

Return to Campus Safety Plan

Campus:

Date Employees to Return to Campus:

Completed By:

Date Plan Completed:

Overview

- Once the Executive have established which departments are returning to campus a Department Return to Campus Safety Plan must be developed.
- Your Department Return to Campus Safety Plan must align with the [Guidelines for Developing Departmental Return to Work Safety Plans](#). Please refer to this document when developing your Department Return to Campus Safety Plan.
- Your Department Return to Campus Safety Plan must be completed prior to bringing your employees back on campus.
- The intent of your Department Return to Campus Safety Plan is to ensure that minimum requirements are being considered to maintain safe work spaces for our employees.
- This plan template is by no means exhaustive and there may be other measures unique to your spaces that may need to be considered in developing your Department Return to Campus Safety Plan.
- The requirements identified in this checklist are consistent with the current guidelines provided by the Provincial Health Officer, BC Center for Disease Control, and WorkSafe BC.
- Department Return to Campus Safety Plans must be reviewed and signed off by the Manager, Occupational Health and Safety.
- Once signed off by the Manger, Occupational Health and Safety, the Department Return to Campus Safety Plans must be signed off by the appropriate Vice President and then forwarded to Melissa Tomkins at Melissa.Tomkins@kpu.ca in Human Resources for uploading to HR's SharePoint page.

Department Return to Campus Safety Plans will be posted on the Human Resources COVID-19 SharePoint website and will be shared with the campus Joint Occupational Health and Safety Committee.

When completing this template describe the implementation details for each item below. If the question is not applicable, then answer n/a. If you have any questions please contact Pablo Dobud, Manager, Occupational Health and Safety at Pablo.Dobud@kpu.ca.

Return to Campus Outline

What is the plan to return employees to campus?

How many employees are anticipated on campus and on which days?

Provide a rationale as to why employees need to be on campus.

Orientation, Information, and Training

What orientation, information and training on the Department's Return to Campus Safety Plan has been provided to employees?

How have you documented which employees have been provided orientation, information, and training?

Unwell Employees

What 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).

Physical Distancing Requirements

Describe how your plan meets the physical distancing requirements.

Provide a floor plan indicating direction of flow of people, location of workstations, and entry and exit points. Identify the use of directional arrows if required to support the flow of people throughout the department?

If applicable, has Facilities been notified of additional signage required for the office (i.e. hand washing, physical distancing)?

Do you require sneeze guards? If so, please indicate the rationale for the sneeze guards and where the sneeze guards are to be installed.

Handwashing and Good Hygiene Practices

How have you promoted regular handwashing and good hygiene practices?

Cleaning and Sanitizing

Please describe any areas where there may be risks, either through close physical proximity or through contaminated surfaces.

What is your cleaning/sanitizing protocol for shared equipment? If applicable, has Facilities been notified of additional cleaning needs for office/workstations? Have employees been given instructions for the safe and correct use of any cleaning/sanitizing materials.

Personal Protective Equipment

Do any of your employees require Personal Protective Equipment (PPE)? How have your employees received the appropriate training for PPE?

What process has been developed to deal with employees who are not following the Department Return to Campus Safety Plan?

Please include any additional information and attachments as needed.

Reviewed and Approved By:

Pablo Dobud
Digitally signed by Pablo Dobud
DN: cn=Pablo Dobud, o=Kwantlen Polytechnic
University, ou=Human Resources,
email=Pablo.Dobud@kpu.ca, c=CA
Date: 2020.07.29 13:34:52 -07'00'

Manager, Occupational Health and Safety

Date:

Sandy Vanderburgh
Digitally signed by Sandy Vanderburgh
DN: cn=Sandy Vanderburgh, o, ou,
email=sandy.vanderburgh@kpu.ca, c=CA
Date: 2020.08.14 10:19:20 -07'00'

Vice President,

Date:

Bookstore Return to Work Safety Plan

- Social distancing is enforced whenever possible
 - Please remain a minimum of 6' (2 meters) away from everyone whenever possible. Physical distancing has been proven to help limit the spread of COVID-19.
- Hand washing/gloves protocols.
 - If you choose not to wear gloves, then please make sure you are using the hand sanitizer regularly. Good hand hygiene is one of the most important ways to protect yourself and others from COVID-19. Good hygiene includes frequent hand washing with soap and water for a minimum of 30 seconds and/or use hand sanitizers when available; avoiding touching one's face nose and mouth and practice respiratory etiquette (sneezing/coughing into your elbow)
- Staff are also wearing disposable masks as nature of business is such that social distancing, while strongly encouraged, cannot always be followed.
 - If you are coming into the Bookstore, and other people are already there you should be wearing a mask as per the guidelines (covering both your nose and mouth) especially when in close proximity to another individual. PPE is only effective if employees wear it correctly.
- Cleaning, disinfecting stations
 - (Sanitizer spray, paper towels) have been provided at stations within the Bookstore. In addition, Facilities is aware of our continuous usage of the Bookstore and arrangements have been made to have commonly touched points sanitized on a regular basis, however we still need to ensure we are doing our part and following the guidelines. Please ensure that you wipe down your work station area at the end of each shift with sanitizer and paper towels.
- Plexiglas shields has been installed at cash areas in all locations and PPE (masks, hand sani, gloves) is available for team members.
- Unwell employees
 - If you feel unwell – stay home until your symptoms cease. Employees are instructed to call Supervisor (Barb) 778-868-1107 and text me (778-387-8157) if they are sick or feel they have symptoms of Covid-19. All sick calls are reported to Facilities Admin for tracking and communication purposes. Employees with presumed Covid-19 symptoms are given instruction to call 811/ attend medical practitioner for testing and test results back to Supervisor.
- Floor Plans
 - Floor plans for all locations will be provided once level of store opening has been confirmed.

Date: _____ Signature: _____ Printed Name: _____

Surrey Campus Curbside/Walk-in Pick-up email

Thank you for placing your order with the KPU Bookstore. In order to maintain social distancing, instructions for online pick-up have changed, please read the following carefully.

Driving to Surrey Campus

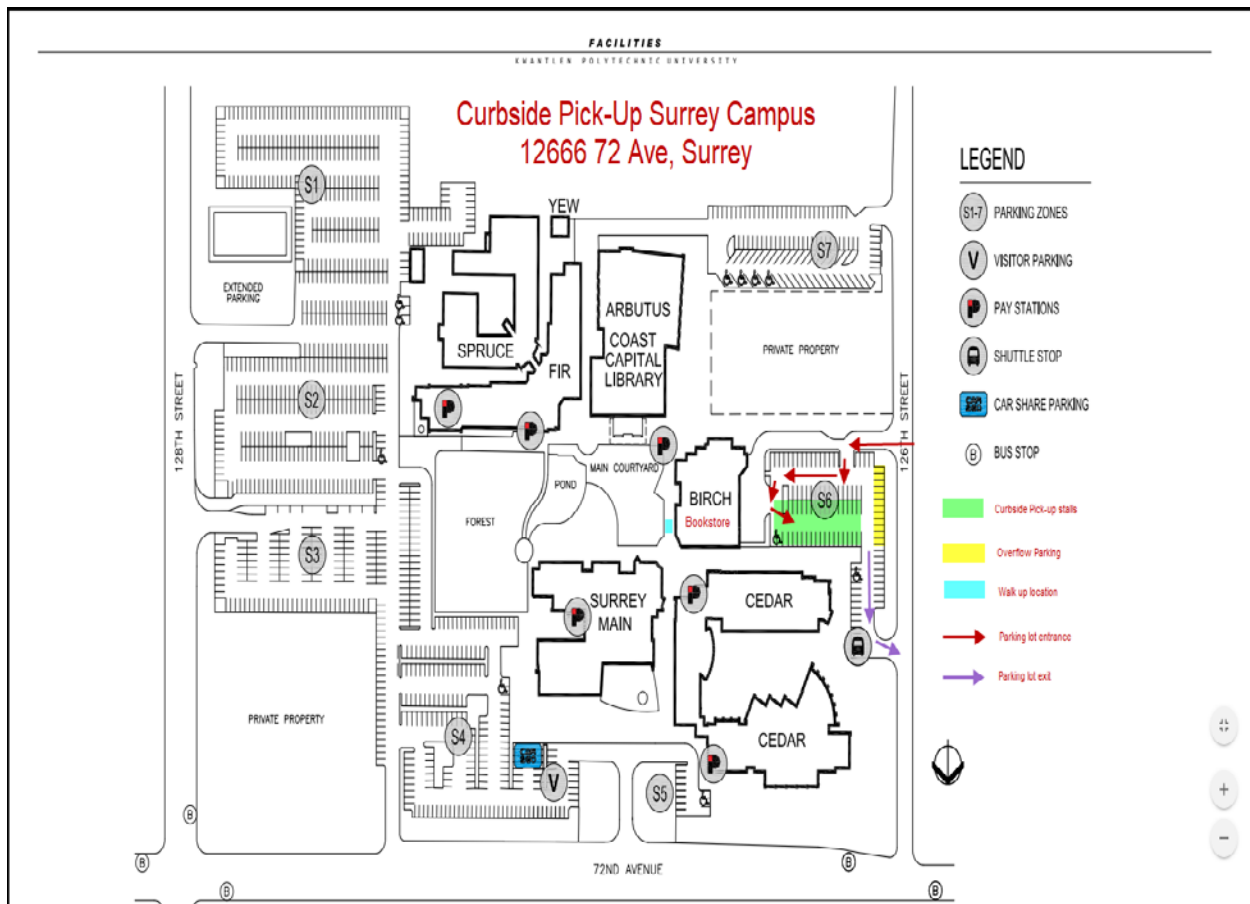
- Your order is now ready for curbside pick-up in the NEW PICK UP location at **Surrey Campus only**.
- Curbside pick-up is available at **Surrey Campus** Mon to Fri 9:00 am to 4:00 pm.
- Students are encouraged to wear masks when on campus.
- Please go to lot S6 (as identified on the map below).
- Please follow directional signage posted in the Parking Lot.
- When you arrive at the Surrey Campus, please pull into one of the curbside pick-up spots. NOTE: In order to maintain social distancing, please pull into designated spots only and **remain in your car**.
- Text **236-688-7635** with:
 - a. **Your spot #,**
 - b. **Your web order #**
 - c. **Your last name.**
- Once your text has been acknowledged, your order will be brought out to your car. Depending on volume, this may take up to 15 minutes.
- Your order will be left on the top of the cart; please wait for the employee to step back the required 2 meters before exiting your car to pick up your package.
- Please pick up your package promptly and exit the parking lot in a SAFE and timely manner.
- If you have any questions or concerns, please email ebookstore@kpu.ca.
- If no spots are available, please wait patiently in one of the other spots within the parking lot until a numbered spot becomes available.

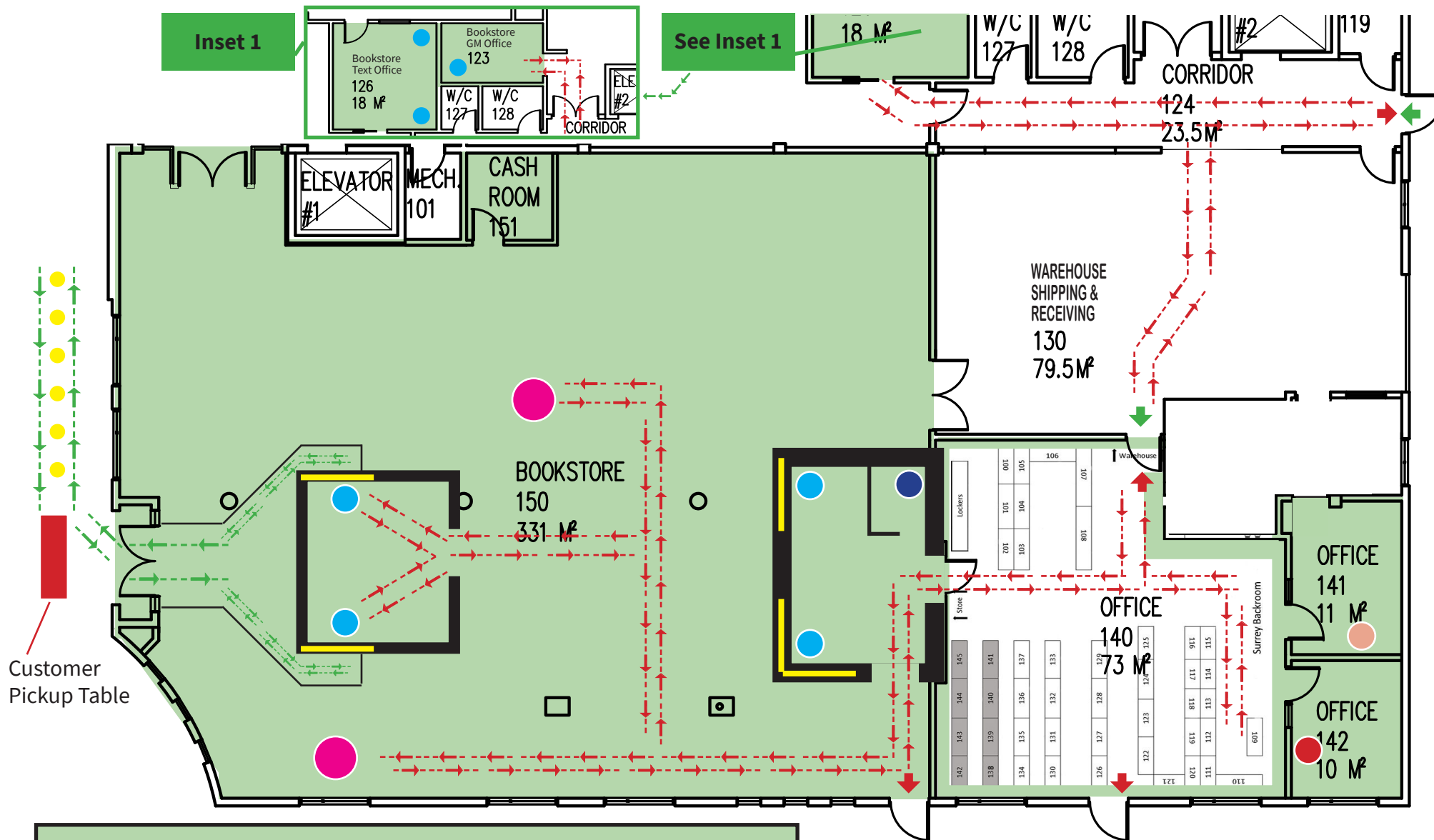
Walk-in/ Public Transit Pick-up

If you are taking public transit or walking, please proceed to the front door on the exterior of the Bookstore (as identified on the map below). Students are encouraged to wear masks when picking up their order.

- Curbside/Walk-in pick-up is available at **Surrey Campus only** as of Mon to Fri 9:00 am to 4:00 pm.
- When you arrive at **Surrey Campus**, please proceed to the front of the Bookstore
- If someone is already in line, please line up behind them, ensuring social distancing.
- Text **236-688-7635** with:
 - a) **"Store Front" as your location**
 - b) **Your web order #**
 - c) **Your last name.**
- Please step back 2 metres from the table to allow for social distancing
- Once your text has been acknowledged, your order will be brought out to you. Depending on volume, this may take up to 15 minutes.
- Your order will be left on the top of the table; please remain behind the social distancing line until the employee has stepped back the required 2 meters before stepping forward to pick up your package.
- Please pick up your package promptly and exit the pick-up area in a timely manner.

- If you have any questions or concerns, please email ebookstore@kpu.ca.





Bookstore & Bookstore Offices

- Karsten Purbs workstation
- Kathryn Wood workstation
- Barb Hodgins workstation
- Bookstore workstation
- > Direction of Staff Flow
(Floor arrows to be installed)
- > Direction of Customer Flow
(when campus opens up)
- Floor Decals - 6' space markers
- Plexi-Glass Shields installed
- Temporary Packing Station
- ➔ Exit point
- ➔ Entry point