



COVID-19 EXPOSURE PREVENTION IN-CLASS INSTRUCTION RISK ASSESSMENT

Assessment Date:	May 4 2020	Room(s):	NE04, NE02 Hoop Bldg.	Class Type:	<input type="checkbox"/> Classroom <input type="checkbox"/> Lecture Hall <input type="checkbox"/> Laboratory <input checked="" type="checkbox"/> Shop Floor
Assesor(s):	John Di Bella OHS Coordinator			Hand Washing Location(s):	
Use Description:	4 carpentry classes scheduled to start on May 25 th .				

GENERAL TRANSMISSION PREVENTION GUIDELINES

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>
	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)	<p>Instruct students on how to safely use, remove, and dispose/clean (as applicable) any required PPE for the class.</p> <p><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></p>

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.

	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 working in a large shop-area.	Work within proximity of staff and other students.	Li	R	Ma	Ma	High	Low	Space work stations to allow for 2m distancing. Designate walk ways in spaces to lead to washrooms, tool cribs, hand washing, etc. while maintaining 2 m distancing. Distancing and protecting yourself from getting sick procedures signs will be posted throughout shop and work areas
2.	Students using tools and equipment.	Similar contact points, sharing tools and equipment.	Li	R	Ma	Ma	High	Low	When possible, assign tools to a students for the duration of the class, day, whatever is feasible. Arrange for the cleaning and disinfection of assigned tools upon return.
3.	Students sharing larger tools/equipment.	Common touch points, cannot be assigned. Social distancing less than 2m	Li	R	Ma	Ma	High	Low	Develop procedures for safe use of shared equipment (hand washing before/after use, sanitizing after each if applicable). Ensure that shared tools are sanitized on a regular basis When 2m distancing is a challenge when using the walkway through common stationary equipment, tools will be locked out to be able to maintain 2m distancing and/or Where there is the ability, barriers will be installed Distancing signs and protecting yourself from getting sick procedures will be posted throughout areas
4.	Students using several areas of the shops for a variety of projects, potentially rotating use of	Working within 2m, sharing spaces and touching common surfaces.	Li	R	Ma	Ma	High	Low	Ensure students wash hands before and after classes, or when transitioning to another space as part of a class. Ensure work spaces have a capacity to allow for distancing.



	areas between classes/groups.								Procedure for disinfecting work spaces after use if not assigned to a student. Distancing signs and protecting yourself from getting sick procedures will be posted throughout areas
5.	Instructor Demonstrations	Instructors and students working within 2m. Instructors sharing demonstration tools	Li	R	Ma	Ma	High	Low	Ensure demonstration areas are set up to allow for students to observe and listen while maintaining 2m distancing. Instructors to wash hands before and after using any shared demonstration items. Protecting yourself from getting sick procedures will be posted throughout areas
6.	Students using shared areas (washrooms, rest/break areas.	Common touch points, students within close proximity.	Li	R	Ma	Ma	High	Low	Determine and implement capacities for shared areas. If classes are run without a significant break period (lunch), have students leave campus after class (if applicable). Have common areas frequently cleaned/disinfected. Clearly state procedures and practices for break areas (washing hands before/after). Students will take coffee and lunch breaks at their work stations Washrooms and common touch points will be cleaned on a regular basis Common areas, tools, and equipment do not need to be cleaned after each use. The main control of common touch points needs to be frequent hand washing / sanitizing. Best practice is to wash/sanitize hands before and after use. Having frequent cleaning (such as a designated cleaner cleaning common touch points on a circuit) will help reduce potential exposures.
7.	Reusing building materials	Students and staff may reuse construction materials, shared touch points	Li	R	Ma	Ma	Hi	Low	Hand washing procedure before and after use of such materials. If applicable, cleaning/disinfecting materials. Protecting yourself from getting sick procedures will be posted throughout areas
8.	Students using tool crib.	Close proximity interactions, common touch points.	Li	R	Ma	Ma	High	Low	Have class tools set up prior to class for students. Install a barrier between tool room attendant and students if room is to be open (i.e. plexiglass). Mark of line to tool crib to allow distancing – have a line capacity. Ensure that disinfecting procedure is followed for all returned tools and equipment.



9.	Work required within 2 m social distancing.	Student work that is unsafe or impossible to do while maintaining distancing is required.	Li	P	Ma	Ma	Hi	Mod	Situations distancing is not possible should be avoided when possible. It is not guaranteed that such situations will be approved, even with controls. The main controls are: <ul style="list-style-type: none">• All involved parties wear a face mask.• Hand washing before and after activity.• Information about how to use PPE (including avoiding touching face once mask is on, not doffing until away from others, washing hands after handling worn PPE).• Such situations must be clearly identified and described to affected parties.
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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>
Space work stations to allow for 2m distancing.	<ul style="list-style-type: none"> - 8 x 8 Cubicles as students work stations - Signage to direct students and instructors - Arrows showing direction - Designate walk ways in spaces to lead to washrooms, tool cribs, hand washing, etc. while maintaining 2 m distancing. - Distancing signs and protecting yourself from getting sick procedures will be posted throughout areas 	Students working shop area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Projects will be completed in work stations where possible Distancing signs and protecting yourself from getting sick procedures will be posted throughout areas
Using portable hand and portable tools	<ul style="list-style-type: none"> - Students will be assigned personal toolboxes which will contain portable hand tools and circular saw with cord - Students will disinfect common tools before returning them to the tool crib - Common tools will be assigned to a students for the duration of a day, days or project, whatever is feasible. - Develop procedures for safe use and disinfecting of shared portable tools (hand washing before/after use, sanitizing after each if applicable). - Arrange for the cleaning and disinfection of assigned tools upon return. 	Students using hand and portable power tools	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tool boxes will be distributed to students by the Tool Crib attendant Custodial staff will disinfect tools after being used Tool crib attendant will also disinfect tools when needed

	<ul style="list-style-type: none"> - Tools that can will be put aside for up to 3 days before it is reused by another student 				
Using common stationary equipment	<ul style="list-style-type: none"> - Develop procedures for safe use and disinfecting of shared equipment - Hand washing before/after use Tools will be sanitized after each use - Tools will be monitored and sanitized after each use by custodial staff - Ensure that shared tools are sanitized on a regular basis (after a class, daily, will depend on scheduling). 	Students sharing larger stationary tools/equipment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>A circuit will be created for cleaning Tools will be sanitized/cleaned frequently by custodian staff Common touch points will be cleaned on a regular basis by custodial staff When 2m distancing is a challenge when using the walkway through common stationary equipment, tools will be locked out in order to be able to maintain 2m distancing and/or Where there is the ability, barriers will be installed Distancing signs and protecting yourself from getting sick procedures will be posted throughout areas</p>
Ensure work spaces have a capacity to allow for distancing.	<ul style="list-style-type: none"> - 8 x 8 Cubicles as students work stations - Surfaces cleaned before/after usage (EP 66 left on surface for 10 mins before other students use it) - Ensure students wash hands before and after classes, or when transitioning to another space as part of a class. - Develop procedure for disinfecting work spaces after use. 	Working within 2m, sharing spaces and touching common surfaces.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Cleaning will be done by students Protecting yourself from getting sick procedures will be posted throughout areas EP 66 will be used when students transition from a shared space. Product will be left for 10 min before another student uses</p>
Ensure demonstration areas are set up to allow for students to observe and listen while maintaining 2m distancing.	<ul style="list-style-type: none"> - Instructors to wash hands before and after using any shared demonstration items - Instructors and students will wear masks when working within 2m. - Instructors will teach smaller groups to create the ability to observe within 2m - Instructors will wash hands before/after demonstration of tools and or task - Tools will be disinfected upon completion 	Instructor Demonstrations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Instructors will monitor the students to ensure social distancing whenever possible Distancing signs and protecting yourself from getting sick procedures will be posted throughout areas</p>
Students using shared areas (washrooms, rest/break areas.	<ul style="list-style-type: none"> - Common touch points, students within close proximity. - Washrooms will be single occupancy - Custodian staff will clean washrooms frequently - Classes will alternate their break times (coffee/lunch) - Clearly state procedures and practices for break areas (washing hands before/after). - Determine and implement capacities for shared areas. 	Students using shared areas (washrooms, rest/break areas)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Washroom will be cleaned by custodian frequently Students will take coffee and lunch breaks at their work stations Distancing signs and protecting yourself from getting sick procedures will be posted throughout areas</p>



	<ul style="list-style-type: none"> - Clearly state procedures and practices for break areas (washing hands before/after). 				
Reusing building materials Hand washing procedure before and after use of such materials. If applicable, cleaning/disinfecting materials.	<ul style="list-style-type: none"> - Hand washing procedure before and after the use of such materials. - If applicable, cleaning/disinfecting materials before and after use. 	Sharing and reusing common materials	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Students will disinfect common materials before and after use Materials will be put aside for three days before being reused
Ensure common tools being borrowed and returned to the tool crib are cleaned	<ul style="list-style-type: none"> - Have class tools set up prior to start of class for each student. - Install a barrier between tool room attendant and students if room is to be open (i.e. plexiglass). - Mark of line to tool crib to allow distancing – have a line capacity. - Ensure that disinfecting procedure is followed for all returned tools and equipment. - Arrows showing direction - Designated walk ways 	Students borrowing and returning common tools from the tool crib	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tools will be disinfected by custodial staff and/or Tool Crib Attendant before being stored away Protecting yourself from getting sick procedures will be posted throughout areas
Situations distancing is not possible should be avoided when possible. It is not guaranteed that such situations will be approved, even with controls.	<ul style="list-style-type: none"> - The main controls are: - All involved parties wear a face mask. - Hand washing before and after activity. - Information about how to use PPE (including avoiding touching face once mask is on, not doffing until away from others, washing hands after handling worn PPE). - Such situations must be clearly identified and described to affected parties. - Groups will remain the same 	Students unable to maintain 2m distancing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tool crib will provide all the necessary PPE

Upon Assessment Completion: Supervisor/Manager

<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:	
	Approval Date:	



Appendix A Photographs
