Return to Campus Plan
COVID-19 Exposure Prevention

Campus	**Burnaby, ATC, AIC, BMC, DTC**	**Approving Authority**	
Dept/School	**LTC- AV Services**	**Program**	
Submitter	**Brian Hosier**	**Submission Date**	
# of Students involved		**# of Staff involved**	**15**
Return to campus start date and end date	Start Date June 2020 / End Date Ongoing	**Involved in developing the Plan**	**Kelly Smith, John Tan, Brian Hosier**
Purpose	**To outline a safe, graduated return to on campus work the AV Services team as supported by OHS and the EOC.**		

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	**Brian Hosier**	**Date**	**June 10, 2020**

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

Use this document as a guide for the information needed in the Plan, which can be submitted as a separate document.

1. **Description**

   With the majority of BCIT having transitioned to remote working from home during the COVID-19 pandemic, the AV Services team adjusted accordingly and provided remote services & support to the community as best as possible throughout this challenging time. As the curve continues to flatten in BC, there is now an opportunity for a safe return to on campus work. The AV Services team have collectively expressed interest in moving forward with a graduated return to campus under the guidance and oversight of OHS and the EOC.

2. **Framework**

   AV Services has begun the process of a graduated return to on campus work by;

   - Meeting & consulting with John DiBella of OHS to discuss 'Safe Operating Procedures for Service Staff', the 'General Prevention Guidelines' & PPE usage during the COVID-19 pandemic
   - Ordering the necessary PPE to perform duties (masks, gloves, face shields, sanitizing wipes & hand sanitizer)
   - Circulating COVID-19 documentation to our team for review
   - Posting COVID-19 safety signage and SOP's in our general work areas
   - Educating AV staff via the BCIT online pandemic training and Sharespace or other provided OHS documentation
   - Conducting weekly (LTC) & biweekly (AV) meetings as an open forum to discuss our current workloads & update each other on challenges, milestones, workplace safety, procedural ideas & improvements, etc.
   - Canvassing the team to request their individual summer work plans suitable to their comfort levels with respect to returning to on campus work & use of PPE (some staff members prefer a higher level of PPE as an additional precaution which would be accommodated/ supplied by BCIT/ AV)
   - Preparing, submitting & revising risk assessments to OHS for planned work & controls
   - Implementing additional practices to support a safe workplace during COVID-19 such as;
     - Limiting on site staff by planning for 1-2 days per week on site to allow for social distancing
     - Adding whereabouts information for planned work locations to our team calendar
     - Requesting that staff do not work alone on campus
     - Keeping coworkers informed of whereabouts and frequently checking in with each other
     - Taking an "err on the side of caution" approach to work tasks—do not attempt any potentially unsafe work

The timeline for the AV team's graduated return to work would be as follows (aligning with BC's Restart Plan) with additional risk assessments for other areas/ duties to be processed in the months to come.

https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/bc-restart-plan

Current

- Very limited on campus presence following OHS SOP for Service Staff & WorkSafe guidelines
- Risk assessments & 'Return to Work Plan' submitted for AVS
- Implementing of necessary controls for a safe return to work
- Additional staff training as necessary

Once Approved to Return to Work (potentially beginning June continuing through to mid-August)

- AV staff to work 1-2 days on campus under the necessary safety protocols as recommended by OHS, EOC and at a local level
- Regular review of current safety protocols, additional risk assessments as necessary
- Submit risk assessments in preparation for scale-up (e.g. in-person client support for technical assistance, event support, opening the circulation/ help desk for in-person client support, etc.)
- Implement additional safety protocols & controls (e.g. installation of barriers at help desk, contact free pick up & return of equipment, etc.)

Planning to Scale-up (TBD- possibly September?)

- AV staff to work 2-3 days on campus under the necessary safety protocols as recommended by OHS, EOC and at a local level
- Regular review of current safety protocols, additional risk assessments to be submitted as necessary
- Submitting risk assessments in preparation for potential return to regular operations with additional controls in place

Return to Regular Operations with Additional Controls in Place (TBD)

- AV returns to regular hours & operations under the necessary safety protocols as recommended by OHS, EOC and at a local level
- Regular review of current safety protocols, additional risk assessments to be submitted as necessary
- Submitting risk assessments in preparation for potential return to regular operations

Return to Regular Operations (TBD)

- AV returns to regular hours & operations under regular safety protocols as recommended by OHS, EOC and at a local level
- Regular review of current safety protocols, additional risk assessments to be submitted as necessary

- Report out lessons learned & update LTC Emergency Plan in preparation for future impacts to operations

3. **Once Approved**
   - A finalized return to work plan, risk assessments and recommendations will be reviewed with AV staff.
   - Additional training will be requested/ provided as necessary (e.g. PPE best practices from OHS).
   - Whereabouts information (campus, building & room) will also be updated in our ticketing & inventory software (Cherwell) as staff conduct maintenance rounds.
   - An occupancy limit for the AV Services main office will be established & signage posted.
   - A request for more frequent cleaning & sanitizing of shared office space will be submitted.
   - In addition to our bi-weekly meetings, AV staff will be working in teams and providing ongoing updates to the team for discussion, review & improvement of control measures at a local level.
   - Where necessary additional risk assessments will be submitted for review and to seek recommendations on how to proceed with any potentially unsafe work.
   - Manager, Supervisor and/ or delegate to conduct weekly spot checks as necessary.

All AV staff are responsible for safety in the workplace and would immediately report out any unsafe conditions encountered.

Please see below the excerpts from our submitted risk assessment documents detailing; job tasks, potential hazards, control measures and necessary materials included below.

Thank you for all of your guidance as we work through this together.

Current PPE Stock in AVS

Item	In-stock	On-order
Hand sanitizer 60 ml	20	0
Hand sanitizer 120 ml	6	0
Procedural masks	100+	100
N95 masks	0	100
Face shields	0	10
Lysol wipes (110 packs)	1	6
Nitrile gloves	150	500

BCIT

AV Maintenance

	List job/task steps.	Potential hazardous conditions associated with job/task steps.	Likelihood		Consequence		Risk Level		Possible Controls
			W/out	With	W/out	With	W/out	With	*See above guideline for standard control measures.*
1.	General AV Maintenance tasks where 2m distance can be maintained	General exposure to SARS-CoV-2 virus from contaminated surfaces and other co-workers in room who may be asymptomatic	Unlikely	Rare	Major	Major	Low	Low	**No PPE required but available. Standard control measures including wearing cloth or surgical masks if preferred by technician. Frequent hand washing/sanitizing.**
2.	AV maintenance and repairs where 2 staff are closer than 2m apart	General exposure to SARS-CoV-2 virus from contaminated surfaces and other co-workers in room who may be asymptomatic	Possible	Rare	Major	Major	High	Low	**Standard control measures including wearing cloth or surgical masks. Face-shields if preferred by technician. Frequent hand washing/sanitizing.**

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.*
Staff to complete BCIT Pandemic Exposure Control Plan Training.	BCIT Pandemic Exposure Control Plan Training.	1, 2	☐	☒	Click link to go to BCIT Pandemic Exposure Control Plan Training.
			☐	☐	
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	☐	☒	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	☐	☒	Lysol wipes or equivalent to be ordered by Walter M. in AV Services
Keeping 2m apart	General COVID-19 prevention measures	1, 2	☐	☒	
Wash hands / Sanitize gloves	General COVID-19 prevention measures Wash hands / sanitize gloves • before entering job site • after leaving job site	1, 2	☐	☒	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. Bring hand sanitizer if job site is not close to washroom or hand sanitizing station	1, 2	☒	☐	Gloves and masks (2 each, daily, disposable) and personal pump bottle of hand sanitizer to be ordered by Walter M. in AV Services
Face shields (situation dependent)	Additional COVID-19 prevention measures when 2m social distancing is not possible (e.g. mounting a projector or TV) Wash hands before putting on PPE at own desk before going onto work site Clean and disinfect face shields and store in clean bag before next use.	3	☒	☐	Face shields (1 each, re-usable) to be ordered by Walter M. in AV Services

AV Installations

	List job/task steps.	Potential hazardous conditions associated with job/task steps.	Likelihood		Consequence		Risk Level		Possible Controls
			W/out	With	W/out	With	W/out	With	*See above guideline for standard control measures.*
1.	General AV Installation tasks where 2m distance can be maintained	General exposure to SARS-CoV-2 virus from contaminated surfaces and other co-workers in room who may be asymptomatic	Unlikely	Rare	Major	Major	Medium	Low	**No PPE required but available. Standard control measures including wearing cloth or surgical masks if preferred by technician. Frequent hand washing/sanitizing.**
2.	Mounting TVs and Projectors where 2 staff are closer than 2m apart or working on a ladder with another person	General exposure to SARS-CoV-2 virus from contaminated surfaces and other co-workers in room who may be asymptomatic	Possible	Rare	Major	Major	High	Low	**Standard control measures including wearing cloth or surgical masks.** **Face-shields if preferred by technician or if working on a ladder with another person. Frequent hand washing/sanitizing.**

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.*
Staff to complete BCIT Pandemic Exposure Control Plan Training.	BCIT Pandemic Exposure Control Plan Training.	1, 2	☐	☒	Click link to go to BCIT Pandemic Exposure Control Plan Training.
Rooms are booked off for 3 days for AV Installations with "Do Not Enter" signs posted	Only AV Installers allowed in the room during installation Post "Do Not Enter, AV Installation" signs on door(s)	1, 2	☐	☒	AV Project Coordinator to request room be booked off by relevant administrative/operations managers or project sponsor

Rooms with completed AV Installation/Upgrades are sanitized by Facilities	Facilities request for cleaning/sanitization of surfaces before room is release for normal use, post request on door which is taken down once room safe for use Post "Do Not Enter, Undergoing Sanitization" signs on door(s)	1, 2	☐	☒	Make an Archibus request to sanitize room, then remove signs on door after.
No Sharing of AV Installer Tools	Individual responsibility to sanitize own tools at the end of an installation. Limit spread of germs in general.	1, 2	☒	☐	Lysol wipes or equivalent to be ordered by Walter M. in AV Services
Keeping 2m apart	General COVID-19 prevention measures	1, 2	☐	☒	
Ensure adequate space in AV Office (SE12-104) and AV Workshop (SE14-144) and sanitize common space	Ensure space for staff movement Each person to sanitize own personal workspace and clean common surfaces after contact	1, 2	☒	☐	Lysol wipes or equivalent to be ordered by Walter M. in AV Services
Wash hands / Sanitize gloves	General COVID-19 prevention measures Wash hands / sanitize gloves • before entering job site • after leaving job site Assume all surfaces contaminated	1, 2	☐	☒	Determine closest washroom to job site Determine closest hand sanitization station
Surgical or cloth masks, disposable gloves available 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. Bring hand sanitizer if job site is not close to washroom or hand sanitizing station Disposable gloves available if hands are sensitive to repeated hand-washing and sanitization.	1, 2	☒	☐	Gloves and masks available (2 each, daily, disposable) and personal pump bottle of hand sanitizer to be ordered by Walter M. in AV Services
Face shields	Additional COVID-19 prevention measures when 2m social distancing is not possible (e.g. mounting a projector or TV) or working on a ladder with another person Wash/sanitize hands before putting on Face-shields Individual cleans and disinfects own face shields and store in clean bag before next use.	2	☒	☐	Face shields (1 each, re-usable) to be ordered by Walter M. in AV Services Lysol wipes or equivalent to be ordered by Walter M. in AV Services

Reduce the risk of person-to-person transmission

To reduce the risk of the virus spreading through droplets in the air, implement protocols to protect against your identified risks. Different protocols offer different levels of protection. Wherever possible, use the protocol that offers the highest level of protection. Consider controls from additional levels if the first level isn't practicable or does not completely control the risk. You might likely need to incorporate controls from various levels to address the risk at your workplace.

Consider first

Elimination — First level of protection — Use policies and procedures to limit the number of people in your workplace at any one time. Rearrange work spaces or reschedule work tasks to ensure that workers are at least 2 m (6 ft.) from co-workers, customers, and others.

Engineering controls — Second level of protection — If you can't always maintain physical distancing, install barriers such as plexiglass to separate people.

Administrative controls — Third level of protection — Establish rules and guidelines, such as posted occupancy limits for shared spaces, designated delivery areas, and one-way doors or walkways to keep people physically separated.

PPE — Fourth level of protection — If the first three levels of protection aren't enough to control the risk, consider the use of non-medical masks. Be aware of the limitations of non-medical masks to protect the wearer from respiratory droplets. Ensure workers are using masks appropriately.

Consider as needed