

Program/Course Health & Safety Form

Date: 10/19/2020	Campus: KPU Tech
Faculty: Trades & Technology	Program: Mechatronics and Advanced Manufacturing – Year 2/Semester 3
Date of first group of students on campus: 10/26/2020	Date of first group of students to leave campus: 12/14/2020
Date of second group of students on campus (if needed): <small>Click or tap to enter.</small>	Date of second group of students to leave campus (if needed): <small>Click or tap to enter.</small>
Number of students anticipated on campus and on which days: 6 students: Mondays 0800-1550 October 26, November 2, 9, 16, 23, 30, December 7, 14	Number of employees on campus to support this program and on which days: One KFA members plus one BCGEU member Instructor Name: John Singh
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. On Mondays, students participate in ELEC 1300: Electrical Design and Renewable Energy. This component requires face-to-face instruction in the Mechatronics Lab.	
Have you informed the Registrar of the scheduling requirements for this course? Yes/no and when informed? Yes, memo dated May 20 th , 2020	
PPE requirements for students, faculty, and staff (quantity needed). Face masks (not N95) for when instructor must be within the 6-foot proximity. Tool sanitizer at each station. Hearing protection and eye protection provided by the student as part of the normal program expectations	

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

Yes. Brian Moukperian spoke with Pablo Dobud. Pablo provided direction on floor markings for traffic flow, official hand washing handouts/e-handouts, and posters.

John Singh has been consulted on all safety protocols.

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 on campus and attending class.

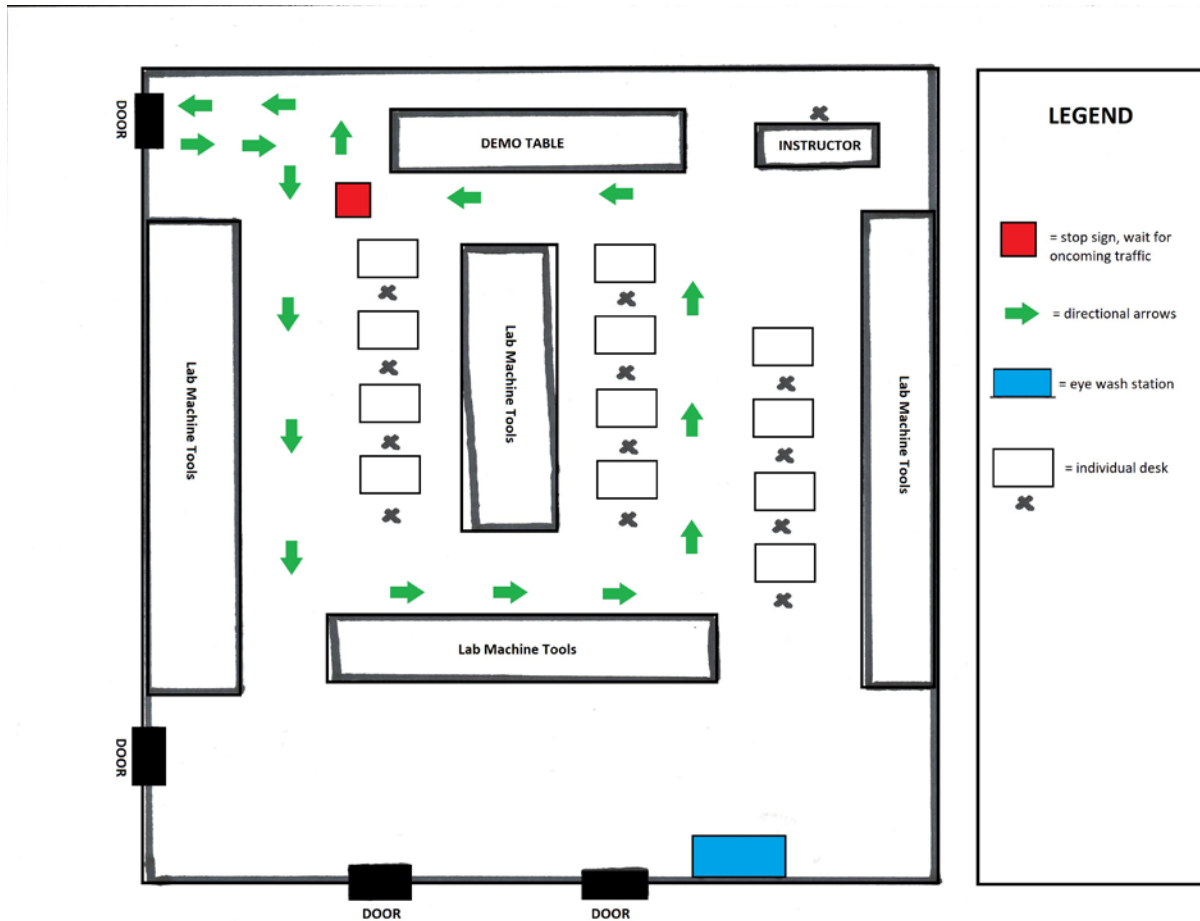
Safety Plan for Employees and students:

The employee and students will be following the physical distancing guidelines, maintaining a 6-foot distance from each other at all times. The work benches are setup with a minimum 6-foot distance between each bench. The chairs are a minimum of 6-feet apart for seating. There is a washroom located near the Mechatronics and Advanced Manufacturing classroom and lab for frequent handwashing. All students will be required to wash their hands when leaving the shop/classroom and returning to the shop/classroom. Hand sanitizer will be located at two different spots within the classroom. Disposable masks will be available to students and faculty for times when the 6-foot proximity cannot be maintained for instructional needs.

<p>Have you consulted with Dr. David Florkowski, AVPA before submitting this request?</p> <p>Yes, approval received via email on August 12, 2020.</p>	
<p>Submitted by: Laura McDonald</p>	
<p>Approved by Provost and VPA: Dr. Sandy Vanderburgh</p>	<p>Signature:</p> <p>Date:</p>
<p>Approved by the Office of Health & Safety Name: Pablo Dobud</p>	<p>Signature:</p> <p>Date:</p>

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.



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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