



## Return to Campus Plan COVID-19 Exposure Prevention

<b>Campus</b>	<b>Burnaby</b>		<b>Approving Authority</b>	
<b>Dept/School</b>	<b>Student Operations</b>		<b>Program</b>	<b>Test Centres</b>
<b>Submitter</b>	<b>Tamara Jeffery</b>		<b>Submission Date</b>	<b>Aug 14, 2020</b>
<b># of Students involved</b>	<b>Up to 32 at a time</b>		<b># of Staff involved</b>	<b>10</b>
<b>Return to campus start date and end date</b>	<small>Start Date</small> <b>Aug 31/20</b>	<small>End Date</small> <b>Ongoing</b>	<b>Involved in developing the Plan</b>	<b>Tamara Jeffery</b>
<b>Purpose</b>	<b>Ensure student and Assessment Administrator safety during in-person computer testing in the new Burnaby Test Centres (rooms SE6 102 and 103).</b>			

### 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

<b>Approving Authority Signature</b>	<b>Dawna MacKay</b> 	<b>Date</b>	<b>August 17, 2020</b>
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### JOHSC Review

<b>JOHSC Name</b>		<b>Date submitted to JOHSC</b>	
<b>Comments</b>			



### 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.

<b>Approving Authority Signature</b>		<b>Date</b>	

### EOC signature

Name	Position	Signature	Date

## Return to Campus Plan

Use this document as a guide for the information needed in the Plan.

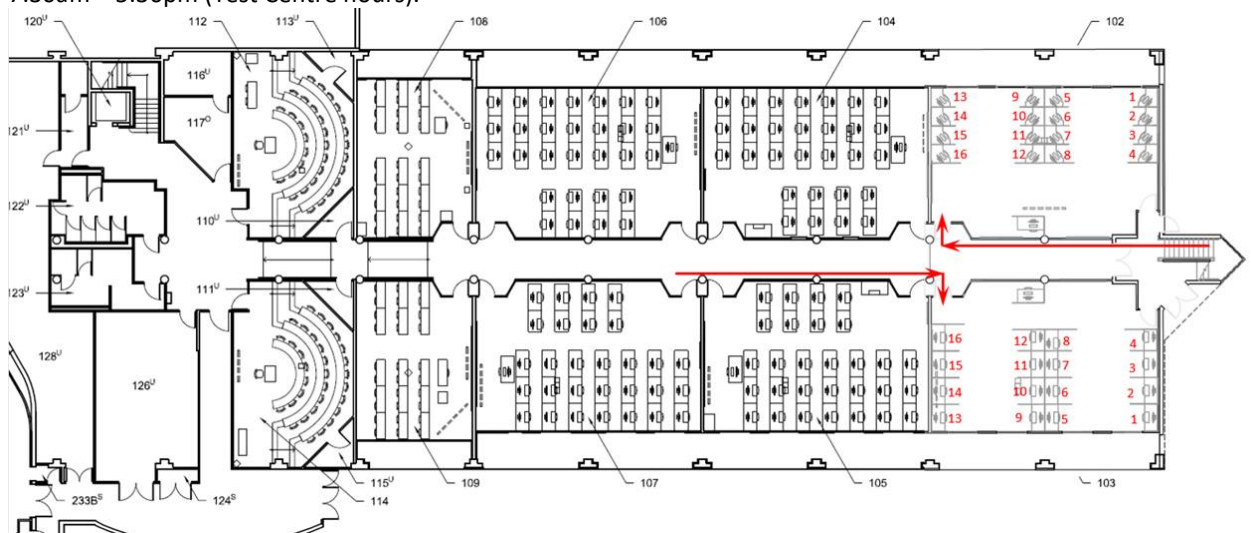
### 1. Description

- This document, combined with the 'COVID-19 Exposure Prevention In-Class Instruction Risk Assessment' completed on July 30<sup>th</sup>, 2020, outlines the measures that have been and will be taken and the protocols put in place to ensure that in-person paper-based and computer exams 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)

#### Elimination of hazard

- Renovation of rooms 102 and 103 allows for 2 metre physical distancing between all involved. [see **SE06-102 numbering and SE06-103 numbering**]
- Students will arrive to the first floor to line up for exam following the floor markers for direction and allowing for 2 metre physical distancing between all involved. Those testing in room 102 will come from the east entrance door, and those testing in room 103 will come from the west entrance and follow the stairs down to the first floor to avoid crossing each other. The east entrance to the building is currently locked. Will work with Security to have this entrance unlocked between the hours of 7:30am – 5:30pm (Test Centre hours).



- Schedule exams to allow for break between exams of a duration to ensure proper cleaning and sanitizing to be carried out.
- Established and posted occupancy limits: The first floor of SE06 will be considered a 'space' and the maximum occupancy for this space will be 50 people.
- Prop doors open for entry to, and exit from, Test Centres to eliminate high touch point door handles. These doors will be closed during the testing to eliminate distraction

#### Engineering (barriers and partitions)

- Acrylic partitions to be installed between student desks to accommodate 16 students in Test Centres [see **SE06-102-103 Computer labs (analysis)**]

#### 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.

- Communication to students regarding where to line up upon arrival to campus.
- Hand washing, 4 key points, and physical distancing signs posted.
- Those who are displaying symptoms must report to first aid and leave the campus.
- Directional signage e.g. one way walkways
- Signage on cubbies to inform students to not share cubby spaces
- Students will be advised to take stairs to Test Centre. If not possible, elevators are available in the lobby, with an occupancy limit of one per car.

***Cleaning and hygiene practices***

- Provide sufficient hand sanitizers and post the locations of hand washing facilities to encourage good hand hygiene.
- Enhance cleaning and disinfecting of the exam area, particularly high contact items such as handrails, doorknobs
- Schedule BEST cleaning of washrooms shortly after start of exams and again after end of each set of exams
- Schedule BEST sanitizing of Test Centre desks and chairs, lockers and high touch points such as door handles and computer mice after each exam sitting. Keyboard covers to be swapped out with disinfected keyboard covers after each exam.
- Schedule BEST sanitizing of Test Centre invigilator office at the end of each day

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

- Zoom meeting with all Test Centre invigilators and AIC Faculty involved
- Zoom meeting between faculty and students prior to exam date
- Test Centre orientation handout, RA, RTC plan and space layout shared in advance with students in the Learning Hub.
- Verbally with students on arrival
- Verbally with students at start of exam

**4. Any education/training requirements**

- Assessment Administrators must have successfully completed the BCIT pandemic training course

**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
Hand sanitizing station	2	One at each Test Centre entrance for students to sanitize their hands upon arrival and departure
Protective Face Shield	10	One for each Assessment Administrator and one for the supervisor for when physical distancing cannot be kept between students (computer troubleshooting, medical emergency).
Hand sanitizing pump	2	One 500mL pump bottle for Assessment Administrator desk
Disposable Face masks	2 boxes	One for each Test Centre to distribute if requested by students/staff that are filling in for

		vacation/sick.
Disinfectant Alcohol wipes	2 packages	One for each Test Centre to use as needed on high touch points such as closing door when exam begins and reopening when exam is completed.

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

- n/a; physical distance can be maintained
- In the event of a student medical emergency or computer problem, the Assessment Administrator will wear a Face Shield or Mask when helping the student and will wash or sanitize their hands before and after helping the student.

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

- n/a

**8. Procedures for room management (if applicable)**

- Desks are spaced apart per recommended room layout, to ensure distancing and egress pathways are clear with more than 2 metres spacing.
- Plexiglass walls will be installed between each Test Taker and Test Takers will be loaded into the room one at a time following the floor markings.

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

- BEST. Facilities request has been entered. (see attached).

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

- Submission via the Facilities Work Request System: Test Centre Supervisor

**11. Process for monitoring compliance to this Plan**

- Assessment Administrator will invigilate exams and monitor student compliance to the plan
- Test Centre Supervisor will do spot checks for compliance to this plan
- Will follow the approved and posted room layouts for rooms SE06-102 and SE06-103
- BBY JOH&S committee will regularly review compliance to and effectiveness of plan.