Return to Campus Plan

COVID-19 Exposure Prevention

Campus	**ATC**		**Approving Authority**		
Dept/School	**Aerospace/SoT**		**Program**	**Aircraft Maintenance (AME-M)**	
Submitter	**Lindsey Zikakis**		**Submission Date**	**June 5, 2020**	
# of Students involved	**Up to 34 at a time**		**# of Staff involved**	**Up to 5 at a time**	
Return to campus start date and end date	Start Date June 15, 2020	End Date TBD – until ATC Test Centres open	**Involved in developing the Plan**	**John Di Bella, Lindsey Zikakis**	
Purpose	Ensure student and instructor safety during in-person paper-based testing in ATC Hub until the ATC computerised Test Centres Open. At one month ago, there were 85 hours of outstanding testing of aerospace winter and spring term students. Use of this space for paper-based testing on an interim basis will help clear up the testing backlog.				

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	**Lindsey Zikakis**	**Date**	**June 5, 2020**

JOHSC Review

JOHSC Name	**ATC JOHSC**	**Date submitted to JOHSC**	**Friday June 5, 2020**
Comments	• **Add seat numbers to back of chairs to facilitate loading of exam seating** • **RA and RTC plan documents to be posted onsite** • **RA and RTC plan documents to be shared in advance with invigilators** • **Advance communication with students will be through faculty and through sandbox course in the Learning Hub and include: procedure/protocol video; protocol summary page; RA; RTC Plan**		

	with confirmation 'mini quiz' question to confirm the information has been reviewed by the student.

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.

Committee recommendations, as identified above, were accepted and incorporated into plan on June 9.			
Approving Authority Signature	**Lindsey Zikakis**	**Date**	**June 9, 2020**

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:

This document, combined with the 'risk assessment for invigilated paper-based test and exam writing in the ATC atrium (Hub'), outlines the measures that have been and will be taken and the protocols put in place to ensure that in-person paper-based exams can be conducted in a manner which ensures the safety of those who need to be physically onsite.

2. Framework

Elimination of hazard

- Work being conducted planned to allow for 2 metre physical distancing between all involved. **[see Hub layout; see Hub Test Space Traffic Flow diagram]**
- Reduced number of people in the workplace, by virtual meetings, limiting number of students/staff, work from home arrangements
- Schedule exams to allow for break between exams of a duration to ensure only one set of student on campus at a time and for cleaning and sanitizing to be carried out.
- Established and posted occupancy limits: The first floor of the ATC Hub will be considered a 'space' and the maximum occupancy for this space will be 50 people. Each of the designated washrooms will have a maximum occupancy of three people.
- Removal of public space furniture from first floor Hub and corridors
- Removal of self-serve newspaper stands and brochure holders
- Prop doors open for entry to, and exit from, Campus to eliminate high touch point door handles

Engineering (barriers and partitions)

- 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.
- Staircases, elevators, corridors not included in plan caution-taped off and/or marked 'No Student Access (except in case of emergency)'
- Middle sinks and urinals in designated washrooms to be caution-taped off and signed as 'out of service'
- Keep entry doors and interior doors not to be used locked.

Administrative (rules and guidelines)

- Employees must complete the Pandemic Exposure Control Plan Summary training.
- Communication to students regarding behaviour expectations and not coming to campus if sick.
- Hand washing, 4 key points, and physical distancing signs posted.
- Those who are displaying symptoms must report to first aid and leave the campus.
- Directional signage e.g. one way walkways
- Designated Entrance (W) and Exit (N from Hub)

Cleaning and hygiene practices

- Provide sufficient soap and water or hand sanitizers and post the locations of hand washing facilities to encourage good hand hygiene.
- Enhance cleaning and disinfecting of the exam area, particularly high contact items such as handrails, doorknobs
- Schedule BEST cleaning of washrooms shortly after start of exams and again after end of each set of

exams

- Schedule BEST sanitizing of exam tables and chairs after each exam sitting

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

- Zoom meeting with faculty/invigilators involved
- Zoom meeting between faculty and students prior to exam date
- Exam protocol video and summary sheet, RA, RTC plan and space layout shared in advance with students in the Learning Hub, with 'mini quiz' to confirm reviewed
- Verbally with students on arrival
- Verbally with students at start of exam
- Email to Campus users not involved in the exam activity to advise of schedule, advising of Hub occupancy number and how to travel through Hub during an exam

4. Any education/training requirements

Faculty member must have successfully passed the BCIT pandemic training course

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.

e.g.

Item	Quantity	Purpose
n/a – ATC can supply all items needed	-	-

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

n/a; physical distance can be maintained

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

Exams will be dropped into a cardboard box, and quarantined per the BCIT SOP paper exam marking:

SOP - COVID 19
Exam Marking Proced

8. Procedures for room management (if applicable)

- Exam desks are spaced apart per recommended room layout, to ensure distancing and egress pathways are clear with more than 2 metres spacing.

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

n/a

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

- Submission via the Facilities Work Request System: ATC Admin
- Email to Custodial Manager for ATC, Morteza Asadiaghbolaghi: ATC Admin

11. Process for monitoring compliance to this Plan

- Complete the Common Control Measures Checklist by faculty before each set of exams
- Faculty will invigilate exam and monitor student compliance to plan

- Manager, or chief instructor will do spot checks for compliance to this plan
- Will follow the approved and posted room layout for the ATC Hub for exams
- Invigilators will report back to ATC JOH&S committee after each set of exams; ATC JOH&S committee will regularly review compliance to and effectiveness of plan.

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.