



## Return to Campus Plan COVID-19 Exposure Prevention

<b>Campus</b>	<b>Burnaby</b>	<b>Approving Authority</b>	<b>Tracy Wang</b>
<b>Dept/School</b>	<b>International Student Centre (ISC)</b>	<b>Program</b>	
<b>Submitter</b>	<b>Tracy Wang</b>	<b>Submission Date</b>	<b>July 24, 2020</b>
<b># of Students involved</b>		<b># of Staff involved</b>	<b>12</b>
<b>Return to campus start date and end date</b>	Start Date August 31, 2020	End Date	<b>Involved in developing the Plan</b> <b>Tracy Wang, Tahmina Masehoor</b>
<b>Purpose</b>	To be able to perform critical tasks that require staff to attend to campus and provide additional support to international students in need.		

### 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

<b>Approving Authority Signature</b>	<i>Tracy Wang</i>	<b>Date</b>	July 28, 2020
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### JOHSC Review

<b>JOHSC Name</b>		<b>Date submitted to JOHSC</b>	
<b>Comments</b>			



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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.

<b>Approving Authority Signature</b>	<b>Date</b>

**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

To be able to perform critical tasks that require staff to attend to campus and provide additional support to international students in need.

### 2. Framework (information captured in the Plan)

#### ***Elimination of hazard***

In addition to the attached RTO-Service Area Plan under the sections of Workplace Operations and Outside Visitors, ISC:

- Redesigned business processes to eliminate paper-based application for verification letter.
- Switched to online payment to eliminate cash or credit card payment.
- Will limit in-person interaction to a minimum, unless it is critical or urgent matters that require in-person appointment.
- Will follow steps outlined in the attached RTO-Service Area Plan with regards to outside visitors.
- Plan the work being conducted to allow for 2 meters physical distancing between all involved.
- Schedule 2 staff at the front counter area in any given day to keep 2 meters physical distancing. There will not be more than two team members at the front counter in any given time.
- Rearrange the furniture in the adjacent International Student Lounge area that will remain closed to international students and set up additional workstations to maintain 2 meters physical distancing for frontline staff.
- Continue virtual staff meeting, team meeting and working group meeting.
- Schedule staggered shifts to limit number of staff on-site.
- Will post the signage to allow 1 student at a time entering the ISC.
- Add floor markers for where students enter and exit ISC to achieve one-way traffic.
- Use the front door of SW1-1170 for entering the ISC office and the International Student Lounge of SW1-1160 for exiting the office.
- Ensure each staff has designated workstation/office to eliminate shared items and decluttered areas to decrease touch points.
- Has access to face masks/shields, gloves as desired by staff.

#### ***Engineering (barriers and partitions)***

Refer to the attached RTO-Service Area Plan for Workstations section, furthermore ISC will:

- Install L-shaped Plexiglas at the front counter to ensure front line staff is protected from the front counter, as well as the traffic in the hallway leading to the ISC offices, to prevent spread where 2-meters distancing might not be maintained.
- Place rolling Plexiglas dividers to separate the workstations at the front areas and the lounge area to be used as additional workstation.
- Have wipes/sanitizers to allow staff to wipe, clean and sanitize their workstations.

#### ***Administrative (rules and guidelines)***

- Employees must complete the Pandemic Exposure Control Plan Summary training.
- When making an appointment, will communicate to students regarding behaviour expectations and

not coming to campus if sick. Follow the steps outlined under the section of Outside Visitors in RTO-Service Area Plan

- Hand washing, 4 key points, and physical distancing signs will be posted at the ISC.
- Those who are displaying symptoms must report to first aid and leave the campus.
- Directional signage (e.g. one way walkways) will be added to the floor.
- Post signage, use stanchions to direct the flow.

**Cleaning and hygiene practices**

- Provide sufficient soap and water or hand sanitizers for staff, and hand sanitizer stands for students.
- Enhance cleaning and disinfecting of the workplace, particularly high contact items such as handrails, doorknobs, shared tools or equipment and washroom facilities.
  - Will keep the ISC doors open to limit touching doorknobs.
- Identify who will be conducting the cleaning, what product will be used and ensure an SDS for that product is available.
  - ISC front desk and offices will be cleaned by BEST services daily when the ISC is open
- Wiping down products/equipment after use
  - Staff will have wipes/sanitizers to clean their workstations and equipment.

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

- The plan will be communicated to staff through zoom staff meeting and one-on-one consultation as needed.
- Signage will be posted at the front area to provide clear instruction to students
- Update international webpage to inform students of measures

**4. Any education/training requirements**

- All staff who will return to work complete the Pandemic Exposure Control Plan Summary Training.
- All staff who will return to work have a clear understanding of the new layout and flow of the traffic.

**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.

We have submitted PPE Request to SSEM in June. Here is the revised list:

e.g.

Item	Quantity	Purpose
Barriers	1 L-shaped (wrap around) Plexiglas for the front counter, 5 desktop ones, and 2 rolling ones	Ensure front line staff is protected from the front counter as well as the traffic in the hallway leading to the ISC offices, to prevent spread where 2-meters distancing might not be maintained.
Disinfecting wipes	4 or more depending on the size of bottle	Sanitize workstations in the front desk area before and after each use (including laptop, keyboard, printer, stationary etc. or other high-touch multi-used areas)
Surface Disinfectant Sprays	8	Allow staff to deep clean and

		disinfect the surfaces of their offices and workstations.
Hand sanitizer stands (already has 1 for student-facing, need 1 for staff-facing)	1 (need refill for student-facing) 1 (order one for staff-facing)	Allow students and staff to sanitize hands before they interact with others
Hand Sanitizers	12 bottles	Each workstation and office to be equipped with sanitizer
Disposable Masks	1.5 boxes	Safety precaution for front-facing staff
Face Shields	12 pieces	Safety precaution for front-facing staff
Dispensable Gloves	1.5 box s/m/l	Safety precaution for front-facing staff

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

- Install Plexiglas barrier at the front counter, rolling barrier at the cubicles to separate workstations and desk top barriers in the offices.
- Use marks/face shields for front-facing staff
- Use gloves for front-facing staff

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

Will be available through appointment only, where pre-arranged designated area will be used for picking up/dropping off equipment to keep 2 meters physical distancing.

**8. Procedures for room management (if applicable)**

Refer to the section of the attached Service Area Plan.

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

Use disinfectant wipes and sprays to sanitize workstation surface, high-tough points such as printer, photocopiers. Signs can be posted and communication will be taken place with staff to wipe down after each use.

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

*Include work requisition #, room numbers, dates rooms will be used, and cleaning frequency, if applicable.*

The front counter areas (SW1-1170), 5 offices, student lounge (SW1-1160), and walk ways require cleaning by BEST Services when ISC is re-open.

**11. Process for monitoring compliance to this Plan**

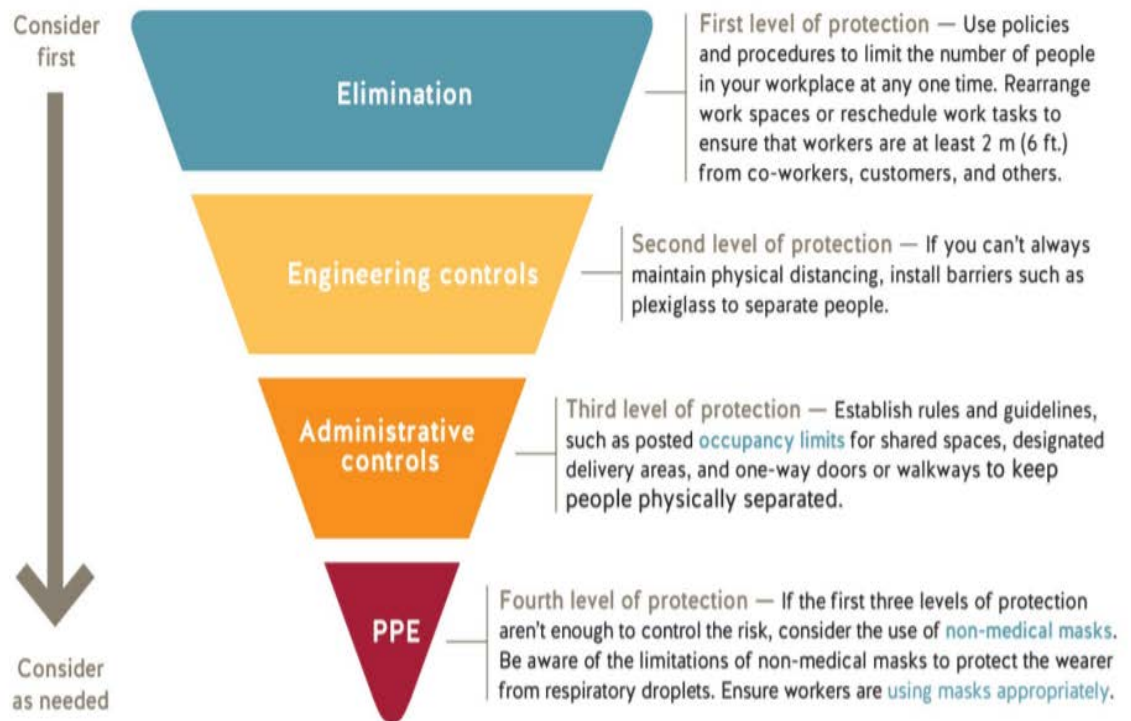
*Complete the Common Control Measures Checklist. Include this Checklist and photos to show implemented control measures, in this Plan. Also include how ongoing monitoring will be accomplished e.g. Checklist, who monitors (e.g. supervisor/instructor spot checks), frequency e.g. minimum daily.*

- Senior coordinator or coordinators (as back-up) will monitor on a daily basis
- Senior coordinator will review PPE supplies and inventory, and place order when needed
- Regular check-in with director to review compliance

## 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.





# Return to Operations Plan

## International Student Centre (ISC)

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This plan covers the administrative functions and physical spaces of BCIT International Student Centre (ISC).

### Measures and policies

ISC has put measures and policies in place to minimize the risk of transmission. ISC has also developed the necessary policies to manage service area workplaces, including policies around who can be at the workplace, how to address illness that arises at the workplace, and how workers can be kept safe in adjusted working conditions. These policies are clearly communicated to workers through training, signage, and reminders as required.

### Building access

- BCIT service areas will stagger start and end times if crowding at entry and exit locations means the physical distancing requirement of at least 2 metres cannot be maintained. Alternatively, we will designate doors for entry and exit to prevent workers and others from coming into proximity with one another.
  - **ISC:** the front door of SW1-1170 will be used for entering the office; staff will exit via the door at the International Student Lounge SW1- 1160.
- BCIT service areas will make hand sanitizer available to workers as they enter the building except in areas where the majority of staff is working remotely.
- BCIT service areas will post signage indicating that employees, contractors, or visitors exhibiting COVID-like symptoms are not allowed to enter the office building.

### Workplace operations

- Where possible, BCIT service areas will enable remote work options for workers who do not require office attendance. Where regular or occasional in-office work is necessary, staff will attend only if they are not symptomatic.
- BCIT service areas will alternate and/or add additional shifts to reduce the risk of exposure and maintain the physical distancing requirement.
- BCIT service areas will avoid meetings or gatherings where physical distances cannot be maintained. We will use larger rooms, move meetings outside, or have all or some attendees attend virtually.
- Where appropriate, BCIT service areas will create cohorts of workers who work together and who do not interact with other cohorts. This will assist in reducing transmission throughout the workplace in the event that a staff member becomes ill.
- Where appropriate, BCIT service areas will establish one-way staircases to minimize worker contact, and post signage to indicate direction.

### Workstations

- If office attendance is required, BCIT service areas will position workers in a location that allows them to put more distance between themselves and their co-workers or customers. Workstations will be arranged at least 2 metres apart and away from communal pathways.
  - **ISC:** has 5 offices and the front counter has four cubicles. Will schedule 2 staff at the front counter area in any given day to keep 2 meters physical distancing. There will not be more than two team members at the front counter in any given time.
- Where appropriate, BCIT service areas will make communal pathways one directional to reduce personal interactions.
- BCIT service areas will install effective barriers (e.g., plexiglass shields) between workstations where necessary.
  - **ISC:** will need to install L-shaped Plexiglas at the front counter; and place rolling Plexiglas divider to separate the workstations.
- In-person meetings will be cancelled whenever possible and held by teleconference, video conference, or email instead.
- BCIT service areas will minimize sharing office space or workstations. If workers must share office space, we will integrate these locations into our cleaning and hygiene protocols, ensuring that frequently-touched surfaces are addressed (such as the computer keyboard and mouse, desk surface, and telephone)
  - Each staff has designated workstation at the front counter. There will only be 2 staff in a given day to maintain 2 meters physical distancing.

## Communal spaces

- BCIT service areas will ensure changes to the usage of communal areas are clearly communicated to workers.
- BCIT service areas will implement single-person access into constricted areas as required.
- The number of workers allowed in common areas at any one time will be limited. BCIT service areas will stagger break times to reduce large gatherings and encourage workers to take breaks at their own desk or outside. We will limit or stagger workers entering change areas or rooms with assigned lockers.
- BCIT service areas will encourage workers to eat outside or at their desk.
- BCIT service areas will physically distance tables in lunch rooms. Alternatively, lunch rooms will be closed or available only to limited staff.
  - **ISC:** there is no lunch room at ISC.
- If breaching the physical distancing requirement is unavoidable, BCIT service areas will plan the work task and provide instructions to workers to ensure that time spent in close proximity is minimized.
- Eating will be restricted to a clearly identified and dedicated area with handwashing stations, cleaning and disinfectant supplies, and adequate space to maintain the physical distancing requirement.
- Workers will be required to bring their own dishes and utensils.
- BCIT service areas will refrain from providing and consuming communal foods.
- Where possible, BCIT service areas will allow communal doors to remain open throughout the workday to reduce contact with door handles.



- Workers will be instructed to use their own equipment, such as pens, staplers, headsets, and computers. Alternatively, employees using shared work stations or working in communal areas will be provided a stationary supplies kit or tool caddy exclusive to their use, as well as cleaning products.
- The number of people using previously shared office equipment or other items (photocopiers, coffee machines, microwave ovens, etc.) will be minimized and/or discouraged. Shared amenities and equipment will be cleaned and disinfected by the user, using approved cleaning products, after each use. BEST cleaning schedules will also be increased from normal operational schedule.
- We will establish hygiene practices that address the needs of the workplace that includes the requirement to wash or sanitize hands after coming into contact with public items.

### **Outside visitors**

- If required, visits to the workplace will be prearranged by appointment and staggered. Safety protocols will be communicated before entry into the workplace (e.g., email and/or signage posted to entrance). BCIT service areas will keep a record of visitors to the workplace. Signage will indicate 2 metre distance markers in line ups.
- Signage will be posted at the workplace to inform all of the measures in place.
- When booking appointments, visitors will be reminded to reschedule if they experience symptoms typical of COVID-19 or are placed on self-isolation.
- BCIT service areas will minimize non-essential in-person interaction between workers and visitors (e.g., use of virtual meeting tools, email, or telephone).
- Waiting areas will be arranged to maintain physical distancing requirements. Barriers between frontline staff and visitors (e.g., Plexiglas) will be installed. We will install markings on the floor directing visitors where to stand when approaching front desk.
- BCIT service areas will provide visitor-facing staff with hand sanitizer for their use only.
- BCIT service areas will instruct visitors to attend appointments alone and minimize time spent in waiting area before their appointments (e.g., request visitors to wait in vehicles and text message or call when ready).
- Non-essential communal items, such as candy, magazines, and complimentary phone chargers will be removed.
- Beverages (coffee, tea, water) will not be offered at this time. Drinking fountains and water coolers will be bagged and shut down.
- BCIT service areas will provide a safe place for visitors to dispose of used sanitizing wipes and other personal protective equipment.

### **Deliveries**

- Delivery zones will be clearly identified and limited to receivers and deliverers only.
- BCIT service areas will arrange for suppliers and/or delivery persons to drop off goods at pre-arranged locations or by scheduled visit.
- BCIT service areas will request contactless delivery to maintain physical distancing requirements (e.g., delivery person leaves packages in a pre-arranged location). Alternately, some areas will install a drop box.

### **Transportation**

- Non-essential transportation or business travel will be limited and on an exceptional basis only.
- Travel between offices or work locations will be restricted to critical business functions. When necessary, designated staff will provide coverage and transport equipment between campuses; these activities are normally prescheduled.
- The use of shared vehicles will be minimized and use will be recorded. If required, we will follow appropriate disinfection procedures before and after travel for vehicle surfaces such as the steering wheel, gear shift, and door handles. Products, supplies and laminated info documents will be placed in each vehicle.
  - **ISC:** doesn't use shared vehicles.
- Where possible, BCIT service areas will communicate using telephone, chat, text message, or other communication technology.

### **Elevator use**

- Occupancy limits will be posted on elevators. We will limit staff in service elevators during transport of equipment between offices, labs and storage areas and will communicate occupancy limits to staff.
- Tape or markings on the ground will be placed to indicate where workers should stand while lining up to enter the elevator. Adequate space will be provided for those exiting the elevator.
- Elevator panels will be routinely disinfected.