

## Program/Course Health & Safety Form

<b>Date:</b> 8/8/2020	<b>Campus:</b> Surrey
<b>Faculty:</b> ARTS	<b>Program:</b> Fine Arts
<b>Date of first group of students on campus:</b> 9/11/2020	<b>Date of first group of students to leave campus:</b> 12/11/2020
<b>Date of second group of students on campus (if needed):</b>	<b>Date of second group of students to leave campus (if needed):</b>
<p><b>Number of students anticipated on campus and on which days:</b> Up to 18 students will need individual studio spaces in Fir 144, Fir 146, and Spruce 210, Monday through Friday from 8:00 AM to 10:00 PM, and possibly on the weekends. As well, other studios will be used depending on the students' interest: Spruce 144, 145, 145A (Sculpture); Spruce 138A-E (Ceramics); Spruce 130A-C (Printmaking); Spruce 140 (Gallery); Spruce 152 (Offices); Spruce 215A-C and 216 (Drawing and Painting); Spruce 211 (Digital Media); and Spruce 212 (Photography). When any of the spaces are being used outside of class time, an online sign up sheet will be maintained by the instructional associates to ensure that the number of students in the studios is limited.</p>	<p><b>Number of employees on campus to support this program and on which days:</b> 2 instructional associates, hours and days to be determined, and 2 faculty on campus Fridays from 10:00 AM to 4:00 PM</p> <p><b>Instructor Name:</b> Elizabeth Barnes and Ying-Yueh Chuang</p>
<p><b>Rationale for why students need to be on campus:</b> FINA 4300: Advanced Studio Thesis I, and FINA 4400: Advanced Studio Thesis II, are combined as our 4<sup>th</sup> year open studio course. Students are given studio space to work independently, with guidance from the instructors, to produce their thesis work for graduation. Students are expected to develop a professional studio practice during their 4<sup>th</sup> year, working a minimum of 15 hours per week outside of class time, which culminates in a thesis exhibition. The studios are necessary for completion and storage of this work. Studio space will be designated to accommodate up to 18 students for physical distancing, with a separate aisle designated for</p>	

access to the doors and sink. Individual workspaces will be taped off for students, and in Fir 144/146 there will be an entrance and an exit. It is also likely that some students will prefer to work from home.

**Have you informed the Registrar of the scheduling requirements for this course? Yes/no and when informed?**

Yes, when we initially scheduled this course.

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

Faculty, staff, and students will need masks and gloves. They will bring their own masks; gloves, when needed, will be made available. The staff will need cleaning supplies.

Students and faculty will use masks when the 2 metre distancing cannot be maintained.

The students will provide their own materials that will be used by only themselves for the duration of the course.

The Spruce and Fir Building will need to be set up for student flow, use of washrooms, etc. The various studios (sculpture, ceramics, digital media, printmaking, drawing and painting, and photography) will each have their own protocols including number of students allowed in the studio, flow of traffic (all but three have two doors so there will be an in and out door), a specific table or location for dirty tools, and taped off areas for individualized working at least 2 metres apart.

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

There has been a consultation with other faculty members currently instructing on-campus courses (July-August 2020), and both instructors plan to meet with Faculty from the OH&S committee prior to the beginning of classes in September. The faculty, Dean, and Adam Jaffer met to discuss the use of the spaces and the running of the courses on August 6, 2020.

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

**Safety plan for employees and students:**

- Wash your hands before you enter the classroom. There is a washroom on the first and second floor of the Spruce Building.
- Asked for hand sanitizer stands to be placed: 1. Outside rooms 215 and 216, 2. Outside room 212, 3. In front of the elevator on the first and second floor.
- The doors will be propped open to eliminate the necessity to touch door handles
- Follow the directional arrows on the floor
- Maintain a physical distance of at least 2 meters at all times
- Don't touch your face, nose and/or eyes

There will be times when you need to work with KPU equipment. Here's what to do.

- Wear gloves
- Use your own tools
- Clean the equipment handles and touch points using disinfectants after use

Return the equipment clean and in good order

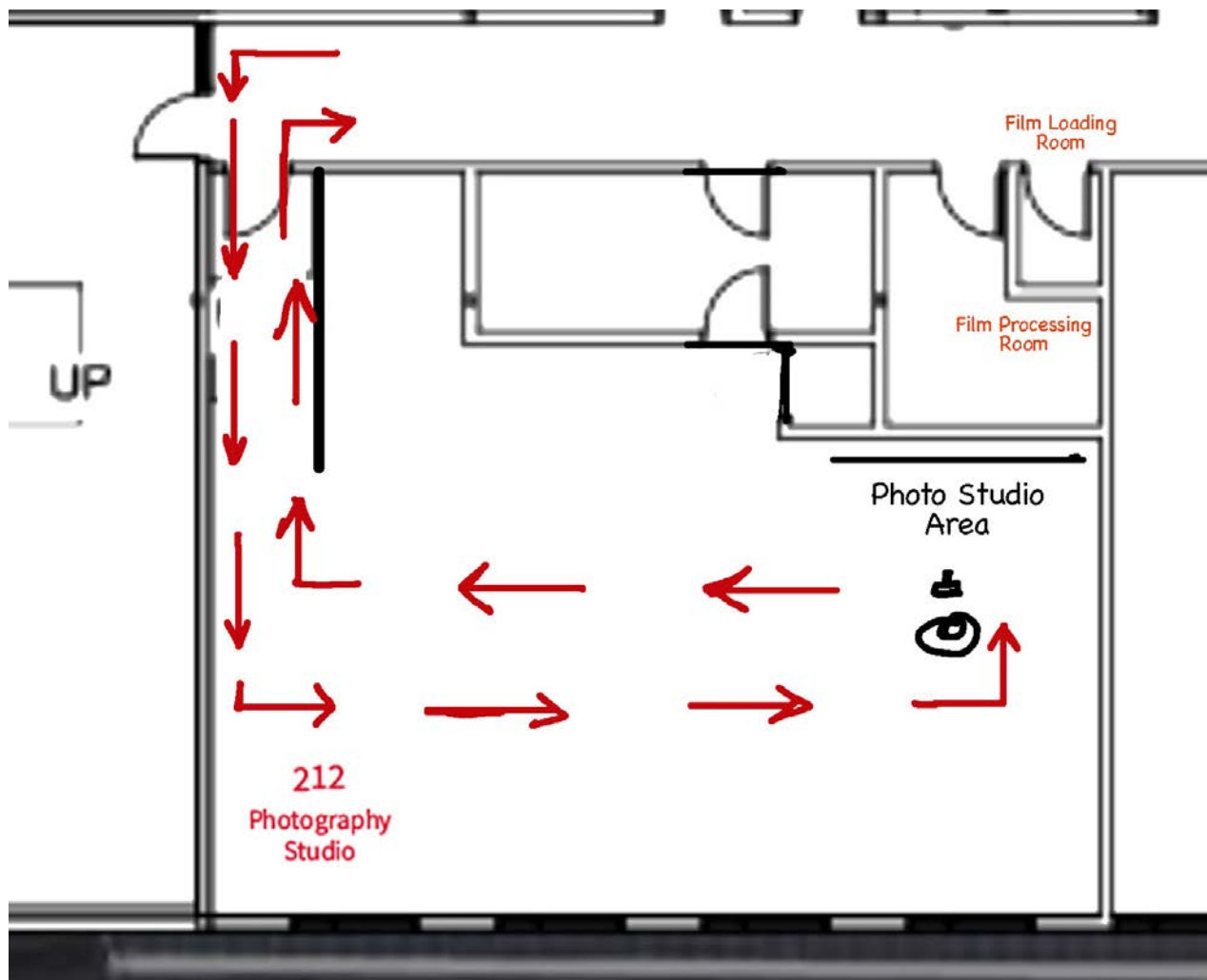
**Submitted by: Diane Purvey**

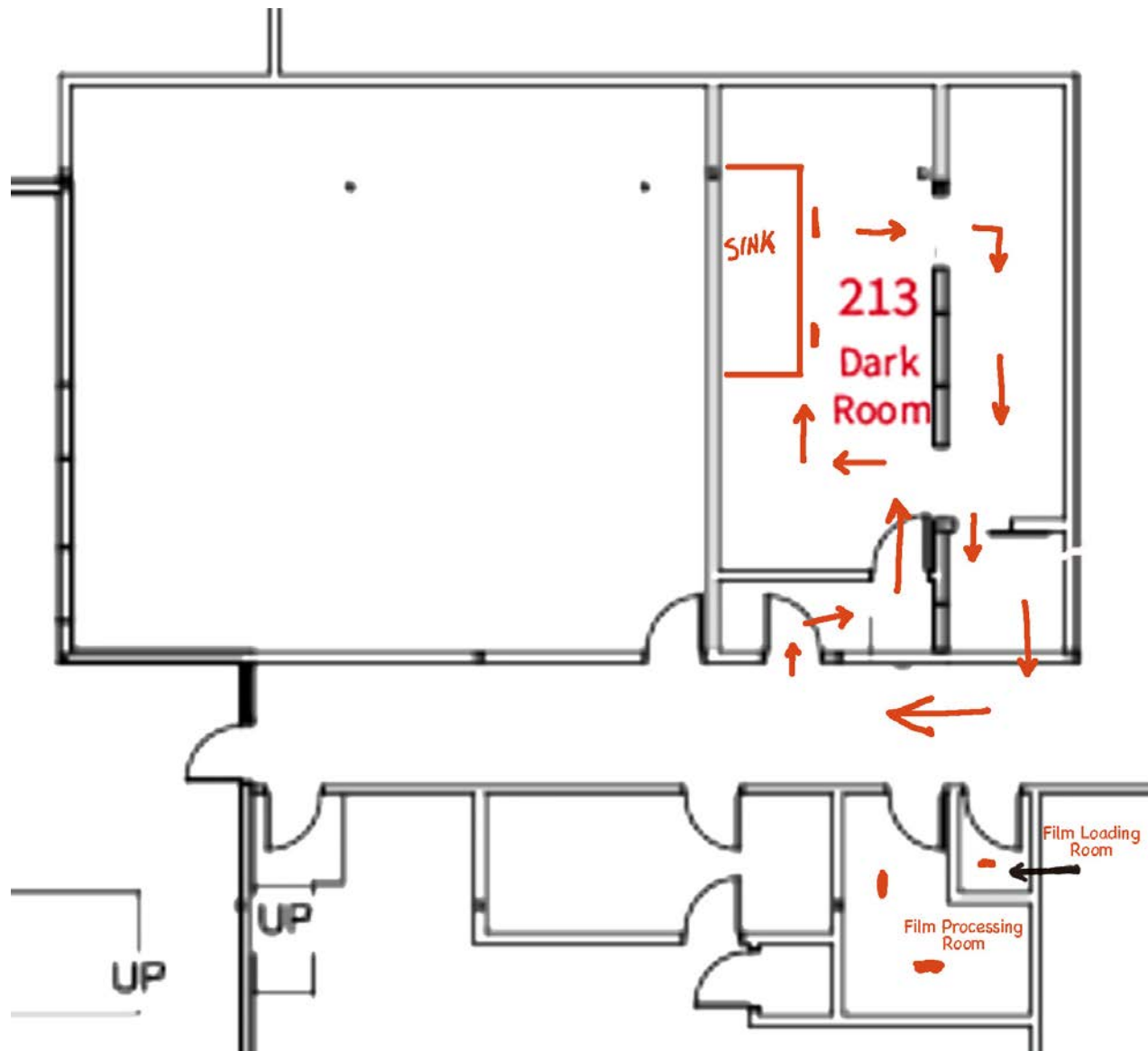
**Approved by Provost and VPA:**  
Sandy Vanderburgh

**Signature:**  
**Date:**

Have you consulted with Dr. David Florkowski, AVPA prior to submitting this request?	Yes
Approved by the Office of Health & Safety Name: Pablo Dobud	Signature: Date:

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

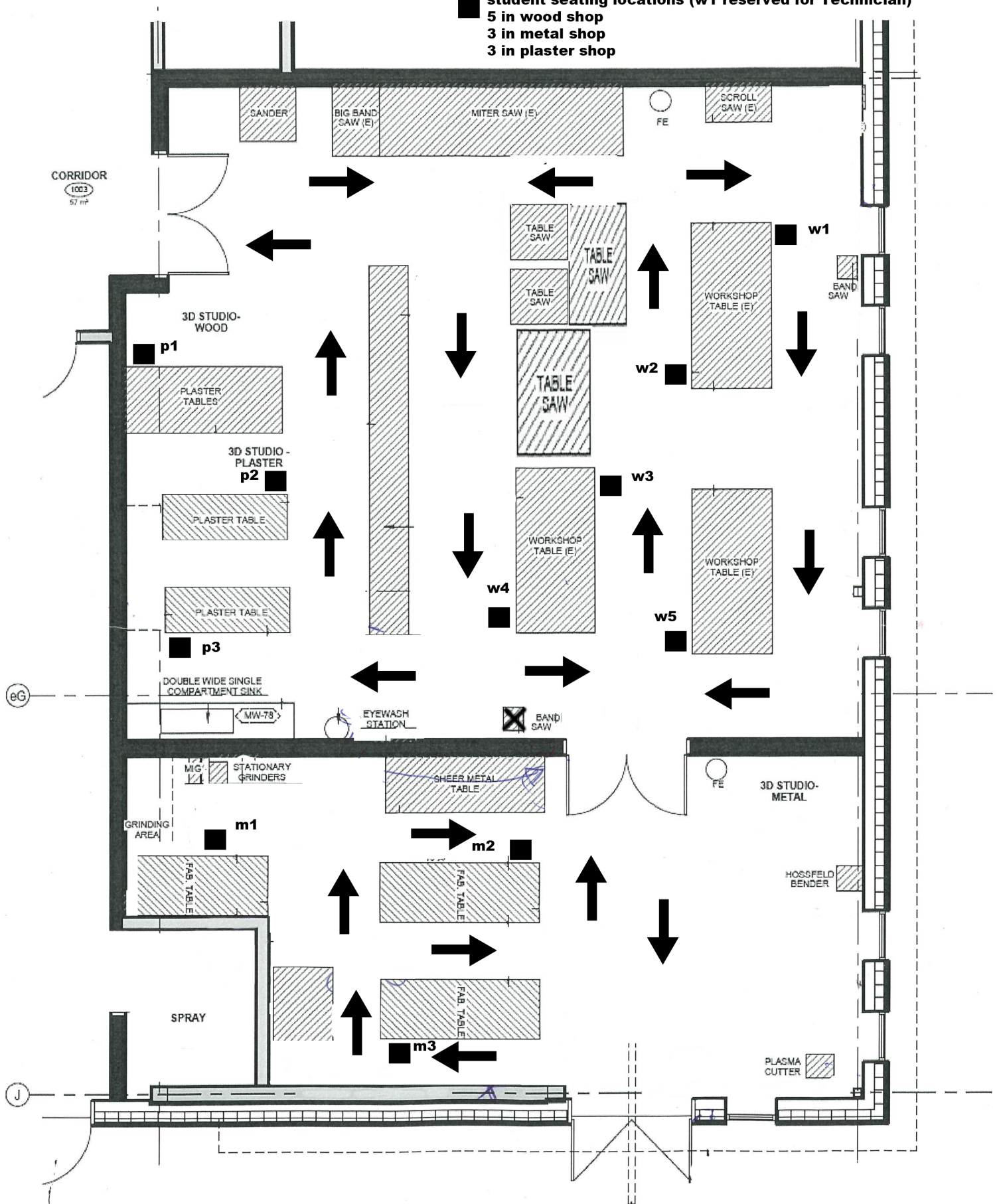




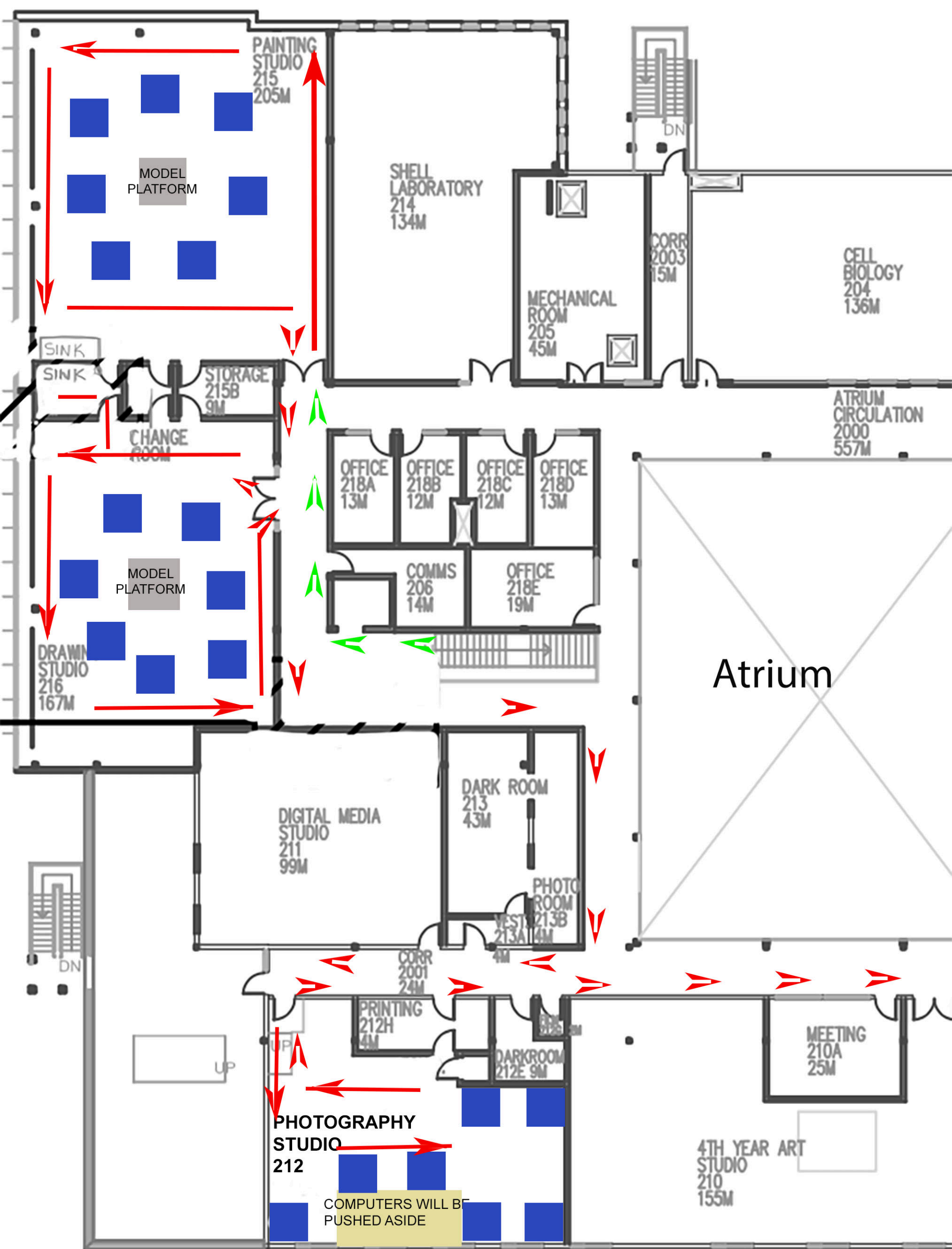
● Designated spots for students during open studio (16)



■ student seating locations (w1 reserved for Technician)  
 5 in wood shop  
 3 in metal shop  
 3 in plaster shop







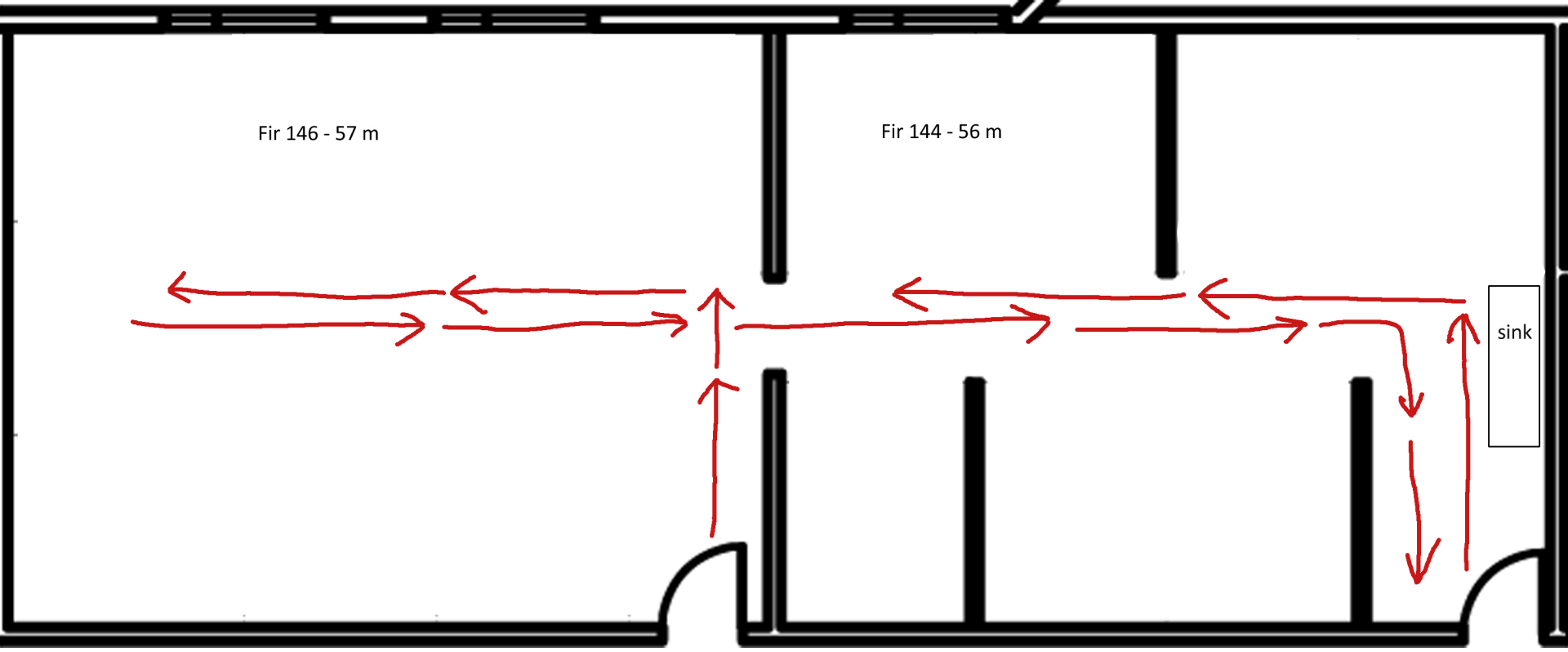
 = 3M sq- STUDENT STATIONS WITH EASEL, CHAIR AND WORK TROLLY

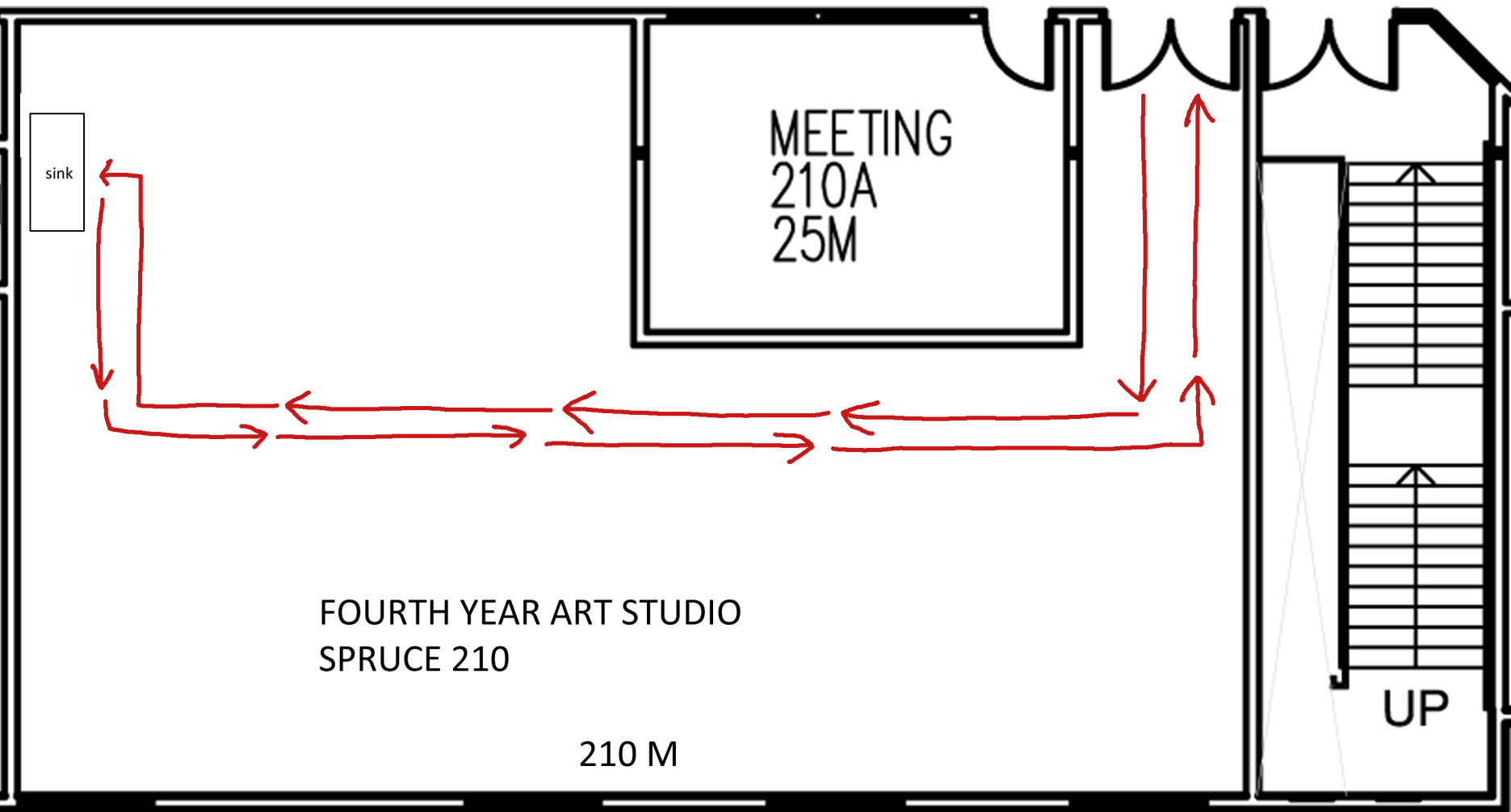


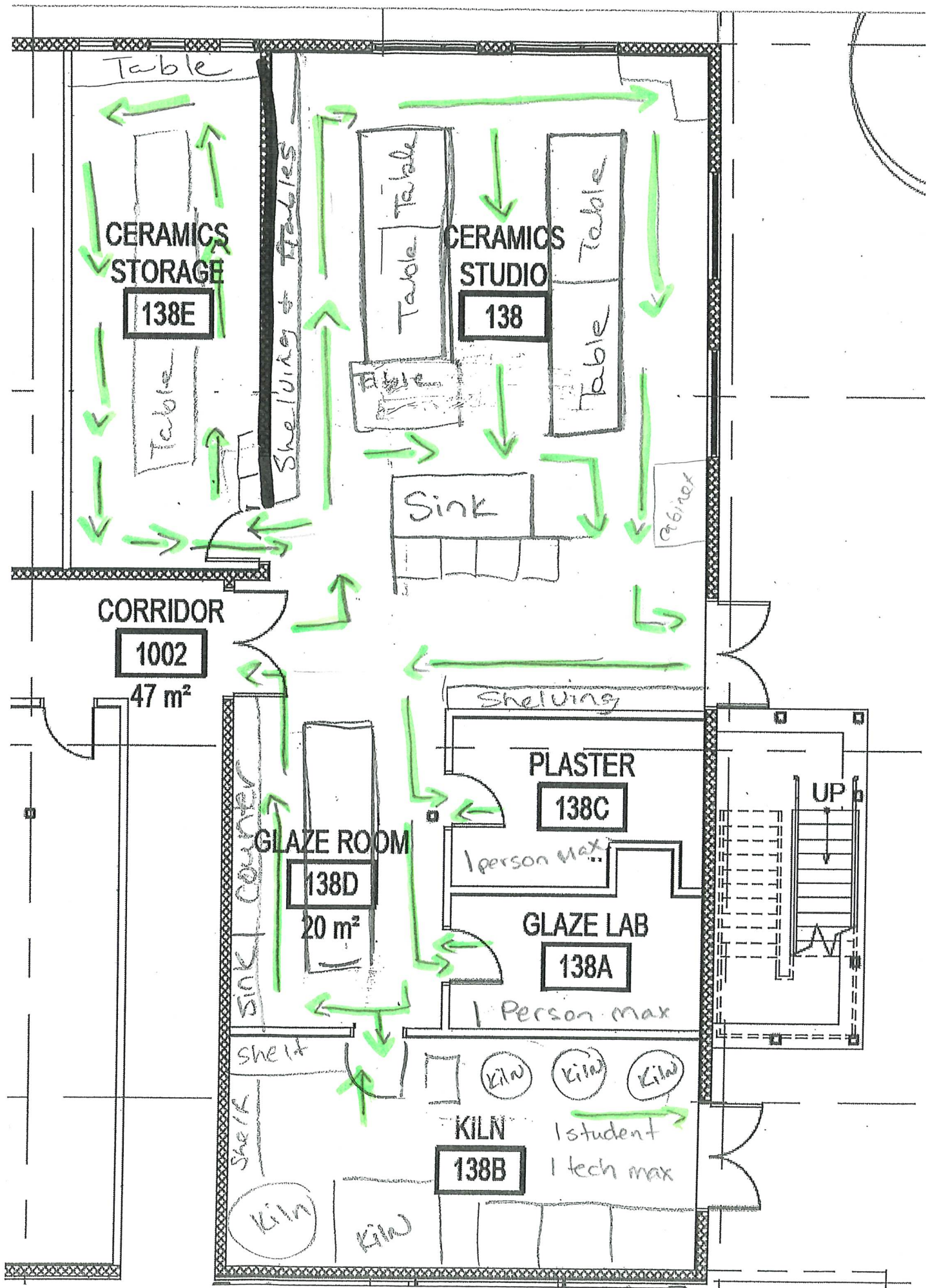
Fir 146 - 57 m

Fir 144 - 56 m

sink







## 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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