



| COVID-19 EXPOSURE PREVENTION IN-CLASS INSTRUCTION RISK ASSESSMENT | | | |
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| Assessment Dates: | June 22, 2020 | Room(s): | NE1 340E |
| Assessor(s): | Rebecca Chen, OHS Training Coordinator; Tamara Pongracz, Faculty | | Class Type: <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lecture Hall <input type="checkbox"/> Laboratory <input type="checkbox"/> Shop Floor |
| Hand Washing Location(s): | Hand sanitizer is available at the entrance of NE1 340. One female washroom and one male washroom is available on the third floor of NE1. | | |
| Use Description: | <p>Trades Access Department supplies Vocational Faculty for tutorial support for trades students at NE1-340F.</p> <p>Maximum five students with one instructor.</p> <p>Room NE1-340 which is the outer room of NE1-340E. This room may be used as exam room. There is the online appointment booking system to ensure no tutorial sessions in NE1-340E will take place when an exam is scheduled in NE1-340.</p> | | |

NOTE:

The ITA leads and coordinates B.C.'s skilled trades system by working with employers, employees, industry, labour, training providers and government to issue credentials, manage apprenticeships, set program standards and increase opportunities in the trades. The ITA works very closely with BCIT as an educational provider. BCIT provides the ITA spaces for the sole purpose of administering/ invigilating tests for Apprentices at various levels. An agreement between the ITA and BCIT in April, 2020 authorized the resumption of Interprovincial Exams, whereupon BCIT would continue to provide space for this activity while the ITA would continue to provide staff to invigilate exams.

| GENERAL TRANSMISSION PREVENTION GUIDELINES | |
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| EDUCATION | Post infection control practices and physical distancing posters. <i>Posters available on OHS ShareSpace.</i> |
| | 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. <i>With tape, chalk, etc.</i> |



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| | 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. <i>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.</i> |

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 (**Rare, Unlikely, Possible, Likely, Very Likely**), Consequence (**Extreme, Major, Moderate, Minor, Insignificant**) and Risk Level (**High, Medium, Low**) 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.

NOTE:

Effective May 11, 2020, the ITA updated their requirements, which reflected collaborative discussion that BCIT had been having with the ITA prior to this date. These guidelines, which pertain to all examination rooms (classrooms and lecture halls) that had been, and are being, identified which fit within the designated parameters described below. As ITA staff are responsible for invigilating these exams, all classroom management is conducted by ITA invigilators.

| | Lists of potential tasks/situations during instruction. | Potential hazardous conditions associated with the task/situation. | Likelihood | | Consequence | | Risk Level | | Possible Controls <i>See Table 2 for implemented control measures.</i> |
|----|---|--|------------|------|-------------|-------|------------|------|--|
| | | | W/out | With | W/out | With | W/out | With | |
| 1. | Students attending tutorial session. | Close physical contact; Touching contaminated surfaces | Possible | Rare | Major | Major | High | Low | <ul style="list-style-type: none"> • Students will book their appointment online prior to attending to class. • Communication send to students regarding BCIT’s COVID-19 protocol prior to attending class e.g., : <ul style="list-style-type: none"> ○ DO NOT COME TO CAMPUS if feeling sick or have a fever, cough, or difficulty breathing. ○ DO NOT COME TO CAMPUS if self-isolating. ○ Maintain at least 2 metres distance between yourself and the others. ○ Wash your hands or hand sanitize before class and after you leave class, at a minimum. ○ Do not touch your face unless you have clean hands. ○ Cough or sneeze into a tissue or elbow, not your hands. ○ One student at a time in washroom. ○ Pay attention to posted safety signage. ○ Avoid large gatherings in common areas. ○ Follow any additional instructions provided to you to keep you safe. • 2 m markers are in place in the corridor outside NE1-340 when students have to lining up. • 2 m physical distancing must be maintained at all times. Maximum 5 students are allowed in the tutorial room (NE1-340E). One instructor will present. • Post Occupancy poster by NE1-340E’s entrance. Printable version is accessible HERE. |

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|----|---|--|----------|------|-------|-------|------|-----|--|
| | | | | | | | | | <ul style="list-style-type: none"> • Students are spaced with a min. of 2m when seated. Each student will have an individual desk. • Traffic directional arrows are marked on floor to ensure person passing by is 2 m away from seated students. • Instructor table is located 2 m from the students. • Tutoring materials will be projected on the screen at the front to reduce shared items. • Live demonstrations broadcast via IPad and Smart TV. Instructor to wipe clean the Ipad before and after use. • One- way traffic is set up in NE1-340E. Refer to PHOTO 1. • COVID-19 safety Plan is posted in the corridor wall by the entrance. • Students should sanitize their hands frequently, before and after class at minimum. (hand sanitizer station is in place) |
| 2. | Ensure cleaning space prior to and following conclusion of tutorial sessions. | Not applicable for students and instructors. | Possible | Rare | Major | Major | High | Low | <p>Program to arrange to have classrooms disinfected before and after each class session. Coordinate with FCD to submit work request for custodial services, for procedures visit: https://www.bcit.ca/facilities/facilities-services/maintenance-planning/work-requests/. Indicating time and location when requesting cleaning.</p> |

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 |
|-------------------------------------|--|---------------------------------|--------------------------|-------------------------------------|--|
| | | | 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> |
| Personal Hygiene | Hand washing/sanitizing. | 1 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Hand sanitizers and washrooms are available. |
| Physical Distancing | Seated occupants will be more than (2m) apart. | 1 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Furniture spaced sufficiently apart. Traffic directional arrows to be marked on the floor. One way traffic is set up in the tutorial room. Ensure there is no exam taking place when scheduling tutorial sessions. |
| Ensure cleaning workplaces | Arrange sanitizing spaces prior to and following conclusion of classes. | 2 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Program to send Work requests to Facilities Work Request system. |
| Staying Home of if Sick | Programs send communication to students to stay home if sick or feeling unwell | 1 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Program to send emails to students. |
| Signage | Post physical distancing (2 m) signage by the entrance. Post COVID-19 Safety Plan by the entrance. Post Occupancy poster by NE1-340E's entrance. | 1 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Program to post signage. |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | |

Upon Assessment Completion: Supervisor/Manager

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| <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 final approval. | Supervisor/Manager Name: | Mubasher Faruki |
| | Approval Date: | August 4, 2020 |

Appendix A Photographs

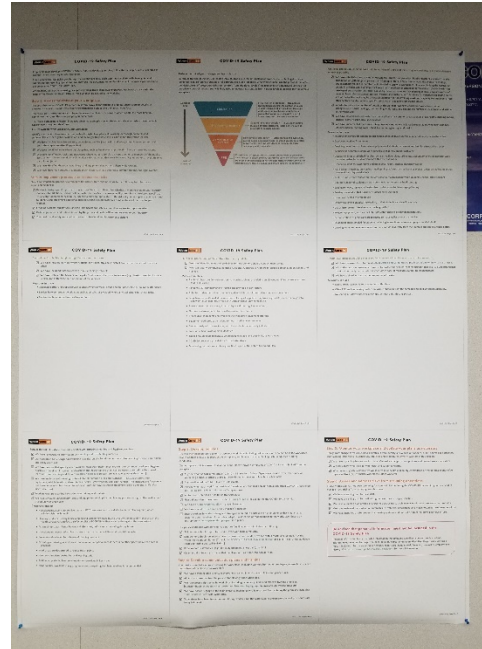
PHOTO 1:



Desks are spaced out with 2 m apart.
Traffic directions to be marked on the floor, e.g., yellow arrow in the pic.

PHOTO 3:

PHOTO 2:



COVID-19 Safety Plan is posted in the corridor wall by the entrance of NE1-340.

