

## Program/Course Health & Safety Form

<b>Date:</b> 8/10/2020	<b>Campus:</b> KPU Tech
<b>Faculty:</b> Trades and Technology	<b>Program:</b> Carpentry Apprenticeship HL2
<b>Date of first group of students on campus:</b> 9/9/2020	<b>Date of first group of students to leave campus:</b> 10/23/2020
<b>Number of students anticipated on campus and on which days:</b>  <b>The instructor wants to have the students on campus on</b> Wednesdays 0800-1400 (1730 Shop) Thursdays 0800-1400 (1730 Shop) Fridays 0800-1200 (1753 Classroom) Students will be taking classes online on Mondays and Tuesdays. This class has a maximum of 8 students enrolled.  To summarize, on campus as follows: September 9, 10, 11, 16, 17, 18, 23, 24, 25, 30, October 1, 2, 7, 8, 9, 14, 15, 16, 21, 22, 23,	<b>Number of employees on campus to support this program and on which days:</b>  <b>Instructor Name:</b> Ed Miks
<b>Rationale for why students need to be on campus:</b> ITA Carpenter Level Two Apprenticeship Course Outline for the material involved cites approximately a 51% (theory) and 49% (practical) split. As well, real class time is required to write the weekly and final exams.	
<b>Have you informed the Registrar of the scheduling requirements for this course?</b> Yes, informed the Registrar on Aug 13 2020	

**PPE requirements for all students:**

- a) Work gloves – students will provide their own
- b) Safety glasses – students will provide their own
- c) Face shields – KPU will provide each student a face shield
- d) Face mask – KPU will provide one mask per student per week (2 students x 1 week = 2)

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

Yes, Brian Moukperian reviewed and explained the health safety measures to Ed Miks on June 15.

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

- Come to KPU only if you are well; it's ok not to come to the campus that day
- Self-assess your health
- Maintain physical distance of at least 6 feet
- Wash your hands and avoid common touch points

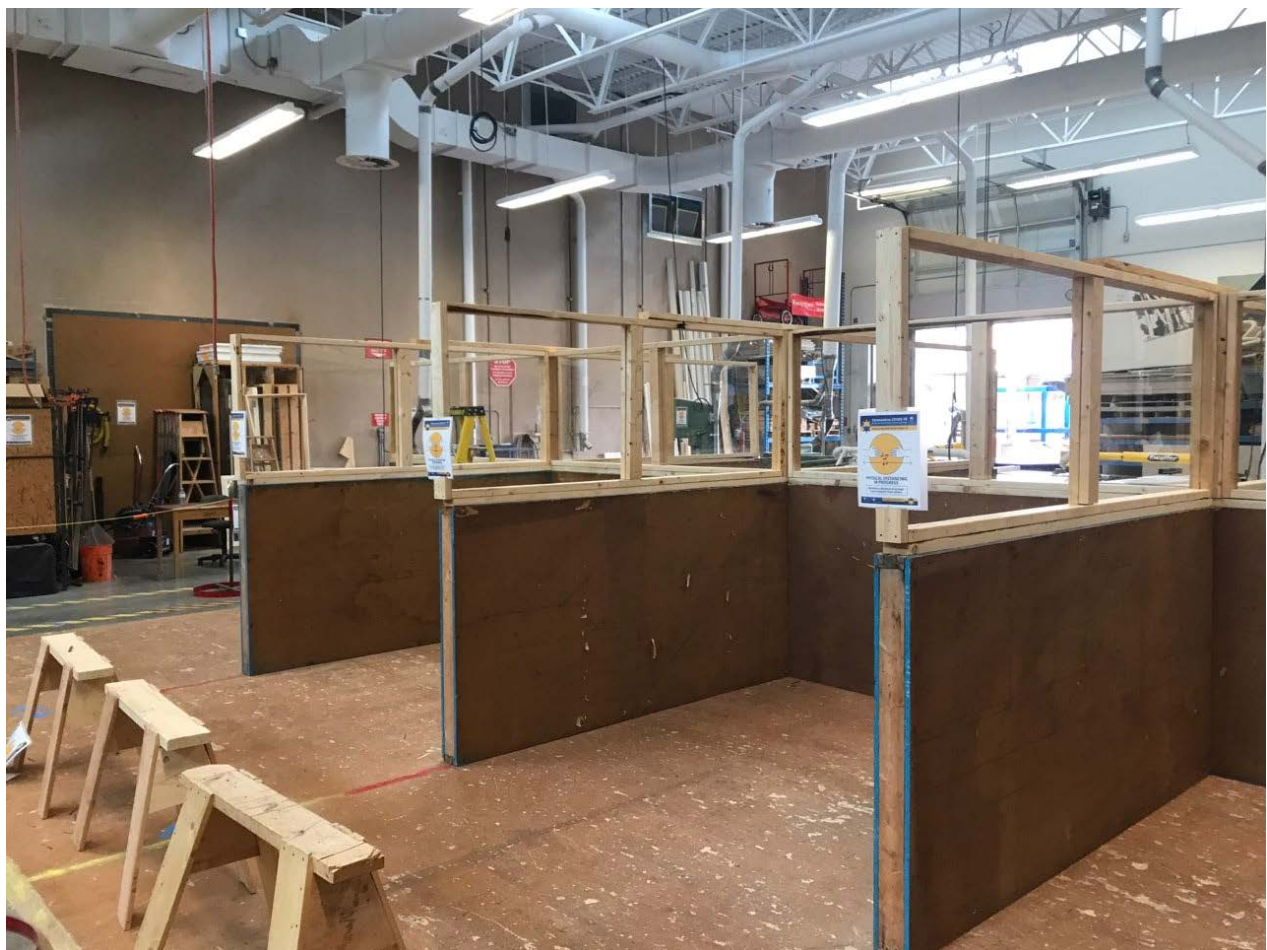
**Submitted by:** Brian Moukperian

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

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

<p><b>Have you consulted with Dr. David Florkowski, AVPA, before submitting this request?</b>          Yes. Dr. Florkowski approved this Health Plan on August 13, 2020.</p>	
<p><b>Approved by the Office of Health &amp; Safety Name:</b> Pablo Dobud</p>	<p><b>Signature:</b> <b>Date:</b></p>

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



Wood and plexi-glass barriers in the carpentry shop.



**Another view of the barriers.**

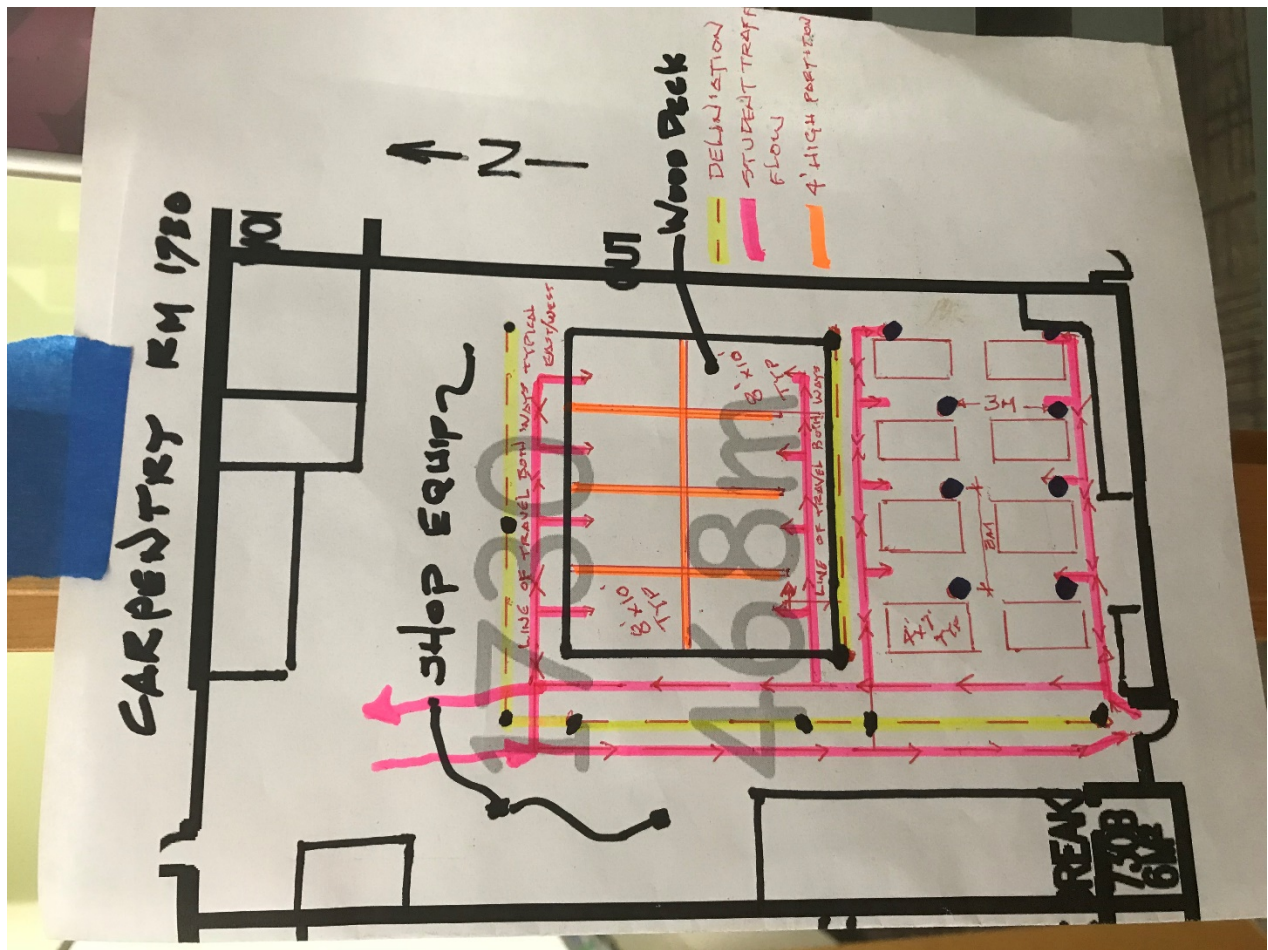




Handwashing poster at the sink in the carpentry shop.



Posters, stanchions and floor markings.



Floor plan





Poster on the door entrance



Cleaning disinfectant at the power start/shut-off button.



**In the classroom, the chairs are off-set to ensure physical distance.**

## 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, 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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