



Return to Campus Plan COVID-19 Exposure Prevention

Campus	ATC		Approving Authority	Sanja Boskovic
Dept/School	Aerospace/SOT		Program	AME (M)
Submitter	Steve Mullis		Submission Date	27 July 2020
# of Students involved	Up to 17 at a time		# of Staff involved	Up to 3 at a time
Return to campus start date and end date	<small>Start Date</small> 24 Aug 2020	<small>End Date</small> TBD	Involved in developing the Plan	Steve Mullis, Anthony Prakash, Dennis Butorac
Purpose	To resume instruction and evaluation of learning outcomes that require hands on practical projects to be performed by individual students in a safe manner. At this time there are 210 hours of practical tasks that have not be completed by four classes of students.			

Directions:

1. Plan is reviewed and signed by the approving authority (Associate Dean/Department Manager).
2. Plan, risk assessment, and any associated procedures (Documents) are submitted to the Emergency Operations Centre (EOC) at ReturntoCampus@bcit.ca
3. Documents are sent to the campus Joint Occupational Health and Safety Committee (JOHSC) for review and will have 48 hours to review the Documents.
4. Feedback from the JOHSC sent back to the EOC for approval, who will provide a written response either approving or articulating why the plan is not approved to the Associate Dean/Department Manager.
5. Once approved, it is the department's responsibility daily to ensure all safety protocols are followed, as outlined in their return to campus plan.

Approved

Approving Authority Signature	Sanja Boskovic	Date	27 July 2020
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JOHSC Review

JOHSC Name	ATC	Date submitted to JOHSC	9 Aug 2020
Comments	<ol style="list-style-type: none"> 1. Develop procedure for potential hazardous situation #5 in 3104 P1 RA 2. RTC plan, add: <ul style="list-style-type: none"> • Students must complete the Pandemic Training • Staff and students will conduct daily screening – self-assessments. 3. RTC plan, change: From: ‘Those who are displaying symptoms must report to first aid at the Security Guard counter and leave the campus’ to ‘direct the student to leave campus, go home, and connect with the program area once home. First Aid can provide first aid assistance in an emergency.’ 4. If hand sanitiser stands are not available (as has been indicated by the EOC on previously submitted plans), can we plan to place small tables outside of the classroom and shop entrances on which to place sanitiser pumps? 5. Hanger handwashing and computer station barriers referred to in the RTC plan. We now need barriers installed prior to the plan being approved. In the interim, we can have a maximum capacity of one person at each station at a time. 6. I did not see any mention of how students were going to be loaded into the hangar/shop spaces from when they enter the campus. I think this needs to be included in the plan. 		

Revisions to Plan by Submitter:

Note changes made to plan based on JOHSC or EOC feedback, if applicable. Submit Plan back to EOC for approval.

<ol style="list-style-type: none"> 1. Additional procedures added under item 6 If physical distance (2 metres) cannot be maintained 2. Requirement for students to complete the training already incorporated under item 4 Any education/training requirements. Requirement for daily self assessments added under item 11 3. Edited as requested 4. Hand sanitizer stations are available currently. Pump bottles are located on tables as indicated in the floor plans 5. Reference to barriers removed. Station occupancy reduced. 6. Queuing of students already included under 8. Procedures for room management 			
Approving Authority Signature	Sanja Boskovic	Date	12 Aug 2020

EOC signature

Name	Position	Signature	Date

Return to Campus Plan

Use this document as a guide for the information needed in the Plan, which can be submitted as a separate document.

1. Description

This document outlines the measures that have been and will be taken and the protocols put in place to ensure that in-person practical learning tasks can be conducted in a manner which ensures the safety of those who need to be physically onsite.

2. Framework (information captured in the Plan)

Consider the following control measures:

Elimination of hazard

- Work being conducted will allow for 2 metre physical distance between all involved.
- Reduced number of people in the workplace, by virtual meetings, limiting number of students/staff, work from home arrangements, revising/rescheduling work tasks
- Established and posted occupancy limits. Classroom 153 is a space limited to 5 people. Shop 154 is a space limited to 11 people. Hangar 155 is a space limited to 50 people.
- Areas have been decluttered. Tables and desks that have been deemed surplus, due to reduced capacity, have been removed. Training aids that are not essential to current tasks have been removed and stored
- Doors for entry and exit will be propped open to reduce common touch points.
- Hand wash station occupancy has been reduced to 1 person at a time

Engineering (barriers and partitions)

- Locker areas throughout Campus are blocked off with caution tape and a sign advising that locker access is restricted, to contact Security if need to retrieve items
- Staircases, elevators, corridors not included in plan are caution-taped off and/or marked 'No Student Access (except in case of emergency)'
- Middle sinks and urinals in designated washrooms have been caution-taped off and signed as 'out of service'
- Entry doors and interior doors not to be used locked.

Administrative (rules and guidelines)

- Employees must complete the Pandemic Exposure Control Plan Summary training.
- Communication to students regarding behaviour expectations and not coming to campus if sick.
- Hand washing, 4 key points, and physical distancing signs posted.
- Faculty will instruct those who are displaying symptoms to leave campus, go home, and connect with the program area once home. First Aid can provide first aid assistance in an emergency.
- Directional signage has been installed on the floors to indicate one way walkways, entrance and exit locations and workspace limits.
- Entrance to the spaces will be from the interior south corridor of the campus, through the east door of classroom 153.
- Exit from the campus will be around the north perimeter of the hangar through the northwest doors directly outside to the west parking lot.

Cleaning and hygiene practices

- Soap and water are available directly outside the shop 154 in the hangar
- Hand sanitizer stations are to be available outside of the classroom entrance and outside of the shop exit.
- Enhance cleaning and disinfecting of the workplace, particularly high contact items such as handrails, doorknobs, shared tools or equipment and washroom facilities is being carried out by custodial staff.

3. How the plan and procedures will be communicated to those involved

- Zoom meeting with faculty involved
- Zoom meeting between faculty and students prior to practical tasks being performed
- Protocols and space layout shared in advance with students through BCIT Learning Hub course offerings
- Verbally with students on arrival
- Verbally with students at start of exam
- Email to Campus users not involved in the practical task activities

4. Any education/training requirements

- Faculty member must have successfully passed the BCIT pandemic training course
- Students must have reviewed the RA and RTC plan information and successfully completed the COVID training/awareness quiz within the Learning Hub

5. Materials/equipment needed to operationalize the Plan

Item	Quantity	Purpose
Storage	500 square feet	To store equipment deemed surplus due to reduce capacity of space and to declutter shop environment
Hand sanitizer stations	4	To facilitate good hygiene practices
Isopropyl Alcohol	20 litres	To clean equipment prior to use

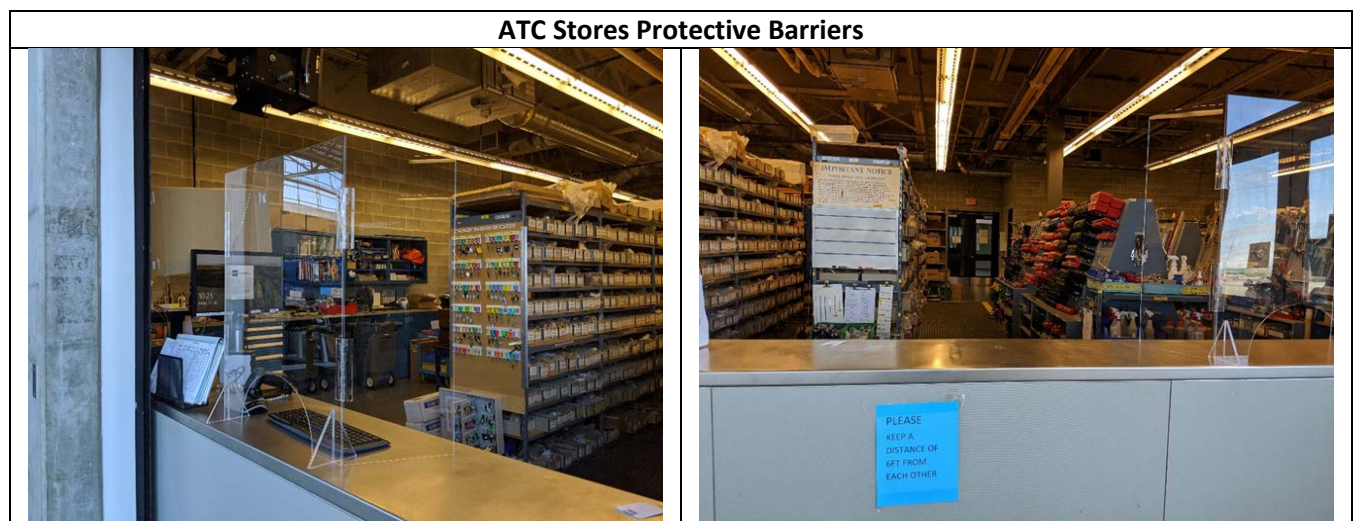
6. If physical distance (2 metres) cannot be maintained, what control measures will be in place

During inspection of student’s work:

- Instructor will wash hands before and after contact with equipment being used by student
- Instructor will ask the student to stand on the “wait here” floor demarcation which is located 2 meters from the workstation
- Instructor will wear a mask as provided by ATC Stores

7. Procedures for picking up/dropping off equipment

- ATC Stores procedures are to be followed for any equipment required.



- Completed Practical Project paperwork will be submitted into a cardboard box and quarantined as per the BCIT SOP paper exam marking:



SOP - COVID 19
Exam Marking Proceed

[ShareSpace - Exam Marking Procedure](#)



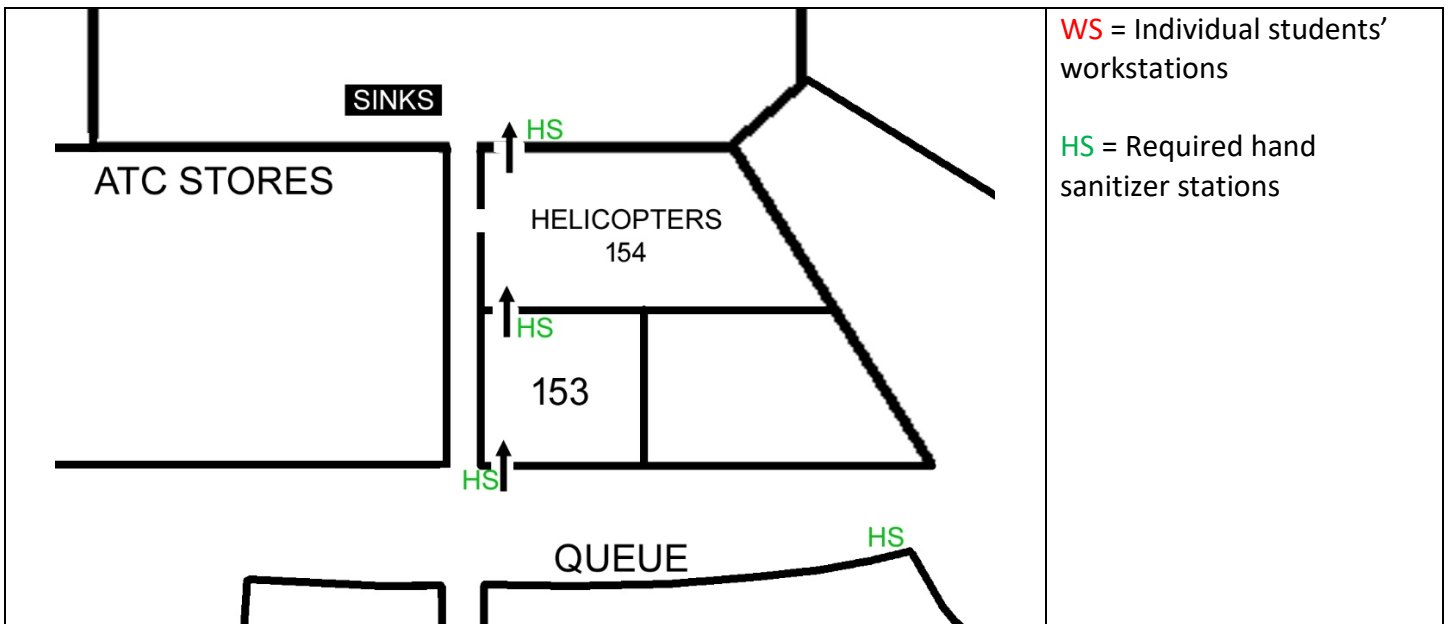
8. Procedures for room management

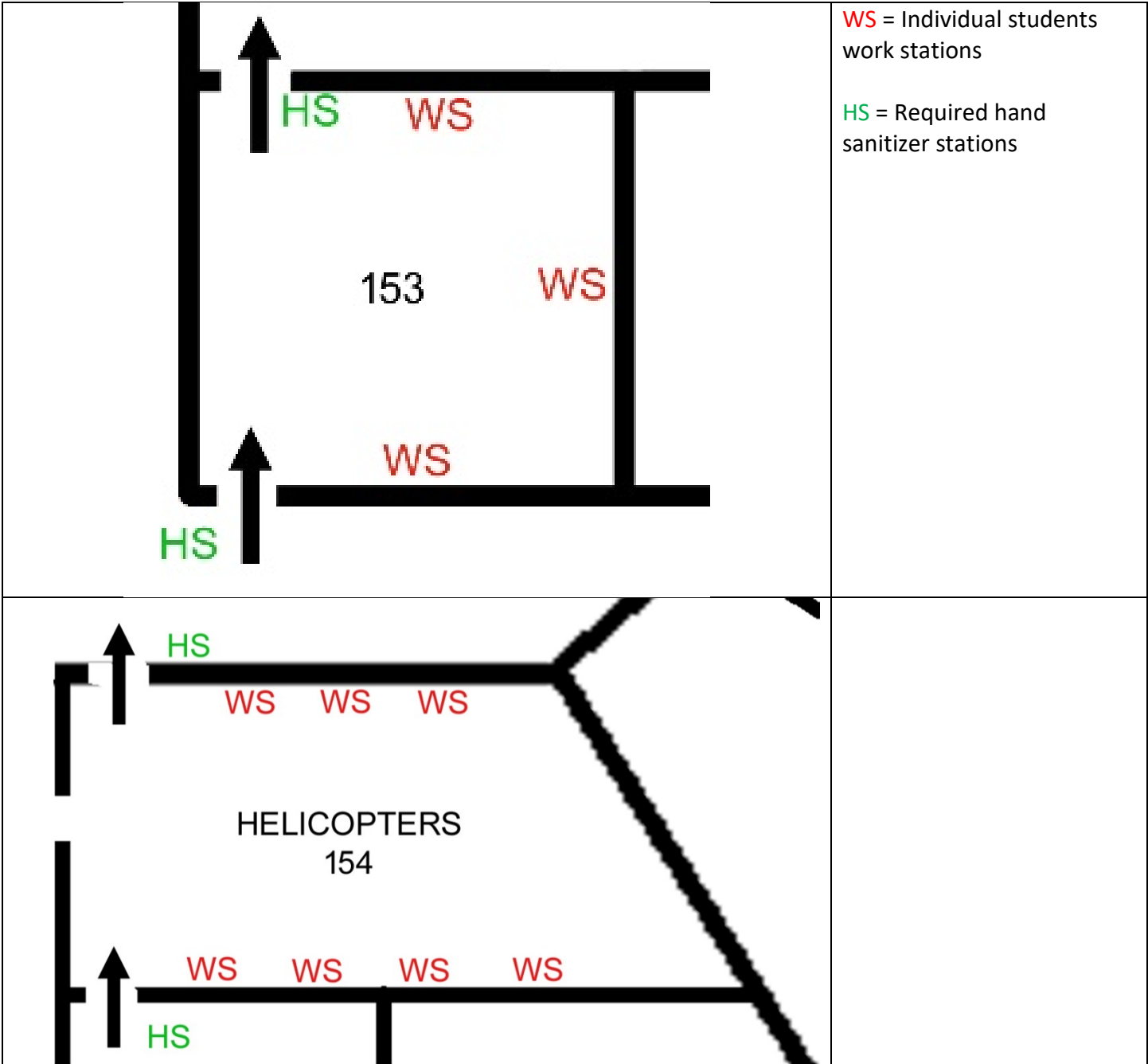
- Students will enter the campus through the south east entrance
- Individual workstations for each student are spaced to ensure distancing. Room occupancy limited have been reduced to 11 persons.





- Queuing of student will occur in south corridor outside of room 153. Floor demarcations installed to aid with physical distancing





9. Procedures for cleaning equipment/surfaces (if applicable)

At the completion of the practical projects the individual students will carry out the SOP – Isopropyl Alcohol Safe Work Procedure under the supervision of the instructor.

- [ShareSpace IPA Work Procedure](#)

10. Notifying Facilities for cleaning used areas (how this will be accomplished)

- Submission via the Facilities Work Request System
- Email to Custodial Manager for ATC, Morteza Asadiaghbolaghi

11. Process for monitoring compliance to this Plan

- Complete the Common Control Measures Checklist by faculty before each set of practical projects
- Faculty will supervise practical projects and monitor student compliance to plan
- Manager, or Department Head will do spot checks for compliance to this plan
- Will follow the approved and posted room layout
- Staff and students will conduct daily screening – self-assessments

COVID-19 Safety Plan

Reduce the risk of person-to-person transmission

To reduce the risk of the virus spreading through droplets in the air, implement protocols to protect against your identified risks. Different protocols offer different levels of protection. Wherever possible, use the protocol that offers the highest level of protection. Consider controls from additional levels if the first level isn't practicable or does not completely control the risk. You might likely need to incorporate controls from various levels to address the risk at your workplace.

