



## Program/Course Health & Safety Form

BSN-AE NRSG 3510

Oct 24, 2020, 4-6pm 1810/1820

Oct 31, 2020, 4-6pm, 1810/1820

Nov 7, 2020, 4-6pm, 1810-1820

Nov 14, 2020, 4-6pm, 1810/1820

Nov 21, 2020, 4-6pm, 1810/1820

Nov 28, 2020, 4-6pm, 1810/1820

<b>Date:</b> 10/7/2020	<b>Campus:</b> Langley
<b>Faculty:</b> Health	<b>Program:</b> BSN-AE
<b>Date of first group of students on campus:</b> 10/24/2020	<b>Date of first group of students to leave campus:</b> 11/28/2020
<b>Date of second group of students on campus (if needed):</b> Click or tap to enter.	<b>Date of second group of students to leave campus (if needed):</b> Click or tap to enter.
<b>Number of students anticipated on campus and on which days:</b>  8 students every Saturday from 4-6pm from Oct 24-Nov 28, 2020	<b>Number of employees on campus to support this program and on which days:</b>  1 faculty for 8 students  <b>Instructor Name:</b> Navjot Kalkat
<b>Rationale for why students need to be on campus:</b> Students need to practice essential nursing and care provider skills in a lab setting to be prepared to provide competent care to patients in health care settings during practicum. This will enable students to meet the learning outcomes of the program	
<b>Have you informed the Registrar of the scheduling requirements for this course? Yes/no and when informed?</b> Waiting for approval from Provost.	

**PPE requirements for students, faculty, and staff (quantity needed).**

Will work in collaboration with Procurement in obtaining PPE. Gloves and masks will be provided when distancing cannot be maintained (e.g. supporting a demonstration)

**Has there been consultation with the Faculty OH&S Committee or the instructor? (provide details).**

Click or tap here to enter text.

Faculty consulted via MS Teams meeting. Faculty are in favor of this plan. No concerns noted. The plan has been endorsed in Summer 2020 by the Faculty OH & S representative for FoH, Lida Blizard.

**Students must conduct Covid-19 self-assessment prior to arriving on campus and attending class.**

**Safety Plan for Employees and students:**

- Need 1 faculty member and 1 lab educator (support staff) per day
- Maximum of 8-10 students in at one time for 2-4 hours at a time (typically 2 hours)
- Students who self-identify feeling unwell, fever, colds, or sore throat will be asked to participate in virtual/online learning activities until a date when they feel better
- Socializing in groups without physical distancing will not be permitted
- Students stay in the same room for the duration of the lab learning
- Pre-prep for labs will be completed virtually/online allowing for students to come in and practice essential skills only
- Labs will be conducted in rooms 1810 and 1820, with the wall between the two rooms collapsed to allow for delivery of labs in both rooms with adequate space between people
- Upon entering the building via the South entrance, follow the directional arrows on the floor to the lab
- Faculty members, staff, and students will wash their hands upon entrance to the lab
- Follow directional arrows on the floor to fill first room 1820 then 1810 (maximum of 5 students, 1 faculty member, and one staff member in each room)
- Maintain a physical distance of at least 2 meters at all times
  - if required to be in close proximity to provide feedback or view a procedure then both the student and the faculty/staff member will wear a mask and gloves
- Do no touch your face, nose, and/or eyes
- Each student will use their own supplies
- At the end of the lab, clean the area (bed, overbed table, bedside table, mannequin, supplies) using disinfectant
- All disposable supplies and equipment such as syringes and swabs will be discarded
- Wash hands in room 1820 following direction arrows on the floor and exit the lab
  - Room 1820 will empty first then those in 1810 will follow the arrows into 1820, wash hands and exit
- Follow the directional arrows in the hallway to the exit doors from the building

**Have you consulted with Dr. David Florkowski, AVPA before submitting this request?**

Yes, consultations have been completed in Summer 2020

**Submitted by:** Harjit Dhesi, Acting Dean FoH

<p><b>Approved by Provost and VPA:</b> Dr. Sandy Vanderburgh</p>	<p><b>Signature:</b> Sandy Vanderburgh <b>Date:</b></p> <p><small>Digitally signed by Sandy Vanderburgh DN: cn=Sandy Vanderburgh, o, ou, email=sandy.vanderburgh@kpu.ca, c=CA Date: 2020.10.22 10:38:16 -07'00'</small></p>
<p><b>Approved by the Office of Health &amp; Safety</b> <b>Name:</b> Pablo Dobud</p>	<p><b>Signature:</b> Pablo Dobud <b>Date:</b></p> <p><small>Digitally signed by Pablo Dobud DN: cn=Pablo Dobud, o=Kwantlen Polytechnic University, ou=Human Resources, email=Pablo.Dobud@kpu.ca, c=CA Date: 2020.10.07 20:49:57 -07'00'</small></p>

Insert sketch(es) of classroom arrangement and “flow of students” here.

## COVID 19-Classroom/Shop/Laboratory Safety Plan Checklist

Department:

Faculty of Health

Campus:

Langley

Completed by:

Harjit Dhesi

Date:

October 2, 2020

### Overview


- The following checklist must be completed for spaces being used for face to face activities/instruction.
- The intent is to ensure that minimum requirements are being considered to maintain safe spaces for employees and students in our classrooms, shops and laboratories.
- This checklist is by no means exhaustive and there may be other measures unique to your spaces that may need to be considered in developing your classroom/shop/laboratory safety plan.
- The requirements identified are consistent with the current guidelines provided by the Provincial Health Officer, BC Center for Disease Control and WorkSafe BC.

**When completing this checklist describe the implementation details for each item indicated as “yes”.**

1. Orientation, information and training on the Department’s Covid-19 Safety plan has been provided to employees and students?

Yes

Not Applicable

The plan has been shared with faculty members from each program. Once approved the plan will be shared with each student the plan is applicable to. Virtual meetings to answer any questions. Process video has been shared. 

2. Handwashing posters posted in all washrooms?

Yes

Not Applicable

Posters are present in all washrooms and labs

3. Students/employees are reminded to practice good hygiene during class and to wash hands immediately before and after class?

Yes

Not Applicable

This is part of the plan - handwashing when entering the lab and handwashing when exiting

4. Nearest handwashing sink located, is stocked and has been identified to students?

Yes

Not Applicable

Each nursing lab has a sink and the area is stocked with washing and drying materials

5. Students have been advised that no eating/drinking is permitted during classes in classroom/shop/lab?

Yes

Not Applicable

Drinks and food are not allowed in the nursing labs due to the sensitive nature of the equipment and the simulation of a nursing unit - each lab has signage to reflect this. +

6. Physical distancing posters posted in classrooms/shops/labs and throughout the common areas?

Yes

Not Applicable

We have posters up in each lab

7. The maximum number of persons allowed in a space has been determined in order to maintain 2-meter physical distancing?

Yes

Not Applicable

Students and faculty members will be spaced between two nursing labs to maintain distance

8. Occupancy limit signage posted on door?

Yes

Not Applicable

9. Directional arrows to support flow of people throughout the teaching space are in place?  
Provide a floor plan with your plan indicating direction of flow of people, location of workstations, entry and exit points.

Yes

Not Applicable

These are in place

10. If applicable, has Facilities been notified of additional cleaning needs for building/classrooms/shop/lab?

Yes

Not Applicable

Facilities is aware of the proposed labs dates/times

11. If applicable, Facilities has been notified of additional signage required for the classroom/shop/lab?

Yes


Not Applicable

no additional signage is needed

12. Students have been provided instruction on where to spend their break time? (No social gatherings, leave the building, in their cars)

Yes

Not Applicable

Yes, students will be advised they cannot gather together and will be provided instructions for breaks. We have developed a process video that will be uploaded to each class Moodle site as a resource for students 

13. Classroom/shop/lab set up to allow for 2 meters physical distancing between all occupants?

Yes

Not Applicable

Yes, the labs allow for distancing

14. Demonstration and work areas set-up to allow for 2 meters physical distancing?

Yes

Not Applicable

Yes, the work stations allow for this

15. If physical distancing or other measures are not practical installation of barriers or sneeze guards has been considered?

Yes

Not Applicable

16. Handouts, papers, pens, etc. are not physically provided to students? (Use e-versions, students provide their own, etc.)

Yes

Not Applicable

Students will complete virtual and online learning prior to coming to the lab to practice nursing skills

17. When possible, students should have their own dedicated tools/equipment? (Items are not shared between students during class).

Yes

Not Applicable

FoH students purchase their own lab kits for use. Once they have used the supplies they pack these up and take them home with them

18. Common touch points and tools/equipment that must be shared are identified?

Yes

Not Applicable

Yes, this will be done and these items will be cleaned

19. Cleaning and disinfecting program in place for cleaning/sanitizing shared tools/equipment and touch points?

Yes

Not Applicable

A cleaning plan is in place

20. Students and employees are given instruction for the safe and correct use of any cleaning/sanitizing materials?

Yes

Not Applicable

Yes, this is to be completed via an orientation, as well as via the process video that has been developed



21. Safety Data Sheets available for cleaning/disinfecting supplies?

Yes

Not Applicable

This will be completed

22. Students/employees are given instruction for the safe and correct use of any provided personal protective equipment (PPE)? Instruct students/employees on how to safely use, remove, and dispose/clean (as applicable) any required PPE for the class. **Please note in regards to Covid-19, PPE should only be considered when physical distancing and other measures are not practical to implement.**

Yes

Not Applicable

Donning and doffing of PPE is a nursing skill that all students are taught

23. First Aid protocol has been reviewed with students and employees? Students in need of first aid to notify instructor and instructor to call First Aid Attendant. Follow directions of First Aid Attendant.

Yes

Not Applicable

Faculty and students will be asked to review the First Aid protocols

24. A process has been developed to deal with employees not following the control measures?

Yes

Not Applicable

Yes, and this will be reviewed with the employees during the virtual orientation/meeting

25. A process has been developed to deal with students not following the established control measures?

Yes

Not Applicable

Yes, this will be reviewed by the faculty members with the students

26. A process is in place to advise employees to stay home if sick, and how to report COVID-19 like symptoms? (Supporting measures should also be in place to accommodate absences and provide coverage, if applicable)

Yes

Not Applicable

A plan is in place if needed

27. A process is in place to advise students to stay home if sick and how to report COVID-19 like symptoms? (Supporting measures should also be in place to accommodate absences?)

Yes

Not Applicable

Students will be advised to communicate with the instructor

28. Students are advised to self-monitor and notify instructor if not feeling well?

Yes

Not Applicable

29. Employees are encouraged to self-monitor and to notify supervisor if not feeling well?

Yes

Not Applicable