



COVID-19 EXPOSURE PREVENTION IN-CLASS INSTRUCTION RISK ASSESSMENT

Assessment Date:	June 11, 2020	Room(s):	NE10-100	Class Type:	<input type="checkbox"/> Classroom <input type="checkbox"/> Lecture Hall <input type="checkbox"/> Laboratory <input checked="" type="checkbox"/> Shop Floor
Assessor(s):	Jasper Tam (Occupational Hygiene Coordinator, SSEM) Randy Sandhu (Faculty, SOT) Mark Deroche (Faculty, SOT) Nathan James (Faculty, SOT) John Purdy (SOT)			Hand Washing Location(s):	Washroom in the hallway.
Use Description:	Students doing welding in NE10-100 for a two-day class.				

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. Develop and communicate accommodations for students in isolation/quarantine.
	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>
CONTROLLING COMMON TOUCH POINTS	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.
	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.	

PERSONAL PROTECTIVE EQUIPEMENT (PPE)

Instruct students on how to safely use, remove, and dispose/clean (as applicable) any required PPE for the class.

Note: PPE (gloves, respirators, face shields, etc.) should only be recommended/required for pandemic exposure control if best practices (physical distancing, hand washing) are impossible to maintain. Please contact ssemohs@bcit.ca for further guidance regarding PPE.

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. Identify potential hazardous conditions taking into account modes of transmission: **a.** Droplet (if within 2 metres), generally from coughing or sneezing, contacting eyes, nose and mouth **b.** Indirect contact: through touching contaminated surfaces, then touching eyes, nose, or mouth before washing/sanitizing hands. **c.** Direct contact: skin to skin touching, such as shaking hands, then touching eyes, nose or mouth before washing/sanitizing hands.
3. Refer to the [BCIT Risk Assessment Matrix](#) for further instructions.
4. Assign Exposure Likelihood (**Rare, Unlikely, Possible, Likely, Very Likely**), Severity (**Catastrophic, Major, Moderate, Minor, Insignificant**) and Risk Level (**Extreme, High, Medium, Low**) for the task/situation without controls (W/out) and with controls (With). In reference to COVID-19, the Severity has been assessed as **Major**.
5. State possible control measures for the task/situation in the final column.
6. Controls must be implemented for such that the risk level with controls (With) is Low.
7. Use Appendix A to attach any relevant photos.

	Lists of potential tasks/situations during instruction.	Potential hazardous conditions associated with the task/situation.	Likelihood		Severity		Risk Level		Possible Controls <i>See Table 2 for implemented control measures.</i>
			W/out	With	W/out	With	W/out	With	
1.	Students welding in NE10-100	Exposure to COVID-19 from others.	Likely	Rare	Major	Major	High	Low	<ul style="list-style-type: none"> - Post BCIT 2 m physical distancing signage and hand washing signage throughout the area. - Post WorkSafeBC COVID-19 Entry check for visitor’s poster at the entrance of the building. This poster is available on the OHS ShareSpace COVID-19 resource section. - Tape/mark down spots spaced 2 m apart for students to wait in line in corridor NE10-100D. - Have students wash their hands in the washroom before the class one at a time. The instructor will supervise the line. - Create individual booths for students, with the booth high enough that it can extend 30 cm in each direction from the mouth and nose area of each student.

										<ul style="list-style-type: none"> ➔ Extend barriers (e.g. caution tape on stanchions) out from the booths slightly so that when students exit from the booths they will not run accidentally into another student in the walking aisle. - Assign numbers to students so that they each have their own individual welding stations. - Create one-way traffic in the room (see Appendix A). Install tape/markings/signs to guide students. - Send out communications to students beforehand so that they are aware of the rules and procedures. - Send Facilities Request to have the washrooms cleaned after each day of class. - Provide each student their own dedicated set of tools on their desk before they arrive. Ensure these tools are clean. Have instructors wash their hands before laying out the tools. - Set up a table for used tools, clean these tools with Health Canada-approved disinfectant before storing them away. - When instructors need to demo to students, put a portable barrier between the instructor and the student that extends 30 cm in each direction from the mouse and nose. - Keep doors propped open. - Post WorkSafeBC Occupancy Limit sign in washroom for 1 person maximum. This poster is available on the OHS ShareSpace COVID-19 resource section.
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SECTION B: To be completed by the department (must include front-line staff and supervisor/chief instructor/manager).

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>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>State how each item will be procured and by whom.</i>
NE10 Collision Shop – identified entrance and exit locations	Students will receive instructions to enter NE10 via the East entrance only. Students and staff will receive online instruction and COVID awareness training prior to starting the welding portion of their program. Training will include building entry and exit locations. Entrance & Exit posters are posted on doors.	1.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Department has procured and affixed posters. Online training/instruction has been uploaded to the Learning Hub.
Marked social distance spacing for students waiting to enter NE10 Collision Shop entrance	Students will line up in the hallway of NE10 at designated/numbered locations.	1.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The hallway in NE10 has each students number posted on the wall with 2metre distancing in place.
Handwashing Stations	Handwashing sinks will be available in the shop and washroom areas. Students and staff will be required to washing hands before and after equipment use.	1.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Handwashing sinks are available in both the shop and washrooms of the building. Additional temporary wash sink has been installed in the shop area close to the student work station Facilities work request will be initiated to ensure ample stock of soap and paper towels are maintained.
Directional marked walkways	Flow of pedestrian traffic marked by directional arrows. Entrance and exits paths clearly identified.	1.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Department has procured high visibility tape and installed floor markings.

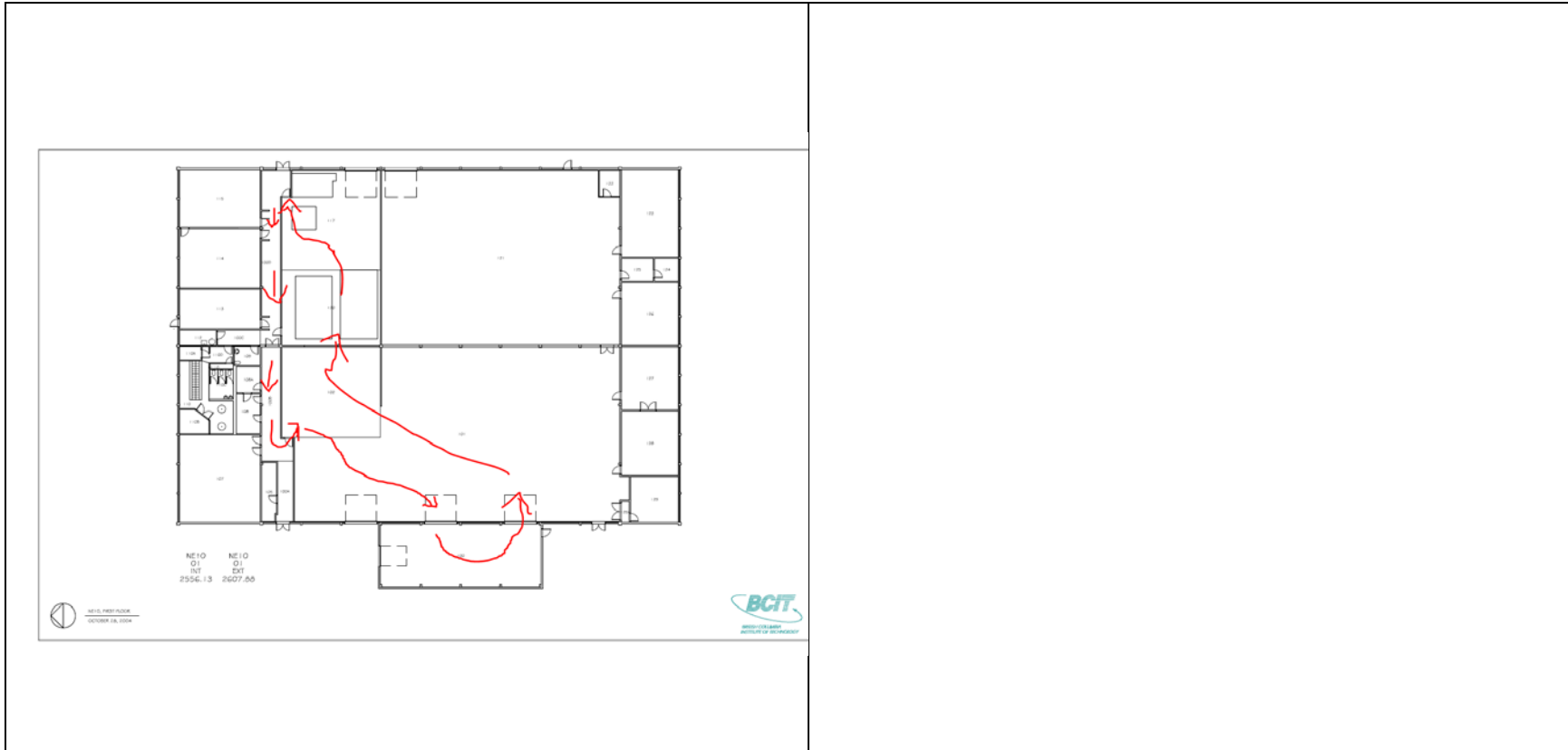


Individual student work zones/cubicles	Each students will be provided an 8' X 9' zones/cubicles to perform their assigned shop activities. Each zone will be separated by a 6'x 6' welding screen.	1.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Department has procured and installed welding screens for 8 student work stations.
Close-up Instructor demonstrations	Instructor will place portable transparent barriers between themselves and students when conducting up-close demonstrations. Masks will be available for students and staff.	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Department has fabricated and made available transparent portable barriers. Masks have been procured by department.
Individual tools and equipment.	All students will be supplied there own set of tools and equipment required to perform the practical welding exercise.	1.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Department has adequate supply of tools and equipment required to perform practical exercise for up to 16 students.
Shared tool sanitation procedure	Tool sanitation benches set up in the shop area when the use of specialty tools are required to be shared and subsequently sanitized after use. Benches will be clearly identified for clean sanitized tools vs tools requiring sanitation.	1.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cleaning and sanitizing products have been secured by the department. Students and staff will be trained on cleaning/sanitation procedure.

Upon Assessment Completion: Supervisor/Manager

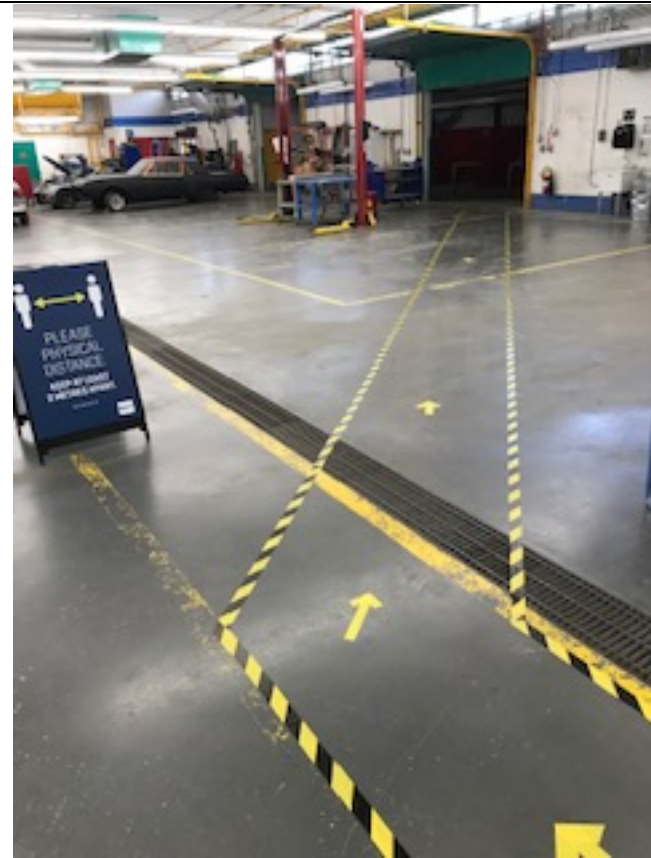
<ol style="list-style-type: none"> Upon the completion of Tables 1 and 2, the approving supervisor/manager signs or types name in the adjacent space. If you need any assistance to complete this assessment, contact BCIT OHS (ssemohs@bcit.ca). Please submit a copy to BCIT OHS (ssemohs@bcit.ca) for final approval. <p>Note: when you have completed implementing your controls, complete the Common Control Measures Checklist.</p>	Supervisor/Manager Name:	Mubasher Faruki
	Approval Date:	July 2, 2020

Appendix A Photographs





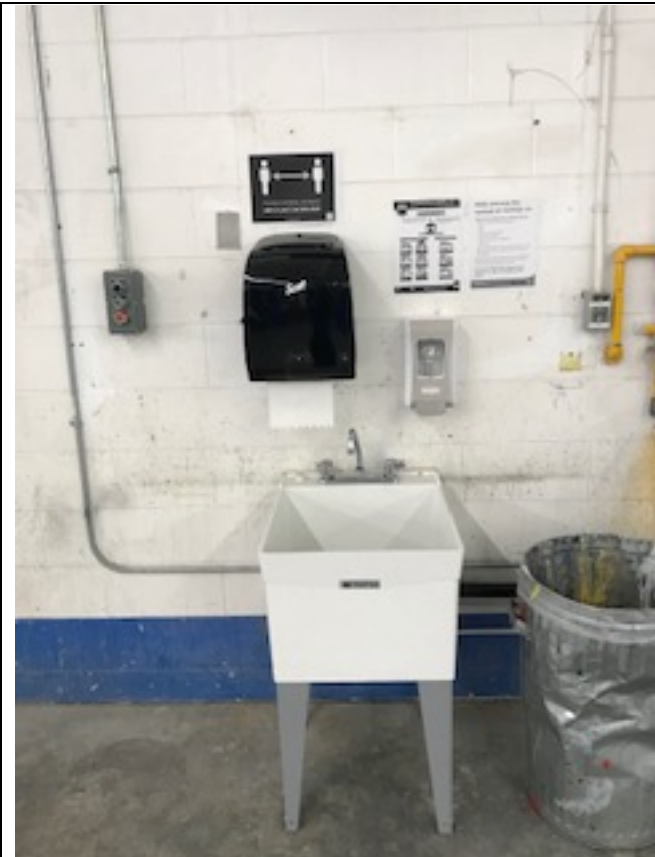




Shop Path way to welding stalls



Student numbered individual stalls



Additional wash sink installed in shop area



Exit path from welding area



Dirty tools bench with supplied sanitizer / cleaning agent



Student work zone/cubicle view