

COVID-19 EXPOSURE PREVENTION IN-CLASS INSTRUCTION RISK ASSESSMENT

Assessment Date:	June 5, 2020	Room(s):	SW1-1450, SW1-3060, SW1-3070/3072, SW1- 3080	Class Type:	<input type="checkbox"/> Classroom <input type="checkbox"/> Lecture Hall <input checked="" type="checkbox"/> Laboratory <input type="checkbox"/> Shop Floor
Assessor(s):	Jasper Tam (Occupational Hygiene Coordinator, SSEM) Amir Yousefi (Manager, SOE - ECET) Remya Sreenath, Gurminder Grewal, Rosamund Russell, Jodie Vigar, Chris Goetz, Glenn Pellegrin (Faculty, SOE - ECET)			Hand Washing Location(s):	Sink inside tool room
Use Description:	Automation and Instrumentation Courses and Service Course Labs (ELEX 3210, 3215, 4206, 4210, 4215, 2830 and INCS 3610) <ul style="list-style-type: none"> Maximum of two instructors in a lab at a time provided physical distance measures are possible. Maximum of 6 students in the lab at a time (adequate physical distance measures are possible). Each student assigned to work alone at a workstation with work area clearly marked with tape identifying limits for movement. Each student will perform a sequence of labs for a given course throughout an entire day to minimize required time on campus and disinfection requirements. Protocol for movement outside of marked areas around workstations to be controlled and communicated verbally by instructor and with signage. Demonstration area available for instructor(s) that maintains 2 m. physical distancing requirements. 				

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.
	Ensure all staff have completed the online BCIT Pandemic Exposure Control Plan Training .
PHYSICAL DISTANCING	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.
CONTROLLING COMMON TOUCH POINTS	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 by 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 EQUIPMENT (PPE)	<p>Instruct students on how to safely use, remove, and dispose/clean (as applicable) any required PPE for the class.</p> <p><i>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.</i></p>

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 potentially 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.	Potentially hazardous conditions associated with the task/situation.	Likelihood		Severity		Risk Level		Possible Controls
			W/out	With	W/out	With	W/out	With	
1.	Students arrive at the lab at the same time.	Exposure to COVID-19 from others.	Likely	Rare	Major	Minor	High	Low	<p>- Outside the lab entry doors post:</p> <ul style="list-style-type: none"> • WorkSafeBC Prevent Spread COVID-19 Entry Check Signage • BCIT 2 m. physical distancing signage. • hand washing signage and hand sanitizer station. • Signage and protocols to be followed for the lab.

									<ul style="list-style-type: none"> - Provide pre-lab, pre-arrival instructions to students regarding access to the lab, social distancing requirements, hygiene and PPE requirements. - Identify location for students to line up prior to entering the lab room with 2 m. spacing identified. -
2.	Students working in proximity of other students and / or faculty.	Exposure to COVID-19 from others.	Likely	Rare	Major	Minor	High	Low	<ul style="list-style-type: none"> - Limit number of people in lab room to the maximum number permitted to achieve BCIT COVID-19 safety protocols (physical distancing). - Post BCIT 2 m. physical distancing signage and hand washing signage throughout the lab area. Students and instructors are to maintain 2 m. physical distancing at all times. - Plastic sheeting / barriers between workstations to address physical distancing limitations. - Post "WorkSafeBC COVID-19 Entry check for Visitor's" poster at the entrance of the classroom. - Set up tape for students to wait in line with 2 m. distance before entering the class. - Control student entry to lab room ensuring (one at a time) physical distancing is maintained. - Set up tape for students constraining their work area around the workstation. - Post WorkSafeBC Occupancy Limit sign on the entrance of the classroom for 6 people maximum. - Students and instructors must clean their hands with hand sanitizer or hand washing before entering the lab and after the lab activity. - Submit a Facilities Request to have the room and equipment disinfected using Clorox Total 360 system after the class.

									<ul style="list-style-type: none"> - Send out communication to students before lab so that they are aware of the rules and procedures. - Minimized entry and exit from the lab by students.
3.	Students working with shared equipment.	Exposure to COVID-19 from contact with equipment surfaces followed by contact to face.	Likely	Rare	Major	Minor	High	Low	<ul style="list-style-type: none"> - Ensure all equipment required for the lab activities is present at each work station including test meters, wiring and hoses (to minimize movement outside of workstation area). - Post BCIT Flu poster and provide verbal instruction. - Provide hand sanitizer dispenser in lab room. - Provide tissue boxes at each workstation. - Provide garbage receptacle at central location in lab room. - Make tool room wash basin, supplied with hand soap, non-contact towel dispenser and garbage receptacle, available to instructors and students. - Limit subsequent use of lab and lab equipment to > 5 days (maximum time beyond which the corona virus can live on surfaces ... i.e. metal, plastic). - Room and equipment disinfection using Clorox Total 360 disinfection system at the end of each day the lab is used.
4.	Dissemination of lab information	Exposure to COVID-19 from contact with paper followed by contact to face.	Likely	Rare	Major	Insignificant	High	Low	<ul style="list-style-type: none"> - Provide all lab information in an electronic format only or project onto screen or use whiteboard to disseminate information required by students. - Eliminate hand outs to students.
5.	Students bring personal belongings to lab (e.g. backpack, smartphone, tablet, laptop)	Exposure to COVID-19 from contact with paper followed by contact to face.	Possible	Unlikely	Major	Minor	High	Low	<ul style="list-style-type: none"> - Provide students with secure location in lab room for storing personal belongings. - Inform students to bring only essential and lab specific items to their assigned lab workspace.

									<ul style="list-style-type: none"> - Provide a location for personal belongings (e.g. tablet) within the workstation work area. - Ensure hygiene practices and social distancing measures in place. - Provide disinfection wipes at each lab station to clean personal belongings before and after the lab session.
6.	Student leaving and returning to lab room (washroom break, lunch).	Exposure to COVID-19 from others or from contact with surfaces followed by contact to face.	Very likely	Unlikely	Major	Minor	High	Low	<ul style="list-style-type: none"> - Limit students leaving lab room to one at a time. - Provide written instructions on protocol to be followed to meet BCIT COVID-19 safety requirements. - Ensure students clean their hands with hand sanitizer or hand washing before leaving the lab and upon return must use hand sanitizer before re-entry to the lab room is allowed. - Instructor to verify returning student has complied with safety requirements while away from the lab.
7.	Students and instructor in confined space for extended period of time.	Exposure to COVID-19 from others.	Likely	Unlikely	Major	Minor	High	Low	<ul style="list-style-type: none"> - Ensure physical distancing is maintained at all times.
8.									
9.									
10.									

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>
Barriers	Plastic sheet barriers between workstations	1, 2, 3, 5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Facilities (Work Request # 1443697)
Signage	WorkSafeBC and BCIT COVID-relevant signage	1, 2, 3, 5, 6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Program Faculty
Preventative Materials	Hand Sanitizer, Garbage receptacles, Tissues	1, 2, 3, 5, 6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Facilities / Stores
Lab Room Cleaning/Disinfection	Clorox Total 360 Disinfecting system sprayer	3, 5, 7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Facilities → Contracted to: Best Regular Contract Service
Workstation Measures	All required equipment is present at workstation; work area is taped off.	2, 3, 5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Program Faculty
Secure storage for personal belongings	Shelving or other location for storing students outwear and personal belongings not required for the lab.	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Program Faculty
IT computer protection	Cover workstation computer with thin plastic sheet to protect computer from water ingress	3, 5, 7	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Program Faculty

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 final approval. <p>Note: when you have completed implementing your controls, complete the Common Control Measures Checklist.</p>	Supervisor/Manager Name:	Amir Yousefi
	Approval Date:	July 13, 2020

Appendix A Photograph of Lab Room – SW1-1450



Student 1 at workstation.

Unused workstation due to physical distance constraint.

Student 2 at workstation.

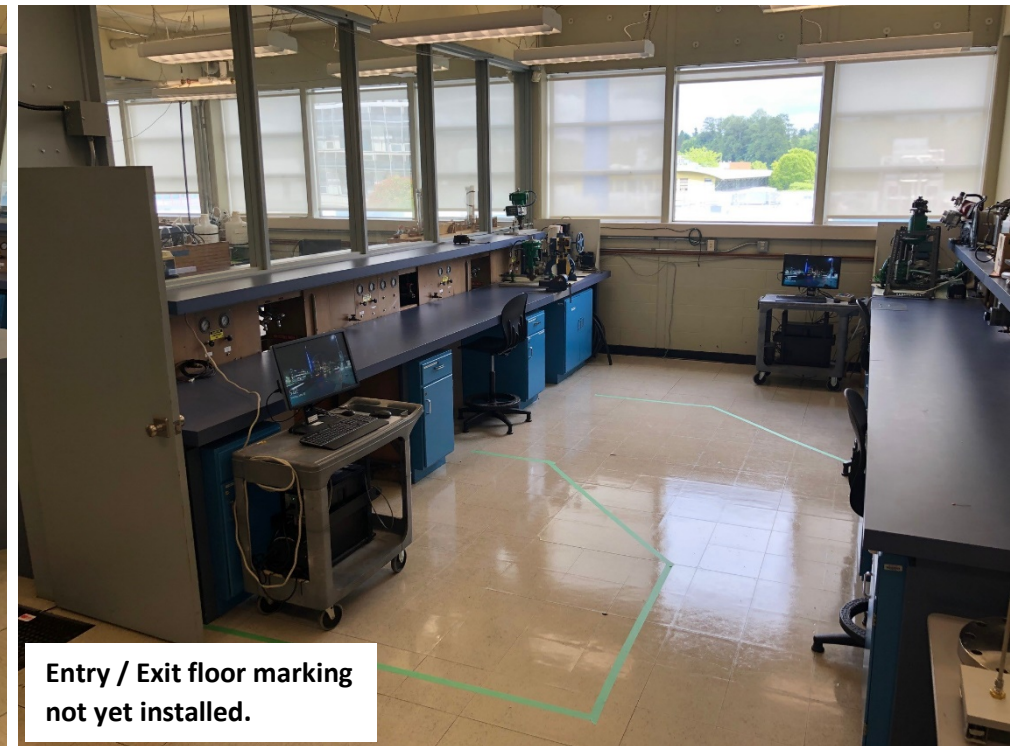
Floor markings not yet installed.

Appendix A Photographs of Lab Rooms

SW1-3070

and

SW1-3072



Appendix A Photograph of Lab Room – SW1-3080

