

Program/Course Health & Safety Form

Date: 11/17/2020	Campus: KPU Tech
Faculty: Trades & Technology	Program: Mechatronics and Advanced Manufacturing – Year 2/Semester 4
Date of first group of students on campus: 1/4/2021	Date of first group of students to leave campus: 4/21/2021
Date of second group of students on campus (if needed): <i>Click or tap to enter.</i>	Date of second group of students to leave campus (if needed):
Number of students anticipated on campus and on which days: 6 students Mechatronics Shop (1341) Welding Shop (1530) Millwright Shop (1520) Days in the Mechatronics Shop (1341) February 3 April 21 Days in the Welding Shop (1530) January 7, 14, 21, 28 February 4, 11, 25 March 4, 11, 18, 25 April 1, 8, 15 Days in the Millwright Shop (1520) January 8, 15, 22, 29 February 5, 12, 26 March 5, 12, 19, 26 April 9, 16	Number of employees on campus to support this program and on which days: Three KFA members plus one BCGEU member Instructor Name: Ron Murray and John Singh (Mechatronics) Al Sumal (Welding) John Singh (Millwright)
Rationale for why students need to be on campus: This program combines theoretical, technical knowledge, and hands-on experience to holistically prepare students for a career in the evolving manufacturing industry.	

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

Yes: October 22, 2020

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. (Students are required to wear non-medical masks in the classroom even if proper social distancing is maintained.)

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:

- 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.

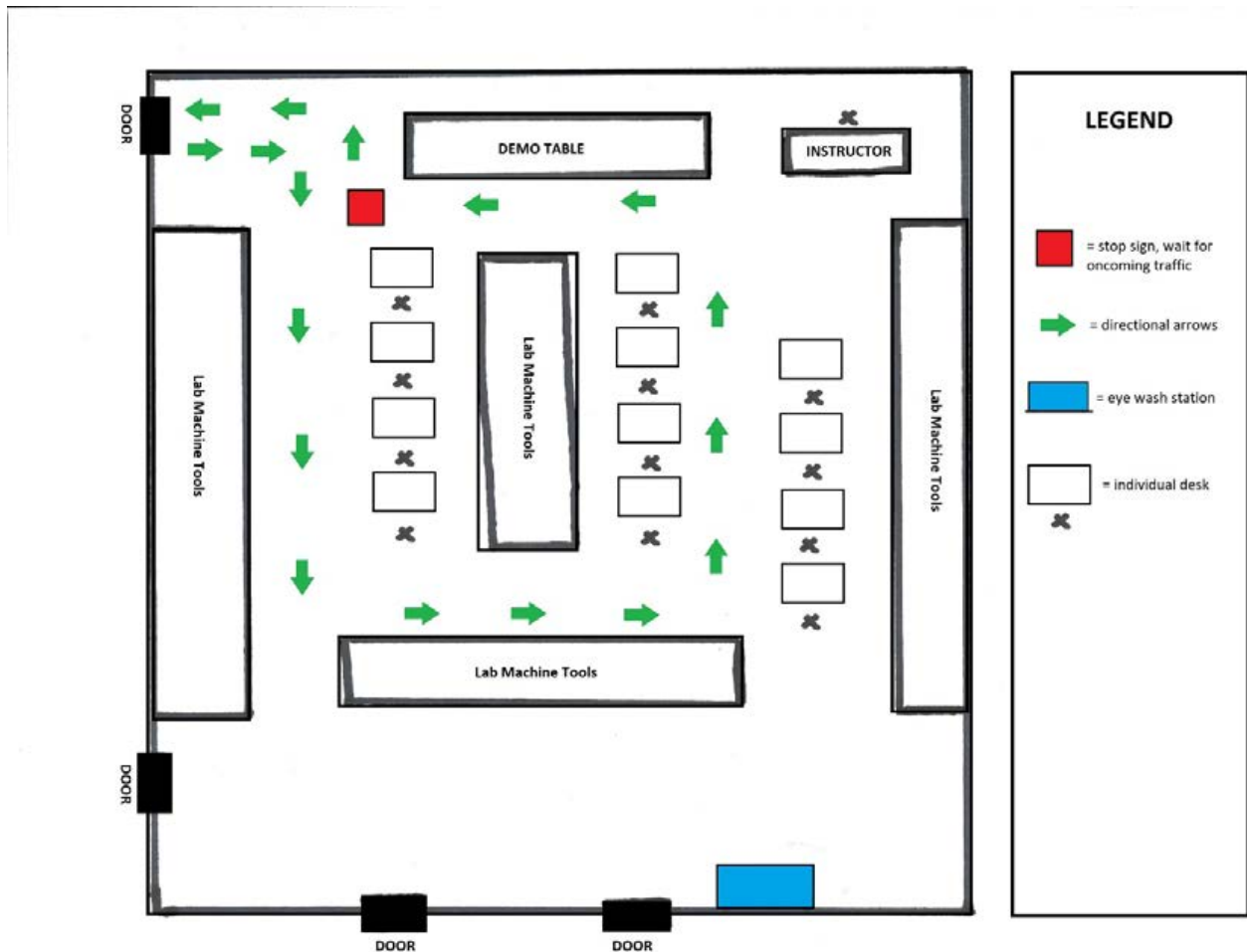
Have you consulted with Dr. David Florkowski, AVPA before submitting this request?

Yes, Dr. David Florkowski was consulted on December 3rd, 2020.

Submitted by: Laura McDonald

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

Floorplan of Mechatronics Lab Room #1341





Entrance to the lab with signage installed. This door will be propped open to reduce the doorknob touch point and increase air flow.



Directional signage for pedestrian traffic flow, plus markings at the base of each desk to show where they need to be repositioned after movement.



Students on the north and south sides of the lab are separated by physical equipment located between them.



View of the south side of the lab. There are 6 desks on this side, all at least 6 feet apart with the physical equipment partition to the north side desks.



Signage on the tool crib at the back of the lab. This door will remain open during class time to reduce the doorknob touch point.

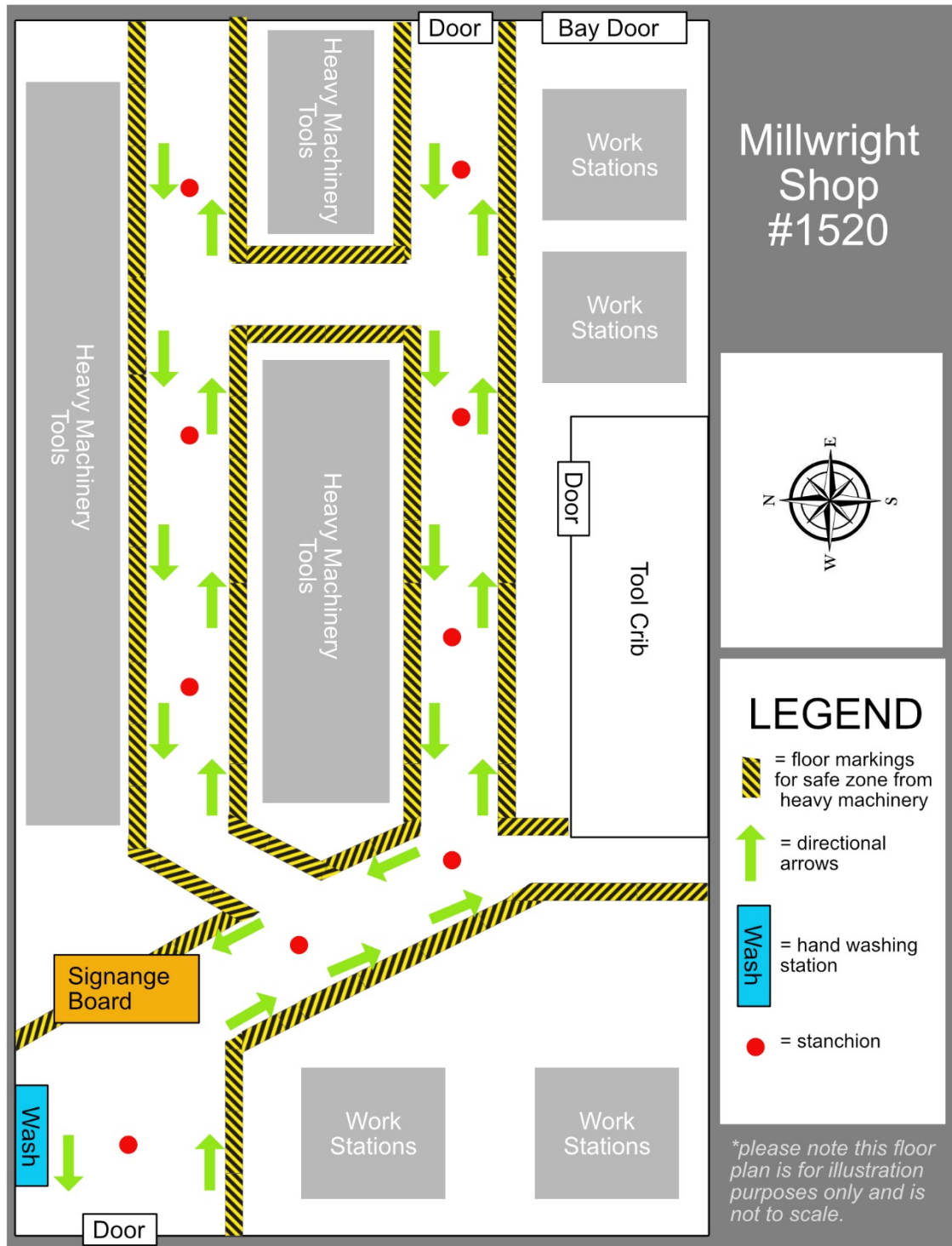


Overview from the back of the room showing desks, spacing, partition between north and south sides, signage, and line of sight to the front of the room.



Signage posted at all pieces of equipment. Cleaning supplies are also located at each piece of equipment so that students/instructors can clean touch points before and after each use.

Floorplan of the Millwright Shop



Entrance to the Millwright Shop



Walkway just past the entrance. Walking into the shop with the handwashing station on your left side and poster board directly in front.



Continuing through the walkway with the heavy machinery tools in the middle, and the Tool Crib on the right hand side.



Following the left side pathway



Following the right side pathway



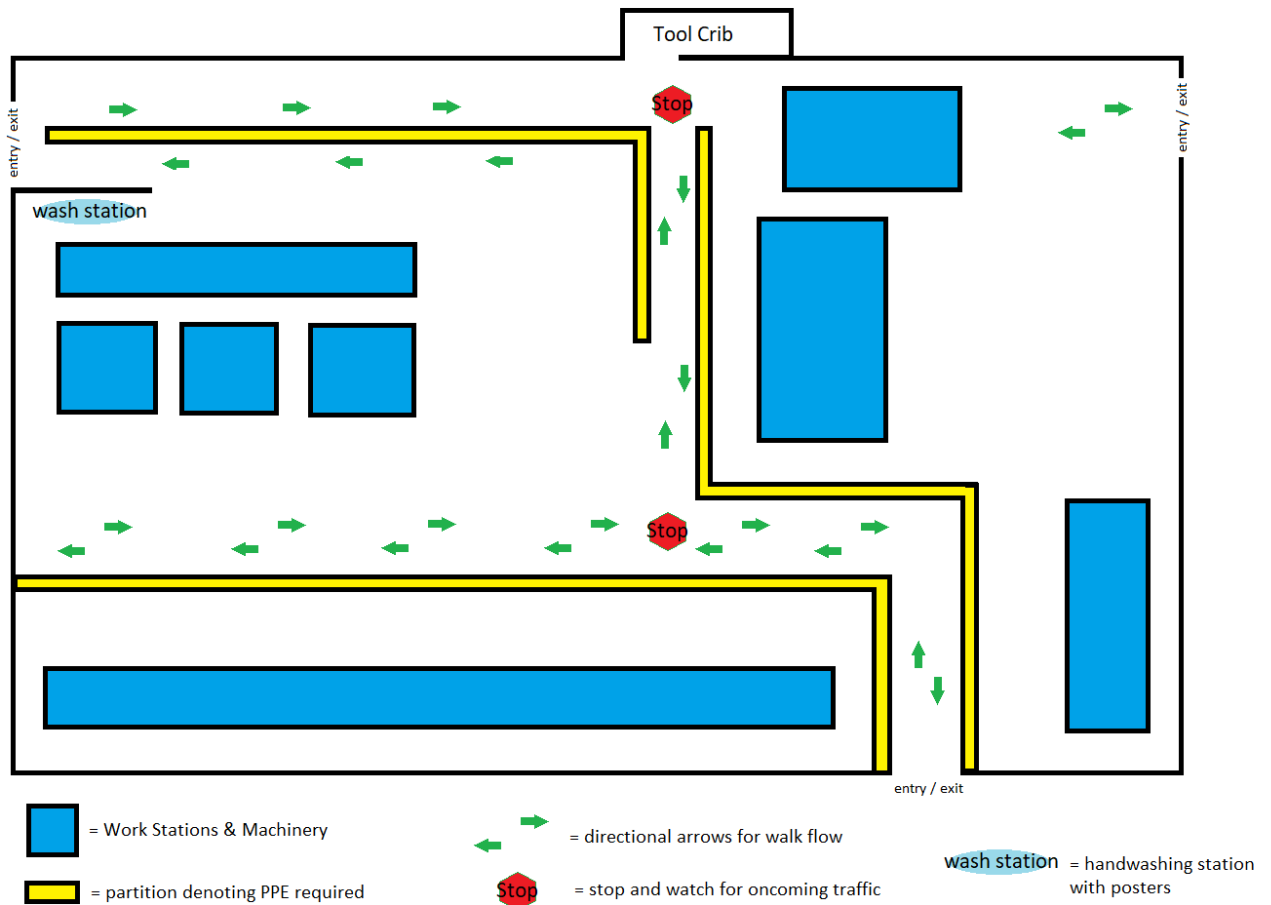
Walking down the right side pathway past the tool crib, bay door directly ahead



Facing north standing directly in front of the bay door.



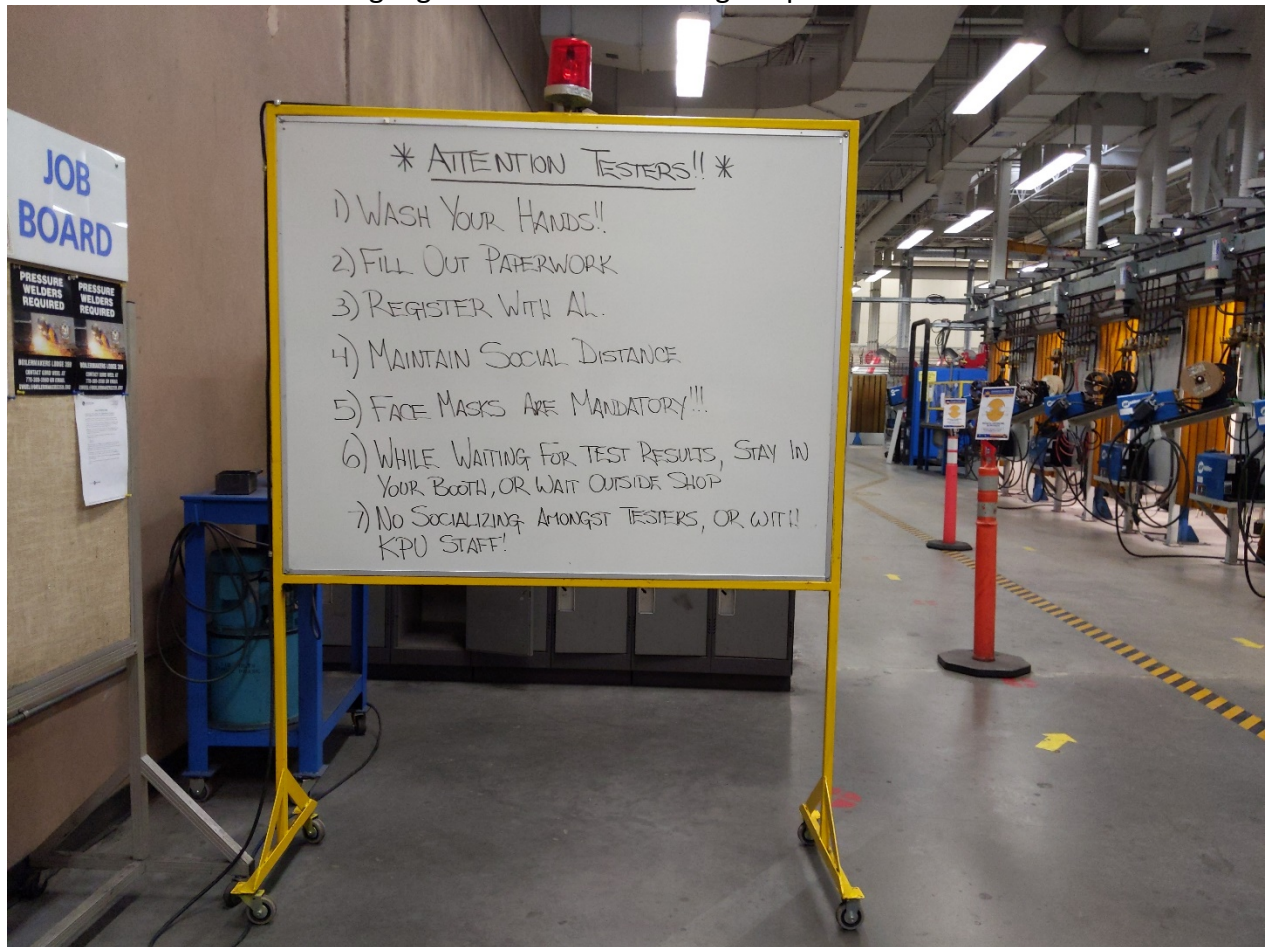
Floorplan of the Welding Shop



Maximum occupancy posted at door of Welding Shop



Signage board at the Welding Shop entrance



Handwashing Station at the Welding Shop



Directional arrows and floor partition for the Welding Shop



Plexiglass around CWB and instructor booth at the Welding Shop



Instructor wearing full head breathing helmet at the Welding 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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