

Program/Course Health & Safety Form

Date: 6/4/2020	Campus: Surrey
Faculty: Faculty of Science and Horticulture	Program: BSc in Biology or Health Science - BIOL 4199/HSCI 4990
Date of first group of students on campus: 10/5/2020	Date of first group of students to leave campus: 12/18/2020
Date of second group of students on campus (if needed): Click or tap to enter.	Date of second group of students to leave campus (if needed): Click or tap to enter.
Number of students anticipated on campus and on which days: Two or three maximum. Each student may be on campus a maximum of two days per week. Each student works on an independent research project with a faculty supervisor. The days and times of that lab work are dependent on the project and are different for each student. Scheduling will be done to ensure that only one research student will be allowed to work in a lab (i.e., the Bio-Innovation lab, Spruce 114, or Spruce 202) at a time.	Number of employees on campus to support this program and on which days: At least 2 lab staff every day Monday through Friday, plus the student's faculty research supervisor on agreed upon dates. Instructor Name: Ann Marie Davison
Rationale for why students need to be on campus: These courses are the capstone research projects for the two degrees offered by the Biology Department. Some students have projects that require use of lab equipment and materials that can not be done remotely. The learning outcomes of the research courses can not be met with out actually doing the project. Students will work from home as much as possible.	
Have you informed the Registrar of the scheduling requirements for this course? Yes/no and when informed? Yes, the scheduling office was notified on May 29 th .	
PPE requirements for students, faculty, and staff (quantity needed). Gloves – already in biology lab Disposable face masks ~ 100	
Has there been consultation with the Faculty OH&S Committee or the instructor? (provide details). Joel Murray from OH&S, the course instructor and research supervisors have all been consulted in the development of this plan.	

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.

Safety Plan for Employees and students:

All employees and students in the lab will have proper orientation, including thorough instruction on safety protocols outlined in this document, before accessing the lab.

- 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 lab bench at each station. 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
- Equipment or lab bench spaces that are shared between students will be will be wiped with 10% bleach solution, or 70% ethanol, before and after use.
- As per our existing safety protocols, students are not allowed to work alone in the lab.

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

- Wear safety glasses
- Wear a full-length lab coat

A student or employee may also personally choose to wear a face mask if they have one.

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

Student Self Assessment Script

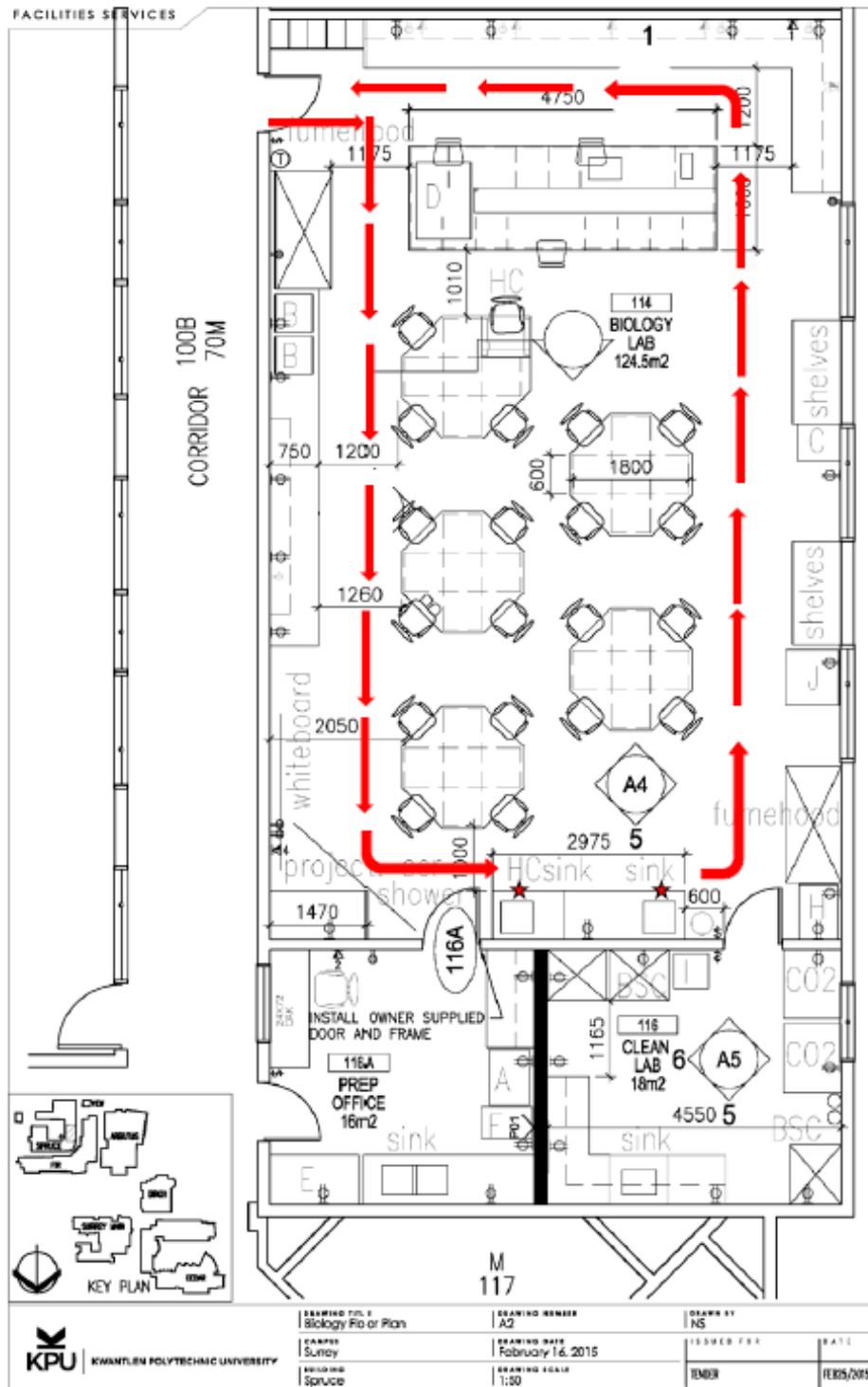
Student Self Assessment for COVID-19 symptoms will be part of the initial education for students regarding the COVID-19 Safety Plan for BIOL4199/HSCI 4990, will be posted on the course website (Moodle), and will be part of the onsite check-in with students when they arrive on campus. The course website 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."

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." Please ask student to connect with you to determine next steps.

Submitted by: Elizabeth Worobec, Dean, Faculty of Science and Horticulture	
Approved by Provost and VPA: Dr. Sandy Vanderburgh	Signature: Date:
Approved by Special Advisor to the President on Covid-19: Dr. David Florkowski	Signature: Date:
Approved by the Office of Health & Safety Name: Pablo Dobud	Signature: Date:

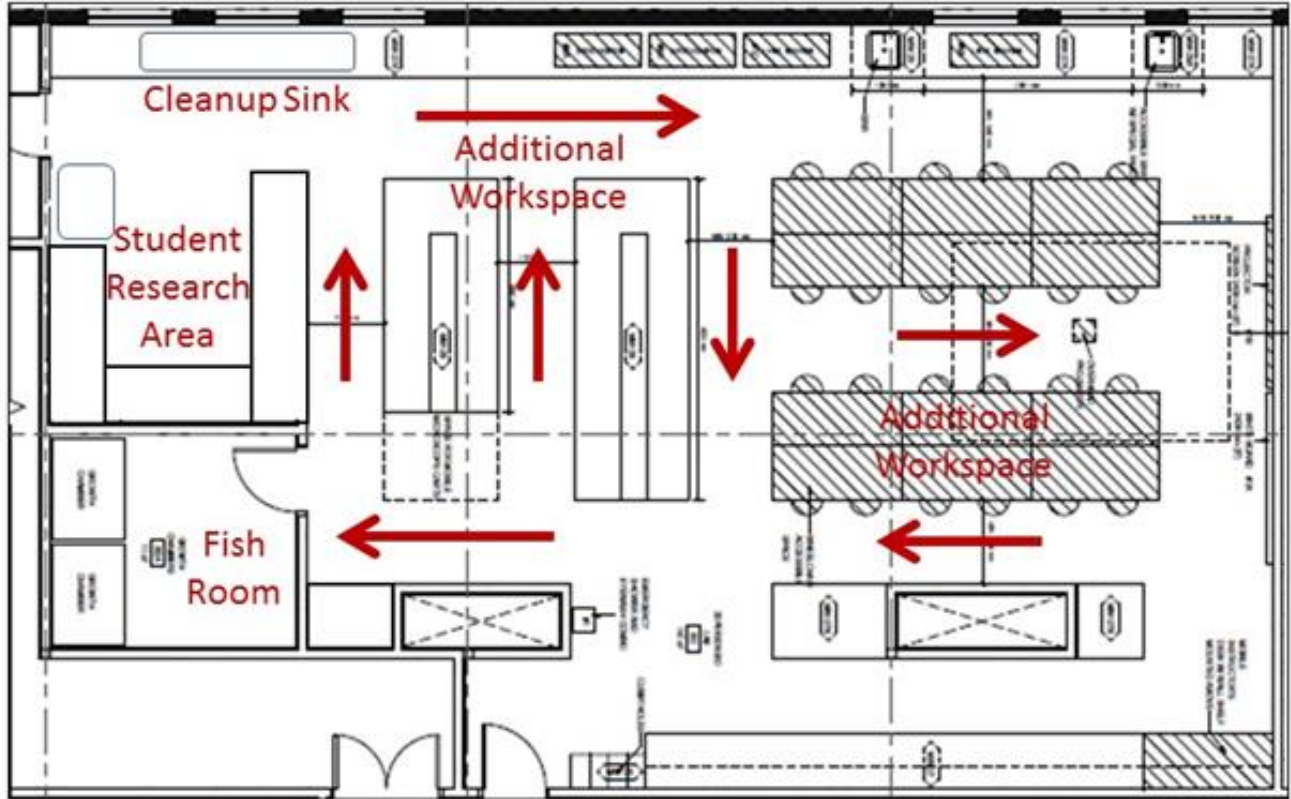
Insert sketch(es) of classroom arrangement and “flow of students” here.

Plan for Spruce 114



★ = sink for hand washing upon entry and prior to exit

Plan for Spruce 202



Only one research student and one technician will be working in this space at any given time, keeping a minimum of 2m distance and following the flow diagram

COVID 19-Classroom/Shop/Laboratory Safety Plan Checklist

Department:

Campus:

Completed by:

Date:

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

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