RETURN TO CAMPUS WORK PLAN

COVID-19 Exposure Prevention

SCHOOL	**SOCE**	
Program Area	**Electrical Trades - Kelowna**	
	Electricity and Industrial Electronics	
Associate Dean/Manager	**James Cai**	**James_cai@bct.ca**
Chief Instructor/Program Head	**Ted Simmons**	**Ted_simmons@bcit.ca**
Proposed return to campus date	**June 8, 2020**	
Start and End dates (if applicable)	**June 8, 2020 to**	**February 5, 2021**

***Please adhere to the layout and format of this template. More pages can be added, if needed. There is an example of a "Return to Campus Work Plan" available and it can be used to guide you through this process. ***

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Rationale for on Campus Activity

This program provides graduates with the theory and practical skills necessary to enter the electrical trade. The electrical worker plans, assembles, installs, tests, repairs and maintains electrical equipment and systems in commercial, industrial and marine facilities.

The program emphasizes a hands-on approach to training, where experience gained in the workshop is focused on industry practice. The necessary theoretical component is integrated into the program to complement and enhance the practical work. Industry tours will expose the student to a variety of work environments.

Since the Covid-19 pandemic, all theory courses have been delivered online. There are least 10 weeks practical activities for students to complete at BCIT Electrical shop and labs to ensure our students have solid hand-on knowledge and job-ready skills.

Risk Assessment Report (Tables A & B)

Reference Tables A – Common Task and Situations

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 (**R**are, **U**nlikely, **P**ossible, **Li**kely, **V**ery **Li**kely), Consequence (**Ex**treme, **Ma**jor, **Mo**derate, **Mi**nor, **I**nsignificant) and Risk Level (**H**igh, **M**edium, **L**ow) 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		Consequence		Risk Level		Possible Controls
			W/out	With	W/out	With	W/out	With	*See Table 2 for implemented control measures.*
1.	Students using lab space for class.	Maintaining physical distance while entering, participating, and leaving class.	Li	R	Ma	Ma	**High**	**Low**	Set up classroom to allow 2m distancing between student work areas – mark areas. Set up entry, exit, and walkways throughout the class. Assess spaces to ensure student capacity while maintaining 2m distancing. Post disease prevention signage. All parties wash hands on entry and exit of room – frequent reminder to students not to touch face. Arrange frequent cleaning of common touch points/shared spaces (bathrooms, door handles, etc.). Have students complete online pandemic prevention training.
2.	Instruction demonstrations.	Demonstrations involve students gathering to observe instruction	Li	R	Ma	Ma	**High**	**Low**	Set up demonstration area to allow 2m distancing between instructors and students.
3.	Instructors checking student work.	Instructor may need to touch student work and get within 2m of students	Li	R	Ma	Ma	**High**	**Low**	Procedures where students stand 2m back while instructor checking work. Instructor wash hands pre and post inspection.
4.	Students using tools, equipment, and PPE	Students may share tools and equipment, students use work-related PPE (leather gloves, safety glasses)	Li	R	Ma	Ma	**High**	**Low**	Designate tools for each student (not shared). Identify any shared tools, develop disinfecting procedures between uses. Develop procedures for disinfect equipment upon return (loaned/provided equipment).
5.	Using the same space for all 4 class groups.	Students and staff must interact with the same space as previous sessions (2 within a day)	Li	R	Ma	Ma	**High**	**Low**	Schedule classes to allow for disinfecting of room/spaces after the class. Identify all shared spaces to be identified after class. Develop disinfecting procedures and/or retain facilities to help with disinfecting.
6.	Handouts provided to students.	Students have handouts needed for course work.	Li	R	Ma	Ma	**High**	**Low**	Provide all handouts at beginning of class. Have students leave handouts with their class equipment.
7.	Students storing class items/materials	Students normally would store items in lockers.	Li	R	Ma	Ma	**High**	**Low**	Arrange for a controlled storage area for materials (in a class, area of lab). Procedures for students to grab materials and store materials such that distancing can be maintained.

Provide additional information on the safety protocols noted in the Table.

Reference Table B – Implementing Control Measures

SECTION B: To be completed by the Manager/Supervisor/Chief Instructor

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
State control measure title.	*Provide a brief description of what is the control measure.*	*List applicable task #s*	*Yes*	*No*	*State how each item will be procured and by whom.*
Maintain 2 metre physical distance	Limit number of students in any learning area to 4. Students assigned to one seating position at 2 meter tables. Alternate tables in use for each learning session. Students in lab are assigned work spaces physically located 2.5 meters apart. Pathways are marked one way only and students are instructed to maintain 2 meter separation when moving through classroom. Hallway use is limited to 1 student at a time in each of our two hallways.	4,5,6	☐	☒	Packages of materials will be prepared by instructors to be distributed to each student on the first day of in class instruction.
Cleaning commonly shared tools.	Shared tools will be cleaned before and after each task by user. Tools must be returned to tool room immediately after completion of task.	2	☐	☒	Oxivir Tb solution - spray.
Tools assigned to students and not shared.	Students required to wipe down tools at beginning and end of lab session. Tool pouches hung individually (no contact)	1	☐	☒	A list of tools required for the in class training period, and will clean and distribute the tools to each students' work station before in class training starts. The tools will remain with the individual students until the final day of in class instruction. The tools will then be disinfected and stored until required by another class.
Education/Signage.	Refer to Appendix B for communication already provided to students. Appropriate signage shall be placed at entrances to campus and classrooms as well as near wash stations washrooms and work areas.	4,5,7	☐	☒	
Eliminating paper, a common touch point.	Assignments and worksheets delivered electronically to students. Computer workstations wiped down before and after each use. Lab write ups shall be submitted electronically. Personal paper and notebooks shall be removed from work areas at completion of learning session.	8	☐	☒	
Hand washing/sanitizing.	Sanitizing work stations and handwashing to be done at beginning and end of each learning session. Handwashing required after any contact with q shared tool or surface.	3	☐	☒	
One student at a time in washroom.	Students shall lock washroom door when using facilities and must sanitize any contact surfaces before and after use.	4	☐	☒	
Reduce clutter	Work areas must be cleared and wiped down at the beginning and end of each learning session.	8	☐	☒	
Students personal items	Personal items shall be stored or limited to placement on personal desk. Personal items shall remain attached to the student in lab.	8	☐	☒	
Check for maintaining controls.	Refer to Appendix C for checklist outlining control measures in place.		☐	☒	

Communication of Work Plans and Procedures

Please describe how you will communicate the plan and procedures to those involved.

- Student:
    a. Prior to the first day of coming on campus, instructor will discuss this plan with the students online.
    b. Instructor will explain the key shop activities which will be completed by students and define the work area (see Appendix 1).
    c. On the first day of on campus class the instructor will again review the work plan and procedures with the students.

- Faculty:
    a. Associate Dean and Chief instructor will discuss this plan with the instructors and walk through the shop and activity area to ensure all control measures are in place.
    b. All instructors are required to complete the online BCIT Pandemic Exposure Control Plan Training before beginning shop activities.

- Staff:
    a. Associate Dean and Chief instructor will review the plan with the support staff. The support staff will prepare the new layout of the shop floor and implement the control measures in accordance with the Risk Assessment Report.
    b. All support staff are required to complete the online BCIT Pandemic Exposure Control Plan Training

Education/Training Requirements

Please describe any education and/or training requirements required to operationalize this plan? i.e., identify the specific package of safety information that the students receive (on-line)

- Students:
    a. All students to complete the online BCIT Pandemic Exposure Control Plan Training. Students will review the Guideline of Electrical Shop Activities listed on the Appendix with instructor.
    b. Frequently remind students to avoid face touching during class and to wash hands before and after class (and during when possible).
    c. Promote no eating during classes/in class rooms.
    d. Ensure that cleaning supplies are provided and students are instructed on how to correctly clean/sanitize.
    e. Instruct students on how to safely use, remove, and dispose/clean (as applicable) any required PPE for the class.
    f. Instruct students the pathway to access the building, shop, labs, and washroom.

- Faculty:
    a. All instructors will attend a few virtual meeting with Associate Dean and Chief Instructor to review this plan before the first day of students returning to campus.
    b. All instructors are required to complete the online BCIT Pandemic Exposure Control Plan Training
    c. Instructors will not distribute handout papers/forms, pens, and other common writing/learning tools unless controls in place.
    d. Instructors will remove any unnecessary common touch objects, or self-serve items (i.e. hearing protection, gloves).
    e. Instructors shall ensure that students have their own designated tools and sharing of tools will be avoided (see Appendix 1).
    f. Instructors shall ensure there are no more than maximum students in any designated shop area.
    g. Instructors shall conduct a tool box meeting in the beginning of each class.
    h. 8 students in each lab, total 16 per shift
    i. Tools - students will sanitize after use.

- Staff - .
    a. All support staff will have to complete the online BCIT Pandemic Exposure Control Plan Training
    b. Develop and post transmission prevention and/or sanitization procedures for all shared items and common classroom touchpoints.

Impacts to Support Service departments

Identify Support Service departments whose services are required to support this Return to Campus Work Plan, and the safety measures each have put in place to support a work plan.

Such as:

- Accessibility Services
    - Identify the procedures in place for this department to support your safe return to work including additional safety measures they may have to implement.
        a. No food services required

- Facilities & Campus Development
    - Identify the procedures in place for Facilities services to clean used areas. I.e. how will this be accomplished, for example, contact information of those submitting requests, log books of requests (dates and completion), etc.

        a. Provide cleaning twice per day for used areas.
        b. Schedule cleaning of high touch areas between shifts and the end of day.
        c. Frequently schedule washroom cleaning during the training to ensure the cleanliness of washrooms.
        d. Clean and sanitizing the floor and all table surfaces in the end of shift.
        e. Provide hand sanitizer in key area.
        f. Provide hand sanitizer stations in key areas.

- ITS Computer Lab Support
    - Identify the procedures in place for this department to support your safe return to work including additional safety measures they may have to implement.

        N/A

- Safety & Security
    - Identify the procedures in place for this department to support your safe return to work including additional safety measures they may have to implement. i.e., additional security guard, etc.

        N/A

- Test Centres, etc.
    - Identify the procedures in place for this department to support your safe return to work including additional safety measures they may have to implement.

      N/A

Items/Equipment Requirements to Operationalize the Plan

I.e., are there items and/or equipment required to operationalize the plan. These are materials in addition to what you normally use, and would make a request to Purchasing or Facilities to obtain. Consider it might take several weeks to obtain what you need. Please use table format.

ITEM	QUANTITY	PURPOSE	LOCATION *(if applicable)*	Estimated Cost
Hand cleaner	1 gallon	Hand washing		by SD 23
Sanitizer disinfectant	1 gallon	Sanitizing tools and contact areas		by SD 23

Physical Distancing Control Measures

- Arrange work areas to maintain physical distancing.
- Plan class activities such that they can be done while distancing.
- Arrange class to maintain distancing keeping in mind walk ways to work stations, hand washing, and shared tools/equipment.
- Packages of materials will be prepared by instructors to be distributed to each student on the first day of in class instruction.
- PPE will be prepared by instructor for each student in advance, and distributed on first day of instruction.
- The PPE mentioned in section B table will be included.
- Disposable Nitrile gloves and safety glasses could be supplied if needed.
- This PPE is often required during training, but will double as “Infection Control” while in the shop.
- Students will be shown how to properly maintain and dispose of all PPE.

Tool Pick-Up/Drop-Off Procedures (if applicable)

Please identify the safety measures and procedures for the picking up and returning of equipment, tools, etc. I.e., a scheduling process, log sheet, etc.

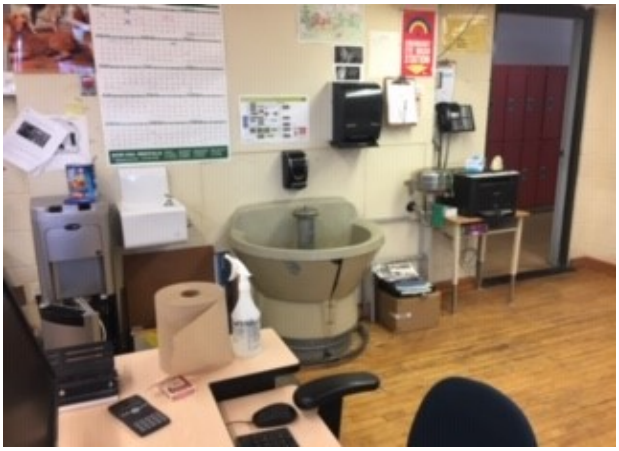
N/A

Room Management Procedures (if applicable)

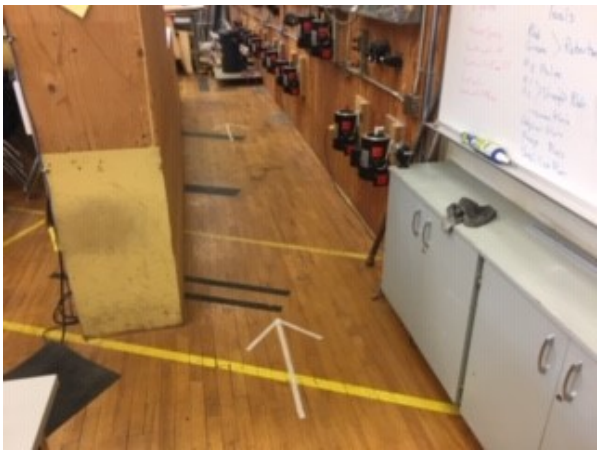
Please include room layouts showing the work flow along with photos showing the safety markings, such as directional arrows, signage, wash stations, etc.

- See Risk Assessment Form and report
- Define a designated work area for each student and different class
- Designated path to enter and exit the shop areas.

35’ x 40’ lecture area and 35’ x 40’ lab area. Seats/Work areas assigned to students to ensure 2 meter social distancing.



Wash station near classroom entrance.



Directional Arrows indicate student pathways.

Equipment and Surface Cleaning Procedures (if applicable)

- All contact surfaces requiring cleaning shall be sprayed with Oxivir TB from a spray bottle and the surfaces shall be wiped down with paper towels leaving the surface damp. Tools and other common contact objects shall be cleaned by wiping with Oxivir TB soaked paper towel. The paper towels shall be disposed of immediately following cleaning.
- The Instructor will clean the tools according to sanitizing procedure before distribution.
- Students will clean/sanitize common tools before and after use.
- Gloves will be used as PPE if needed

Monitoring Process for Work Plan Compliance

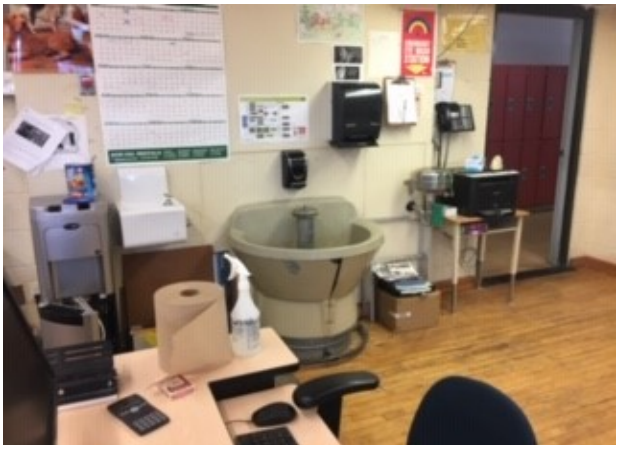
Please provide overview of process to monitor compliance with the Return to Campus Work Plan, such as, checklists, list of who monitors (e.g., supervisor/instructor spot checks), frequency (e.g. minimum daily), etc.

- Instructors will assess on a continuous basis
- Toolbox meeting with students daily
- Chief Instructor will communicate with instructor
- Monthly meeting to discuss any other issues that may arise between Associate Dean, Chief Instructor, and instructors

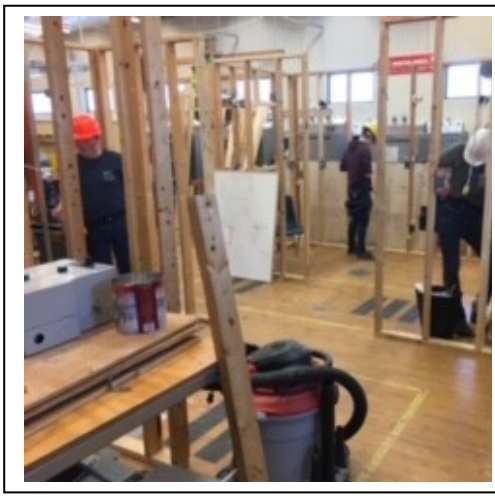
Appendix 1 – Room Layouts

Please include all related procedures that are identified in the Risk Assessment, and the Work Plan including photos of the safety layout of labs, shops, etc.

Appendix A Photographs

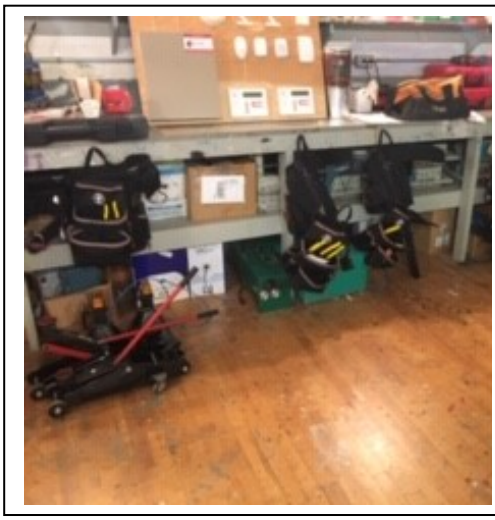
	
Students assigned to desks assuring 2 meter separation.	Washstation located near entrance to classroom. Sanitizer and paper towel located near entrance.
	
Directional sign for student entrance to lab.	Lab environment with students achieving 2.5 meter separation

Lab environment with students achieving 2.5 meter separation.



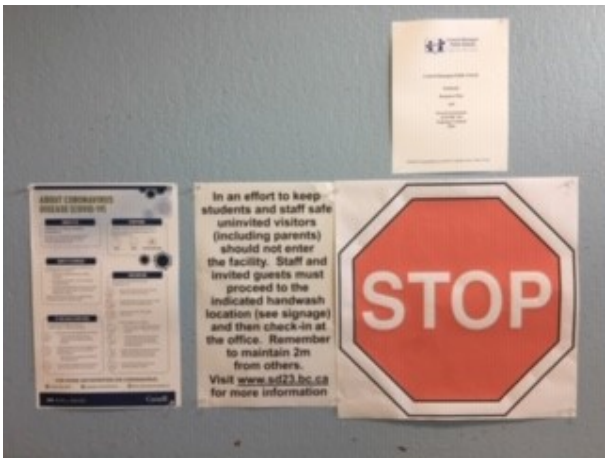
Lab environment with students achieving 2.5 meter separation.

Directional sign for student exit from lab



Hand tool pouches

Appendix 2 – Photos of all safety & directional signage



Signage at Campus Entrance.

Signage and sign in sheet at classroom entrance.

Health and Safety Guidelines reviewed with students and posted near classroom entrance

Appendix 3 – General Transmission Prevention Guidelines

From the Risk Assessment template

GENERAL TRANSMISSION PREVENTION GUIDELINES	
EDUCATION	Post infection control practices and physical distancing posters. *Posters available on OHS ShareSpace.*
	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. **(Independent eating area in shop, sanitized before and after breaks)**
	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. *With tape, chalk, etc.*
	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.*

Appendix 4 - Key Responsibilities

As you review the following, reflect on your role at BCIT and what steps you can take to safeguard your health and those you interact with on a daily basis.

Instructors

- Encourage and support students to stay home if they are showing flu-like symptoms
- Help maintain a safe and healthy working environment both on-line and in the shop

Students

- Follow personal hygiene measures to prevent the spread of pandemics.
- Attend awareness and education sessions, when provided.
- Review campus-wide communications on pandemics.

Facilities and Campus Development

- Provide hand sanitizer stations in key areas.
- Ensure the cleanliness of common touch points and washrooms.

Occupational Health and Safety Division

- Establish and maintain this ECP.
- Act as an advisory resource for preventing and reducing transmission of pandemics.
- Ensure safety equipment is readily available.

Joint Occupational Health and Safety Committees

- Assist in the review of the ECP.
- Recommend improvements to the ECP.
- Ensuring that any worker concerns about the ECP are addressed.

Appendix 5 – General Safety Practices

1. If you feel sick DO NOT COME TO CAMPUS.
2. Physical distancing of two (2) metres must be maintained at **ALL TIMES**.
3. Surgical masks are only required when physical distancing cannot be maintained.
4. You must cough or sneeze into your elbow as WHO states.
5. You must follow directional floor arrows in labs and shops as posted.
6. You must wash hands after before and after each use of shared equipment following proper Hand Washing Procedure.
7. You must maintain the two (2) metre physical distancing when using hand washing station.
8. Sani-stations will be provided wherever possible to provide an extra level of protection.
9. Where ever possible students will be assigned individual equipment and/or tools.
10. You must wash hands before and after using the washroom following the Hand Washing Procedure.
11. To maintain two (2) metre physical distancing only one student is permitted in the washroom at one time.
12. You must follow directional signage when entering and exiting labs, shops, etc. maintaining the two (2) metre physical distancing requirement.
13. Students will not be issued lockers.
14. Student's personal belonging must be kept within their assigned work areas.
15. Coffee and lunch breaks must be taken within student assigned work areas, as common areas and cafeterias are not available. Work areas must be sanitized before and after each use.
16. Where required there will be additional cleaning staff assigned to the area to sanitize work areas and/or equipment as required
17. Throughout the day wash your hands regularly following proper Hand Washing Procedure.

Appendix 6 – Hand Washing Procedures

1. This procedure should take at least 60 seconds.
2. Wet your hands with running water and apply soap.
3. Rub your hands together to make a lather.
4. Scrub well.
5. Pay special attention to your wrists, the backs of your hands, between your fingers, and under your fingernails.
6. Rinse your hands well under running water.
7. Use a clean towel, or paper towel, to dry your hands, or air-dry your hands.

Watch this safe hand washing video from the WHO

https://youtu.be/3PmVJQUCm4E

Appendix 7 – Procedures on Safe Use of Masks

If the Risk Assessment requires the use of masks please reference the following:

https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-selecting-using-masks?lang=en

Appendix 8 –Procedures for sanitizing using Oxivir TB disinfectant

1. All contact surfaces requiring cleaning shall be sprayed with Oxivir TB from a spray bottle
2. The surfaces shall be wiped down with paper towels leaving the surface damp.
3. Tools and other common contact objects shall be cleaned by wiping with Oxivir TB soaked paper towel.
4. The paper towels shall be disposed of immediately following cleaning.
5. The Instructor will clean the tools according to sanitizing procedure before distribution.
6. Students will clean/sanitize common tools before and after use.
7. Gloves will be used as PPE if needed

Appendix 9 - Managing Your Risk - Best Practice

To help prevent the spread of respiratory diseases:

- Physical distancing. Physical distancing means limiting close contact with others. When outside of your home, practice social distancing by keeping two meters (six feet) away from one another.
- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Wash your hands frequently.
- Coughing:
    - Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
    - Cough and sneeze into your arm, not your hand.
    - Turn away from other people.
- Use single-use tissues, dispose of the tissue immediately.
- Wash your hands with soap and water for at least 60 seconds after using the washroom; before eating; after touching any shared equipment; and after coughing, sneezing, or blowing your nose.
    - If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol.
    - If your hands are visibly dirty, clean them using an alcohol-based hand wipe prior to using hand sanitizer.
- Do not share cups, glasses, dishes or cutlery.
- Do not share food items.

For the most up to date information regarding BCIT Institute response, please visit:
https://www.bcit.ca/covid-19/
Refer to this page by BCCDC BC COVID-19 for more information.

Appendix 10 -Procedures for Cleaning Shared Equipment/Tools

- Equipment that will be used by multiple students is identified by the instructor before students will use this equipment.
- Instructor will notify all students of the necessary safety precautions as well as the need for cleaning/disinfecting before and after each use.

Appendix 11 - Procedures for Issuing Tools and/or Equipment

- The Instructor has a list of tools required for the in class training period,
- The Instructor will clean and distribute the tools to each students' work station before in class training starts.
- The tools will remain with the individual students until the final day of in class instruction.
- The tools will then be disinfected and stored in the Tool Room until required by another class.

Appendix 12 -Procedures on Shared Use of Spaces – lab and washroom

- Facilities will provide professional cleaners to disinfect the working area between each shift.
- Limit of one student in washroom at a time. Washing hand after every use.
- Equipment cleaned by student or instructor after every use.
- Limit use of equipment to one student at a time.

Appendix 13 -Procedures to Identify Student Safe Work Area(s)

- Instructor identify work area for each student with yellow/red lines and arrow
- Student will wash hands before entering the work area
- Student will work on designated area and DO NOT cross the lines
- Student will wash hands after completing the work tasks

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Appendix 14 -Toolbox Meeting Agenda (to be completed daily)

	06,08,2020	06,09,2020	06,10,2020	06,11,2020	06,12,2020
1- Review importance of hand washing.	Completed by:	Completed by:	Completed by:	Completed by:	Completed by:
2- Review importance of social distancing (2 metres).	Completed by:	Completed by:	Completed by:	Completed by:	Completed by:
3- Review washroom routine.	Completed by:	Completed by:	Completed by:	Completed by:	Completed by:
4- Review machine use and sanitizing by cleaner.	Completed by:	Completed by:	Completed by:	Completed by:	Completed by:
5- Any issues/concerns. (Record on separate sheet.)	Completed by:	Completed by:	Completed by:	Completed by:	Completed by:
6- Student feedback. (Record on separate sheet.)	Completed by:	Completed by:	Completed by:	Completed by:	Completed by: