

## COVID-19 EXPOSURE PREVENTION IN-CLASS INSTRUCTION RISK ASSESSMENT

<b>Assessment Date:</b>	August 10th, 2020	<b>Room(s):</b>	AIC Test Centre (room 2649 )	<b>Class Type:</b>	<input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lecture Hall <input type="checkbox"/> Laboratory <input type="checkbox"/> Shop Floor
<b>Assessor(s):</b>	Tamara Jeffery, Supervisor, Student Operations Rebecca Chen, OHS Training Coordinator			<b>Hand Washing Location(s):</b>	Washrooms in the hallway
<b>Use Description:</b>	Exam writing in computer lab environment. <ul style="list-style-type: none"> <li>12 students capacity for room.</li> <li>Test Center normally opens during 7:00 am – 2:00 pm. There will be a 1-hour buffer between each test to allow proper cleaning and disinfecting of the room.</li> </ul>				

### GENERAL TRANSMISSION PREVENTION GUIDELINES

EDUCATION	Post infection control practices and physical distancing posters. <i>Posters available on <a href="#">OHS ShareSpace</a>.</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 <a href="#">BCIT Pandemic Exposure Control Plan Training</a> .
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>
	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.

*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](mailto:ssemohs@bcit.ca) for further guidance regarding PPE.*

### 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**), 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).
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.

	Lists of potential tasks/situations during instruction.	Potential hazardous conditions associated with the task/situation.	Likelihood		Consequence		Risk Level		Possible Controls
			W/out	With	W/out	With	W/out	With	See Table 2 for implemented control measures.
1.	Send email communication to students with COVID – 19 awareness prior to exams	Contamination on surfaces	Possible	Rare	Major	Major	High	Low	<ul style="list-style-type: none"> <li>• Prior to exams, student read one-pager handout in D2L and the orientation handout regarding BCIT's COVID-19 protocol.</li> <li>• Students will receive a 10 minutes orientation prior to their first exam in the Test Centre</li> <li>• Communicate the loading plan to students taking exams prior to arriving at the test center, if feasible.</li> <li>• The exam administrator who hands out the scrap paper must wash or sanitized their hands properly before handling the paper. Distribute scrap paper at each arranged seat prior to students entering so that no interactions within 2-metre will occur.</li> <li>• The exam administrator will prompt doors open before the exam starts and ends, to reduce touches on the doors.</li> <li>• Ensure hand sanitizer station is available at entrance, if feasible.</li> <li>• Ensure <a href="#">Public Health Agent of Canada approved disinfectant cleaners</a> are available in test center. SOP of safely using BCIT approved</li> </ul>



									<p>disinfectant products are available on <a href="#">ShareSpace</a>.</p> <ul style="list-style-type: none"> <li>Coordinate with <a href="mailto:ppe@bcit.ca">ppe@bcit.ca</a> regarding disinfectant cleaners (bottle sprays) supplies.</li> </ul>
2.	Students lining up in the hallway	Students within 2-metre of each other	Possible	Rare	Major	Major	High	Low	<ul style="list-style-type: none"> <li>Ensure there is 2-metre distance for each student when lining up outside the Test Center entrance. Consider to mark down standing positions on the floor as an indicator. Consider to number each standing mark and match the number with the seats inside the test Center. Post instructions by each entrance to guide students to find their seats.</li> <li>Post 2 metre social distancing poster by the Test Centre entrance.</li> <li>Arrange ingress and egress routes for each Test Center so that there is no chance a student can encounter another student(s) on their way in and/or out within 2-metre distance.</li> </ul>
3.	Verifying student ID	Students touching surfaces  Exam administrator in proximity of student(s)	Possible	Rare	Major	Major	High	Low	<ul style="list-style-type: none"> <li>Exam Administrator to stand back 2m from students who will show their student ID card upon entry to Test Centre.</li> <li>Disinfectant cleaner at exam administrator's station.</li> </ul>
4.	Students going to their computer and take the exam.	Invigilator and or other students in proximity of student(s)	Possible	Rare	Major	Major	High	Low	<ul style="list-style-type: none"> <li>Arrange ingress and egress route for each Test Center so that there is no chance where a student might encounter another student(s) on their way in and/or out within 2-metre.</li> <li>Consider to email students or post the Loading Plan outside the Test Center's entrance to guide students to find their seat.</li> <li>Instruct students to place their personal belongings in the lockers by the entrance. Do not share slots.</li> <li>Ensure lockers are left unlocked to avoid touching handles and are disinfected after each test session.</li> <li>Limit number of occupancies and arrange seats so that each student is 2-metre apart from the other student from all directions. If not feasible, consider installing proper-dimensioned barrier(s) between each individual when seated</li> </ul>

									<p>and 2-metre distance must be maintained at all time when a student is mobile. See picture 1 for where barriers need to be installed.</p> <ul style="list-style-type: none"> <li>• If a student requires a calculator or dictionary, these can be made available, but when finished with the loaned item, it must be placed in a bin and left for three days before disinfecting. The Assessment Administrator must wash or sanitize their hands prior to and after cleaning the item.</li> <li>• When students have questions during exam, the exam administrator will use the Net Support School Chat function to provide directions remotely. If students experience connection issues which require the Exam Administrator to attend to the computer station of student, student shall keep 2 m away while the Exam Administrator fixing the connection.</li> </ul>
5.	Student finishing exam and leaving the Test Centre		Possible	Rare	Major	Major	High	Low	<ul style="list-style-type: none"> <li>• Arrange ingress and egress routes for each Test Center so that there is no chance where a student can encounter another student(s) on their way in and/or out within 2-metre distance.</li> <li>• After finishing exams, students drop scrap paper off in a box to be shredded later.</li> <li>• Student to sanitize or wash hands after finishing the exam.</li> <li>• Test Centre is the process of getting a shred-it bin to avoid handling of scrap paper. During the interim, individual who shred the scrap paper is recommended to leave the paper for three days before handling. Do not touch nose, face, nor mouth while handling scrap paper and wash hands properly after finishing handling.</li> </ul>
6.	Cleaning between each test sessions		Possible	Rare	Major	Major	High	Low	<ul style="list-style-type: none"> <li>• Arrange cleaning with custodial services between each test sessions.</li> <li>• Keyboard covers are available to be replaced between each text sessions. Covers will be disinfected by cleaning staff at the end of testing day.</li> <li>• Individual who replace the keyboard cover to wash hands properly before placing the clean covers. Do not touch nose, face, or mouth while</li> </ul>



									handling the covers and wash hands properly after handling. <ul style="list-style-type: none"> <li>• Arrange cleaning with custodial services after the last test session.</li> </ul>
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## 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>
Physical distancing and installing barriers	Refer to Loading Plan for Room 2649	All	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Coordinate with <a href="mailto:ppe@bcit.ca">ppe@bcit.ca</a> for barriers.
Frequent hand washing and/or sanitizing.	Place posters on hand washing at obvious places ( <a href="#">digital copy</a> ).  Ensure effective sanitizers are available for both invigilators and students to use.	All	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Test Center to procure signage: <a href="https://inventory.bcit.ca/collections/eoc-approved-covid-19-signage">https://inventory.bcit.ca/collections/eoc-approved-covid-19-signage</a>
Timely cleaning applied and scheduled for areas occupied by people, such as, exam administrator, desk/table, room door handles, test stations including, cubbies, desk surfaces, mouse, and keyboard after each test.	Arrange and submit Facilities Cleaning Services.  Ensure effective disinfectant cleaners and or/disinfectant wipes are available.	All	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Test Center to arrange and submit Facilities Cleaning Services.  Ensure <a href="#">Public Health Agent of Canada approved disinfectant cleaners/wipes</a> are available in this room. SOP of safely using BCIT approved disinfectant products are available on <a href="#">ShareSpace</a> .
Marking on the floor indicate directions and standing spots.	Mark down lines for students waking path in the Test Centre.  Mark down standing spots outside of Test Center in the hallway.	All	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Test Centre to place marks at proper locations.
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

			<input type="checkbox"/>	<input type="checkbox"/>	
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### Upon Assessment Completion: Supervisor/Manager

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](mailto:ssemohs@bcit.ca)).
3. Please submit a copy to BCIT OHS ([ssemohs@bcit.ca](mailto:ssemohs@bcit.ca)) for final approval.

Supervisor/Manager

Name:

Approval Date:

*Tamara Jeffery*

Aug. 10, 2020



## Appendix A Photographs

PHOTO 1:

This test centre can accommodate 12 stations, with barriers erected at noted locations.

**Legend:**

— Barrier (acrylic or other style panel)

