

Program/Course Health & Safety Form

Date: 6/29/2020	Campus: KPU Tech
Faculty: Trades and Technology	Program: Carpentry Foundation
Date of first group of students on campus: 8/17/2020	Date of first group of students to leave campus: February 12, 2021
Number of students anticipated on campus and on which days: A maximum of 8 students on Monday, Tuesday, Wednesday, Thursday and Friday (morning only) from August 17 to September 18. From September 21, 2020 to the end of the program (February 12, 2021), all theory will move to online as follows: Monday (shop) Tuesday (online) Wednesday (shop) Thursday and Friday (online). Here are the shop days: September 21, 23, 28, 30, October 5, 7, 13 (in lieu of Thanksgiving Day on October 12), 14, 19, 21, 26, 28, November 2, 4, 9, 10 (in lieu of November 11), November 16, 18, 23, 25, 30, December 2, 7, 9, 14, 16, January 4, 6, 11, 13, 18, 20, 25, 27, February 1, 3, 8, 9, 10, 11 and 12. This will give the students an entire week on campus to finish their projects, if needed.	Number of employees on campus to support this program and on which days: Instructor Name: Wayne Andrews every day as follows: August 17, 18, 19, 20, 21, 24, 25, 26, 27, 28, 31, September 1, 2, 3, 4, 8, 9, 10, 11, 14, 15, 16, 17, 18, 21, 23, 28, 30, October 5, 7, 13, 14, 19, 21, 26, 28, November 2, 4, 9, 10, 16, 18, 23, 25, 30, December 2, 7, 9, 14, 16, January 4, 6, 11, 13, 18, 20, 25, 27, February 1, 3, 8, 9, 10, 11 and 12. <small>Click or tap here to enter text.</small>
Rationale for why students need to be on campus: ITA Carpenter Course Outline cites a 54% (theory) and 46% (practical) split, which amounts to 260 hours of classroom and 220 hours of shop. As a reminder, the students in the Carpentry Foundation program are all novices. They need a lot of hands-on. This plan supports Student Success.	

Have you informed the Registrar of the scheduling requirements for this course? Yes, on June 24, 2020.

PPE requirements for all students:

- a) Work gloves – students will provide their own
- b) Safety glasses – students will provide their own
- c) Face shields – KPU will provide each student a face shield
- d) Face mask – KPU will provide one mask per student per week (8 students x 24 weeks = 192)

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

Yes, Brian Moukperian reviewed the explain the health safety measures to Wayne Andrews on June 15, 2020.

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

- Come to KPU only if you are well; it's ok not to come to the campus that day
- Self-assess your health
- Maintain physical distance of at least 6 feet
- Wash your hands and avoid common touch points

Submitted by: Brian Moukperian	
Approved by Provost and VPA: Dr. Sandy Vanderburgh	Signature: Date:
Approved by Special Advisor to the President on Covid-19: Dr. David Florkowski	Signature:  Date: July 10 2020
Approved by the Office of Health & Safety Name: Click or tap here to enter text.	Signature: Date:

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



Classroom Photo



Cleaner near the Power Tool 1



Cleaner near the Power Tool 2



Door to the shop



Floor Deck



Floor Plan



Floor signage 1



Floor signage 2



Floor singage 3



Handwashing station

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

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

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

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

Yes

Not Applicable

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

Yes

Not Applicable

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

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

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

Yes

Not Applicable

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

Yes

Not Applicable