



COVID-19 EXPOSURE PREVENTION IN-CLASS INSTRUCTION RISK ASSESSMENT

Assessment Date:	June 2, 2020	Room(s):	ATC Hub	Class Type:	<input type="checkbox"/> Classroom <input type="checkbox"/> Lecture Hall <input type="checkbox"/> Laboratory <input type="checkbox"/> Shop Floor <input checked="" type="checkbox"/> Test/Exam
Assessor(s):	Lindsey Zikakis, John di Bella			Hand Washing Location(s):	Hand sanitising station W entrance and SE exit WCs 115, 116 for students WCs 173, 174 for faculty invigilators
Use Description:	Invigilated paper-based test and exam writing in ATC atrium (Hub) for up to 34 students at a time. This space would be used for tests and exams of aerospace Winter and Spring students until the ATC test centres are reconfigured and reopened with EOC approval. First use of this space for exams scheduled for Monday June 15, 2020. Schedule for first weeks of exams provided – subsequent weeks still to be scheduled. This risk assessment is for all potential aerospace student exams in this space.				

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 be all students.
	Develop and post transmission prevention and/or sanitization procedures for all shared items and common classroom touchpoints.


PERSONAL PROTECTIVE EQUIPEMENT (PPE)	<p>Ensure that cleaning supplies are provided and students are instructed on how to correctly clean/sanitize, if applicable.</p> <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>
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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. Refer to the [BCIT Risk Assessment Matrix](#) for further instructions.
3. 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).
4. State possible control measures for the task/situation in the final column.
5. Controls must be implemented for such that the risk level with controls (With) is Low.
6. Use Appendix A to attach any relevant photos.


	Lists of potential tasks/situations during instruction.	Potential hazardous conditions associated with the task/situation.	Likelihood		Consequence		Risk Level		Possible Controls
			W/out	With	W/out	With	W/out	With	
1.	Gathering of people in indoor environment	Close physical contact People who are unwell/sick High touch points	Li	R	Ma	Ma	High	Low	<p>See Table 2 for implemented control measures.</p> <p>Space Max. Capacity: The first floor of the ATC Hub will be considered a ‘space’ and the maximum occupancy for this space will be 50 people. WSBC Occupancy posters will be posted at the entrance to the Hub</p> <div style="text-align: center;">  WSBC Help Prevent Spread Covid-19 Occi </div> <p>Screening of people: Pre-screening:</p> <ul style="list-style-type: none"> • Written message provided on Exams Protocols sheet that will be shared with students in the Learning Hub prior to exam date • Verbal reminder during pre-exam date communications faculty have with students <p>Onsite screening:</p>

								<ul style="list-style-type: none"> • WSBC help prevent spread of COVID signage at entrances to campus <ul style="list-style-type: none">  WSBC Help Prevent Spread Covid-19 entr • BCIT Protect Yourself Banner placed in West corridor: <ul style="list-style-type: none">  • Verbal reminder at start of exam to leave if exhibiting any of the COVID listed symptoms • Written message provided on Exams Protocols sheet that will be affixed to top of each exam <p>Physically distanced exam desk layout:</p> <ul style="list-style-type: none">  ATC Hub (ATC-100) 20200526 (2)_w WalkL <p>Encouragement of hand sanitisation :</p> <ul style="list-style-type: none"> • Hand sanitising stations placed at Entrance and Exit
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										 <p>Restricted Access within Campus:</p> <ul style="list-style-type: none"> • Access for students will be restricted to W corridor and Hub; all other areas will be caution-taped off and marked 'No Student Access (except in case of emergency)'
2.	Students queueing outside of the campus before entry	Close physical contact	Li	R	Ma	Ma	High	Low	<p>Single designated entrance door to campus:</p> <ul style="list-style-type: none"> • W entrance doors <p>Single designated exit door from campus:</p> <ul style="list-style-type: none"> • N Hub exit doors <p>Students advised in advance not to gather at entrance before doors to Campus open:</p> <ul style="list-style-type: none"> • Doors will open 30 minutes prior to exam start <p>Ground demarcation</p> <ul style="list-style-type: none"> • Ground demarcations indicating standing points at least 2 metres apart outside of W entrance 	
3.	Campus entrance and exit doorways	High touch points	Li	R	Ma	Ma	High	Low	<p>Prop doors open:</p> <ul style="list-style-type: none"> • Invigilator will prop both sets of W entrance doors open at 0800 and close after final student arrival: 	

										 <ul style="list-style-type: none"> Invigilator will prop N Hub exit door open during exam period and close after final student leaves
4.	Students queueing at bus stop on property to leave	Close physical contact – others in queue, with tenants entering tenant wing entrance, with wheel chair users travelling along raised sidewalk from tenant universal parking stalls	Li	R	Ma	Ma	High	Low	Set up a physically distanced waiting area: <ul style="list-style-type: none"> away from the stop with a line leading to the stop, to reduce the potential for crowding near the tenant space entrance. Demarcated physically distanced queue. 	
5.	Students queueing in corridor	Close physical contact	Li	R	Ma	Ma	High	Low	Designated queueing area: <ul style="list-style-type: none"> W corridor, with floor demarcations indicating standing points at least 2 metres apart 	
6.	Exam paper distribution	Close physical contact Contaminated surfaces	Li	R	Ma	Ma	High	Low	Advance Distribution: <ul style="list-style-type: none"> Exams placed on desks prior to student arrival. Person distributing exams will wash hands prior to paper-handling 	
7.	Verifying student ID	Invigilator in proximity of student(s)	Li	R	Ma	Ma	High	Low	Visual student identification: <ul style="list-style-type: none"> By faculty from at least 2 metres away on entry to Hub 	
8.	Storage of students' personal items (e.g. bags, water bottles, umbrellas)	Close physical contact if personal items of multiple students are grouped together. Close physical contact and high touch points if students access and use Campus lockers	Li	R	Ma	Ma	High	Low	Students keep belongings with them: <ul style="list-style-type: none"> Students advised in advance to bring few personal items with them Jackets, bags, umbrellas, water bottles to be kept with student No access to lockers: <ul style="list-style-type: none"> Students advised in advance that lockers will not be accessible Locker areas throughout Campus will be blocked off with caution tape and a sign 	

									advising that locker access is restricted, to contact Security if need to retrieve items.
9.	Students 'loading' into exam seats	Close physical contact	Li	R	Ma	Ma	High	Low	Physical distancing ground/floor demarcations: <ul style="list-style-type: none"> • Pathways through space will be demarcated on the floor – refer to layout for placement • Rows will be identified by letters, seats by numbers affixed to back of chairs
10.	Provision of writing utensils and other exam tools	Contamination on surfaces	Li	R	Ma	Ma	High	Low	Students supply own <ul style="list-style-type: none"> • Students will be advised in advance to bring their own writing utensils and other exam tools (e.g., calculators, if needed)
11.	Student asking question of faculty member during exam	Close physical contact	Li	R	Ma	Ma	High	Low	Physical distancing: <ul style="list-style-type: none"> • Faculty member will keep 2 metres away from the student while answering the question.
12.	Students and invigilators WC access	Close physical contact High touch points	Li	R	Ma	Ma	High	Low	Physical distancing: <ul style="list-style-type: none"> • WSBC Occupancy posters will be posted at the entrance to each WC. Maximum occupancy in each WC will be three persons at a time. • Middle sinks (of set of three) will be marked out of service with caution tape:  • Middle urinals (of sets of three) will be marked out of service with caution tape:  Cleaning: Schedule BEST to sanitise after exam starts; between exams; and after final exam of day.

13.	Students completing exam and leaving exam space and Campus	Close physical contact	Li	R	Ma	Ma	High	Low	Physical distancing ground/floor demarcations: <ul style="list-style-type: none"> Pathways through space will be demarcated on the floor Exit from Campus will be via N Hub doors
14.	Collection of completed exam papers	Close physical contact Contaminated paper	Li	R	Ma	Ma	High	Low	Students submit exams on exiting exam seating area: <ul style="list-style-type: none"> Students will drop exam answer sheet and other paperwork into open, labelled, exam boxes placed at exit from the Hub
15.	Students queueing at bus stop on property to leave	Close physical contact – others in queue, with tenants entering tenant wing entrance, with wheel chair users travelling along raised sidewalk from tenant universal parking stalls	Li	R	Ma	Ma	High	Low	Set up a physically distanced waiting area: <ul style="list-style-type: none"> away from the stop with a line leading to the stop, to reduce the potential for crowding near the tenant space entrance. Demarcated physically distanced queue.
16.	Students occupying exam tables used by students at an earlier exam sitting	High touch points	UL	R	Ma	Ma	High	Low	Cleaning: <ul style="list-style-type: none"> Schedule BEST to sanitise between exams
17.	Faculty marking exam papers	Contaminated paper	UL	R	Ma	Ma	High	Low	Follow BCIT SOP paper exam marking:  SOP - COVID 19 Exam Marking Proced



SECTION B: To be completed by the Manager/Supervisor/Chief Instructor

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).


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>	<input type="checkbox"/>	<input type="checkbox"/>	<i>State how each item will be procured and by whom.</i>
Space Max. Capacity	The first floor of the ATC Hub will be considered a 'space' and the maximum occupancy for this space will be 50 people. WSBC Occupancy posters will be posted at the entrance to the Hub	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Posters – print and post: ATC Admin
Screening of people	All controls listed in above	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty
Encouragement of hand sanitisation	Floor stand hand sanitizer dispensers	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Use those currently onsite
Physically distanced exam desk layout	See attached layout Implementation of layout		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Provided BCIT logistics
Physical distancing ground/floor demarcations	Use Painter's tape to identify pathways and appropriately distanced queuing locations		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Painter's tape: ATC Stores inventory
Physical distancing reminders	Posters: BCIT poster, around Campus Verbal: reminders as entering, prior to start of each exam when students seated Written: protocol page affixed to each exam		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Posters – print and post: ATC Admin Verbal: faculty Written: ATC Admin attach to exams
Restricted Access within Campus	Access for students will be restricted to W corridor and Hub; all other areas will be caution-taped off and marked 'No Student Access (except in case of emergency)'		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Caution tape: ATC Stores inventory Signage: print and post – ATC Admin
Cleaning/Sanitising protocols	As indicated in above		<input type="checkbox"/>	<input checked="" type="checkbox"/>	BEST
Follow BCIT SOP paper exam marking	Attached BCIT SOP to be emailed to all faculty members who will handling and marking tests, and followed by them.		<input type="checkbox"/>	<input checked="" type="checkbox"/>	

	 SOP - COVID 19 Exam Marking Proeced				
Exterior ground physical distancing markings	Use sidewalk chalk		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Chalk: ATC Stores Inventory

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. 	Supervisor/Manager Name:	Lindsey Zikakis
	Approval Date:	June 9, 2020

Appendix A Photographs

	
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