



COVID-19 EXPOSURE PREVENTION IN-CLASS INSTRUCTION RISK ASSESSMENT

Assessment Date:	May 22 2020	Room(s):	NE12 Shop and Drafting	Class Type:	<input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lecture Hall <input type="checkbox"/> Laboratory <input checked="" type="checkbox"/> Shop Floor
Assessor(s):	John Di Bella, OHS Coordinator; Mike McKoryk, CI; James Cai, AD; Frank Van Veen, Tool Room Attendant			Hand Washing Location(s):	
Use Description:	Foundation Students (8) – Approximately 12-13 weeks on –campus activity (7-hour days, 5-days/week).				

GENERAL TRANSMISSION PREVENTION GUIDELINES

EDUCATION	Post infection control practices and physical distancing posters. <i>Posters available on OHS ShareSpace.</i>
	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.
	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. <i>With tape, chalk, etc.</i>
	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)	<p>Instruct students on how to safely use, remove, and dispose/clean (as applicable) any required PPE for the class.</p> <p><i>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.</i></p>

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 (**Rare, Unlikely, Possible, Likely, Very Likely**), Severity (**Catastrophic, Major, Moderate, Minor, Insignificant**) and Risk Level (**Extreme, High, Medium, Low**) 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		Severity		Risk Level		Possible Controls <i>See Table 2 for implemented control measures.</i>
			W/out	With	W/out	With	W/out	With	
1.a	Student work on benches. Task 1.	Students working within 2m of each other.	Li	R	Ma	Ma	High	Low	Set up work areas such that there is 2m distancing between students. Procedures for accessing/leaving work areas while maintaining 2m distancing (setting up walkways). Physical barriers between work stations to allow less distancing may be used.
2.	Use of large machines / equipment occasionally required for shop tasks. Task 2.	Students using common items – common touch points	Li	R	Ma	Ma	High	Low	If possible, assign students to a single piece of machinery. If not possible, develop procedures for the safe use of shared equipment (if infrequent, sanitization before and/or after use may be viable; if frequent, hand washing before and after may be more viable). If students sanitizing – provide necessary resources, equipment, and training to correctly sanitize. Ensure shared items are sanitized between uses by different groups of students.
3	Use of drafting area. Task 3.	Students and instructors potentially within 2m.	Li	R	Ma	Ma	High	Low	Assign students a work space in the drafting area when possible. Ensure the room is spaced to allow 2m between work stations and sufficient space to move through the space as needed. Ensure there is sufficient space for the instructor to be in the room while in use. If necessary, use an additional room or space if more capacity is required.

		Students potentially using common desk spaces. (Only to store items on multi shift potentially)	Li	R	Ma	Ma	High	Low	If desks cannot be assigned for a class, ensure that desks are disinfected after use. If multiple groups will use, ensure drafting area is disinfected by cleaning staff between use by different groups/classes/cohorts.
4.	Movement throughout yard – moving between work areas, hand washing, tool and equipment access, washrooms, etc. Task 4.	Students within 2m of each other, work stations, etc while moving through NE12	Li	R	Ma	Ma	High	Low	Ensure walkways throughout yard ensure 2m distancing from others at all times (walking near work, passing each other, etc.). Use barriers (as per WSBC guidance) in areas where distancing is difficult. Designate direction of walkways where necessary.
5.	Student tool use. Task 5.	Sharing tools, common touch points.	Li	R	Ma	Ma	High	Low	Provide students with assigned tools and equipment where possible. Develop procedures for assigned tools/equipment to be disinfected at end of use period. Identify all shared/common tools and develop procedure for safe use (ex. disinfecting, hand washing, etc.).
6.	Some work/activities may require work within 2m. Task 6.	Tasks may be unsafe or impossible to do while 2m apart (or another control)	Li	U	Ma	Ma	High	Mod	Clearly identify all tasks that cannot be controlled without PPE. For identified tasks, all participating parties must wear at a minimum a surgical mask and eye protection (safety glasses, face shield, etc.). Procedures and training to be developed and provided for the safe and correct use of PPE.
8.	Instructor demonstrations, assessments, assistance. Task 7.	Work with 2m of students.	Li	R	Ma	Ma	High	Low	Set up demonstration areas to allow 2m distancing between all parties. Use technology to help accommodate demonstrations. Provide multiple demonstrations to smaller groups. Procedure for assessments/assistance such that the student moves 2m from instructor. If all other measures are not feasible – either all parties wear a face mask for interactions within 2m or the instructor, with fit testing and training, wears an N95 respirator or greater.
9.	Instructor assessing/grading work. Task 8.	Interacting with common touch points.	Li	R	Ma	Ma	High	Low	Instructor to disinfect work prior to handling. Instructor to let work sit for at least 72-hours untouched before assessing. Instructor washes/sanitizes hands before and after handling works.
10.	Hand washing/sanitizing stations.	Student needs easy access to hand washing.	Li	R	Ma	Ma	High	Low	Ensure that there is access to handwashing stations (may need to be a temporary station).



	Task 9.									Hand sanitizer can be used if hands are not soiled/are clean. Additional time may be required to allow for increased hand washing needs. Ensure hand washing stations are stationed where they can be used while maintaining distancing and can be easily accessed.
11.	Public area access, changing requirements, storage of person items. Task 10.	Traditionally students could keep items in lockers change on campus – social distancing issues with previous practice.	Li	R	Ma	Ma	High	Low		Designate a washroom for students and staff to use – ensure capacity to maintain 2m, and access in/out, etc. Ensure students have space to store personal items – locker used will not be permitted. Determine and communicate to students expectations regarding lunches and breaks – if possible avoid needing a lengthy lunch break and have student be sent home at the end of class.



SECTION B: To be completed by the department (must include front-line staff and supervisor/chief instructor/manager).

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>	Yes	No	<i>State how each item will be procured and by whom.</i>
Physical Distancing: 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, and not shared tools.	Maintain physical distance in shop and yard areas. Build divided workstations. Use tape to mark out work areas. Also, tape and paint out walking paths while maintaining the distancing.	1, 2, 3, 4, 9, 10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Packages of materials will be prepared by instructors to be distributed to each student in the beginning of each day of in class instruction (only when required). PPE will be prepared by instructor for each student in advance, and distributed on first day of instruction.
Develop procedures for having common areas cleaned before use by a group (washrooms, common touch points, etc.). Post infection prevention signage. Share infection control practices with students before return and throughout time on campus (hand washing, not touching face, etc.). Clearly communicate that sick students should not attend, devise protocol for accommodating students missing class due to illness.	Common areas to be cleaned after every use (either by student using equipment or by cleaning staff or instructor). Shop COVID-19 Procedures materials will be available to students before first day of in class instruction. Possible multiple demonstrations per operation to allow smaller group sizes and accommodation for sick students returning to class.	2, 5, 10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Professional cleaners will be available to disinfect the common area between each shift. This will require a cleaner to be in the shop from 11:30 am -12:00 pm and after 4 pm each day of in class training. Limit of one student in washroom at a time. Frequently schedule washroom cleaning during the training to ensure the cleanliness of washrooms. Clean and sanitizing the floor and all table surfaces in the end of shift. Provide hand sanitizer in key area.
Controlling common touch points	Cleaning of shared of tools Develop and share cleaning procedures (page 29) , train on said procedures (making sure disinfecting products are used correctly.)	4, 5, 10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hand cleaner and sanitizer disinfectant supplied by department. Leather gloves and latex gloves supplied by department



Set-up demonstration areas to allow for 2m distancing between all parties. If group is too large to allow for distancing, break demonstration ups into smaller groups where 2m distancing can be maintained.	The size of the rooms easily allows most demonstrations to be done with social distancing. As all instructors are familiar with all levels of instruction, they will be able to identify ahead of time if the demonstrations will have to be given to smaller groups.	6, 7,	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Face Masks to be worn if social distancing is a concern, but multiple demonstrations to smaller groups will be the first level of protection.
Education	Ensure Staff and students are aware of general transmission prevention guidelines. Post posters as required.	6, 7, 9, 10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Reduce amount of handouts – provide digitally – provide all handouts as a package to be used for the course. Wash hands before and after handling shared items.	Most materials are being modified from a hard copy to on line course materials. Learning Hub will be the primary source of reference materials.	7	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Project marking.	Majority of projects can be marked without the instructor having to handle the project. If projects (eg. ring to ring) would require physical handling of the item then a project will be left over the weekend (48 hrs+) and then handled using standard PPE.	8	<input type="checkbox"/>	<input type="checkbox"/>	

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 final approval. 	Supervisor/Manager Name:	Mike McKoryk James Cai
	Approval Date:	June 5, 2020

Appendix A Photographs



Shop Fitting Area – Individually assigned to each student



Welding Aisle - Dividing curtain separating students accessing individual areas and path of travel marked on floor at 2m intervals



Shop Instruction Space – 2m intervals marked on floor and instructor behind a raised visible barrier.



Instructor Cue – Instructor will be stationed behind table and Plexiglas shield for general interactions eg. supplies, 1 on 1 instruction, etc.



More photos of general shop and workspace safeguarding are attached to the RTC plan or are available upon request.