



Return to Campus Plan COVID-19 Exposure Prevention

Campus	BMC		Approving Authority	
Dept/School	SoT		Program	NS, BWR-e
Submitter	Philip McCarter		Submission Date	06/29/20
# of Students involved	5 per class		# of Staff involved	1 instructor per class
Return to campus start date and end date	Start Date end July 2020	End Date	Involved in developing the Plan	Nataliia Golovachova Carl Marquardt Sam Susanthan Marc Soer
Purpose	Hands-on in-class instruction in BMC-240			

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	Nataliia Golovachova	Date	July 24, 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 BMC-240 in-class instruction

1. Description

This document outlines measurements taken to ensure the risk of exposure to the virus that causes COVID-19 is minimized for BMC-240 in-class instruction.

2. Framework

- This Return to Campus Plan (RCP) is based on a Risk Assessment conducted on June 22nd, 2020 in room BMC-240.
- All possible instruction/theory that can be delivered online should be moved online to reduce risk of exposure to the virus.
- Reduce capacity of the class to 5 students to allow 2 m physical distancing between all parties involved.
- Schedule one group per a day. If more than one group is required, arrange sanitizing of the class between the groups.
- Block the stations # 2 and # 5 to engineer a social distance between the stations. *See Appendix 1.*
- Physical distancing of 2 meters will be priority when students are performing practical component of the course. Faculty will made all efforts to provide remote instructional support. **In the rare cases** that a physical distance cannot be maintained, explore the option to use a portable barrier. Only when all other options are exhausted, use PPE (face mask and face shield) and immediate hand washing/sanitizing after close contact will be mandated. WorkSafe pictograms placed next to the PPE provides guidance on the use of facemasks. Faculty should wash/sanitize their hands immediately prior and after touching the station.
- For the Simulator Technician support, student/faculty should leave the station to assess it. The Simulator Technician should wash/sanitize their hands immediately prior and after touching the station.
- Leave the doors open to remove a number of frequently touched surfaces.
- Mark the enter and exit point to/from the class so that people entering and leaving the room will see if there is anyone else coming in and out of the room to avoid any collision. *See Appendix 2.*
- No shared equipment. Assign an individual work station for each student.
- Provide sufficient soap and water or hand sanitizers and post the locations to encourage good hand hygiene.
- Provide disinfection of the room before and after the class. Arrange additional sanitizing of the class if more than one group is scheduled for one day.
- For a break/lunch promote students to go outside of the classroom and maintain social distancing.
- Hand washing, 4 key points, and physical distancing signs posted.
- Those who are displaying symptoms in class must report to First Aid and follow instructions from SSEM.
- Employees must complete the Pandemic Exposure Control Plan Summary training.
- Communication to students regarding behaviour expectations and not coming to campus if sick:

Hello, everyone!

We count on your support in helping us to return in-class activities back to Marine Campus.

Please, study the communication below and follow the expectations when on campus.

Student who meets one of the following criteria should not come to campus:

- *Feeling unwell (COVID19/cold/allergies. Symptoms: fever, coughing, sneezing, itchy eyes, etc.)*
- *Is living with someone in self-isolation*
- *Is living with a person that is in quarantine due to a presumptive or confirmed case of COVID-19*

Please notify your instructor via email.

Student who develops a fever or a persistent cough while on campus:

- *Advise your instructor and report to First Aid*
- *Avoid touching anything*

<ul style="list-style-type: none"> • Cough or sneeze into a tissue and put it in a bin, or if you do not have tissues, cough and sneeze into the crook of your elbow • Obtain medical advice and assistance as necessary
<p><i>When on campus:</i></p> <ul style="list-style-type: none"> • Wash (min 20 sec)/sanitize hands before entering and after leaving the class • Maintain 2 m physical distancing • Follow the marked signs • Avoid touching your face • Sneeze and cough into a tissue or your elbow, not your hands • No food, no drinks allowed in the class • Follow instructions from faculty

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

Communication Plan

Person/Group	Channel	Notes
Students	<ul style="list-style-type: none"> • Email • Printed materials posted in the class • In-class instructions 	Support staff will assist faculty in sending communication to students requesting confirmation prior to the in-class activities and faculty remind students during the class
Faculty and Staff	ShareSpace	Administrative Manager or a designated person provides BMC team with a URL link to the approved plans and procedures
Facility and Safety & Security Team	Email and associated information posted on the door of the class	Administrative Manager or a designated person posts information regarding: <ul style="list-style-type: none"> • start & end of the class • size of the class • required cleaning time

4. Any education/training requirements

Employees must complete the Pandemic Exposure Control Plan Summary training.

5. Materials/equipment needed to operationalize the Plan

These are materials in addition to what you normally use, 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
Portable barrier made of transparent Plexiglass, acrylic, polycarbonate or similar materials, perpendicular to the desk	1 set	To use by instructors in rare case when assistance is required and 2 m social distance can't be maintained
Barriers made of Plexiglass, acrylic, polycarbonate or similar	5 sets	To separate the stations where 2 m social distance cannot be

materials		maintained
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Barrier will be purchased by Administrative Manager, or a designate.

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

Plexiglas barriers will be installed in front of the desks #1, 3, 4, 6, and 8.

From Worksafe BC website:

- *Where distance cannot be maintained, consider separating people with partitions or plexiglass barriers.*
- *Where other measures are not sufficient, consider the use of non-medical masks, understanding that these have limitations.*

7. Procedures for picking up/dropping off equipment

N/A

8. Procedures for room management

See Appendix 1

9. Procedures for cleaning equipment/surfaces after the class but before the next class

SANITIZING PROCEDURE

Custodial is required to sanitize the room after the class but before the next class.

Equipment to sanitize:

- Keyboard,
- Mouse
- Speakers.

Cleaning & disinfecting products should be chosen out of approved and listed on the Health Canada website:
<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>

10. Notifying Facilities for cleaning used areas

See communication plan

11. Process for monitoring compliance to this Plan

Administrative Manager or a designated person, fills in Common Control Measures Checklist daily.



