

Program/Course Health & Safety Form

Date: 11/10/2020	Campus: KPU Tech Classroom 1813
Faculty: Department of Trades and Technology CE	Program: Municipal Map Reading
Date of first group of students on campus: 11/10/2020	Date of first group of students to leave campus: 11/10/2020
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: 15 students on Tuesday November 10, 7:30 am – 3:30 pm.	Number of employees on campus to support this program and on which days: 1 – Ronald Enns on November 10, 7:30am – 3:30 pm. Instructor Name: Eric de Jong
Rationale for why students need to be on campus: This is needed training for Water & Wastewater Employees considered an essential service. This training is not available on line.	
Have you informed the Registrar of the scheduling requirements for this course? Yes/no and when informed? 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). - Students will be asked to bring their own masks to class, however KPU will provide masks should the student forget theirs or require one for any reason. - Students are free to use their own gloves. - Hand sanitizing stations are setup at the entry to all shops and classrooms if there is not a handwashing station. - Disinfecting spray is provided for all areas where common touch points are utilised.	

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

Yes, Ronald Enns was consulted on Friday August 21st, 2020.

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

Safety Plan for Employees and students:

- 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 cloth medical or cloth non-medical mask in indoor common spaces on all KPU campuses. This includes but not limited to: classrooms, 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.

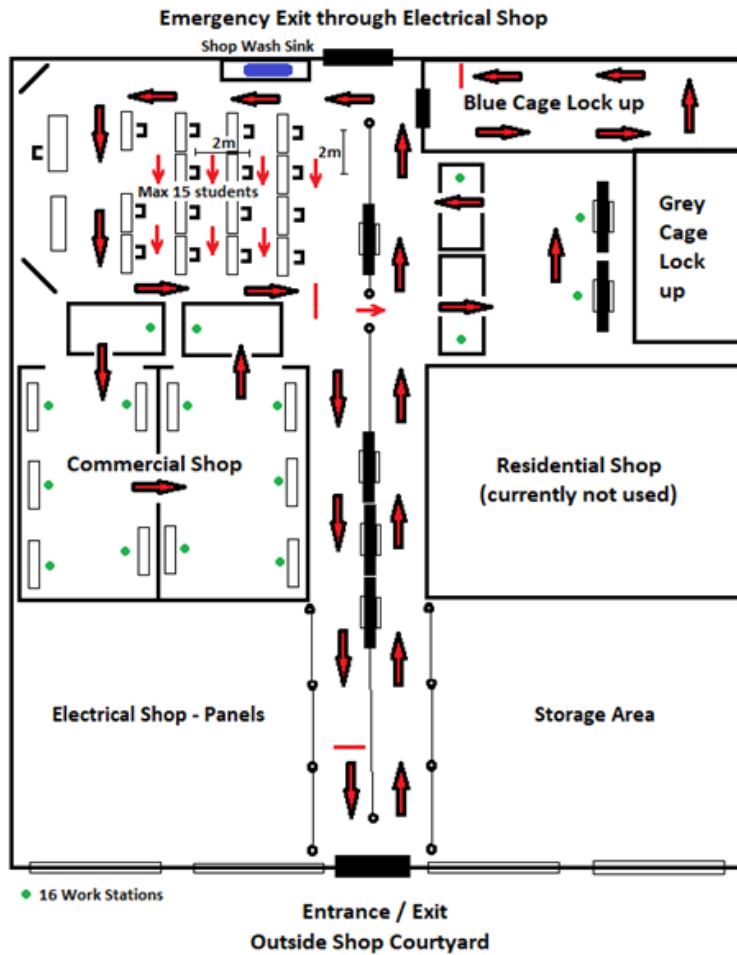
There will be times when you need to work with KPU equipment. Here's what to do, see below;

- 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

Have you consulted with Dr. David Florkowski, AVPA before submitting this request? Yes, consultation with Dr. Florkowski occurred on October 29th, 2020.	
Submitted by: Ronald Enns	
Approved by Provost and VPA: Dr. Sandy Vanderburgh	
Approved by the Office of Health & Safety Name: Pablo Dobud	

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

1813 Classroom & Shop Plan



LEGEND

 = walk path directional arrows

 = barrier

 = workstation with student

 = desk with chair for student

 = single occupancy room

 = stop and wait if another person is nearby

 = partition

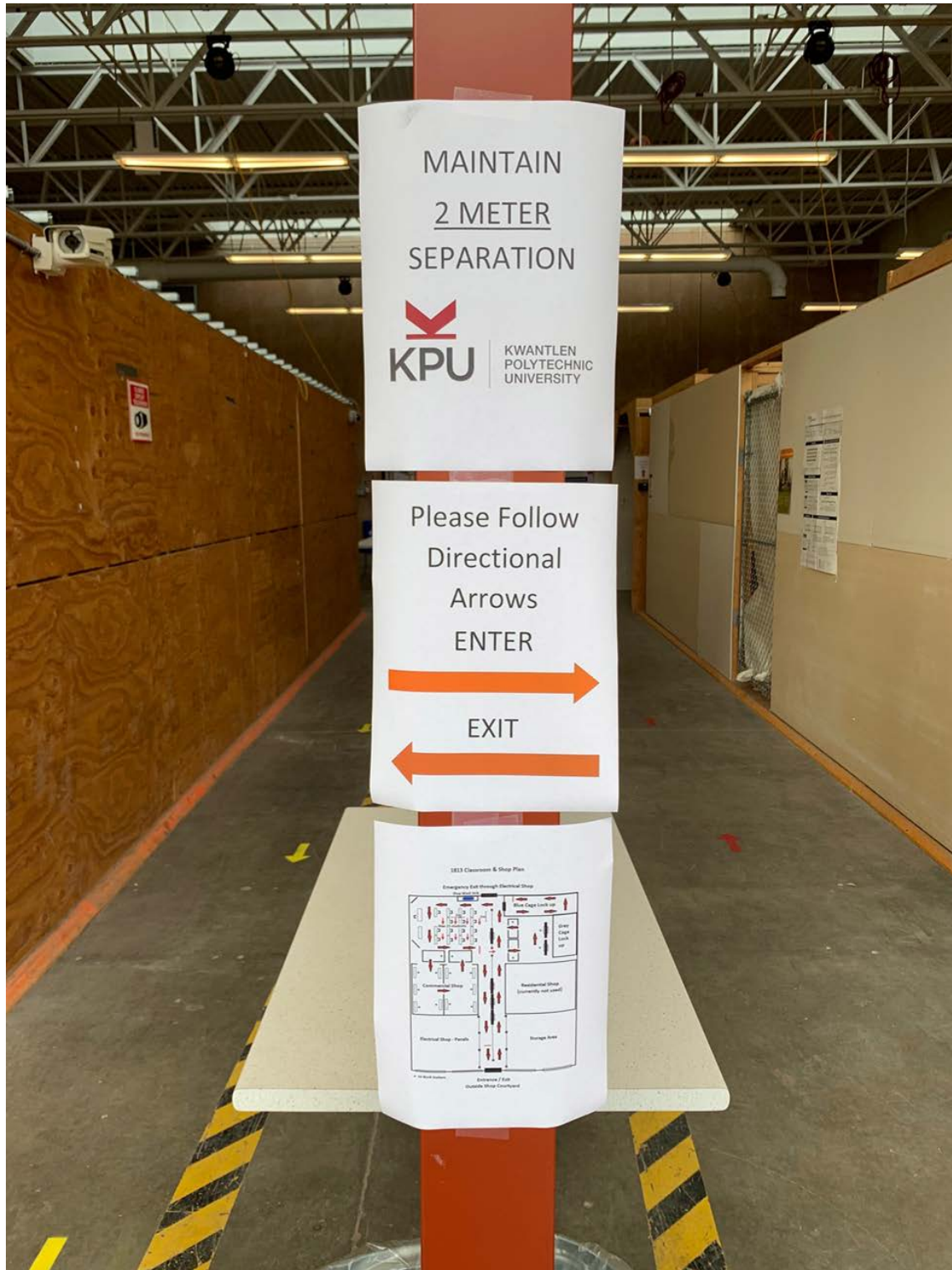
Entrance/Exit to classroom (door to be propped open)



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

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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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