

Program/Course Health & Safety Form

Date: 5/15/2020	Campus: Langley
Faculty: Faculty of Science and Horticulture	Program: Environmental Protection Technology – ENVI 2420
Date of first group of students on campus: 7/16/2020	Date of first group of students to leave campus: 7/17/2020
Date of second group of students on campus (if needed): 7/23/2020	Date of second group of students to leave campus (if needed): 7/24/2020
Date of third group of students on campus (if needed): 7/30/2020	Date of third group of students to leave campus (if needed): 7/31/2020
Number of students anticipated on campus and on which days: 4 students 16 – 17 July 4 students 23 – 24 July 4 students 30 – 31 July	Number of employees on campus to support this program and on which days: 2 –all dates Instructor Name: Diane Grady/Chris Hauta
Rationale for why students need to be on campus: To conduct 1 two-day lab that requires in-person instruction and to ensure proper use of equipment. The practical skills are common industry practice and a significant component of a graduate’s potential employment. This will ensure students meet the learning outcomes required for the Environmental Protection Technology Diploma program which is accredited through Technology Accreditation Canada.	
Have you informed the Registrar of the scheduling requirements for this course? Yes/no and when informed? No. These activities are proposed for the currently scheduled lab block of Thursday and Friday from 1400 – 1800.	

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

- Face masks – 14 (12 students, 2 staff)
- Gloves - 3 boxes (EPT has sufficient stock on hand)
- Safety glasses – 14 pair (each student has own pair as required for lab (lab uses hazardous chemicals for preservatives), extra glasses are available if student doesn't have their own)
- Ethanol spray and wipes

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

Draft of this proposal was written by lab instructor Chris Hauta, BCGEU OH&S committee rep. David Florkowski visited the lab on May 19th.

Students and employees must conduct a Covid-19 self-assessment prior to arriving on campus and entering any lab.**Safety Plan for Employees and students:**

Prior to entry of lab students will be instructed:

- Wash your hands as soon as you enter the lab
- The doors will be propped open to eliminate the necessity to touch door handles
- Follow the directional arrows on the floor
- Use the same station and stool. Masking tape will be placed on the both, please write your name on the tape indicating your station and stool.
- Maintain a physical distance of at least 2 meters at all times
- Don't touch your face, nose and/or eyes

At all times in the lab you will be required to:

- Wear safety glasses
- Wear face mask at all times when in the lab

When outside, students and employees will be required to wear a face mask when:

- Using equipment or chemicals that require it for safety reasons
- If they are required to be within 2 meters of another person

A student or employee may also personally choose to wear a face mask if they have one. Students will remain at their identified station in the lab while performing in lab activities. Students and lab instructor will move to outdoor location in controlled fashion while maintaining physical distancing and wearing PPE.

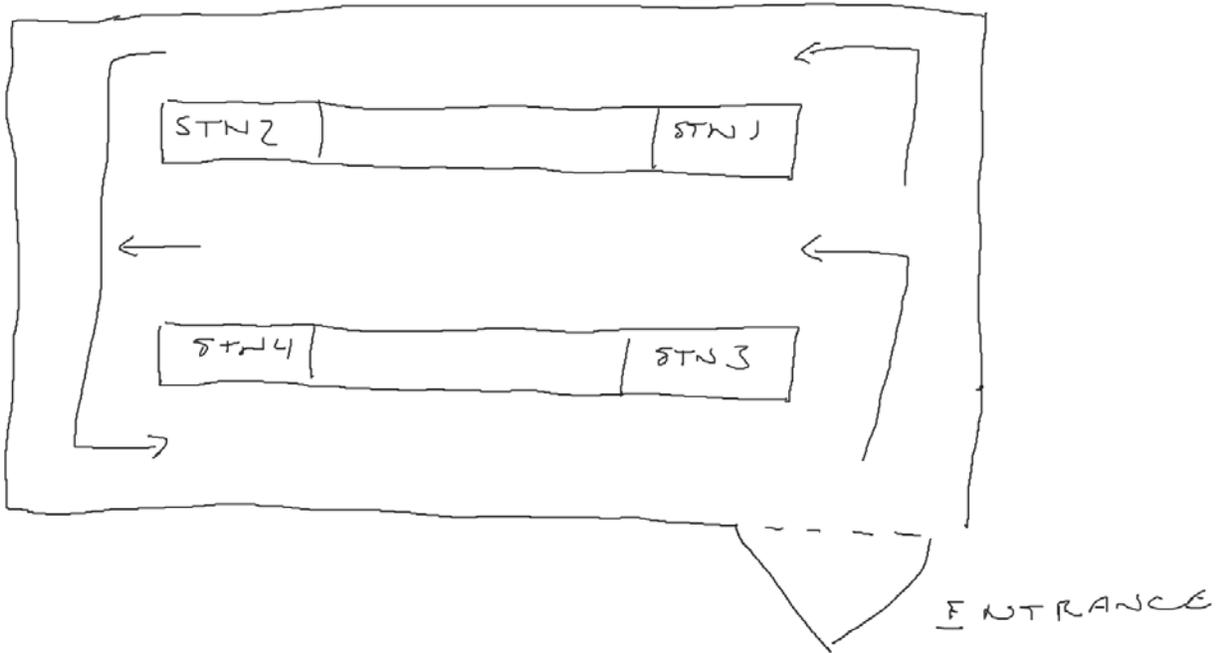
At outdoor location individual students will be assigned to groundwater well for duration of lab. Any communal equipment will be decontaminated using 70% ethanol and wipes between uses. Only 1 student at a time may access the communal equipment at a time located in a central location. Communal equipment is only used during the outdoor activity. Any in lab activity is completed using individual student equipment.

Upon completion of lab, staff wearing proper PPE will decontaminate all equipment.

<p>Student Self Assessment Script – ENVI 2420</p> <p>Student Self Assessment for COVID-19 symptoms will be part of the initial education for students regarding the COVID-19 Safety Plan for ENVI 2420, will be posted on the course website (Moodle), and will be part of the onsite check-in with students when they arrive on campus. The course website and student education for COVID-19 Safety Plan will include the following script. “If you are experiencing any signs and symptoms that may be related to COVID-19, you need to remain home, contact 811, then contact the instructor to determine next steps.”</p> <p>When students come onto campus, Employees (instructor/staff) will check in with the students using the following script or similar. “How are you feeling today?” “If you are experiencing signs and symptoms related to COVID-19, then we ask that you leave the facilities, go home, and contact 811. Then please connect with us to determine next steps.”</p>	
<p>Submitted by: Dr. Elizabeth Worobec, Dean, Faculty of Science and Horticulture</p>	
<p>Approved by Provost and VPA: Dr. Sandy Vanderburgh</p>	<p>Signature:  Sandy Vanderburgh Date: June 3, 2020</p>
<p>Approved by Special Advisor to the President on Covid-19: Dr. David Florkowski</p>	<p>Signature:  Date: June 3, 2020</p>
<p>Approved by the Office of Health & Safety Name: Pablo Dobud</p>	<p>Signature: Pablo Dobud Date: June 3, 2020</p>

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

L 1345





ENVI 2420 COVID-19 Safety Plan – Reminders and Instruction for Students

Students must conduct COVID-19 self-assessment prior to arriving on campus and attending class. If you are experiencing any signs and symptoms that may be related to COVID-19, you need to remain home, contact 811, then contact the instructor to determine next steps. Instructors/lab staff will check in with you when you arrive on campus to ensure that this is being strictly followed.

This safety plan will comply with the BC Government, Provincial Health Officer, and WorkSafeBC guidance and directives regarding COVID-19 safe work practices. This is intended to keep everyone safe and healthy while on campus.

1. Self-assess for COVID-19 symptoms. If you have symptoms that may be related to COVID-19, stay home, contact 811, then contact the instructor to determine next steps.
2. Handwashing: wash your hands, fingernails and between your fingers with warm water and soap for at least 30 seconds at each of the following times (or more often).
 - a. Upon entering the building, prior to entering the labs.
 - b. Within the labs prior to and after using communal equipment identified by the lab instructor.
 - c. Prior to and after consuming food or drink outside the labs during breaks.
 - d. Prior to and after use of washrooms.
 - e. Upon completing work within the labs before leaving the building.
3. Avoid touching your face, eyes, nose, mouth.
4. Distancing: Maintain a minimum of 2m distance between students and between students and faculty during movement in/out of the space, within the space and during breaks.
 - a. Enter the building by the NW entrance closest to the brewery, next to 1345. If you arrive before the start of the lab please remain outside until such time as you are directed by the lab instructor to enter. Enter through the door and following the arrows proceed directly to the lab 1345.
 - b. Follow arrows or signage for entry and exit to room 1345 (“chemistry” lab). Entry and exit in room 1345 is through a single door. The door to 1345 will remain open when people are working within this area.
 - c. At any time that there appears to be a pinch point where you and another person need to pass closer than 2m, communicate with the other person to determine who will wait and who will pass first. But maintain the 2m distance.
 - d. You will be assigned a lab station in 1345. During the time in room 1345 each student will have their own lab equipment and will not be required to share. You are to remain at your workstation when in the lab.
 - e. During the outdoor portion of the lab some equipment will be used communally. For that equipment students will pick up and return the equipment to the equipment table where it will be disinfected by the lab instructor. Only one student at a time may come to the table and students are to check with the instructor before they move.
5. Use of PPE:
 - a. Masks must be worn any time that 2m distancing cannot be maintained. This will include any time you need to check with the instructor on equipment operation or when approaching the equipment table outdoors and any other time that maintaining 2m distancing is questionable.

- b. Safety glasses will be worn at all times in the lab due to the presence of hazardous chemicals.
 - c. Gloves must be worn when handling hazardous chemicals in the lab and during the entire outdoor portion.
 - d. Each student is responsible for bringing their own safety glasses and cloth face mask.
6. Disinfecting:
- a. Upon entering the lab and prior to leaving the lab, you must use the designated disinfectant to wipe down tables, chairs, work surfaces and equipment that you plan on using and after you are finished using.
7. Own equipment:
- a. Each student must bring their own stationary, field books and usb drive for storing data at the completion of the lab.
8. Signage: Read, understand, and follow all signage related to distancing, hand washing, disinfecting, directional guidance and PPE. These are intended to inform you and to remind you of what is required to stay safe and to maintain access to the lab facilities. If you are unsure or don't understand what is expected, ask your lab instructor.
9. First Aid: If you require first aid, inform your lab instructor. They will contact Security to obtain first aid on your behalf.
10. Reporting: If you have concerns regarding your own safety or the safety of others, or concerns regarding the safety protocols or their implementation, please report this first to faculty or lab staff, or if that is not felt to be safe, report to the Office of the Dean.

COVID 19-Classroom/Shop/Laboratory Safety Plan Checklist

Department:

ENVI 2420

Campus:

Langley

Completed by:

Elizabeth Worobec

Date:

May 21, 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”.

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

Yes

Not Applicable

All students will receive the safety plan information via Moodle and will go through the protocols the first time they meet face to face. All faculty and staff will receive safety training before the start of the first face to face session.

2. Handwashing posters posted in all washrooms?

Yes

Not Applicable

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

Yes

Not Applicable

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

Yes

Not Applicable

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

Yes

Not Applicable

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

Yes

Not Applicable

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

Yes

Not Applicable

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

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

Yes

Not Applicable

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

Yes

Not Applicable

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

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

Yes

Not Applicable

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

Yes

Not Applicable

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

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

Yes

Not Applicable

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

Yes

Not Applicable

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

Yes

Not Applicable

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

Yes

Not Applicable

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

Yes

Not Applicable

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

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

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

Yes

Not Applicable

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

Yes

Not Applicable

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

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

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