KPU | KWANTLEN POLYTECHNIC UNIVERSITY

Program/Course Health & Safety Form

Date: 18/11/2020	**Campus:** KPU Tech
Faculty: Trades & Technology	**Program**: Mechatronics and Advanced Manufacturing – Year 1/Semester 1
Date of first group of students on campus: 10/27/2020	**Date of first group of students to leave campus:** 12/18/2020
Date of second group of students on campus (if needed): 10/27/2020	**Date of second group of students to leave campus (if needed):** 12/18/2020
Number of students anticipated on campus and on which days: 10 students on Tuesday's and Friday's between 0800-1550. October 27, 30, November 3, 6, 10, 13, 17, 20, 24, 27, December 1, 4, 8, 11, 15, 18. Using Room #1341 **this is an update from a previously approved form. We are moving the Wednesday classes to Friday.*	**Number of employees on campus to support this program and on which days:** Two KFA members plus one BCGEU member **Instructor Name:** Ron Murray on Tuesdays and John Singh on Fridays. This program requires minimal BCGEU support, but primary will be Bill Page should any needs arise.
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, memo dated May 20th, 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.

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

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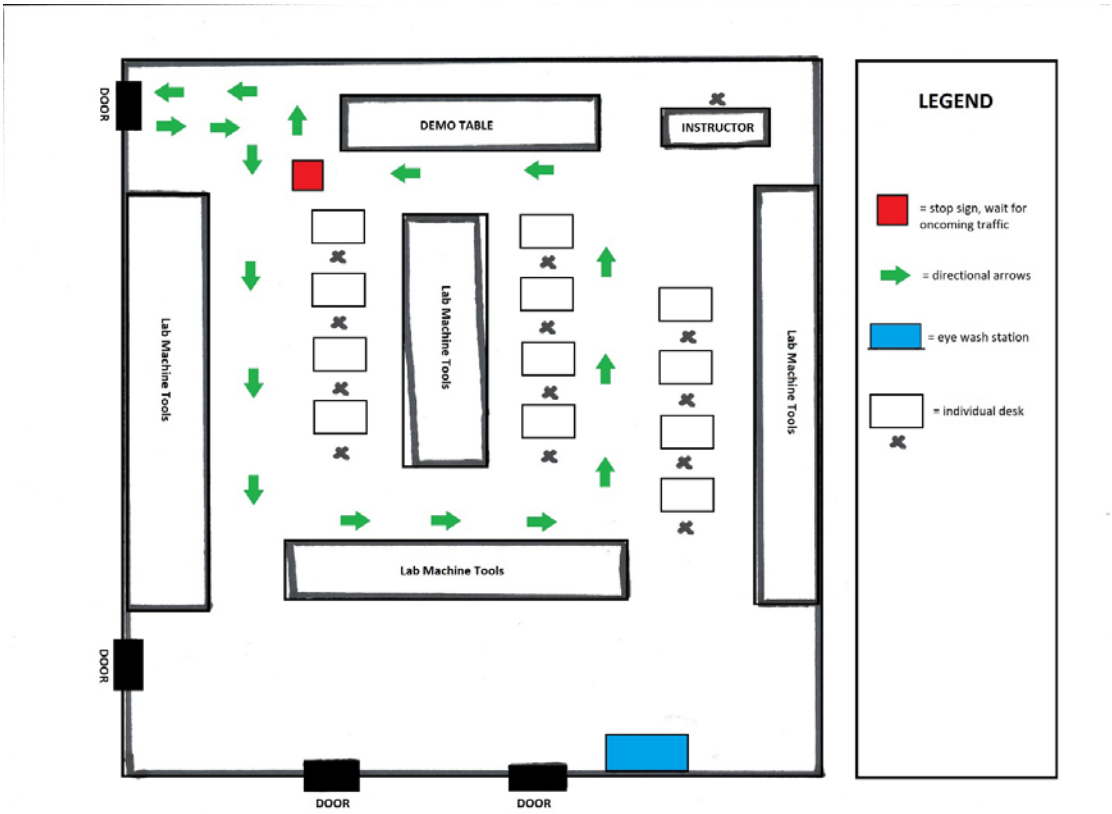
Have you consulted with Dr. David Florkowski, AVPA before submitting this request? **Yes, approval received via email on August 12, 2020.**	
Submitted by: Laura McDonald	
Approved by Provost and VPA: Dr. Sandy Vanderburgh	**Signature:** Sandy Vanderburgh Digitally signed by Sandy Vanderburgh DN: cn=Sandy Vanderburgh, o, ou, email=sandy.vanderburgh@kpu.ca, c=CA Date: 2020.11.26 09:14:36 -08'00' **Date:**
Approved by the Office of Health & Safety **Name:** Pablo Dobud	**Signature:** Pablo Dobud Digitally signed by Pablo Dobud DN: cn=Pablo Dobud, o=Kwantlen Polytechnic University, ou=Human Resources, email=Pablo.Dobud@kpu.ca, c=CA Date: 2020.11.23 11:24:50 -08'00' **Date:**

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

Floorplan for 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.

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COVID 19-Classroom/Shop/Laboratory Safety Plan Checklist

Department:

Mechatronics & Advanced Manufacturing

Campus:

KPU Tech

Completed by:

Laura McDonald

Date:

July 21, 2020

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 ☐

   The instructors and support staff have been educated on the Covid-19 protocols. All Covid-19 procedures will also be communicated to students on the first day of class as well as throughout the program.

2. Handwashing posters posted in all washrooms?

   Yes ☑ Not Applicable ☐

   Hand washing posters are posted in all washrooms as well as at all hand washing stations and hand disinfecting stations.

3. Students/employees are reminded to practice good hygiene during class and to wash hands immediately before and after class?

Yes ☑ Not Applicable ☐

Students and employees are reminded to practice good hand washing hygiene. There are posters posted all around campus and at room entrances. Staff also encourages good hygiene through modeling and reminders.

4. Nearest handwashing sink located, is stocked and has been identified to students?

Yes ☑ Not Applicable ☐

All students will be shown where the closest hand washing sinks are located at the start of the programs.

5. Students have been advised that no eating/drinking is permitted during classes in classroom/shop/lab?

Yes ☑ Not Applicable ☐

Students are reminded at the start of class that there is to be no eating or drinking in the classrooms, shops, and labs.

6. Physical distancing posters posted in classrooms/shops/labs and throughout the common areas?

Yes ☑ Not Applicable ☐

Confirmed

7. The maximum number of persons allowed in a space has been determined in order to maintain 2-meter physical distancing?

Yes ☑ Not Applicable ☐

Confirmed

8. Occupancy limit signage posted on door?

Yes ☑ Not Applicable ☐

Maximum occupancy signs are posted on all room entrances.

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 ☐

Confirmed. Please see the attached floorplan(s).

10. If applicable, Facilities has been notified of additional cleaning needs for building/classrooms/shop/lab?

Yes ☐ Not Applicable ☑

There are no additional cleaning needs required apart from the regular cleaning duties performed by Facilities.

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 ☐

The instructor will cover this on day #1 of class and will be reinforcing this information through the duration of this intake. This information will also be included in all course presentations.

13. Classroom/shop/lab set up to allow for 2 meters physical distancing between all occupants?

Yes ☑ Not Applicable ☐

Photos of spacing of desks are attached to the Health & Safety Form.

14. Demonstration and work areas set-up to allow for 2 meters physical distancing?

Yes ☑ Not Applicable ☐

Photos of spacing of work areas are attached to the Health & Safety Form.

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 ☐

Doors will be propped open to prevent touching. All common touch points will be cleaned by students before and after use, as well as by the instructor at the end of the class.

19. Cleaning and disinfecting program in place for cleaning/sanitizing shared tools/equipment and touch points?

Yes ☑ Not Applicable ☐

Shop tools borrowed from the tool crib will be cleaned and disinfected by both the student before and after each student use as well as by the instructor at the end of the class.

20. Students and employees are given instruction for the safe and correct use of any cleaning/sanitizing materials?

Yes ☑ Not Applicable ☐

This will be covered during the orientation and reinforced through the duration of the semester.

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 ☐

This information will be conveyed during the orientation and reinforced through the duration of the intake.

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 ☐

First aid protocols have been emailed to all students and are included in the course presentation.

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

Yes ☑ Not Applicable ☐

Any employees not following the control measures will be addressed by the Associate Dean and/or Dean. Continued disregard of the control measures will result in escalated action.

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

Yes ☑ Not Applicable ☐

Students will initially be addressed by the instructor if they are not following the control measures. If students continue to not comply, instructors have been directed to call the administrator (Laura or Brian) immediately.

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 ☐

All employees have sickness reporting protocols.

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 ☐

Students will be provided with reporting protocols for absences through the course presentation.

28. Students are advised to self-monitor and notify instructor if not feeling well?

Yes ☑ Not Applicable ☐

This information will be included in the course presentation and is also posted at all entrances to the classroom, lab, and main entrances to KPU Tech.

29. Employees are encouraged to self-monitor and to notify supervisor if not feeling well?

Yes ☑ Not Applicable ☐

All employees have the ability to contact their supervisor and will connect immediately if they are feeling unwell.