

Program/Course Health & Safety Form

Date: 9/10/2020	Campus: KPU Tech
Faculty: Trades and Technology – Continuing Education	Program: Intro to Security Alarm / Cabling
Date of first group of students on campus: 10/5/2020	Date of first group of students to leave campus: 10/30/2020
Date of second group of students on campus (if needed):	Date of second group of students to leave campus (if needed):
Number of students anticipated on campus and on which days: 15 students will be on campus From 7:30am – 4:00pm on October 5, 6, 7, 8, 9, 13, 14, 15, 16, 19, 20, 21, 22, 23, 26, 27, 28, 29, 30 Using Room #'s: 1813	Number of employees on campus to support this program and on which days: 1 instructor and 1 support staff Instructor Name: Jon Beatty
Rationale for why students need to be on campus: This training requires hands on practical work that is worth 75% of their final mark. The topics covered include: <ul style="list-style-type: none"> • Construction Site Safety • Basic Tool Usage • Introduction to Basic Electronics • Basic Telecommunications Cabling • Basic Fiber Optic Cabling • CATV Installation • Security Alarm Installation • CCTV Surveillance Installation • Access Control Installation • Telecommunications and Data Network Installation • Telecommunications and Data Network Testing and Trouble Shooting • Commercial Audio/Video Installation 	

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

No, CRN is required and this form must be approved before I can register with Scheduling.
The Office of the Registrar will be informed once a Course Registration Number (CRN) has been assigned.

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

15 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, Instructor Jon Beatty has reviewed the Covid-19 Protocols.

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. Use the outside north entrance to access classroom, do not touch anything as you make your way to the sink located at the south wall of the shop. Your instructor will explain the need for proper hand washing.
- 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.

What should you do when working in close proximity? There will be times when you need to be close to someone as part of the learning process.

Here's what to do, see below;

- Use only the tools you have been assigned by the instructor.
- Wear a face mask.
- There's no need to wear an N95 face mask unless you are creating dust from the shop tools.
- Wear safety glasses.
- Wear gloves.

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

- Wear a face mask
- Wear gloves
- Wear safety glasses
- Clean KPU equipment handles and touch points using disinfectants
- Your instructor will explain the need for disinfecting KPU equipment
- Return the equipment cleaned and in good order

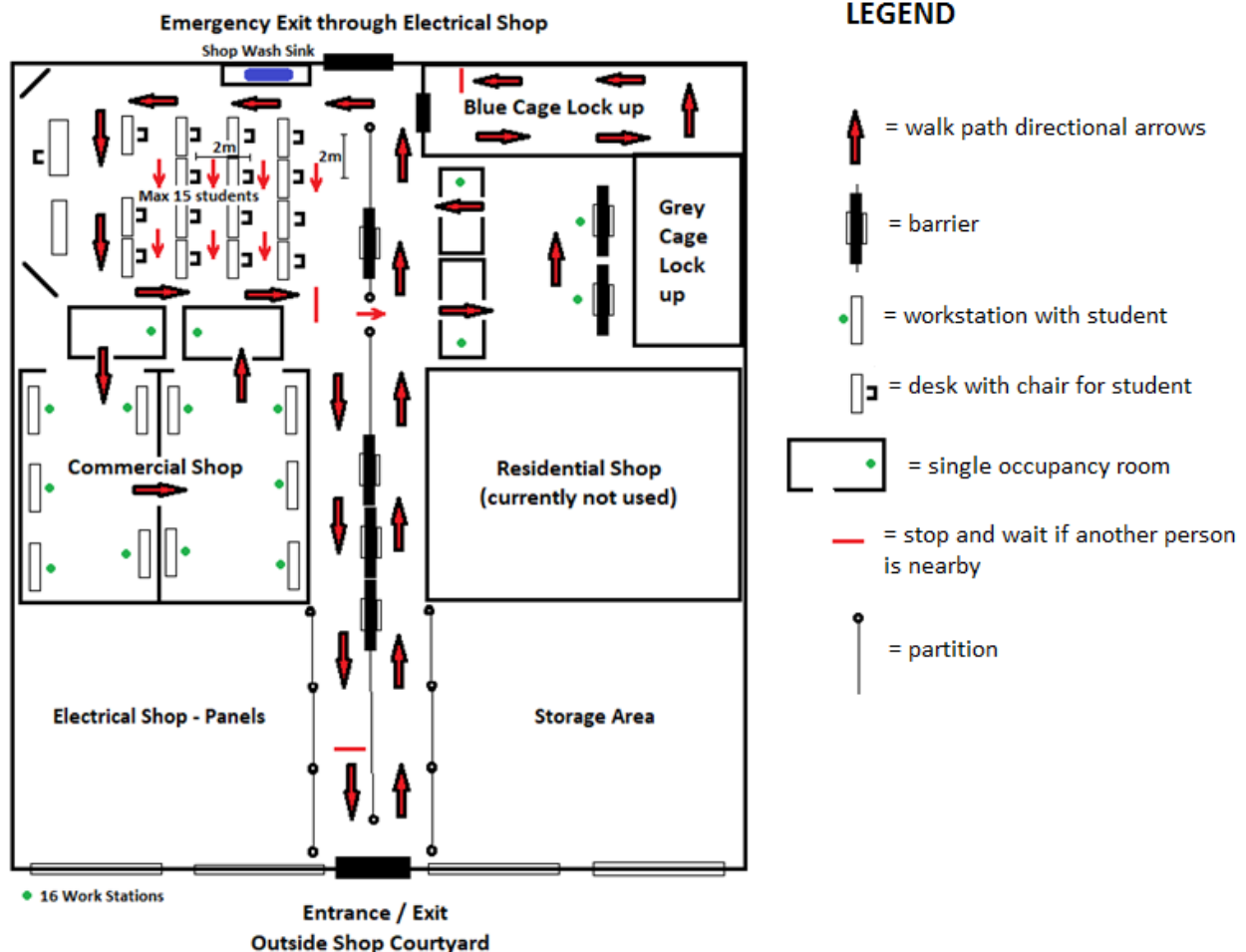
**** All Instructors will go through a KPU COVID Protocols Training course prior to teaching ****

Submitted by: Ronald Enns

Approved by Provost and VPA: Dr. Sandy Vanderburgh	
Have you consulted with Dr. Florkowski, AVPA, before submitting this request? Yes, consultation with Dr. Florkowski occurred on September 15, 2020.	
Approved by the Office of Health & Safety Pablo Dobud	

Insert sketches of classroom arrangement and “flow of students” here.

1813 Classroom & Shop Plan



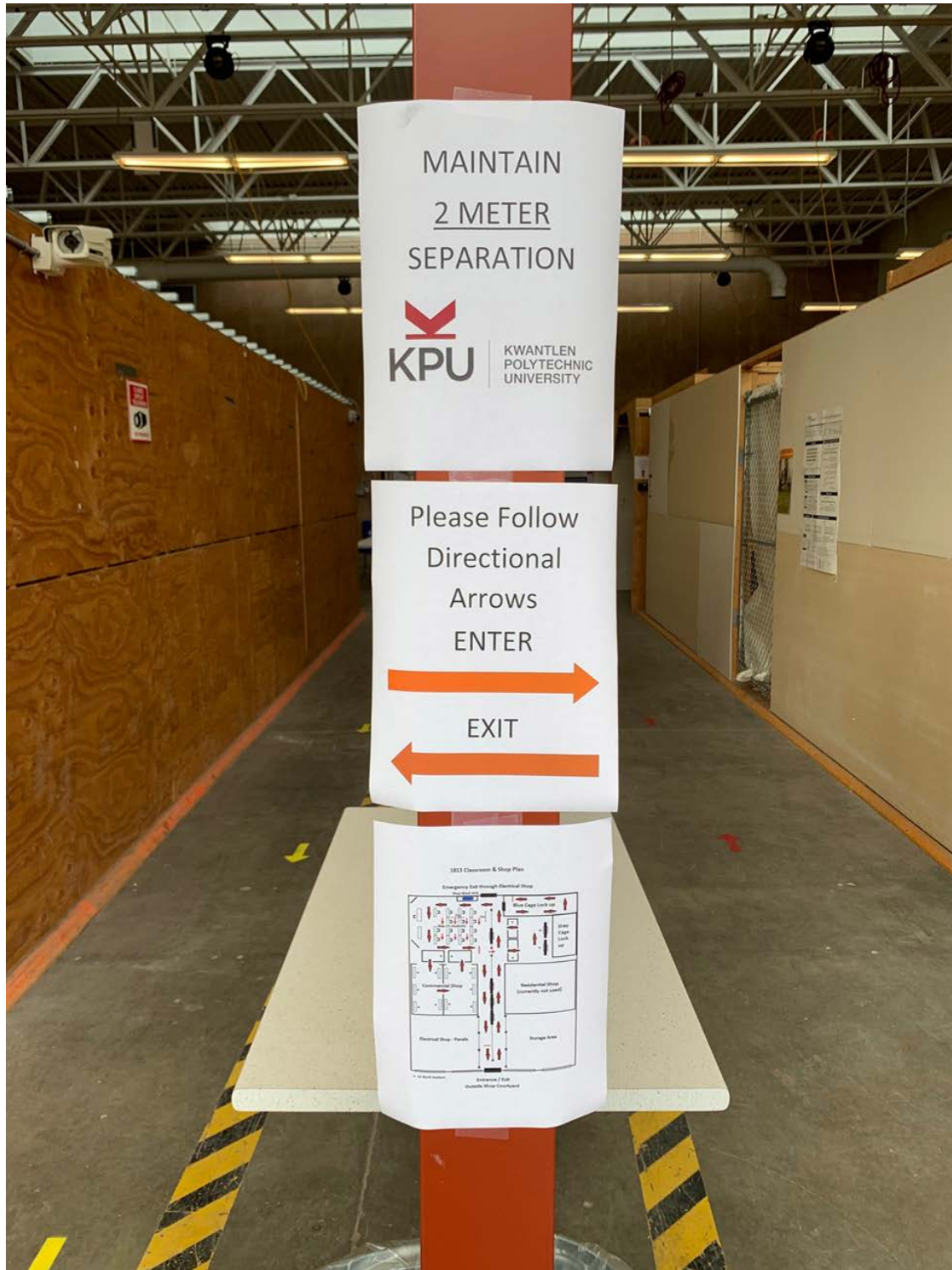
Entrance/Exit to classroom (door to be propped open)



Entrance signage & arrows



Entrance close up on signage



2m Stop lines for spacing for those waiting to hand wash



Hand Wash directional signage (door to electrical shop 1810 will be closed and not in use)



Hand wash station signage, fire extinguisher, emergency procedures, MSDS, etc.



Classroom 2m spacing & directional arrows



Entrance / Exit signage for electrical students coming from other classroom 1810



Directional exit arrows between class & instructor



Directional Arrows through commercial shop area



Directional arrows & 2m spacing signage in commercial shop area



Stop line at intersection



Exit arrows & 2m spacing signage when leaving classroom & shop



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

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

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

Yes

Not Applicable

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

Yes

Not Applicable