



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

<b>Assessment Date:</b>	June 11, 2020	<b>Room(s):</b>	SW3-1655, SW3-4650, SW3-4635	<b>Class Type:</b>	<input type="checkbox"/> Classroom <input type="checkbox"/> Lecture Hall <input checked="" type="checkbox"/> Laboratory <input type="checkbox"/> Shop Floor
<b>Assessor(s):</b>	Jasper Tam (Occupational Hygiene Coordinator, SSEM) Colleen Chan (Faculty, SOCE) Kevin Soulsbury (Faculty, SOCAS)			<b>Hand Washing Location(s):</b>	Sinks inside laboratories.
<b>Use Description:</b>	Student doing lab work for the Ecological Restoration M. Sc. Program.				

### GENERAL TRANSMISSION PREVENTION GUIDELINES

<b>EDUCATION</b>	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> .
<b>PHYSICAL DISTANCING</b>	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.
<b>CONTROLLING COMMON TOUCH POINTS</b>	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.
<b>PERSONAL PROTECTIVE EQUIPEMENT (PPE)</b>	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. Identify potential hazardous conditions taking into account modes of transmission: **a.** Droplet (if within 2 metres), generally from coughing or sneezing, contacting eyes, nose and mouth **b.** Indirect contact: through touching contaminated surfaces, then touching eyes, nose, or mouth before washing/sanitizing hands. **c.** Direct contact: skin to skin touching, such as shaking hands, then touching eyes, nose or mouth before washing/sanitizing hands.
3. Refer to the [BCIT Risk Assessment Matrix](#) for further instructions.
4. 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). In reference to COVID-19, the Severity has been assessed as **Major**.
5. State possible control measures for the task/situation in the final column.
6. Controls must be implemented for such that the risk level with controls (With) is Low.
7. 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.	Student doing lab work in SW3-1655. There will only be one student.	Exposure to COVID-19 from others.	Unlikely	Rare	Major	Major	Medium	Low	<ul style="list-style-type: none"> <li>- Post BCIT 2 m physical distancing signage and hand washing signage throughout the area.</li> <li>- Post WorkSafeBC COVID-19 Entry check for visitors poster at the entrance of the classroom. This poster is available on the OHS ShareSpace COVID-19 resource section.</li> <li>- Students and instructors are to maintain 2 m physical distancing at all times.</li> <li>- Students and instructors must clean their hands with hand sanitizer or hand washing before and after the class activity.</li> <li>- Send out communications to student beforehand so that they are aware of the rules and procedures.</li> <li>- Disinfect all touch points with Health Canada-approved disinfectant at the end of</li> </ul>



										<p>each lab day and/or before the next person uses it.</p> <ul style="list-style-type: none"> <li>- If instructors need to touch something to demonstrate to the student, the instructor should wash their hands before and after touching the object.</li> </ul>
2..	Student doing lab work in SW3-4650.	Exposure to COVID-19 from others.	Unlikely	Rare	Major	Major	<b>Medium</b>	<b>Low</b>		<ul style="list-style-type: none"> <li>- Post BCIT 2 m physical distancing signage and hand washing signage throughout the area.</li> <li>- Post WorkSafeBC COVID-19 Entry check for visitors poster at the entrance of the classroom. This poster is available on the OHS ShareSpace COVID-19 resource section.</li> <li>- Students and instructors must clean their hands with hand sanitizer or hand washing before and after the class activity.</li> <li>- Send out communications to students beforehand so that they are aware of the rules and procedures.</li> <li>- Students and instructors are to maintain 2 m physical distancing at all times.</li> <li>- If instructors need to touch something to demonstrate to the student, the instructor should wash their hands before and after touching the object.</li> <li>- If possible, the bench area the student is working in should not be used by anyone else during the span of the project.</li> </ul>
3.	Student doing lab work in SW3-4635.	Exposure to COVID-19 from others.	Unlikely	Rare	Major	Major	<b>Medium</b>	<b>Low</b>		<ul style="list-style-type: none"> <li>- Post BCIT 2 m physical distancing signage and hand washing signage throughout the area.</li> <li>- Post WorkSafeBC COVID-19 Entry check for visitors poster at the entrance of the classroom. This poster is available on the OHS ShareSpace COVID-19 resource section.</li> <li>- Students and instructors must clean their hands with hand sanitizer or hand washing before and after the class activity.</li> <li>- Send out communications to students beforehand so that they are aware of the rules and procedures.</li> </ul>



									<ul style="list-style-type: none"><li>- Students and instructors are to maintain 2 m physical distancing at all times.</li><li>- Disinfect touch points with Health Canada-approved disinfectant at the end of each lab day and/or before the next person uses it.</li><li>- If instructors need to touch something to demonstrate to the student, the instructor should wash their hands before and after touching the object.</li></ul>
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**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
			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"/>	MSc Program Head (Anayansi Cohen Fernandez) and/or Assistant Instructors (Millie Kuyer and David Harper) to email information to Instructors about the need to take the online Pandemic Exposure Control Plan Training  Instructor to email confirmation that he/she has completed the Pandemic Exposure Control Plan Training to MSc Program Head (Anayansi Cohen-Fernandez), Chemistry Program Head (Kevin Soulsbury) 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	<input type="checkbox"/>	<input checked="" type="checkbox"/>	MSc Program head (Anayansi Cohen Fernandez) and/or Assistant Instructors (Millie Kuyer and David Harper) to email rules and procedures to students and faculty.  Instructors and students to email confirmation that they have read the covid-19 risk assessment SOCE SW3 ER lab work in class instruction tool and the SOCE SW3 Return To Activity Plan. Confirmation should be emailed to MSc Program Head (Anayansi Cohen-Fernandez), Chemistry Program Head (Kevin Soulsbury), Assistant Instructor (AIs) (Millie Kuyer and Dave Harper) and student's project supervisor(s) (Ken Ashley and Colleen Chan).
Maintaining 2 metres physical distance	2 metre physical distance to be maintained between faculty, students and others.	1,2,3	<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.
No common touch points	No shared equipment or documents passed between faculty and students, unless they are cleaned (Pick up/drop off procedures).  Provide Health Canada-approved disinfectant to clean lab surfaces and common touch points before and after the space is used.	1,2,3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Students to disinfect lab surfaces and touch points before and after each use.  AIs will provide hand sanitizer for lab use. Student to communicate with AIs if running out of hand sanitizer.
Cancelling or rescheduling work visit due to illness	Faculty or students are not to meet if either is ill.	1,2,3	<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"> <li>• 8-1-1 Health Links and/or the BC Self-Assessment Tool at <a href="https://bc.thrive.health/">https://bc.thrive.health/</a></li> <li>• their family physician or nurse practitioner</li> </ul>
Hand hygiene	Wash hands or use hand sanitizer before and after performing lab work, eating or drinking.	1,2,3	<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**

<ol style="list-style-type: none"> <li>1. Upon the completion of Tables 1 and 2, the approving supervisor/manager signs or types name in the adjacent space.</li> <li>2. If you need any assistance to complete this assessment, contact BCIT OHS (<a href="mailto:ssemohs@bcit.ca">ssemohs@bcit.ca</a>).</li> <li>3. Please submit a copy to BCIT OHS (<a href="mailto:ssemohs@bcit.ca">ssemohs@bcit.ca</a>) for final approval.</li> </ol> <p>Note: when you have completed implementing your controls, complete the Common Control Measures Checklist.</p>	<b>Supervisor/Manager Name:</b>	Steven Kuan
	<b>Approval Date:</b>	June 17, 2020



## Appendix A Photographs

No photos taken.	