



Return to Campus Plan COVID-19 Exposure Prevention

Campus	AIC		Approving Authority	
Dept/School	Motive Power		Program	AIC practical and PTS
Submitter	Steve Perry		Submission Date	July 3, 2020
# of Students involved	6		# of Staff involved	3
Return to campus start date and end date	Start Date July 27th	End Date Ongoing	Involved in developing the Plan	5
Purpose	To update the approved forklift activity (risk assessment) with current documentation. Ensure all protocols are in place for forklift activity to resume in the AIC forklift training yard (exterior).			

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	Steve Perry	Date	July 2, 2020
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JOHSC Review

JOHSC Name	AIC JOHS	Date submitted to JOHSC	July 2nd 2020
Comments	<p>SOP: Revised procedures to align with approved Risk assessment.</p> <p>RA: updated description for ongoing student practical training (F/T and PTS models).</p> <p>RTC: Inserted details and edited the purpose. Edited instructions.</p>		



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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.

Revised description and updated the framework.

Approving Authority Signature	Steve Perry	Date	July 8th 2020
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EOC signature

Name	Position	Signature	Date



Return to Campus Plan

Use this document as a guide for the information needed in the Plan, which can be submitted as a separate document.

1. **Description:** Resuming forklift training in the exterior forklift training yard.
2. **Framework (information captured in the Plan)**
 - Student forklift training yard will be set up with a minimum of 2 meters spacing between students.
 - Signage will be installed to identify where students are to stand while waiting to be assigned to a forklift.
 - Soap and water hand washing stations will be available in close proximity to the activity. Hand sanitizer will also be available at the training yard areas.
 - Students will be supplied disinfecting supplies to clean forklift touch points they have used before being allowed to leave after training session/day ends.
 - Best cleaners will supply enhance cleaning for high contact items such as handrails, door knobs and washrooms.
 - BCIT supplied signage encouraging hand washing, physical distancing will be supplied via email to faculty and staff prior to their arrival on campus. This same information will be supplied to students in their “BCIT student pandemic training for AIC” course included within the Learning Hub.
 - Students will be notified through their “BCIT student pandemic training for AIC” not to attend classes if they are sick. A questionnaire and self-declaration will be performed by students for each day they are to be on site.
 - Any students displaying symptoms will be told to leave the campus.
 - Employees must complete the BCIT Pandemic Exposure Control Plan Summary training, before allowed to return to campus.
 - Established and posted occupancy limits: only 6 students and 1 instructor per training session/ day will be permitted in the forklift training yard.

Cleaning and hygiene practices

- Provide sufficient soap and water or hand sanitizers and post the locations of hand washing facilities to encourage good hand hygiene. Available at first floor bathrooms.
- BEST cleaners will be conducting the cleaning of shared spaces (break room / cafeteria) after each training session.
- At the end of the training session/day, students will wipe down the forklift seat, controls, touch points of the machine they are assigned.

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

Approved documentation will be emailed to the faculty, and posted in the training area.

4. Any education/training requirements

- a. All faculty and staff must complete the BCIT online pandemic course
- b. All students are to take the AIC pandemic control course

5. Materials/equipment needed to operationalize the Plan

These are materials in addition to what you normally use, including additional personal protective equipment/face masks, 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 tool room	As required	Use to sanitize training aids, tools, equipment

Paper towels supplied by tool room	As required	Hand sanitizing and disinfecting equipment touch points.
Masks supplied by tool room	1 per student	PPE
Gloves supplied by tool room	As required	PPE

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

- a. Faculty and students will wear a face mask and safety glasses.

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

Faculty will have forklifts prepared, with keys and full propane tanks in place. Faculty will assign a forklift to each student to use for the day.

8. Procedures for room management (if applicable)

N/A: BCIT has exclusive use of the forklift training yard, equipped with weighted pallets, crates and racking. Faculty will assign articles to be lifted and moved using forklifts.

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

Gloves, masks and safety glasses will be available for student use. Each student is to clean / disinfect the machine they have used for the day, at the end of the training session.

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

Program Assistant/Administrative Manager will requisition BEST Cleaners to clean and disinfect common areas and the cafeteria following the end of the training day / session.

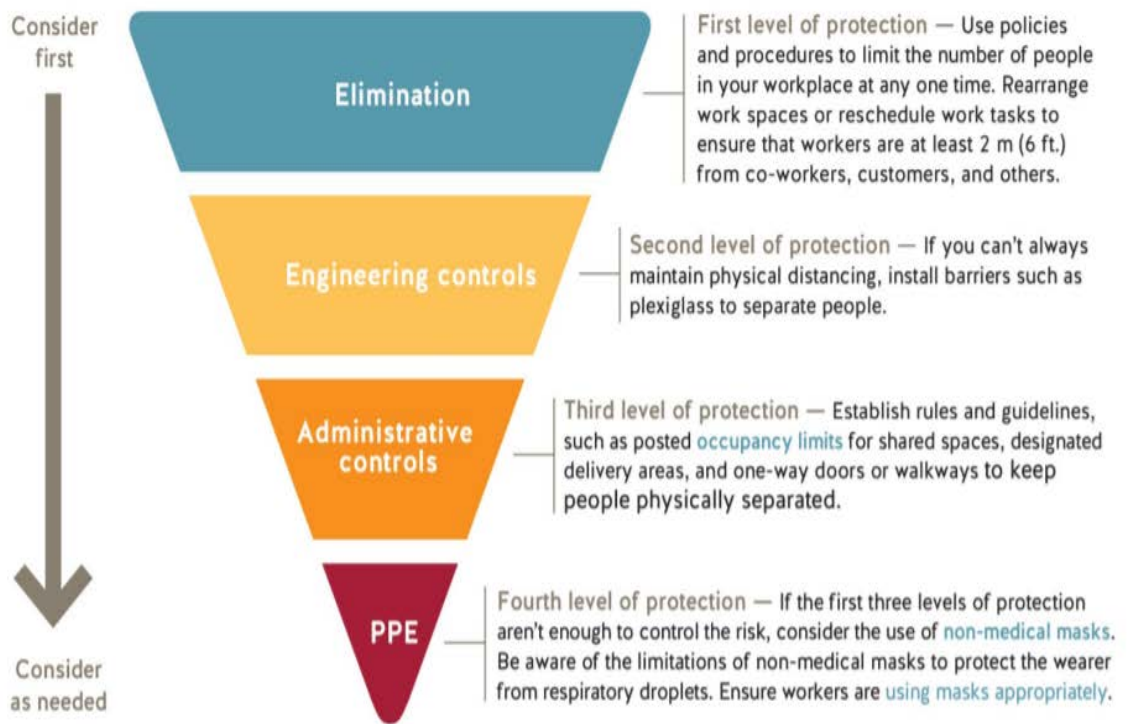
11. Process for monitoring compliance to this Plan

Manager / Department Heads will check compliance to the plan, daily during period of activity. Any non-compliance will be raised with faculty and reported to Manager.

COVID-19 Safety Plan

Reduce the risk of person-to-person transmission

To reduce the risk of the virus spreading through droplets in the air, implement protocols to protect against your identified risks. Different protocols offer different levels of protection. Wherever possible, use the protocol that offers the highest level of protection. Consider controls from additional levels if the first level isn't practicable or does not completely control the risk. You might likely need to incorporate controls from various levels to address the risk at your workplace.





BCIT SAFE OPERATING PROCEDURE	Forklift practical training at AIC
Date Issued: 2020/07/02	By: Bruce Thompson, Department Head
Version Date: 2020/07/08	Version 2.0

BACKGROUND

As of March 11, 2020, the World Health Organization has declared the ongoing COVID-19 outbreak a pandemic. In response, BCIT has worked to move teaching and instruction activities to be done remotely, to reduce the number of staff and students on campus and help prevent transmission of the virus within our community. However at this time, several programs at BCIT require in-person attendance of staff and student, such taking and marking exams.

PURPOSE

As COVID-19 spreads through direct (coughing/sneezing) or indirect contact (touching contaminated surfaces then touching your face) with water droplets produced by an infected individual, this procedure focuses on measures to prevent transmission through this method. The procedure outlines practices for instructors to reduce the risk of COVID-19 exposure when marking exams or papers that were physically written by a student.

RESPONSIBILITIES

Employer

- The employer is responsible for providing the equipment, tools, education, and training necessary for their staff to be able to perform their job duties safely, as outlined by this procedure.

Supervisor

- The supervisor is responsible for reviewing this safe work procedures and practices with their employees.
- The supervisor is responsible for investigating unsafe work conditions and work refusals with their employees.

Employee

- Follow the safety and exposure provisions outlined by this procedure.
- Do not perform job if they cannot be performed as outlined by this procedure.
- Report unsafe conditions, work refusals, and incidents to your supervisor.

BCIT Facilities

- Provide or advise on which disinfecting products to use.
- Provide instructions on how to correctly use any disinfecting products provided to BCIT staff.

BCIT Occupational Health and Safety (ssemohs@bcit.ca)

- Act as a resource for workplace health and safety concerns and investigations.

TRAINING AND EDUCATON

- [BCIT Pandemic Exposure Control Plan Training](#)

EQUIPMENT

<i>Below are the minimum supplies required to follow this procedure</i>					
	Disinfecting Product*(wipe/spray)		Garbage Bin with Garbage Bag		Hand washing facility**
	Hand Sanitizer**		Exposure Control Posters		PPE – Safety Glasses and Face Masks

* Only use disinfecting products provided by BCIT Facilities or with the approval of BCIT OHS. Disinfecting products should be selected by either:

- Being a product listed on the [Health Canada List of Effective Hard-Surface Disinfectants](#), or;
- As per the [BCCDC](#), be a product containing:
 - 550 ppm bleach (sodium hypochlorite 5.25%) solution [50 mL bleach, 950 mL water]
 - 0.5% Accelerated Hydrogen Peroxide
 - Quaternary Ammonium Compounds

** Hand washing with soap and water should be the primary method of hand disinfection. If soap and water are not easily available, hand sanitizer can also be used on unsoiled hands.

PROCEDURE

1. Arrange for the practical work stations to be set up by AIC support staff and Faculty.
2. Prior to attending students must complete and pass the “BCIT Student Pandemic Training for AIC” course in the Learning Hub.
3. Instructors must complete and pass the “BCIT Pandemic training course”.
4. Practical tasks only; No face to face theory is to be delivered until further notice.
5. Designate student access locations for the duration of their time on campus.
6. Designate the first floor washrooms for their use.
7. Coordinate with janitorial services to have student accessed spaces (exam room / break room / cafeteria) cleaned / disinfected after use.
8. Students and Instructors must wash hands with soap and water prior to commencing any practical work, or must sanitize their hands.
9. Remind students to avoid touching their face while operating forklift.
10. Instructor is to be wearing gloves and safety glasses in addition to steel toed boots. Use of a bullhorn will ensure physical distancing for the Instructor. If closer than 2 metres a mask must be worn.
11. While assessing students:
 - a. Set demonstration areas to allow at least 2 meter physical distancing.
 - b. Maintain at least physical distance of 2 meters; if this is not possible, PPE must be used including a face mask and safety glasses.
 - c. Assign one fork lift per student.
 - d. Students are to be supplied with nitrile gloves, a mask and safety glasses (Instructor will dispense these).
 - e. No paper or pens are to be supplied to the students.
 - f. Must follow all signage.
 - g. If a physical distance of 2m cannot be maintained then PPE (Face mask and safety glasses) must be worn by all parties involved.



- h. Upon completion of assigned tasks, students must sanitize the forklift seat, controls, and common touch points.
 - i. Use sanitizing products provided by support staff (list of approved products found on the BCIT Health and Safety Sharespace).
 - j. Students will follow the “Disinfecting procedures for students” process posted at the disinfecting table.
12. Students and Instructors must wash hands with soap and water after performing practical assignments, or use hand sanitizer.
13. Properly discard of disposable PPE, into a garbage bin lined with a garbage bag.
14. Students and Instructors are encouraged to wash hands with soap and water before leaving campus.

REFERENCES

- [Health Canada, COVID-19 Hard Surface Disinfectant and Cleaning Information](#)
- [BCCDC, COVID 19 Infection Control Information](#)
- [BCIT Occupational Health and Safety Sharespace](#)

REVISION HISTORY

DATE	Version	Description	Author
2020/07/02	1.0	Procedure Issued	Bruce Thompson, Department Head.
2020/07/08	2.0	Procedure amended and reviewed	AIC JOHSC