



Return to Campus Plan COVID-19 Exposure Prevention

Campus	Burnaby		Approving Authority	Kevin Wainwright
Dept/School	Broadcast / Business + Media		Program	Broadcast Summer Program (TV)
Submitter	Stephanie Yip		Submission Date	June 2, 2020
# of Students involved	10 per each class		# of Staff involved	12
Return to campus start date and end date	Start Date July 13, 2020	End Date Aug 21, 2020	Involved in developing the Plan	4
Purpose	Ensure safety of students, parents and staff for summer programs.			

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	K Wainwright <i>KWainwright</i>	Date	June 6 2020
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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 Broadcast & Media Summer Programs July and August 2020

1. Description

- Along with the 'COVID-19 Exposure Prevention In Class Instruction Risk Assessment' document for the Broadcast & Media Summer Students, this plan outlines the framework to ensure a safe environment for all age groups including students, parents and employees.

2. Framework

- Capacity of each summer class set at 10 students to allow for 2 metre distancing.
- There are 2 sets of bathrooms on the main floor for handwashing. Handwashing signage to be posted in all bathrooms.
- There is a sink for handwashing across from Studio 1. Handwashing signage to be posted.
- Activities will take place inside and, as much as possible, outside, (weather permitting.)
- Videos of best practices to prevent the spread of COVID-19 (including proper handwashing techniques, physical distancing, covering coughs and sneezes) will be played on the lobby television screens on a loop.
- There will be hand sanitizers placed by the lobby doors, exit doors, studios and classrooms.
- Anyone entering or exiting the building will be required to wash their hands and sanitize.
- Enhance cleaning and disinfecting of the workplace, particularly high contact items such as handrails, doorknobs, shared tools or equipment and washroom facilities.
- Additional wipe dispensers throughout the studios and classrooms.
- Hand washing, 4 key points, and physical distancing signs posted.
- Prior to entering SE10, verbal screening of all staff and students by asking the following questions:
 - i. Do you have any of the following symptoms:
 - Fever, chills, new/worsening cough, shortness of breath, new muscles aches/headaches or a sore throat?
 - ii. Have you travelled outside of Canada within the last 14 days?
 - iii. Have you been in close contact of a person who tested positive for COVID-19?
 - If "yes" for any of the above, entrance to the facility will not be permitted and the Instructor and Camp Director must be informed. Any staff or student who are displaying symptoms must leave the campus.
- Inform parents and staff regarding behaviour expectations and not coming to campus if sick. If unable to attend, call 604-456-8103.

3. Communication

- Communication about this Plan will be sent via e-mail to parents prior to the start of the program.
- Any student with severe allergies to an outdoor environment will not be permitted to participate in the program.
- Student orientation upon arrival on the first day to include safety protocols.
- Students to draw pictures about protocols and explain to class to solidify understanding.

4. Education/training requirements

- Employees must complete the Pandemic Exposure Control Plan Summary training.
- Return to Campus Plan and Common Control Measures Checklist to be included in employee training.

5. Materials/equipment needed to operationalize the Plan

- All necessary equipment required is currently in-house and available through Broadcast Ops room. This includes disinfectant wipes, signage and tape for marking social distancing in the rooms.

6. Additional control measures

- Purchase of plexiglass barriers, equipment covers, face shields and masks set to arrive in June.
- Unnecessary and self-service items removed. Supplies provided are cleaned/placed on each dedicated workstation prior to class starting (pens, drawing paper, name badges etc.)

7. Equipment

- Each student will be assigned equipment that only they will use during the week-long session. The broadcast Centre has sufficient quantities of all learning aides to ensure that there is no need for anyone to have to use someone else's equipment.

8. Procedures for room management

- Parents to line up outside SE10 for pick up and drop off.
- For pick up, parents will hold their ID up to the glass doors, the employee will check that they are authorized to pick up the student before allowing release of the student.
- 1.5 x 1.5 metre work areas (workstations) are spaced to allow for 2 employees to distance 2 metres from each student - and each student at least 2 metres from each other.
- Workstations are outlined with tape as per the floor plan. Workstations will be labelled and designated for each student. This workstation will be theirs for the duration of the week.
- For computer labs, block off computers to decrease capacity and maintain physical distance as per floor plan; install wipe able keyboard and mouse covers. Employee will give instruction from one location (not required to walk to individual computer stations.) Designate a computer workstation for each student that will be theirs for the duration of the week.
- One way marked traffic flow/distance lines for the hallways and lobby
- Students will eat in a room that is different from the workstation area. May also eat outside, keeping a 2 metre distance.
- Craft project for younger kids to make social distancing hats for use when not within a marked workstation.



9. Procedures for cleaning equipment/surfaces

- Notify facilities of the weeks that summer programs will take place
- Lysol or Clorox Disinfecting Wipes will be used to clean high touch surfaces and work areas prior to the start of the camp and at the end of the day each day. Wipes will also be used to clean computer lab and eating surfaces after each use. Wipes are in stock in SE10.
- Wipe dispensers placed in rooms for easy access.
- MG Chemical Isopropyl Alcohol Wipes (824-W) will be used by employees, while wearing gloves, to wipe down camera equipment after each week. Wipes are in stock in SE10.

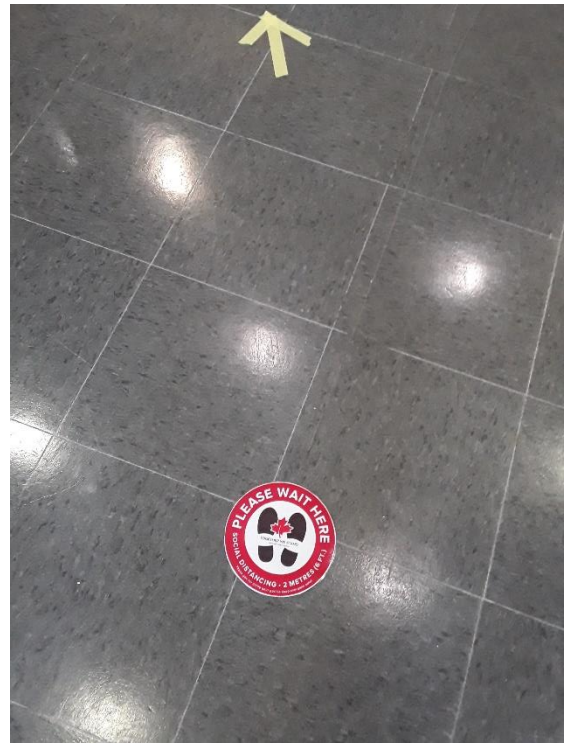
10. Compliance to this Plan

- All employees will have their own binder that contains this Plan, the training manual and emergency/health/allergy information about the students. This binder is to be kept in the room they are in.
- Employees will monitor compliance to this Plan.
- Use Common Control Measures Checklist from Sharespace.

11. Photos

- Photos of the floors show a mock up to demonstrate placement. Larger decals will arrive in June.

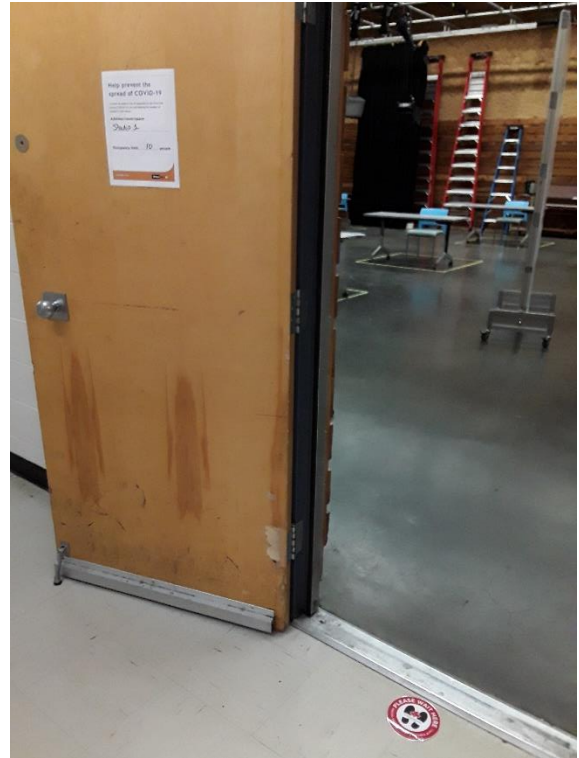
Lobby management decals



Directional and distancing decals



Capacity sign (Studio 1, 10 people)



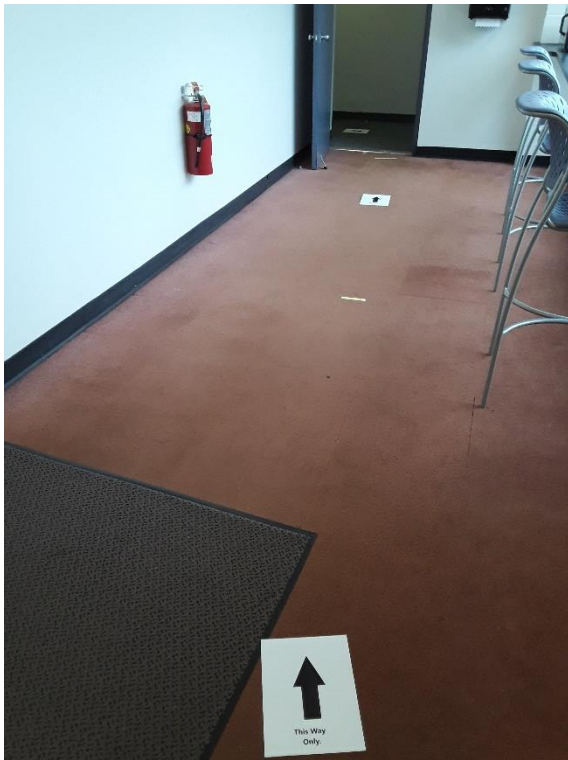
One Way Directional Signs



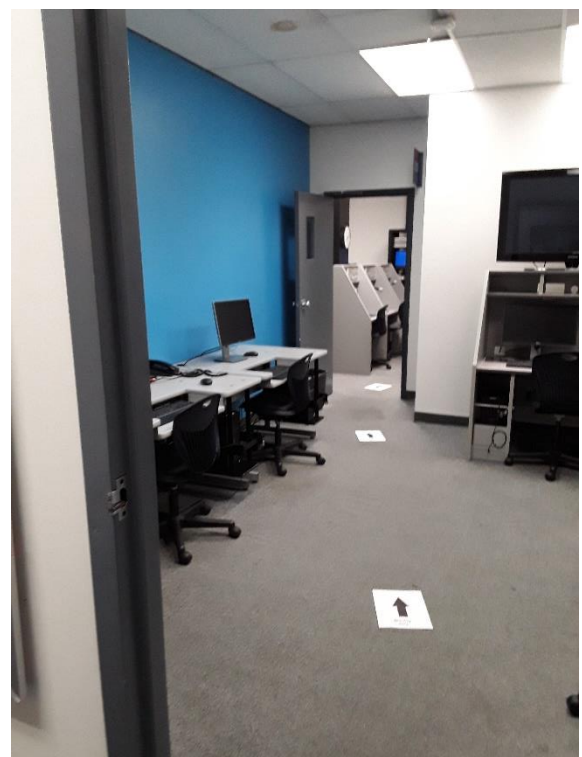
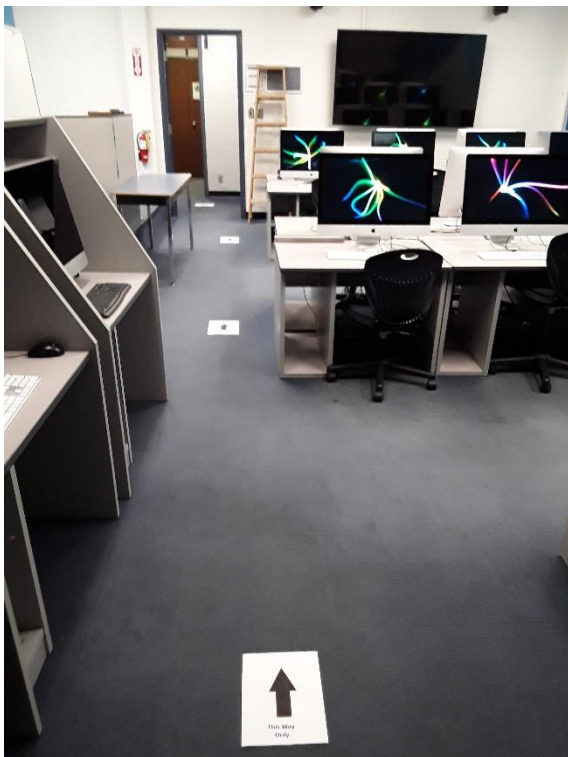
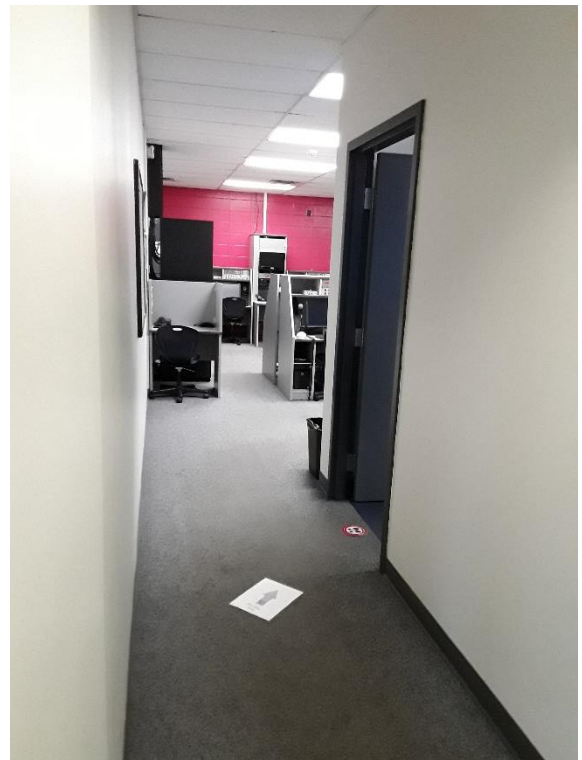
Wait Here Decal for Bathrooms



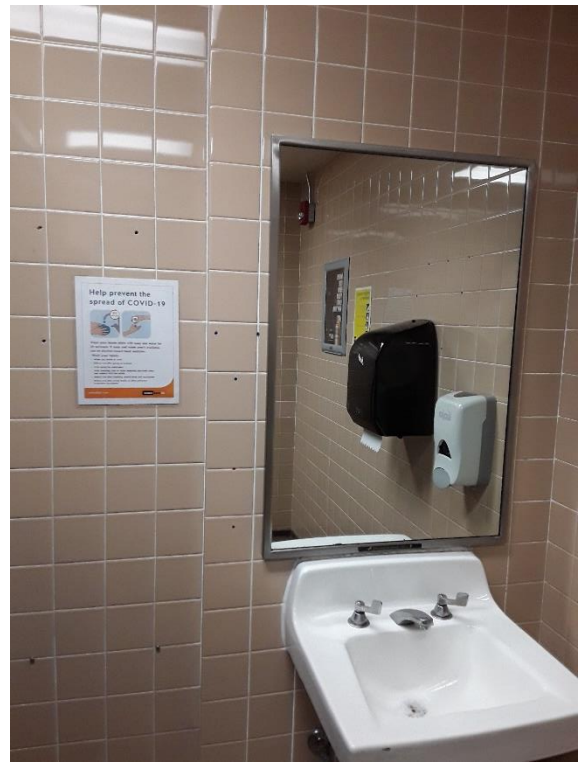
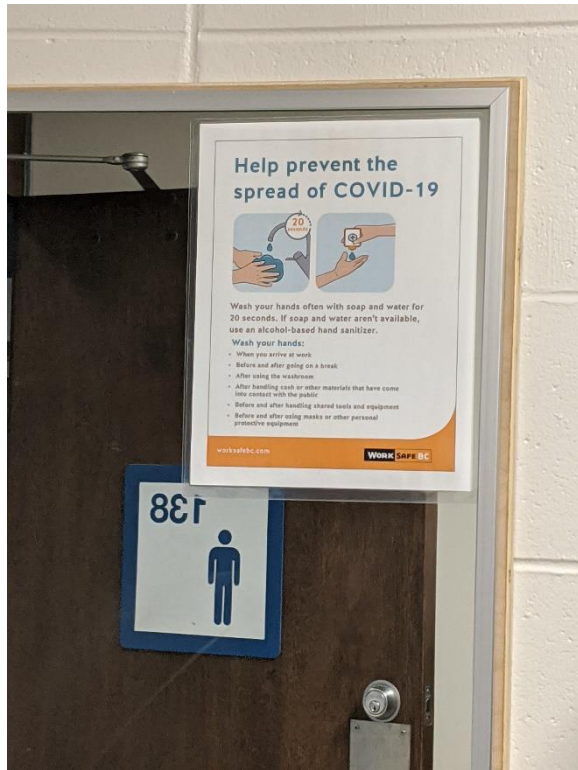
Second Floor One Way Directional Signs



Wait Here Decal



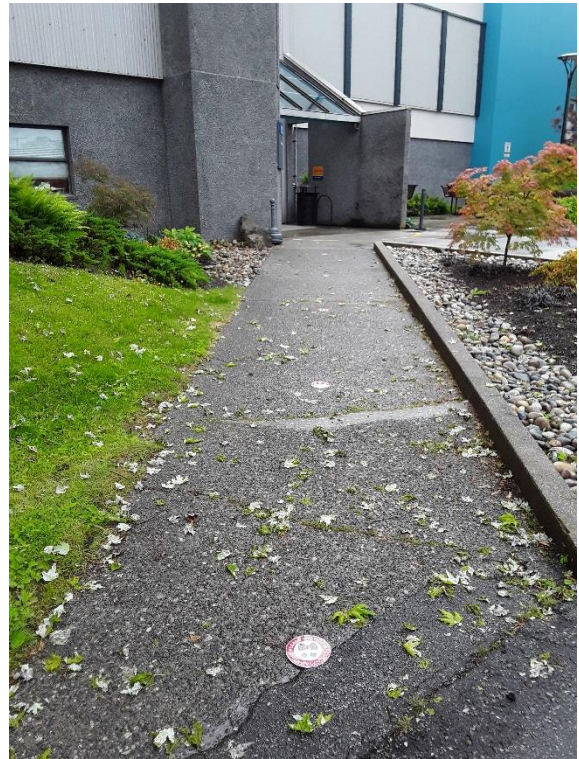
Bathroom Handwashing Signs



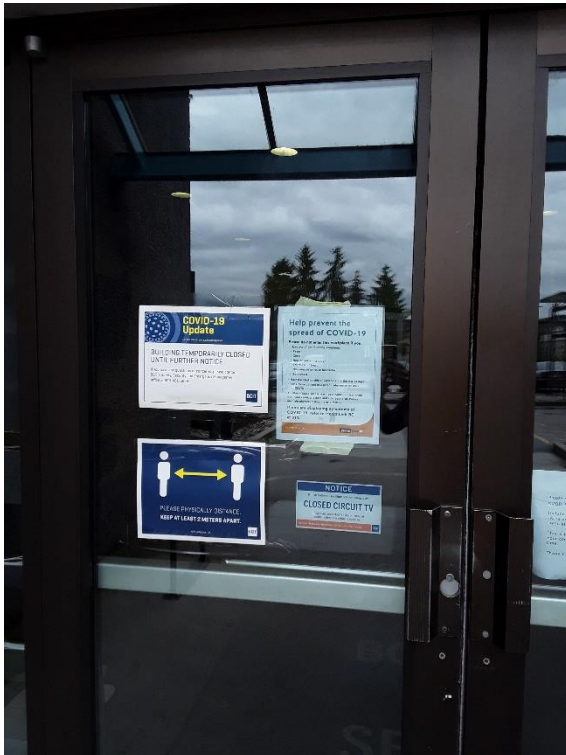
Social Distancing Signs



Parent Line Up



Entrance Social Distancing and Screening Signs



Studio 1 Work Areas

