



COVID-19 EXPOSURE PREVENTION IN-CLASS INSTRUCTION RISK ASSESSMENT

Assessment Date:	May 28, 2020	Room(s):	DW Poppy Secondary School Rm 166 and shop outside the school building	Class Type:	<input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lecture Hall <input type="checkbox"/> Laboratory <input checked="" type="checkbox"/> Shop Floor
Assessor(s):	Phil McNally, Instructor, SOCE; Jame Cai, Associate Dean, SOCE; Anna Matheson, Manager, OHS; Ted Simmons, Instructor, SOCE;		Hand Washing Location(s):	Handwashing sink in the classroom. Handwashing sink in the washroom opposite the classroom.	
Use Description:	DW Poppy Secondary hosts an electrical program for Grade 12 and other similar age students. Program started February, but 15 students now learning online, and planning to return June 15th. Course will be completed July 17 th , 2020. First aid is available for the students. Classroom/shop and shop in a repurposed shipping container both have their own entrance. The instructor will split the class into two groups.				

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.
PERSONAL PROTECTIVE EQUIPEMENT (PPE)	Ensure that cleaning supplies are provided and students are instructed on how to correctly clean/sanitize, if applicable.
	Instruct students on how to safely use, remove, and dispose/clean (as applicable) any required PPE for the class.

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.

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. Determine potential hazardous conditions taking into account modes of transmission: a. Droplet (if within 2 metres), generally from coughing or sneezing, contacting eyes, nose and mouth b. Indirect contact: through touching contaminated surfaces, then touching eyes, nose, or mouth before washing/sanitizing hands. c. Direct contact: skin to skin touching, such as shaking hands, then touching eyes, nose or mouth before washing/sanitizing hands.
3. Refer to the [BCIT Risk Assessment Matrix](#) for further instructions.
4. Assign Exposure Likelihood (**Rare, Unlikely, Possible, Likely, Very Likely**), Severity (**Catastrophic, Major, Moderate, Minor, Insignificant**) and Risk Level

	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.	Students using hand tools. <i>Use Appendix A to attach any relevant photos</i>	Common touch points between students.	P	R	Ma	Ma	H	L	Each student has their own set of hand tools. Toolbox identified with student's name..
2.	Students using shared tools e.g. mitre saw.	Common touch points between students.	P	R	Ma	Ma	H	L	Students instructed to wipe down shared tools with wipes before and after use. Require a procedure and BCCDC or Health Canada approved wipe.*
3.	Students and Instructor touching surfaces during the day.	Touching common surfaces by students and Instructor.	P	R	Ma	Ma	H	L	Janitorial cleaning every day. High touch points cleaned at least twice a day. Students and Instructor wash hands before entering classroom and end of day, before and after breaks and lunch. Wash hands when leaving the classroom/shop for outside shop at a minimum. Reduce clutter in classroom/shop by wheeling out portable workstations, and spread out student tables. Handwashing sign posted in washroom and over hand washing sink in classroom/shop.
4.	Students and Instructor using the washroom.	Students and Instructor unable to maintain 2 metre distance.	Li	R	Ma	Ma	H	L	Students allowed only one at a time in the washroom. Instructor has own washroom. Physical distancing signs posted. WorkSafeBC occupancy sign posted.
5.	Instructor providing instruction to the student.	Students and Instructor unable to maintain 2 metre distance.	Li	R	Ma	Ma	H	L	In outside shop, students step away from work when Instructor observing, keeping 2 metre distance. Limit number of students in outside lab to 5, 2 students on one side (side with parts bins), and 3 on the other. Instructor to use both entrances when moving between students to reduce the amount of moving behind students, and potentially coming within 2 metres.

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									Physical distancing signs posted. WorkSafeBC occupancy sign posted for both shop areas.
6.	Instructor providing instruction to the student.	Touching students' projects.	P	R	Ma	Ma	H	L	In outside shop, students working on panels that Instructor must touch to inspect. Instructor will hand sanitize before and after touching. In classroom/shop, Instructor will demonstrate on wall panels and video some demonstrations. Students not to touch these wall panels.
7.	Students working on their projects.	Students unable to maintain 2 metre distance.	Li	R	Ma	Ma	H	L	Reduce class size. Provide directional arrows for work flow. Provide clearly marked out work areas.
8.	Instructor or students become ill during class, or arrive ill to class.	Students and Instructor exposed to illness.	Li	R	Ma	Ma	H	L	4 key points sign posted. Instructor to take Pandemic Exposure Control Plan summary course. Instructor to remind students during daily toolbox talks to report any illness or not to come to class if ill. Students will be asked to leave the class if ill. BCIT Rules for Students provided to students. Post WorkSafeBC screening questions on exterior entrance. Screen students every morning with Langley School District health screen. Take attendance every morning, which could be used for contact tracing. First Aid available.
9.	Instructor and students touching handouts/paper and other unnecessary items.	Common touch points between students and Instructor.	P	R	Ma	Ma	H	L	Reduce paper handouts. Reduce clutter. Take lockers out of service and store personal items under students' desk. Hand sanitize before and after marking paper exams.
10.	Breaks and lunch.	Common touch points of fridge and microwave.	P	R	Ma	Ma	H	L	Take out of use the fridge and microwave. Wash hands before and after lunch, before and after breaks.
11.	Breaks and lunch.	Students unable to maintain 2 metre distance..	Li	R	Ma	Ma	H	L	Eat outside on grass, in classroom or at workstation, maintaining physical distance.

*Note: approved wipe or cleaning product – identified on [Health Canada hard surface disinfectant cleaner list](#) or contains ingredients found to be effective against coronavirus identified on the [BCCDC \(BC Centre for Disease Control\) website](#) with [procedures](#) for safe use.

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>			<i>State how each item will be procured and by whom.</i>
Maintain 2 metre physical distance	Film demonstrations ahead of time. Remove clutter (wheel out portable workstations)	4,5,7	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Instructor to video demonstrations as required, post on the Learning Hub, Instructor to remove clutter equipment
Cleaning commonly shared tools	Students to wipe down tools after use.	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	BCIT Electrical Department to provide approved wipes and sanitizer, disposed of properly after use
Tools assigned to students and not shared.	Assigned tools and parts to students where possible.	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Instructor to ensure student tools are assigned, not shared. Buckets for consumable items to each individual will be provided for each student along with consumables
Education/Signage	Post appropriate signage for student reference	1,3,4,5,7,8	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Instructor will post all related activity signage
Reducing paper and other common touch points.	Take microwave and fridge out of service. Instructor to hand sanitize before and after touching projects.	6,9,10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Kitchen appliances will be taped off as off limits. BCIT will provide hand sanitizer for instructor/student use
Hand washing/sanitizing	Students to use sink/sanitizer stations to was hands	3,6,10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	BCIT to provide soap/sanitizer for student use
One student at a time in washroom	Students to ensure that only one occupant in washroom at a time	4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Instructor to monitor washroom use and sanitizer steps are maintained by Custodial staff
Reduce clutter	Instructor to remove items that prevent safe distancing measures, limit touch points	3,9	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Instructor to remove items that prevent safe distancing measures, limit touch points
Students' personal items	Take lockers out of service. Personal items to be stored under student tables.	9	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Instructor will ensure lockers are not used, lock combinations to be changed. Students store items under desks
Supervision	Check to maintain controls	1 to 11	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Instructor to ensure all controls are met and maintained
General cleaning/sanitizing	Instructor and student limited surface contacts	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	New contacts will be marked for cleaning by custodial staff, localized sanitizing can be done by Instructor to ensure proper general cleaning practices are maintained
First aid	Students and instructor aware of screening checklist	8	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If injury occurs severe enough to necessitate emergency care, 911 will be called and safe distancing protocols will be maintained. Minor injuries to be documented and treated by student. ie. simple cuts – bandaid after washing thoroughly



Health screening	4 question protocol	8	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Instructor to ask students before class begins upon arrival to ensure 4 question protocol is followed as per BCIT and SD35 guidelines.
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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:	Ted Simmons / <i>James Cai</i>
	Approval Date:	June 6, 2020

Appendix A Photographs



Classroom/Shop – Rm 166 (inside school)



Entrance to BCIT student area



Mobile workstations to be removed so that student tables can be moved back



Fridge and microwave



Handwashing sink in classroom/lab (Rm 166)



Entrance to washroom



Exterior door to shop space, external to school



One side of shop space external to school