instruct students on how to safely use, remove, and dispose/clean (as applicable) any required PPE for the class.

Note: PPE (gloves, respirators, face shields, etc.) should only be recommended/required for pandemic exposure control if best practices (physical distancing, hand washing) are impossible to maintain. Please contact ssemohs@bcit.ca for further guidance regarding PPE.

SECTION A: To be completed by assessors.

Table 1 – Common Tasks/Situations

Directions for assessors:

1. *List and assess common tasks/situations encountered in the instructional setting.*
2. *Refer to the BCIT Risk Assessment Matrix for further instructions.*
3. *Assign Exposure Likelihood (**R**are, **U**nlikely, **P**ossible, **Li**kely, **V**ery **Li**kely), Severity (**C**atastrophic, **Ma**jor, **Mo**derate, **Mi**nor, **I**nsignificant) and Risk Level (**E**xtreme, **H**igh, **M**edium, **L**ow) for the task/situation without controls (W/out) and with controls (With).*
4. *State possible control measures for the task/situation in the final column.*
5. *Controls must be implemented for such that the risk level with controls (With) is Low.*
6. *Use Appendix A to attach any relevant photos.*

	Lists of potential tasks/situations during instruction.	**Potential hazardous conditions associated with the task/situation.**	**Likelihood**		**Consequence**		**Risk Level**		**Possible Controls**
			W/out	**With**	**W/out**	**With**	**W/out**	**With**	*See Table 2 for implemented control measures.*
1.	Students using classroom space to complete project.	Maintaining physical distance while entering, participating and leaving class.	Likely	Rare	Moderate	Moderate	High	Low	**- Post infection control practices and physical distancing posters. -Set up classroom to allow 2m physical distancing. -Mark areas for walkways, and student work areas. -Arrange to have common touch points sanitized daily (eg. Door handles/table tops). -Everyone required to wash hands before entering classroom. -Remind students to wash hands after exiting the classroom. -Have students complete online pandemic prevention training when available -Meet with students online prior to arrival so they are clear on the procedures to be followed.**
2.	Students using handouts/checklists.	Checklists, handouts and manuals are needed by students to accomplish the task.	Likely	Rare	Moderate	Moderate	High	Low	**-Print out all handouts required 72 hours prior to student's arrival. -Make multiple copies of instruction manuals (9 total) so students can leave them untouched for 72 hours after completion of project. -Have students leave all handouts, checklists and manuals with the class equipment.**
3.	Students use "Whirlygig" teaching aid.	Students touch the "Whrilygig" and other associated components.	Likely	Rare	Moderate	Moderate	High	Low	**-1 Whirlygig per student for the complete duration of the project. -No swapping of equipment or work space.**

									-Procedure for sanitizing equipment when students are finished the project.
4.	Instructor checking students work.	Instructor touches student's equipment when checking their work and is within 2m.	Likely	Rare	Moderate	Moderate	High	Low	**-Instructor verbally communicates to student to stand 2m back upon check.** **-Instructor washes hands before and after inspecting students work.** **-Procedure for student to stand 2m away for instructor inspection.**
5.	Using same "Whirlygig" for different set of students.	"Whirlygig" teaching aid touched by new student after previous student has completed.	Likely	Rare	Moderate	Moderate	High	Low	**-Sanitizing procedure for equipment that is to be carried out after each student has finished their project.**
6.	Students hand in paperwork.	Student paperwork is handed in for QA and recording of marks.	Likely	Rare	Moderate	Moderate	High	Low	**-Develop a procedure for students to hand in paper work where it can sit for at least 72 hours before contact.** **-Arrange an area where students can drop off completed paper work and instruction manuals.**
7.	Student's personal items.	Students normally store items in lockers.	Likely	Rare	Moderate	Moderate	High	Low	**-Arrange an area where students can store items.** **-Space is available underneath students work area.** **-Arrange sanitizing of floors after student completes their project.**

SECTION B: To be completed by the Manager/Supervisor/Chief Instructor

Table 2 – Implementing Control Measures

Directions:

1. *Refer to the General Transmission Prevention Guidelines above for standard pandemic control measures.*
2. *List each control measure implemented, a description on how the control measure is being implemented, and state each applicable task number for the listed control.*
3. *Indicate if a control requires the use of Personal Protective Equipment (PPE).*
4. *If applicable, state how any materials needed to implement the control will be procured.*

NOTE: Supplies such as PPE (gloves, face masks, N95 respirators) and sanitizing products (hand sanitizer) are in short supply and high demand, with most being sent to healthcare settings. Please keep that in consideration when implementing control measures.

Control Measure	Control Description	Tasks Controlled	PPE?		Material Procurement Details
State control measure title.	*Provide a brief description of what is the control measure.*	*List applicable task #s.*	**Yes**	**No**	*State how each item will be procured and by whom.*
Physical Distancing	Arrange shop environment to ensure 6 ft. separation of individuals during practical projects	1	☐	☒	Number of work benches in shop reduce from 17 to 7. Extra workbenches currently stored in Hangar
Sanitize training aids	Students will sanitize training aids after projects are complete	2, 3, 6	☐	☒	IPA available in Stores. Instructions available on ShareSpace. To be provide by instructor
Marking student work	Instructor will follow marking SOP when possible. Will wear gloves when handling student materials	5	☒	☐	Gloves procured by Stores
Sanitize workspaces	Students' personal items stored at their work station. Work station to be sanitized after completion of project	7	☐	☒	Instructor will submit a facilities request to have work benches sanitized after completion of student projects and prior to new student using the space
Education	Students will be familiar with control measures	1	☐	☒	Instructor will provide guidance for student regarding measures in place and how to complete online training.
			☐	☐	
			☐	☐	

Upon Assessment Completion: Supervisor/Manager

1. *Upon the completion of Tables 1 and 2, the approving supervisor/manager signs or types name in the adjacent space.*
2. *If you need any assistance to complete this assessment, contact BCIT OHS (ssemohs@bcit.ca).*
3. *Please submit a copy to BCIT OHS (ssemohs@bcit.ca) for final approval.*

Supervisor/Manager Name:	*Sanja Boskovic*
Approval Date:	*July 27, 2020*

Appendix A Photographs