BCIT COVID-19 Go Forward Plan

British Columbia Institute of Technology

Prepared for:

British Columbia Institute of Technology
3700 Willingdon Avenue
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ABOUT BCIT COVID-19 GO-FORWARD PLAN

BCIT is pleased to release our BCIT COVID-19 Go-Forward Plan to help guide and keep our students, faculty, and staff safe as we return to various forms of programming this fall. These important guidelines apply to all forms of learning and work: remote, a combination of remote and on-campus, and primarily on-campus learning. This also covers operational and administrative spaces as well as common areas across our campuses.

This technical safety plan was prepared by Pinchin Ltd. on behalf of the Institute in close consultation with the BCIT Emergency Operations Centre (EOC) and the Safety, Security and Emergency Management (SSEM) teams. Pinchin is one of Canada's largest and most respected environmental, engineering, building science, and health and safety consulting firms.

The Go-Forward Plan covers:

- BCIT's and all community members' regulatory responsibilities and best practices;
- An overview and related information on Risk Assessments;
- Best practices issued by the provincial government to mitigate and manage transmission of COVID-19 individually and operationally; and
- Return to Campus Programs and Protocols.

We will update this plan as WorkSafeBC, Provincial Health Officer, and other regulatory guidelines evolve and emerge to ensure we remain current and are doing all we can to protect and inform our community.

We have also prepared an Executive Summary of the Go-Forward Plan and ask that you familiarize yourself with both documents.

I would like to take this opportunity to thank everyone involved in the preparation of this plan, programs, and protocols, and for your ongoing and exceptional commitment to protecting our community.

I would also like to thank our students, faculty, and staff for your ongoing patience, vigilance, and questions to ensure BCIT has an extensive COVID-19 response now and as this pandemic evolves.

We are all in this together, and we all have a role to play in keeping ourselves, our family, and those we love safe during this unprecedented time in history.

Thank you,

Glen Magel
Director, Safety, Security and Emergency Management

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1.0 PRESIDENT'S MESSAGE

This has been a truly unprecedented year for BCIT and everyone globally. It's a year we will not soon forget, even as we now look ahead to ensure we continue to provide our students with an exceptional applied education while keeping everyone in our community safe.

I am still in awe of the remarkably quick pivot to primarily online learning our faculty, staff, and students navigated back in March when the COVID-19 risk first began to escalate here in BC. Much credit goes to our exceptional faculty and staff. I cannot thank you all enough for your commitment and resilience during that time, the challenging months that followed and those to come. BCIT has continued to work very closely with the Provincial Health Officer, the BC Centre for Disease Control, and WorkSafeBC to ensure that everyone in our community — whether they're working or studying remotely or on a BCIT campus — can do so safely and within guidelines.

The BCIT COVID-19 Go-Forward plan outlines the various measures that we are undertaking to ensure we keep our community safe as we continue to come to grips with this ongoing global pandemic. It reflects the best-available knowledge and resources as of today and we will continue to evolve it as the experts learn more and more about this pandemic. Many of our classes will remain online as we go into the fall term which takes us to the end of 2020. Some programs will offer a mix of remote and on-campus learning; and a few will be delivered entirely on-campus to meet the requirements for specific credentials – all with appropriate measures in place to keep our community safe. My thanks to everyone involved in creating and delivering on this important plan.

Regardless of where you're working or studying, the most important things you can do to protect yourself, and those you care about, are to stay home if you're sick; practice physical distancing of at least 2 metres; wash your hands frequently; and avoid touching your face. This applies equally at BCIT and throughout your day.

Please take some time to review all protocols and guidelines for your study area or workplace within this plan to ensure your safety and wellbeing and that of those around you. We will continue to provide updates and answer questions at bcit.ca/covid-19.

I hope you have a safe, healthy, and rewarding experience as we return to operations. Thank you for all you're doing to support our shared success.

Kathy Kinloch
President

2.0 INTRODUCTION

The BCIT COVID-19 Go-Forward Plan (Go-Forward Plan) was prepared to assist British Columbia Institute of Technology (BCIT) in preventing the spread of the 2019 Novel Coronavirus Infection (COVID-19) and any disease that might result from prolonged building vacancy during the restart of in-class instructional activities, programs, and campus support services. This document describes the elements of a COVID-19 Go-Forward Plan that are intended to apply to all Sites where BCIT operates in the province of British Columbia. Separate COVID-19 Re-Occupancy Implementation Plans and COVID-19 Safety Plans for select locations, buildings, departments and/or programs will follow to address any unique and specific requirements and protocols.

This document addresses Phase 1 of the Go-Forward Plan, which includes the goal of returning approximately 40% of blended (i.e., online/in-classroom) instruction back to operation by Fall 2020. The Go-Forward Plan details the overarching plan to achieve this goal — including the necessary assessment, planning considerations, and implementation of risk control strategies, both from a high level and specific program and/or work activity level. Refer to Appendix I for BCIT COVID19 Go-Forward Plan Framework.

BCIT operates across five main campus locations — including Burnaby Campus, Aerospace Technology Campus, Marine Campus, Annacis Island Campus and Downtown Campus — in addition to several satellite campuses. These campuses facilitate on-site learning of six individual school departments. Through these departments, BCIT delivers programs and courses to approximately 50,000 students.

Coronaviruses are a large family of viruses that can infect both people and animals. Human infections originating from animals are rare, however possible. These viruses can cause respiratory illnesses with symptoms that range in severity and are similar to the common cold, influenza, and, in extreme cases, pneumonia. Currently, a new strain of coronavirus in humans (SARS-CoV-2) is spreading around the world, and the related disease in humans is the 2019 Novel Coronavirus Infection (COVID-19). The spread of SARS-CoV-2 was declared a pandemic in March 2020. Pandemics are typically caused by new virus strains that are easily transmissible, or when bacteria become resistant to available antibiotics. Government, healthcare and the Public Health Officers (PHO) are actively working on solutions to contain the virus and end the pandemic.

This document was prepared by reviewing currently available scientific evidence and expert opinions, including the British Columbia PHO and WorkSafeBC. In support of the Go-Forward Plan, a Building Return to Occupancy Risk Assessment (BRORA) was conducted on select grouped programs, as well as program and campus support areas. The objective of the BRORA was to evaluate and assess the planned building use and activities, prioritize management measures to mitigate the spread of SARS-

CoV-2 as activities within the buildings resume, and aid communication of these mitigation measures to all stakeholders.

The COVID-19 pandemic is dynamic, and this document is subject to change as new information becomes available.

The overall objectives of the Go-Forward Plan are:

1. To provide a safe environment for building occupants, staff, faculty, students, and visitors.
2. Minimize the risk of spreading the virus while maintaining instructional and campus operations to the required extent.
3. Provide key communication to help staff, faculty, students, and building occupants understand their responsibility in controlling the spread of SARS-CoV-2.

3.0 BACKGROUND

This document has been established in consultation with BCIT's Emergency Operations Center (EOC) and included involvement from several stakeholders. The team includes support from several BCIT disciplines including Operations, Recovery, Planning, Logistics, Finance, Safety and Risk Management, Public Information Office and other agencies including Community Liaison officers and Incident Management. Recovery is made up of the Recovery Advanced Planning Team – Return To Operations (RAPT-RTO). This team has set the following objectives for COVID-19 pandemic recovery:

1. Reduce the likelihood of COVID-19 illness amongst students, faculty, staff, and visitors — and develop mitigation plans to reduce the impact of illness at BCIT.
2. Keep the BCIT community informed of new developments in collaboration with public health authorities, BCCDC, and WorkSafeBC Guidelines.
3. Develop agile strategies and direct actions to minimize disruption to students, faculty, and staff through effective communication, engagement, and academic planning.
4. Identify opportunities to inspire BCIT students, faculty, and staff to actively engage in BCIT's recovery and to strengthen our Mission to be a Disaster Resilient Community.
5. Access financial impacts of COVID-19 and develop scenarios and mitigation strategies to aid in continuity and recovery efforts, and protect long-term financial stability of BCIT.

The Sites consist of various post secondary institutional areas including administration offices, classrooms, common and lounge areas, washrooms, dining facilities, laboratories, trade-shops, libraries, housing, recreational areas, medical services, computer labs, and facility areas. The Go-Forward Plan identifies areas and activities that will take place within the Site Buildings that may result in the spread of

SARS-CoV-2 upon reconvening in-classroom instructional actives, or required program/campus support services, and provides practical solutions to managing the risks of exposure.

There is currently no vaccine to protect against SARS-CoV-2 and the potential for populations to develop herd immunity is unknown. Thus, the BRORA addresses the likelihood that risks of viral exposure and infection cannot be reduced to negligible levels via those routes. As such, the best means of preventing infection is to manage the most likely (i.e., "high risk") modes of viral transmission.

The primary route of SARS-CoV-2 transmission is through the inhalation of respiratory droplets, or close, direct contact with infected humans. COVID-19 is an enveloped virus, meaning that it does not survive well outside of a living cell. Currently, available information indicates that genetic material from SARS-CoV-2 can be isolated from surfaces from 48 hours to nine days after exposure to the virus. However, these tests do not confirm the presence of viable, infectious virus. Information around the duration of viability on surfaces is constantly evolving but in the absence of confirmed evidence many have assumed that high-touch surfaces can be a fomite for transmission. Some studies suggest that intense coughing or sneezing can produce aerosols which can then travel in indoor environments for tens of metres, or through heating, ventilation, and air conditioning (HVAC) systems (Morawska and Cao, 2020; Prather, Wang and Schooley, 2020.) However, the current position of the World Health Organization (WHO, 2020) is that, although there are indications of possible airborne transmission of SARS-CoV-2, it does not appear to be a significant means of viral spread.

In prioritizing the selection of risk management control measures, the Go-Forward Plan considers the chances of severe illness upon infection with SARS-CoV-2, which are particularly high for at-risk groups such as the elderly and those with weakened immune systems.

4.0 REGULATORY RESPONSIBILITIES AND BEST PRACTICE GUIDELINES

4.1 Regulatory Requirements

This Plan will assist in complying with the following regulatory responsibilities:

- Provincial Occupational Health and Safety Acts and Regulations, including the following public health orders applicable to BCIT operations:
  - Food Service Establishments and Liquor Services (June 19, 2020)
  - Vending Merchandise at Markets (May 28, 2020)
  - Mass Gatherings (May 22, 2020)
  - Workplace Safety Plans (May 14, 2020)
  - Travellers and Employers (April 14, 2020)

- WorkSafeBC COVID-19 and returning to safe operations, Phases 2 & 3 https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation

4.2 Roles and Responsibilities

4.2.1 Leadership Team

- Provide leadership support and resources for the implementation of the Go-Forward Plan.

4.2.2 Emergency Operations Center (EOC)

- Support risk assessment and risk control planning measures;
- Review and provide approval for Return to Campus operations; and
- Comply with PHO COVID-19 directives and guidance.

4.2.3 BCIT Management

- Support the review and implementation of risk control measures implemented in their department areas;
- Support training for faculty and staff in duties and responsibilities under the Go-Forward Plan;
- Communicate with faculty and staff on steps being taken and guidelines to adhere to; and
- Provide notification to the Emergency Operations Committee of any known COVID-19 infections currently impacting their department area.

4.2.4 BCIT Supervisors

- Support training for faculty, staff, and/or students in duties and responsibilities under the Go-Forward Plan;
- Communicate with faculty, staff, and/or students and other building occupants on steps being taken and guidelines to adhere to;
- Provide notification to management of any known COVID-19 infections currently impacting their supervised area; and
- Conform to recommendations in this document and comply to building and program specific approved recommendations accordingly.

4.2.5 *Facilities and Campus Development (FCD)*

- Provide support and resources for cleaning, disinfecting, hand washing, and hand sanitizing protocols;
- Ensuring waste disposal and cleaning protocols are completed as per procedures outlined in this plan;
- Ensure maintenance and repairs are conducted on Heating Ventilation and Air Conditioning Units (HVAC) to ensure optimal performance; and
- Coordinate indoor air quality assessments as required.

4.2.6 *Safety, Security and Emergency Management Division (SSEM)*

- Establish and maintain the Go-Forward Plan;
- Provide advisory resources for preventing and reducing transmission of pandemics; and
- Develop a process to ensure safety equipment is readily available.

4.2.7 *Joint Occupational Health and Safety Committee (JOHSC)*

- Assist with the review of this Go-Forward Plan and Return To Campus Plans;
- Recommend improvements to this Go-Forward Plan; and
- Assist in addressing any worker concerns.

4.2.8 *BCIT Faculty and Staff*

- Complete the necessary COVID-19 Self-Assessment prior to accessing BCIT facilities;
- Do not access BCIT facilities unless permitted, based on instructional, or work activity needs;
- Comply with COVID-19 specific policies and procedures put in place by BCIT to minimize physical contact and reduce the transmission of SARS-CoV-2;
- Comply with signage, and other access restrictions and utilize best hygiene practices as described below to minimize the risk of viral infection and/or spread; and
- Complete the necessary COVID-19 Pandemic Awareness Training.

4.2.9 *BCIT Students*

- Complete necessary COVID-19 Self-Assessment prior to accessing BCIT facilities;
- Do not access BCIT facilities unless permitted based on instructional needs;

- Comply with COVID-19 specific procedures put in place by BCIT to minimize physical contact and reduce the transmission of SARS-CoV-2;
- Comply with signage, other access restrictions and utilize best hygiene practices as described below to minimize the risk of viral infection and/or spread; and
- Complete the necessary COVID-19 Pandemic Awareness Training.

4.2.10 BCIT Contractors

- Complete necessary COVID-19 Self-Assessment prior to accessing BCIT facilities;
- Do not access BCIT facilities unless permitted based on work requirements and authorization;
- Comply with COVID-19 specific procedures put in place by BCIT to minimize physical contact and reduce the transmission of SARS-CoV-2; and
- Comply with signage, other access restrictions and utilize best hygiene practices as described below to minimize the risk of viral infection and/or spread.

4.2.11 BCIT Visitors

- Complete necessary COVID-19 Self-Assessment prior to accessing BCIT facilities;
- Do not access BCIT facilities unless permitted and authorized;
- Comply with COVID-19 specific procedures put in place by BCIT to minimize physical contact and reduce the transmission of SARS-CoV-2; and
- Comply with signage, other access restrictions and utilize best hygiene practices as described below to minimize the risk of viral infection and/or spread.

4.3 Codes of Good Practice

The BRORA and Go-Forward Plan take into consideration the advice of the following sources for codes of practice and professional guidelines including, *COVID-19: Going Forward*, prepared by the British Columbia Ministry of Health.

- BC's Restart Plan, Province of British Columbia, https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/bc-restart-plan
- Community-based Measures to Mitigate the Spread of Coronavirus Disease (COVID-19) in Canada, Health Canada, https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/health-professionals/public-health-measures-mitigate-covid-19.html

- Coronavirus COVID-19: Cleaning and Disinfectants for Public Settings, British Columbia Ministry of Health, http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting_PublicSettings.pdf
- Coronavirus Disease (COVID-19): Outbreak Update, Government of Canada, https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html
- COVID-19 (Novel Coronavirus,) BC PHO, https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus
- COVID-19 and Returning to Safe Operations, WorkSafeBC, https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation
- BC COVID-19: Go-Forward Management Strategy, British Columbia Ministry of Health. https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/bc_covid-19_goforward_management_strategy_web.pdf
- Guidance for Building Operations During the COVID-19 Pandemic, American Society of Heating Refrigerating and Air-Conditioning Engineers (ASHRAE,) https://www.ashrae.org/news/ashraejournal/guidance-for-building-operations-during-the-covid-19-pandemic
- How it Spreads, British Columbia Centre for Disease Control, http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/how-it-spreads
- Preliminary Report for Restoration Contractors Assisting Clients with COVID-19 Concerns, Institute of Inspection Cleaning and Restoration Certification (IICRC,) https://cdn.ymaws.com/www.restorationindustry.org/resource/resmgr/RIA_Preliminary_Report_for_R.pdf
- World Health Organization (WHO,) 2020. Transmission of SARS-CoV-2: Implications for Infection Prevention Precautions. Scientific Brief. 9 July 2020.

5.0 RISK ASSESSMENT

5.1 Risk Based Approach

The risk assessment process is used to determine the probability/likelihood of exposure to a particular hazard resulting in an adverse outcome — in this case transmission of the SARS-CoV-2 virus — resulting in infection and illness. The probability of exposure is dependent on there being a route of exposure, or

transmission, and any exposure is assumed to result in illness. Thus, one cannot completely eliminate risks without removing either the hazard or exposure route. This can be done by extreme measures, which in the case of COVID-19, may not be practical or practicable, particularly when dealing with an operating educational institution or the public. In addition, the reality is that, even where practicable, it is unlikely that any mitigation measure will completely eliminate the risks associated with COVID-19. Even when there is a vaccine, or herd immunity has been established, there will always remain some probability, or "chance" of viral transmission, as populations resume normal activities such as going to work, school, shopping, etc. As such, the intent of the BRORA is to identify the areas of highest transmission risk in a specific building or scenario, and the most practical solutions to reduce risks to within the tolerance limit of BCIT. That is, the intent is to reduce the probability of viral infection for each individual within the building by applying mitigation measures that meet BCIT's preferred balance between risk tolerance, cost, and practicality.

This BRORA follows a Public Health Risk Assessment (PHRA) format. While a PHRA is most commonly used for evaluating public health risks associated with chemical releases or environmental contaminants — and are sometimes quantitative in nature, where exposure and uptake of a chemical is modeled or measured — a PHRA can also be qualitative in nature. The qualitative approach is adaptable to the COVID-19 pandemic and provides a framework to document the process and inform management and communication efforts.

A qualitative PHRA is subjective and dependent on the risk tolerance of BCIT. The recommended management measures are intended to be practical and provide value in terms of optimizing protection of all stakeholders without restricting activities altogether. Therefore, upon review of this BRORA, it may be revealed that the risk tolerance of stakeholders is greater or lower than originally assumed, or that compromises must be made to alleviate restrictions and for activities to proceed smoothly. Thus, adjustments to the Go-Forward Plan may be made as needed. Furthermore, the assumptions used in the BRORA may change over time and will require updating. The following table provides examples of high, medium, and low risk individuals and activities, and the differences in mitigation measures that might be recommended:

Table I – Example Risk Summary

Risk Category	Individuals and Activities	Mitigation Measures
High Risk	Individual showing symptoms arrives at reception	Prevent entry into building

Medium Risk	Site is located in a downtown urban area; occasional visitors from public are expected	Implement health monitoring (i.e., temperature/ surveys) for visitors and restrict entry to essential visits only
Low Risk	No public access to building; building is occupied by regular staff only, who occupy separate offices	Employees are entrusted to self-monitor for symptoms/exposure outside of the workplace

The qualitative BRORA is depicted as a Risk Matrix, which is prepared using the information garnered based on general knowledge of the Site building or activity. The various activities are ranked in terms of relative risk (i.e., low, medium, high.) The rankings are subjective but backed by the currently available science, which is provided in a rationale.

The Risk Matrix also outlines options for risk management as needed. In some instances, multiple options might be available, however, not all are necessarily required. For example, if hand sanitizing stations are available inside every doorway, it is not necessary to provide tissues or wear gloves for opening doors, and garbage pails for their disposal. Where automatic doors are present, neither option is required. The mitigation measures provided are offered to help minimize the spread of the SARS-CoV-2 virus. However, no measure is completely effective in preventing the spread of the virus and should not be interpreted as such.

5.2 Modes of Transmission of COVID-19

SARS-CoV-2 is a highly contagious virus that is thought to spread primarily by respiratory droplets discharged from an infected person. Person-to-person spread may occur in the workplace between people in proximity to each other (2-2.5 metres), as transmission occurs when an infected person coughs, sneezes, or talks (Health Canada, 2020; Prather, Wang and Schooley, 2020).

The British Columbia Centre for Disease Control (BC CDC) defines high-risk close contact as living with or otherwise having close face-to-face contact (within 2 metres) with a probable or confirmed case for more than 15 minutes (may be cumulative, i.e. multiple interactions) up to 48 hours prior to symptom onset.

Available reports on SARS-CoV-2 suggest that individuals have the highest viral load just prior to, or within, the first few days of showing symptoms. The BC Provincial Health Officer has also stated that momentarily walking past an infected individual presents a low risk of COVID-19 transmission. Available literature on transmission of this and other infectious viruses also suggests that the infectious dose (amount of virus needed to establish an infection) is a factor for some infections, but there is insufficient evidence at this time to form conclusions as to a relevant infectious dose for contracting COVID-19. Thus, there is still uncertainty as to what is a safe exposure duration during which the ensuing virus particle dose will not cause infection.

Some studies suggest that intense coughing or sneezing can produce aerosols which can travel in indoor environments for tens of metres or through heating, ventilation, and air conditioning (HVAC) systems (Morawska and Cao, 2020; Prather, Wang and Schooley, 2020,) suggesting that the six foot physical distancing recommended by the American Centres for Disease Control and Prevention (CDC, 2020) may not be conservative enough in some indoor environments. However, the current position of the World Health Organization (WHO, 2020) is that, although there are indications of possible airborne transmission of SARS-CoV-2, it does not appear to be a significant means of viral spread, and more research is required to fully understand the likelihood of contracting COVID-19 through aerosol transmission over longer distances. Thus, viral transmission via droplet nuclei, spread through building ventilation systems, is considered to be a minor route of exposure. However, potential exposure via building operations has been addressed in the Risk Matrices and recommendations made to minimize risks.

SARS-CoV-2 is an enveloped virus, meaning that it doesn't survive well outside of a living cell. However, limited available information suggests the virus can survive on surfaces for periods from 48 hours up to nine days. Thus, high touch surfaces where droplets have fallen are believed to be a vector for spread of the virus, otherwise known as fomite transmission.

Since the onset of this pandemic, the CDC and the Government of Canada have identified the greatest exposure risks for SARS-CoV-2 to be close contact with a potentially infected person or touching potentially contaminated items (Health Canada, 2020). Although the current message and prevailing opinion among public health organizations, is that COVID-19 may be contracted by a person touching a surface that has the virus on it (e.g., doorknobs, chairs, washroom facilities), followed by touching their face, mouth, or nose, the number of reported cases where this has been the definitive means of infection are small. At this point in time, direct contact with droplets of infected individuals remains the primary concern according to the WHO (2020).

Evidence suggests that people who do not show symptoms of COVID-19 may still be able to spread the virus and subsequently infect others. This may also occur during the incubation period — five to six days on average and up to 14 days — prior to onset of symptoms. Aside from the first row of the Risk Matrices, the BRORA does not take into consideration the prevalence of SARS-CoV-2-positive individuals. Spread by asymptomatic carriers is considered in this BRORA and, for the purpose of this report, it was assumed that each location contains at least one infected but asymptomatic occupant.

The risk evaluation provided in this report considers the frequency and duration of each potential exposure event and the potential for viral transmission. However, the focus is on the risk of transmission or exposure and not the ensuing severity of disease. It is assumed that all outcomes from infection are severe. Thus, with severity set at a constant, the risks depicted in the Risk Matrix are driven by the likelihood of exposure.

5.3 Risk Assessment Process

The BRORA consists of three primary components:

- Site Reconnaissance visit and consultations about building operations, occupancy, population demographics, etc.;
- Evaluation of the potential modes of transmission in the workplace; and
- Preparation of Risk Matrix that outlines building operation characteristics, the levels of risk associated with them, and rationales for the risk ranking.

The components of the risk assessment are based on the observations from areas throughout the various campuses, as well as a review of department return to campus objectives provided to Pinchin. The risk assessments for Fall 2020 return to campus activities have been divided by various departments and program/campus support areas and activities. Where possible, areas were grouped under a similar risk assessment:

1. Administration
2. Trade Shops
3. Housing
4. Libraries
5. Teaching Spaces – Fixed/Non-Fixed Furniture
6. Medical Services
7. Working/Studying Off-Campus
8. Roving Employees On-Campus
9. Facilities and Campus Development
10. Contractor Services
11. Emergency Response
12. Public Counters

Due to the variation in spatial layout, program and department needs, the Re-Occupancy Implementation Plans are required. Each building and department will address any unique spatial, or other factors, relevant to their program, or campus/program support needs. The various stakeholders and activities are ranked in terms of relative risk (i.e., low, medium, high.) Again, the rankings are subjective but backed by the currently available science. Rationales for each ranking are provided and risk management measures are outlined on a high level. The various Risk Matrices are in development and will be available under a separate cover.

The mitigation measures provided are offered to help minimize the spread of the SARS-CoV-2 virus. However, it should be reiterated, no measure is completely effective in preventing the spread of the virus and should not be interpreted as such. The BRORA takes into consideration the incidence of SARS-CoV-2-positive individuals in the Lower Mainland but also assumes that any infected building occupants are asymptomatic.

5.4 Site Visits and Modes of Transmission

While each program or department have their own unique challenges, the main challenges identified during the various site visits, information review, and personnel interviews were:

- Potential for asymptomatic carriers to be present;
- Public access to buildings;
- Close proximity of staff and students in staff workspaces, lounge areas, study areas, office areas, classrooms, staff lunchrooms, labs and shops;
- Potential for crowding in narrow hallways and entryways, coffee areas, classrooms, lunchroom/ dining areas, resource rooms, labs and shops; and,
- Sharing of equipment in workstations, office areas, classrooms, staffrooms, lunchrooms, resource rooms, labs, housing, and shops.

Other less challenging activities/building locations included washrooms, deliveries, and high touch areas.

High touch surfaces were identified during the Site reconnaissance and thus more likely to propagate the spread of COVID-19. Some examples of these surfaces include light switches, stair handrails, door handles, filing cabinets, etc. In addition, management of building environmental conditions (HVAC, water supply, etc.) due to neglect or building shutdown can be a concern in buildings that have not been occupied.

5.5 Risk Matrix Summary

Among the highest risks identified in the matrices were the public access to buildings and the potential for asymptomatic carriers. In addition, potential for crowding in narrow hallways and other small spaces and shared spaces such as study areas, office areas, coffee areas, classrooms, staff lunchrooms, library, labs, shops, copy/printing areas, and sharing of equipment, was deemed high risk. Risks within washrooms were ranked as low to medium based on the presence of soap and water and assumption that exposure would be short-term. Risks within stairwells and elevators were also ranked medium, due to the short duration of exposure. Areas where public facing interactions may take place (i.e., in reception/security offices) are considered medium hazard due to potential for close interaction required to provide assistance and other services.

Low to Medium risk areas or activities include mechanical spaces and maintenance, air circulation systems (HVAC,) and extended vacancy issues such as water quality and mould.

The Risk Matrices provide high level recommendations of risk management. A variety of options are provided for each category, however, the recommended choice is selected based on presumed effectiveness and ease of implementation. The implementation of each specific management measure

recommended in the Risk Matrix is described in the Re-Occupancy Implementation Plans or BCIT COVID-19 Safety Plans provided under separate cover.

Physical distancing is one of the simplest means of reducing all medium and high risks and is recommended as the primary management measure. Where distancing is not intuitive, Pinchin recommends controls such as those to establish queues for entry, staggered class times, capacity limits, traffic direction, and designated seating. Protective barriers are only recommended for a select few situations where physical distancing is not possible and as an alternative to face coverings (e.g. select reception offices or public facing counters).

The prioritization of risk management measures is based on the Hierarchy of Controls discussed in Section 7.

6.0 DEFINITIONS SECTION

Blended Delivery: A mixture of online and on-campus instructional delivery. Specific programs require a balance of online and hands-on activity in order to deliver their program curriculum and evaluate student performance. This typically include programs with shop and laboratories where students have to work on, and present, their project work.

Broad Spectrum Disinfectant: A substance intended to kill or inactivate the three major groups of microorganisms (viruses, bacteria and fungi) with broad spectrum efficacy. The product must have a Health Canada Drug Identification Number (DIN) on the label.

Cleaning: Refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. However, efforts to remove germs decreases their numbers and therefore the risk of spreading infection.

Confirmed Case of COVID-19: An occupant is considered a confirmed case of COVID-19 when they are diagnosed by a doctor. As testing is limited, diagnosis may be confirmed through COVID-19 testing or if a doctor deems the patient as a probable case of COVID-19.

Disinfecting: Works by using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. However, killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.

Entrance Attendant: The entrance attendant is stationed inside the building's restricted entrance. The attendant is responsible for admitting occupants into the building. This duty may be assigned to an existing member of the building that can fulfill these duties.

Enveloped virus vs non-enveloped virus: Viruses are divided into two groups based on the presence of an outer membrane. Enveloped viruses have a membrane while non-enveloped viruses do not. COVID-19 is

an enveloped virus. Enveloped viruses have a fatty membrane that contains the virus and can be easily broken with soap or hand sanitizing and the rubbing action of washing and sanitizing.

Fomite: Any inanimate object that, when contaminated with an infectious agent, can transfer disease to a new host.

Hand Sanitizer: A gel product used as an alternative to hand washing with soap and water that contains 60%-95% alcohol.

Non-porous: A material that does not absorb, nor is it easily penetrated by liquids, especially water.

Online Delivery: Course instruction delivered 100% using a virtual interface.

Porous: A material that contains pores, which absorbs liquids quickly (e.g., clothing and other textiles, padded or upholstered items, leather, taxidermy, paper goods, and many types of fine art).

Physical Distancing: Physical distancing measures are taken to restrict when and where people can gather to stop or slow the spread of infectious diseases. This includes keeping two metres away from other people. Physical distancing measures include limiting large groups of people coming together, closing buildings, and canceling events. At this time, BC CDC has ordered a limit of all public gatherings larger than 50 people.

Virtual Interface: A means of live broadcasting via the internet, including online classroom delivery and online meetings/conferences.

7.0 HIERARCHY OF CONTROLS FOR COVID-19

The British Columbia Ministry of Health considers the hierarchy of controls for COVID-19 in the document *COVID-19: Going Forward,* May 4, 2020. To align with this publication, WSBC has released a Safety Plan Template based on the Phase 2 and 3 BC Re-Start Plan which also considers the hierarchy of controls. The hierarchy of controls is a framework for reducing or eliminating COVID-19 transmission hazards (Figure I). The hierarchy of controls is designed in order of priority, with the most effective and protective controls at the top of the pyramid and the least effective and protective controls at the bottom. Based on the framework, elimination is the first control needed. This includes limiting the number of people in your building by establishing on-line delivery protocols, establishing occupancy limits, and careful scheduling of programs and tasks. If impractical to complete these control items, the building should be reconfigured to accommodate physical distancing wherever possible. The Government of Canada defines physical distancing as maintaining approximately two (2) metres between individuals, as COVID-19 spreads mainly among people who are in close contact (within about six feet) for a prolonged period.

If contact cannot be eliminated, it must be made safer through engineering controls, administrative controls, or personal protective equipment (PPE), and controls must be considered in that order. Figure I displays a figure of the hierarchy of controls for COVID-19.

Engineering controls look to isolate occupants from the hazard. A common engineering control for COVID-19 is the installation of barriers. Administrative controls consider the way people perform their work. Examples include COVID-19 safety and cleaning procedures, rules, and training. After all other controls have been considered, PPE must be implemented where the previous controls cannot be maintained, and as a last resort, face covering will apply.

Figure I – Hierarchy of Controls

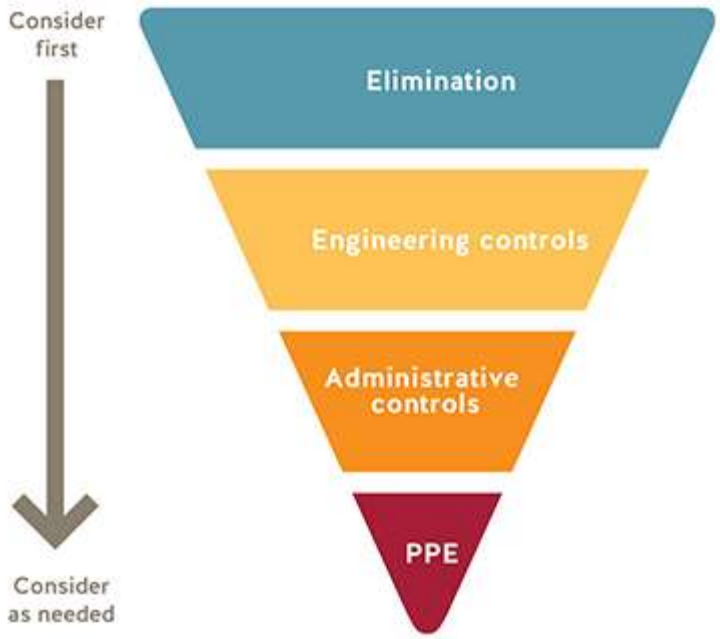


Figure 1 – Hierarchy of Controls for COVID-19, WorkSafeBC, May 2020.

7.1 Adopted Best Practices

7.1.1 Use of Technology

BCIT have promoted the use of technology, such as online instructional delivery or other media platforms where possible. Virtual operations will be continued in place of in-person contact, such as online meetings, online tutoring, and distance learning, For the Fall 2020 semester, BCIT will deliver

approximately 54% of their instruction online only. Approximately 40% will be provided in a blended instructional delivery format. See Figure 2 for visual outline of this plan. In addition, visitors and non-essential BCIT personnel will be discouraged from visiting the campus. Random screening of non-essential personnel will be conducted by security. All staff, faculty, students, and contractors will be required to be have their BCIT identifications cards readily available for presentation.

Figure 2 – Fall 2020 Instructional Delivery Plan Outline

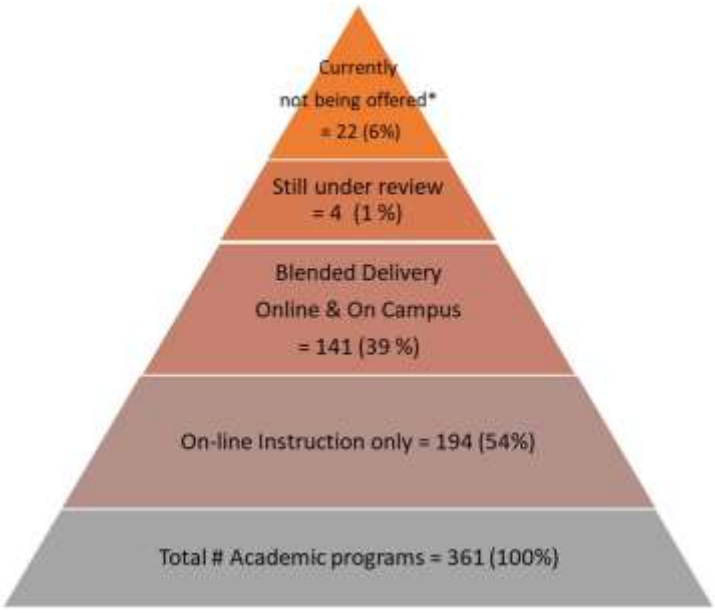


Figure 2 – BCIT Instructional Delivery Plan Fall 2020.

7.1.2 Prohibition on Large Gatherings

BCIT have prohibited any large gatherings including but not limited to conferences, convocation ceremonies, campus tours, space rentals, external filming on campus, and other events.

7.1.3 Workstations / Resource Rooms

Implementation of a clean desk policy includes the removal of all items from the surface of a desk at the end of each workday to aid in ease of disinfection of counters, tables, and desktops. Removal of all self-serve office supply stations and establishment of a plan for individual procurement in order to prevent cross-contamination from people taking and leaving supplies. All office areas and workstation areas will

be provided with sufficient cleaning supplies to disinfect their workspaces, staff rooms, coffee areas, and kitchenettes as needed.

7.1.4 Reduced Occupancy

There will be no building occupancy without prior authorization from the EOC. If the program has been determined essential for blended delivery, faculty or department staff are required to submit a request for returning to campus which outlines the objectives of their BCIT COVID-19 Safety plan. This planning will include reduced occupancy to allow for a reasonable number of personnel, based on the spatial location of the building or classrooms, as well as the specific program requirements. In addition, housing will reduce occupancy to 50% of normal occupant load of 12 occupants per residence, and instead will allow up to 6 students per residence.

All COVID-19 Safety Plans must be approved by the EOC and the Joint Occupational Health and Safety Committee (JOHSC) prior to implementation. Only essential buildings will be open for access by staff and students for blended delivery programs. Other buildings will only be accessed by essential staff including facilities personnel. A list of buildings that will be opened or partially opened for students to support the Fall 2020 Blended Delivery are provided in Appendix II.

In addition, visitors and non-essential BCIT personnel will be discouraged from visiting the campus. Random screening of non-essential personnel will be conducted by security. All staff, faculty, students, and contractors will be required to be have their BCIT identifications cards readily available for presentation.

7.1.5 Staggered Programming

Departments that share buildings will be required to work together to establish necessary limits to ensure physical interaction is minimized. This will include staggered programming of in-class learning throughout the day and/or on alternate days and or line cues to ensure that hallways, stairwells, and entry/exit areas are not overcrowded. For programs providing instruction on the same day, careful planning will have to be considered to ensure that student enter and exit instructional areas in fashion that allows for physical distancing. This may include staggered breaks and/or line cues prior to accessing classrooms.

7.1.6 Cohorts

Students and staff will be assigned to certain groups in order to establish cohorts of personnel that will attend the campus at the same time. This will be established for both staff and students. Students will be advised in student orientations to not physically interact with other cohorts both on and off campus areas wherever possible. Using cohorts as a risk management control is a good way to minimize the resulting disruption from the spread of the virus from an infected individual, thereby allowing other programs and

departments to continue to operate in a safe manner. While monitoring cohorts, it will be important to ensure communication and response planning is utilized at a high degree to reduce the number of affected individuals.

7.1.7 Travelling and/or International Personnel

Any staff or students that are arriving internationally are required to self-isolate for a minimum of 14 days prior to attending any activities on campus. For those living in housing there may be options to self-isolate at the housing campus, however, due to limited availability this may not be possible. All self-isolation on campus must be conducted following established procedures. All personnel travelling internationally must report to manager, supervisor or department on the date of last travel and resulting timeline of isolation. All personnel are encouraged to complete early travel to minimize disruption of blended delivery instructions.

7.2 Personal Hygiene Best Practices

If an occupant exhibits symptoms that may be related to COVID-19, they will be instructed to stay home until they no longer have symptoms. The occupant will consider visiting a healthcare provider for diagnosis or contacting 8-1-1 HealthLink BC to determine when they can safely return to the premises.

Staff will be reminded to check the COVID-19 page on Share Space about COVID-19 and Short-Term Illness and Injury Plan (STIIP) eligibility. Inform your manager or instructor if you have been in close contact with an individual with a confirmed case of COVID-19.

- Avoid handshakes and fist-bumps (including other contact like kisses/hugs) as a greeting;
- Avoid using other people's phones, desks, computers, keys, etc., where possible or clean common surface before using; and
- Practice physical distancing. Maintain two (2) metres between yourself and others. This includes between staff and between students.

The Public Health Agency of Canada (PHAC) and the PHO only recommend face coverings when physical distancing cannot be consistently maintained. It is not necessary to wear a face covering and physically distance. In fact, the PHAC and PHO state that non-medical mask is not a replacement for physical distancing. In addition, wearing a face covering will not protect the wearer from contracting COVID-19. A face covering will only reduce droplet spread from the person wearing the mask.

Gloves can be used in select situations where outlined as a risk control measure, however, careful attention will must be paid to donning and doffing. Gloves are not a substitute for handwashing. Wearers must be cognizant that the virus cannot enter the body through skin contact; it must contact a mucous

membrane. In some instances, gloves may not provide additional protection, as touching your face with a glove is the same as touching your face with an ungloved hand.

Practice frequent hand hygiene (wash with soap and water for at least 20 seconds) and good respiratory etiquette:

- Hands should be washed often, including following cleaning, prior to eating, after using the restroom, after blowing one's nose or sneezing, after contact with frequently touched surfaces, etc. Utilize hand sanitizer if hand washing is not immediately available; and
- Cover sneezes and coughs with a tissue, then throw the tissue into a garbage bin immediately after use. If a tissue is not available, cough or sneeze into your elbow.

Avoid touching your eyes, nose, or mouth with unwashed hands.

All personal hygiene, tissues and other sanitary products must be disposed of in the garbage. These products must not be disposed of as part of composted waste.

7.3 Building Ventilation Systems

Current guidance from the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE,) is that transmission of SARS-CoV-2 is a low risk from building ventilation. Ventilation and filtration provided by the HVAC systems can reduce the airborne concentration SARS-CoV-2 and thus the risk of transmission through the air. ASHRAE's approved statements regarding COVID-19 are available at https://www.ashrae.org/technical-resources/resources. ASHRAE is the pre-eminent research organization for building ventilation in North America. The Building Codes in Canada reference the ASHRAE guides.

On a case by case basis, Pinchin may recommend considering adjustments to building ventilation controls, as a precaution, in accordance with ASHRAE's recommendations found in *Guidance for Building Operations During the COVID-19 Pandemic*, https://www.ashrae.org/file%20library/technical%20resources/ashrae%20journal/2020journaldocuments/72-74_ieq_schoen.pdf.

7.4 Housekeeping Practices

Direct contact with high touch surfaces are considered medium to high risk depending on the surface and location. A cleaning/sanitizing plan for the building must be completed. The use of best housekeeping practices will reduce the risk of spreading the virus and help keep building occupants safe and healthy. All housekeeping practices should conform with the BC CDC COVID-19 cleaning documentation (http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting_PublicSettings.pdf.) Facilities managers and office managers must ensure they have debriefed this document, and associated procedures, with cleaning staff and employees to ensure they understand the additional measures

required from them. For the successful implementation of this program, all service levels must comply. It is also pertinent that all users follow the manufacturers' direction for all cleaning products and disinfectants.

7.4.1 General Cleaning Information

General cleaning procedures are included in Appendix III, and incident response procedures are included under a separate cover.

All cleaning referenced in this document refer to the following process:

- Clean all visibly dirty surfaces first with a detergent or soap and warm water;
- Follow the manufacturers' direction for all cleaning products and disinfectants;
- Apply a broad-spectrum disinfectant or approved equivalent appropriate for the surfaces being cleaned to surfaces. Use disinfectants that have a Drug Identification Number (DIN). A list of disinfectants for use against COVID-19 are listed on the Health Canada Website:
  - Approved Products: https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html#wb-auto-5
  - Products with Interim Approval: https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/products-accepted-under-interim-measure.html
- Wear disposable gloves when performing cleaning;
- Immediately following the cleaning, the gloves should be disposed of in a lined waste bin, and hands should be washed with soap and warm water; and
- Where disposable gloves are not available, reuse a dedicated set of gloves.

7.4.2 High Touch Surfaces

High touch surfaces will be cleaned more frequently — at least twice throughout the day — and the cleaning should extend 3 – 12 inches beyond the object being frequently touched. High touch public or non-personal (i.e., not shared by multiple employees) surfaces include but are not limited to:

- Light switches
- Computer Keyboards and Mouse
- Faucets
- Elevator Buttons
- Door Handles
- Copiers /Printers
- Phones
- Countertops/Desktops
- Equipment Controls (i.e., Remote Controls)
- Stair Handrails
- Armrests
- Keypads

- Kitchen appliances
- Resource equipment
- Filing cabinets
- Drinking Water fountains (touch and touchless)

7.4.3 Disinfection of Equipment and Consumable Equipment

Hand tools, laboratory equipment, fixed tools/equipment, and associated accessories (bits, toolboxes, etc.) will be assigned to specific students and not allowed to be shared in most cases. Some fixed and shared equipment, and other shared equipment, will be properly disinfected before and after use — prior to being put back into rotation or allowed to be used by another person. All consumable equipment will be coordinated by instructors and distributed to students at the start of class to prevent repeat trips to tool rooms or stock areas. Consumable equipment that is not used during class time will be disinfected before being re-stocked. All faculty, staff, and students responsible for cleaning surfaces will be properly trained in the use of the disinfectant, including personal protective equipment requirements.

7.4.4 Disinfection of Shared Vehicles

BCIT vehicles are required for maintenance and deliveries around the campus. Vehicles may be shared between employees. As such, BCIT has developed a Vehicle Use and Cleaning Protocol that includes provisions for cleaning and using vehicles. The Vehicle Use and Cleaning Protocol can be found in Appendix IV.

7.5 Outdoor Areas

Outdoor areas can be frequently overlooked; however, they can pose the same amount of risk as any indoor area. These can include the following:

- Outdoor seating;
- Exterior handrails;
- Exterior door handles;
- Waste receptacles;
- Parking Kiosks;
- Keypads; and
- Automatic door operators.

Items that area frequently touched by the general public or by employees will be cleaned as per indoor high touch surfaces, or where applicable, completely closed for use to prevent congregation (e.g. outdoor seating).

7.6 High Traffic Areas

In high traffic areas such as corridors and elevator lobbies, it may not be practicable to increase cleaning frequency due to the volume and size of these spaces. Where these areas do not contain high touch surfaces, increased cleaning and disinfection will not be required.

7.7 Waste

The following steps will be followed for handling waste/garbage:

- Use waste containers with no lids, or those with foot pedals, to prevent the need for hand contact;
- Line waste containers, including recycling and compost, with a plastic bag;
- When disposing of waste the individual must wear disposable gloves or dedicated waste removal gloves and have a dedicated layer of clothing (i.e., apron, lab coat, etc.) to protect between their regular clothing and the waste;
- Prior to removing waste from bins, the bag should be sealed;
- Regular cleaning of waste containers with warm water and soap; and
- Wash hands immediately following completion of waste handling.

7.8 Drinking Fountains

Drinking fountains will be blocked from use due to their nature of use (putting mouth close to the faucet). Touchless water bottle refilling stations may be left open provided a sanitization plan is developed and implemented.

7.9 General Classroom Policies

7.9.1 Training

All staff and students are required to complete COVID-19 training prior to returning to campus. This will include online Pandemic Exposure Control Plan as well as on-site orientation for implemented controls applicable to the area they will be in.

7.9.2 Students Break and Study Areas

All students will be encouraged to have their meals before class or to plan to eat when class is over. If possible, students should stay at their workstations during breaks. If students desire to leave the classroom for their break they will be advised to go outside via the nearest exit and ensure physical distancing is observed at all times. Some areas have been set up to allow for seating in select locations.

These areas will be set-up for appropriate physical distancing. Where needed, class breaks will be staggered in order to prevent congregation in these areas.

7.9.3 Physical Hand Outs and Non-Essential Items

Wherever possible, physical hand outs will not be used. Instructors will utilize technology to display necessary information or e-mail it to students prior to class. All non-essential items will be eliminated from the classroom space or blocked from access.

7.9.4 Lockers and Student Personal Items

Locker use will not be permitted. If lockers are used, contents will be emptied following safe work procedures and students will be charged appropriately to retrieve their contents. Instructors are to establish a location for students to store their personal items (preferably at their workstations). Personal items will not be left overnight in classrooms, laboratories, or trade shops.

7.9.5 Provisions for Close Interactions

There are times while instruction is being given where physical distancing guidelines must be broken. For each program or work activity, these situations must be identified and procedures for close physical contact must be in place. In accordance with the hierarchy of controls, this should be attempted to occur in an area where physical distancing is maintained, or utilize technology for communication in order to maintain physical distance — such as texting, instant messaging, and/or radios. If this is not possible, install a barrier. If this is not possible, all parties must wear face coverings and follow established work procedures. Training on how to properly don and doff a mask, as well as the established procedure for close contact, must be completed at orientation and monitored by instructors and supervisors.

7.10 Entrance and Egress

Entry into buildings will be limited to personnel that are required or authorized to be at the facility. Entrances to buildings will be through as few controlled entries as possible. If needed, station an attendant at the building entrance to admit building entrants in a manner that observes physical distancing (i.e., one individual or family group at a time) and occupancy limits (where needed). Queue lines may also be established for entrances into areas where personnel are entering buildings or where they require a service (reception areas, libraries, etc.).

7.11 Traffic Patterns, Stairwells, Elevators

Where physical distancing is not possible, one-way directional traffic patterns with physical distancing markers will be established in hallways, corridors, and stairwells if practical. If impractical for one-way traffic, counter-clockwise, two-way traffic with physical distancing markers, will be established. Signage

will be used to delineate two-way traffic flow, placed every 10- 20 feet. Two-way traffic is permitted, provided floor markings are in place to designate the traffic direction on either side of the hallway or stairwell. Wherever possible, occupants must maintain a minimum of two (2) metres of distance between individuals when travelling throughout the building.

Signage will be placed in elevator lobbies denoting the occupancy limits. Elevators may be used for upward and downward traffic. Queuing lines will be provided at the elevator lobby to ensure adequate physical distancing with physical distancing markers.

7.12 Screening Building Entrants

Health screening signage will be posted on the outside of the front door at the building entry. The signage indicates building entrants must perform self-directed health screening and must not enter the building if they are feeling sick or have travelled outside of Canada within the past 14 days. The BC CDC recommends all people who are sick with COVID-19 or have symptoms of COVID-19 must stay home, except when receiving medical care, and must not visit public areas. All personnel entering campus buildings must self assess following the BC COVID-19 Self-Assessment tool (link below).

Based on the medium to low risk of a member of the population being infected with SARS-CoV-2 in British Columbia, screening by attendants will not be conducted. Temperature checks are not recommended due to the high likelihood of false negatives (infected individuals that do not exhibit a fever) and the possibility for false positives (health individuals with varying “normal” body temperatures). In the event that an asymptomatic infected individual enters the building, the ensuing risk of transmission will be managed by the other risk management measures outlined in this document.

For more information, consult the British Columbia COVID-19 Symptom Self-Assessment Tool, found at https://bc.thrive.health/covid19/en and the BC CDC website for testing information, found at http://www.bccdc.ca/health-info/diseases-conditions/covid-19/testing.

7.13 Face Coverings

The PHAC and PHO only recommend face coverings when physical distancing cannot be consistently maintained or is preferred by the user.

If a face covering is required, practice the following mask etiquette:

- Before putting on a mask, clean hands with hand sanitizer or soap and water;
- Wear a mask that covers both the mouth and nose;
- Avoid touching the mask while using it. If you touch the mask, clean your hands with hand sanitizer or soap and water; and

- Remove the mask from behind. Do not touch the front of the mask. Discard it immediately in a closed bin and clean hands with hand sanitizer or soap and water.

Staff, faculty, and student users must supply their own face coverings unless required due to specific planned instances of close physical interaction due to instruction or work activities.

7.14 Signage

Signage placement will be completed throughout the building with the support of facilities services. Signage will be posted in multiple languages if required. BCIT approved signage inventory can be found here https://app.smartsheet.com/b/publish?EQBCT=bcfaba7925a34ac599f105b81ddc658a. The following signage/floor markings are provided for guidance:

Table II – Provided Signage /Floor markings

Title	BCIT Sign Code	Typical Posting Location
Building Entrance Screen	3C / 3J	All entrances
Entrance Only	10B	Doors limited to entry
Exit Only	11B	Door limited to exit
Protect Yourself	21A / 21I / 21D	All hallways and elevators
Ramp Sign	22A	Ramps
Do Not Use Drinking Fountain	8A / 44B	All drinking fountains
Washroom Hand Wash	29B / 32B	In all washrooms, adjacent to the sink
Do Not Use Urinal / Sink / Toilet	41B / 42B / 43B	On urinals, sinks, and toilets not in use
Hand Dryer Signage	TBD	Above all hand dryers
Washroom Occupant Limit	30B	Outside of washrooms
Occupant Limit	37A	Outside enclosed rooms
Knock First	15A	Outside of rooms with limited occupancy
Elevator Rider Limit	9A / 35A / 36A	All elevator lobbies
Please Do Not Sit Here	45H	Waiting or lounge areas
Please Sit Here	18G	Waiting or lounge areas
Area Closed	2A / 5A	Congregation areas, unused classrooms
Please Wait Here / Stand Here	19F / 23E	Line queues, service counters

Table II – Provided Signage /Floor markings

Title	BCIT Sign Code	Typical Posting Location
Up Staircase	28A	Staircases designated as up only
Down Staircase	7A	Staircases designated as down only
2M Distance	1A / 1D	Throughout hallways, in classrooms, at entrances
One Way Traffic	16K	Throughout walkways that are one-way
Two-Way Traffic – Keep Right	25A	Throughout walkways that are two-way
Hand Sanitizing Station Location / Hand Washing Sink Location	13A / 14A	Areas that are far from a hand sanitization or hand washing area.
Do Not Leave Food in Fridge Overnight	40B	In kitchenettes, coffee areas, and lounges
Wipe Appliances, Counter, and Table Surfaces…	39B	In kitchenettes, coffee areas, and lounges
Wipe Equipment Before and After Use	31A	All workstations and shared equipment
Clean Regularly Touched Items	4A	All office-type workstations
Do not use Equipment	6A	Equipment/workstations in close contact to other equipment/workstations in use, equipment that cannot be removed from station
How to Use a Mask	33A	Programs areas where physical distancing cannot be maintained
How to Doff Gloves	34A	Programs areas where physical distancing cannot be maintained, or where shared equipment is present

7.15 Sanitizing Stations

High touch surfaces present one of the highest risks of viral transmission. Therefore, hand sanitizer stations will be used at building entrance, elevator lobbies, stairwells, and through closed doorways. Portable hand sanitizer should be available in classrooms/labs/shops and offices, and any other locations where soap and water may not be readily available.

7.16 Doorways

Where possible, doorways will be positioned in an open position to minimize contact with door handles. Where doors must be kept closed, hand sanitizing stations will be provided outside the doors. For security purposes, free-standing hand sanitizing stations will be secured where possible. Be cognizant of fire doors as these are not permitted to be propped in an open position.

7.17 Space Planning

Spread of virus via droplets, from one person to another, has been identified as one of the highest sources of risk, particularly in settings where people spend long periods of time together. Therefore, it is recommended that physical distancing practices throughout the building be maintained until such a time as the PHO states otherwise. As such, building space planning will be completed by various parties to ensure occupancy loads and pinch point locations are identified.

8.0 INCIDENT RESPONSE

Where an individual working or participating at a building has been diagnosed with a confirmed case of COVID-19:

- Follow procedures for "Person Reports having Symptoms consistent with COVID-19" found in the BCIT COVID-19 Pandemic Scenario Playbook 2020 found under a different cover.
- Restrict access to areas of the building where that individual was working/participating.
- Implement a cleaning program based on *Cleanup Protocol* (provided under a separate cover).
- Gather as much of the following information as possible to support response efforts:
  - Detailed floor plan for the building location.
  - Details of the movements, activities and time spent by the confirmed COVID-19 individual prior to leaving the building.
  - Timing of when the confirmed COVID-19 individual was last present in the building.
- Contact FCD to arrange cleaning following established procedures.

9.0 RE-OCCUPYING THE BUILDING AFTER BEING VACANT

Prior to occupancy a general cleaning throughout the areas scheduled for re-occupancy should be conducted. Building HVAC maintenance must be completed following maintenance procedures. If a risk for legionella or drinking water contamination potential exists, water systems will be tested. In some

instances, air quality monitoring may be conducted to ensure building ventilation systems are operating as intended.

10.0 AWARENESS OF THE BCIT COVID-19 GO-FORWARD PLAN

As previously mentioned in this document, staff and students returning to campus are required to complete their respective Pandemic Exposure Control Plan training on the Learning Hub. These training programs will be online and completed prior to accessing the campus by either staff or students. In addition, all new and returning staff will be required to complete Occupational Health and Safety (OHS) New Employee Checklist. Students will be required to complete the Student OHS Site-Orientation Checklist on-site before beginning instructional activities. The on-site orientation will include department and classroom policies for the specific areas. This will be conducted on the first day of attending campus and will include a walkthrough of the accessible facility areas and a review of procedures and policies. The on-site orientation must be taught to new staff and students, and to each new cohort of personnel. Supervisors and Instructors are to reiterate the classroom policies as needed through regular meetings, hazard assessments, toolbox talks, etc.

Orientation will include:

- Policy, Objective and Scope of Training:
- Modes of Transmission:
    - Contact
    - Droplet
    - Airborne
- Roles and Responsibilities:
    - Leadership Team
    - Supervisors
    - Employees
    - Facilities and Campus Development
    - Occupational Health and Safety Division
    - Joint Occupational Health and Safety Committees
- Risk Assessment Process;
- Risk Control Options:
    - Elimination
    - Engineering

- Administrative
- Personal Protective Equipment

Refer to Appendix V for the Staff and Student Orientation Checklists.

11.0 COMMUNICATION

Creating a sense of safety and security is a key component in the successful return to operations at BCIT. Communication applicable to the Go-Forward Plan will ensure all audiences receive accurate and timely information in regard to the health and safety concerns of COVID-19. Several communications plans are in development for the various stakeholders of the BCIT. The key audiences and planned communications channels include: Staff, Faculty, Management, Students, Contractors, and Supply Chain.

BCIT's key COVID-19 Communication Tools include but may not be limited to:

- Dedicated COVID-19 webpage conveys: Breaking news, ongoing archived updates, information for students, information for faculty and staff, closures and cancellations, prevention, travel guidance, FAQ's
- Email distribution: Students, faculty, staff, management, etc.
- Dedicated, monitored email address: covid19@bcit.ca to receive and respond to questions
- BCIT social media sites: Facebook, Instagram, LinkedIn, YouTube
- Regular update videos from the President
- Regular academic updates from the Vice President, Academic and others
- Regular safety updates from the Director, Safety Security and Emergency Management
- 24/7 BCIT Safety Wise mobile app — for urgent crises only

12.0 RETURN TO CAMPUS PROTOCOL

After careful consideration, School Operations have identified programs that will require to provide a blended instructional delivery format in Fall of 2020, while other programs will remain online only. In addition, a small number of programs will no longer be offered in the upcoming semester. Refer to Appendix VI for a list of Fall 2020 Program Delivery Modes. In addition, select services are required on campus to provide support for the blended delivery programs as well as to facilitate campus operations. The following departments have been identified as necessary as support services for the Fall 2020 programs:

1. Administration
2. Corporate Services

3. Facilities and Campus Development
4. Housing
5. Medical Services

The first step in permitting blended delivery of programs include a careful review of the on-campus requirements by each program or support services to determine the type and level of essential program or service required. This initial review is approved by the Associate Dean and/or Manager. Once determined essential, the following process will be considered:

1. Complete the BCIT COVID-19 Safety Plan (Safety Plan) applicable to your area/department;
2. Request resources (e.g. PPE, barriers, cleaning);
3. Implement all control measures and have the Associate Dean Manager review; and
4. Have the Safety Plan reviewed by a Return to Campus representative for quality control.

Refer to Appendix VII for BCIT COVID-19 Safety Plan Workflow. Risk Assessments have been used to develop a list of common controls listed in the Safety Plan. Templates for the Safety Plan have been developed for both Academic and Department workspaces and can be found in Appendix VIII.

13.0 AUDIT AND PLAN REVIEW

The Go-Forward Plan will be reviewed regularly as new information about COVID-19 and/or campus directives are available. Periodic inspections of department and program areas will be conducted by program heads, JOHSC and/or SSEM as needed. Feedback on COVID-19 risk control measures will be provided, and where necessary, corrective actions will be assigned. Refer to Appendix IX for the COVID-19 Audit Checklist. This form will be used to for formal auditing. Audit frequency will be outlined on the Safety Plan.

14.0 EXTERNAL SERVICE PROVIDER EXPOSURE PREVENTION

BCIT recognizes that external service providers may be required on site to conduct various site activities to support the campus including maintenance and other projects. As such, a checklist has been developed that must be completed by all personnel coming to campus sites. External service providers' managers are expected to review the checklist from their employees and ensure their workers have completed the necessary actions. A copy of the checklist can be found in Appendix X.

15.0 TERMS AND LIMITATIONS

This work was performed subject to the Terms and Limitations presented or referenced in the proposal for this project.

Information provided by Pinchin is intended for Client use only. Pinchin will not provide results or information to any party unless disclosure by Pinchin is required by law. Any use by a third party of reports or documents authored by Pinchin or any reliance by a third party on or decisions made by a third party based on the findings described in said documents, is the sole responsibility of such third parties. Pinchin accepts no responsibility for damages suffered by any third party as a result of decisions made or actions conducted. No other warranties are implied or expressed.

276537 BCIT COVID-19 Go Forward Plan 22Jul2020

Template: Master Report Investigation of IAQ, January 12, 2017

APPENDIX I

BCIT COVID-19 Go-Forward Plan Framework

BCIT COVID-19 Go-Forward Plan *September 2020*

Employee Orientation

- Pandemic Exposure Control Plan Corporate D2L
- Employee Department School Orientation

Student Orientation

- Pandemic Exposure Control Plan Teaching D2L
- Student In-Class Orientation

Contractor Orientation

- Return to Operations *Risk Assessment Orientation On-line ECP Training*

Signage

- Building Signage *Area Specific Site Specific Signage*

Administration

Units:

Accessibility Services
Advancement
Finance
Financial Aid
Human Resources
Indigenous Services
International
International Credential
IT Services
Marketing and Communications
Parking Office
Registrar's Office
Student Wellness
SSEM
Learning Teaching Centre
Audio Visual

Corporate Services
Logistics
Food Services
Book Store

Facilities Management
Facility Services
Facility Projects
Janitorial
Wash Rooms

Student Services
Medical Services
Gym
Outside Sports
Housing
Test Centers
Fitness Centre (satellite)
Bicycle Lock Up and Showers

Library
Eh-pod

Communications Strategy

Return to Operations Risk Assessment and Orientation

ITS Operations
Corporate Services Operations
Facility Services Operations
Audio Visual

Return to Operations Risk Assessment and Orientation

Medical Services
Gym
Outside Sports
Housing
Test Centers
Library
Eh- Pod

Academic

School Administration

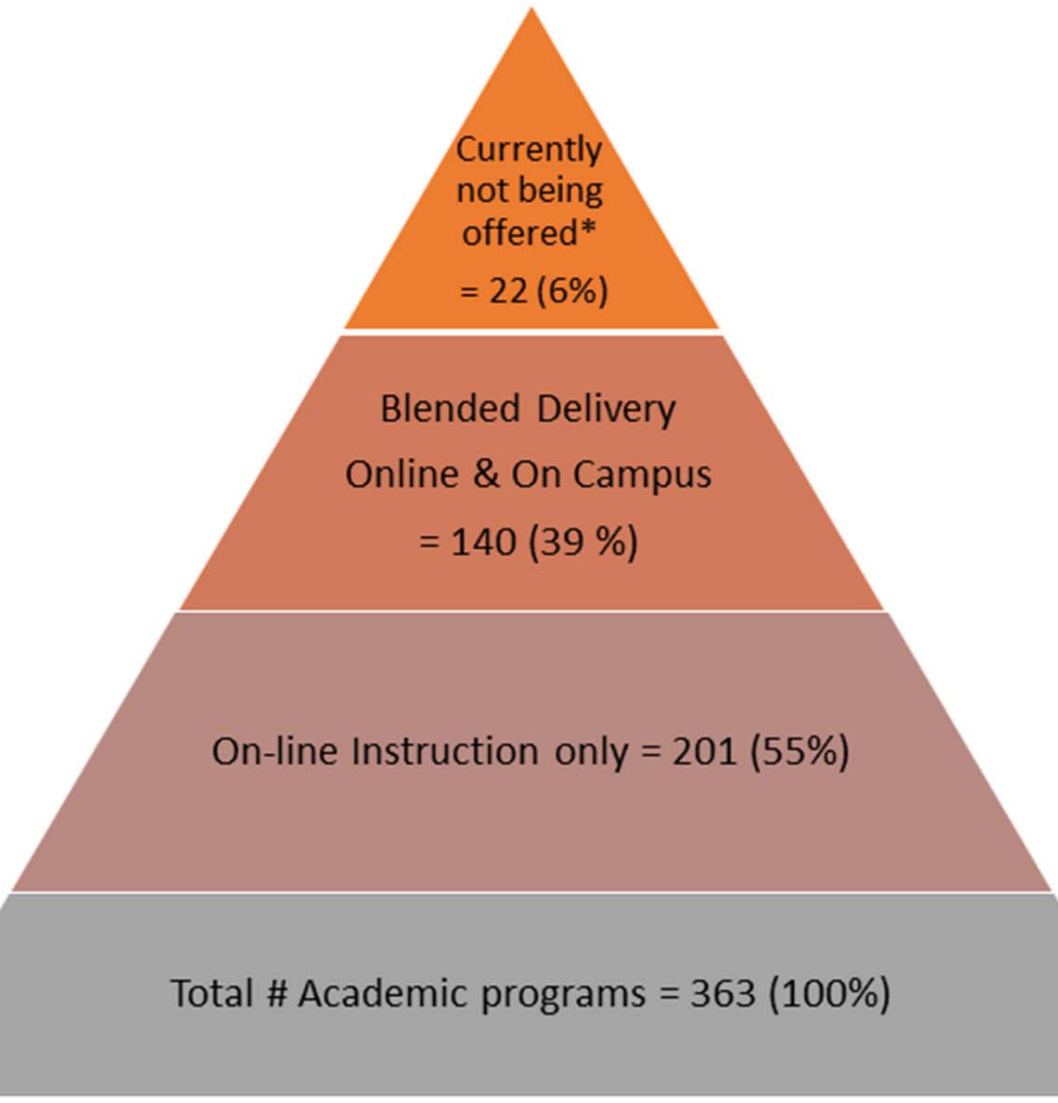
School Operations (page two)

Departments requiring a WorkSafeBC COVID-19 Safety Plan:

- Administration
- Housing
- Recreation Services
- Fitness Centers – satellite campuses
- Bicycle Lock Up and Showers
- Outside sports
- Medical Services
- Library
- Audio Visual
- Corporate Services – operational
  - Cafeteria
  - Book Store
  - Logistics
  - Work Vehicles
- Facilities Management – operational
  - Facility Services
  - Facility Projects
  - Janitorial
  - Wash Rooms
- Meeting Rooms

Updated on July 21, 2020

Academic Programs – Fall 2020

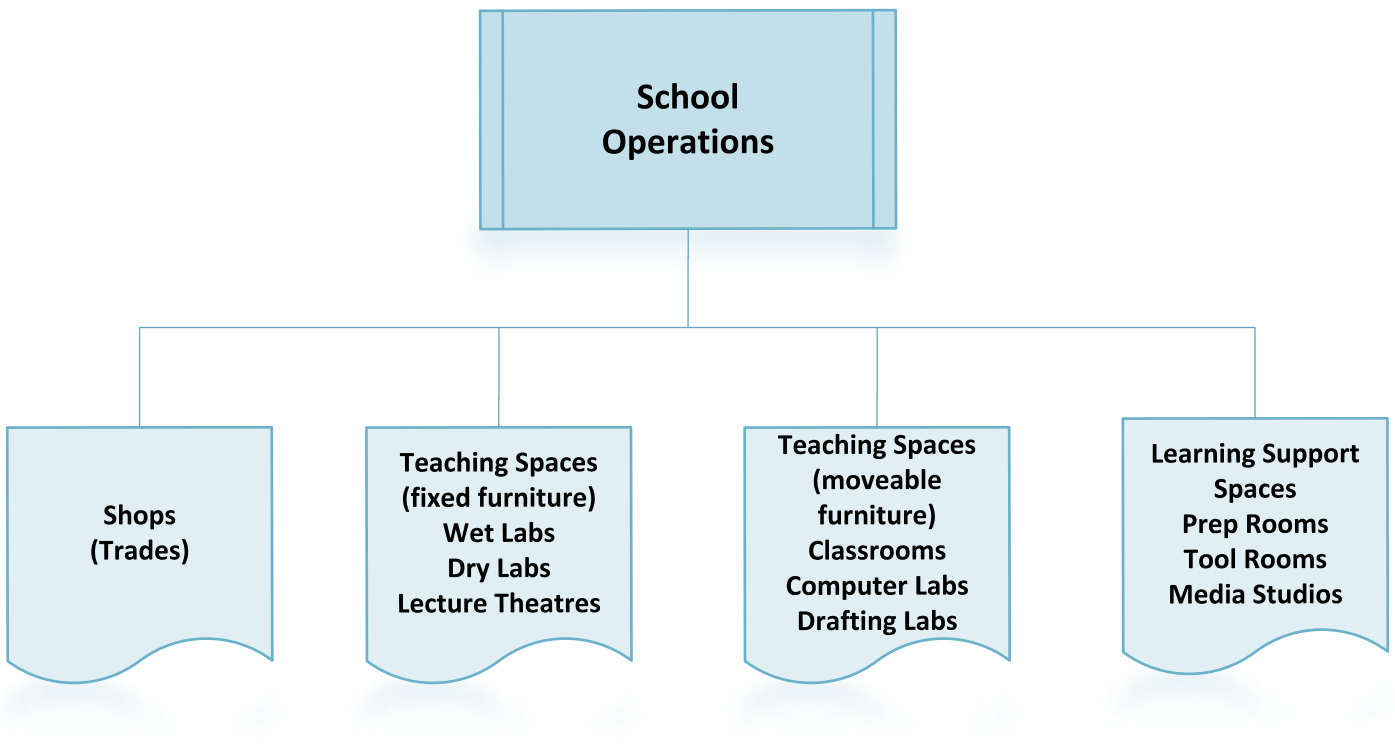


**Programs currently NOT being offered unrelated to COVID-19*

Blended - Breakdown by Program type		
Health Sciences	34	24%
Technology	37	26%
Trades	69	49%
	140	**100%**

Schools requiring a WorkSafeBC COVID-19 Safety Plan:

- Shops (Trades)
- Teaching Spaces (fixed furniture)
- Teaching Spaces (moveable furniture)
- Learning Spaces



APPENDIX II

Fall 2020 Facility Building List

BCIT - COVID-19 GO-FORWARD PLANNING - Building Signage

#	Building	Recommended Status (Fall 2020)	Primary Function
1	NE01	Open	Multi-User
2	NE02	Open	Joinery Shop
3	NE03	Secure	SoCE Research
4	NE04	Open	Carpentry Shop
5	NE06	Open	Piping Shop
6	NE07	Secure	FCD Maintenance Shop
7	NE08	Open	Welding Shop
8	NE09	Secure	Corporate Services & FCD
9	NE10	Open	Autobody & Access programs
10	NE12	Open	Steel Trades Shop
11	NE16	Open	Automotive Shop & SSEM First Aid
12	NE18	Open	Automotive Shop
13	NE20	Open	Automotive Shop
14	NE21	Secure	BEST Custodial until end of summer
15	NE22	Secure	Multi-User Classroom
16	NE23	Secure	Multi-User Classroom & SoE labs
17	NE24	Secure	Automotive Classrooms
18	NE25	Open	Multi-User
19	NE28	Secure	Multi-User
20	NW01	Secure	ITS and SS offices
21	NW03	Open	Joinery; SoCE Research; Graphic Design
22	NW05	Secure	Sustainability & Workplace Coop offices
23	NW06	Open	Machine shop & Test Centre (Closed)
24	SE01	Open	Electrical Trades & SoE labs
25	SE02	Open	SA Offices
26	SE04	Open	Renewable Resources Lab & Shop
27	SE06	Open	Multi-Users
28	SE08	Open	Instrumentation Labs
29	SE09	Secure	ITS, SoCAS & Central Telephone
30	SE10	Open	Broadcast offices, labs & studio
31	SE12	Open	Multi-users
32	SE14	Secure	Eh Pod & New Media programs
33	SE16	Open	Rec Centre, Medical Services (Clinic), & FSA offices
34	SE19	Open	Discovery Park (Private) Tenants
35	SE30	Secure	Logistics Warehouse
36	SE40	Secure	Cafeteria & meeting room
37	SE41	Secure	Childcare & Office
38	SE42	Secure	MarComm offices
39	SE50	Open	Fibria Research Leased (Tenant)
40	SW01	Open	Mult-Users
41	SW02	Secure	Faculty & Staff offices
42	SW03	Open	Multi-User Lab
43	SW05	Secure	Classrooms
44	SW09	Open	Multi-Users
45	SW10	Open	Student Housing
46	SW11	Open	Student Housing Admin
47	SW12	Open	Student Housing
48	SW13	Open	Student Housing
49	SW14	Open	Student Housing
50	SW15	Open	Student Housing
51	SW16	Open	Student Housing
52	CARI	Secure	Applied Research, tenants & New Media program
53	DTC	Secure	Multi-Users
54	ATC	Open	Offices, labs, & shops
55	MTC	Open	Offices & Library
56	AIC	Open	Offices, labs, & shops

APPENDIX III

General Cleaning Protocol

1.0 PURPOSE

There are a number of studies indicating that SARS-CoV-2 can be infectious anywhere from two (2) hours to (7) seven days outside the body. It is important to be more diligent in the overall cleaning of surfaces, as a preventative measure, even if they are not suspected of contamination.

This document will detail appropriate methods for cleaning of surfaces. It will also provide the latest knowledge on the proper disinfectants used to kill the virus.

2.0 SCOPE

This document is intended as a guideline for contractors and/or custodial groups who may be engaged in the cleaning of surfaces in buildings and other sites. Cleaning procedures in this document will address contamination on most surface types. This document can be used to clean and disinfect surfaces in various locations.

3.0 CLEANING/DISINFECTION PRODUCTS

As coronaviruses are enveloped, they are less resistant to heat and desiccation (removal of moisture) and easier to kill with virucides than non-enveloped viruses. Pinchin recommends products registered in Canada with a Drug Identification Number (DIN) and labelled as a broad spectrum virucide, or approved equivalent for cleaning of surfaces with known or suspected coronavirus.

A list of disinfectants for use against COVID-19 are listed on the Health Canada Website. Link below:

> https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html#wb-auto-5

Based on the above listed Health Canada criteria, BCIT has approved select products that are permitted to be used at BCIT sites. Refer to the following link on Share Space https://sharespace.bcit.ca/sites/sas/Exposure%20Control%20Plan/Forms/AllItems.aspx

4.0 GENERAL CLEANING PROTOCOL

Direct contact with high touch surfaces was ranked a medium to high risk (refer to BCIT COVID-19 Go-Forward Plan), depending on the surface and location. A cleaning/sanitizing plan for the building areas was recommended. The use of best housekeeping practices will reduce the risk of spreading the virus and help keep building occupants safe and healthy. All housekeeping practices should conform with the British Columbia Centres for Disease Control and Prevention (BC CDC) COVID-19 cleaning documentation and BCIT Cleaning Products and Processes.

5.0 GENERAL CLEANING PROCEDURE

All cleaning referenced in this document refers to the following process:

- Follow the manufacturers' direction for all cleaning products and disinfectants.
- Follow the product Safety Data Sheet for personal protective equipment and other precautions.
- Clean all visibly dirty surfaces first with soap and warm water.
- Apply disinfectants to the surfaces by following manufacturers instruction. NOTE: Do not spray disinfectants directly onto Electrical Components.
- Wipe down the surface with a microfibre cloth from high areas to low areas.
- Immediately following the cleaning, the gloves (if applicable) and microfibre cloth should be disposed of in a lined waste bin, and hands should be washed with soap and warm water.
- If applicable, remove safety glasses (if applicable).

5.1 High Touch Surfaces

High touch surfaces must be cleaned more frequently and the cleaning should extend 3 – 12 inches beyond the object being frequently touched. The British Columbia Public Service Agency (BC PSA) recommends cleaning high touch surfaces 2 - 4 times a day. The high touch surfaces cleaning frequencies are detailed below, if the area is not included in the list below, daily cleaning is recommended:

Table I – Minimum Cleaning Frequency of High Touch Points

2-4 Times per Day	**After Each User**
Completed by: Custodial Staff	**Completed by: User**
GENERAL SURFACES • Doors handles, push bars, door frames, both sides of door, glass in door • Walls, high touch areas • Hand rails in stairwells • Elevator buttons • Light switches and area surrounding light switch • Accessible door push buttons • Areas surrounding electrical outlets • Furniture – hard and soft handrails, hardware,	GENERAL SURFACES • Computer monitor touch points, • Computer mice • Computer keyboards • Multi-media controls • Filing cabinets • Microwave doors and hardware • Resource equipment – staplers, hole punch, etc. • Copiers

touch points beneath seats • Hard surface countertops, tables • Waste and recycling containers • Sneeze guard barriers WASHROOM SURFACES • Washroom: toilet and urinal fixtures, faucets, grab bars, sanitary receptacles, dispensers, counters, stall doors and hardware, light switches and area surrounding light. • Toilets: seats, base, handle • Urinal handles • Sink and Faucet hardware/handles • Garbage bins covers/lids, where no foot pedal is present FOOD AND DRINK SURFACES • *Drinking Fountains* • **Cafeteria table surfaces and undersides, chairs and touch points beneath the chairs, waste and recycling stations, counters and ledges *Note: Touch drinking fountains are currently closed at this time. **Note: Limited food & beverage service open at this time.	

5.2 High Traffic Areas

In high traffic areas, such as corridors and elevator lobbies, it may not be practicable to increase cleaning frequency due to the volume and size of these spaces. Provided these areas do not contain high touch surfaces, increased cleaning and disinfection is not required.

5.3 Waste

The following steps are recommended for handling waste/garbage:

- Where possible, use waste containers with no lids, or those with foot pedals to prevent the need for hand contact.
- Line waste containers, including recycling and compost, with one plastic bag.

- When disposing of waste, the individual must wear disposable gloves or dedicated waste removal gloves and have a dedicated layer of clothing (i.e. coverall, apron, lab coat, etc.) to protect between their regular clothing and the waste.
- Prior to removing waste from bins, the bag should be sealed.
- Regular cleaning of waste containers with warm water and soap is recommended.

Wash hands immediately following completion of waste handling.

APPENDIX IV

Vehicle Use and Cleaning Protocol

1.0 PURPOSE

There are a number of studies indicating that SARS-CoV-2 can remain infectious anywhere from two (2) hours to (7) seven days outside the body. It is important to be more diligent in the overall cleaning of surfaces, as a preventative measure, even if they are not suspected of contamination.

This document will detail appropriate methods for cleaning of surfaces. It will also provide the latest knowledge on the proper disinfectants used to kill the virus.

2.0 SCOPE

This document is intended as a guideline for BCIT departments where BCIT vehicles are shared among users. Cleaning and other procedures in this document should be implemented and followed to prevent and control the spread of infectious agents such as COVID-19.

3.0 VEHICLE COVID-19 EQUIPMENT

The following equipment should be available in all shared vehicles.

.1 Approved Disinfectant spray

.2 Paper towel

.3 Disposable plastic bags

.4 Hand sanitizer

.5 Nitrile gloves

.6 Safety glasses – 5 pairs

.7 Disposable face coverings

4.0 CLEANING/DISINFECTION PRODUCTS

As coronaviruses are enveloped, they are less resistant to heat and desiccation (removal of moisture) and easier to kill with virucides than non-enveloped viruses. Pinchin recommends products registered in Canada with a Drug Identification Number (DIN) and labelled as a broad spectrum virucide, or approved equivalent for cleaning of surfaces with known or suspected coronavirus.

A list of disinfectants for use against COVID-19 are listed on the Health Canada Website. Link below:

https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html#wb-auto-5

Based on the above listed Health Canada criteria, BCIT has approved select products that are permitted to be used at BCIT sites.

Refer to the following link on Share Space
https://sharespace.bcit.ca/sites/sas/Exposure%20Control%20Plan/Forms/AllItems.aspx

5.0 GENERAL FLEET VEHICLE CLEANING PROCEDURES

All housekeeping practices should conform with the British Columbia Centres for Disease Control and Prevention (BC CDC) COVID-19 cleaning documentation and BCIT Fleet Vehicle Cleaning Process.

All cleaning referenced in this document refers to the following process:

- Follow the manufacturers' direction for all cleaning products and disinfectants
- Follow the product Safety Data Sheet for personal protective equipment requirement. Nitrile gloves are required for waste removal.
- Clean all visibly dirty surfaces first with soap and warm water.
- Apply disinfectants to the surfaces following manufacture's instruction.
- Note: Do not spray disinfectant directly on to electronic components.
- Wipe down the surface with a paper towel from high areas to low areas.
- Dispose of paper towels in the waste bag.
- Put back the spray bottle.
- Immediately following the cleaning, the gloves and paper towel should be disposed of in a single use plastic bag, and hands should be washed with soap and warm water or hand sanitizer. See Waste Handling steps below.
- If applicable, remove safety glasses (do not replace safety glasses back into vehicle if unpackaged and used).
- Flip sign showing vehicle has been cleaned.
- Disposable plastic bags with waste must be removed when exiting the vehicle. Ensure no waste or garbage remain in the car.

5.1 Touch Surfaces

High touch surfaces must be cleaned more frequently and the cleaning should extend 3 – 12 inches beyond the object being frequently touched.

Table I –Cleaning Frequency	
After Each User	**Weekly**
Completed by: User	**Completed by: Custodial Staff**

High Touch Surfaces: • Interior and exterior door handle • Steering wheel • Gear shifter • Emergency hand brake • Turn signals • Seatbelt buckles • Control panel including radio, heat, air, lights etc. • Window opener/closer • Mirror adjustment buttons and rear-view mirror • Glove box handle • Flip Card	• All high touch surfaces • Windows • Dashboard • Waste bins • Smooth seats Note: In addition to the cleaning procedure. Vacuum vehicle and remove any waste, UV light bar. Follow manufacturers instruction for all equipment used.

5.2 Waste Handling

The following steps are recommended for handling waste/garbage:

- Use a single use plastic bag for all waste
- When disposing of waste, the individual must wear disposable nitrile gloves.
- Seal the waste bag and remove and dispose the waste bag from the vehicle.
- Wash hands immediately following completion of waste handling.

6.0 TRANSPORTATION PROTOCOL

6.1 Elimination

- Employees are encouraged to walk whenever possible.
- Use separate or private vehicles.
- All fleet vehicles are single occupancy.

6.2 Engineering

- Provide fresh air ventilation by keeping windows open (where possible).
- Ensure vehicle ventilation system is open to allow fresh outdoor air in.

6.3 Administrative

- Install signage to indicate single occupancy for vehicle
- Install signage reminding drivers to clean after use
- Vehicle cleaning program and infographic
- Remove all unnecessary items from fleet vehicles
- Avoid touching the face before, during and after vehicle use.
- Cough or sneeze into your arm.
- Flip card showing vehicle has been cleaned.

APPENDIX V

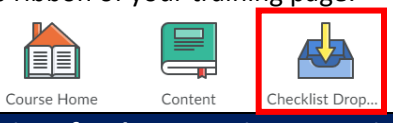
Staff and Student Orientation Checklist

Instructions for New Employees:

This checklist must be completed with your supervisor or designate for site-specific orientation if:

- You are a new employee and have completed the online portion of OHS New Employee Orientation (in the BCIT Employee Learning Hub), or
- You are starting a new position or in a new area with different hazards as your previous one, or
- There is a change in hazards since you began working in your current department

Go through each items, date, sign, scan and submit it back to your online training by clicking the "Checklist Dropbox" icon on the top ribbon of your training page:



Instructions for the Supervisor or Designate:

- Introduce the new employee to the designate for site-specific orientation, if applicable.
- Encourage employee to ask questions
- Ensure all blank areas are completed
- Provide employees with as much detail as possible
- Sign and date bottom of form when completed

Your employee is required to upload a copy of the completed checklist in their OHS New Employee Orientation training. Supervisors should also maintain a copy (e.g. digital copy to show due diligence).

EMPLOYEE INFORMATION

Name:	**ID: A0**
Position:	**Department/School:**
Office and/or Work Area Location(s):	
Supervisor:	**Supervisor phone:**
If applicable, Supervisor designate:	**If applicable, Supervisor designate phone:**

EMERGENCY RESOURCES

☐ Police, Fire, Ambulance 911 **If you have called 911, contact Security to let them know*.

☐ First Aid (Non-Emergency):	☐ Security (Non-Emergency):
☐ First Aid (Emergency):	☐ Security (Emergency):
☐Reviewed First Aid locations:	☐ Downloaded the Safety Wise App

Emergency contact and location information for all campuses is listed here.

WORKPLACE INCIDENTS AND HAZARDS

☐Report all employee related injuries, no matter how minor it is, to BCIT First Aid and complete online Report of Injury/Illness/Exposure – Staff in BCIT IRIS (Incident Reporting Information System).

☐Report hazards to your supervisor and complete online Unsafe Condition/Act Report in BCIT IRIS.

☐Employees who have experienced or witnessed workplace violence (i.e. threatening or abusive behaviour) should report incident to their Supervisor/Manager immediately, and complete online Unsafe Condition/Act Report in IRIS.

☐Report a close call (near miss) to your supervisor and complete online Close Call (Near Miss) Report in BCIT IRIS.

WorkSafeBC OHS Regulation can be found at www.worksafebc.com

Employer:	Supervisor:	Worker:
• Provide a safe and healthy workplace. • Ensure workers are adequately trained and records are maintained.	• Orient and instruct new employees in OHS Policy and safe work procedures. • Train employees for all tasks assigned to them, and check	• Report workplace hazards immediately to your supervisor or employer. • Follow safe work procedures and act safely in the workplace

• Establish a valid occupational health and safety program. • Support supervisors, managers, safety coordinators, and workers in their health and safety activities. • Ensure adequate first aid equipment, supplies, and trained attendants are on site to handle injuries. • Fix problems reported by workers. • Report serious incidents to WorkSafeBC, as well as all injuries that require medical attention. • Investigate incidents where workers are injured or equipment is damaged. • Submit the necessary forms to WorkSafeBC.	progress. • Ensure that only authorized, adequately trained employees operate tools and equipment or use chemicals. • Ensure that equipment and materials are properly handled, stored, and maintained. • Ensure employees under your supervision have the appropriate personal protective equipment, which is being used properly, regularly inspected, and maintained. • Enforce health and safety requirements. • Correct unsafe acts. • Formulate a regular inspection process for hazards.	at all times. • Ask for training if you're unsure how to safely perform a task assigned to you. • Immediately report any injury to BCIT First Aid and your supervisor. • Use the protective clothing, devices, and equipment provided. Be sure to wear them properly. • Take initiative. Make suggestions to improve health and safety (to your supervisor, JOHS committees, at department meetings, etc.) • Never work impaired, e.g., under the influence of alcohol, drugs or any other substance, or if you're overly tired.

The three basic rights of all workers are to:

- Know about all hazards that exist or may exist in the workplace
- Participate in the health and safety program at the workplace
- Refuse Unsafe Work: do not carry out any work process that would create undue hazard. Refer to BCIT OHS Policy 7150 and SSEM OHS ShareSpace for proper procedures on refusing unsafe work.

☐ Familiarized with locations of emergency eyewash station, if applicable:	☐ Familiarized with locations of emergency shower station, if applicable:
JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE	
☐Meetings occur every month on:	☐Location of JOSHC Committee Bulletin Board (physical boards and digital):
☐Area representative name and contact information:	☐Alternative area representative name and contact information:
DEPARTMENT MEETINGS	
☐Monthly/weekly meeting dates are: ☐Not Applicable	☐Location of meetings: ☐Not Applicable
POLICIES	
☐Policies are located on the BCIT - Policies website	
Reviewed safety related policies and procedures:	
☐7200 – Cannabis Use ☐7100 – Safety and Security ☐7110 – Emergency Management ☐7100-PR3 – Fire Prevention and Preparedness	☐7150 – Occupational Health & Safety ☐7150-PR1 – Matrix of Responsibilities ☐7150-PR4 – Smoking Location ☐7150-PR5 – Workplace Violence Prevention
DEPARTMENT SPECIFIC PROCEDURES	
☐Reviewed general health and safety related rules and procedures.	
Reviewed all Personal Protective Equipment (PPE) used in area (please list): ☐Not Applicable	

☐Reviewed BCIT COVID-19 Go-Forward Plan	☐Reviewed applicable COVID-19 Safety Plan ☐Not Applicable

☐Reviewed and understand applicable guidelines on PPE requirements for COVID-19 prevention
☐Not Applicable

☐Completed Pandemic Exposure Control Plan Summary online training.

☐Reviewed applicable COVID-19 safe work procedures, including room/area cleaning or task management ☐Not Applicable

Fire alarm and Emergency Evacuation:

- ☐Locations of fire extinguishers and fire alarms
- ☐Locations of appropriate emergency evacuation route, indicate secondary evacuation route
- ☐Assembly points know your area. Maps are located here.
- ☐Your fire warden for your area

More information on BCIT Fire Safety Program.

Received instruction and demonstration on area specific work procedures (ensure the applied items are checked and reviewed):

☐Know the **hazardous materials** used specific to your area and completed online WHMIS training. Here is the Employee Login Instructions. ☐Not Applicable	☐Methods on **hazardous materials** exposure prevention (controls) e.g., ventilation. ☐Not Applicable	☐Location, purpose, and significance of Safety Data Sheet (SDS). ☐Not Applicable
☐**Emergency spill response procedure and spill kits:** ☐Know location of the spill kits. ☐Received training on how to clean up a spill. ☐Not Applicable	☐**Asbestos Management:** ☐Know sources of asbestos apply to your area. Contact Facilities and OHS if you have questions. More info: Asbestos Management. ☐Not Applicable	☐**Hearing Conservation:** ☐Have a hearing test Know your exposure ☐Use proper PPE. ☐Not Applicable
☐**Ergonomics and Musculoskeletal Injury Prevention:** ☐Setup proper workstation via Ergonomics at BCIT resource. ☐Learn manual lifting techniques via Ergonomics at BCIT resource. ☐Not Applicable	**Working Alone:** ☐Establish a communication plan. Check in with responsible personnel in certain interval. -More info: Working Alone or Isolation. -BCIT SSEM offers Safe Walk Program to staff, students, and visitors. ☐Not Applicable	**Contractor Safety Management:** ☐Know the contractor liaison for your area, Take Contractor Safety Management Training as outlined in Contractor Safety Management Program. ☐Not Applicable

☐Reviewed other applicable department specific safety procedures, e.g., equipment/machinery safe operating procedures, lockout procedures, fall protection plans, etc. List them here:

a)
b)
c)
d)

FORM COMPLETION	
New Employee's Signature:	Date: MMDDYYYY
Supervisor's Signature:	Date: MMDDYYYY

BCIT

Directions:

Instructors, Assistant Instructors, and students to complete this checklist onsite before beginning class, lab and shop activities on campus. After all topics have been reviewed and are clearly communicated, sign and date at the bottom of the form.

Instructions for the Instructor:

- Encourage students to ask questions
- Ensure all blank areas are completed
- Provide students with as much detail as possible
- Sign and date bottom of form when completed
- Only one form needs to be completed per class/cohort
- Instructor to upload the completed checklist(s) to the respective D2L Course Level

CLASS/LAB/SHOP INFORMATION

Class/Lab/Shop Session Name:	
Location(s):	**Program/School:**
Instructor:	
Instructor Contact:	

PROGRAM SPECIFIC PROCEDURES

☐Reviewed general health and safety related rules and procedures applicable to the site.

Fire alarm and Emergency Evacuation:

- ☐Locations of fire extinguishers and fire alarms
- ☐Locations of appropriate emergency evacuation route, indicate secondary evacuation route
- ☐Location of assembly points outside the building. Know your area. Maps are located here.
- ☐Your fire warden for your area or in charge person for evacuation

More information on BCIT Fire Safety Program.

Reviewed all Personal Protective Equipment used in area (please list):

☐Not Applicable

☐Reviewed the location of the BCIT COVID-19 Go-Forward Plan	☐Reviewed applicable COVID-19 Safety Plan ☐Not Applicable

☐Completed the Student COVID-19 Pandemic On-Campus Guidelines Tutorial online training.

☐Reviewed applicable COVID-19 safe work procedures, including room/area cleaning or task management ☐Not Applicable

Received instruction and demonstration on area specific work procedures (ensure the applied items are checked and reviewed):

☐Know the **hazardous materials** used specific to your area and methods on exposure prevention ☐Not Applicable	☐Location, purpose, and significance of Safety Data Sheet (SDS). ☐Not Applicable
☐**Emergency spill response procedure and spill kits:** ☐Know location of the spill kits. ☐Received training on how to clean up a spill. ☐Not Applicable	☐**Hearing Conservation:** ☐Have a hearing test Know your exposure ☐Use proper PPE. ☐Not Applicable

☐Reviewed other applicable department specific safety procedures, e.g., equipment/machinery safe operating procedures, lockout procedures, Biosafety, Radiation Safety, List them here:

a)
b)
c)
d)

FORM COMPLETION

Instructor Signature:	Date: MMDDYYYY
Participated Students (print name below)	Date: MMDDYYYY

APPENDIX VI

Fall 2020 Program Delivery Modes

FALL 2020 PROGRAM DELIVERY MODES

		Mode of Delivery			
Program Name	Credential	100% Online	Blended (Online & On Campus)	Still Under Review	Currently not being offered
3D Modeling, Art & Animation	Diploma	Online			
Accounting	Bachelor of Accounting	Online			
Accounting	Diploma	Online			
Accounting (Part-time)	Diploma	Online			
Advanced .NET Development	Associate Certificate	Online			
Advanced Business Management	Certificate	Online			
Advanced Human Resource Management	Certificate	Online			
Advanced Java Development	Associate Certificate	Online			
Advanced Marketing Management	Certificate	Online			
Agile Development	Associate Certificate	Online			
Aircraft Gas Turbine Technician	Certificate		Blended		
Aircraft Maintenance Engineer Category E (Maintenance)	Diploma		Blended		
Aircraft Maintenance Engineer Category M (Maintenance)	Diploma		Blended		
Airline and Flight Operations Commercial Pilot (Fixed-Wing Option)	Diploma		Blended		
Airline and Flight Operations Commercial Pilot (Rotary-Wing Option)	Diploma		Blended		
Airport Operations	Diploma	Online			
Airport Operations	Associate Certificate	Online			
Applied Computer Applications (ACA)	Associate Certificate	Online			
Applied Computer Information Systems (ACIS)	Associate Certificate	Online			
Applied Data Analytics	Certificate	Online			
Applied Database Administration and Design	Associate Certificate	Online			
Applied Network Administration and Design	Associate Certificate	Online			
Applied Software Development	Associate Certificate	Online			
Applied Virtual Reality and Augmented Reality	Statement of Completion	Online			
Applied Web Development	Associate Certificate	Online			
Architectural and Building Technology	Certificate	Online			
Architectural and Building Technology	Diploma	Online			
Architectural and Structural CADD and Graphics Technician - Architectural Option	Certificate	Online			
Architectural and Structural CADD and Graphics Technician - Structural Option	Certificate	Online			
Architectural Science	Bachelor of Technology	Online			
Assayer Training	Credential not offered by BCIT	Online			
Automated Controls Installation and Maintenance	Advanced Certificate		Blended		
Automotive Refinishing Technician Foundation	Certificate		Blended		
Automotive Service Technician and Operations	Diploma		Blended		

FALL 2020 PROGRAM DELIVERY MODES

		Mode of Delivery			
Program Name	Credential	100% Online	Blended (Online & On Campus)	Still Under Review	Currently not being offered
Automotive Service Technician and Operations - Ford Asset Option	Diploma		Blended		
Automotive Service Technician and Operations - Non-Co-op Option	Diploma		Blended		
Automotive Technician	Apprenticeship		Blended		
Automotive Technician - Honda_Acura Foundation	Certificate		Blended		
Automotive Technician - Toyota Foundation	Certificate		Blended		
Automotive Technician Foundation	Certificate		Blended		
Automotive Technician GM (ASEP)	Apprenticeship		Blended		
Bachelor of Health Science (Magnetic Resonance Imaging Option)	Bachelor of Health Science				Currently not being offered
Biomedical Engineering Technology	Diploma		Blended		
Boilermaker	Apprenticeship		Blended		
Boilermaker Foundation	Certificate		Blended		
Bridge Watch Rating	Associate Certificate		Blended		
Broadcast and Digital Journalism	Associate Certificate		Blended		
Broadcast and Online Journalism	Diploma		Blended		
Building Construction Technology	Associate Certificate	Online			
Building Controls & Energy Management	Advanced Certificate	Online			
Building Design and Architectural CAD	Associate Certificate	Online			
Building Energy Modelling	Graduate Certificate				Currently not being offered
Building Engineering/Building Science	Master of Applied Science		Blended		
Building Science	Master of Engineering		Blended		
Business Administration	Associate Certificate	Online			
Business Administration	Graduate Certificate				Currently not being offered
Business Administration (BBA)	Bachelor of Business Administration	Online			
Business Administration (General Option)	Diploma	Online			
Business Administration (Global Studies Option)	Diploma	Online			
Business Administration (Human Resources Option)	Diploma	Online			
Business Administration (Management Option)	Diploma	Online			
Business Administration (Marketing Option)	Diploma	Online			
Business Analytics	Graduate Certificate	Online			
Business and Media Study Abroad	Credential not offered by BCIT	Online			
Business Fundamentals (BFUN)	Associate Certificate	Online			
Business Information Technology Management	Diploma	Online			
Business Management	Advanced Diploma	Online			

FALL 2020 PROGRAM DELIVERY MODES

		Mode of Delivery			
Program Name	Credential	100% Online	Blended (Online & On Campus)	Still Under Review	Currently not being offered
Business Management	Certificate	Online			
Business Management	Diploma	Online			
Business Management (Advanced Placement – Degree/Diploma entry)	Diploma	Online			
Business Operations Management	Diploma	Online			
Canadian Tire IS Apprenticeship Training Contract	Apprenticeship		Blended		
Cardiac Sciences - Cardiac Rhythm Device Option	Advanced Certificate		Blended		
Cardiac Sciences - Cardiovascular Technology Option	Advanced Certificate		Blended		
Cardiac Sciences - Electrophysiology Technology Option	Advanced Certificate		Blended		
Cardiology Technology	Diploma		Blended		
Cardiovascular Perfusion	Advanced Certificate		Blended		
Carpentry	Apprenticeship		Blended		
Carpentry Framing and Forming Foundation	Certificate				Currently not being offered
Chemical and Environmental Technology (Analytical Science Option)	Diploma		Blended		
Chemical and Environmental Technology (Process Engineering Option)	Diploma		Blended		
Chief Mate	Certificate		Blended		
Cisco Certified Network Associate	Credential not offered by BCIT	Online			
Cisco Certified Network Professional	Credential not offered by BCIT	Online			
Civil Engineering	Diploma		Blended		
Civil Engineering	Bachelor of Engineering		Blended		
Civil Engineering Materials Testing	Statement of Completion	Online			
Civil Technology	Associate Certificate	Online			
Civil Technology	Certificate	Online			
Clinical Genetics Technology (Advanced Diploma Program)	Advanced Diploma		Blended		
CNC Machinist Technician	Diploma		Blended		
Coast Capital Savings Entrepreneurial Skills for Trades and Technology	Statement of Completion			Still under review	
Combined Honours in Biochemistry and Forensic Science	Bachelor of Science		Blended		
Communication Design Essentials	Certificate	Online			
Computer Aided Design (CAD) Technology	Associate Certificate	Online			
Computer Information Systems Administration	Diploma	Online			
Computer Information Technology	Diploma	Online			
Computer Systems	Certificate	Online			

FALL 2020 PROGRAM DELIVERY MODES

		Mode of Delivery			
Program Name	Credential	100% Online	Blended (Online & On Campus)	Still Under Review	Currently not being offered
Computer Systems	Diploma	Online			
Computer Systems (Database Option)	Bachelor of Technology	Online			
Computer Systems (Games Development Option)	Bachelor of Technology	Online			
Computer Systems (Human Computer Interface Option)	Bachelor of Technology	Online			
Computer Systems (Network Security Administration Option)	Bachelor of Technology	Online			
Computer Systems (Network Security Applications Development Option)	Bachelor of Technology	Online			
Computer Systems (Network Security Applications Development Option, Part-time)	Bachelor of Technology	Online			
Computer Systems (Wireless and Mobile Applications Development Option)	Bachelor of Technology	Online			
Computer Systems Foundations	Associate Certificate	Online			
Computer Systems Technology	Diploma	Online			
Computerized Accounting	Associate Certificate	Online			
Construction Craft Worker	Apprenticeship				Currently not being offered
Construction Drawings	Associate Certificate	Online			
Construction Estimating	Certificate	Online			
Construction Management	Bachelor of Technology	Online			
Construction Operations	Associate Certificate	Online			
Construction Supervision	Associate Certificate	Online			
Critical Care Nursing Specialty	Advanced Certificate		Blended		
Critical Care Nursing Specialty (Combined Critical Care/Emergency Option)	Advanced Certificate		Blended		
Dental Office Receptionist	Statement of Completion	Online			
Diagnostic Medical Sonography (Cardiac Sonography Option)	Diploma		Blended		
Diagnostic Medical Sonography (General and Cardiac Sonography Option)	Diploma		Blended		
Diagnostic Medical Sonography (General Sonography Option)	Diploma		Blended		
Diesel Engine Mechanic	Apprenticeship		Blended		
Digital Design and Development	Diploma	Online			
Ecological Restoration	Bachelor of Science		Blended		
Ecological Restoration	Master of Science		Blended		
E-commerce	Associate Certificate				Currently not being offered
Electrical	Apprenticeship	Online			
Electrical and Computer Engineering Technology (Automation and Instrumentation Option)	Diploma		Blended		
Electrical and Computer Engineering Technology (Electrical Power and Industrial Control Option)	Diploma		Blended		

FALL 2020 PROGRAM DELIVERY MODES

		Mode of Delivery			
Program Name	Credential	100% Online	Blended (Online & On Campus)	Still Under Review	Currently not being offered
Electrical and Computer Engineering Technology (Telecommunications and Networks Option)	Diploma		Blended		
Electrical Engineering	Bachelor of Engineering		Blended		
Electrical Foundation	Certificate		Blended		
Electro neurophysiology	Diploma		Blended		
Electronics	Bachelor of Technology		Blended		
Emergency Nursing Specialty (Combined Emergency/Critical Care Option)	Advanced Certificate		Blended		
Emergency Nursing Specialty (Pediatric Emergency Option)	Advanced Certificate		Blended		
Emergency Nursing Specialty (Standard Option)	Advanced Certificate		Blended		
Environmental Engineering (mixed, 95% online)	Bachelor of Technology		Blended		
Environmental Health (Public Health Inspection)	Bachelor of Technology		Blended		
Finance	Diploma	Online			
Finance (Part-time)	Diploma	Online			
Financial Analyst	Advanced Certificate				Currently not being offered
Financial Management (Finance Option)	Certificate	Online			
Financial Management (Financial Planning Option)	Associate Certificate	Online			
Financial Management (Professional Accounting Option)	Certificate	Online			
Financial Planning	Diploma	Online			
Financial Planning (Part-time)	Diploma	Online			
Fire Executive Management (Site Centre Program)	Industry Partnership Certificate	Online			
Fire Protection Inspection and Testing	Associate Certificate	Online			
Fish, Wildlife and Recreation	Diploma		Blended		
Food Safety	Associate Certificate				Currently not being offered
Food Technology	Diploma		Blended		
Food Technology and Operations Management	Bachelor of Science				Currently not being offered
Forensic Health Sciences	Graduate Certificate	Online			
Forensic Investigation (Crime and Intelligence Analysis Option)	Advanced Certificate	Online			
Forensic Investigation (Crime and Intelligence Analysis Option)	Bachelor of Technology	Online			
Forensic Investigation (Digital Forensics and Cybersecurity Option)	Advanced Certificate	Online			
Forensic Investigation (Digital Forensics and Cybersecurity Option)	Bachelor of Technology	Online			
Forensic Investigation (Forensic Science Option)	Advanced Certificate	Online			
Forensic Investigation (Forensic Science Option)	Bachelor of Technology		Blended		

FALL 2020 PROGRAM DELIVERY MODES

		Mode of Delivery			
Program Name	Credential	100% Online	Blended (Online & On Campus)	Still Under Review	Currently not being offered
Forensic Investigation (General Criminalistics Option)		Online			
Forensic Investigation of Fraud and Financial Crime	Graduate Certificate	Online			
Forest and Natural Areas Management	Diploma		Blended		
Full-Stack Web Development	Diploma	Online			
Gasfitter - Class B	Apprenticeship		Blended		
General Insurance & Risk Management	Diploma	Online			
Geographic Information Systems	Advanced Certificate	Online			
Geographic Information Systems	Advanced Diploma	Online			
Geographic Information Systems	Advanced Diploma	Online			
Geographic Information Systems	Bachelor of Technology	Online			
Geomatics	Bachelor of Technology	Online			
Geomatics Engineering Technology	Diploma		Blended		
Global Business Studies	Certificate			Still under review	
Graphic Communications Technology Management	Diploma		Blended		
Graphic Design	Associate Certificate	Online			
Health Leadership	Advanced Certificate	Online			
Heat and Frost Insulator	Apprenticeship		Blended		
Heating, Ventilation, Air Conditioning and Refrigeration Technician	Certificate		Blended		
Heating, Ventilation, Air Conditioning and Refrigeration Technician	Diploma		Blended		
Heavy Duty Equipment Technician	Apprenticeship		Blended		
Heavy Duty Truck Technology	Diploma		Blended		
Heavy Mechanical Trades Apprenticeship	Apprenticeship		Blended		
Heavy Mechanical Trades Foundation	Certificate		Blended		
High Acuity Nursing Specialty	Advanced Certificate		Blended		
Honours in Biotechnology	Bachelor of Science		Blended		
House Inspection	Statement of Completion		Blended		
Human Resource Management	Associate Certificate	Online			
Human Resource Management	Diploma	Online			
Human Resource Management	Certificate	Online			
Human Resource Management (Advanced Placement – Degree/Diploma entry)	Diploma	Online			
Human Resources	Statement of Completion	Online			
Industrial Electrician	Apprenticeship	Online			
Industrial Instrumentation	Apprenticeship		Blended		

FALL 2020 PROGRAM DELIVERY MODES

		Mode of Delivery			
Program Name	Credential	100% Online	Blended (Online & On Campus)	Still Under Review	Currently not being offered
Industrial Instrumentation and Process Control Technician	Diploma		Blended		
Industrial Network Cyber Security	Diploma		Blended		
Interior Design	Bachelor	Online			
Interior Design	Diploma	Online			
Interior Design (Part-time)	Diploma	Online			
Interior Design Fundamentals	Certificate	Online			
International Business Management (Global Supply Chain Option)	Diploma	Online			
International Business Management (International Business Option)	Diploma	Online			
International Student Entry	Credential not offered by BCIT	Online			
International Trade and Transportation Logistics	Certificate	Online			
International Trade Training (FITTskills)	Credential not offered by BCIT				Currently not being offered
Ironworker - Reinforcing	Apprenticeship		Blended		
Ironworker Foundation	Certificate		Blended		
Ironworker Generalist	Apprenticeship		Blended		
Joinery (Cabinetmaker)	Apprenticeship		Blended		
Joinery (Cabinetmaker) Foundation	Certificate		Blended		
Kitchen and Bath Design	Associate Certificate	Online			
Leadership	Statement of Completion			Still under review	
Leadership	Associate Certificate			Still under review	
Lean Business Improvement	Statement of Completion	Online			
Lean Six Sigma Principles	Associate Certificate	Online			
Machinist	Apprenticeship		Blended		
Machinist Foundation	Certificate		Blended		
Magnetic Resonance Imaging	Advanced Certificate	Online			
Maintenance Management Professional	Credential not offered by BCIT	Online			
Management Skills in Communication and Negotiation	Statement of Completion	Online			
Manufacturing	Bachelor of Technology	Online			
Marine Engineering	Diploma		Blended		
Marine Fitter	Apprenticeship				Currently not being offered
Marine Mechanical Technician	Apprenticeship		Blended		
Marketing Management	Certificate	Online			
Marketing Management - Customer Relationship Marketing	Associate Certificate	Online			

FALL 2020 PROGRAM DELIVERY MODES

		Mode of Delivery			
Program Name	Credential	100% Online	Blended (Online & On Campus)	Still Under Review	Currently not being offered
Marketing Management - Entrepreneurship	Associate Certificate	Online			
Marketing Management - Event Marketing	Associate Certificate	Online			
Marketing Management - Fundraising Management	Associate Certificate	Online			
Marketing Management - Marketing Communications	Associate Certificate	Online			
Marketing Management - Public Relations	Associate Certificate	Online			
Marketing Management - Retail Marketing Management	Associate Certificate	Online			
Marketing Management - Sales Skills	Associate Certificate	Online			
Marketing Management (Entrepreneurship Option)	Diploma	Online			
Marketing Management (General Option)	No credential	Online			
Marketing Management (Marketing Communications Option)	Diploma	Online			
Marketing Management (Marketing Communications Option)	Certificate	Online			
Marketing Management (Professional Sales Option)	Diploma	Online			
Marketing Management (Professional Sales Option)	Certificate	Online			
Marketing Management (Tourism Management Option)	Diploma	Online			
Marketing Management (Tourism Management Option)	Certificate	Online			
Master 150GT Domestic	Associate Certificate		Blended		
Master 3000GT Domestic	Certificate		Blended		
Master 500GT Domestic	Associate Certificate		Blended		
Mechanical Engineering	Bachelor of Engineering		Blended		
Mechanical Engineering Technology (Mechanical Design Option)	Diploma		Blended		
Mechanical Engineering Technology (Mechanical Manufacturing Option)	Diploma		Blended		
Mechanical Engineering Technology (Mechanical Systems Option)	Diploma	Online			
Mechanical Systems	Associate Certificate	Online			
Mechatronics and Robotics	Diploma		Blended		
Media Techniques and Marketing Communication	Certificate	Online			
Media Techniques for Business	Certificate	Online			
Medical Laboratory Science	Diploma		Blended		
Medical Office Assistant	Associate Certificate	Online			
Medical Radiography	Diploma		Blended		
Metal Fabricator	Apprenticeship		Blended		
Metal Fabricator Foundation	Certificate		Blended		

FALL 2020 PROGRAM DELIVERY MODES

		Mode of Delivery			
Program Name	Credential	100% Online	Blended (Online & On Campus)	Still Under Review	Currently not being offered
Millwright	Apprenticeship		Blended		
Millwright Foundation	Certificate		Blended		
Mineral Exploration and Mining Technology	Diploma		Blended		
Mining and Mineral Resource Engineering	Bachelor of Engineering		Blended		
Mobile App Tools	Associate Certificate				Currently not being offered
Motor Vehicle Body Repair Technician	Apprenticeship		Blended		
Motor Vehicle Body Repair Technician Foundation	Certificate		Blended		
Motorcycle and Power Equipment Mechanic	Apprenticeship		Blended		
Motorcycle and Power Equipment Technician Foundation	Certificate		Blended		
Nautical Sciences	Diploma		Blended		
Neonatal Nursing Specialty	Advanced Certificate		Blended		
Nephrology Nursing Specialty	Advanced Certificate		Blended		
Network Administration and Security Professional (NASP)					Currently not being offered
Network Administrator Technician	Associate Certificate	Online			
New Media Design & Web Development	Diploma		Blended		
Non-destructive Testing	Credential not offered by BCIT				Currently not being offered
Nonprofit Management	Associate Certificate	Online			
Nuclear Medicine	Diploma		Blended		
Nursing	Bachelor of Science in Nursing		Blended		
Occupational Health and Safety	Certificate		Blended		
Occupational Health and Safety	Diploma		Blended		
Occupational Health Nursing Specialty	Advanced Certificate				Currently not being offered
Office Administrator with Technology Program (OAT)	Certificate	Online			
Operations Management (Facilities Management Option)	Certificate	Online			
Operations Management (Industrial Engineering Option)	Certificate	Online			
Operations Management (Management Engineering Option)	Certificate	Online			
Operations Management (Materials Management Option)	Certificate	Online			
Operations Management (Quality Management Option)	Certificate	Online			
Pediatric Emergency Nursing Specialty	Advanced Certificate		Blended		
Pediatric Nursing Specialty (Critical Care Option)	Advanced Certificate	Online			
Pediatric Nursing Specialty (Standard Option)	Advanced Certificate	Online			

FALL 2020 PROGRAM DELIVERY MODES

		Mode of Delivery			
Program Name	Credential	100% Online	Blended (Online & On Campus)	Still Under Review	Currently not being offered
Perinatal Nursing Specialty (Perinatal - Perioperative Option)	Advanced Certificate		Blended		
Perinatal Nursing Specialty (Standard Option)	Advanced Certificate		Blended		
Perioperative Nursing Specialty	Advanced Certificate		Blended		
Piping Foundation	Certificate				Currently not being offered
Plumber	Apprenticeship		Blended		
Power and Process Engineering	Diploma		Blended		
Power Engineering (General Program)	Certificate		Blended		
Professional Accounting	Advanced Diploma	Online			
Project Management	Associate Certificate	Online			
Prosthetics and Orthotics	Diploma		Blended		
Public Works Supervision	Associate Certificate	Online			
Pump Maintenance	Statement of Completion	Online			
Radiation Therapy	Bachelor of Science		Blended		
Radio Arts and Entertainment	Associate Certificate		Blended		
Radio Arts and Entertainment	Diploma		Blended		
Railway Conductor	BCIT/Industry Partnership Certificate				Currently not being offered
Refrigeration	Apprenticeship	Online			
Refrigeration Mechanic Foundation	Certificate		Blended		
Renewable Energy Electrical Systems Installation & Maintenance	Advanced Certificate				Currently not being offered
Residential Interiors	Diploma	Online			
Roadworks Maintenance	Statement of Completion	Online			
Security Systems Technician	Certificate		Blended		
Sheet Metal	Apprenticeship		Blended		
Sheet Metal Worker Foundation	Certificate				Currently not being offered
Six Sigma Business Improvement	Statement of Completion	Online			
Small Business Management	Statement of Completion	Online			
Social Media and Digital Marketing	Statement of Completion				Currently not being offered
Software Systems Developer (Web Programmer Option)	Certificate	Online			
Specialty Nursing (Critical Care - Combined Critical Care/Emergency Option)	Bachelor of Science in Nursing	Online			
Specialty Nursing (Critical Care Nursing - Standard Option)	Bachelor of Science in Nursing	Online			
Specialty Nursing (Emergency Nursing - Combined Emergency/Critical Care Option)	Bachelor of Science in Nursing	Online			

FALL 2020 PROGRAM DELIVERY MODES

		Mode of Delivery			
Program Name	Credential	100% Online	Blended (Online & On Campus)	Still Under Review	Currently not being offered
Specialty Nursing (Emergency Nursing - Standard Option)	Bachelor of Science in Nursing	Online			
Specialty Nursing (High Acuity)	Bachelor of Science in Nursing	Online			
Specialty Nursing (Neonatal)	Bachelor of Science in Nursing	Online			
Specialty Nursing (Nephrology)	Bachelor of Science in Nursing	Online			
Specialty Nursing (Occupational Health)	Bachelor of Science in Nursing	Online			
Specialty Nursing (Pediatric - Critical Care Option)	Bachelor of Science in Nursing	Online			
Specialty Nursing (Pediatric Nursing - Standard Option)	Bachelor of Science in Nursing	Online			
Specialty Nursing (Perinatal - Perioperative Option)	Bachelor of Science in Nursing	Online			
Specialty Nursing (Perinatal Nursing - Standard Option)	Bachelor of Science in Nursing	Online			
Specialty Nursing (Perioperative)	Bachelor of Science in Nursing	Online			
Steamfitter/Pipefitter	Apprenticeship		Blended		
Sustainable Business Leadership	Advanced Certificate	Online			
Sustainable Energy Management	Advanced Certificate	Online			
Sustainable Event Management	Certificate	Online			
Technical Arts	Advanced Diploma	Online			
Technical Web Designer	Certificate	Online			
Technical Writing	Associate Certificate	Online			
Technology Entry (TE)	No credential	Online			
Technology Management	Bachelor of Technology	Online			
Technology Support Professional (TSP)	BCIT/Industry Partnership Certificate	Online			
Technology Teacher Education	Diploma		Blended		
Telecommunications Systems Technician - Radio Systems Option	Diploma		Blended		
Telecommunications Systems Technician - Telecommunications Networks Option	Diploma		Blended		
Television and Video Production	Diploma		Blended		
Tourism and Hospitality	Associate Certificate	Online			
Trades Discovery for Women	Associate Certificate				Currently not being offered
Trades Discovery General	Associate Certificate				Currently not being offered
Transport Trailer Technician	Apprenticeship		Blended		
Truck and Transport Mechanic	Apprenticeship		Blended		

FALL 2020 PROGRAM DELIVERY MODES

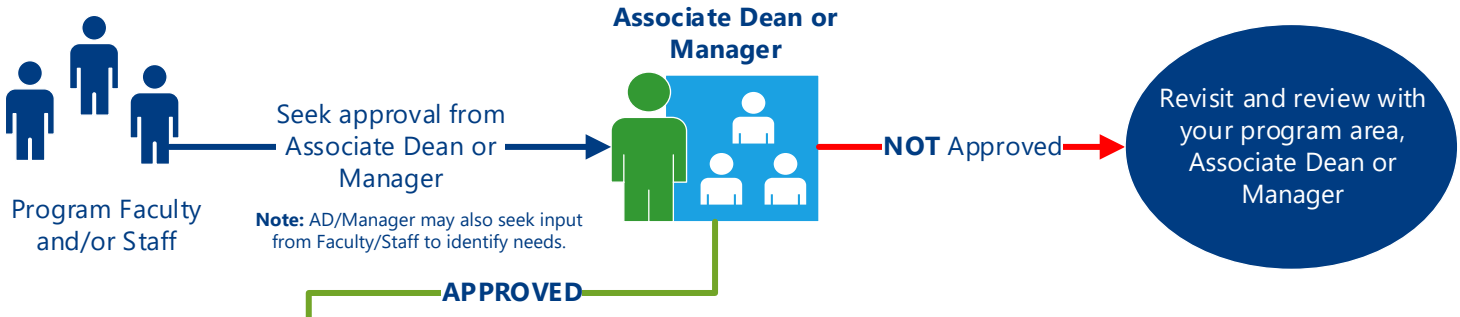
		Mode of Delivery			
Program Name	Credential	100% Online	Blended (Online & On Campus)	Still Under Review	Currently not being offered
Video Production and Editing	Associate Certificate		Blended		
Waste Water Collection	Statement of Completion	Online			
Watchkeeping Mate Near Coastal (WKMNC)	Certificate		Blended		
Water Distribution	Statement of Completion	Online			
Web and Mobile Application Development	Associate Certificate	Online			
Web Development Fundamentals	Statement of Completion	Online			
Web Technologies	Associate Certificate	Online			
Web Technologies	Certificate	Online			
Welder	Apprenticeship		Blended		
Welder Foundation	Certificate		Blended		
Welding, Level A	Certificate		Blended		
Welding, Level B	Certificate		Blended		
WordPress Developer	Statement of Completion	Online			

APPENDIX VII

COVID-19 Safety Plan Workflow

BCIT COVID-19 Go-Forward Plan

COVID-19 Safety Plan Workflow



Find the COVID-19 Safety Plan applicable to your area/ program on **ShareSpace**.

Program area or Support Service department completes the COVID-19 Safety Plan and must implement all control measures required in the form.

The Associate Dean or Manager submits the Plan to **ppe@bcit.ca** to obtain the personal protective equipment, barriers, sinks and cleaning products required.

When all control measures are in place, the Associate Dean or Manager signs the Plan and submits to **ReturnToCampus@bcit.ca**

The Return to Campus reps will review the COVID-19 Safety Plan as a quality control measure and to provide approval.

If there are any issues the Associate Dean or Manager will be notified to correct the Plan. When final approval is received, the Plan will be posted.

Post the Plan in your area

Program Faculty and/or Staff

For programs or activities starting in the Fall 2020 the following applies:

1. Find the COVID-19 Safety Plan applicable to your area/program on **ShareSpace**.
2. Complete the COVID-19 Safety Plan. The Plan will guide you to the exposure control measures required in your area.
3. If you require personal protective equipment, barriers or cleaning products, the Associate Dean or Manager submits the COVID-19 Safety Plan to **ppe@bcit.ca**. Your products will be sent to you as soon as possible.
4. BCIT custom signs can be ordered through the **BCIT online Inventory.**
5. When all control measures are in place, the Associate Dean or Manager, will inspect the area, sign the COVID-19 Safety Plan and submit it to **ReturnToCampus@bcit.ca**.
6. The Return to Campus reps will review the Plan, and respond with approval or indicate why it is not approved.
7. If the Plan is not approved, please revisit and review with your team. Resubmit with corrections.
8. When the Plan is approved, it will be posted on the BCIT website and a copy is required to be posted in your area.
9. The campus Joint Occupational Health and Safety Committee may inspect the area to check that control measures are in place.

Contact OHS at **ssemohs@bcit.ca** if further assistance is required.

It is the responsibility of all faculty and staff to ensure all safety protocols are followed on a daily basis, as outlined in their COVID-19 Safety Plan.

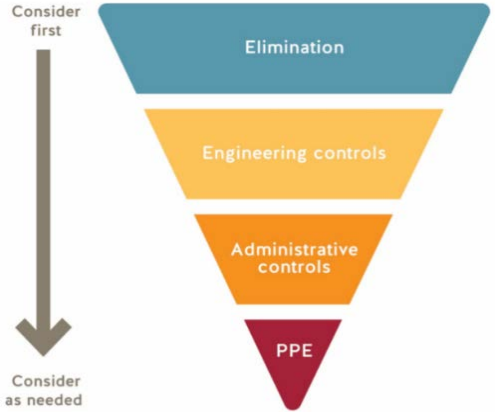
APPENDIX VIII

COVID-19 Safety Plan Templates

The BCIT COVID-19 Go-Forward Plan outlines the risk assessments, control measures, and the organizational process for our safe return to campus. All returning programs/courses must adhere to this process. Please refer to the BCIT COVID-19 Go-Forward Plan for additional information.

CONTACT INFORMATION

Course/Program Name:			
Proportion of program offered on campus:	*e.g., Program = total of 40 courses of which 7 courses have some 'on campus' activity*		
Start date:		**End date:**	
# of students:		**# of employees:**	
Completed by:	Name	Position	Date



ROOM INFORMATION

In this section, please identify all of the rooms that will be used by this returning program/course.
NOTE: Common areas are covered by the COVID-19 Go-Forward Plan.

Campus/ Building	Room Number Floor Plans found here	Type of Space Include washrooms and breakout rooms	Capacity **Current capacity due to COVID-19**

RATIONALE FOR ON-CAMPUS ACTIVITY

Please provide a short description explaining the need for students to be on campus. Your narrative should be focused on the practical elements of the program or activity that are critical to achieving learning outcomes, and why on campus components cannot be replicated in an online or alternative environment.

CONTROL MEASURES

COVID-19 SAFETY PLAN: CONTROL MEASURES CHECKLIST

Directions for completing a Safety Plan:

1. *First step of this process is to review the COVID-19 Go-Forward Plan as the overall planning document for this process.*
2. *Use this checklist as a tool to assess COVID-19 control measure preparedness for students and employees and the spaces they will be using. Refer to the COVID-19 Go-Forward Plan for standardized safety guidelines and procedures.*
3. *For each control measure, state the details. If the control measure is a 'No' or 'NA', please provide a brief explanation.*
4. *The manager requests all PPE requirements by submitting this draft Safety Plan to the PPE@bcit.ca.*
5. *Implement all the safety measures in this Safety Plan.*
6. *The manager completes a site visit to ensure all control measures and safety supplies are in place.*
7. *The manager signs the completed Safety Plan and submits it to returntocampus@bcit.ca for approval.*
8. *Once approved, the COVID-19 Safety Plan is posted in all work areas identified within this plan.*

Note: The workspaces cannot be used until all applicable control measures are in place and Safety Plan is approved. For additional resources the Risk Assessment Controls Guidance and Hierarchy of Controls. For assistance email ssemohs@bcit.ca.

#	Control Measure	Yes	No	NA	Details (as per Directions)
ELIMINATION					
1.	Room(s) set up to allow for 2 metres physical distancing during instruction and practice. **Note:** Contact returntocampus@bcit.ca for room capacity and layout if needed.	☐	☐	☐	*Exceptions allowed as per Master Risk Assessment refer to Section 7.9.5 (explain):*
2.	Demonstration, work and assessment stations are set-up to allow for 2 metres physical distancing.	☐	☐	☐	*Exception allowed as per Master Risk Assessment (explain):*
3.	Identified area(s) where students wait outside of teaching space until allowed inside by instructor.	☐	☐	☐	
4.	Work has been scheduled to minimize numbers of individuals on campus at one time.	☐	☐	☐	
5.	In shared spaces, safety protocols have been put in place to reduce close contact between users.	☐	☐	☐	
6.	Movement within the room is identified, such as with directional arrows, for walkways and entrances/exits.	☐	☐	☐	*Signs or arrows on the floor identifying directions within the lab.*
7.	Washrooms have been identified.	☐	☐	☐	*If yes, Washroom occupancy limit _____*
8.	Break area(s) for student use have been identified.	☐	☐	☐	*If yes, what control measures are in place to maintain physical distancing?*
9.	Break areas for employee use have been identified.	☐	☐	☐	*If yes, what control measures are in place to maintain physical distancing?*
10.	Other:	☐	☐	☐	
ENGINEERING CONTROL MEASURES					
11.	Barriers are implemented to separate work areas or walk ways, when physical distancing not practical.	☐	☐	☐	
12.	Barriers are stable and do not introduce other safety hazards, e.g. tripping.	☐	☐	☐	
13.	The impact on ventilation requirements have been considered if there's been a significant use change for the instructional space.	☐	☐	☐	*Refer to Facilities and Campus Development for assessment.*
	Other:	☐	☐	☐	
SIGNAGE (ADMINISTRATIVE) *Signage is available @ BCIT online Inventory. Guidelines for posting signs are available on ShareSpace.*					
13.	Posted: Physical distancing (2 m) sign(s) Item 1A	☐	☐	☐	
14.	Posted: Hand washing sign(s) Item 29B	☐	☐	☐	

#	Control Measure	Yes	No	NA	Details (as per Directions)
15.	Posted: Health screen sign(s) Item 3C	☐	☐	☐	
16.	Posted: Hand washing sink location sign(s) Item 14A	☐	☐	☐	
17.	Posted: Hand sanitizing station location sign(s) Item 13A	☐	☐	☐	
18.	Posted: Protect yourself sign(s) Item 21A	☐	☐	☐	
19.	Posted: Occupancy limit of this room sign(s) Item 37A	☐	☐	☐	
20.	Posted: Other signs	☐	☐	☐	*Please list:*
ORIENTATION AND TRAINING (ADMINISTRATIVE)					
21.	Routine safety discussions held to review control measures and safety protocols.	☐	☐	☐	
22.	All students have completed the online Pandemic Exposure Control Plan training.	☐	☐	☐	*How will compliance be checked:*
23.	COVID-19 safety Site orientation for students has been developed and posted in the Learning Hub.	☐	☐	☐	*Procedure for orientation found here.* *Student COVID-19 Orientation Checklist found here.*
24.	All employees have completed the online BCIT Pandemic Exposure Control Plan Training.	☐	☐	☐	
25.	All employees have completed the online New Employee Orientation module.	☐	☐	☐	*New and Returning Employee Orientation Checklist found here.* *Each employee to save the checklist to their online New Employee Orientation course*
26.	Other:	☐	☐	☐	
RULES AND GUIDELINES (ADMINISTRATIVE)					
27.	All unnecessary and self-serve items have been removed from the spaces. *e.g., pens, paper, etc.*	☐	☐	☐	*All supplies asked for prior to class and stocked at each workspace*
28.	Doors that students are to use to enter and exit have been clearly identified.	☐	☐	☐	*Signs or arrows on the floor*
29.	Handouts, papers, and items are not physically provided to students.	☐	☐	☐	*If items are provided, they are cleaned between student use or disposed, or other control measures are in place – Describe:*
30.	Students have dedicated tools/equipment, e.g., items are not shared between students.	☐	☐	☐	
31.	If cleaning common touch points or tools/equipment not practical, then it is identified when hands are washed/sanitized before and after use.	☐	☐	☐	*Explain:*

#	Control Measure	Yes	No	NA	Details (as per Directions)
32.	Work spaces/stations are dedicated for an individual or group use and not shared with others.	☐	☐	☐	
33.	Single-use (disposable) products are used where feasible.	☐	☐	☐	
34.	Measures are in place to accommodate student sick at home.	☐	☐	☐	*Accommodation plan:*
35.	Procedures in place to screen students on a daily basis.	☐	☐	☐	*The health screen poster is available for reference and is posted on building doors. Students and employees are expected to self assess daily, and the BCCDC self-assessment tool can be used to support this.*
36.	There is a procedure in place if a student or employee becomes ill on campus.	☐	☐	☐	*Refer to the COVID-19 Pandemic Scenario Playbook for more information. If the person is reporting symptoms, ask them to avoid others and return home. If they require immediate medical attention, call First Aid and 911.*
37.	There are procedures in place if a student or employee travels before coming to campus, or has been in close contact with someone who has tested positive for COVID-19.	☐	☐	☐	*Refer to the COVID-19 Pandemic Scenario Playbook for more information. Confirm if the person is aware of self-isolation requirements and protocols.*
38.	Provisions made for students to maintain same lab/class cohort throughout the Term.	☐	☐	☐	
39.	Other:	☐	☐	☐	
PERSONAL PROTECTIVE EQUIPMENT (PPE)					
40.	Appropriate PPE for the hazards of employee and student tasks are available to be provided (non-COVID-19 related ppe).	☐	☐	☐	*List the ppe and tasks/activities it is required for:*
41.	Training is provided for the above PPE to students and employees.	☐	☐	☐	
42.	Appropriate PPE for COVID-19 is available to be provided to students and employees. Supply requests emailed to ppe@bcit.ca.	☐	☐	☐	*Based on circumstances allowed for in the Master Risk Assessment. List PPE and tasks/activities required for:*
43.	PPE safe donning, doffing, disposal, and disinfecting instructional materials are available for students and employees.	☐	☐	☐	*Post applicable signs in a visible location if ppe required. Use the Student Orientation checklist to assist orientation/training by instructors. Use the Employee Orientation checklist to assist orientation/training by their supervisors.*
44.	Other:	☐	☐	☐	
CLEANING					
45.	Facilities is aware of the cleaning needs for the area. Facilities work requests have been submitted.	☐	☐	☐	*Cleaning includes common touch points and appropriate frequency for the area. This includes high touch areas. Provide FCD work request number(s).*

#	Control Measure	Yes	No	NA	Details (as per Directions)
46.	Training will be provided to faculty and students performing cleaning duties and cleaning materials have been provided.	☐	☐	☐	*Cleaning Standard Operating Procedures have been located here. What are the cleaning products/materials:* *What ppe is required:*
47.	Assessment of sufficient number of hand wash stations conducted, and an appropriate number of handwashing stations are available	☐	☐	☐	*Consider time it will take for hand washing to take place, to determine what is a a sufficient number of hand wash stations. Some areas find a ratio of 8:1, students to sink, reasonable. The minimum amount of hand washing required is once before class starts, after class ends and before and after breaks.*
48.	Handwashing station(s), stocked, easily accessed, and have been identified to students and employees.	☐	☐	☐	*Sink Location:_____* *Stocked with soap Y ☐ N ☐ paper towel Y ☐ N ☐*
49.	Hand sanitizing station(s), stocked, and have been identified to students and employees.	☐	☐	☐	***ABHS** (Alcohol-Based Hand Sanitizer): Location(s)_____* *Will hand sanitizer be refilled by department: Y ☐ N ☐* *If No, describe:*
50.	All Safety Data Sheets (SDS) and cleaning procedures used are found here.	☐	☐	☒	*If not, describe:*
51.	The area(s) have been decluttered so that cleaning is simplified.	☐	☐	☐	
52.	Barrier cleaning process has been arranged if the barrier(s) could become contaminated.	☐	☐	☐	*Barriers can become contaminate if they are a touch point or if the contaminated with droplets by e.g. coughing or sneezing.*
53.	Common touch points and tools/equipment that must be shared are identified and cleaned between students and classes.	☐	☐	☐	*Cleaning/sanitizing procedures for common touch points and shared items are posted e.g. shared machinery, equipment, tools, etc. Identify who will clean and how often (e.g. staff and/or students):*
54.	Storage space for personal articles have been identified and are cleaned regularly.	☐	☐	☐	*Who will clean:* *Where is the storage:*
55.	Other:	☐	☐	☐	
AUDIT AND CONTINUOUS IMPROVEMENT					
56.	There is a plan to conduct regular inspections of all control measures and safety protocols to ensure they are in place.	☐	☐	☐	*Ensure this COVID-19 Safety Plan is posted. Who will conduct these inspections and how often?*
57.	Audits of inspections are planned to ensure that control measures continue to be effective.	☐	☐	☐	*Who conduct the audits and how often?*

APPROVAL

All COVID-19 risk control measures for this campus activity are in place.			
Manager	Name	Position	Date
EOC	Name	Position	Date

APPENDIX IX

COVID-19 Audit Checklist

Date: _____ **Department:** _____ **Location:** _____

Audit By: _____ **Time In:** _____ **Time Out:** _____

No. of Personnel _____ **Staff/Instructors:** _____ **Students:** _____

Type of Activities		**Activity Description:**
Classroom Instructions ☐	Partnered Activities ☐	•
Practical Instructions ☐	Group Activities / Meetings ☐	•
		•
		•

Documentation:				**Equipment:**			
☐	Pandemic Mgmt. Program Training (Staff)	☐	Marked Floor Plan (posted)	☐	Hand Sanitizer	☐	Disinfectant / Wipes
☐	COVID RA (posted)	☐	Training / Orientation	☐	Hand Washing Station	☐	Face Masks
☐	COVID RTC Plan (posted)	☐	Isolation Procedure	☐	Soap	☐	Gloves
☐	Disinfection Safe Work Procedures	☐	Signage	☐	Paper Towels		
☐	Department Specific Procedure Training						

Item #	Category	Observation	Follow-up	Photo
1.	Is class attendance being kept?			
2.	Have personnel been advised to self-assess for symptoms?			
3.	Are occupancy limits posted where applicable (i.e. washrooms, small rooms)?			
4.	Is signage including floor decals in appropriate areas?			
5.	Is there a system for queuing on entry?			
6.	Are hand washing stations available? Type?			
7.	When is hand washing conducted?			
8.	Personnel observed conducting proper hand washing?			
9.	Entrance/Exits controlled? How?			
10.	Pass-by pinch points controlled? How?			
11.	Are personnel able to physical distance? If not, describe procedures.			
12.	Are there designated walkways? If so, are personnel abiding by physical distancing protocols?			
13.	Have meetings been kept to minimal numbers? Are they being held in an area that allows for physical distancing?			
14.	Have barriers been installed? Are they sufficient (i.e. size, continuous)?			
15.	Are there designated shared areas? Do they have segregation?			
16.	Are there shared kitchen or coffee areas? If so, have they been set up for physical distancing?			
17.	Where applicable, are shared appliances being disinfected? By whom?			

Item #	Category	Observation	Follow-up	Photo
18.	Are shared areas undergoing enhanced cleaning?			
19.	Are high touch points being disinfected? How often and by whom?			
20.	Has unnecessary equipment (i.e. desks, tools, etc.) /materials (i.e. paper, etc.) been cleared?			
21.	Handouts and other items not physically provided to students?			
22.	Has equipment been assigned? If so, what are the protocols for cleaning and sanitization? By whom?			
23.	Any PPE or equipment being shared? If so, what are the protocols for sharing?			
24.	Are personal belongings present in the area?			
25.	Are potable water sources present? Are they single serve?			
26.	Has shared food practices been banned?			
27.	Have break times been staggered?			
28.	Are deliveries received in designated zones only?			
29.	Do received deliveries go through any form of disinfection (where applicable)?			
30.	Are queue lines being used? Is this area designated with signage? Is there adequate space for queue lines?			
31.	Are class cohorts being maintained?			
32.	Has there been any COVID related cases reported in the last 7 days?			

Item (letter)	Additional Comments:
A	

Items Reviewed With: _____
(Print name)

Distribution: hjaffer@pinchin.com / amatheson10@bcit.ca / lshenher@bcit.ca / Glen_Magel@bcit.ca

* Reference Standard: Unless otherwise noted, references to criteria are based on WorkSafe BC Occupational Health and Safety Regulation and Guidelines.

Site Visit Photos:

Photo 1		Photo 2	
Photo 3		Photo 4	

Corrective Action			
Item #	**Comment**	**Date**	**Sign off**

APPENDIX X

External Service Provider Checklists

Part A: BCIT Contact to complete

COVID-19 EXPOSURE PREVENTION EXTERNAL SERVICE PROVIDERS CHECKLIST					
Date:		**Task Date(s):**		**Task Description:**	
BCIT Contact:					
For School/Dept:				**Assessor:**	
Service Provider:				**All campus areas the SP must access**	

Directions to the BCIT Contact:

1. Mark in the "Yes" column if in agreement or item has been completed. Check N/A if not applicable
2. Forward to the external service provider to complete Part B.
3. Sign Part C, when the external service provider has completed Part B and returned to the BCIT Contact.
4. When all parts are complete and signed, return to the OHS Division at: SSEMOHS@bcit.ca

#	ITEM	YES	N/A	COMMENTS
1.	BCIT Pandemic Exposure Control Plan summary ECP sent to Service Provider. *To inform service provides of precautions BCIT is taking.*			
2.	Nearest hand washing or hand sanitizing station location to job/task has been identified.			Location:
3.	Contractors are notified that they must maintain 2m between themselves and members of the BCIT community at all times while attending any BCIT campus.			
4.	The work area will be unoccupied and/or isolated to ensure that SP employees are do not work within 2m of members of the BCIT community.			
6.	Others working in the area have been notified that the external service provider will be coming, and arrangements have been made to minimize interaction.			
7.	FCD has been notified to sanitize area before work. *If space has been confirmed as unoccupied for at least a week, not required.*			
8.	FCD has been notified to sanitize area after work is complete.			

If the above control measures can't be implemented, or there is an increased risk of exposure due to other factors, please explain, and notify the OHS Division before proceeding any further.	

Part B: Service Provider to complete

Directions:

1. Check in the "Yes" column if in agreement or item has been completed.
1. Provide your signature for Part B.
2. Return to your BCIT contact for signature.

#	ITEM	YES	COMMENTS
1.	I have reviewed the BCIT Pandemic Exposure Control Plan Summary.		
	I understand and will follow the below:		
2.	I will not come to the campus if sick or has a cough, fever or difficulty breathing		
3.	I will not come to the campus if in quarantine or isolation due to exposure to COVID-19		
4.	I will wash hands or hand sanitize before start work and after work, at a minimum		
5.	I will ensure my BCIT contact knows when I will be attending campus		
6.	I will ensure my BCIT contact knows where I have been working for BCIT cleaning purposes		
7.	I will maintain a minimum distance of 2 metres between myself and members of the BCIT community		
8.	I will sneeze or cough into a tissue or elbow, not on my hands		
9.	I have submitted my requirements to my BCIT contact to ensure my safety.		

Name of Service Provider:	Signature of Service Provider	Date signed:

Part C: Signature by BCIT Contact

Name & Position of BCIT Contact:	Date:	Signature of BCIT Contact:
Submit to the OHS Division at SSEMOHS@bcit.ca when all parts are completed and signed.		

APPENDIX XI

Acronyms

Acronyms

Go-Forward Plan - BCIT COVID-19 Go Forward Plan
EOC – Emergency Operations Center - EOC
BRORA - Building Return to Occupancy Risk Assessment
SSEM – Safety, Security and Emergency Management
FCD – Facilities and Campus Development
PHRA - Public Health Risk Assessment
PPE – Personal Protective Equipment
Safety Plan – BCIT COVID-19 Safety Plan