Return to Campus Plan

COVID-19 Exposure Prevention

Campus	**Burnaby**		**Approving Authority**	**Steven Kuan**	
Dept/School	**RenR**		**Program**	**Ecological Restoration**	
Submitter	**Anayansi Cohen-Fernandez**		**Submission Date**	**June 24, 2020**	
# of Students involved	**20**		**# of Staff involved**	**7**	
Return to campus start date and end date	Start Date June 10, 2020	End Date Aug 31, 2020	**Involved in developing the Plan**	**Anayansi Cohen Fernandez, Millie Kuyer, Ken Ashley**	
Purpose	**To ensure the students in the Master in Ecological Restoration program can access Burnaby Campus labs SW3 and pick up/drop off field equipment over summer in a safely manner, following COVID-19 safety measures. In addition, to provide guidelines for Covid-19 safety interaction among students and instructors.**				

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	**Steven Kuan**	**Date**	**June 17, 2020**

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

MSc in Ecological Restoration Summer 2020

1. Description

This Return to Campus Plan Summer 2020 has been developed to ensure the students in the Master in Ecological Restoration can access Burnaby Campus labs SW3 and pick up/drop off field equipment over the summer in a safely manner. This will ensure students will follow COVID-19 safety measures, and allow the students to work on their individual Applied Research Projects (ARP) as part of their M.Sc. program requirements. In addition, this will provide guidelines for COVID-19 safety interaction among students and instructors.

The students in the MSc in Ecological Restoration are required to develop an individual applied research project (ARP) as part of their program. Most ARPs require field data collection and/or laboratory work, which happens over the summer at various locations across the province. The ARPs are developed as part of a series of courses:

- **ECOR 9101 Applied Research Project Development (summer term),**
- ECOR 9300 Applied Research Project (fall term), and
- ECOR 9400 Applied Research Project (winter term).

Each student and project is supervised by a faculty member whom during summer visits the research site to observe the location, the methodology of the research and ensure that the student is progressing as planned. Some ARPs require students to use BCIT labs for their experimental research or to process samples collected in the field.

2. Framework (information captured in the Plan)

The plan was developed after the risks of exposure to COVID-19 for the summer field and SW3 lab activities were assessed by BCIT's Occupational Health and Safety. Each activity has been analysed following the methodology to reduce the risk of person to person transmission (WorkSafe BC) and recommendations from the BC Provincial Heath Authorities. Safety measures for each activity have been proposed based on the following controls:

- Elimination of hazard
- Engineering (barriers and partitions)
- Administrative (rules and guidelines)
- Cleaning and hygiene practices

The plan considers the following Risk Assessments:

- SOCE Ecological restoration In-class Instruction Risk Assessment Tool (Appendix A)
- MSc traveling within province In-class Instruction Risk Assessment Tool (Appendix B)

3. How the plan and procedures will be communicated to those involved

The plan will be communicated via email to instructors and students. Specific procedures will be communicated as follows:

Equipment bookings, pick up/drop off procedures- Emails and checkroom (see Figures 1 and 2)

Physical distancing- Emails and signage (see Figures 1 and 2)

Field and Lab supervision- An email will be sent out to MSc students and faculty with the *Rules for Field and Lab Students and Faculty During Supervision***.** These rules are listed below.

Faculty and Students must:

1. *Faculty need to confirm to their supervisor that they have taken the BCIT on line Pandemic Exposure Control Plan training before going into the field.*
2. *Students using SW3 labs will take the BCIT WHMIS and Fire Extinguisher Use Courses.*
3. *Faculty and students are to maintain a 2 metre distance at all times between themselves and other persons in the field and in the lab.*
4. *Faculty and students must have their own equipment and are not to share field and lab equipment.*
5. *Faculty and students are not to pass paper documents between each other in the field and in the lab.*
6. *If either faculty or students are feeling ill or exhibiting symptoms of COVID-19 such as cough, fever and shortness of breath, the meeting is cancelled or postponed, as appropriate.*
7. *If either faculty or students become ill during their meeting or lab session they are to stop the meeting and leave the research site.*
8. *Faculty to drive their own vehicle, without passengers, to and from student research sites.*
9. *Wash hands or hand sanitize before and after eating or drinking.*
10. *No food or drinking in the labs under any circumstances.*

In addition, an email will be sent out to faculty indicating they need to take the online *Pandemic Exposure Control Plan Training* before visiting their student. The course can be taken clicking the link that will be provided at BCIT Pandemic Exposure Control Plan Training.

4. Any education/training requirements

Faculty is required to take the online *Pandemic Exposure Control Plan Training* before teaching students to use equipment or labs and/or before visiting their students in the field.

Students are required to prepare and follow a safety plan for their ARPs. The safety plans include covid-19 safety measures. The plans are reviewed by each student's ARP supervisor. *Students using SW3 labs will take the BCIT WHMIS and Fire Extinguisher Use Courses.*

Faculty and students are required to review and acknowledge via email the *Rules for Field and Lab Students and Faculty During Supervision*.

5. Materials/equipment needed to operationalize the Plan

The materials are for the labs and cleaning of equipment at SE4-100, SE4-116, SW1 -2054, SW1-2068, and labs SW3-1655, SW3-4650 and SW3-4635 (One bottle/box of equipment and 2 rolls of paper towel for each lab/area). The totals are shown below.

Item	Quantity	Purpose
EP66 Disinfectant	4 Large Bottles	Clean surfaces and touch points
Paper Towel	8 large rolls	Clean surfaces and touch points
Hand Sanitizer	4 large bottles	Clean and disinfect hands
Non-surgical face masks	4 boxes	Prevent spread of covid-19 via airborne and droplets
Nitrile Gloves	4 boxes	Prevent spread of covid-19 by contact
Disinfectant Wipes	4 large containers	Clean surfaces and touch points

6. If physical distance (2 metres) can't be maintained, what control measures will be in place?

The following procedures will be taken if physical distance can't be maintained:

- Faculty and students will wash or disinfect hands with hand sanitizer before and after interactions (e.g. before an explanation of equipment use).
- Faculty and students will wear non-surgical masks and nitrile gloves during the interaction.

7. Procedures for picking up/dropping off equipment (if applicable)

The lab equipment needed is largely in the labs. If the student needs additional equipment to be provided by the Chemistry Department, the student will notify the instructor or staff. The material can be provided in one of two ways:

1) The instructor or staff will bring the sanitized equipment to the lab and left it there for the student.
2) The instructor or staff will inform the student how/from where the equipment needs to be picked up.

The following procedures for lab and field equipment pick-up and return will be taken to adhere to Covid-19 safety measures:

1. Students will pick up and drop off equipment by appointment only. Pick up times will not overlap.
2. Pick up-drop off will be limited to 3 days per week (days TBD)
3. Bookings of equipment and pick up times are set up via cheqroom (software) and emails to the assistant Instructors (AI) and Equipment Coordinator.
4. Assistant Instructors Millie Kuyer and Dave Harper will hand in the equipment to the students.

5. Covid-19 safety measures will be implemented including:
   - The equipment will be sanitized prior to handing it to students and after equipment is returned.
   - Social distancing signage will be used in SE4. Access to the compound will be blocked by a table (Figures 1 and 2). Students will pick up the equipment from the table, so that distance is kept between students and AIs.

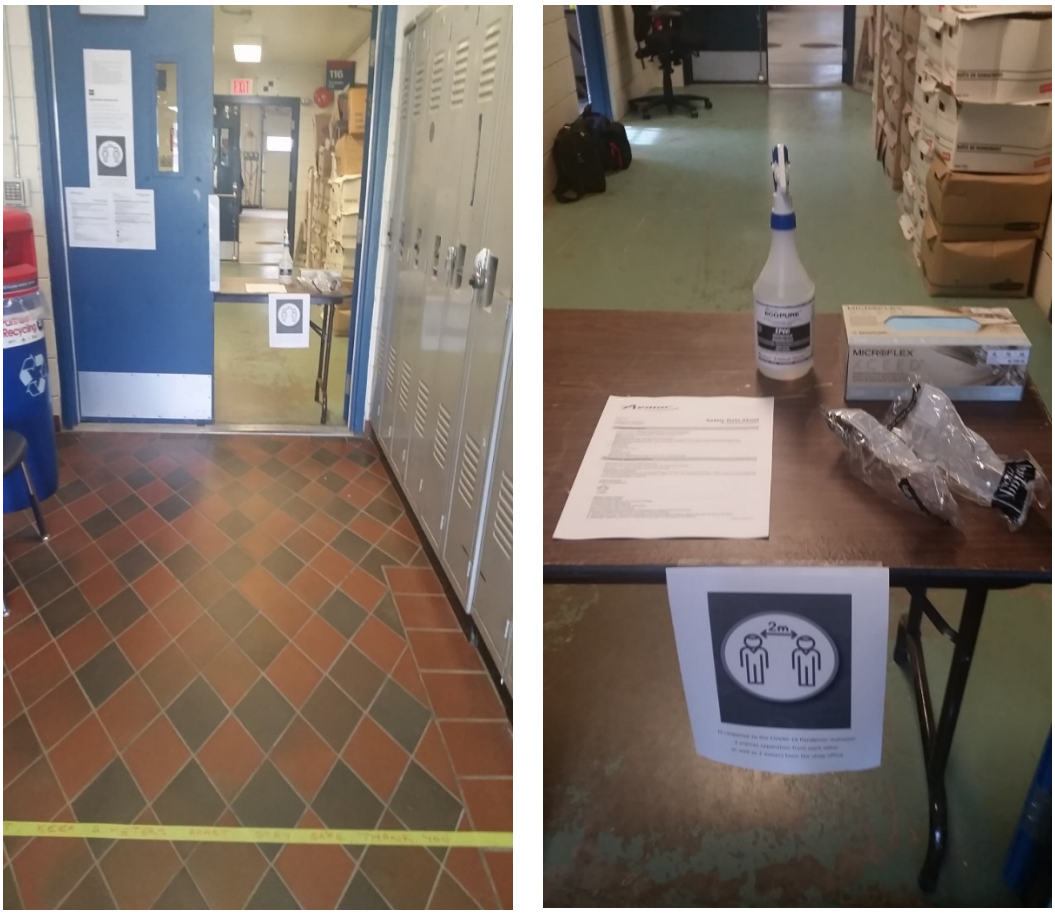
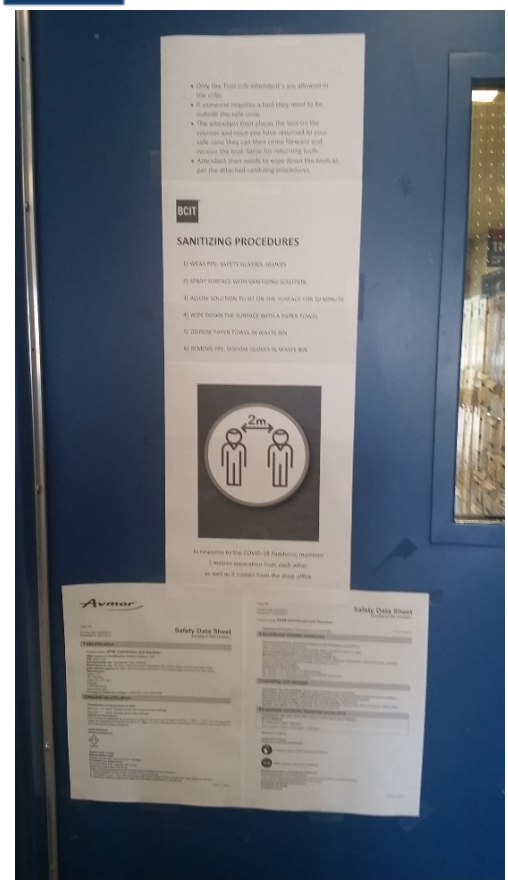


Figure 1. Covid -9 Protocol Adherence Counter Set Up in SE4 building. (*Left*) Yellow tape on the floor marks the 2 m distance that a student must keep while picking up/dropping off equipment. The equipment will be picked up/ dropped off on the table behind the blue door when instructed by the designated Assistant Instructor (AI). (*Right*) Protection and Sanitation Equipment. AIs will use protective glasses and gloves while handing in equipment. Students will be provided with gloves when picking up equipment. Sanitizing solution will be used to disinfect equipment and surfaces.



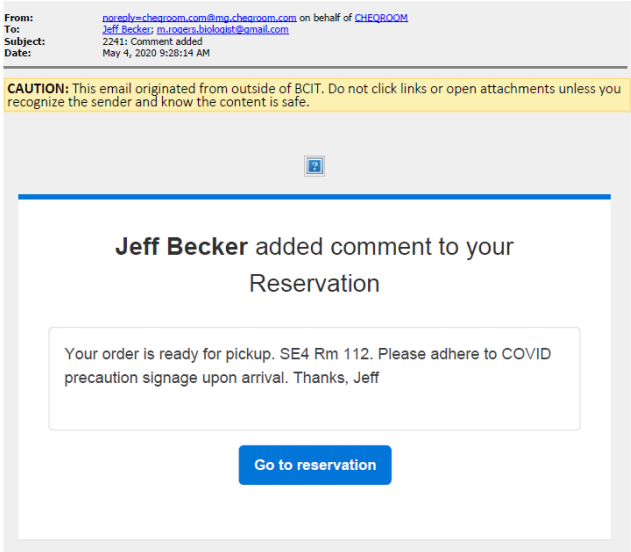


Figure 2. Covid -9 Protocol Adherence Signage and messaging. (*left*). Covid-19 Instructions and information has been posted on the door to SE4-112 for students to read while picking up/ dropping off equipment. (*Right*) After booking equipment online via Cheqroom, students receive a message regarding the need to observe Covid-19 measures while picking up equipment.

8. Procedures for room management (if applicable)

The procedures for room management and the possible controls for when the student is using the three labs are listed in the table below.

Lists of potential tasks/situations during instruction.	Possible Controls
Student doing lab work in SW3-1655. There will only be one student.	- 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 of the classroom. This poster is available on the OHS ShareSpace COVID-19 resource section. - Students and instructors are to maintain 2 m physical distancing at all times. - Students and instructors must clean their hands with hand sanitizer or hand washing before and after the class activity. - Send out communications to student beforehand so that they are aware of the rules and procedures. - Disinfect all touch points with Health Canada-approved disinfectant at the end of each lab day and/or before the next person uses it. - If instructors need to touch something to demonstrate to the student, the instructor should wash their hands before and after touching the object.
Student doing lab work in SW3-4650.	- 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 of the classroom. This poster is available on the OHS ShareSpace COVID-19 resource section.

	- Students and instructors must clean their hands with hand sanitizer or hand washing before and after the class activity. - Send out communications to students beforehand so that they are aware of the rules and procedures. - Students and instructors are to maintain 2 m physical distancing at all times. - If instructors need to touch something to demonstrate to the student, the instructor should wash their hands before and after touching the object. - If possible, the bench area the student is working in should not be used by anyone else during the span of the project.
Student doing lab work in SW3-4635.	- 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 of the classroom. This poster is available on the OHS ShareSpace COVID-19 resource section. - Students and instructors must clean their hands with hand sanitizer or hand washing before and after the class activity. - Send out communications to students beforehand so that they are aware of the rules and procedures. - Students and instructors are to maintain 2 m physical distancing at all times. - Disinfect touch points with Health Canada-approved disinfectant at the end of each lab day and/or before the next person uses it. - If instructors need to touch something to demonstrate to the student, the instructor should wash their hands before and after touching the object.

A few MSc students (~10 students) will use BCIT areas and labs to store and process the samples collected for their ARP during summer. These areas and possible controls include:

Lists of potential tasks/situations during instruction.	**Possible Controls**
Students prepare and pick up field equipment from **SW1-2054**	- Post BCIT 2 m physical distancing signage and hand washing signage throughout the area (Figure 2 left) - 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. - Staff will use EP66 or similar Health Canada-approved disinfectant to disinfect the equipment after they are returned and before they are signed out.
Soil preparation in **SW1-2068**	- Use same procedures as for Task #1. - Block off (with tape or similar) other areas of the room that will not be used.
Field equipment and field samples pick up and return in SE4-100	- Post BCIT 2 m physical distancing signage and hand washing signage throughout the area (Figure 2, left). - 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.
Study or lab work in **SE4-116**	- Post BCIT 2 m physical distancing signage and hand washing signage throughout the area (Figure 2, left). - 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. - Provide Health Canada-approved disinfectant to clean common touch points before and after the space is used.

9. Procedures for cleaning equipment/surfaces (if applicable)

- The Assistant Instructors will sanitize the equipment for field work using the Health Canada approved disinfectant prior to handing it to students and after equipment is returned.
- Students will disinfect lab surfaces and common touch points in the lab before and after each use. Students can use soap and water or Health Canada-approved disinfectant.

10. Notifying Facilities for cleaning used areas (how this will be accomplished)

N/A

11. Procedures for travelling within the Province

Lists of potential tasks/situations during instruction in the field.	**Possible Controls**
Two trucks and passenger van for staff and students to access their research sites	- 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.
Faculty travelling to student project site.	Faculty will travel in their own vehicle to student project site. There will be only one person, the faculty employee, in the vehicle. Faculty are informed by the **Rules for Field Students and Faculty During Supervision**, that only the driver (faculty) is permitted in the vehicle during work purposes and that they are to maintain 2 metre physical distancing from others. Any safety rules aboard ferries must be followed, such as wearing face coverings.
Faculty or students are ill.	Maintain 2 metres physical distance. Faculty or students will not objects touched by the other. Students and Faculty are informed by the **Rules for Field Students and Faculty During Supervision,** before the visit, to cancel the visit if either are ill or exhibit COVID-19 symptoms, and reschedule if possible. Faculty to take the online Pandemic Exposure Control Plan training before the visit.
Faculty observing student's work.	Student's step away from work being observed by faculty to maintain 2 metre distance. Student and faculty to stay 2 metres distance as directed by the **Rules for Field Students and Faculty During Supervision,** before the visit.
Faculty providing instruction.	Faculty and students maintaining 2 metres distance, as directed by the **Rules for Field Students and Faculty During Supervision.**
Faculty manipulating student's equipment.	Faculty and students do not touch each others items, as directed by the **Rules for Field Students and Faculty During Supervision.** Students and faculty must each have their own equipment.
Faculty and students working closely to other persons.	Faculty and students to maintain 2 metre physical distance from others, as directed by the **Rules for Field Students and Faculty During Supervision.**

Faculty and students exchanging information by paper.	No paper shared between faculty and students, as directed by the **Rules for Field Students and Faculty During Supervision**.
Faculty stopping to eat or drink while travelling to the research site.	Wash hands or hand sanitize before eating and drinking, as directed by the **Rules for Field Students and Faculty During Supervision**.

12. Process for monitoring compliance to this Plan – Lab and Field work

Reporting/Record Keeping (In class and labs)

- Records of equipment signed off/in are maintained via Cheuqroom
- A check-in list will be provided to students to verify they have complied with COVID-19 measures each time they use the lab. The list will include items such as check in procedures with supervisor and cleaning before and cleaning after working in the lab.

Reporting/Record Keeping (field supervision)

- Faculty and students will email the MSc Program Head (Anayansi Cohen-Fernandez) and AIs(Millie Kuyer and Dave Harper) indicating they have read and will follow the *Rules for Field Students and Faculty During Supervision.*
- Faculty (Supervisors) will have a tailgate meeting with theirs students and will email a summary of the discussion at the end of the trip. The email will be sent to the MSc PH and AIs for record keeping.
- Faculty will email the Program Head (Anayansi Cohen-Fernandez) and AIs (Millie Kuyer and Dave Harper) indicating they have taken the *Pandemic Exposure Control Plan Training.*

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