



## Return to Campus Plan COVID-19 Exposure Prevention

<b>Campus</b>	<b>Burnaby</b>		<b>Approving Authority</b>	
<b>Dept/School</b>	<b>Auto/SoT</b>		<b>Program</b>	<b>Toyota Foundation</b>
<b>Submitter</b>	<b>Mubasher Faruki</b>		<b>Submission Date</b>	<b>June 1, 2020</b>
<b># of Students involved</b>	<b>16</b>		<b># of Staff involved</b>	<b>9</b>
<b>Return to campus start date and end date</b>	Start Date June 1, 2020	End Date July 17 <sup>th</sup> , 2020	<b>Involved in developing the Plan</b>	<b>Mubasher Faruki, John Purdy, Daryl Goodmurphy, Dave Chandler, Naleen Jit, Noah Goodis, Steve Wood, Alex Demoka</b>
<b>Purpose</b>	<b>Allowing the opportunity for AST Foundation students entering their final 6 weeks of the program to complete shop practical outcomes interrupted by COVID-19 pandemic.</b>			

### 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

<b>Approving Authority Signature</b>		<b>Date</b>	<b>May 29<sup>th</sup>, 2020</b>
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### JOHSC Review

<b>JOHSC Name</b>		<b>Date submitted to JOHSC</b>	
<b>Comments</b>			



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**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.

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<b>Approving Authority Signature</b>		<b>Date</b>	
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**EOC signature**

Name	Position	Signature	Date



## Return to Campus Plan

Use this document as a guide for the information needed in the Plan.

### 1. Description

This document, combined with the Risk Assessment, outlines the measures that have been put in place to ensure face-to-face instruction in the shop can be conducted in a manner that meets the PHO, WorkSafe BC & BCIT requirements.

### 2. Framework (information captured in the Plan)

The Return to Campus Plan will include:

- 2 meter physical distancing between students and Instructors.
- Hand washing sinks easily accessible to students & staff and in view of the instructor.
- Additional disinfecting spray solution and paper towels will be provided for the cleaning of table tops or any other surfaces touched by students or staff.
- Physical distancing and hand washing signs will be posted throughout the shop.
- Any students that display COVID like symptoms will be directed to report to First-Aid.
- Instructors must complete the Pandemic Exposure Control Plan Summary training.
- Students will be required to complete an online COVID awareness quiz
- An orientation will be conducted on the first day of on campus training outlining NE10-121 Shop Policies including pandemic awareness guidelines.

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

The information contained in this Plan will be communicated to students online via the Learning Hub and reinforced with an orientation on the first day back on campus.

### 4. Any education/training requirements

- Employees must complete the Pandemic Exposure Control Plan Summary training.
- Students will be required to complete an online COVID training/awareness quiz will receive an orientation to COVID guidelines upon arrival.

### 5. Materials/equipment needed to operationalize the Plan

Currently the department has acquired all the materials/equipment required to put this plan into operation. It is expected that Facilities will have enough soap and paper towels available required for the bathrooms and shop sinks, as this is part of their normal daily duties/responsibility for these buildings.

Item	Quantity	Purpose
N/A	N/A	

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

- Masks, face shields and disposable gloves have been secured and will be available for use.
- Plexiglas and poly shields have been fabricated and will be used if the situation arises.

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

N/A

**8. Procedures for room management (if applicable)**

- Photos included on Risk Assessment

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

- Disinfectant solution and paper towels will be available for cleaning surfaces/equipment
- Items will be sprayed with disinfectant - left for 10 minutes and wiped down
- Disposable gloves, safety glasses, face shields and masks will be available for use

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

- Facilities work request will be initiated notifying cleaning staff of activity in NE18
- Facilities work request 1441077 issued and in process - has been assigned to Best Regular Contract Service

**11. Process for monitoring compliance to this Plan**

- Instructors will be monitoring/supervising student activity.
- Shop Supervisor will be present to ensure all control measures are being followed
- One additional instructor and support staff member will be on the floor during the first week of training to determine supervision requirements.
- Spot checks will be conducted initially on an hourly bases, transitioning to daily by the Chief Instructor, Shop Supervisor and/or Associate Dean.
- Risk Assessment will be posted in the shops.