



## COVID-19 EXPOSURE PREVENTION IN-CLASS INSTRUCTION RISK ASSESSMENT

<b>Assessment Date:</b>	June 22, 2020	<b>Room(s):</b>	BMC-240	<b>Class Type:</b>	<input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lecture Hall <input type="checkbox"/> Laboratory <input type="checkbox"/> Shop Floor
<b>Assessor(s):</b>	Jasper Tam (Occupational Hygiene Coordinator, SSEM) Natalia Golovachova (Manager, BMC) Carl Marquardt (Faculty, BMC) Marc Soer (JOSHC member/Program Technician, BMC) Sam Susanthan (JOHSC member/Faculty, BMC)			<b>Hand Washing Location(s):</b>	Washrooms on second floor.
<b>Use Description:</b>	Simulation lab using computers.				

### GENERAL TRANSMISSION PREVENTION GUIDELINES

<b>EDUCATION</b>	Post infection control practices and physical distancing posters. <i>Posters available on <a href="#">OHS ShareSpace</a>.</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.
	Ensure all staff have completed the online <a href="#">BCIT Pandemic Exposure Control Plan Training</a> .
<b>PHYSICAL DISTANCING</b>	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.
<b>CONTROLLING COMMON TOUCH POINTS</b>	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](mailto: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.	Teaching a simulation lab in BMC-240.	Exposure to COVID-19 from others.	Likely	Rare	Major	Major	High	Low	<ul style="list-style-type: none"> <li>- Post BCIT 2 m physical distancing signage and hand washing poster.</li> <li>- Post WorkSafeBC COVID-19 Entry check for visitors poster at the entrance of BMC. This poster is available on the OHS ShareSpace COVID-19 resource section.</li> <li>- Maintain 2 m physical distancing at all times.</li> <li>- Students and instructors must clean their hands with hand sanitizer or hand washing before and after the class.</li> <li>- Encourage people to avoid touching their face.</li> <li>- Limit occupancy to 6 people (5 students + 1 instructor).</li> <li>➔ Post Occupancy Limit sign on the front door of the classroom.</li> </ul>

									<ul style="list-style-type: none"> <li>- Arrange desks so that there is 2 m physical distancing between each student; if not enough space, use barriers that extend 30 cm in each direction from the mouth/nose area of the people to separate the desks.</li> <li>- The instructor shall prioritize assisting students from 2 m distance, if not possible (e.g. instructor can not read the small screen), then put a portable barrier (that extends 30 cm in each direction from the mouth/nose area of the people) between the instructor and student perpendicular to the desk when the instructor is assisting.</li> <li>- Communicate to students beforehand the rules and procedures they have to follow.</li> <li>- Students line up to enter the classroom at marked spots.             <ul style="list-style-type: none"> <li>➔ Students enter one at a time, and leave one at a time.</li> </ul> </li> <li>- Assign computer stations to students beforehand and have the same computer station for the duration of the course.</li> <li>- Install a barricade/tape/stanchion extending out partly into the hallway on either side of the door so that persons entering and leaving the room will see if there is anyone else coming in and out of the room to avoid a collision.</li> <li>- Deliver instruction/theory online as much as possible.</li> <li>- Prop the classroom door open.</li> <li>- Have BEST Custodial clean the room touch points after each day of class.</li> </ul>
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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>			<i>State how each item will be procured and by whom.</i>
Hygiene	Hand washing/sanitizing	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hand washing/sanitizing stations. Facility.
Physical Distance	Assign one station for each student to allow 6 feet (2m) distance; stations 1,3,4,6,8 will have protective barriers in front of them. Portable barrier for instructors to assist students when physical distance can't be maintained	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The protective barriers. BMC Administrative Manger.
Cleaning and disinfecting	Cleaning the equipment after each use	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Sanitizing materials. Facility. Follow PPE requirements for relevant cleaning and disinfecting materials.
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

**Upon Assessment Completion: Supervisor/Manager**

<ol style="list-style-type: none"> <li>1. Upon the completion of Tables 1 and 2, the approving supervisor/manager signs or types name in the adjacent space.</li> <li>2. If you need any assistance to complete this assessment, contact BCIT OHS (<a href="mailto:ssemohs@bcit.ca">ssemohs@bcit.ca</a>).</li> <li>3. Please submit a copy to BCIT OHS (<a href="mailto:ssemohs@bcit.ca">ssemohs@bcit.ca</a>) for final approval.</li> </ol> <p>Note: when you have completed implementing your controls, complete the Common Control Measures Checklist.</p>	<b>Supervisor/Manager Name:</b>	Nataliia Golovachova
	<b>Approval Date:</b>	06/29/20



## Appendix A Photographs

No photos taken.	