Return to Campus Plan

COVID-19 Exposure Prevention

Campus	**Burnaby**		**Approving Authority**	**Susan Burgess**	
Dept/School	**Digital Arts / SoB+M**		**Program**	**Graphic Communication Technology Management**	
Submitter	**Susan Burgess**		**Submission Date**	**July 28, 2020**	
# of Students involved	**n/a**		**# of Staff involved**	**6**	
Return to campus start date and end date	Start Date Current	End Date Sept 6, 2020	**Involved in developing the Plan**	**4**	
Purpose	**Ensure safety of faculty on site in the GTEC lab (NW3-107: GTEC print/imaging facility) while reviewing/performing maintenance of equipment and general clean up**				

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 on a daily basis to ensure all safety protocols are followed, as outlined in their return to campus plan.

Approved

Approving Authority Signature	**Susan Burgess**	**Date**	**July 28, 2020**

JOHSC Review

JOHSC Name		**Date submitted to JOHSC**	
Comments			

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.

Approving Authority Signature		**Date**	

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

Along with the 'COVID-19 Exposure Prevention – Employees Returning to Campus Risk Assessment' document for the Graphic Communications Technology Management program (GTEC), this plan outlines the procedures that have been put in place to facilitate GTEC faculty on-campus work in the GTEC print/imaging facility (NW3-107 – approximately 3,000 square feet warehouse space) in compliance with BCIT and WorkSafeBC safety requirements.

2. Framework (information captured in the Plan)

- NW3-107 is a large (approximately 2,800 square feet) open warehouse space that houses specialized print and imaging equipment that is used by the GTEC program for graphic arts production
    - In the GTEC program, students learn to design and produce marketing materials such as posters, large format signage, labels, brochures, books, and other finished products, as well as learn how to operate high-tech imaging and finishing technologies to prepare them for careers in printing, packaging, signage and other forms of graphic production.
- Six faculty and one Assistant Instructor (the employees) are returning to work on the Burnaby campus during the summer period. Two faculty are fulltime; the balance of faculty and AI are part-time BCIT employees (they work full-time elsewhere). The hours of work may be daytime/evening/weekend, 7 days/week.
- The employees typically work in twos or threes, and sometimes independently (faculty will not all be in the same space working, at the same time)
- The work is conducted in NW3-107, which consists of cleaning, organizing and recycling pallets of printing plates, ink and paper. Office space in NW3-108 is only used by one individual at a time.
- Some equipment has been identified as needing cleaning/maintenance by a third party, such as the 4-colour printing press. When it is identified that a third party in needed then the External Service Providers Checklist will be used
- A pallet jack will be used to move heavy objects.
- 2 metres can be maintained between employees while they are working in NW3-107.
- Signage:
    - '2 metre physical distancing' sign is posted in the hallway and in the NW3-107 lab (at 4 key positions in the lab)
    - WorksafeBC health screen poster is posted at the door to NW3-107
    - Handwashing sign has been posted near the handwashing sink in NW3-107, as well as in washrooms on the 2nd level of NW3-107
    - 'do not use this equipment' sign is posted over the water fountain in the common hallway of NW3
- Health screen is conducted by self-assessment prior to working in the lab
- Hand washing will take place before work starts and before/after breaks, and before/after using any common touch points (such as the pallet jack)
    - Hand sanitizer has been procured (either procured with BCIT Inventory or, if purchased separately; on the Government of Canada list of 'Hard Surface Disinfectants and Hand Sanitizers COVID-19') and placed at 6 points in the lab, including at the main entry
    - Hand washing sink – stocked with soap and paper towel – is available within the GTEC lab; as well, washrooms are located on the 2nd floor of NW3
- Common touch points, such as equipment or pallet jack, will be cleaned by Faculty (or Assistant Instructor) before and after use with disinfectant spray or disinfectant wipes (either procured with BCIT Inventory or, if purchased separately; on the Government of Canada list of 'Hard Surface Disinfectants and Hand Sanitizers COVID-19'). Personal protective equipment will be used (nitrile gloves and, if appropriate, eye protection).

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

- Team meetings and email distribution
- Posted electronically in the project shared network repository (Risk Assessment, Approved RTC Plan, and SOPs)
- Appropriate signage posted in the GTEC lab

4. Any education/training requirements

- Employees must complete the Pandemic Exposure Control Plan Summary training

5. Materials/equipment needed to operationalize the Plan

- An initial supply of most necessary materials/equipment has been procured (either procured with BCIT Inventory or, if purchased separately; on the Government of Canada list of 'Hard Surface Disinfectants and Hand Sanitizers COVID-19'). This includes the following items:
    - Hand soap and paper towel for the handwashing sink located inside NW3-107 (used regardless of COVID)
    - Hand sanitizer (Germs be Gone; Eco Hand Sanitizer; Ecological Hand Sanitizer with Conditioning Aloe; One Step) to be placed at 6 points around the NW3-107, including at the entry to the lab
    - Disinfectant spray (Medpro Defense Bioclean Disinfectant) and paper towel placed at the entry to the lab
    - Nitrile gloves (Curad gloves) placed at the entry to the lab

- Personal protective equipment (PPE) to be ordered and/or replenished, is noted below (on an ongoing basis, other non-PPE items, such as hand soap and paper towel, will also be replenished).

Item	Quantity	Purpose
Hand sanitizer towers	6 stations	As an alternative to hand washing
Hand sanitizer bottles (for Sanitowers)	12 bottles, to be replenished as required	As an alternative to hand washing
Disinfectant Wipes	12 canisters, to be replenished as required	To clean high touch areas and work surfaces (disinfectant wipe cannot be used on all equipment)
Surface Disinfectant Sprays	12 bottles, to be replenished as required	To clean equipment and hard surfaces (as an alternative cleaner to disinfectant wipes)
Isopropyl Alcohol (Sprays/Wipes)	200 (or quantity established per order), to be replenished as required	To clean and wipe down equipment (while wearing gloves)
Nitrile disposable gloves	1 box, to be replenished as required	To use with disinfectant and other approved cleaning products (appropriate for the item being cleaned)
Eye protection – safety glasses/goggles	10 pair, to be replenished as required	To use, as appropriate, for cleaning products used
Disposable masks	1 box, to be replenished as required	To use, if faculty need to work in close proximity on equipment, where 2 metre distancing can't be maintained
Face Shields	1 case (48 per case)	To use, if faculty need to work in close proximity on equipment, where 2 metre distancing can't be maintained

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

- The GTEC lab is large enough that physical distancing for faculty can be maintained. However, masks and face shields will be made available for use, if there's a need for faculty to be in close proximity.

7. Procedures for picking up/dropping off equipment (if applicable)

- When it has been identified that a third party is needed (for example, a contractor to service equipment), then the External Service Providers Checklist will be used.

8. Procedures for room management (if applicable)

- Not applicable

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

- Isopropyl Alcohol Wipes will be used, while wearing gloves, to wipe down equipment

- Disinfectant wipes will be used for cleaning high touch surfaces that cannot be sprayed with disinfectant spray
- Disinfectant solution and paper towels are available for cleaning surfaces/tools, as appropriate
- Disposable nitrile gloves and safety glasses, will be available for use with cleaning products and disinfectant

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

- Facilities has been notified for regular cleaning before/after faculty are on site

11. Process for monitoring compliance to this Plan

- Use 'Common Control Measures' checklist from Sharespace
- Faculty will monitor compliance to the plan, and report any deficiencies (such as supplies needing to be replenished).

The accompanying zip file includes a series of photos to show placement of signage, as well as placement of items that were requested to be procured (hand sanitizer, soap and paper towels, disinfectant, nitrile gloves), as well as photos of some common space in NW3.

BCIT

WORKSAFE BC

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.