

## Program/Course Health & Safety Form

<b>Date:</b> 7/27/2020	<b>Campus</b> Garibaldi Secondary (Maple Ridge SD)
<b>Faculty:</b> Trades and Technology	<b>Program:</b> Plumbing Youth Train in Trades (20-1420)
<b>Date of first group of students on campus:</b> 9/8/2020	<b>Date of first group of students to leave campus:</b> 3/12/2021
<b>Date of second group of students on campus (if needed):</b> Click or tap to enter.	<b>Date of second group of students to leave campus (if needed):</b> Click or tap to enter.
<b>Number of students anticipated on campus and on which days:</b>  September 8, 10, 14, 16, 18, 22, 24, 28, 30, October 2, 6, 8, 15, 16, 19, 21, 23, 27, 29, November 2, 4, 6, 10, 12, 16, 18, 20, 24, 26, 30 December 2, 4, 7, 9, 11, 15, 17 January (2021) 4, 6, 8, 12, 14, 18, 20, 22, 16, 28 February 1, 3, 5, 9, 11, 15, 17, 19, 23, 25 March 1, 3, 5, 9, 11	<b>Number of employees on campus to support this program and on which days:</b> 1 instructor  <b>Instructor Name:</b> Steve Reimer
<b>Rationale for why students need to be on campus:</b> KPU offers a 25-week Piping Foundation program which covers all of the theory and practical hours in the Industry Training Authority (ITA) Plumber Level 1 Program Outline. Here are the curricular requirements in the Piping Foundation program: <ul style="list-style-type: none"> <li>• PIPE 1101 (Safe Work Practices), 3 credits, approximately 72 hours of which 46 hours are practical;</li> <li>• PIPE 1105 (Organize Work), 7 credits, approximately 168 hours of which 95 hours are practical;</li> <li>• PIPE 1110 (Prepare and Assemble Piping Components), 6 credits, approximately 144 hours of which 110 hours are practical; and</li> <li>• Pipe 1121 (Tools and Equipment), 8 credits, approximately 192 hours of which 120 hours are practical.</li> </ul> Some examples of the practical work include, perform lock-out and tag-out procedures, common tools and equipment, access equipment, rigging, hoisting, lifting and positioning equipment, soldering and brazing, use oxy-fuel cutting equipment, interpreting drawing and specifications, and use welding equipment and installing pipe.	

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

Yes, the registrar's office has been informed on August 12, 2020 of the requirement for scheduling and intake.

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

**KPU has provided the instructor with the following PPE**

Mask (800 total) to be used when social distancing is not possible.

Gloves (200) will be used in cases where sharing tools is necessary.

Work gloves 16 for students

Eye protection (18) to be used when social distancing is not possible.

Spray bottles (24) for students, instructors and near common use tools

The School district has established a cleaning schedule for the shop when students are not in class.

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

Yes, Rob was consulted on August 17, 2020.

The shop plan is based on recommendations provided by the Faculty of Trades and Tech, the school and are in compliance with recommendations by Dr. Florkowski.

Signage is in place for social distancing, staying home if students are feeling sick and handwashing.

Directional arrows and markings are on the floor to show flow of traffic in the shop.

There is a single occupancy dedicated washroom immediately adjacent to the shop. We have posted a sign at the entrance to the closest washrooms indicating only one person should be in the washroom at a time.

There is a handwashing station within the shop.

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

**Safety Plan for Employees and students:**

The employee and students will be following the social distancing guidelines.

Maintaining a 6-foot distance from each other at all times. The work stations are setup to comply with the social distancing requirement. All stations have been set up so that students do not have to leave their work areas during demonstrations.

Tool boxes will be laid out for the students in their designated bays to limit movement around the shop.

Minimal tool sharing will be required, and tools will be disinfected before and after use

There is a washrooms located near the shops and accessible to staff and students, fully stocked and will be used as the primary bathrooms for this group of students.

Masks will be worn by the instructors and students during class when social distancing is not possible.

The school has put signage at the entrance ways and in common areas addressing social distancing, handwashing and staying home if sick.

All students will be required to wash their hands when leaving the shop/classroom and returning to the shop/classroom.

**Submitted by: William Alvarado**

**Approved by Provost and VPA:**

Dr. Sandy Vanderburgh

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

Dr. David Florkowski endorsed this request on August 12, 2020.

**Approved by the Office of Health & Safety**

**Name:** Click or tap here to enter text.

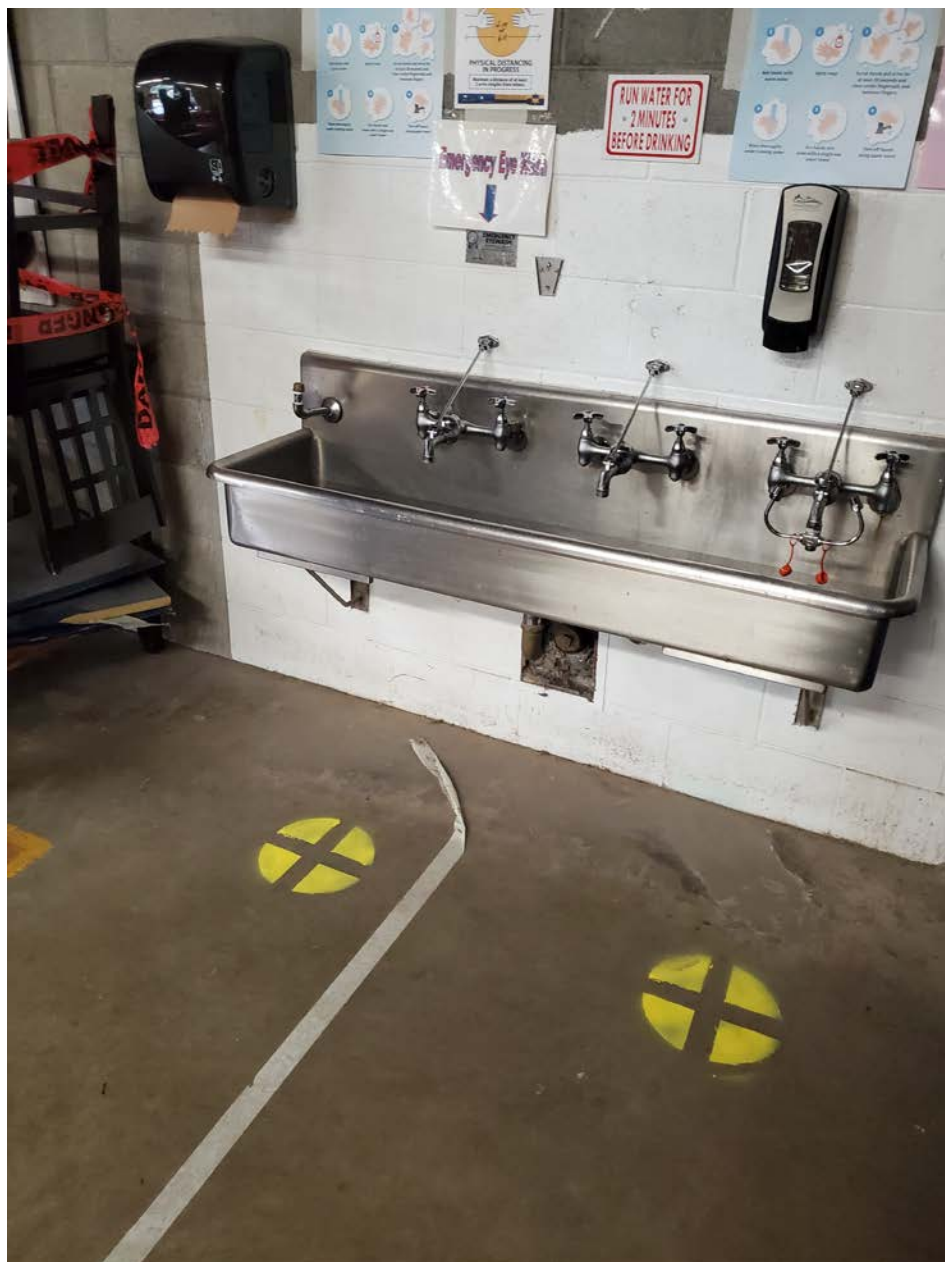
Insert sketch(es) of classroom arrangement and “flow of students” here.













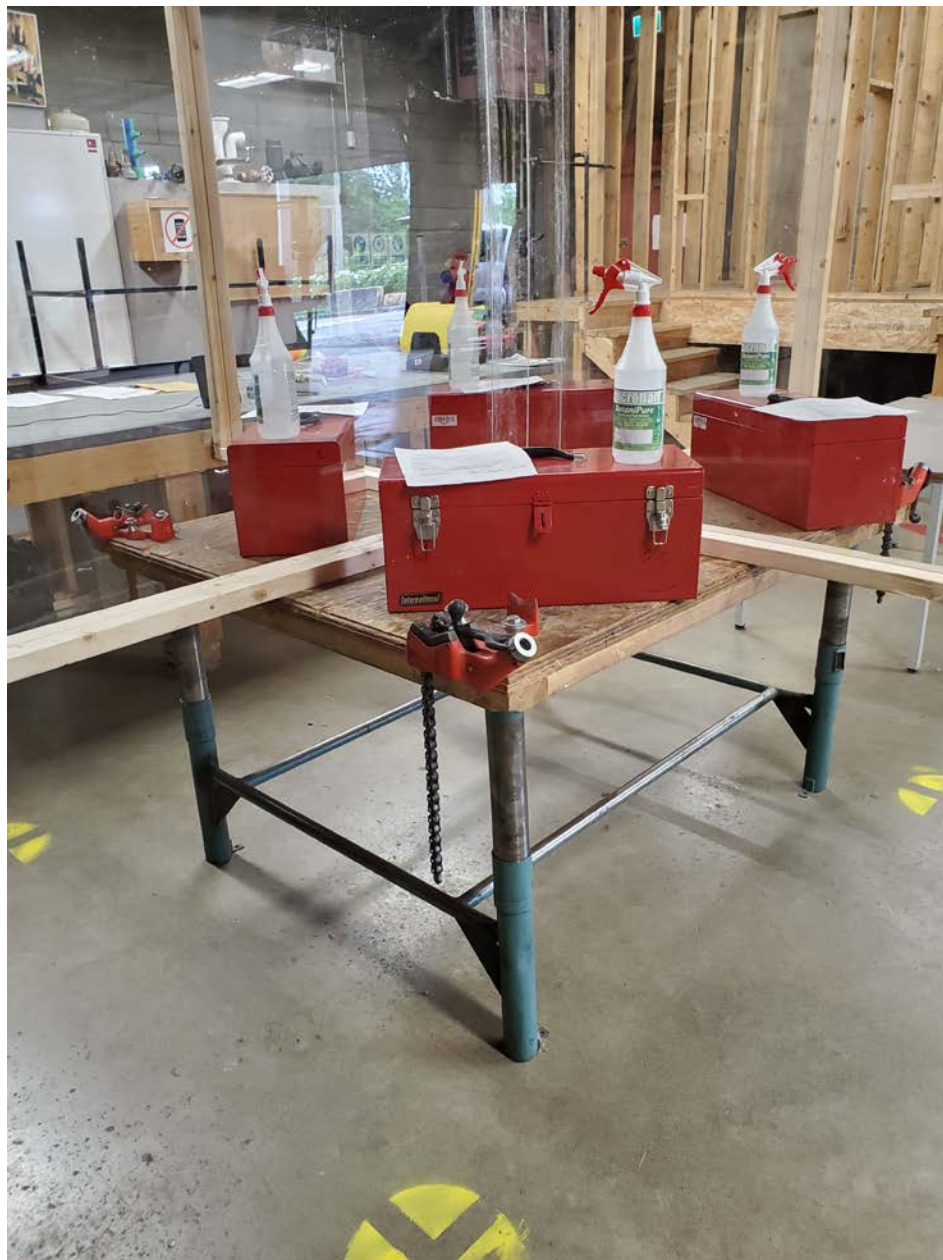


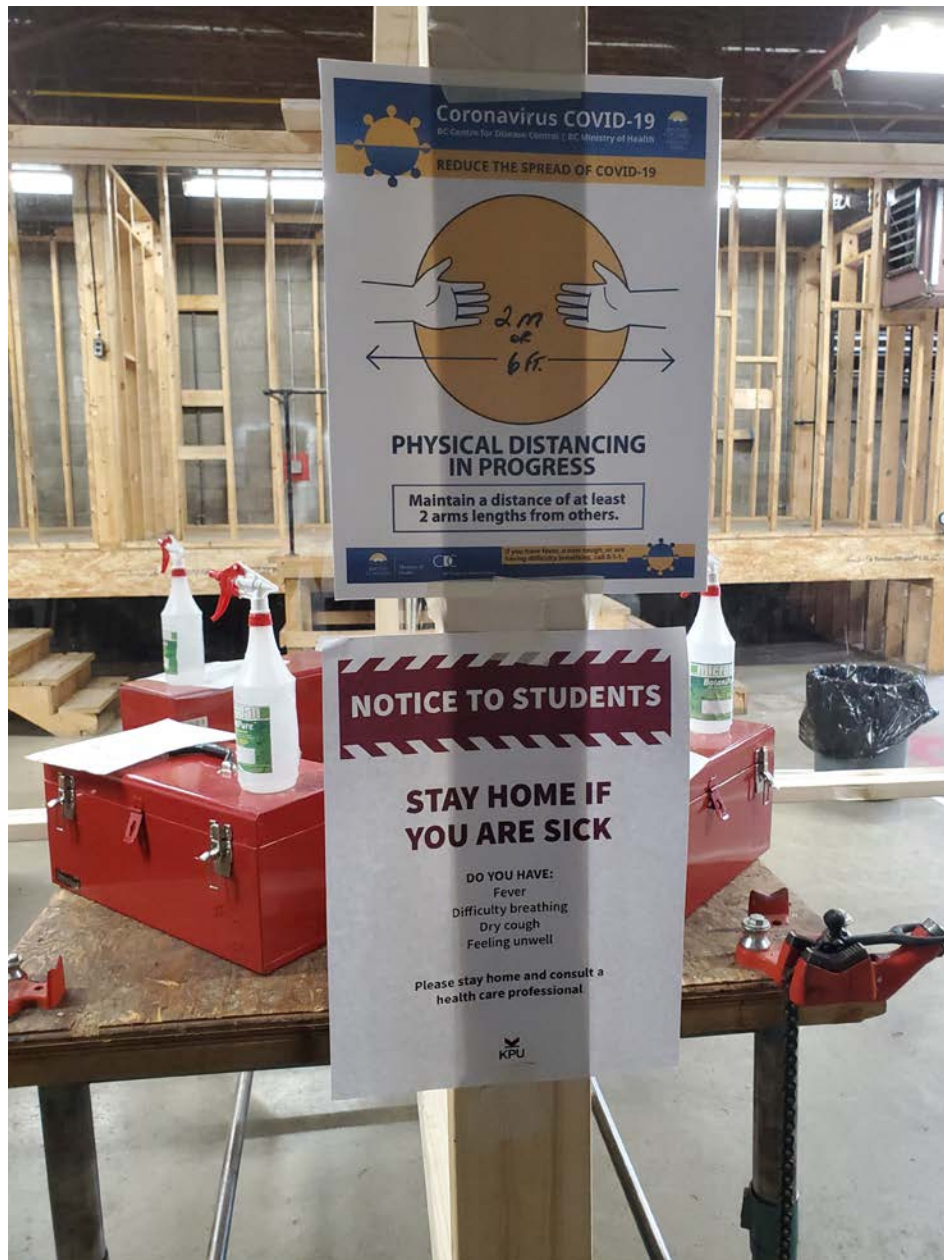
















## COVID 19-Classroom/Shop/Laboratory Safety Plan Checklist

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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