



COVID-19 EXPOSURE PREVENTION SERVICE PROVIDING STAFF RISK ASSESSMENT

Assessment Date:	27 May 2020	Task	Audio Visual Campus Maintenance for BBY, ATC, BMC, AIC by AV Services.
Assessor(s):	AV Services: Michael I.	Description:	Includes AV system cleaning, testing and repairs in classrooms and lecture theatres.

GENERAL TRANSMISSION PREVENTION GUIDELINES

EDUCATION	Ensure all staff complete the online BCIT Pandemic Exposure Control Plan Training .
	Frequently remind staff to avoid face touching during class and to wash hands before and after a job/task. <i>Download printable physical distancing poster here.</i>
	Advise staff to stay home if sick.
PREPARATION	When possible, schedule/time work so that the work area is unoccupied and can be isolated for the work.
	Identify potential job/task requirements to work within 2 meters or share tools/equipment.
	Identify the nearest handwashing location for the job/task.
	Make arrangements for work area cleaning/disinfecting after work completion (<i>ex. arranging through facilities, disinfecting surfaces</i>).
PHYSICAL DISTANCING	When possible, ensure work areas are set up to allow 2 meters physical distancing.
	Only work within 2-meters when it is unsafe or impossible to perform a job task; such situation require a face mask at minimum.
CONTROLLING COMMON TOUCH POINTS	When possible, avoid sharing equipment and each worker use their own dedicated items.
	Identify all tools/equipment that must be shared.
	Review tool/equipment cleaning/disinfecting procedures at end of job/task.
	Assess whether the space needs to be cleaned/disinfect after the work.
	Notify space occupants of when work was completed and if any cleaning/disinfect measures were taken. <i>Work with facilities management to determine specific practices.</i>
	Use cleaning supplies as per the manufacturers instructions and is appropriate for the items being cleaned.
PERSONAL PROTECTIVE EQUIPEMENT (PPE)	Ensure all staff in a work area used required PPE as per relevant safe operating procedures (SOPs).
	Ensure all staff are aware of how to best and safely use PPE.
	Don PPE outside of the work area; for respiratory protection, do not adjust or touch the mask while on your face without first washing your hands.



SECTION B: To be completed by job/task workers.

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
			Yes	No	
<i>State control measure title.</i>	<i>Provide a brief description of what is the control measure.</i>	<i>List applicable task #s.</i>			<i>State how each item will be procured and by whom.</i>
Staff to complete BCIT Pandemic Exposure Control Plan Training .	BCIT Pandemic Exposure Control Plan Training .	1, 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click link to go to BCIT Pandemic Exposure Control Plan Training .
			<input type="checkbox"/>	<input type="checkbox"/>	
Touch surface cleaning such as computer mice/keyboards, AV controls, door handles	Individual responsibility to sanitize necessary surfaces throughout maintenance course in each room. Sanitize door handles upon leaving room. Use of disposable gloves recommended when using cleaning products.	1, 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lysol wipes or equivalent to be ordered by Walter M. in AV Services
No Sharing of tools	Individual responsibility to sanitize own tools at the end of an installation. Use of disposable gloves recommended when using cleaning products.	1, 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lysol wipes or equivalent to be ordered by Walter M. in AV Services
Keeping 2m apart	General COVID-19 prevention measures	1, 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Wash hands / Sanitize gloves	General COVID-19 prevention measures Wash hands / sanitize gloves <ul style="list-style-type: none"> • before entering job site • after leaving job site 	1, 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Determine closest washroom to job site Determine closest hand sanitization station
Surgical or cloth masks, disposable gloves and personal pump bottle of hand sanitizer	General COVID-19 prevention measures Wash hands before putting on PPE at own desk before going onto work site.	1, 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gloves and masks (2 each, daily, disposable) and personal pump bottle of hand sanitizer to be ordered by Walter M. in AV Services



	Bring hand sanitizer if job site is not close to washroom or hand sanitizing station				
Face shields (situation dependent)	<p>Additional COVID-19 prevention measures when 2m social distancing is not possible (e.g. mounting a projector or TV)</p> <p>Wash hands before putting on PPE at own desk before going onto work site</p> <p>Clean and disinfect face shields and store in clean bag before next use.</p>	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Face shields (1 each, re-usable) to be ordered by Walter M. in AV Services

Upon Assessment Completion: Supervisor/Manager

<ol style="list-style-type: none"> 1. Upon the completion of Tables 1 and 2, the approving supervisor/manager signs or types name in the adjacent space. 2. If you need any assistance to complete this assessment, contact BCIT OHS (ssemohs@bcit.ca). 3. Please submit a copy to BCIT OHS (ssemohs@bcit.ca) for record keeping. 	Supervisor/Manager Name:	
	Approval Date:	

Appendix A Photographs



https://www.amazon.ca/gp/product/B087ZR6LQR/ref=ppx_od_dt_b_asin_title_s00?ie=UTF8&psc=1

