



Return to Campus Plan COVID-19 Exposure Prevention

Campus	Burnaby		Approving Authority	Kacem Habiballah
Dept/School	SoE		Program	Machinist (Apprenticeship + CNC Tech)
Submitter	Stefano Pettenon		Submission Date	May 22, 2020
# of Students involved	12 + 10 +10+10+9		# of Staff involved	4
Return to campus start date and end date	Start Date June 1, 2020	End Date Dec 4, 2020	Involved in developing the Plan	2
Purpose	Invite Machinist students back to the campus to complete their practical projects:			
	Date	Class	# students	Time
	1 June- 19 June	1 st year	12	7-12:30
	22 June- 17 July	2 nd year	10	7-12:30
	1 June – Aug 24	Level 1 CNC tech	10	1:30 pm-7pm
	Date	Class	# students	Time
	1 June -17 Aug	CNC tech Lvl 3	10	7-12:30 am
	1 June – Dec 4	CNC tech Lvl 3	9	1:30-7pm

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	May 25, 2020
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JOHSC Review

JOHSC Name	Burnaby Campus	Date submitted to JOHSC	May 26, 2020
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.

All items raised by the JOH&S committee were updated in the final RTC work plan.			
Approving Authority Signature		Date	June 10, 2020

EOC signature

Name	Position	Signature	Date

Return to Campus Plan

1. This document along with the completed risk assessment outlines the steps and procedures taken in order to invite Machinist students back to campus (NW6) in order to perform the practical portion of their courses.
2. **Return to Campus Plan will include:**
 - Clear protocols and procedures to staff and students
 - Maximum 2 classes at any given time in the NW6
 - Steel toes boots and safety glasses to be worn at all time in NW6.
 - Students feeling ill will be advised to stay home
 - Student will arrive on campus ready to work, no changing areas or lockers will be provided
 - Students breaks will be at work station or common areas outside of NW6, no classrooms will be provided for breaks
 - Students and staff will be advised to maintain minimum 2 meter distance.
 - All work areas and walkways will be planned out at minimum 2 meter spacing, or barriers will be in place.
 - Posters for 2 meter distancing, hand hygiene, and self-protecting from getting sick will be displayed in high visible locations throughout the machine shop
 - Morning classes end time and afternoon class start time will have a 1 hour gap to allow for cleaning of washrooms and shared tooling.
 - Classes will have separate entrances/exits, and washrooms
 - Hand sanitizer will be available to students and staff stocked by tool room attendants
 - Facilities will clean, stock, and disinfect the washroom and high contact areas
 - Personal toolboxes and tools assigned to students not to be shared
 - Tools from the tool crib will be returned to tool crib for disinfecting before being released to other students
 - Tools crib attendants, staff and students will be instructed on the proper use of EP66 disinfectant spray. A supply of disinfectant will be supplied in labelled spray bottles
 - Personal shop equipment will be assigned to a student, not to be shared for the duration of use. Equipment to be labelled with student's name.
 - For any shared equipment, students and staff will have to follow procedures for use and disinfecting
 - Plexiglas shield installed in the tool crib window to prevent contact between attendants and students.
 - A plan to accommodate ill students will be in place. Students who are ill will have to remain home, and not feel obligated to come to campus. Students will not be academically disadvantaged for being ill.
 - Demonstration areas will have 2 meter distancing marking laid out on the floor.
3. **How the plan and procedures will be communicated to those involved**
 - Written protocols and procedures will be distributed through the Learning Hub, or email to staff and students
 - Handouts on disinfecting equipment procedures will be supplied to students.

4. Any education/training requirements

- All staff will have completed Pandemic Exposure control plan training.
- Instruction on the use of EP66 will be provided to staff and students

5. Materials/equipment needed to operationalize the Plan

Item	Quantity	Purpose
Nitrile gloves	250 daily	For use with EP66 disinfectant
Hand sanitizer	½ L daily	Minimize washroom trips
Masks	30 daily	Where 2m distancing is not possible
EP66	1 gal weekly	Disinfecting tools/equipment

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

- Non-surgical masks will be provide to be worn by students and instructor
- Barriers will be in place

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

- Tool will be return to tool crib for disinfecting or drop off areas.
- Tools will be picked up from the tool crib
- Projects and documents dropped off for marking will have a dedicated area for each class

8. Procedures for room management (if applicable)

- 2 meter distancing will be maintained or barriers will be in place

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

- Spray bottles of EP66 will be provided to staff and students, and a procedure on use of the product will be supplied

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

- Facilities will be notified, and a schedule created to have the washrooms cleaned and stocked between morning and afternoon classes, and at the end of day.

11. Process for monitoring compliance to this Plan

Instructors will monitor students to make sure safety guidelines are followed. Any issues will be communicated to the chief instructor to be resolved.