

## Program/Course Health & Safety Form

<b>Date:</b> 7/27/2020	<b>Campus:</b> KPU Tech
<b>Faculty:</b> Trades and Technology	<b>Program:</b> Construction Electrician (202026 26016; 20-1382)
<b>Date of first group of students on campus:</b> 12/7/2020	<b>Date of first group of students to leave campus:</b> 3/4/2021
<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> 8 students on campus Monday, Tuesday, Wednesday, Thursday. Between the hours of 9:00 AM – 2:15 PM  December 7, 8, 9, 10, 14, 15, 16, 17. January 4, 5, 6, 7, 11, 12, 13, 14, 18, 19, 20, 21, 25, 26, 27, 28. February 1, 2, 3, 4, 8, 9, 10, 11, 15, 16, 17, 22, 23, 24, 25. March 1, 2, 3, 4.  In room #1810.	<b>Number of employees on campus to support this program and on which days:</b>  1 faculty and 1 support staff  <b>Instructor Name:</b> Emma Baggott/Stephen Dockery/Mike Mann (only one at a time)
<b>Rationale for why students need to be on campus:</b> This class started on September 8, 2020 but will not be coming to campus until December 7, 2020. Per the ITA requirements, Electrical requires practical experience. The program has been frontloaded with 13 weeks of online learning, and week 14 will transition to on campus learning.  These are Foundation students that need to complete 11 weeks of various practical projects performed in the shop/lab environment to gain skills in lay out, assembly, installation, testing, troubleshooting and repairing electrical wiring, fixtures, control devices and equipment.  This will enable the students to meet the require learning outcomes of the program per the ITA and KPU's requirements.	

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

Yes, this intake will proceed as originally scheduled and the OREG has updated the intake to reflect the smaller class size (8 instead of 16) and the in-person component.

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

- a) Work gloves – students will provide their own
- b) Safety glasses – students will provide their own
- c) Face mask – students will be asked to bring their own however KPU will provide disposable face masks should students not have their own or they require one for any reason.

All students will wear hearing protection, eye protection, footwear and appropriate electrical PPE. The electrical workstations are 6 feet (meters) apart and the contained electrical student project areas are 3 meters apart. They have solid wood walls on three sides.

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

All instructors and responsible leaders have been consulted on the latest Covid-19 procedures and regulations as set out by KPU, WorkSafeBC, and BC's Chief Public Health Officer.

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

**Safety Plan for Employees and students:**

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- Employees and students will be following the physical distancing guidelines.
- Directional arrows and stanchions are in place to clearly designate pedestrian traffic flow.
- The room occupancy has been setup to allow for proper physical distancing guidelines.
- If anyone is feeling unwell they are to stay home and monitor their symptoms and seek a medical professional if necessary.
- All students / employees are asked to ensure their hands have been disinfected or washed before entering the room.
- Students have access to disinfectant spray should they want to disinfect their own stations, tools, and or desks outside of the regular cleaning operations.
- All students and employees will follow the latest COVID precautions, guidance, expectations, and restrictions as set out by KPU, WorkSafeBC, and BC's Chief Public Health Officer. Students and employees must wear a non-medical face mask in indoor common spaces on all KPU campuses. This includes: hallways, corridors, washrooms, lounges, elevators, atria and study areas, the Libraries, and the Bookstore. When you are outdoors on campus, please wear a mask unless you can guarantee that you can stay at least 2m/6ft away from others at all times.

Click or tap here to enter text.

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

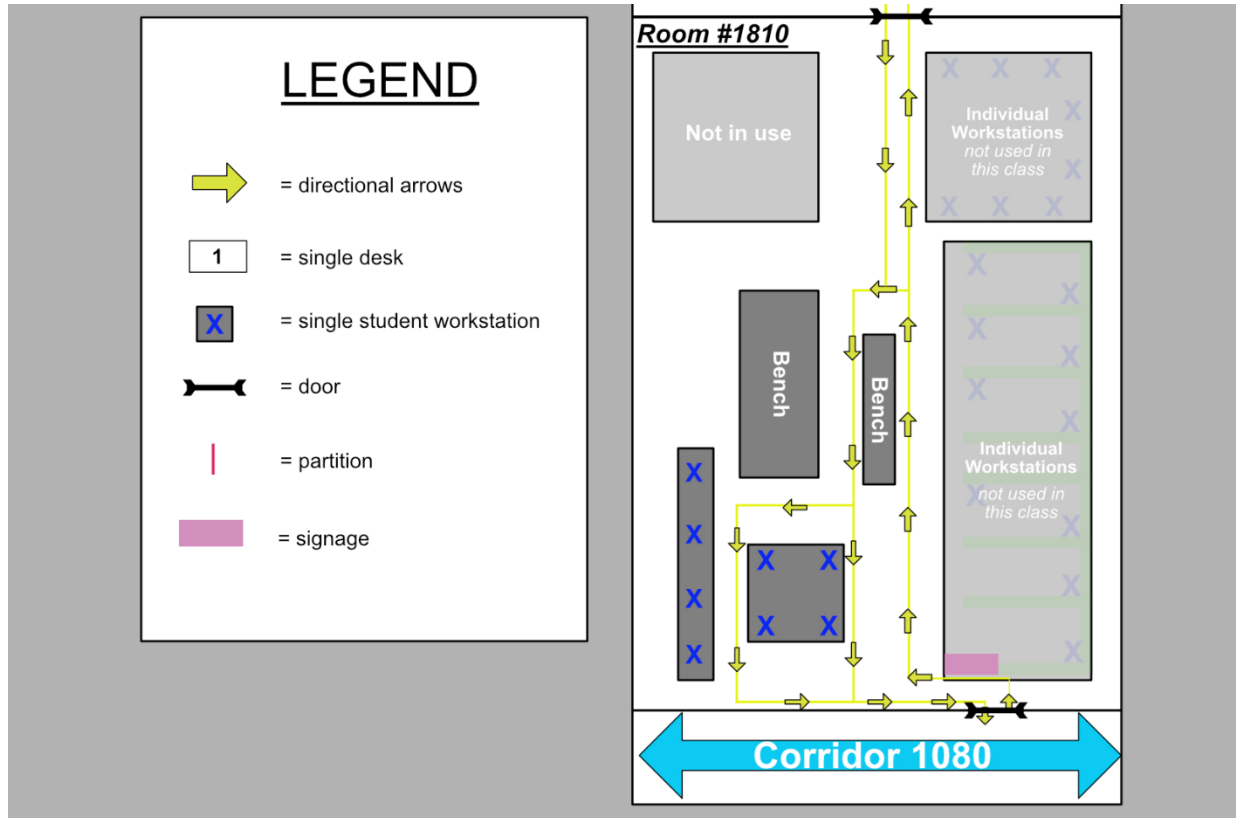
**Yes, Dr. Florkowski gave his approval for our submission via email on July 28, 2020.**

**Submitted by: Laura McDonald**

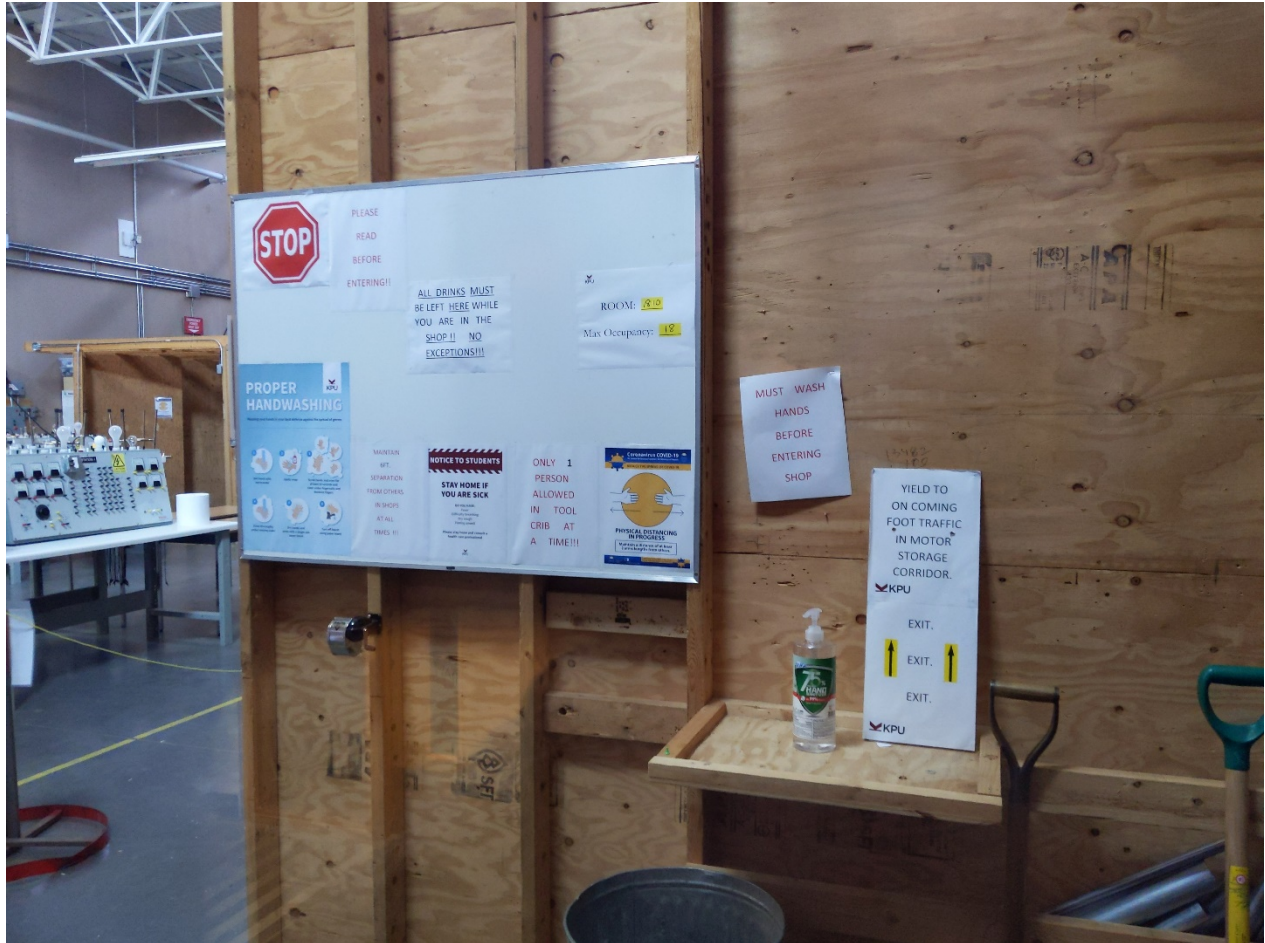
**Approved by Provost and VPA:**  
Dr. Sandy Vanderburgh

**Approved by the Office of Health & Safety**  
**Name:** Pablo Dobud

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



Signage at the entrance of Room #1810 as well as hand sanitizer.  
*(Max Occupancy says 18 people)*



Signage for pedestrian flow in Room #1810

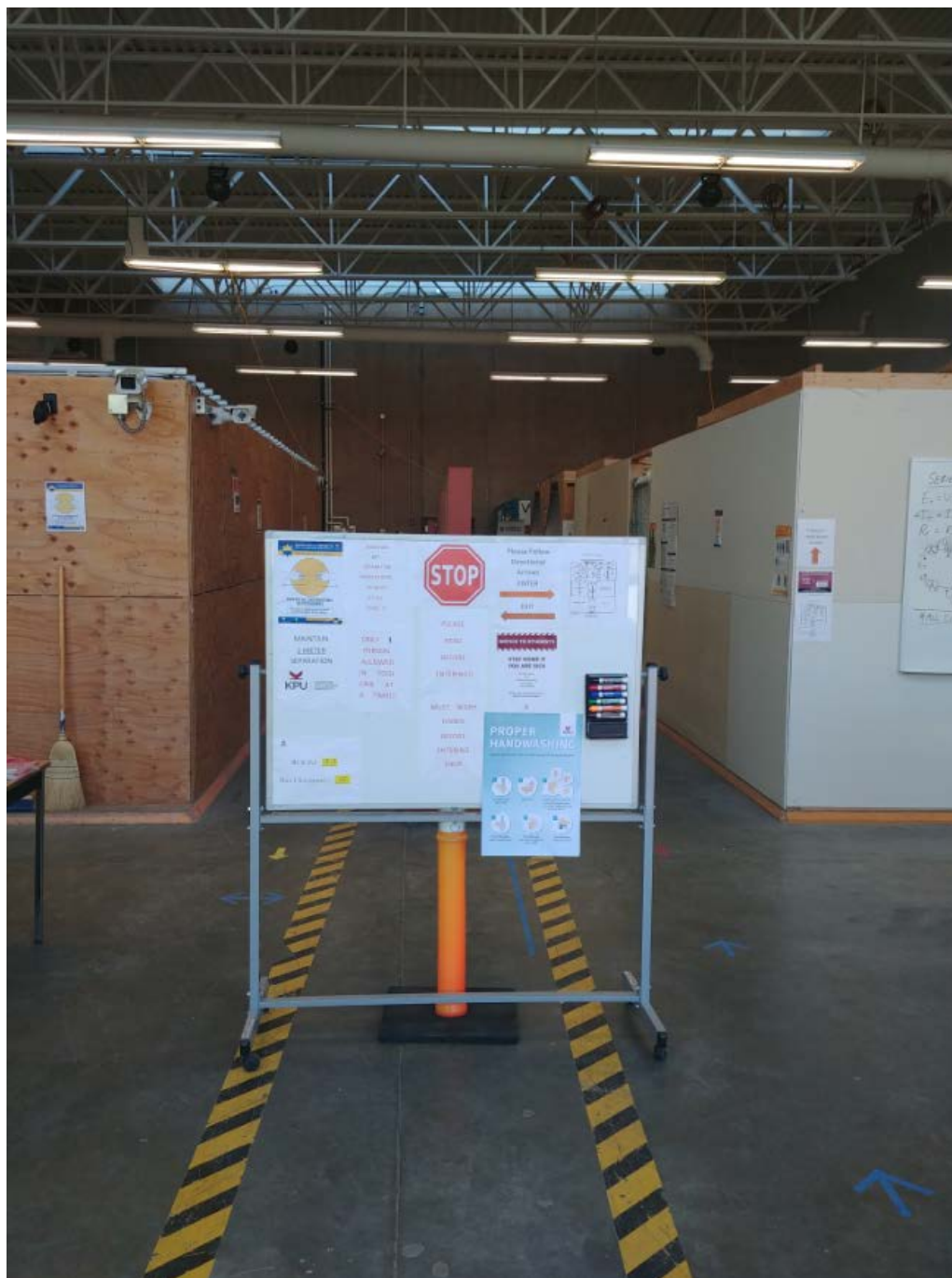




Pedestrian flow with floor markings in Room #1810

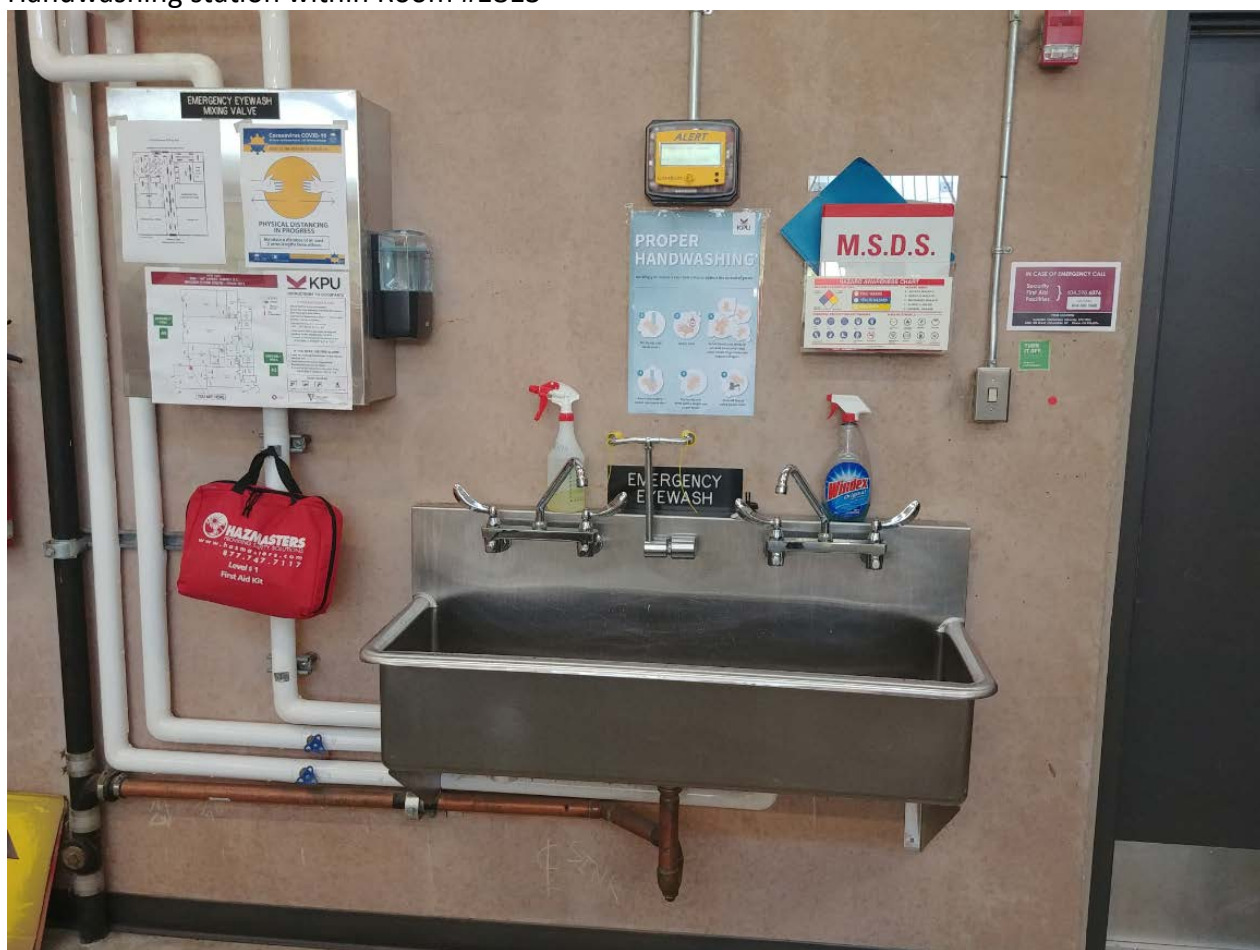


Poster board for Room #1813





Handwashing station within Room #1813



Individual workstations in Room #1813



## 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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