



COVID-19 EXPOSURE PREVENTION IN-CLASS INSTRUCTION RISK ASSESSMENT

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| Assessment Date: | May 21, 2020 | Room(s): | SW1-2054, SW1-2068, SE4-100, SE4-116, vehicles | Class Type: | <input type="checkbox"/> Classroom <input type="checkbox"/> Lecture Hall <input checked="" type="checkbox"/> Laboratory <input type="checkbox"/> Shop Floor |
| Assessor(s): | Jasper Tam (Occupational Hygiene Coordinator, SSEM) Millie Kuyer (Assistant Instructor, Natural Resources and Engineering SOCE) Dave Dunn (JOHSC member/Associate Dean, SOCE) | | | Hand Washing Location(s): | SE4-102,103 washrooms SW1 2 nd floor washrooms |
| Use Description: | Ecological Restoration program field equipment pick-up/drop-off and vehicle use | | | | |

GENERAL TRANSMISSION PREVENTION GUIDELINES

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| 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)

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 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 | | Severity | | Risk Level | | Possible Controls |
|----|--|--|------------|------|----------|-------|------------|------|--|
| | | | W/out | With | W/out | With | W/out | With | See Table 2 for implemented control measures. |
| 1. | Students prepare and pick up field equipment from SW1-2054 | Exposure to COVID-19 from others | Likely | Rare | Major | Major | High | Low | <ul style="list-style-type: none"> - Post BCIT 2 m physical distancing signage and hand washing signage throughout the area. - Post WorkSafeBC Occupancy Limit sign on the entrance of the classroom for 1 person. This poster is available on the OHS ShareSpace COVID-19 resource section. - Students and instructors must clean their hands at the sink with water and soap inside the room before and after working. - Leave door to classroom open to minimize touching door handles. - Send out communications to students beforehand so that they are aware of the rules and procedures. - Instructors will prepare the equipment before the student arrives, and leave the room when the student arrives. - Only 1 student at a time allowed in the classroom. - Instructor will schedule students to come in one at a time. |

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| | | | | | | | | | <ul style="list-style-type: none"> - Staff will use EP66 or similar Health Canada-approved disinfectant to disinfect the equipment after they are returned and before they are signed out. |
| 2.. | Soil preparation in SW1-2068 | Exposure to COVID-19 from others | Likely | Rare | Major | Major | High | Low | <ul style="list-style-type: none"> - Use same procedures as for Task #1. - Block off (with tape or similar) other areas of the room that will not be used. |
| 3. | Field equipment and field samples pick up and return in SE4-100 | Exposure to COVID-19 from others | Likely | Rare | Major | Major | High | Low | <ul style="list-style-type: none"> - Post BCIT 2 m physical distancing signage and hand washing signage throughout the area. - Post WorkSafeBC COVID-19 Entry check for visitors poster at the entrance door. This poster is available on the OHS ShareSpace COVID-19 resource section. - Students and staff to wash their hands before entering and leaving the space. - Set up tape for students to wait with 2 m distance. Staff leave equipment on the counter by staff, then staff step back, and students approach to pick up the equipment. - Send out communications to students beforehand so that they are aware of the rules and procedures. - Staff will schedule students to come in one at a time before. - Staff will use EP66 or similar Health Canada-approved disinfectant to disinfect the equipment after they are returned and before they are signed out. - Keep doors propped open. |
| 4. | Study or lab work in SE4-116 | Exposure to COVID-19 from others | Likely | Rare | Major | Major | High | Low | <ul style="list-style-type: none"> - Post BCIT 2 m physical distancing signage and hand washing signage throughout the area. - Staff will schedule students to come in one at a time before. - Students and staff to wash their hands before entering and leaving the space. - Staff and students maintain 2 m physical distancing at all times. - Post WorkSafeBC Occupancy Limit sign on the entrance of the classroom for 1 person. This poster is available on the OHS ShareSpace COVID-19 resource section. |



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| | | | | | | | | | <ul style="list-style-type: none"> - Provide Health Canada-approved disinfectant to clean common touch points before and after the space is used. |
| 5. | Two trucks and passenger van for staff and students to access their research sites | Exposure to COVID-19 from others | Likely | Rare | Major | Major | High | Low | <ul style="list-style-type: none"> - Only 1 student at a time in the vehicle. - Provide Health Canada-approved disinfectant for students to wipe common touch points (seatbelts, door handles, headrests, steering wheels, and hand holds) are cleaned before and after use. |



SECTION B: To be completed by the department (must include front-line staff and supervisor/chief instructor/manager).

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 |
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| | | | 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> |
| Education | Faculty to take the online Pandemic Exposure Control Plan Training before interacting with students. | 1,2,3, | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Instructor to email confirmation that he/she has completed the Pandemic Exposure Control Plan Training to MSc Program Head (Anayansi Cohen-Fernandez) and Assistant Instructor (AIs) (Millie Kuyer and Dave Harper). |
| Safety rules/Communication | Send out communications to faculty and students beforehand so that they are aware of the rules and procedures. Post BCIT 2 m physical distancing signage and hand washing signage throughout the area. Post WorkSafeBC Occupancy Limit sign on the entrance of the classroom for 1 person. This poster is available on the OHS SharePoint COVID-19 resource section. | 1,2,3,4, 5 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Instructors and students to email confirmation that they have read the covid-19 risk assessments and MSc Return to Activity Plan by emailing Program Head (Anayansi Cohen-Fernandez) and Assistant Instructor (Millie Kuyer and Dave Harper). |
| Maintaining 2 metres physical distance | 2 metre physical distance to be maintained between faculty, students and others. | 1,2,3,4, | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Instructors and students to follow signage and obey maximum occupancy in the lab (1 person). Student to complete check list which will include verification for frequent hand washing, cleaning surfaces and touch points before and after work, maximum lab occupancy, and check in-check out with supervisor or designated check-in person. Student to email check list to the supervisor each day lab work is performed. |



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| | Only 1 student at a time in the vehicle. | | | | Als to verify only one student is in the vehicle when handing in the keys to the student. |
| No common touch points | No shared equipment or documents passed between faculty and students, unless they are cleaned (Pick up/drop off procedures). Only 1 student at a time in the vehicle. Provide Health Canada-approved disinfectant to clean lab surfaces and common touch points before and after the space is used. | 1,2,3,4, 5 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Als to disinfect equipment before handing it to students and upon receiving the equipment back from students. Als to disinfect the vehicle before a student pick it up. Students to disinfect lab surfaces and touch points before and after each use. |
| Cancelling or rescheduling work visit due to illness | Faculty or students are not to meet if either is ill. | 1,2,3,4, 5 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Instructors and students will notify each other before hand if they fill ill and the visit will be canceled or rescheduled. If the instructor or student develops symptoms of COVID-19 they must stay home and contact: <ul style="list-style-type: none"> 8-1-1 Health Links and/or the BC Self-Assessment Tool at https://bc.thrive.health/ their family physician or nurse practitioner |
| Hand hygiene | Wash hands or use hand sanitizer before and after performing lab work, eating or drinking, and entering and leaving vehicle. | 1,2,3,4, 5 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Student to complete check list which will include verification for frequent hand washing, cleaning surfaces and touch points before and after work, maximum lab occupancy, and check in-check out with supervisor or designated check-in person. Student to email check list to the supervisor each day lab work is performed. |

Upon Assessment Completion: Supervisor/Manager

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| <ol style="list-style-type: none"> Upon the completion of Tables 1 and 2, the approving supervisor/manager signs or types name in the adjacent space. If you need any assistance to complete this assessment, contact BCIT OHS (ssemohs@bcit.ca). Please submit a copy to BCIT OHS (ssemohs@bcit.ca) for final approval. <p>Note: when you have completed implementing your controls, complete the Common Control Measures Checklist.</p> | Supervisor/Manager Name: | Steven Kuan |
| | Approval Date: | June 17, 2020 |



Appendix A Photographs

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| No photos taken. | |
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