

Program/Course Health & Safety Form

Date: 6/4/2020	Campus: Richmond
Faculty: Science and Horticulture	Program: Physics for Modern Technology – PHYS 2600 R10
Date of first group of students on campus: 11/18/2020	Date of first group of students to leave campus: 11/19/2020
Date of second group of students on campus (if needed): 11/25/2020	Date of second group of students to leave campus (if needed): 11/26/2020
Number of students anticipated on campus and on which days: The course will be divided into 2 groups, 5 students per group for two days, 6 hours per day.	Number of employees on campus to support this program and on which days: 1 faculty member and 1 lab technician each day. Instructor Name: Fergal Callaghan
Rationale for why students need to be on campus: Soldering is an essential skill to acquire for those working with electric circuits. It is also a skill that our students will need to use in later courses and projects in the Physics for Modern Technology program. For reasons of safety and access to equipment it cannot be done unsupervised at home by students who are learning it for the first time.	
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). KPU to provide PPE, though students may bring their own. <ul style="list-style-type: none"> • 56 face masks. (2 per person per day – 5 students, 1 faculty, 1 technician, 4 days) • Hand sanitizer • At least 2 liquid soap dispensers for washing hands • 2 boxes of M gloves, 2 boxes of L gloves • Sanitizing spray for surfaces • Paper towels • Safety glasses to protect eyes during soldering. To be provided by physics department (one per student). Or students may bring their own. 	

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

The instructor has been consulted.

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:

- 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 desk and chair. Masking tape will be placed on the both, please write your name on the tape indicating your desk and chair.
- Maintain a physical distance of at least 2 meters at all times
- Don't touch your face, nose and/or eyes

All of the tools and equipment you will require over the next 2 days will be sitting at your station. All contents have been thoroughly cleaned and sanitized for your safety.

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

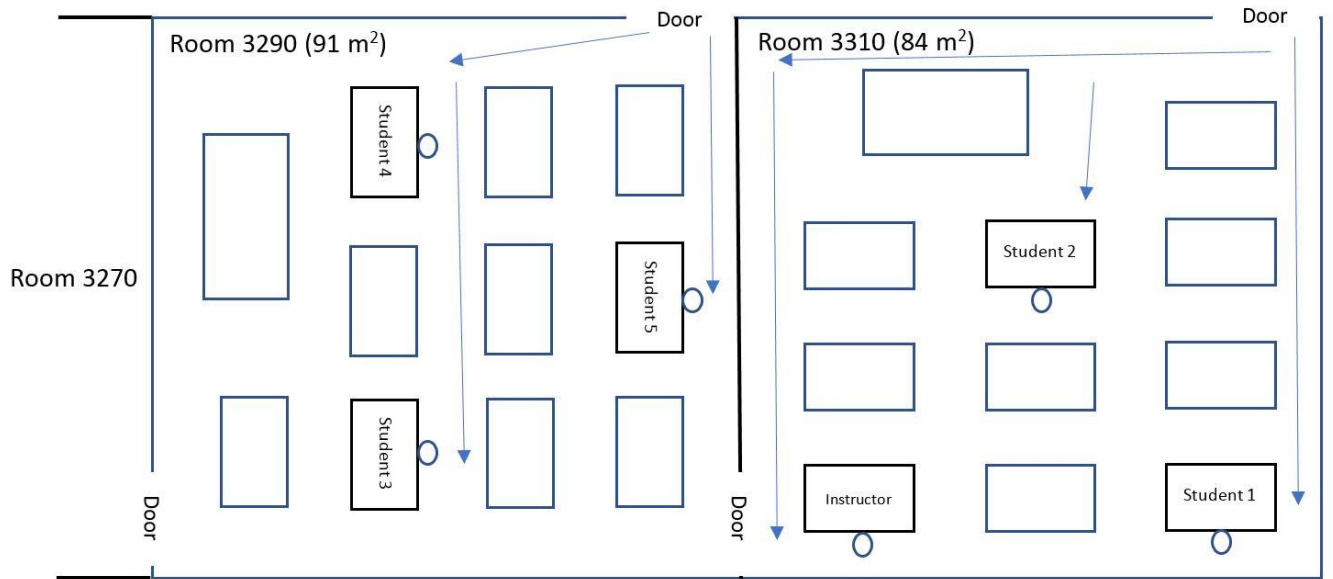
Technician will not be in the room unless needed to enter to troubleshoot technical problems. If so, technician will be required to wear face mask, gloves, and safety glasses.

There are two male and two female washrooms on Richmond Main 3rd floor. As much as possible, only one student at a time will leave the lab to use the washroom. As well as following hand-washing protocol in washroom, students to use hand sanitizer in lab upon returning from washroom.

<p>Student Self Assessment Script</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 PHYS 2600, will be posted on the course website (Moodle), and will be part of the onsite check-in with students when they arrive on campus.</p> <p>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.” Please ask student to connect with you to determine next steps.</p>	
<p>Submitted by: Elizabeth Worobec, Dean, Faculty of Science and Horticulture</p>	
<p>Approved by Provost and VPA: Dr. Sandy Vanderburgh</p>	<p>Signature: Date:</p>
<p>Approved by Special Advisor to the President on Covid-19: Dr. David Florkowski</p>	<p>Signature:  Date: July 23 2020</p>
<p>Approved by the Office of Health & Safety Name:</p>	<p>Signature: Date:</p>

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

Use of two connected labs (3290 and 3310) allows us to maximise distance between lab occupants. Instructor will enter first, students will enter in the numbered order shown. All will enter along direction of blue arrows shown. Instructor will sit at bottom left of 3310 with door between labs open to allow easy monitoring of both rooms. 3270 is the technician’s office, so he will have easy access to both labs if necessary.



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