

Program/Course Health & Safety Form

Date: 5/18/2020	Campus: Richmond
Faculty: Wilson School of Design	Program: Technical Apparel Design
Date of first group of students on campus: 9/8/2020	Date of first group of students to leave campus: 12/8/2020
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: 11 students (maximum) Class times: Tues/Thurs evenings (6-9pm); Friday afternoons (1-5pm) “Open” lab times (as needed for prototyping and with prior signup to inform instructors/staff): Tues/Thurs afternoons (1-6pm); Friday mornings (9-1pm)	Number of employees on campus to support this program and on which days: 1-3 on Tues/Thurs/Fri Instructor Name: Dan Robinson; Evelyn May
Rationale for why students need to be on campus: A significant aspect of DETA 5300 Capstone Project is the active and iterative prototyping of design concepts, and the development of a final prototype to demonstrate concept for their Capstone Project. This requires the use of both general sewing labs and specialty sewing labs to access sewing machines, specialty sewing machines, sew-free machines, laser cutter, textiles, dress forms, etc. Some students may have sewing machines at home (not all do) but none have access to the specialty machines outside of the KPU labs. An important part of the iterative prototyping is feedback and assistance from instructors on textile selection and construction methods. This is best provided in person and in the presence of the machines used to make iterative changes as the prototype is developed.	
Have you informed the Registrar of the scheduling requirements for this course? Yes/no and when informed? Yes, details have been uploaded via the Scheduling Sharepoint site and the face-to-face memo will be submitted by Wed, May 27.	

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

Anticipated PPE to include: masks for up to 11 students plus 2 faculty and 2 staff members; hand washing stations; disinfecting cleaner for sewing machines, tables and chairs (and any other equipment that may be used). Gloves are not anticipated as necessary in the general sewing lab area if hand washing stations are provided; however, gloves will be needed for shared equipment (specialty sewing machines and irons). The specialty machines have small parts and touch points that may be difficult to disinfect. The irons will be shared frequently.

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

COVID-19 Safety meeting and site walk through was conducted on May 21, 2020 with Dr. David Florkowski, Dean Andhra Goundrey, instructors (Evelyn May; Dan Robinson) and Lab staff (Fakher Abdel Kodous; Steve Fairbairn).

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

Safety Plan for Employees and students:

The safety plan will comply with the BC Government, Provincial Health Officer, and WorkSafeBC guidance and directives regarding COVID-19 safe work practices. This is anticipated to include:

1. Educating students on the safety plan and required protocols.
 - a. Covid-19 early symptoms and the need to stay home if symptoms are present or if they have had contact with individuals known to have contracted Covid-19.
 - b. Handwashing.
 - c. Use of PPE.
 - d. Disinfecting.
 - e. Distancing.
 - f. Own sewing kit.
 - g. Reporting concerns.
2. Handwashing:
 - a. Upon entering the building, prior to entering the labs.
 - b. Within the labs prior to and after using machines; prior to and after handling of textile reams.
 - c. Prior to and after consuming food or drink outside the labs during breaks.
 - d. Upon completing work within the labs before leaving the building.
3. Use of PPE:
 - a. Masks to be worn by all individuals involved at any time that 2m distancing cannot be maintained (e.g., during one on one feedback sessions on prototypes), when using specialty machines in 3920 or 3960, and whenever working in 3980.
 - b. Gloves to be worn when using the shared irons or specialty machines.
4. Disinfecting:
 - a. Upon entering the lab and prior to leaving the lab, all tables, chairs, work surfaces and equipment that were used.
 - b. While working within the lab, prior to and after using any machine, cutting table or equipment that is shared.
5. Distancing:
 - a. Maintaining a minimum of 2m distance between students and between students and faculty during movement in/out of the space, within the space and during breaks. Masks will be donned for any interactions that cannot be conducted with distancing.
 - b. Entry to the building will be via the main campus entrance. Movement through the causeway to WSD will be marked with each side of the corridor having unidirectional traffic flow. Transition to the 3rd floor will be marked as up via the south stairwell nearest the Dean's Office and down via the north stairwell. Elevators will be single occupancy for those who require or choose use of an elevator.
 - c. Entry and exit to rooms 3920 and 3960 (sewing labs) will be through different doors that are clearly marked. Entry and exit in room 3980 is through a single door. The door

to 3980 will remain open when people are working within this area to ensure clear view of people approaching from either side of the door.

- d. One student per table and spacing between machines (3920/3960) or work zones (3980) will be established, assigned and marked. DETA 5300 will be the only class using these sewing labs for Fall 2020. Students will be assigned a table within room 3920 or room 3960 and the class will be split between these two rooms for prototyping work to enable adequate distancing between tables. Maximum occupancy in 3920 and 3960 will be 9 per room: 6 students max and up to 3 KPU employees (instructors/staff).
- e. Students who require specialty machines in 3980 will sign up for use of specific zones within that room and will wear a mask while working in 3980. There are 6 designated zones within the room. Maximum occupancy of 3980 will be 5 per room: 4 students max and one KPU employee (instructor/staff), with one student only per marked zone within 3980.

6. Own sewing kit:
 - a. Each student must bring and use their own sewing kit. Scissors, needles, bobbins, etc. are not to be shared.
7. Signage:
 - a. Posters supplied by KPU will be put up as reminders for distancing, hand washing, and maximum room occupancy at entrance/exit to each room.
 - b. Posters will be put up as reminders for disinfecting and hand washing upon arrival and prior to departure.
 - c. Directional arrows and signage will be put up to guide the intended directional traffic flow, table assignments, and work zones. Stairwells, elevators, doorways and assigned tables/machines.
 - d. Signage will be put up at the entrance to 3980 to remind that masks and gloves are required for work within that room.
8. Reporting:
 - a. Students who have concerns regarding their safety or the safety of others, or concerns regarding the safety protocols or the implementation will be encouraged to report this first to faculty or lab staff, or if that is not felt to be safe, to the Office of the Dean.

Note updated dates for use of Room 4900 from (proposed floorplan attached):

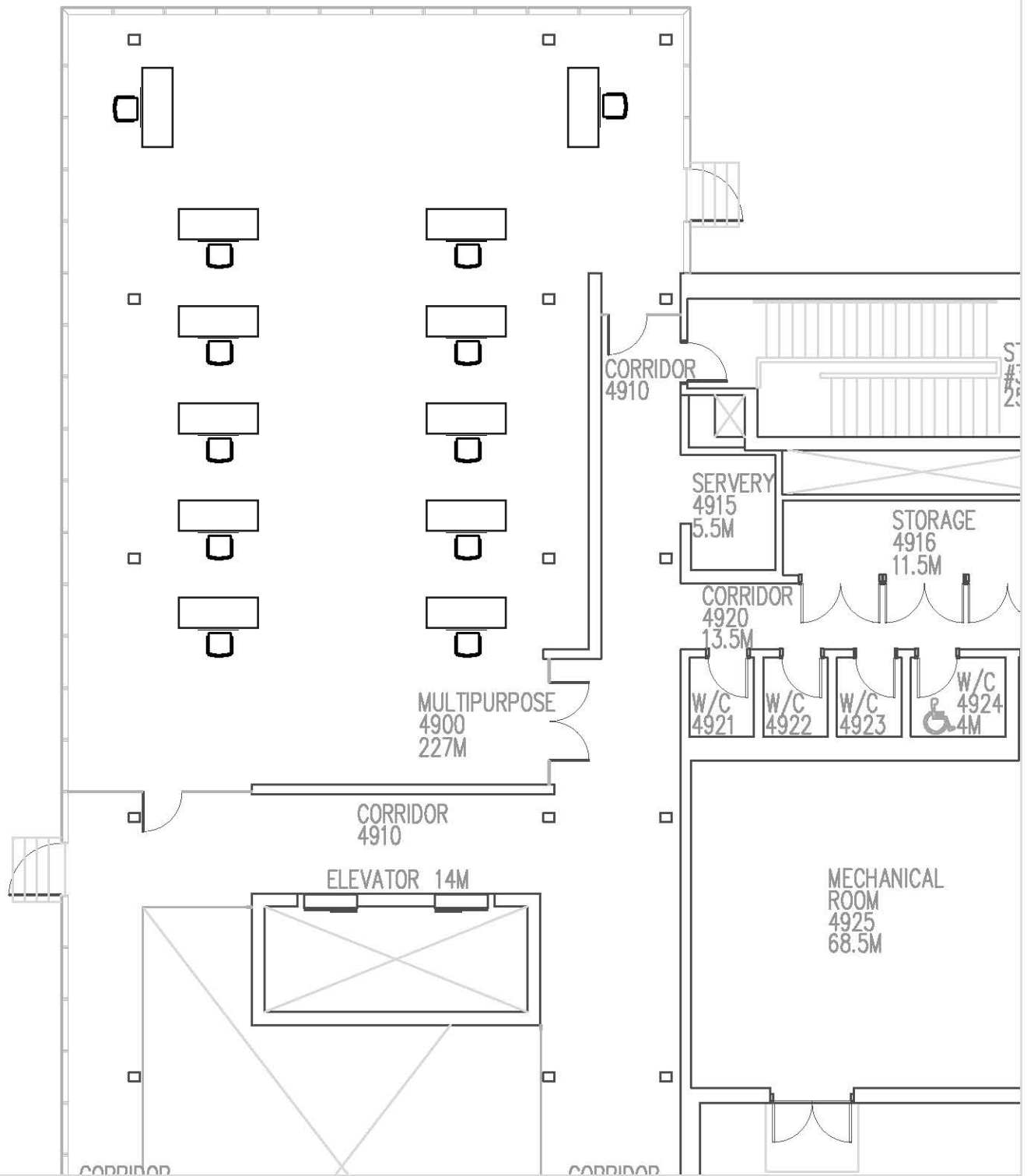
Oct 16 & 23, Friday	9am – 6pm
Oct 20 & 22, Tuesday & Thursday	1pm – 9pm

Submitted by: Andhra Goundrey, Dean, Wilson School of Design	
Approved by Provost and VPA: Dr. Sandy Vanderburgh	Signature: Date:
Approved by the Office of Health & Safety Name:	Signature: Date:



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

See attachment (pdf file)



KWANTLEN POLYTECHNIC UNIVERSITY

DRAWING TITLE
SAMPLE LAYOUTS

CAMPUS
RICHMOND

BUILDING
WSD

DRAWING NUMBER

DRAWING DATE
SEPTEMBER 2020

DRAWING SCALE
NTS

DRAWN BY

ORIENTATION
NORTH

