



COVID-19 EXPOSURE PREVENTION IN-CLASS INSTRUCTION ASSESSMENT TOOL

Assessment Date:	April 29, 2020	Room(s):	AIC	Class Type:	<input type="checkbox"/> Classroom <input type="checkbox"/> Lecture Hall <input type="checkbox"/> Laboratory <input checked="" type="checkbox"/> Shop Floor
Assesor(s):	John Di Bella, OHS Coordinator Steve Perry, SOT AD Motive Power			Hand Washing Location(s):	All first floor bathrooms – primarily bathrooms near changing rooms.
Use Description:	Forklift practical training sessions (outside in the forklift training compound).				

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.
	Ensure accommodation measures are developed for students in isolation/quarantine, as applicable.
	Promote no eating during classes/in class rooms.
PHYSICAL DISTANCING	Ensure all staff have completed the online BCIT Pandemic Exposure Control Plan Training .
	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.
	Do not provide students with physical handout papers/forms, pens, and other common writing/learning tools unless controls in place.
CONTROLLING COMMON TOUCH POINTS	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.
	Instruct students on how to safely use, remove, and dispose/clean (as applicable) any required PPE for the class.
PERSONAL PROTECTIVE EQUIPEMENT (PPE)	<i>Note: PPE (gloves, respirators, face shields, etc.) should only be recommended/required for pandemic exposure control if absolutely necessary (i.e. work with COVID-19 patients). Due to global healthcare burdens there are shortages in common prevention PPE, and most resources are being directed to healthcare individuals. Please contact ssemohs@bcit.ca for further guidance regarding PPE.</i>

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**), Consequence (**Extreme, Major, Moderate, Minor, Insignificant**) and Risk Level (**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 items where the risk level is moderate, or higher without control measures.
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		Consequence		Risk Level		Possible Controls
			W/out	With	W/out	With	W/out	With	
1.	Demonstrations to students	Potential working within 2 meters of students.	L	R	Ma	Ma	High	Low	Set demonstration areas to allow 2 meter physical distancing. If work within 2 meters is absolutely required, all parties must wear a face mask and follow clear procedures.
2.	Students using forklifts for training.	Any shared forklift use results in common touch points.	P	R	Ma	Ma	High	Low	Assign one lift per student. Ensure students wash hands before and after use. Remind students to avoid face touching while operating forklift. Forklifts touchpoints are disinfected at the end of the day.
3.	Students using break room/cafeteria, washrooms.	Common space/area, potential to be within 2 meters distance, potential to interact with other staff members. Students may go to other areas of the campus	VL	R	Ma	Ma	High	Low	Designate student access locations for the duration of their time on campus. Designate student use washrooms located on the first floor. Inform staff on campus of areas where students may be present (and approximate times). Post infection prevent posters (see BCIT OHS ShareSpace). Inform students to wash hands before and after using public/common spaces. Coordinate with janitorial services to have student-access spaces cleaned/disinfected after use or daily.



SECTION B: To be completed by the Manager/Supervisor/Chief Instructor

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>
Demonstrations	The Instructor will provide forklift operating instructions, an demonstration from a distance no less then 2M.	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Instructor will be wearing a mask, gloves and safety glasses in addition to his steel toed boots.
Training equipment to be used: we have 6 student forklifts available, plus an Instructor demonstration unit.	Each student will be assigned their own forklift for the duration of their training. They will not use others. PPE will be supplied for equipment operation.	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The instructor will assign one forklift per person. Students are supplied with nitrile gloves, a mask and safety glasses, provided by the instructor. They will be wearing their own steel toed boots for these exercises.
Alerting others of activity on campus, and having areas used by students during this training	Classrooms remain locked; the cafeteria is open and available for students to use during breaks. First floor washrooms are open and unlocked.	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	All personnel on campus have been notified of this activity. Cleaners have been instructed to clean the cafeteria after each use, and the first floor bathrooms multiple times daily
			<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 record keeping. 	Supervisor/Manager Name:	Yes, Steve Perry, AD Motive Power
	Approval Date:	April 29 th 2020

Appendix A Photographs

