

Program/Course Health & Safety Form

Date: 10/22/2020	Campus: KPU Tech
Faculty: Trades and Technology	Program: Automotive Servicing
Date of first group of students on campus: <i>This is for customers dropping cars off for student servicing.</i>	Date of first group of students to leave campus: <i>This is for customers dropping cars off for student servicing.</i>
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: This submission does not pertain to an intake. This submission relates to customer vehicles being serviced as part of the Automotive Service Technician program at KPU Tech	Number of employees on campus to support this program and on which days: 1 employee Instructor Name: Larry Rhodenizer: Chair
Rationale for why students need to be on campus: Part of the Automotive Service Technician program involves developing practical skills by repairing customer vehicles in a fully operational auto service shop on the Cloverdale campus. This training enhances students' knowledge and skills in shop safety, inspection, diagnostics, repair and servicing of mechanical, electrical and electronic systems for automobiles and light trucks.	
Have you informed the Registrar of the scheduling requirements for this course? Yes/no and when informed? No as this does not pertain to a specific intake.	

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

Face masks (not N95) for all students, faculty, and staff

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

Yes. The Faculty of Trades and Technology Administrative Assistant spoke with Pablo Dobud. Pablo provided direction on floor markings for traffic flow, official hand washing handouts/e-handouts, and posters. Signage and floor markings have been installed at all entrances, as well as in the spaces immediately surrounding the customer service counter. Signage posted at all entrances to KPU Tech stating "Stay Home If You Are Sick".

Students must conduct Covid-19 self-assessment prior to arriving.

Instructions for customer vehicle drop-off:

- Customer parks in the reserved/designated spots in the south parking lot
- Customer enters KPU Tech through the single designated point of entry
- Floor markings and signage have been installed, and customers are asked to sanitize their hands
- Customer enters the customer service vestibule (maximum 1 person occupancy)
- Customer provides requisite information to Automotive BCGEU employee through the Plexiglas shield including:
 - The Student Enrolment Services office hours
 - Acceptable methods of payment
- Customer provides key/fob to Automotive BCGEU employee
- Automotive BCGEU employee receives key and places it into a Ziploc bag
- Customer leaves site immediately
- Area is sanitized in preparation for the next customer

Safety Plan for Employees and students regarding moving the customer vehicle:

- Students wash hands and puts on gloves and mask
- Students wears mask and gloves when opening the vehicle.
- Roll down all windows to allow for clean air exchange.
- Once vehicle is parked in the shop, leave windows down
- Dispose of gloves and mask as appropriate.
- After car is serviced, employee washes hands then puts on gloves and mask
- Park car in designated spot outside and roll up windows
- All interior surfaces on the vehicle which were touched by employees/students will be sanitized
- Dispose of gloves and mask as appropriate.

Instructions for customer keys pick-up:

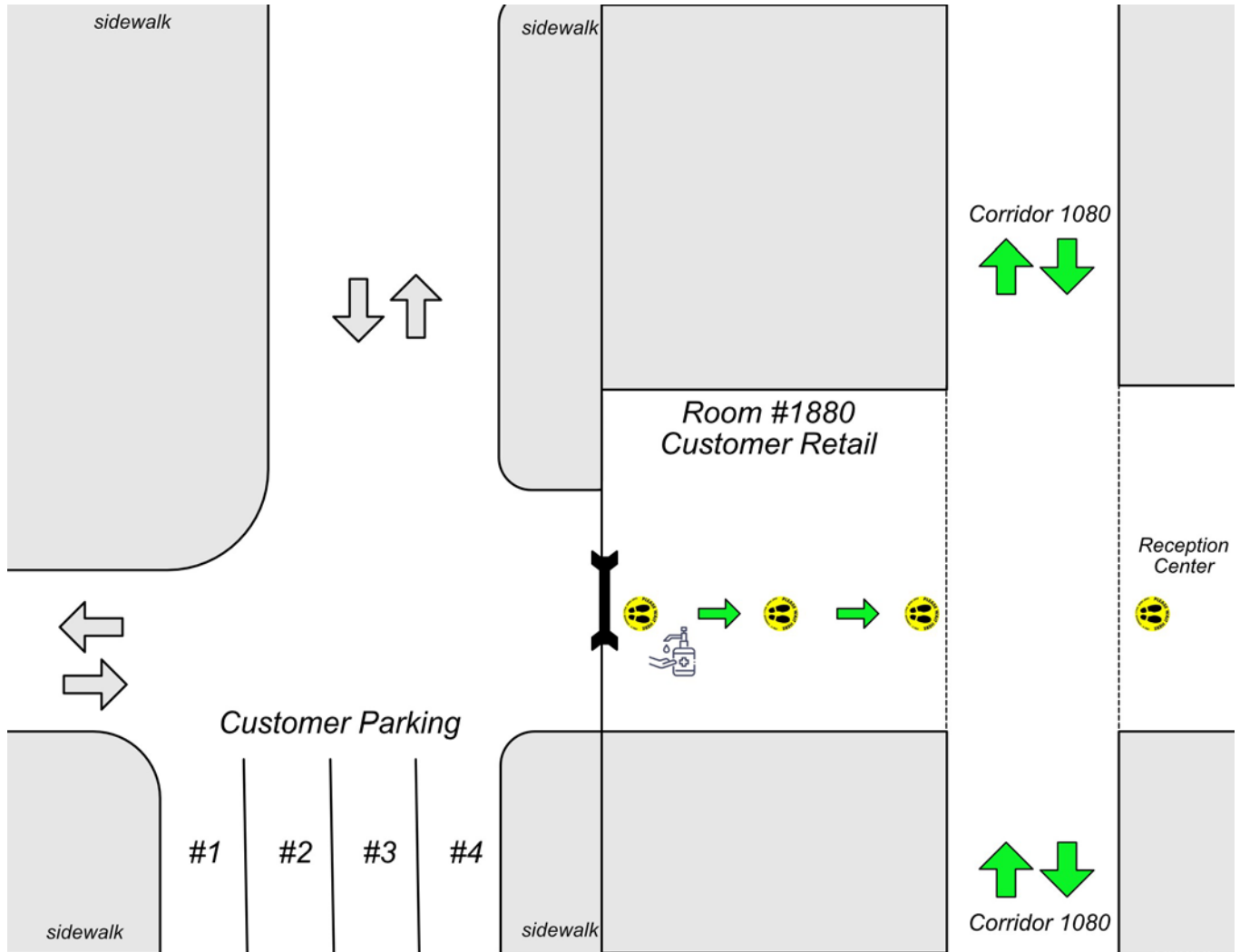
- The Automotive BCGEU employee will email all work orders to: autopayments@kpu.ca and drop off the keys to Student Enrollment Services
 - The office hours for Student Enrolment Services are:
Monday to Thursday from 1:00pm to 4:15pm
Friday from 9:00am to 1:00pm
- Customers will walk Student Enrollment Services to pay for the service and pick up their keys.
- Student Enrollment Services has been setup with plexiglass shields. All customers are asked to sanitize their hands as they approach the counter.
- Student Enrollment Services representative will print off two (2) copies of the invoice and stamp "PAID" on the invoices.
 - The customer receives one copy
 - The second copy is forwarded to Finance
- Payments are processed only with Visa, MasterCard, or debit.
- Student Enrollment Services will email the Automotive BCGEU employee to inform them payment has been processed.

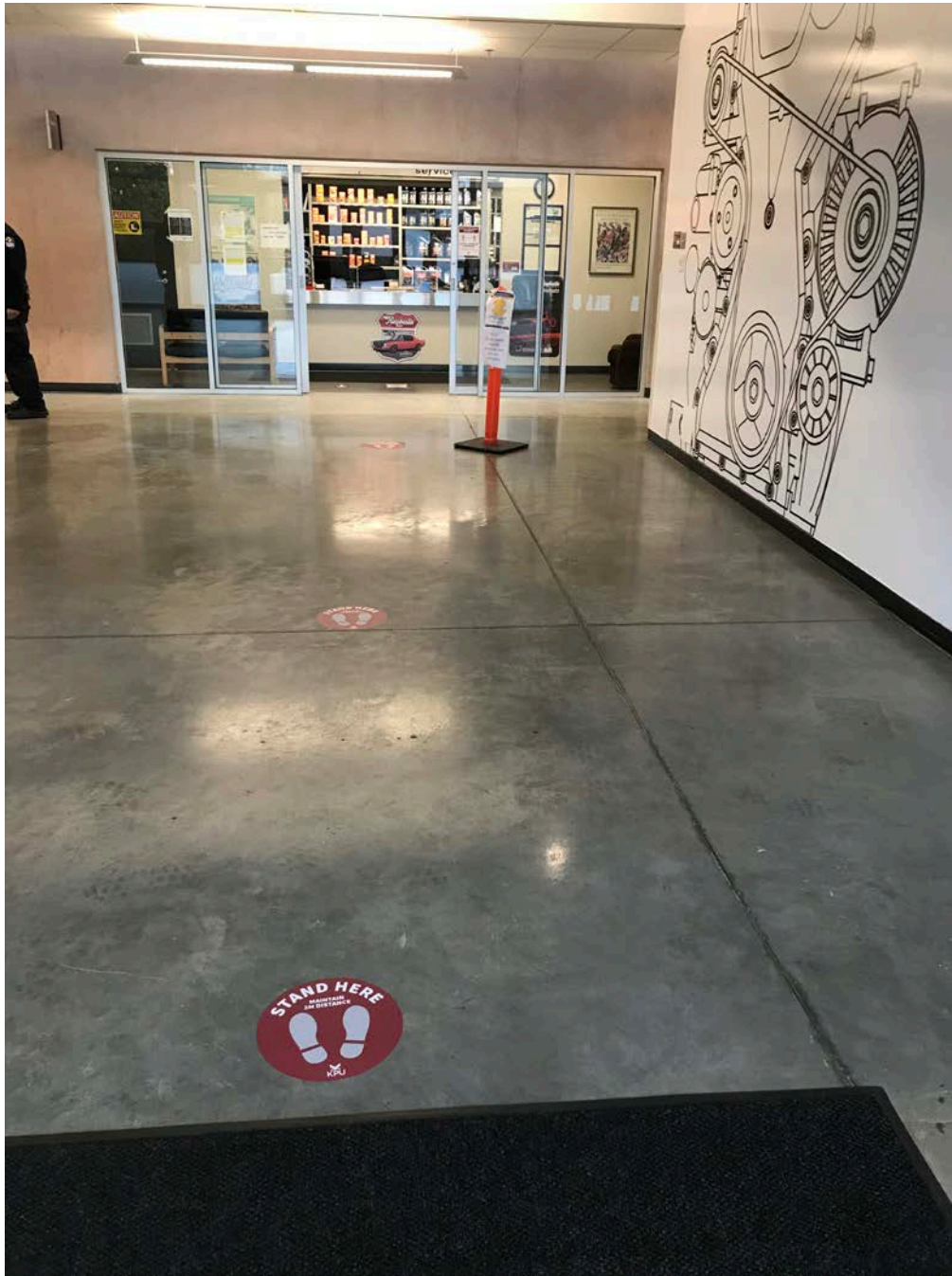


Have you consulted with Dr. David Florkowski, AVPA before submitting this request? Yes, feedback received October 5, 2020	
Submitted by: Laura McDonald	
Approved by Provost and VPA: Dr. Sandy Vanderburgh	
Approved by the Office of Health & Safety Name: Pablo Dobud	

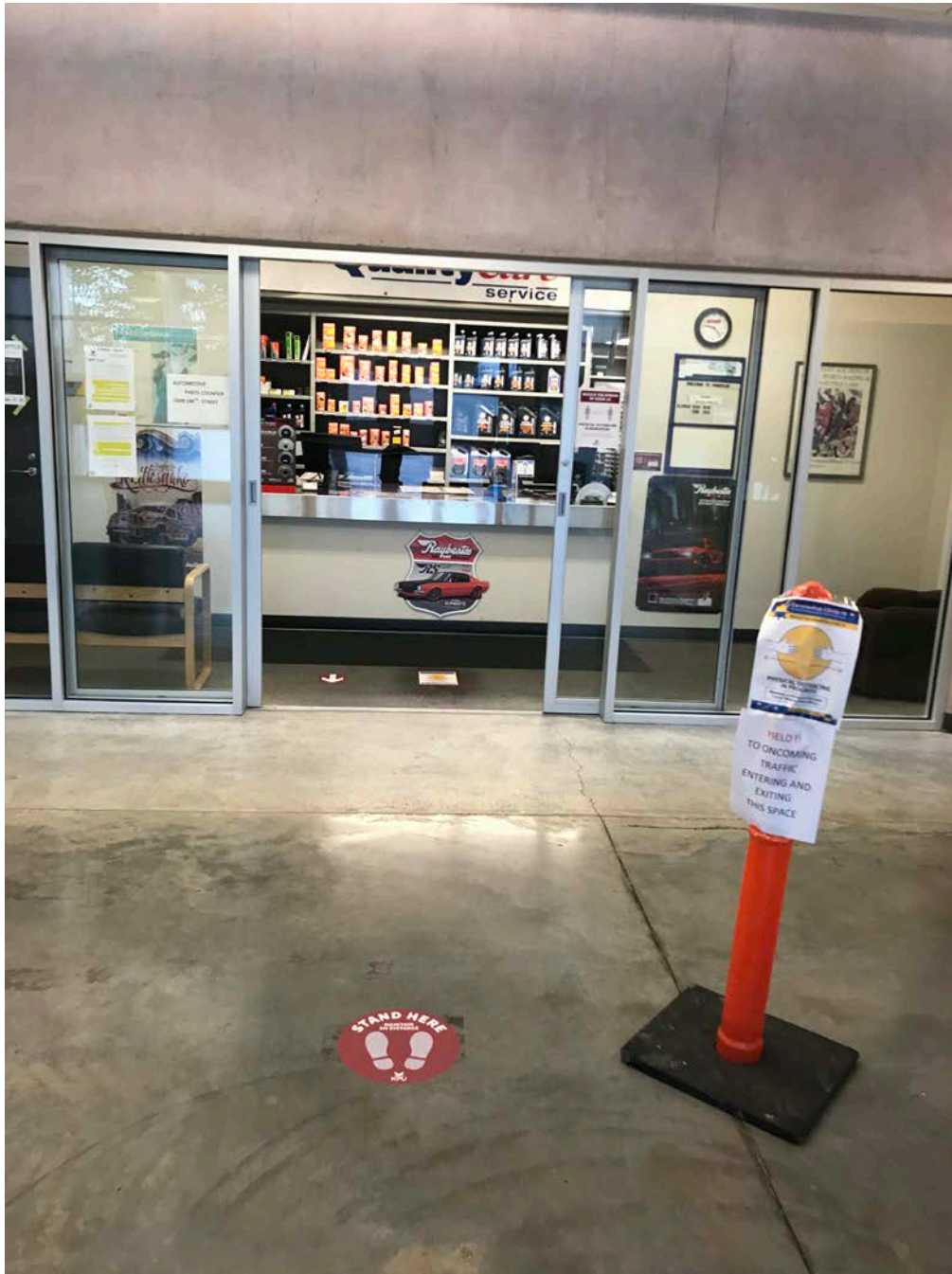
Insert sketch(es) of classroom arrangement and “flow of students” below.

Floorplan showing where customers park their cars and walk into the customer service area to drop off keys









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

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

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

24. A process has been developed to deal with employees not following the control measures?

Yes

Not Applicable

25. A process has been developed to deal with students not following the established control measures?

Yes

Not Applicable

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