



Return to Campus Plan COVID-19 Exposure Prevention

Campus	Burnaby		Approving Authority	Michele Morrison
Dept/School	IT Services		Program	
Submitter	Michele Morrison		Submission Date	June 23, 2020
# of Students involved	n/a		# of Staff involved	4-6
Return to campus start date and end date	Start Date June 29 2020	End Date n/a	Involved in developing the Plan	3
Purpose	To allow for ITS staff to resume on campus work to complete annual computer lab maintenance and rollout projects at the Burnaby and Marine campuses			

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	Michele Morrison	Date	July 03, 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.

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.

- 1.** This document, combined with the completed risk assessment, outlines the procedures that have been put in place to facilitate ITS on-campus work in wiring closets in compliance with BCIT and WorkSafeBC safety requirements.

- 2. This Return to Campus Plan will include:**
 - BCIT Pandemic Exposure Control Plan Summary training for each employee.
 - ITS specific training reviewing all safety protocols including: SOPs to reduce exposure; frequent handwashing; proper use of PPE and cleaning supplies.
 - Implementation of sign-in sheets for each wiring closet on all campuses identifying date and time, employee name and equipment worked on
 - Daily work plan assignments to support safe distancing including specific planning for work that needs to be conducted in closer proximity or involves transportation of equipment (e.g. route planning).
 - Securing work areas (wiring closets or room with wireless access point) to prevent unauthorized access or coordination with stakeholder groups to vacate the work areas during ITS work.
 - Physical distancing and hand washing signs which will be posted in the ITS Office areas
 - Identification of closest handwashing facilities to each wiring closet and provision of hand sanitizer for use when access to handwashing facilities is impractical.
 - Provision of individual tool and cleaning supply caddies to reduce need to share tools / supplies and protocols for cleaning of shared equipment and supplies.
 - Minimum of two meter physical distancing between employees and assignment of work in separate wiring closets or rooms wherever possible to reduce exposure. For situations where the employees may need to temporarily work in closer proximity, (i.e. during transport of equipment), appropriate PPE will be used.
 - BCIT approved wipes and disinfecting spray solution and paper towels provided for the cleaning of equipment or other surfaces touched by employees.

- 3. The information contained in this plan will be communicated to employees as follows:**
 - In a project kick-off meeting facilitated by the manager or designate prior to project work commencing (Zoom meeting) and an in-person orientation/walk-through facilitated by the project lead on the employees first day on the project
 - Posted electronically in the project shared network repository (Risk Assessment, Approved RTC Plan, and SOPs)
 - Team meetings, email distribution and central documentation.
 - Appropriate signage posted in ITS work areas

- 4. Any education/training requirements**
 - Employees must complete the Pandemic Exposure Control Plan Summary training.
 - Employees must attend the Project Kick-off meeting (via Zoom)
 - Employees must attend the in-person orientation / walk-through before commencing project work

- 5. Materials/equipment needed to operationalize the Plan**



Currently we have all the individual work tools for the caddies required to put this plan into operation. In addition, IT Services is requesting the following cleaning supplies and PPE listed in this table:

Item	Quantity	Purpose
Disinfectant Wipes	12 canisters (for caddies and staging;/storage areas) – to be replenished as required	To clean computer equipment (as spray or aerosol cleaners will invalidate manufacturer warranties)
Hand sanitizer	12 bottles (for caddies and staging/storage areas) – to be replenished as required	Minimize washroom trips
Masks	2 boxes – to be replenished if required	Where 2m distancing is not possible
Safety goggles	6 pair	Where 2m distancing is not possible
EP66 or other approved disinfectant solution	1 gal - to be replenished as required	Disinfecting tools/equipment
Nitrile gloves	2-3 boxes total	For use with EP66 disinfectant or when equipment has to be passed between employees to complete specific tasks

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

- Masks, safety goggles and disposable gloves will be available for use.

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

- Equipment will be transported by individual employees on trollies wherever possible to minimize handling and stored separately in the staging rooms to avoid cross-contamination.
- Transportation routes will be preplanned to minimize contact with other people in public spaces and protocols will be followed for elevator use.
- If transport of equipment requires the use of a pallet jack and requires two people to navigate and steer the pallet jack, then PPE will be used.

8. Procedures for room management (if applicable)

- Employees will be assigned to work in different wiring closets or rooms including staging and storage rooms to maintain 2 meter distancing.
- Only one employee will be assigned to work in a wiring closet, otherwise 2 meter distancing will be observed.



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

- Disinfectant wipes will be used for cleaning computer equipment
- Disinfectant solution and paper towels will be available for cleaning surfaces/tools
- Items will be sprayed with disinfectant - left for 10 minutes and wiped down
- Disposable gloves, safety glasses, and masks will be available for use

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

- When in client areas we will leave a Courtesy Notice based on the Facilities provide version.

11. Process for monitoring compliance to this Plan

- Project lead will be monitoring/supervising team member activity – issues will be reported to the manager to be resolved.
- Spot checks will be made by members of the ITS management team.