

Program/Course Health & Safety Form

Date: 5/28/2020	Campus: Langley
Faculty: ISH/FSH	Program: PICS Greenhouse Technician Training
Date of first group of students on campus: 11/16/2020	Date of first group of students to leave campus: 2/19/2021
Date of second group of students on campus (if needed): 2/22/2021	Date of second group of students to leave campus (if needed): 5/14/2021
Number of students anticipated on campus and on which days: 12 students on campus; Mon-Fri; 8:30 am-4:30 pm	Number of employees on campus to support this program and on which days: 2 employees (instructor/s and support staff) on campus with students; Mon-Fri Instructor Name: Multiple; main contact Deborah Henderson
Rationale for why students need to be on campus: This training is specific to practical, hands-on training requested by Progressive Intercultural Community Services (PICS) for agricultural immigrant workers. This skills upgrade training is supported by the Ministry as there is a significant shortage of skilled agricultural workers due to COVID-19 and the Ministry needs to fill jobs to ensure continuation of food production and supply in BC. This will enable students to meet the required learning outcomes of the program.	
Have you informed the Registrar of the scheduling requirements for this course? Yes/no and when informed? Once all approvals are received and the client signs the contract, we will inform the Registrar for scheduling requirements. However, most of the training will be conducted in the ISH greenhouse which is a restricted area.	
PPE requirements for students, faculty, and staff (quantity needed). <ul style="list-style-type: none"> - Reusable face mask: students and staff to supply their own. If anyone forgets their mask, then the KPU instructor will issue a disposable mask (back-up quantity of disposable masks: 500). - Steel-toed boots: 1 pair per student; students to supply their own. <p>*Two separate groups of 12 students at a time; one in the Fall and one in the Spring.</p>	

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

This plan was originally reviewed by Pablo Dobud, manager, Occupational Health and Safety, and ISH instructor Deborah Henderson with additional input from David Florkowski, AVP, Academic at KPU, and approved by Dr. Sandy Vanderburgh prior to the included revisions.

Note: This revised plan includes the addition of using classroom 1804/1805 in the South Building of the Langley campus for four consecutive days per 12-week cohort (8 days total over 24 weeks). Use of 1804/1805 has been discussed with Facilities and the dean of the Faculty of Health to ensure there are no conflicts.

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

GREENHOUSE TECHNICIAN TRAINING | Safety Plan for Employees and Students:

Here are the expectations for students, faculty and staff in the PICS Greenhouse Technician Training:

1. Students and staff will wash/sanitize hands before entering the greenhouse compartments and work stations, as well as classroom 1804/1805. There will be hand sanitizing stations located at the entrance to the restricted ISH greenhouse, at the entrance of each compartment and classroom, as well as in the portable toilet outside the greenhouse;
2. A student and instructor orientation will happen before or on the first day of class to review our COVID-19 Safety Plan, and all the health and safety measures and guidelines required;
3. The instructor will take attendance at the start of each day and ask each student if they are well or experiencing any symptoms (e.g., fever, chills, cough, shortness of breath, headache/muscle aches, runny nose, etc.) or have been exposed to anyone with symptoms;
4. If students are unwell, showing any symptoms or have been exposed to someone with symptoms, they will be asked to leave for the day and report via phone or email on the status of their health before being allowed to return to class. They will also be told to remain home and contact 811 until next steps are determined.
5. Anyone returning from another country or province must self-isolate for 14 days and be in good health before attending any in-person classes;
6. The greenhouse doors and entry doors to the South Building have automatic door-opening mechanisms that students and instructors can press with an elbow/hip/knee to eliminate the need to touch door handles with hands;
7. Follow the directional arrows on the ground/floor;
8. Multiple health and safety posters (from the KPU COVID-19 signage) will be posted on the front door, sinks, washrooms/Porta Potty, equipment, work stations, classrooms, etc.;
9. Students will be assigned work stations in the greenhouse and desks in the classroom, and will be required to only use the same station/desk/seat/table for each class;
10. Maintain a physical distance of at least 2 meters at all times;

11. Work stations and desks have a minimum 2M space between them and work tables are each 2M in length;
12. Each student and instructor will have their own equipment box in the greenhouse labeled with their name where they will keep all their small hand tools to reduce sharing of tools and can spray with sanitizer at the end of each day;
13. Wipe down high-touch points when using any common equipment (i.e., scissor lift). Bottles of sanitizing spray and paper towel will be readily available;
14. Don't touch your face, nose and/or eyes;
15. Nearest handwashing sink is located in the restricted ISH greenhouse just off the corridor (see attached drawing) and there will also be hand-sanitizing stations at each entrance/exit and in each closed greenhouse compartment, as well as the Porta Potty outside. In the South Building, there are two washrooms (one Women's and one Men's) down the hallway from classroom 1804/1805 (see attached diagram) that each have handwashing sinks;
16. Students and instructors will be advised to take their breaks while staying separate from others; They may go outside or sit in their cars for break time. No groups allowed;
17. No eating allowed during classes in the greenhouse or classroom;
18. Students and instructors/staff are permitted to bring their own water bottles into the greenhouse during instruction to stay hydrated, which is especially important on warm days, as well as the classroom;
19. The ISH greenhouse is a private/restricted, compartmentalized space that is 600 m² overall with four separate 125 m² enclosed growing compartments, roof vents and fans for fresh air circulation, wide hallways and plenty of room for a small class to be physically distanced;
20. Classrooms 1804 and 1805 can be opened into one larger space. The space also has two external doors which can be opened for additional airflow. We will request that Facilities remove some furniture so that there are only 12 tables/desks with one chair for each student;
21. Maximum occupancy in each ISH greenhouse enclosed compartment is 8 people with 2M spacing and 15 max. in the corridor. Maximum occupancy in classrooms 1804 and 1805 is 12 per classroom during COVID (24 with divider open) and we will have a maximum of 15 with divider open and 2M spacing;
22. KPU COVID-19 posters/signs will be posted at the entrance, exit and throughout the ISH greenhouse and classroom 1804/1805, as well as at all sink and hand sanitizing stations;
23. No other classes or public are allowed in the ISH greenhouse;
24. There will be a Porta Potty washroom just outside the exit of the ISH greenhouse just for PICS students, which will have a hand sanitizer station next to it;
25. INSTITUTIONAL NEED: 2M spacing markers on the floor inside the ISH Research Greenhouse and waiting area outside the entrance and exits to the greenhouse, as well as near the Porta Potty; and at the entry of South Building, entries to classroom 1804/1805 and hallway outside South Building main floor washrooms.

If there is any need to work/instruct in close proximity, here are the following rules:

- Wear a face mask; and
- Only use own tools.

When working with larger KPU equipment:

- Clean the equipment handles and touch points using disinfectants after each use/person;
- Return the equipment clean and in good order;
- Wear gloves, if needed/as directed by instructor;
- Wear safety glasses, if needed/as directed by instructor.

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

Yes, Deborah Henderson communicated with Dr. David Florkowski regarding reusable masks and the training environment on Aug. 31 and Sept. 1, 2020.

The initial safety form (before these revisions) was approved on Sept. 30, 2020.

Submitted by: Deborah Henderson, ISH

Approved by Provost and VPA:

Dr. Sandy Vanderburgh

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.

Figure 1. Student Flow in ISH Greenhouse (revised)

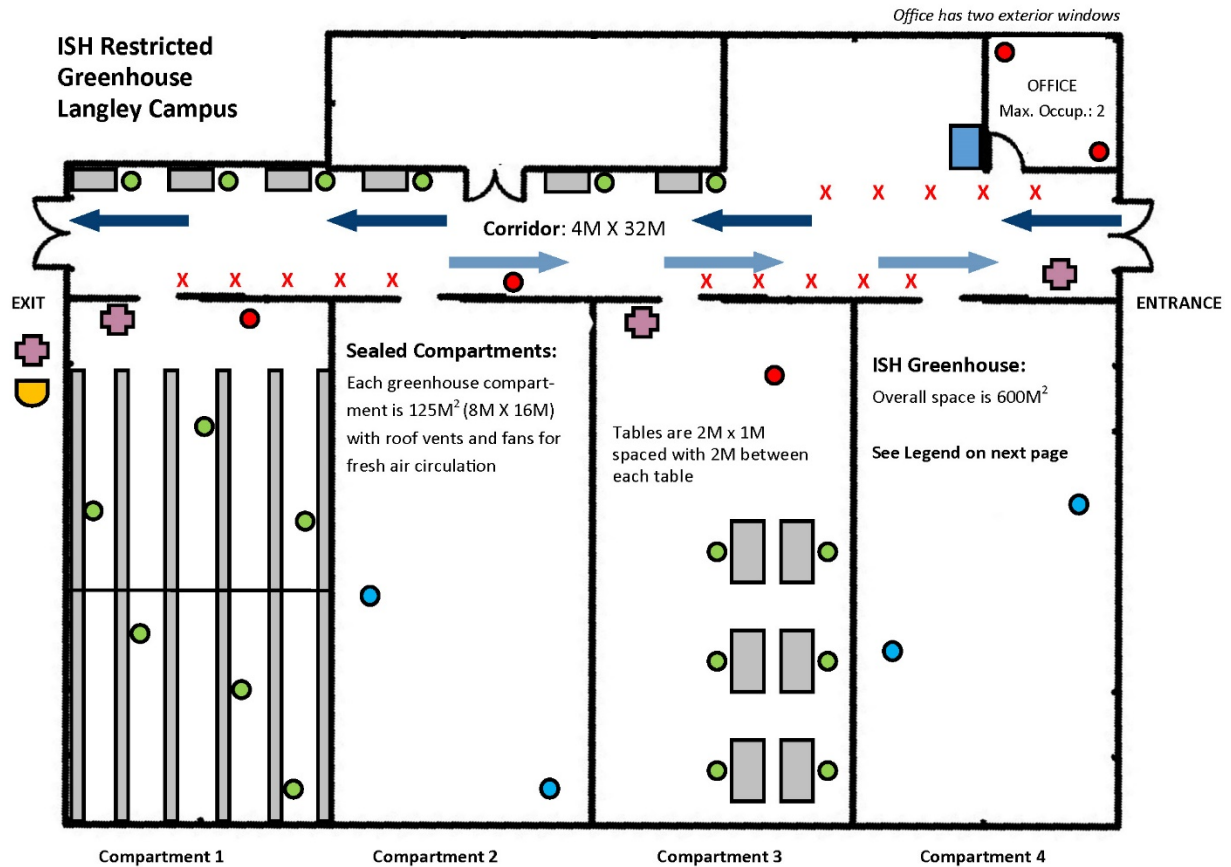


Diagram not to scale. See Legend on next page.

To Hort greenhouses, pedestrian overpass and parking



LEGEND

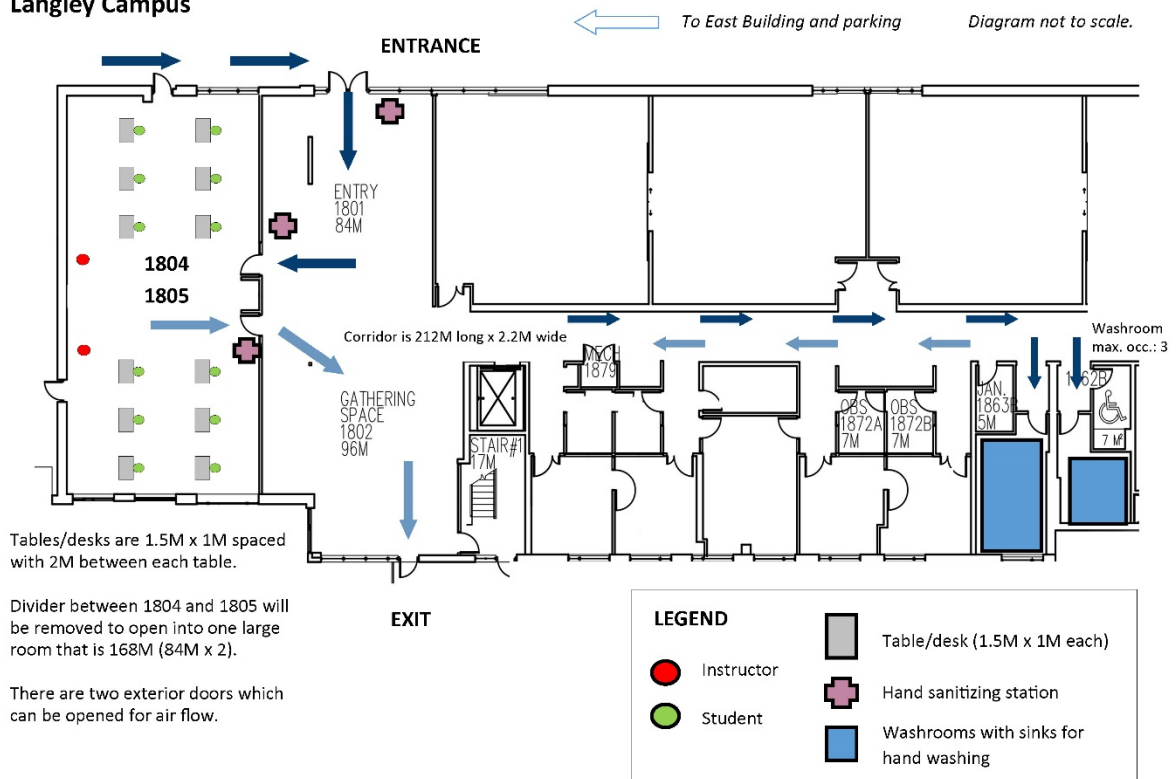
- Instructor
- Student
- Researcher/Maintenance
- Table/Work Station (2M x 1M each)
- Hanging Irrigation Troughs
- + Hand sanitizing station
- Sink for hand washing
- Porta Potty



Photo: Compartment 1
Hanging Irrigation Troughs

Figure 2. Student Flow in South Building and Classroom 1804/1805 (new)

**Classrooms 1804 & 1805
South Building
Langley Campus**



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, 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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