




Return to Campus Plan COVID-19 Exposure Prevention

Campus	Burnaby		Approving Authority	
Dept/School	Financial Services		Program	
Submitter	Laura Barroetavena/Joty Sandhu		Submission Date	June 25, 2020
# of Students involved	zero		# of Staff involved	3 to 7
Return to campus start date and end date	Start Date July 6, 2020	End Date TBD	Involved in developing the Plan	Laura Barroetavena Joty Sandhu Kathy Roberts
Purpose	Payroll filing and processing			

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	June 25, 2020
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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.

The following provides responses to the staff risk assessment tool report provided by Rebecca Chen, June 10, 2020.

1. Framework (information captured in the Plan)

- Plan the work being conducted to allow for 2 metre physical distancing between all involved.
- Provide sufficient soap and water or hand sanitizers and post the locations to encourage good hand hygiene.
- Enhance cleaning and disinfecting of the workplace, particularly high contact items such as door handles, shared supplies or equipment, kitchen area and resource room(s).
- Hand washing, traffic flow, 4 key points, and physical distancing signs posted.
- Those who are displaying symptoms must leave the campus.
- Employees working onsite must complete the Pandemic Exposure Control Plan Summary training within two weeks of returning to the office or by July 31, 2020.
- Staff will be asked to not come to campus if sick and to notify manager and direct supervisor via email.

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

The plan and procedures will be communicated via Zoom meeting and by email to all of the financial services department staff. Scheduling of staff will be done in collaboration with team leads with management oversight to ensure social distancing requirements are met.

3. Any education/training requirements

Signage with step-by-step instructions will be posted at all high touch point areas (i.e. resource room, kitchen, etc.)

4. 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 (estimated four months supply)	Purpose
Gloves (100 per box)	2 boxes	Cleaning
Disinfectant (as per approved list) Lysol wipes and sprays	60	Cleaning common areas, working areas
Cones	3	Mark filing and opening mail areas

Automated soap dispensers	1	Kitchen area
Santizers	18	Entrance Exit Front Counter Printer area (3) Cheque room
Signage	13	Entrance Exit Printer area (3) Kitchen Cheque room Front Counter Traffic Direction (5)
Floor Plan - Tape	5 rolls	Traffic Direction

5. If physical distance (2 metres) can't be maintained, what control measures will be in place

- We will replace the front counter glass barrier with plexiglass as indicated in the staff risk assessment tool report completed by Rebecca Chen (Replace the sliding window at the front counter with a plexiglass barrier which has a cut out window for items to pass through. install a speaker on the window, if feasible).
- Additional plexiglass barrier between workstations may be considered if high levels of staff capacity is required back in the office.

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

Will need to notify facilities when staff are in the office.

7. Process for monitoring compliance to this Plan

- *Inventory checklist (cleaning supplies, PPE).*
- *Weekly walkthrough to ensure signage is maintained*
- *A supervisor or manager will always be onsite whenever staff are scheduled in the office*

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.

8. Description

9. Framework (information captured in the Plan)

For example:

- Plan the work being conducted to allow for 2 metre physical distancing between all involved.
- Provide sufficient soap and water or hand sanitizers and post the locations to encourage good hand hygiene.
- Enhance cleaning and disinfecting of the workplace, particularly high contact items such as handrails, doorknobs, shared tools or equipment and washroom facilities.
- Hand washing, 4 key points, and physical distancing signs posted.
- Those who are displaying symptoms must leave the campus.
- Employees must complete the Pandemic Exposure Control Plan Summary training.
- Communication to students regarding behaviour expectations and not coming to campus if sick.

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

11. Any education/training requirements

12. 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

13. If physical distance (2 metres) can't be maintained, what control measures will be in place

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

e.g. Scheduling process.

15. Procedures for room management (if applicable)

Includes photos or floor plans, if applicable.

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

Includes PPE requirements

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

18. Process for monitoring compliance to this Plan

e.g. Checklist, who monitors (e.g. supervisor/instructor spot checks), frequency e.g. minimum daily.