



Return to Campus Plan COVID-19 Exposure Prevention

Campus	Burnaby		Approving Authority	Dave Dunn (AD)
Dept/School	SOCE		Program	Carpentry Program
Submitter	Don Naidesh		Submission Date	
# of Students involved	64		# of Staff involved	13
Return to campus start date and end date	Start Date May 25, 2020	End Date	Involved in developing the Plan	2
Purpose	Ensure student and instructor safety during in-class instruction.			

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		Date	
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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. This document, combined with the 'Risk Assessment for Carpentry', outlines the steps that have been taken to ensure that face-to-face instruction in the Carpentry Shop can be done in a manner that meets the requirements of the Institute.
2. This Return to Campus Plan for the Carpentry Program will include:
 - 2 metre physical distancing between students and Instructors.
 - There will be 2 hand washing stations for every 8 students. Also included will be hand sanitizers at every egress within the carpentry shop (NE04) which also includes the entrance into the tool crib.
 - There will be additional disinfecting of all shared equipment by custodial staff coordinated through Facilities. This person will be on the floor in the carpentry shop from 7:30 AM – 2:00 PM to ensure all shared equipment, door knobs, handrails, common touch points and washroom facilities are sanitized as needed.
 - There are physical distancing signs posted throughout the shop. In addition, the "4 key points" are also posted online, included in the Carpentry Risk Assessment document and posted in numerous locations in the carpentry shop.
 - Any students that display COVID like symptoms must leave the campus.
 - The expectation is that Instructors and Students are required not to come to campus when feeling sick
 - Instructors must complete the Pandemic Exposure Control Plan Summary training.
 - Students are made aware through the Learning Hub that they should not come to school if they are sick. This is also included in "Carpentry Shop Policies" that will be reviewed with students when they arrive in the shop on day one.
3. The information contained in this Plan will be communicated to students online through the Learning Hub and reviewed during the first day on campus.
4. At this time there are no additional education/training requirements. The Joinery department clearly understands its role in student and staff safety in regards to preventing the spread of COVID19.
5. Carpentry currently has some materials/equipment required to put this Plan into operation. It is expected that Facilities will have soap and hand sanitizer available as required going forward.

Item	Quantity	Purpose
Hand sanitizer	9	
Spray 9	12	For cleaning shared equipment
Face masks/coverings	200	PPE



6. If physical distancing (2 metres) cannot be done, face masks will be utilized by students and Instructors. Instructors will ensure masks are worn and disposed of in a safe manner.
7. To ensure student and Instructor safety all surfaces that will or may be touched by multiple people will be disinfected immediately after a student has completed the required task. This will be done by a custodial staff member assigned full time to Carpentry by Facilities. Students will be responsible for cleaning common surfaces at their works station.
8. At this time only the carpentry shop, NE04, will be used. If classrooms are needed, there maybe additional cleaning requirements by custodial staff. If or when this happens, a Work Requests will be submitted to Facilities who will then coordinate with custodial staff.
9. Compliance to this Plan will be monitored by the Instructor of the class and any issues recorded and then posted in the shop on a daily basis.