



Return to Campus Plan COVID-19 Exposure Prevention

Campus	Burnaby	Approving Authority	
Dept/School	School of Transportation	Program	Trades Tutorial
Submitter	Tamara Pongracz	Submission Date	July 15, 2020
# of Students involved	4	# of Staff involved	1
Return to campus start date and end date	Start Date August 17, 2020	End Date TBD	Involved in developing the Plan 2
Purpose	To provide Trades Access Faculty for by appointment in person tutorial for students in trades training and apprenticeship. Online tutorial is available, but has been found to be unsuitable for some 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 on a daily basis to ensure all safety protocols are followed, as outlined in their return to campus plan.

Approved

Approving Authority Signature	Mubasher Faruki	Date	August 4, 2020
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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.

1. Description

2. Framework (information captured in the Plan)

For example:

- Plan the work being conducted to allow for 2 meter physical distancing between all involved.
- Provide sufficient soap and water or hand sanitizers and post the locations to encourage good hand hygiene.
- Enhance cleaning and disinfecting of the workplace, particularly high contact items such as handrails, doorknobs, shared tools or equipment and washroom facilities.
- Hand washing, 4 key points, and physical distancing signs posted.
- Those who are displaying symptoms must leave the campus.
- Employees must complete the Pandemic Exposure Control Plan Summary training.
- Communication to students regarding behaviour expectations and not coming to campus if sick.

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

Risk Assessment and Return to Campus Plan

4. Any education/training requirements

5. Materials/equipment needed to operationalize the Plan

These are materials in addition to what you normally use, and would make a request to Purchasing or Facilities to obtain. Take into account it might take several weeks to get what you need.

e.g.

Item	Quantity	Purpose
Smart TV and Egotron Stand	1	Broadcast live stream demonstrations to ensure physical distancing
iPad	1	Live stream demonstrations and record file for the student to take away

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

Broadcast live stream any demonstrations

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

N/A

8. Procedures for room management (if applicable)

N/A

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

Includes PPE requirements



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

Program area to submit a work request for custodial services once Risk Assessment approved.

11. Process for monitoring compliance to this Plan

e.g. Checklist, who monitors (e.g. supervisor/instructor spot checks), frequency e.g. minimum daily.

A rota will be created to assign Faculty to booked appointments – Department Head will monitor appointments and ensure Facilities Requests have ben submitted for cleaning of surfaces