

Program/Course Health & Safety Form

Date: 9/29/2020	Campus: KPU Tech
Faculty: Trades and Technology	Program: Varies
Date of first group of students on campus: 10/9/2020	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: A maximum of 16 students will be on campus on Fridays for the rest of 2020. Using Room #1853. This will be broken into two groups: 8 students between the hours of 8:30 AM – 12:30 PM, and then another 8 students between the hours of 1:30 – 5:30 PM. Days included: October 9, 16, 23, 30, November 6, 13, 20, 27, December 4, 11, and 18.	Number of employees on campus to support this program and on which days: 1 ITA invigilator Instructor Name: To be determined (we do not know who it is)
Rationale for why students need to be on campus: At the completion of many of our programs, students are required to write the Certificate of Qualification exam in order to receive their ITA Red Seal designation. An ITA employee comes to KPU Tech to administer the exam. We abide by both the ITA safety protocols (attached) as well as the KPU safety protocols. We are a host site for this exam.	
Have you informed the Registrar of the scheduling requirements for this course? Yes/no and when informed? It is not necessary to inform the Registrar for the scheduling of these exams.	

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

16 masks & disposable gloves & disinfectant spray for work and touch surfaces.

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

Yes, the OH&S Committee has been involved in the setup of the room as well as the Covid 19 procedures and protocols pertaining to this exam.

Students must conduct the BC Covid-19 self-assessment prior to arriving on campus and attending class. Link; <https://bc.thrive.health/>

Safety plan for employees and students:

- Wash your hands every time you enter the classroom.
- Prop-open the doors to eliminate the necessity to touch door handles.
- Follow the directional arrows on the floor to keep proper distancing.
- Use the same seat, same desk and same table.
- Maintain a physical distance of at least 2 meters.
- Don't touch your face, nose and/or eyes.
- No eating or drinking in the shop area.
- Don't come to the campus if you are feeling unwell.

KPU Trades and Technology has been advised by Facilities that we are responsible for the cleaning of this room during the afternoon. Facilities will clean the room in preparation for the morning class.

Every desk has been provided disinfecting spray and wipes. Students are to clean their desk before and after each use.

Students are to bring their own pens, or will be provided new pens by KPU.

Submitted by: Click or tap here to enter text.

Cindy Billow

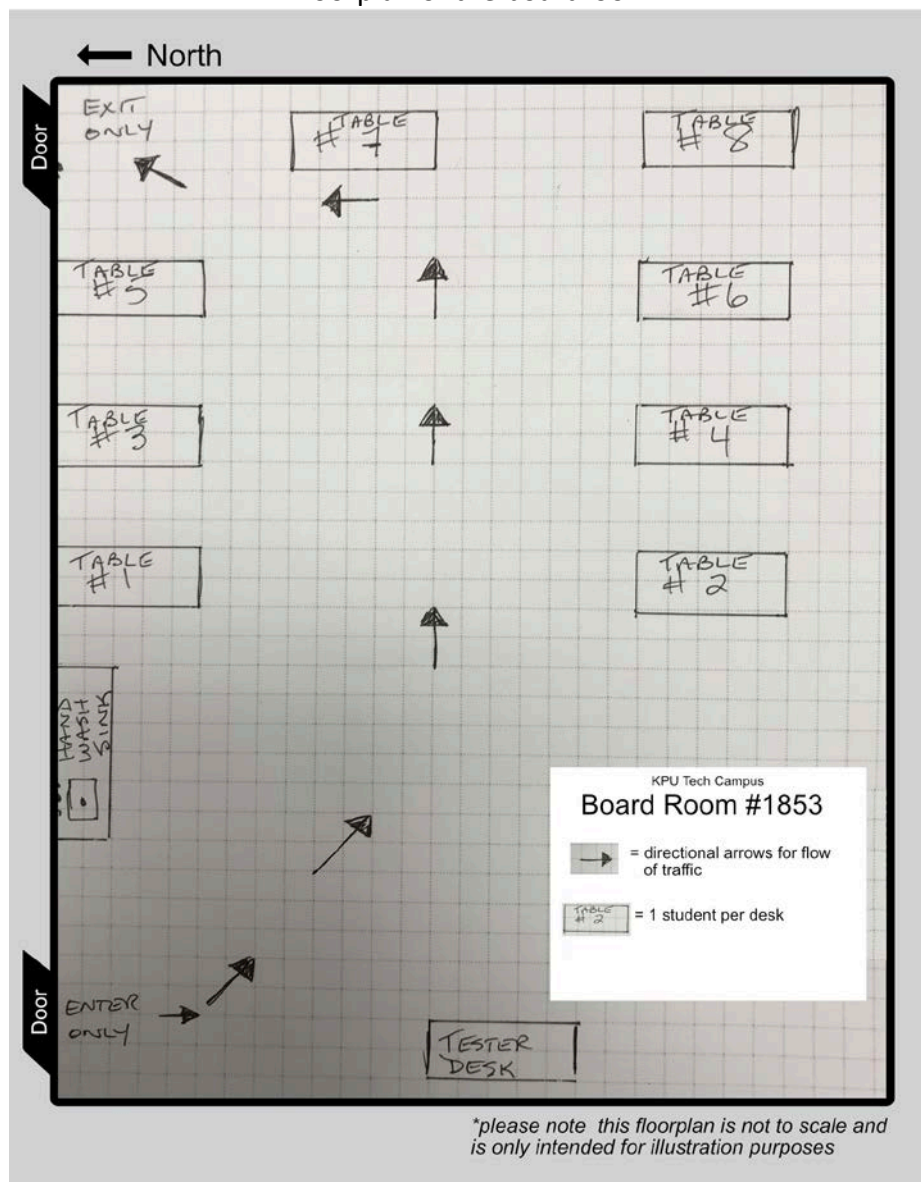
Have you consulted with Dr. David Florkowski, AVPA before submitting this request?

Yes Dr. Florkowski was consulted on September 23, 2020.

Approved by Provost and VPA: Dr. Sandy Vanderburgh	
Approved by the Office of Health & Safety Name: Pablo Dobud	

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

Floorplan of the boardroom



Entry to the board room



Directional arrows for flow of traffic



Only one direction through the entire boardroom. This image shows the exit.



Individual sanitization stations for each desk



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

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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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ITA COVID-19 UPDATE:

ITA has been working with our Training Provider partners and Service BC to ensure social distancing requirements are met at all exam venues.

Social distancing requirements set out by the Provincial and Federal government (<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/social-distancing.html>) require individuals (including the invigilator) to be a min. of 2m or 6ft away from each other.

ITA has updated their guidelines effective May 11 to ensure that the safety of invigilators and candidates:

- The exam room should be unlocked and set up with social distancing markings (if applicable) before candidates and invigilator arrives
- One door is to be used for access to the exam room
- Invigilator's registration table should be located between the candidates and the access door.
- A second table located 6ft away from the invigilator's registration table and the first row of candidates is required for the distribution and collection of exam material
- Exam rooms should have individual tables so that each candidate can have their own table.
- Candidates should be spaced with a min. of 2m or 6ft away
- A minimum of 12 feet should be available in areas where students are mobile
- Once candidates are in the exam room and seated, to ensure social distancing candidates should refrain from moving around and should leave all unnecessary items in their car or at home.
- Invigilators and candidates are free to wear masks, but will be asked to remove them when verifying their IDs.
- Training Providers should arrange to have classrooms disinfected before and after the exam session.
 - This includes morning and afternoon sessions in the same room; the exam room should be disinfected between each sitting.
- There is a maximum of 8 students permitted in each exam sitting
 - As the situation around COVID-19 evolves this may be adjusted
- Lecture halls are permitted, but are still limited to a maximum of 8 candidates

On the day of the exam, if an invigilator feels the requirements are not met they will decline to invigilate the exam. Therefore it is important that the Training Provider contact be on-site 30 mins before the exam start time to deal with any questions or concerns. The health and safety of everyone is important to the ITA. The ITA will work closely with you and your students to reschedule the exam at a date in the future.

COVID-19 signage will be posted outside the exam room door and inside the exam room by the invigilator with the following message:

ITA is here to support you, however if **any of the following applies**, we ask that you **reschedule your exam** for a late date:

- You have a fever, new onset of cough, or difficulty breathing
- You travelled outside of Canada within the last 14 days
- You have been in close contact with anyone who has been diagnosed with the COVID-19 virus (coronavirus) within the last 14 days

Candidates who are feeling unwell should not enter the exam room and may reschedule at a later day without penalty.

Frequently Asked Questions:

Q: The room I have booked for this day is too small to fit all the students. What can I do?

A: There are a few options available to you

1. Split the exam into two rooms
2. Split the class into a morning and afternoon session with at least one hour between each session to allow time for the room to be sanitized
3. Secure a larger room (Note: the 8 candidate limit will still apply)

Q: The room set up attached as examples will not work for our rooms. Can I arrange the room in a different way?

A: Yes, absolutely. As long as the room set up adheres to the guidelines above. It is our recommendation that you still contact us to verify that the room set up is sufficient. That way we can work with our invigilation partners to get approval on the room prior to the exam date.

Q: I don't understand the difference between the 6 ft of distance and the 12 ft of distance

A: Social distancing requirements set out by the Provincial and Federal government (<https://www.canada.ca/en/public-health/services/publications/diseases-conditions/social-distancing.html>) require individuals (including the invigilator) to be a min. of 2m or 6ft away from each other. However, as students may move around during the exam session (to use the bathroom, to retrieve and hand in their exam) the 12 ft spacing allows us to ensure that students will consistently maintain the 6ft of distance in areas where they may be mobile.