



COVID-19

Go-Forward Plan

EXECUTIVE SUMMARY | VERSION 1.0





BCIT COVID-19 Go-Forward Plan Executive Summary

Introduction

The BCIT COVID-19 Go-Forward Plan, summarized here, aims to help BCIT prevent the spread of COVID-19 as we return approximately 40 percent of our programs to operation in a blended (i.e. online/in-classroom) format for fall 2020. It applies to all sites where BCIT operates. Separate COVID-19 Re-Occupancy Implementation Plans are in place for each location, building, and program to address any unique site-specific factors.



BCIT Automotive students are completing their program in a blended learning model.

The objectives of the BCIT COVID-19 Go-Forward Plan are to:

- provide a safe environment for building occupants, staff, faculty, students and visitors;
- minimize the risk of spreading the virus while maintaining instructional and campus operations to the required extent; and,
- provide key communication to help staff, faculty students and building occupants understand their responsibility in controlling the spread of COVID-19.

Please familiarize yourself with the following guidelines, outlined in detail in the BCIT COVID-19 Go Forward Plan, to help provide a safe environment for all.

Your Responsibilities—BCIT Students, Faculty, and Staff

- Do not access BCIT facilities unless permitted
- Comply with policies and procedures put in place by BCIT to minimize physical contact and reduce the transmission of COVID-19
- Comply with signage and other access restrictions
- Utilize best hygiene practices as described below
- Complete the necessary BC COVID-19 Self-Assessment prior to accessing BCIT facilities.

Risk Assessment

The BCIT COVID-19 Go-Forward Plan details the risk assessment process used to determine the likelihood of exposure to COVID-19, which included:

- site visits and consultations about building operations, occupancy, population demographics, etc.;
- evaluation of the potential modes of transmission in the workplace; and

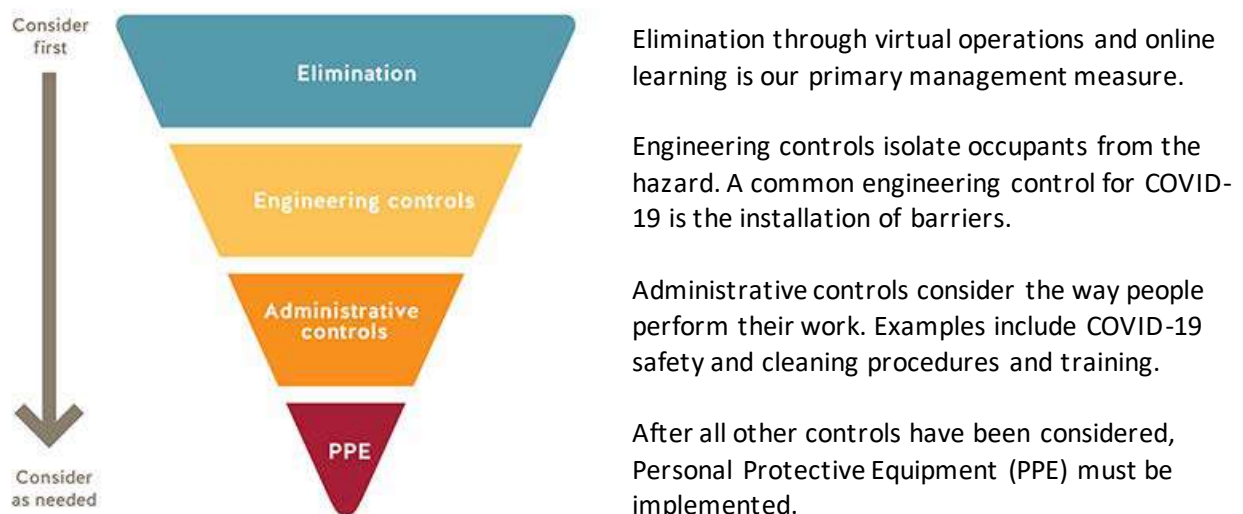
- preparation of risk matrices that outline building operation characteristics, the levels of risk associated with them, and rationales for the risk ranking.

Among the highest risks identified 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, classrooms, break and dining areas, resource rooms, labs, and shops
- Sharing of equipment

Other, less-challenging activities and building locations include deliveries, washrooms, and high-touch areas.

The BCIT COVID-19 Go-Forward Plan follows the Hierarchy of Controls for COVID-19 set out by WorkSafeBC.



These additional mitigation measures are offered to help minimize risk:

Use of Technology



In the Automotive shop, demos are shown using an iPad synced to a large display monitor.

BCIT has moved to online instructional delivery or other media platforms wherever possible. Virtual operations will be continued in place of in-person contact. In addition, visitors and nonessential BCIT personnel will be discouraged from visiting the campus. Random screening of nonessential personnel will be conducted by security. All staff, faculty, students, and contractors will be required to have their BCIT identifications cards readily available for presentation.

Workstations/Resource Rooms

BCIT is implementing a clean desk policy (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 implementation. Self-serve office supply stations will be removed in order to prevent cross-contamination. 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.

Reduced Occupancy

There will be no building occupancy without prior authorization from the EOC. Programs determined essential for blended delivery, must plan for reduced occupancy. BCIT Housing will reduce occupancy to 50% of normal occupant loads and will allow up to six students per residence.

Only buildings essential for blended delivery programs and operational needs will be open for access by staff and students. Building access information can be found on the [BCIT COVID-19 Closures and Cancellations page](#).

Staggered Programming

Departments that share buildings will be required to work together to ensure physical interaction is minimized. This will include staggered programming of in-class learning. For programs providing instruction on the same day, this may include staggered breaks and or line-ups prior to accessing classrooms.

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, thus minimizing disruption if an individual becomes infected.



All Carpentry students have a three-sided enclosed 8' by 8' workspace and use their own set of tools and supplies.

Travelling

Any staff or student arriving from outside Canada must self-isolate for a minimum of 14 days prior to attending campus.

Personal Hygiene Best Practices

If you exhibit symptoms that may be related to COVID-19, stay home until you no longer have symptoms. Consider visiting a healthcare provider for diagnosis or contacting 8-1-1 HealthLinkBC. You should also:

- inform your manager or instructor if you have been in close contact with an individual with a confirmed case of COVID-19
- avoid handshakes, fist bumps, and other forms of contact like kisses or hugs;
- avoid using others' phones, desks, computers, keys, etc. where possible, or clean common surface before using; and
- practice physical distancing, maintaining two (2) meters between yourself and others (including between staff and between students);

- wear a face covering when physical distancing cannot be consistently maintained;
- wear gloves, where outlined as a risk control measure, paying careful attention to donning and doffing, and recognizing that gloves are not a substitute for handwashing;
- practice frequent hand hygiene (wash with soap and water for at least 20 seconds) including 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;
- 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; and
- avoid touching your eyes, nose or mouth with unwashed hands.

Housekeeping Practices



Vehicles act as a natural physical barrier for students working in the shop.

Housekeeping practices must conform with the [BC Centre for Disease Control COVID-19 cleaning documentation Enhanced Cleaning of High-touch Surfaces](#). High-touch surfaces will be cleaned more frequently, at least twice throughout the day.

Tools, equipment, and associated accessories will be assigned to specific students and not allowed to be shared. Following use, equipment will be properly disinfected before being put back into rotation or used by another person. Equipment will be laid out and distributed to students at the start of class to prevent repeat trips to

tool rooms or stock areas. All faculty, staff, and students responsible for cleaning surfaces will be properly trained.

General Classroom Policies

Training

Students and staff are required to complete Pandemic Exposure Control Plan training in the Learning Hub prior to coming to campus.

- [Employee training](#)
- Student training – available August 9, 2020

First day of on-site attendance

An orientation will be provided to new staff and students, and to each new cohort of personnel, including a walkthrough of accessible facility areas and a review of site-specific procedures and policies. Supervisors and instructors should reiterate the classroom policies as needed.

Students break and study areas

Students should be encouraged to have their meals before class, or to eat when class is over. Students should stay at their workstations during breaks, or go outside via the nearest exit, ensuring physical distancing is observed at all times. In some locations, break areas have been set up to allow for seating with appropriate physical distancing. Where needed, class breaks will be staggered in order to prevent congregation in these areas.

Physical handouts and non-essential items

Wherever possible, physical handouts will not be used. Instructors will use alternate means of displaying or sharing necessary information. All non-essential items will be eliminated from classrooms or blocked from access.

Lockers and student personal items

Lockers use will not be permitted. If used, contents will be emptied and students will be responsible for collecting their content. Instructors will establish a location for students to store their personal items (preferably at their workstations). Personal items will not be left overnight.

Unavoidable close interactions



An Automotive Instructor teaches a student from behind a barrier.

In some cases, physical distancing guidelines may be difficult to maintain during learning or teaching. For each program or work activity, these situations must be identified and procedures established. Where physical distancing cannot be maintained and Plexiglas barriers do not exist, all individuals must wear face coverings. Training on how to properly wear, 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.

Entrance and Egress

Building entry will be limited to authorized personnel. Entrances to buildings will be limited and, if needed, controlled.

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. Two-way traffic is permitted, provided floor markings are in place to designate the traffic direction on either side of the hallway or stairwell.

Occupancy limits and physical distancing markers will be posted outside elevators. Elevators may be used for upward and downward traffic.

Screening Building Entrants

Anyone entering campus buildings must self assess following the [BCCOVID-19 Self-Assessment tool](#). Screening will be checked by staff to confirm compliance.

Face Coverings

Face coverings are recommended only 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

- Remove the mask from behind, without touching the front of the mask. Discard immediately in a closed bin, and clean hands with hand sanitizer or soap and water.

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

Hand Sanitizer Stations

Hand sanitizer stations will be provided at building entrances, elevator lobbies, stairwells, and closed doorways. Portable hand sanitizer will be available in classrooms/labs/shops and offices and any other locations where soap and water may not be readily available.

Doorways

Where possible, doorways will be left open to minimize contact with door handles. Where doors must be kept closed, hand sanitizing stations will be provided outside the doors.

Space Planning

Physical distancing practices throughout buildings will be maintained until the PHO states otherwise. Space planning will be completed by various parties to ensure occupancy loads and pinch point locations are identified.

We all play a role in preventing the spread of COVID-19. As a student or employee of BCIT, you can help by following the best practices and guidance laid out in the BCIT COVID-19 Go-Forward Plan—including self-monitoring for symptoms, practicing good hygiene, and maintaining physical distance. As we return to operations, we can all help to minimize risk on campus by following these same protocols, and by complying with signage and other access restrictions. For more information on BCIT's response to COVID-19, [visit the BCIT website](#) or the complete BCIT COVID-19 Go-Forward Plan.