



COVID-19 EXPOSURE PREVENTION EMPLOYEES RETURNING TO CAMPUS RISK ASSESSMENT

Assessment Date:	June 18, 2020	Task Description:	Six employees will be returning to work on the Burnaby Campus from June to end of August, 2020 during the hours of 4:00pm to 9:00pm, 7 days/week. The employees will be working in twos or threes and working independently. No one will be working alone. The work will be conducted in NW3 107 and 108, which consists of cleaning, organizing and recycling pallets of printing plates, ink and paper. Office space 108 will only be used by one individual during this time. Some equipment will be identified as needing cleaning/maintenance by a third party, such as the 4-colour printing press. When it has been identified that a third party is needed then the External Service Providers Checklist will be used, found here . A pallet jack will be used to move heavy objects. 2 metres can be maintained between employees. The washrooms are located on the second floor, and will be shared with students who are also using this building during the day. However, the hallway leading to the stairwell to the second floor has been blocked off with tape to manage hallway movement for students, and it needs to be determined if the tape can be removed to allow easy access to washrooms. The northwest corner entrance will be used, where a shared hallway with students will be used to access the work areas. A handwashing sink is located in Room 107 which is not currently stocked with soap, paper towel or garbage bin close by. A water fountain is also located in this area.
Assessor(s):	Wayne Collins, Faculty, SOB, Digital Arts; Chandan Johal, Associate Dean, School Ops, SOB; Susan Burgess, Associate Dean, Digital Arts, SOB; Anna Matheson, Manager, OHS		

GENERAL TRANSMISSION PREVENTION GUIDELINES

EDUCATION	Ensure all employees complete the online BCIT Pandemic Exposure Control Plan Training .
	Frequently remind employees to avoid face touching during class and to wash hands before and after a job/task. <i>Download printable physical distancing poster here.</i>
	Advise employees to stay home if sick.
PREPARATION	When possible, schedule/time work so that the work area is unoccupied and can be isolated for the work.
	Identify potential job/task requirements to work within 2 metres or share tools/equipment.
	Identify the nearest handwashing location for the job/task.
	Make arrangements for work area cleaning/disinfecting after work completion (<i>ex. arranging through facilities, disinfecting surfaces</i>).
PHYSICAL DISTANCING	When possible, ensure work areas are set up to allow 2 metres physical distancing.
	Only work within 2-metres when it is unsafe or impossible to perform a job task; such situation require a face mask at minimum.
CONTROLLING COMMON TOUCH POINTS	When possible, avoid sharing equipment and each worker use their own dedicated items.
	Identify all tools/equipment that must be shared.

GENERAL TRANSMISSION PREVENTION GUIDELINES

	Review tool/equipment cleaning/disinfecting procedures at end of job/task.
	Assess whether the space needs to be cleaned/disinfect after the work.
	Notify space occupants of when work was completed and if any cleaning/disinfect measures were taken. <i>Work with facilities management to determine specific practices.</i>
	Use cleaning supplies as per the manufacturers instructions and is appropriate for the items being cleaned.
PERSONAL PROTECTIVE EQUIPEMENT (PPE)	Ensure all employees in a work area used required PPE as per relevant safe operating procedures (SOPs).
	Ensure all employees are aware of how to best and safely use PPE.
	Don PPE outside of the work area; for respiratory protection, do not adjust or touch the mask while on your face without first washing your hands.

SECTION A: To be completed by assessors.

Table 1 – Common Tasks/Situations

Directions for assessors:

1. List job/task steps, from start to finish, and identify potential hazards at each step.
2. Identify potential hazardous conditions taking into account modes of transmission: **a.** Droplet (if within 2 metres), generally from coughing or sneezing, contacting eyes, nose and mouth **b.** Indirect contact: through touching contaminated surfaces, then touching eyes, nose, or mouth before washing/sanitizing hands. **c.** Direct contact: skin to skin touching, such as shaking hands, then touching eyes, nose or mouth before washing/sanitizing hands.
3. Refer to the [BCIT Risk Assessment Matrix](#) for further instructions.
4. Assign Exposure Likelihood (**Rare, Unlikely, Possible, Likely, Very Likely**), Severity (**Catastrophic, Major, Moderate, Minor, Insignificant**) and Risk Level (**Extreme, High, Medium, Low**) for the task/situation without controls (W/out) and with controls (With). In reference to COVID-19, the Severity has been assessed as **Major**.
5. State possible control measures for the task/situation in the final column.
6. Controls must be implemented for such that the risk level with controls (With) is Low.
7. Use Appendix A to attach any relevant photos.

	List job/task steps.	Potential hazardous conditions associated with job/task steps.	Likelihood		Severity		Risk Level		Possible Controls
			W/out	With	W/out	With	W/out	With	
1.	Moving items	Employees within 2 metres of each other.	Li	R	Ma	Ma	H	L	Post 2 m physical distancing signs in rooms. Discuss work to be conducted at the start of shift and plan to stay 2 m distant.
2.	Moving items	Touching common touch points on pallet jack.	P	R	Ma	Ma	H	L	Wash hands before and after using pallet jack. Wipe down pallet jack at end of day with approved cleaning product* and wearing appropriate personal protective equipment.**

	List job/task steps.	Potential hazardous conditions associated with job/task steps.	Likelihood		Severity		Risk Level		Possible Controls <i>See above Guideline for standard control measures.</i>
			W/out	With	W/out	With	W/out	With	
3.	Cleaning items	Employees within 2 metres of each other.	Li	R	Ma	Ma	H	L	Post 2 m physical distancing signs in rooms. Discuss work to be conducted at the start of shift and plan to stay 2 m distant. Only one individual will be using Room 108
4.	Cleaning items	Exposed to cleaning products	N/A	N/A	N/A	N/A	N/A	N/A	Exposure to hazards of cleaning products, not to COVID-19. Use approved cleaning products when disinfecting for COVID-19, such as items that have high touch points*, or cleaning products appropriate for the item being cleaned. Wear appropriate personal protective equipment, when using cleaning products.**
5.	Using washrooms used by others during the day	Touching common touch points.	P	R	Ma	Ma	H	L	Wash hands after using the washroom. Post handwashing sign in the washroom. Facilities to clean washrooms before shift starts at 4:00pm.
6.	Using washrooms	More than one person in the washroom, coming within 2 metres of each other.	Li	R	Ma	Ma	H	L	Establish occupancy limit on one person to maintain 2 m distance. Post occupancy limit sign at door to washroom.
6.	Walking down shared hallway	Coming within 2 metres of others.	Li	R	Ma	Ma	H	L	Post 2 m physical distancing sign in shared hallway. Note: hallway blocked by tape, barring easy access to washrooms.
7.	Taking breaks	Eating food after touching common touch points.	P	R	Ma	Ma	H	L	Wash hands before and after break. Post handwashing sign by handwashing sink in Room 107. Ensure handwashing soap, paper towel, and garbage bag lined garbage bin available close to sink.
8.	Taking breaks	Eating on contaminated surfaces.	P	R	Ma	Ma	H	L	Wipe down eating surfaces with approved cleaner* before and after eating.
9.	Coming to work sick	Employees within 2 metres of each other.	Li	R	Ma	Ma	H	L	Conduct health screen of all employees before work starts, every day, using the WorkSafeBC screening poster. All employees take the Pandemic Exposure Control Plan online education before starting work. Post WorkSafeBC screening poster on doors to work areas. Post 4 key points sign.
10.	Drinking from water fountain or using touch bottle refill	Touching common touch points with mouth or hands.	P	R	Ma	Ma	H	L	Put water fountain out of service, or establish cleaning schedule for water bottle refill button. Do not use bubbler (mouth drinking) portion of water fountain.

* **Note:** approved wipe or cleaning product – identified on [Health Canada hard surface disinfectant cleaner list](#) or contains ingredients found to be effective against coronavirus identified on the [BCCDC \(BC Centre for Disease Control\) website](#) with [procedures](#) for safe use.

****Note:** Refer to [ShareSpace](#) for Safety Data Sheets.



SECTION B: To be completed by job/task workers and supervisor/manager.

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
			Yes	No	
<i>State control measure title.</i>	<i>Provide a brief description of what is the control measure.</i>	<i>List applicable task #s.</i>			<i>State how each item will be procured and by whom.</i>
Signage	2 metre physical distance signs posted in hallways and rooms. 4 key points posted in rooms. WorkSafeBC health screen posted at doors to work area. Handwashing signs posted in washrooms and handwashing sink. Post occupancy sign to washroom. Post water fountain out of service sign.	1,2,5,6,7,9,10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	PDF file provided to be printed and 4 copies mounted on corrugated card and posted in 4 key positions in our Lab
Health Screen	Before work starts every day, a health screen will be conducted by the supervisor (Mr. Collins) or delegate.	9	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Email and cell phone calls- will be delegated to Masih Ferdosian and Mike Winteringham for month of July,2020
Education	Every employee takes the Pandemic Exposure Control Plan training before starting work.	9	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty sign a form to confirm completion of the Pandemic Exposure Control Plan
Washing hands	Wash hands before and after breaks, before work starts, after work hands and before and after using the pallet jack.	2,5,7	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6-Hand Sanitizing stations being procured- will be stationed throughout both sections of the Graphics Lab
Cleaning common touch points	Washrooms and other common touch points in NW3 to be cleaned before use by employees, and before students arrive the next day. Pallet jack and other common touch points to be cleaned by approved cleaning product before and after use, while wearing appropriate personal protective equipment.	2,5,8	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Each employee/Faculty is responsible for wiping down all surfaces in the lab after working in that space. Facilities will clean common areas(stairwells and washrooms) before and after each visit
Personal Protective Equipment	Personal Protective Equipment: Nitrile gloves and eye protection, as appropriate, for cleaning product used.	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Masks and gloves on order
Maintaining 2 metre physical distance	Establish occupancy limits for washrooms, and post signs. Do not work within 2 metres of each other. Maintain 2 m distance in hallways.	6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Place water fountain out of service	Do not use.	10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	



Upon Assessment Completion: Supervisor/Manager

<ol style="list-style-type: none">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 record keeping.	Supervisor/Manager Name:	Robert WAYNE Collins (A00669865)
	Approval Date:	June 23, 2020

Appendix A Photographs



Work area



Hand washing sink



Hallway to washroom



Water fountain