



Return to Campus Plan COVID-19 Exposure Prevention

Campus	AIC		Approving Authority	
Dept/School	SoT		Program	Railway classes
Submitter	Steve Perry		Submission Date	June 22, 2020
# of Students involved	Up to a maximum of 12		# of Staff involved	7
Return to campus start date and end date	Start Date July 13th 2020	End Date Ongoing	Involved in developing the Plan	Manager Department Head Instructor
Purpose	Allow students to perform, and be assessed on critical practicals for Railway classes.			

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		Date	
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JOHSC Review

JOHSC Name	AIC JOHS	Date submitted to JOHSC	June 25, 2020
Comments	Numerous edits on the SOP, RTC and Risk Assessment.		



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.

Safe Operating Procedures

Edited safety procedures.

Added sanitize procedures for radios and rail equipment.

Risk Assessment

Clarified hand wash station locations.

Clarified possible controls.

Amended Table B control measures.

Return To Campus Plan

Clarified procedures.

Approving Authority
Signature

Steve Perry

Date

June 25th 2020

EOC signature

Name	Position	Signature	Date



Return to Campus Plan

Use this document as a guide for the information needed in the Plan.

1. Description

Students return to campus to perform critical practical assessments for Railway classes. Up to 12 students will attend Annacis Island Campus Railway Yard (exterior) to perform practical tasks and assessments.

2. Framework (information captured in the Plan)

- Student work area will be set up with a minimum of 2 meters spacing between students and a 2 meter walkway behind students. Students will be working outside in the railway yard, with ample room for physical distancing.
- Soap and water hand washing stations will be available in close proximity to the activity (inside the building, south east corner entrance). Hand sanitizer will also be available at the work station area located within the railway yard, at the east entry gate.
- Students will be supplied disinfecting supplies and procedures to disinfect the two-way radios.
- Instructor will disinfect rail equipment at the end of each day.
- Best cleaning will supply enhance cleaning for high contact areas such as handrails and door knobs in the building.
- BCIT supplied signage encouraging hand washing, physical distancing is posted in work areas. This same information will be supplied to students in their “BCIT student pandemic training for AIC” course included within the learning hub (program has developed this).
- Students will be notified through their “BCIT student pandemic training for AIC” not to attend classes if they are sick. A verbal self-declaration will be performed by instructor each day. Any students displaying symptoms will be told to leave the campus.
- Employees must complete the BCIT Pandemic Exposure Control Plan Summary training, before returning to campus.

3. How the plan and procedures will be communicated to those involved

- Emailed to all faculty, staff and students involved.

4. Any education/training requirements

- BCIT employees must complete the Pandemic Exposure Control Plan Summary training.
- Students will be required to complete the “BCIT Student Pandemic Training for AIC” course found on The Learning Hub.

5. Materials/equipment needed to operationalize the Plan

These are materials in addition to what you normally use, and would make a request to Purchasing or Facilities to obtain. Take into account it might take several weeks to get what you need.

e.g.

Item	Quantity	Purpose
Sanitizing products supplied by AIC tool room staff	As required, per class	Use to sanitize training aids and two-way radios.

6. If physical distance (2 meters) can't be maintained, what control measures will be in place?

- Physical distancing of 2 meters will be priority when students are performing practical tasks outside in the railway yard. In the rare case that a physical distance cannot be maintained then PPE (face mask and face shield) and immediate hand washing after close contact will be mandated. All efforts will be made to keep this distance.



7. Procedures for picking up/dropping off equipment (if applicable)

- Disinfected two-way radios will be supplied to students prior to entering Railyard area. Upon completion of all activity the radios will be returned to a central area for disinfecting.

8. Procedures for room management (if applicable)

N/A

9. Procedures for cleaning equipment/surfaces (if applicable)

- Students will be required to sanitize radios used during the practical assignment at the end of each day.
- Sanitizing products will be supplied by BCIT.
- Students will follow the sanitizing process “disinfecting procedures for students” info page posted in all areas.
- Instructor will sanitize railway equipment at the end of each day.

10. Notifying Facilities for cleaning used areas (how this will be accomplished)

- For any room and common areas used for breaks, a requisition will be supplied to BCIT Facilities so that Best Cleaning can clean before and after use.

11. Process for monitoring compliance to this Plan

- A checklist will be used to ensure compliance. A rotational schedule of the two Department Heads, Supervisor, or Managers will be used to ensure daily monitoring is maintained.