

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

<b>Assessment Date:</b>	July 10 <sup>th</sup> , 2020	<b>Room(s):</b>	SW1-3055	<b>Class Type:</b>	<input type="checkbox"/> Classroom <input type="checkbox"/> Lecture Hall <input checked="" type="checkbox"/> Laboratory <input type="checkbox"/> Shop Floor
<b>Assessor(s):</b>	Ron Stewart, Pavlos Paleologous			<b>Hand Washing Location(s):</b>	Washroom by elevators on 3 <sup>rd</sup> floor of SW1 (3420,3220)
<b>Use Description:</b>	ECET service courses to Mechatronics/Robotics programme: ELEX 1205 and ELEX 1215 <ul style="list-style-type: none"> <li>• Maximum of 10 students in the lab at a time and one instructor</li> <li>• Each student assigned to work alone at a workstation with work area clearly marked with tape</li> <li>• The lab will be cleaned between each user group</li> <li>• We are working with the schedule to minimize exposure and disinfection requirements – preferably each set of students will do the labs for both courses on the same day, different days for each set</li> <li>• Protocol for movement outside of marked areas around workstations will be communicated verbally and with signage, and guided by the instructor</li> </ul>				

## GENERAL TRANSMISSION PREVENTION GUIDELINES

EDUCATION	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> .
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 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.
<b>PERSONAL PROTECTIVE EQUIPEMENT (PPE)</b>	<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 <a href="mailto:ssemohs@bcit.ca">ssemohs@bcit.ca</a> 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 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
			W/out	With	W/out	With	W/out	With	<i>See Table 2 for implemented control measures.</i>
1.	Students working with shared equipment	Indirect contact causes exposure to COVID-19	L	R	Major	Major	H	L	<ul style="list-style-type: none"> <li>-Ensure that all equipment required for the lab is present at each workstation</li> <li>-Post BCIT Flu poster and provide verbal instructions</li> <li>-Provide hand sanitizer dispenser in lab room entrance and at each workstation</li> <li>-Provide lined (black garbage bag) garbage receptacle at central location</li> <li>-Have facilities clean room at the end of every use day</li> <li>-Workstation disinfection using sanitizer at the end of each lab</li> <li>-Connector wires sprayed with sanitizer on bench after each use and dried with paper towels</li> <li>-Desktop computers sprayed with sanitizer</li> <li>-Put away equipment that students don't need</li> </ul>
2.	Students moving in the lab (arriving, leaving, etc.)	Droplet (direct contact) causes exposure to COVID-19	L	R	Major	Major	H	L	<ul style="list-style-type: none"> <li>-Post Covid-19 Entry Check Sign, 2m physical distancing sign, handwashing sign, lab room flow map</li> <li>-Students move clockwise only</li> <li>- Mark movement directions with tape (While the room has two doors, the only useful door is on the main hallway)</li> <li>-Provide pre-lab instructions to students regarding movement in the lab, distancing and PPE requirements</li> <li>-Identify locations for students to line up prior to entering the lab room with 2 m spacing.</li> </ul>

3.	Students working in proximity of other students and faculty	Droplet (direct contact) causes exposure to COVID-19	L	R	Major	Major	H	L	<ul style="list-style-type: none"> <li>-Tape off work area to keep 2 m distance</li> <li>-Limit number of people in lab room to achieve physical distancing</li> <li>-Post BCIT 2m distancing and hand washing signs</li> <li>-Post WorkSafeBC Covid-19 Entry check at entrance</li> <li>-Line-up tape marking 2m distances</li> <li>-Post WorkSafeBC Occupancy limit sign for 11 occupants maximum at a time</li> <li>-Students and instructors must clean their hands before and after the lab activity</li> <li>-Submit a facilities request to have the room cleaned every use day (to be determined after timetabling is complete). If running AM and PM sessions cleaning will be scheduled between sessions.</li> <li>-Send out communication to students beforehand so that they are aware of rules and procedures</li> <li>-No food in the classroom. No beverages apart from a water bottle with sealable cap (inform students they can bring a water bottle)</li> <li>Inform students that there will be no food services available, so once class is done they should leave campus</li> </ul>
4.	Dissemination of lab information	Indirect contact causes exposure to COVID-19	L	R	Major	Major	H	L	<ul style="list-style-type: none"> <li>-Provide all lab information in an electronic format only</li> <li>-Eliminate hand outs to students</li> </ul>
5.	Instructor checks or troubleshoots student wiring	Indirect contact causes exposure to COVID-19	L	R	Major	Major	H	L	<ul style="list-style-type: none"> <li>-Instructor and student will wear masks</li> <li>-Instructor and student will work as far apart as possible</li> </ul>
6.	Students bring personal belongings to lab (i.e. backpack, phone, tablet, laptop)	Indirect contact causes exposure to COVID-19	L	R	Major	Major	H	L	<ul style="list-style-type: none"> <li>-Students may carry one backpack into the room and must keep it below their workstation</li> <li>-Inform students to only bring essential and lab specific items</li> </ul>
7	Instructor demo	Droplet (direct contact) causes exposure to COVID-19	L	R	Major	Major	H	L	Record and post demonstration videos on The Learning Hub

## 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>
Signage	WorkSafeBC and BCIT COVID-relevant signage	1, 2 & 3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Program faculty
Preventive Materials	Hand sanitizer, garbage receptacles, paper towels	1 & 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Facilities/Stores
Lab Room Cleaning/Disinfection	Clorox Total 360 Disinfecting system sprayer	1 & 3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Facilities
Workstation Measures	All required equipment is present at workstation. Students are under supervision and required to remain at their workstations.	1, 2, 3, 4 & 5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Program faculty

### 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>	Amir Yousefi
	<b>Approval Date:</b>	July 21, 2020

## Appendix A Photographs

