

## Program/Course Health & Safety Form

<b>Date:</b> 5/18/2020	<b>Campus:</b> Richmond
<b>Faculty:</b> Wilson School of Design	<b>Program:</b> Technical Apparel Design
<b>Date of first group of students on campus:</b> 9/8/2020	<b>Date of first group of students to leave campus:</b> 12/8/2020
<b>Date of second group of students on campus (if needed):</b> <small>Click or tap to enter.</small>	<b>Date of second group of students to leave campus (if needed):</b> <small>Click or tap to enter.</small>
<b>Number of students anticipated on campus and on which days:</b> 11 students (maximum) Class times: Tues/Thurs evenings (6-9pm); Friday afternoons (1-5pm) "Open" lab times (as needed for prototyping and with prior signup to inform instructors/staff): Tues/Thurs afternoons (1-6pm); Friday mornings (9-1pm)	<b>Number of employees on campus to support this program and on which days:</b> 1-3 on Tues/Thurs/Fri          <b>Instructor Name:</b> Dan Robinson; Evelyn May
<b>Rationale for why students need to be on campus:</b> A significant aspect of DETA 5300 Capstone Project is the active and iterative prototyping of design concepts, and the development of a final prototype to demonstrate concept for their Capstone Project. This requires the use of both general sewing labs and specialty sewing labs to access sewing machines, specialty sewing machines, sew-free machines, laser cutter, textiles, dress forms, etc. Some students may have sewing machines at home (not all do) but none have access to the specialty machines outside of the KPU labs. An important part of the iterative prototyping is feedback and assistance from instructors on textile selection and construction methods. This is best provided in person and in the presence of the machines used to make iterative changes as the prototype is developed.	
<b>Have you informed the Registrar of the scheduling requirements for this course? Yes/no and when informed?</b> Yes, details have been uploaded via the Scheduling Sharepoint site and the face-to-face memo will be submitted by Wed, May 27.	

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

Anticipated PPE to include: masks for up to 11 students plus 2 faculty and 2 staff members; hand washing stations; disinfecting cleaner for sewing machines, tables and chairs (and any other equipment that may be used). Gloves are not anticipated as necessary in the general sewing lab area if hand washing stations are provided; however, gloves will be needed for shared equipment (specialty sewing machines and irons). The specialty machines have small parts and touch points that may be difficult to disinfect. The irons will be shared frequently.

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

COVID-19 Safety meeting and site walk through was conducted on May 21, 2020 with Dr. David Florkowski, Dean Andhra Goundrey, instructors (Evelyn May; Dan Robinson) and Lab staff (Fakher Abdel Kodous; Steve Fairbairn).

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

**Safety Plan for Employees and students:**

All students and employees will follow the latest COVID precautions, guidance, expectations, and restrictions as set out by KPU, WorkSafeBC, and BC's Chief Public Health Officer. Students and employees must wear a cloth medical or cloth non-medical mask in indoor common spaces on all KPU campuses. This includes but not limited to: classrooms, hallways, corridors, washrooms, lounges, elevators, atria and study areas, the Libraries, and the Bookstore. When you are outdoors on campus, please wear a mask unless you can guarantee that you can stay at least 2m/6ft away from others at all times.

The safety plan will comply with the BC Government, Provincial Health Officer, and WorkSafeBC guidance and directives regarding COVID-19 safe work practices. This is anticipated to include:

1. Educating students on the safety plan and required protocols.
  - a. Covid-19 early symptoms and the need to stay home if symptoms are present or if they have had contact with individuals known to have contracted Covid-19.
  - b. Handwashing.
  - c. Use of PPE.
  - d. Disinfecting.
  - e. Distancing.
  - f. Own sewing kit.
  - g. Reporting concerns.
2. Handwashing:
  - a. Upon entering the building, prior to entering the labs.
  - b. Within the labs prior to and after using machines; prior to and after handling of textile reams.
  - c. Prior to and after consuming food or drink outside the labs during breaks.
  - d. Upon completing work within the labs before leaving the building.
3. Use of PPE:
  - a. Masks to be worn at all times.
  - b. Gloves to be worn when using the shared irons or specialty machines.
4. Disinfecting:
  - a. Upon entering the lab and prior to leaving the lab, all tables, chairs, work surfaces and equipment that were used.
  - b. While working within the lab, prior to and after using any machine, cutting table or equipment that is shared.
5. Distancing:

- a. Maintaining 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. Masks will be donned for any interactions that cannot be conducted with distancing.
  - b. Entry to the building will be via the main campus entrance. Movement through the causeway to WSD will be marked with each side of the corridor having unidirectional traffic flow. Transition to the 3<sup>rd</sup> floor will be marked as up via the south stairwell nearest the Dean's Office and down via the north stairwell. Elevators will be single occupancy for those who require or choose use of an elevator.
  - c. Entry and exit to rooms 3920 and 3960 (sewing labs) will be through different doors that are clearly marked. Entry and exit in room 3980 is through a single door. The door to 3980 will remain open when people are working within this area to ensure clear view of people approaching from either side of the door.
  - d. One student per table and spacing between machines (3920/3960) or work zones (3980) will be established, assigned and marked. DETA 5300 will be the only class using these sewing labs for Fall 2020. Students will be assigned a table within room 3920 or room 3960 and the class will be split between these two rooms for prototyping work to enable adequate distancing between tables. Maximum occupancy in 3920 and 3960 will be 9 per room: 6 students max and up to 3 KPU employees (instructors/staff).
  - e. Students who require specialty machines in 3980 will sign up for use of specific zones within that room and will wear a mask while working in 3980. There are 6 designated zones within the room. Maximum occupancy of 3980 will be 5 per room: 4 students max and one KPU employee (instructor/staff), with one student only per marked zone within 3980.
6. Own sewing kit:
- a. Each student must bring and use their own sewing kit. Scissors, needles, bobbins, etc. are not to be shared.
7. Signage:
- a. Posters supplied by KPU will be put up as reminders for distancing, hand washing, and maximum room occupancy at entrance/exit to each room.
  - b. Posters will be put up as reminders for disinfecting and hand washing upon arrival and prior to departure.
  - c. Directional arrows and signage will be put up to guide the intended directional traffic flow, table assignments, and work zones. Stairwells, elevators, doorways and assigned tables/machines.
  - d. Signage will be put up at the entrance to 3980 to remind that masks and gloves are required for work within that room.

8. Reporting:

- a. Students who have concerns regarding their safety or the safety of others, or concerns regarding the safety protocols or the implementation will be encouraged to report this first to faculty or lab staff, or if that is not felt to be safe, to the Office of the Dean.

**Revision 1 (due to BC Elections Polling Station):**

Note updated dates for use of Room 4900 from (proposed floorplan attached):

Oct 16 & 23, Friday 9am – 6pm

Oct 20 & 22, Tuesday & Thursday 1pm – 9pm

**Revision 2:**

**Updated as of Tues, Oct 27/20:** Request for use of Room 4900 (proposed floorplan attached) for Mon, Nov 16, 8am-5pm for DETA 5300 photoshoot. One volunteer model per student, one photographer, one stylist, one faculty supervisor per 20min time slot with 10min in between each session for cleaning.

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

Yes

**Submitted by:** Andhra Goundrey, Dean, Wilson School of Design

**Approved by Provost and VPA:**

Dr. Sandy Vanderburgh

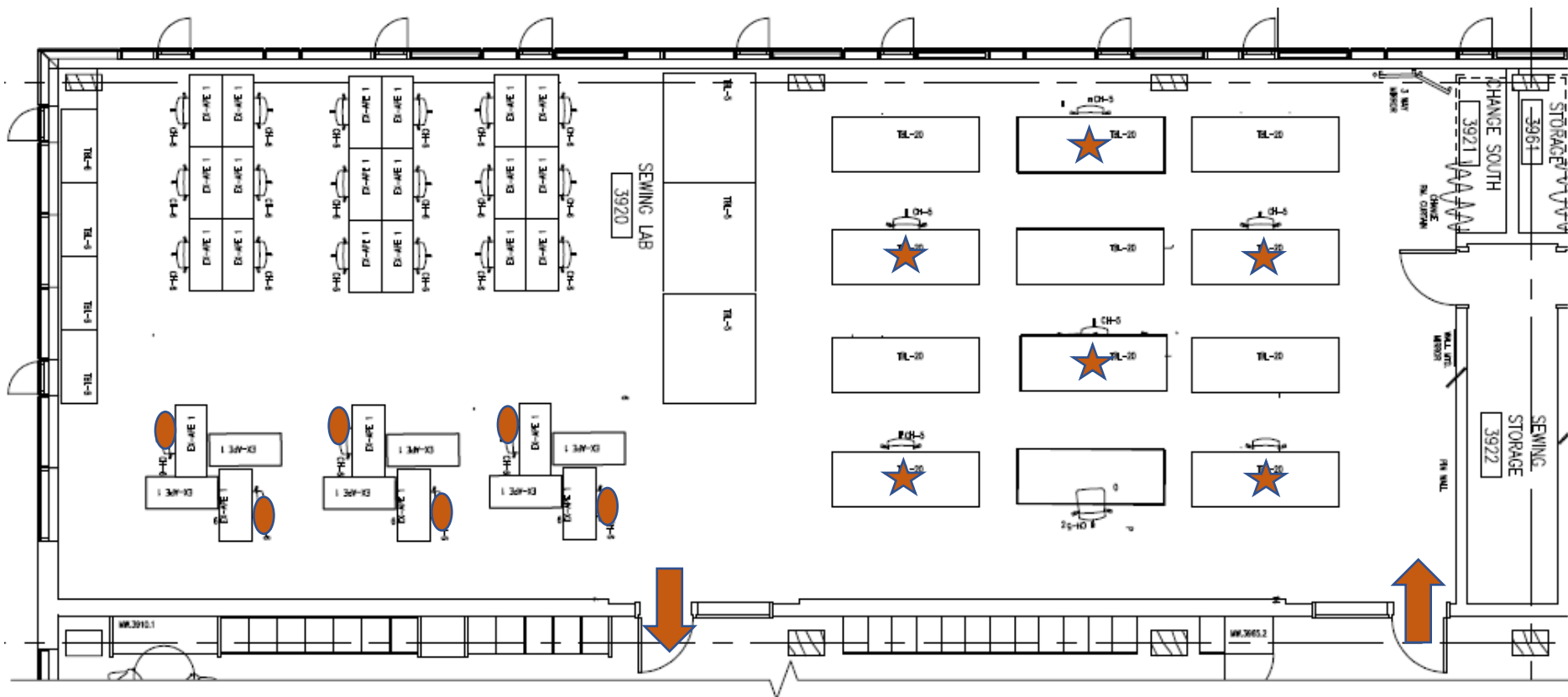
**Signature:**

**Date:**



<b>Approved by the Office of Health &amp; Safety</b> <b>Name:</b> Pablo Dobud	<b>Signature:</b>  <b>Date:</b>
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**Insert sketch(es) of classroom arrangement and “flow of students” here.**



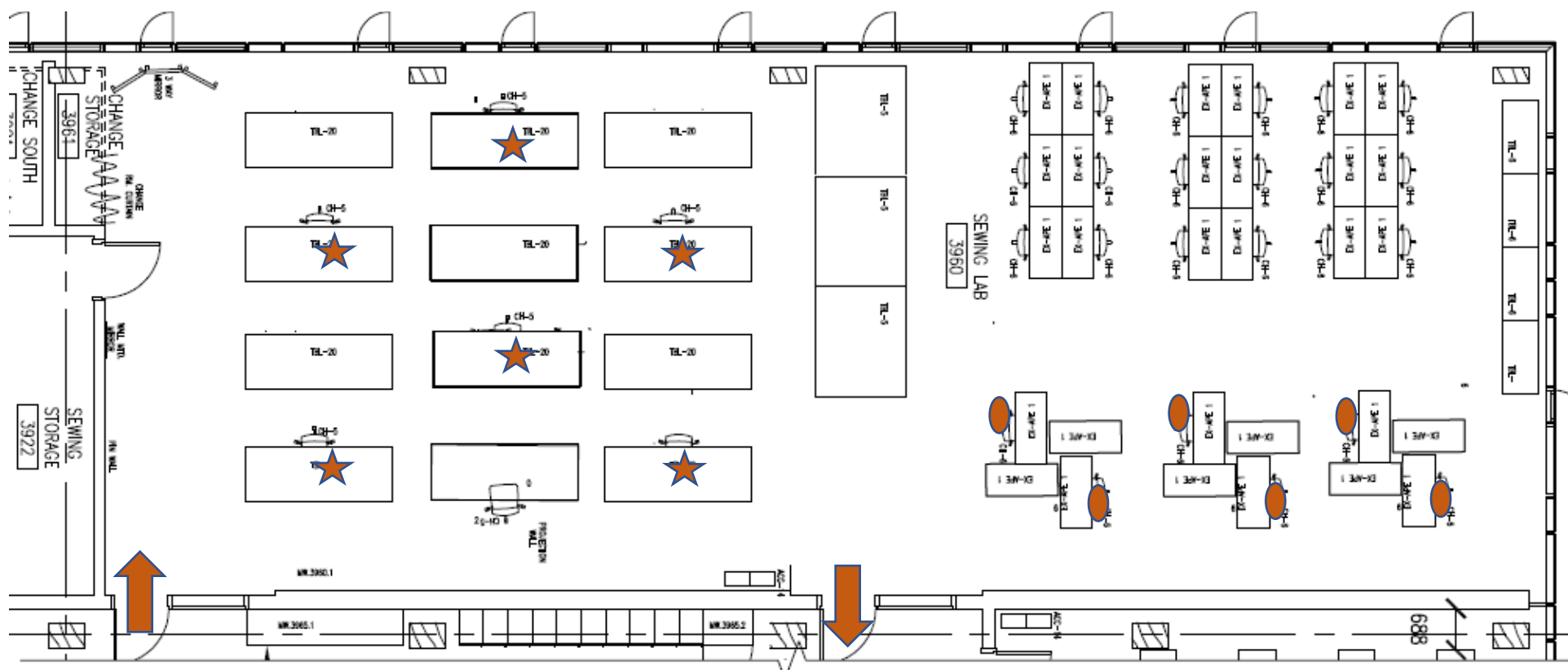
Sewing lab 3920



= Assigned tables for students



= Preferred single needle machines



Sewing lab 3960

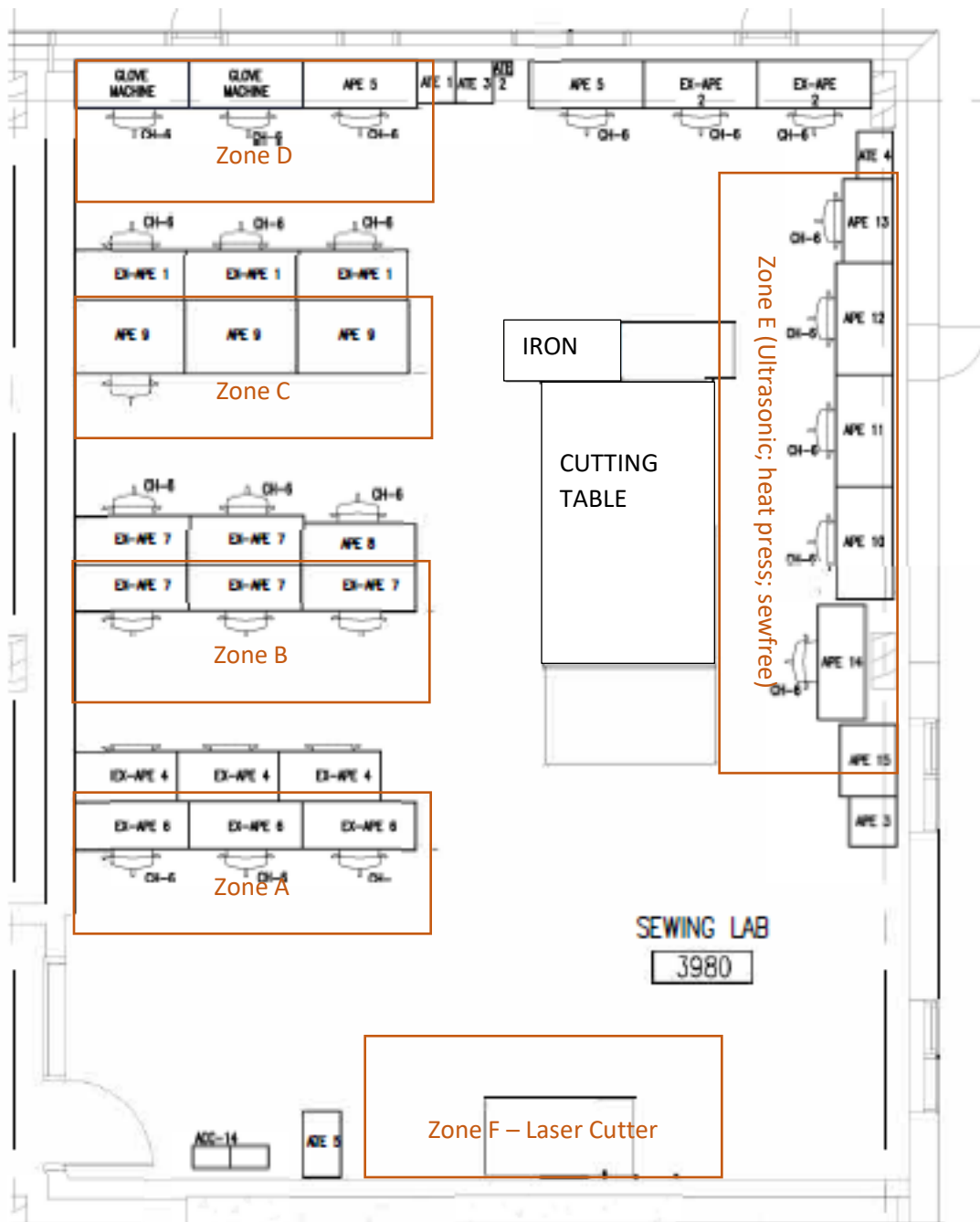


= Assigned tables for students

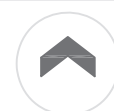
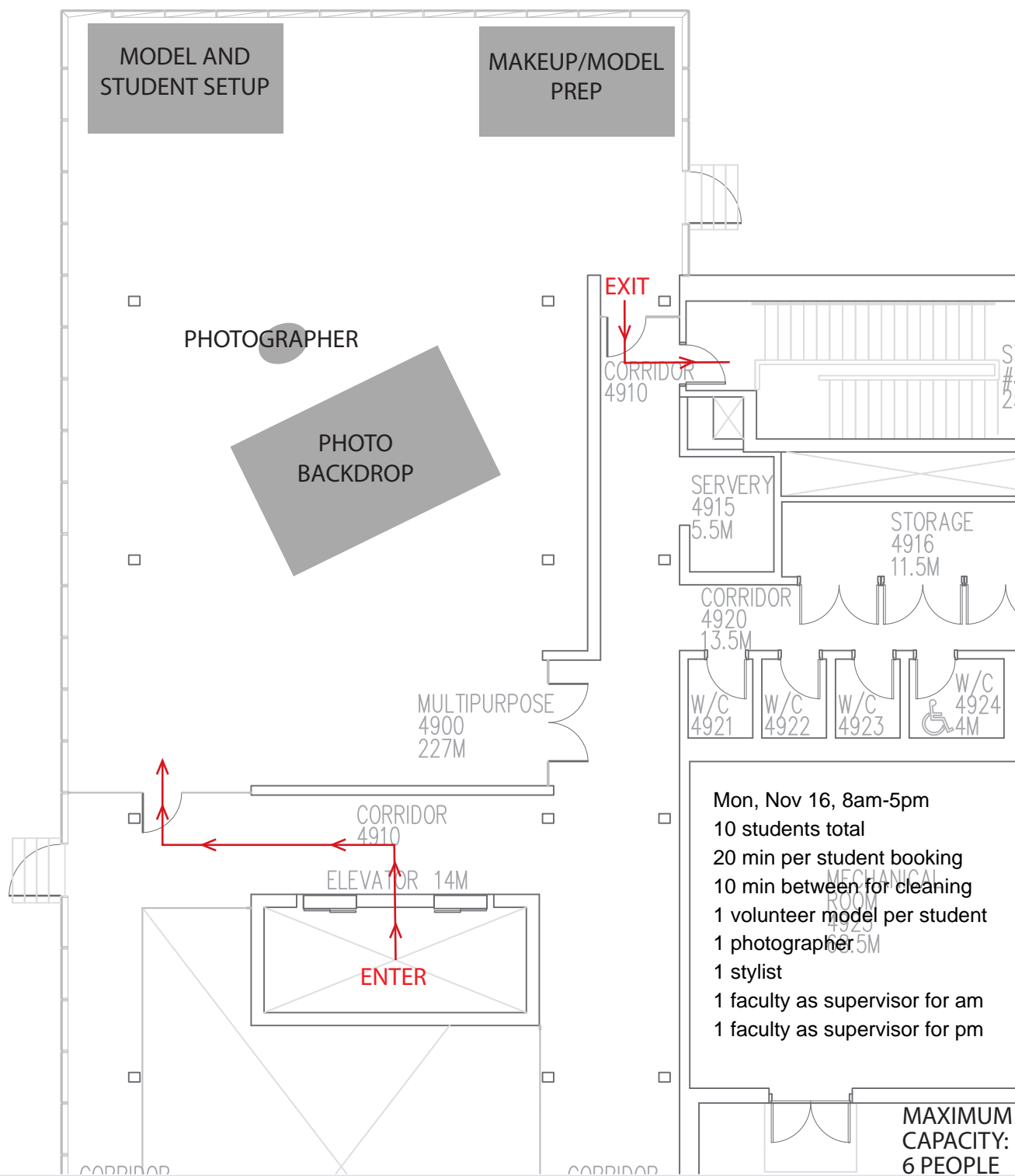


= Preferred single needle machines





Specialty Sewing Lab (3980)



## 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”.**

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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

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, has Facilities 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

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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

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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

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

Yes

Not Applicable

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

Yes

Not Applicable

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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

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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

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

Yes

Not Applicable

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

Yes

Not Applicable

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